

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
May 7, 2012
7:00 PM
or immediately following the Administration Committee
AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [April 17, 2012](#)

D. ACTION ITEMS

1. [Recommendation to Award – Menasha Utilities Elevated Water Tank Demolition; Contract M0002-910283-A; Iseler Demolition, Inc.; \\$7,510.00](#)
2. [Recommendation to Award – Menasha Utilities 16 Inch Transmission Main Construction Broad Street to Power Canal; Contract M0002-910333; Dorner, Inc.; \\$532,952.50](#)
3. [Recommendation to Award – Menasha Utilities High Lift Pumping Station/Standby Generator & Motor Control Modifications; Contract M0002-910283-B; Pieper Electric, Inc.; \\$612,400.00](#)
4. [Midway Road Walk Update](#)
5. [Storm Water Utility Financial Report](#)

E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
April 17, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by DPW Radtke at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Benner,

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, PC Styka, DPW Radtke, CDD Keil, C/T Stoffel,
PRD Tungate, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [April 2, 2012](#)

Moved by Ald. Krueger, seconded by Ald. Langdon to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

Moved by Ald. Sevenich, seconded by Ald. Krueger to nominate Ald. Taylor as Chairman.

Having no other nominations the clerk was directed to cast a unanimous ballot for Ald. Taylor as Chairman.

Alderman Taylor took over as Chairman

2. Election of Vice-Chairman

Moved by Ald. Klein, seconded by Ald. Langdon to nominate Ald. Benner for Vice-Chairman.

Having no other nominations the clerk was directed to cast a unanimous ballot for Ald. Benner for Vice-Chairman.

3. [Application for City of Menasha Deferred Assessment Policy, First Addition to Lake Park Heights, Winnebago Investments, LLC \(Van's Realty & Construction\) in the amount of approximately \\$530,000](#)

CDD Keil explained the request of Jerry Haen, Winnebago Investment, a division of Van's Realty & Construction, to use the City's deferred assessment policy to enable the City to borrow to fund the installation of public infrastructure in the Lake Park Heights and Southfield Subdivisions. The City would borrow the funds for the infrastructure installation from the State Trust Fund Loan program and repayment to the City would come from special assessments on the benefitting properties. The current estimate of the public infrastructure would be \$584,000.

General discussion ensued on the cost of the project, special assessment policy, development of that area.

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council the Application for City of Menasha Deferred Assessment Policy, First Addition to Lake Park Heights, Winnebago Investment, LLC (Van's Realty & Construction) in the amount of approximately \$584,000.

Motion carried on roll call 5-2.

Ald. Klein, Taylor, Sevenich, Langdon Benner – yes

Ald. Krueger, Zelinski – no

4. [Application for City of Menasha Deferred Assessment Policy, Second Addition to Southfield, Van's Realty & Construction in the amount of approximately \\$300,000](#)

CDD Keil explained the request of Van's Realty & Construction to use the City's deferred assessment policy for the cost of installing public infrastructure in the Second Addition to Southfield Subdivision. The estimate of the installation of public infrastructure is \$325,000. The borrowing for this project would come from the State Trust Fund and be repaid to the City from special assessments on the benefitting properties.

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council the application for City of Menasha Deferred Assessment Policy, Second Addition to Southfield, Van's Realty & Construction in the amount of \$325,000.

Motion carried on roll call 5-2.

Ald. Klein, Taylor, Sevenich, Langdon Benner – yes

Ald. Krueger, Zelinski – no

5. [Request for extension of sanitary sewer from Southfield Subdivision to Second Addition to Southfield in the amount of approximately \\$33,000 \(to be paid from TID #9, Amendment #1 Project Plan proceeds\)](#)

CDD Keil explained the request from Van's Realty & Construction to fund the construction of approximately 800' of sanitary sewer main from the Southfield Subdivision to the Second Addition to Southfield site. The extension is necessary because sewer cannot be extended from the adjacent First Addition to Southfield due to topography. The estimated cost is \$33,000 and will come from TID #9, Amendment #1 Project Plan proceeds.

