



Utility Committee MEETING AGENDA

April 23, 2024 - 4:45 PM
Council Chambers
3805 S. Casper Drive

Published: April 17, 2024

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. February 27, 2024 Meeting Minutes
4. **NEW BUSINESS**
 - A. UT 05-24 Recommend to the Common Council to reject the bid from C&K Services, Inc. of Newburg, as the bid did not meet the requirements listed in the bid forms.
 - B. UT 06-24 Recommend to the Common Council to amend the 2024 Water CIP Budget in the amount of \$28,715.00 to complete the Pump House Roof Replacement Project.
5. **UPDATES**
6. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.
- It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.



Utility Committee MEETING MINUTES

February 27, 2024 - 4:45 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

Alderman Harenda called the meeting to order at 4:45pm

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

City Clerk Rubina Medina took the roll call as follows:

Present: Alderperson Hopkins, Alderperson Harenda, Commissioner Nissen Jr., Commissioner Anderson, Alderperson Kroupa

Others Present: City Attorney Mark Blum, City Clerk Rubina Medina, Utility Manager Jim Hart, Accounting Supervisor John Sughrue, Assistant Deputy City Clerk Sarah Holtz

City Clerk Rubina Medina stated that a quorum was established and that the meeting was properly noticed.

3. APPROVAL OF MINUTES

A. January 23, 2024 Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Hopkins
Motion Passed 5-0

4. UPDATES

A. Water Rate Case Information, application of the city of New Berlin, Waukesha County, Wisconsin as a Water Public Utility, for Authority to Adjust Water Rates - FINAL DECISION.

Accounting Supervisor John Sughrue gave an update on the Water Rate Case Information. He stated that the Final Rate Case is now concluded. Nothing has changed since last month's update. Changes will take place on the 2nd quarter bills in July 2024.

5. CLOSED SESSION

City Clerk Rubina Medina took a roll call vote to enter into Closed Session

MOTION: Motion to Enter Closed Session at 4:48pm

VOTE: Motion by: Alderperson Hopkins
Second by: Commissioner Anderson
Motion Passed 5-0

- A.** The basis for the items to be discussed in closed session are as enumerated in Section 19.85(1)(e) of the Wisconsin State Statutes, (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session, more specifically
- B.** UT 04-24 Discussion and possible action related to the Cell Lease/Generator Installation at the Calhoun Water Tower #1

6. RECONVENE TO OPEN SESSION

City Clerk Rubina Medina took a roll call vote to reconvene to Open Session

MOTION: Motion to Reconvene to Open Session at 4:54pm

VOTE: Motion by: Alderperson Hopkins
Second by: Commissioner Nissen Jr.
Motion Passed 5-0

- A.** UT 04-24 Discussion and possible action related to the Cell Lease/Generator Installation at the Calhoun Water Tower #1

No action needed.

7. ADJOURN

MOTION: Motion to Adjourn at 4:54pm

VOTE: Motion by: Alderperson Kroupa
Second by: Commissioner Nissen Jr.
Motion Passed 5-0

Respectfully Submitted,

Sarah Holtz, Assistant Deputy City Clerk

STAFF REPORT EXECUTIVE SUMMARY

CUSTOMER/PROJECT: City of New Berlin
Complete Roof System Replacement Bid Rejection

LOCATION: Greenridge Pump House – 12400 W. Crawford Dr
Grange Pump House – 12625 W. Grange Ave
Valley View Pump House - 5155 S. Sunny Slope Rd
Well #10 Pump House – 15454 W. Rockridge Rd

REQUEST: To reject the bid from C & K Services as being non-responsive to the bid requirements.

UTILITY MANAGER RECOMMENDATION: Recommend the Common Council to reject the bid from C&K Services, as not meeting the bid requirements listed in the bid forms.

DETAILS IN ATTACHED STAFF REPORT

**CITY OF NEW BERLIN
UTILITIES DEPARTMENT
STAFF REPORT**

Complete Roof System Replacement Project

DATE STAFF REPORT CREATED: April 16, 2024

CUSTOMER/PROJECT NAME: Complete Roof System Replacement Project

ISSUE/DESCRIPTION OF PROJECT: This project consists of replacing the roofs at the following pump houses: Greenridge, Grange, Valley View #8 and Well # 10.

DATE OF COMPLETENESS DETERMINATION: October 31st, 2024

REQUESTED ACTION: Recommend to the Common Council to reject the bid from C&K Services, as not meeting the bid requirements listed in the bid forms.

FISCAL IMPACT:

SOURCE OF FUNDS:

RATIONAL: Contractor emailed bid into the Utility after the deadline for the Public bid opening, therefore not meeting the bid document requirements.

USE / SITE / ARCHITECTURAL / REVIEW

PROPOSED ARCHITECTURE:

UNIQUE SITE CHARACTERISTICS:

ENVIRONMENTAL IMPACT:

STORMWATER MANAGEMENT/ DRAINAGE:

SANITARY SEWER PROVISION:

WATER USAGE CALCULATION:

TRAFFIC IMPACT:

PREVIOUS ACTION:

**CITY OF NEW BERLIN
UTILITIES DEPARTMENT
STAFF REPORT**

**Customer Name/Project Name
Address
(Continued)**

CONSISTENCY WITH PREVIOUS ACTION:

FINDINGS:

UTILITY MANAGER RECOMMENDATION: See Executive Summary

ATTACHMENTS:

UTILITY STAFF REPORT EXECUTIVE SUMMARY

CUSTOMER/PROJECT:

Roof Replacement Project

LOCATION:

Greenridge Pump House – 12400 W. Crawford Dr.

Grange Ave. Pump House – 12625 W. Grange Ave.

Valley View Pump House – 5155 S. Sunny Slope Rd.

Well #10 Pump House – 15454 Rockridge Dr.

REQUEST:

Amend the 2024 Water CIP Budget.

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to amend the 2024 Water CIP Budget in the amount of \$28,715.00. The additional funds will be used to offset an increase in contractor labor, materials, and the removal of roof hatches and skylights at two sites as requested by staff, with a total project cost not to exceed \$106,940.00.

DETAILS IN ATTACHED STAFF REPORT

**CITY OF NEW BERLIN
UTILITIES DEPARTMENT
STAFF REPORT**

ROOF REPLACEMENT PROJECT

DATE STAFF REPORT CREATED: April 15, 2024

CUSTOMER/PROJECT NAME:
Roof Replacement Project

ISSUE/DESCRIPTION OF PROJECT:

Recommend to the Common Council to amend the 2024 Water CIP Budget in the amount of \$28,715.00, to complete the roof replacement at four pump houses.

REQUESTED ACTION:

Amend the 2024 Water CIP Budget

FISCAL IMPACT:

\$28,715.00

SOURCE OF FUNDS:

Water Reserves

RATIONALE:

The need for additional funds for extra work to remove unnecessary roof hatches, skylights and increased material and labor costs.

ATTACHMENTS: