



Utility Committee MEETING AGENDA

June 25, 2024 - 4:45 PM
Council Chambers
3805 S. Casper Drive

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. April 23, 2024 Meeting Minutes
4. **OLD BUSINESS**
 - A. UT 05-24 Recommend to the Utility Committee rejecting the bid from D&H Royale Construction, LLC as it is above the budgeted dollar amount and rebid the project as either separate or divided by roofing material types to attract additional bidders.
5. **NEW BUSINESS**
 - A. UT 07-24 Recommend to the Common Council to approve Resolution #24-12 Compliance Maintenance Annual Report (CMAR) for reporting year 2023.
 - B. UT 08-24 Recommend to the Common Council to amend the 2024 Wastewater CIP Budget in the amount of \$69,750 to complete the Davit Lift Station Cranes project.
 - C. UT 09-24 Recommend to the Common Council to award the construction contract for the Davit Lift Station Crane project to the lowest responsive bidder, Sackerson Construction Co. Inc. in the amount of \$132,500 with a ten percent (10%) contingency of \$13,250 for a total project cost not to exceed \$145,750.
6. **UPDATES**
7. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlinWI.gov
- The minutes are published online and are approved at the next regularly scheduled meeting.
- Action may be taken on any of the agenda items and the agenda may be discussed in any order.
- You may email comments to the City Clerk at CitizenComments@NewBerlinWI.gov. The comments will be forwarded to the mayor and governing body members. The emailed comments are not read during the meeting.
- The City of New Berlin is committed to hosting inclusive, accessible meetings. We strive to enable all individuals, regardless of their abilities, to engage and participate fully. If you have a qualifying disability under the Americans with Disabilities Act that requires the meeting to be accessible, please contact the Office of the City Clerk at (262) 786-8610 or via email at ClerksOffice@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. We will make every effort to accommodate your needs through appropriate aids and/or services.
- It is also possible that members of and possibly a quorum of other municipal governmental bodies may attend the above-stated meeting to gather information; any governmental body will take no action at the above-stated meeting other than the governmental body specifically referred to in the above meeting notice.



Utility Committee MEETING MINUTES

April 23, 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

Aldersperson Harenda called the meeting to order at 4:49 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Sarah Holtz took the roll call as follows:

Present: Aldersperson Hopkins, Aldersperson Harenda, Commissioner Anderson, Aldersperson Kroupa

Absent: Commissioner Nissen

Staff Present: Utility Manager Jim Hart, Utility Supervisor Mark Welch, Accounting Supervisor John Sughrue,
Assistant Deputy City Clerk Sarah Holtz

3. APPROVAL OF MINUTES

A. February 27, 2024 Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Aldersperson Kroupa
Second by: Aldersperson Hopkins
Motion Passed 4-0

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.

MOTION: Motion to Approve

VOTE: Motion by: Aldersperson Hopkins
Second by: Commissioner Anderson
Motion Passed 4-0

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.

MOTION: Motion to Approve

VOTE: Motion by: Aldersperson Hopkins
Second by: Commissioner Anderson
Motion Passed 4-0

5. UPDATES

6. ADJOURN

MOTION: Motion to Adjourn at 4:57 PM

VOTE: Motion by: Alderperson Kroupa
Second by: Commissioner Anderson
Motion Passed 4-0

***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 D&H Royale Construction, LLC as it is above the budgeted dollar amount, and rebid the projects as either separate or divided by roofing material types to attract additional bidders.

UTILITY MANAGER RECOMMENDATION: Recommends rejecting the bid from D&H Royale Construction, LLC as it is above the budgeted dollar amount and rebid the projects as either separate or divided by roofing material types to attract additional bidders.

DETAILS IN ATTACHED STAFF REPORT

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

Complete Roof System Replacement Project

DATE STAFF REPORT CREATED: June 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: To reject the bid from D&H Royale Construction, LLC as it is above the budgeted dollar amount, and rebid the projects as either separate projects or divided roofing material types to attract additional bidders.

FISCAL IMPACT:

SOURCE OF FUNDS:

RATIONAL: The amount of the singular bid was \$184,309.90; the budgeted amount was \$106,940.00, a difference of \$77,369.90

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: 2023 Compliance Maintenance Annual Report

LOCATION: N/A

REQUEST: Resolution #24-12

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to approve Resolution #24-12 Compliance Maintenance Annual Report (CMAR) for reporting year 2023.

DETAILS IN ATTACHED STAFF REPORT

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

RISK & RESILIENCE ASSESSMENT

DATE STAFF REPORT CREATED: June 12, 2024

CUSTOMER/PROJECT NAME: Compliance Maintenance Annual Report (CMAR)

ISSUE/DESCRIPTION OF PROJECT: Approve Resolution #24-12

DATE OF COMPLETENESS DETERMINATION: Due by June 30, 2024

REQUESTED ACTION: Recommend to the Common Council to approve Resolution #24-12. Compliance Maintenance Annual Report (CMAR) for reporting year 2023.

FISCAL IMPACT: N/A

SOURCE OF FUNDS: N/A

RATIONALE:
The CMAR report needs to have the City of New Berlin Common Council approval annually by June 30th of the following year to be accepted by the Wisconsin Department of Natural Resources (WDNR) for 2023.

UTILITY MANAGER RECOMMENDATION:
Recommend to the Common Council to approve Resolution #24-12 Compliance Maintenance Annual Report (CMAR) for reporting year 20223.