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council the request for extension of sanitary sewer from Southfield Subdivision to Second Addition to Southfield in the amount of approximately \$33,000 to be paid from TID #9 Amendment #1 Project Plan proceeds.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 8:16 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 •
www.menashautilities.com

MEMORANDUM

TO: Mark Radtke, Director
Public Works

FROM: Melanie Krause, Dick Sturm
Co-General Managers

DATE: May 2, 2012

SUBJECT: Recommendation for Awards

At the Menasha Utilities Commission Meeting on March 1, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910283-A Elevated Water Tank Demolition to the low bidder, Iseler Demolition, Inc, for the base bid in the amount of \$7,510.

At the Menasha Utilities Commission Meeting on March 1, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910333 16 Inch Transmission Main Construction Broad Street to Power Canal to the low bidder, Dorner, Inc, in the amount of \$532,952.50.

At the Menasha Utilities Commission Meeting on April 25, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910283-B High Lift Pumping Station/Standby Generator & Motor Control Modifications to the lowest bidder, Pieper Electric, Inc., for Base Bid B and Alternate Bid B-1 in the amount of \$612,400 (\$615,000 less deduct of \$2,600) after West Electric, Inc. was allowed to withdraw its bid (lowest bid) due to an error.

The financing for the entire project will be from the Safe Drinking Water Fund (SDWF) with 10% principal forgiveness applied. The water rate case that went into effect in March included the future debt payment for this project. The SDWF financial assistance agreement for this project will be on a future council agenda.

Copies of the bid tabulations and recommendations from McMahon Engineers/
Architects are attached.

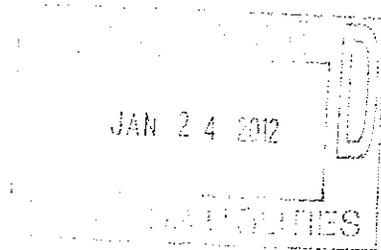
McMAHON

ENGINEERS ARCHITECTS

January 23, 2011

Menasha Utilities
Utility Commission
321 Milwaukee Street
P.O. Box 340
Menasha, WI 54952-0340

Re: Menasha Utilities
Water Distribution System / Elevated Water Tank Demolition
Contract M0002-910283-A
Letter Of Recommendation
McM. No. M0002-910283.02



Dear Commissioners:

Bids were received at the Menasha Utilities Office at 2:00 p.m., January 19, 2012, for the Elevated Water Tank Demolition Project (Contract M0002-910283-A).

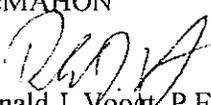
A total of four bids were received for the Base Bid, ranging in price from \$7,510.00 to \$143,800.00. An Alternate Bid was also requested for removal of the foundation (Bid Tabulation enclosed). Bidders were required to submit Disadvantaged Business Enterprise (DBE) forms with their bid to comply with Safe Drinking Water (SDW) requirements.

Based upon the bids received, we recommend award of Contract M0002-910283-A to the low, responsive bidder, Iseler Demolition, Inc. of Romeo, Michigan, in the Base Bid amount of \$7,510.00. The Engineer's estimate for this project was \$15,000.00. This award is contingent upon Wisconsin SDW loan approval.

If you agree with our recommendation, please have the authorized representative date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents. If you have any questions, feel free to contact me.

Very truly yours,

McMAHON


Donald J. Voigt, P.E., BCEE
Associate / Senior Project Engineer

Enclosure: Bid Tabulation / Notice Of Award (4 copies)



1445 McMahon Drive / P.O. Box 1025
 Neenah, WI 54956 / 54957-1025
 920-751-4200 / 920-751-4284 - Fax
 www.mcmgrp.com

BID TABULATION

Owner: **MENASHA UTILITIES - City Of Menasha, Wisconsin**
 Project Name: **Water Distribution System
 ELEVATED WATER TANK DEMOLITION**
 Contract No. **M0002-910283-A**
 Bid Date / Time: **January 19, 2012 @ 2:00 p.m., local time**
 Project Manager: **Donald J. Voogt, P.E., BCEE**

