



# Utility Committee Meeting Agenda

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February 24, 2026 - 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. 01/27/2026 Meeting Minutes
4. **NEW BUSINESS**
  - A. UT 09-26 Recommend to the Common Council the approval of a Professional Services Contract Revision to Clark Dietz, Inc. for design modification services not to exceed \$22,600.00. Total cost not to exceed \$202,600.00 for Professional Services for the entire project.
5. **OLD BUSINESS**
6. **UPDATES**
7. **ADJOURN**

### Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at [www.NewBerlinWI.gov](http://www.NewBerlinWI.gov). Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.



# Utility Committee MEETING MINUTES

January 27, 2026 - 4:45 PM  
Council Chambers  
3805 S. Casper Drive

## MINUTES

### 1. CALL TO ORDER

Alderman Harenda called the meeting to order at 4:46PM

### 2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Administrative Specialist Norgie Metzinger took the roll call as follows:

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

Excused: Commissioner Anderson

Staff Present: City Attorney Thomas Schmitzer, Alex Parker Utility Manager, Tammy Simonson City Engineer, Assistant Deputy City Clerk Sarah Holtz, Administrative Specialist Norgie Metzinger

The Administrative Specialist confirmed that a quorum was present and that the meeting was properly posted in compliance with open meetings law.

### 3. APPROVAL OF MINUTES

#### A. 12/2/2025 Meeting Minutes

**MOTION:** Motion to Approve

**VOTE:** Motion by: Alderperson Kroupa  
Second by: Alderperson Hopkins  
Motion Passed 4-0

### 4. NEW BUSINESS

A. UT 01-26 Recommend to the Common Council the approval of a Professional Services Contract Revision to Clark Dietz, Inc. for design modification services not to exceed \$14,300.00. Total cost not to exceed \$180,000.00 for Professional Services for the entire project.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Alderperson Hopkins  
Second by: Alderperson Kroupa  
Motion Passed 4-0

- B.** UT 02-26 Recommend to the Common Council to approve the Professional Services Contract for the engineering and consulting for private property I/I dye testing to raSmith in the amount of \$41,591.00 with an additional \$4,160.00 (10%) for contingencies, resulting in the total project cost of \$45,751.00.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Nissen Jr.  
Second by: Alderperson Kroupa  
Motion Passed 4-0

- C.** UT 03-26 Recommend to the Common Council to award the Professional Services Contract for the 2026 flow monitoring and I/I quantification project to raSmith to assist the Utility with the 2026 Sanitary Sewer Flow Monitoring Program.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Alderperson Kroupa  
Second by: Alderperson Hopkins  
Motion Passed 4-0

- D.** UT 04-26 Recommend to the Common Council to award the Professional Service Agreement to Dixon Engineering for consulting services related to the DNR required inspection of ten (10) water reservoirs. Project not to exceed \$43,200.00.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Alderperson Hopkins  
Second by: Alderperson Kroupa  
Motion Passed 4-0

- E.** UT 05-26 Discussion and possible recommendation to the Common Council to approve the Temporary Construction Easement, Conveyance of Rights in Land, and Lump Sum Agreement for the Sanitary Sewer easements associated with the Moorland Road Project 2722-04-01.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Alderperson Hopkins  
Second by: Commissioner Nissen Jr.  
Motion Passed 4-0

- F.** UT 06-26 Discussion and possible recommendation to the Common Council to approve the Temporary Construction Easement, Conveyance of Rights in Land, and Lump Sum Agreement for the Sanitary Sewer easements associated with the Moorland Road Project 2722-04-01.

\*City Engineer Tammy Simonson noted a typo in agenda item UT 06-26, and recommended the following correction: **UT 06-26 Discussion and possible recommendation to the Common Council to approve the Temporary Watermain Easement, Conveyance of Rights in Land, and Lump Sum Agreement for the Sanitary Sewer easements associated with the Moorland Road Project 2722-04-01.**

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Nissen Jr.  
Second by: Alderperson Kroupa  
Motion Passed 4-0

**G.**

UT 07-26 Discussion and possible recommendation to the Common Council to approve approval of the Quit Claim Deed for the properties identified as NBC 1158.989 and NBC 1159.999 associated with the Moorland Road Project 2722-04-21.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Alderperson Kroupa  
Second by: Alderperson Hopkins  
Motion Passed 4-0

**H.** UT 08-26 Recommend to the Common Council the approval of a Non-Objection Agreement with TC Energy/ANR Pipeline.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Alderperson Kroupa  
Second by: Commissioner Nissen Jr.  
Motion Passed 4-0

**5. OLD BUSINESS**

None

**6. UPDATES**

None

**7. ADJOURN**

**MOTION:** Motion to Adjourn at 5:05 PM

**VOTE:** Motion by: Alderperson Hopkins  
Second by: Alderperson Kroupa  
Motion Passed 4-0

Meeting adjourned at 5:05PM

**Respectfully Submitted,  
Norgie Metzinger, Administrative Specialist**

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# UTILITY STAFF REPORT EXECUTIVE SUMMARY

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**CUSTOMER/PROJECT:** Jacobs Ridge Lift Station Upgrade Amendment 3

**LOCATION:** Jacobs Ridge Lift Station

**REQUEST:** To approve Professional Services Contract Amendment For Design Modification

**UTILITY MANAGER RECOMMENDATION:**  
Recommend to the Common Council the approval of a Professional Services Contract Revision to Clark Dietz, Inc. for design modification services not to exceed \$22,600.00. Total cost not to exceed \$202,600.00 for Professional Services for the entire project.