ATTACHMENTS: UT Resolution #24-12 Resolution Accepting the Compliance Maintenance Annual Report for the City of New Berlin Wastewater Utility.

RESOLUTION NO. 2024-12

**A RESOLUTION ACCEPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE
CITY OF NEW BERLIN WASTEWATER UTILITY**

WHEREAS, the City of New Berlin has fully completed and compiled the data for the 2023 Wastewater Utility Compliance Maintenance Annual Report per the State of Wisconsin Department of Natural Resources requirement, and;

WHEREAS, the City of New Berlin Common Council is required to approve this report and all of its contents as related to the City's Wastewater Utility.

NOW THEREFORE BE IT RESOLVED THAT, the City of New Berlin Common Council approves and accepts the Compliance Maintenance Report as related to the City's Wastewater Utility for the 2023 year.

Passed and adopted by the Common Council this _____ day of June, 2024

APPROVED:

David A. Ament, Mayor

Countersigned/Certified:

Rubina Medina, City Clerk

UTILITY STAFF REPORT EXECUTIVE SUMMARY

CUSTOMER/PROJECT: Davit Lift Station Cranes

LOCATION: Regal Manor West Lift Station
Westward Manor Lift Station

REQUEST: Amend the 2024 Sewer CIP Budget

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to amend the 2024 Wastewater CIP Budget in the amount of \$69,750. The additional funds will be used to offset an increase in labor, materials for the installation of the Davit Lift Station Cranes, with a total project cost not to exceed \$145,750.

DETAILS IN ATTACHED STAFF REPORT

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

DAVIT LIFT STATION CRANES

DATE STAFF REPORT CREATED: June 18, 2024

CUSTOMER/PROJECT NAME: Davit Lift Station Cranes

ISSUE/DESCRIPTION OF PROJECT: Recommend to the Common Council to amend the 2024 Wastewater CIP Budget in the amount of \$69,750 to complete the Davit Lift Station Cranes project.

REQUESTED ACTION: Amend the 2024 Wastewater CIP Budget

FISCAL IMPACT: \$69,750

SOURCE OF FUNDS: Wastewater Reserves

RATIONALE:

The need for additional funds is due to the increased cost of the Davit Lift Station Cranes, labor and materials for installation. These cranes are needed at each site to raise/lower pumps and mixers from wet wells. In the past, we have used a truck with a crane to raise/lower the pumps, but with new equipment in the wet wells, access to the hatches is more difficult. Permanent cranes will make it easier and safer to remove and reinstall equipment after inspection and repairs.

ATTACHMENTS:

UTILITY STAFF REPORT

EXECUTIVE SUMMARY

CUSTOMER/PROJECT: Davit Lift Station Cranes

LOCATION: Regal Manor West Lift Station
Westward Manor Lift Station

REQUEST: Award construction contract for the Davit Lift Station Cranes to the lowest responsible bidder William Sackerson Construction Company

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to award the construction contract for the Davit Lift Station Cranes to the lowest responsive bidder, William Sackerson Construction Company in the amount of \$132,500 with a ten percent (10%) contingency of \$13,250 for a total project cost not to exceed \$145,750.

DETAILS IN ATTACHED STAFF REPORT

1. In June 2024, the City of New Berlin Utility solicited bids for the Davit Lift Station Cranes installation project.
2. On June 18, 2024, the Utility received one (1) bid for the Davit Lift Station Cranes installation project. Staff reviewed the bid and determined William Sackerson Construction Company was the lowest responsive bidder.
3. A bid award recommendation and summary of the bid job is attached to this staff report.

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

DAVIT LIFT STATION CRANES

DATE STAFF REPORT CREATED:	June 18, 2024
CUSTOMER/PROJECT NAME:	Davit Lift Station Cranes
ISSUE/DESCRIPTION OF PROJECT:	This project consists of installing the Davit Lift Station Cranes to Regal Manor West Lift Station and Westward Manor.
REQUESTED ACTION:	Recommend to Common Council to award the construction contract for the Davit Lift Station Cranes to the lowest responsive bidder William Sackerson Construction Company in the amount of \$132,500 with a ten percent (10%) contingency of \$13,250, for a total project cost not to exceed \$145,750.
FISCAL IMPACT:	\$145,750
SOURCE OF FUNDS:	Wastewater CIP 80-107000
RATIONALE:	These cranes are needed at each site to raise/lower pumps and mixers from wet wells. In the past, we have used a truck with a crane to raise/lower pumps, but with new equipment in the wet wells, access to/through the hatches is more difficult. These permanent cranes will make it easier for removing and reinstalling equipment after inspection and repairs.
ATTACHMENTS:	Award Recommendations



June 19, 2024

Joe Graser
City of New Berlin
4000 S. Casper Drive
New Berlin, WI 53151

Re: Lift Station Cranes

Dear Joe,

We have reviewed the bid received from William Sackerson Construction Co., Inc. of Cudahy, Wisconsin for the Lift Station Cranes project. The bid amount received is as follows:

William Sackerson Construction Co., Inc. \$ 132,500.00

Clark Dietz recommends that the City award a contract to **William Sackerson Construction Co., Inc.** for the bid amount of **\$132,500.00**.

If you have any questions or require additional information regarding this matter, please contact our office.

Sincerely,

Diane L. Thoune, PE
Project Manager
Clark Dietz, Inc.