Contract M0002-910283-A	ISELER DEMOLITION, INC. 71231 Burlison Lane Romeo, MI 48065 (Bidder)	KOSINSKI DEMOLITION, INC. 2400 Weaver Road Port Austin, MI 48467 (Bidder)	ALLSTATE TOWER, INC. 232 Heilman Avenue P.O. Box 25 Henderson, KY 42419 (Bidder)
BASE BID: Elevated Tank Demolition	\$7,510.00	\$14,500.00	\$56,875.00
ALTERNATE BID #1: Foundation Removal	+ \$26,197.00	+ \$12,000.00	+ \$46,800.00
Addendum Ack.	Yes - #1	Yes - #1	Yes - #1
Bid Security	5% Bid Bond	Certified Check	5% Bid Bond
DBE / SDW Forms	✓	✓	✓

Contract M0002-910283-A	AMERICAN DEMOLITION CORPORATION 305 Ramona Avenue Elgin, IL 60120 (Bidder)
BASE BID: Elevated Tank Demolition	\$143,800.00
ALTERNATE BID #1: Foundation Removal	+ \$26,000.000
Addendum Ack.	NO
Bid Security	5% Bid Bond
DBE / SDW Forms	✓

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

Contractor: **ISELER DEMOLITION, INC.**
71231 Burlison Lane
Romeo, MI 48065

Contract No. **M0002-910283-A**
Project: **Water Distribution System**
ELEVATED WATER TANK DEMOLITION

OWNER: **MENASHA UTILITIES**
City Of Menasha - Winnebago County, Wisconsin

You are notified that your Bid, dated January 19, 2012, for the above contract has been considered. You are the apparent successful Bidder, and have been awarded **Contract M0002-910283-A - Water Distribution System - Elevated Water Tank Demolition, for the Menasha Utilities, City of Menasha, Winnebago County, Wisconsin. This award is contingent upon Wisconsin Safe Drinking Water (SDW) loan approval.**

The Contract Price of your contract is as follows: **Seven Thousand Five Hundred Ten & no/100 Dollars (\$7,510.00).**

1. You must deliver Insurance Certification complying with the General Conditions and Supplementary Conditions (Sections 00 72 00.00 and 00 73 00.00) of the Contract Documents.
2. You must execute four (4) counterparts of the Agreement, including all Contract Documents, and return to the ENGINEER / ARCHITECT's office for review prior to submission to the OWNER for execution.

Upon compliance with these conditions, and execution by the OWNER, one (1) fully signed counterpart of the Agreement will be returned to the CONTRACTOR, along with the Contract Documents.

OWNER:
MENASHA UTILITIES
City Of Menasha - Winnebago County, Wisconsin

(authorized signature)

(title)

Witness: _____

NOTICE TO AWARD

00 51 00.00 - 1



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 •
www.menashautilities.com

MEMORANDUM

TO: Mark Radtke, Director
Public Works

FROM: Melanie Krause, Dick Sturm
Co-General Managers

DATE: May 2, 2012

SUBJECT: Recommendation for Awards

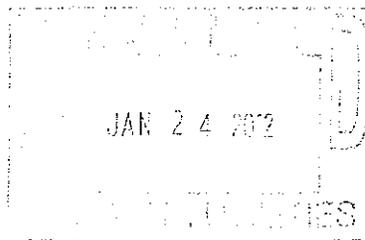
At the Menasha Utilities Commission Meeting on March 1, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910283-A Elevated Water Tank Demolition to the low bidder, Iseler Demolition, Inc, for the base bid in the amount of \$7,510.

At the Menasha Utilities Commission Meeting on March 1, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910333 16 Inch Transmission Main Construction Broad Street to Power Canal to the low bidder, Dorner, Inc, in the amount of \$532,952.50.

At the Menasha Utilities Commission Meeting on April 25, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910283-B High Lift Pumping Station/Standby Generator & Motor Control Modifications to the lowest bidder, Pieper Electric, Inc., for Base Bid B and Alternate Bid B-1 in the amount of \$612,400 (\$615,000 less deduct of \$2,600) after West Electric, Inc. was allowed to withdraw its bid (lowest bid) due to an error.

The financing for the entire project will be from the Safe Drinking Water Fund (SDWF) with 10% principal forgiveness applied. The water rate case that went into effect in March included the future debt payment for this project. The SDWF financial assistance agreement for this project will be on a future council agenda.

Copies of the bid tabulations and recommendations from McMahon Engineers/
Architects are attached.