**DETAILS IN ATTACHED STAFF REPORT**

CITY OF NEW BERLIN  
UTILITIES DEPARTMENT  
STAFF REPORT

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Jacobs Ridge Lift Station Upgrade Amendment 3

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**DATE STAFF REPORT CREATED:** February 19, 2026

**CUSTOMER/PROJECT NAME:** Jacobs Ridge Lift Station Update  
Contract Revision

**ISSUE/DESCRIPTION OF PROJECT:** The Utility would like Clark Dietz to make necessary design modifications to the Jacobs Ridge project.

**REQUESTED ACTION:**  
Recommend to the Common Council the approval of a Professional Services Contract Revision to Clark Dietz, Inc. for design modification services not to exceed \$22,600.00. Total cost not to exceed \$202,600.00 for Professional Services for the entire project.

**SOURCE OF FUNDS:** 2025 CIP Budget

**RATIONALE:**  
This work is necessary to complete the plans to perform the upgrade in 2026.

**UTILITY MANAGER RECOMMENDATION:** See Executive Summary

**ATTACHMENTS:** Professional Services Agreement, Amendment 3

**PROFESSIONAL SERVICES AGREEMENT**

**AMENDMENT NUMBER 3**

**Jacobs Ridge Lift Station Rehabilitation (“Project”)**

This Amendment to the Professional Services Agreement dated May 5, 2025 is by and between:

**City of New Berlin (“Client”)**

3805 S Casper Drive  
New Berlin, WI 53151

and,

**Clark Dietz, Inc. (“Clark Dietz”)**

500 N. 3<sup>rd</sup> Street, Suite 703  
Wausau, WI 54403

Who agree as follows:

**Whereas;** Clark Dietz will prepare a revised plan set to shift the lift station building to the southwest side of the site, update the bidding documents, and reissue the project for bidding as requested by City staff.

**Now Therefore;** this Amendment engages Clark Dietz to perform Services described in PART I – SERVICES BY CLARK DIETZ and Clark Dietz agrees to perform these Services for the compensation set forth in PART III - COMPENSATION. Clark Dietz shall be authorized to commence Services upon execution of this Amendment by both parties and receipt of written or verbal authorization to proceed from the Client. Client and Clark Dietz agree that this signature page, together with Parts I - III of this Amendment and the original Agreement, incorporated and made a part herewith, constitute the entire agreement between them relating to this project.

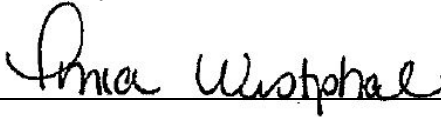
**Agreed to by Client**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Agreed to by Clark Dietz**

By: 

Title: Vice President

Date: February 19, 2026

**PART I  
SERVICES BY CLARK DIETZ**

**A. Amendment Description**

The work of this amendment includes preparation of revised project plans to shift the lift station building to the west. This work was requested by the Client. The revised building location will allow for better coordination with the adjacent property owner. It will be necessary to update the plan set and contract documents and reissue them for bidding.

**B. Scope**

The original contract scope shall be modified as follows:

1. DESIGN PHASE

- a. Meet with City staff to discuss the new building location and site accessibility requirements.
- b. Revise the design of lift station components:
  - 1) Pressure pipes between pumps and building
  - 2) Piping layout in mechanical room
  - 3) Location of electrical and control panels in mechanical room
  - 4) Building elevations
- c. Minimize building dimensions while maintaining clearance around equipment.
- d. Prepare revised site grading, site utilities, mechanical sections and details, structural, electrical, and HVAC design drawings.
- e. Coordinate gas and electric service locations with utility company.
- f. Prepare a revised opinion of probable construction cost.
- g. Submit the revised project plans to City Utilities staff for review.
- h. Meet with City Utilities staff to discuss the revised project plans.
- i. Address comments from City Utilities staff on revised project plans.
- j. Perform internal QA/QC review.
- k. Submit revised plans to WDNR for informational purposes. No additional permitting is expected.
- l. Revise front end contract documents.
- m. Prepare final plans and project manual for bidding on a revised schedule.

- n. Submit bidding documents to City Utilities staff.
  - o. The scope of services does not include:
    - 1) Requests made by any party other than the Client.
    - 2) Coordination with parties other than the Client.
    - 3) Changes made after the preliminary plan is set by the Client.
2. BIDDING/NEGOTIATION PHASE
- a. Prepare the revised bid advertisement.
  - b. Reissue documents for bidding.
  - c. Notify previous plan holders about the rebid.
  - d. Answer bidders' questions.
3. CONSTRUCTION PHASE – No change.

**C. Schedule**

The original contract schedule shall be modified as follows:

Project Bid	April 2026
Notice of Award	May 2026
Pre-construction Meeting	June 2026
All Work Complete	June 2027*

\*This schedule is based on Clark Dietz's design services schedule and the final completion date expected to be included in the project manual.

**D. Assumptions/Conditions (If applicable)**

This Amendment is subject to the following assumptions/conditions:

- 1. No change

**PART II**  
**CLIENT'S RESPONSIBILITIES**

Client shall, at its expense, do the following in a timely manner so as not to delay the Amended services:

**A. Information/Reports**

1. No Change

**B. Representative**

1. No Change

**C. Decisions**

1. No Change

**D. Other**

1. No Change

**PART III  
COMPENSATION**

**A. Compensation**

1. Total compensation to Clark Dietz for services rendered on the Project in accordance with PART I, SERVICES of this Amendment will be a lump sum amount of \$ 22,600.00 . This lump sum compensation includes salaries, payroll taxes and insurance, employee fringe benefits, general overhead costs, profit, and project related expenses. This Amendment increases the total compensation authorized to \$ 202,600.00 .

**B. Billing and Payment – No Change**