January 20, 2012

Melanie Krause, Co-General Manager / Business Operations
Menasha Utilities
321 Milwaukee Street
P.O. Box 340
Menasha, WI 54952-0340

Re: Menasha Utilities
16 Inch Transmission Main Construction
Broad Street to Power Canal
Letter Of Recommendation
McM. No. M0002-910333

On January 19, 2012, bids were received at Menasha Utilities for the above referenced project. Six (6) bids were received, ranging in price from \$532,952.50 to \$718,850.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract M0002-910333 to the low bidder, Dorner, Inc., in the amount of \$532,952.50. This award is contingent upon Wisconsin Safe Drinking Water loan approval.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents.

If you have any questions, please feel free to contact me.

Very truly yours,

McMAHON

Jennifer L. Schaff, P.E.
Project Engineer

JLS:car

Enclosures: Notice of Awards (4 copies each)
Bid Tabulation

NOTICE OF AWARD

Dated: _____

To: DORNER, INC.
E506 Luxemburg Road
P.O. Box 129
Luxemburg, WI 54217

Contract No. M0002-910333

Project: 16 INCH TRANSMISSION MAIN CONSTRUCTION
Broad Street to Power Canal
MENASHA UTILITIES | Winnebago County, Wisconsin

You are notified that your bid dated January 19, 2012 for the above contract has been considered. You are the apparent successful bidder and have been awarded a contract for the 16 Inch Transmission Main Construction for Menasha Utilities, Winnebago County, Wisconsin. This award is contingent upon Wisconsin Safe Drinking Water loan approval.

The Contract Price of your contract is Five Hundred Thirty-two Thousand Ninety Hundred Fifty-two & 50/100 Dollars (\$532,952.50).

You must comply with the following conditions precedent within 15-days of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the agreement including all the contract documents.
2. You must deliver with the executed agreement the contract security (bonds) as specified in the Instructions to Bidders, General Conditions (paragraph 5.1) and Supplementary Conditions (Section 00 73 00).
3. You must deliver insurance certification complying with the General Conditions and Supplemental Conditions (Section 00 73 00) of the contract documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

Within 15-days after you comply with those conditions, one fully signed counterpart of the agreement with the contract documents attached will be returned to you.

OWNER: MENASHA UTILITIES | Winnebago County, Wisconsin

(Authorized Signature)

(Title)

Witness: _____



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 •
www.menashautilities.com

MEMORANDUM

TO: Mark Radtke, Director
Public Works

FROM: Melanie Krause, Dick Sturm
Co-General Managers

DATE: May 2, 2012

SUBJECT: Recommendation for Awards

At the Menasha Utilities Commission Meeting on March 1, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910283-A Elevated Water Tank Demolition to the low bidder, Iseler Demolition, Inc, for the base bid in the amount of \$7,510.

At the Menasha Utilities Commission Meeting on March 1, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910333 16 Inch Transmission Main Construction Broad Street to Power Canal to the low bidder, Dorner, Inc, in the amount of \$532,952.50.

At the Menasha Utilities Commission Meeting on April 25, motions were approved requesting the Board of Public Works recommend to the Common Council award of Contract M0002-910283-B High Lift Pumping Station/Standby Generator & Motor Control Modifications to the lowest bidder, Pieper Electric, Inc., for Base Bid B and Alternate Bid B-1 in the amount of \$612,400 (\$615,000 less deduct of \$2,600) after West Electric, Inc. was allowed to withdraw its bid (lowest bid) due to an error.

The financing for the entire project will be from the Safe Drinking Water Fund (SDWF) with 10% principal forgiveness applied. The water rate case that went into effect in March included the future debt payment for this project. The SDWF financial assistance agreement for this project will be on a future council agenda.

Copies of the bid tabulations and recommendations from McMahon Engineers/Architects are attached.

McMAHON

ENGINEERS ARCHITECTS

April 18, 2012

Menasha Utilities
Utility Commission
321 Milwaukee Street
P.O. Box 340
Menasha, WI 54952-0340

Re: Menasha Utilities
High Lift Pumping Station / Standby Generator & Motor Control Modifications
Contract M0002-910283-B (Re-Design)
Letter Of Recommendation
McM. No. M0002-910283.02

Dear Commissioners:

Bids were received at the Menasha Utilities Office at 2:00 p.m., April 10, 2012, for the Standby Generator & Motor Control Modifications Project (Contract M0002-910283-B). A total of four bids were received (Bid Tabulation enclosed).

Base Bid A- 500 kW Standby Generator & Motor Control Modifications

Base Bids ranged in price from \$530,742.30 to \$611,845.00.

Alternate Bids were also received. Alternate Bid A-1 substituted PVC conduit for the underground electrical portion of Feeder No. 2. Alternate Bid A-2 substituted aluminum conductors for Feeders Nos. 1, 2 and 3.

Base Bid B- 300 kW Standby Generator With Pump & Motor Control Modifications

Base Bids ranged in price from \$536,795.76 to \$622,140.00.

Alternate Bids were also received. Alternate Bid B-1 substituted PVC conduit for the underground electrical portion of Feeder No. 2. Alternate Bid B-2 substituted aluminum conductors for Feeders Nos. 1, 2 and 3.

Bidders were required to submit Disadvantaged Business Enterprise (DBE) forms with their bid to comply with Safe Drinking Water (SDW) requirements.

Page 2
April 18, 2012

Menasha Utilities
Utility Commission

Immediately upon opening of the bids, it became obvious to us that a mistake may have been made by West Electric, Inc. in preparation of their Bid, and West Electric has since confirmed same. Their Bid is approximately \$70,000 lower than the next lowest Bidder, and the next three Bidders are clustered very closely. Furthermore, since this project consists predominately of purchased equipment, there probably is not enough room in the project to make up \$70,000 with more efficient labor or material. In our opinion, West Electric evidently omitted costs from their Bid by mistake.

Based upon the April 17, 2012 opinion memorandum, written by Attorney Pamela Captain (attached), the Menasha Utilities can reject the Bid based on the fact that West Electric, Inc. made a honest mistake not caused by a careless act or omission. West Electric has indicated that the flurry of activity that occurs right at Bidding time caused them to inadvertently omit a significant cost from this Bid. For this reason, we recommend that the Bid submitted by West Electric, Inc. be considered for rejection.

Therefore, we recommend award of Contract M0002-910283-B to the low, responsive bidder, Pieper Electric, Inc. of Milwaukee, Wisconsin, for Base Bid B and Alternate Bid B-I deduct (\$615,000.00 - \$2,600.00 = \$612,400.00). It is our opinion that this combination of Base Bid B with the use of PVC conduit under the street will result in an excellent project for the Utility. This award is contingent upon Wisconsin SDW loan approval.

If you agree with our assessment, please have the authorized representative date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents. If you have any questions, feel free to contact me.

Very truly yours,

McMAHON



Donald J. Voogt, P.E., BCEE
Associate / Senior Project Engineer

DJV:smdt

Enclosure: Bid Tabulation
Notice Of Award (4 copies)



1445 McMahon Drive / P.O. Box 1025
 Neenah, WI 54956 / 54957-1025
 920-751-4200 / 920-751-4284 - Fax
 www.mcmgrp.com

BID TABULATION

Owner: MENASHA UTILITIES - City Of Menasha, Wisconsin
 Project Name: High Lift Pumping Station
 STANDBY GENERATOR & MOTOR CONTROL MODIFICATIONS
 Contract No. M0002-910283-B - (Re-Bid)
 Bid Date / Time: April 10, 2012 @ 2:00 p.m., local time
 Project Manager: Donald J. Voogt, P.E., BCEE

Contract M0002-910283-B (Re-Bid)	WEST ELECTRIC, INC. 1195 Flightway Drive DePere, WI 54115 (Bidder)	PIEPER ELECTRIC, INC. 5070 North 35th Street Milwaukee, WI 53209 (Bidder)	ELMSTAR ELECTRIC CORPORATION 800 East Line Road Kaukauna, WI 54130 (Bidder)
BASE BID A: 500 kW Standby Generator & Motor Control Mod	\$530,742.30	\$605,000.00	\$610,459.00
Alternate Bid A-1 - <i>Deduct</i>	- \$2,325.50	- \$2,600.00	- \$4,688.00
Alternate Bid A-2 - <i>Deduct</i>	- \$9,522.00	- \$12,300.00	- \$5,430.00
BASE BID B: 300 kW Standby Generator W/Pump & Motor Control Mod	\$536,795.76	\$615,000.00	\$619,832.00
Alternate Bid B-1 - <i>Deduct</i>	- \$2,325.50	- \$2,600.00	- \$3,678.00
Alternate Bid B-2 - <i>Deduct</i>	- \$9,500.00	- \$9,900.00	- \$5,086.00
Addendum Ack.	Yes - #1 & #2	Yes - #1 & #2	Yes - #1 & #2
Bid Security	5% Bid Bond	5% Bid Bond	5% Bid Bond
DBE / SDW Forms	✓	✓	✓

Contract M0002-910283-B (Re-Bid)	FAITH TECHNOLOGIES, INC. 2662 American Drive P.O. Box 627 Appleton, WI 54912 (Bidder)
BASE BID A: 500 kW Standby Generator & Motor Control Mod	\$611,845.00
Alternate Bid A-1 - <i>Deduct</i>	- \$5,413.00
Alternate Bid A-2 - <i>Deduct</i>	- \$20,598.00
BASE BID B: 300 kW Standby Generator W/Pump & Motor Control Mod	\$622,140.00
Alternate Bid B-1 - <i>Deduct</i>	- \$5,411.00
Alternate Bid B-2 - <i>Deduct</i>	- \$17,443.00
Addendum Ack.	Yes - #1 & #2
Bid Security	5% Bid Bond
DBE / SDW Forms	✓

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

Contractor: **PIEPER ELECTRIC, INC.**
5070 North 35th Street
Milwaukee, WI 53209

Contract No. M0002-910283-B (Re-Design)
Project: **High Lift Pumping Station**
STANDBY GENERATOR & MOTOR CONTROL MODIFICATIONS

OWNER: **MENASHA UTILITIES**
City Of Menasha - Winnebago County, Wisconsin

You are notified that your Bid, dated April 10, 2012, for the above contract has been considered. You are the apparent successful Bidder, and have been awarded Contract M0002-910283-B - High Lift Pumping Station - Standby Generator & Motor Control Modifications, for the Menasha Utilities, City of Menasha, Winnebago County, Wisconsin. This award is contingent upon Wisconsin Safe Drinking Water (SDW) loan approval.

The Contract Price of your contract is as follows:

Base Bid B (300 kW Standby Generator With Pump & Motor Control Modifications):.....	\$615,000.00
Alternate Bid B-1 (Substitute PVC Conduit).....	- \$2,600.050
TOTAL	\$612,400.00

Six Hundred Twelve Thousand Four Hundred & no/100 Dollars (\$612,400.00)

1. You must deliver Insurance Certification complying with the General Conditions and Supplementary Conditions (Sections 00 72 00.00 and 00 73 00.00) of the Contract Documents.
2. You must execute four (4) counterparts of the Agreement, including all Contract Documents, and return to the ENGINEER / ARCHITECT's office for review prior to submission to the OWNER for execution.

Upon compliance with these conditions, and execution by the OWNER, one fully signed counterpart of the Agreement will be returned to the CONTRACTOR, along with the Contract Documents.

OWNER:
MENASHA UTILITIES
City Of Menasha - Winnebago County, Wisconsin

(authorized signature)

(title)

Witness: _____



Memorandum

DATE: May 3, 2012

TO: Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Update on Midway Road Sidewalk Project

Since our last update in March, the following has occurred relative to the proposed Midway Road walk construction project.

We prepared an estimate of engineering design services for the Town of Menasha's portion of walk along Midway Road. The Town accepted our proposal and Engineering Supervisor Tim Montour completed the preliminary design work for the Town. We will be meeting with the Town in the near future to finalize their design.

The design of the City's portion of the project has been completed. Necessary easements have been identified and the easement descriptions will be placed on the right of way plat. When that has been accomplished, the City will acquire the easements and proceed with the special assessment process for the walk improvements. I anticipate the easement acquisition process and subsequent special assessment process to be completed by early August. The Town of Menasha is responsible for securing its own easements and conducting its own special assessment process.

If the Town and City are able to secure the easements without significant delays, and the respective governing bodies approve the project, I expect bidding to occur in August or September with completion by the end of October. I will be available for questions at Monday's meeting.

M:\word\BPW memo re Midway Road Sidewalk update_5-3-12.docx



Memorandum

DATE: May 3, 2012

TO: Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Storm Water Utility Financial Report

Attached is the financial report for the City of Menasha Storm Water Utility through April 2012. The report was prepared by Comptroller Stoffel and he will be available to summarize the report and answer any questions.

Also attached are the most recent 2012 account balance reports for the various City department budgets that are funded by the Storm Water Utility. Departments that are partially funded by the Utility include City Attorney, Community Development, Comptroller/Treasurer, Information Technology, Forestry, Engineering and Public Works. I will be available to answer questions at Monday's meeting.

Attachments

M:\word\Storm Water Utility Financial Report_5-3-12.docx

StormWater Utility Statement of Net Assets

StormWater Utility Statement of Revenues, Expenditures and changes in Net Assets

Update: 05/01/2012

Prepared by: City Comptroller/Treasurer

	Audited Year End <u>2009</u>	Audited Year End <u>2010</u>	Unaudited Year End <u>2011</u>	Unaudited Thru April <u>2012</u>
STATEMENT OF NET ASSETS				
ASSETS				
Cash/Investments	10,111	414,185	965,442	958,412
Accounts Receivable	-	295	-	
Due from Other Governments	-	265,232	12,666	3,724
Land	291,373	1,116,754	1,314,334	1,314,334
Improvements other than Buildings	9,369,529	9,369,529	9,369,529	9,369,529
Accumulated Depreciation	<u>(1,244,107)</u>	<u>(1,337,773)</u>	<u>(1,431,439)</u>	<u>(1,431,439)</u>
TOTAL ASSETS	8,426,906	9,828,222	10,230,532	10,214,560
LIABILITIES				
Accounts Payable	3,412	189,534	106,983	54,639
Long Term Obligations due in more than one year	<u>-</u>	<u>429,222</u>	<u>604,939</u>	<u>604,939</u>
TOTAL LIABILITIES	3,412	618,756	711,922	659,578
NET ASSETS				
Invested in Capital Assets, net of related debt	8,416,795	8,719,288	8,647,485	8,647,485
Unrestricted	<u>6,699</u>	<u>490,178</u>	<u>871,124</u>	<u>907,497</u>
TOTAL NET ASSETS	8,423,494	9,209,466	9,518,609	9,554,982

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

	Audited Year End <u>2009</u>	Audited Year End <u>2010</u>	Unaudited Year End <u>2011</u>	Unaudited Thru April <u>2012</u>
OPERATING REVENUES				
Charges for services	<u>995,098</u>	<u>1,068,678</u>	<u>1,075,468</u>	<u>183,805</u>
Total Operating Revenues	995,098	1,068,678	1,075,468	183,805
 OPERATING EXPENSES				
Operation and Maintenance	697,026	864,962	657,637	147,432
Depreciation and amortization	<u>93,666</u>	<u>93,666</u>	<u>93,666</u>	<u>-</u>
Total Operating Expenses	790,692	958,628	751,303	147,432
 Operating Income	204,406	110,050	324,165	36,373
 NONOPERATING REVENUES				
Intergovernmental	-	675,922	-	-
Investment Income	-	-	1,584	-
Interest and fiscal charges	-	-	(16,873)	-
Gain on disposal of capital assets	<u>-</u>	<u>-</u>	<u>267</u>	<u>-</u>
Total Nonoperating Revenues	-	675,922	(15,022)	-
 Income before Contributions and Transfers	204,406	785,972	309,143	36,373
 Capital Contributions	6,199	-	-	-
Transfers In	<u>8,212,889</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	8,423,494	785,972	309,143	36,373
 Net Assets - January 1	<u>-</u>	<u>8,423,494</u>	<u>9,209,466</u>	<u>9,518,609</u>
 Net Assets - December 31	8,423,494	9,209,466	9,518,609	9,554,982

City Attorney

PREPARED 05/02/2012, 16:40:48
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST
 2012 FROM ACCOUNT: 625-0201-512.00-00 THRU ACCOUNT: 625-0201-512.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-0201-512.10-01	Wages	8,162.00	2,493.70	5,668.30
625-0201-512.10-02	Salaries	1,580.00	300.24	1,279.76
625-0201-512.15-01	Health	15.00	4.52	10.48
625-0201-512.15-02	Life	140.00	33.04	106.96
625-0201-512.15-03	Dental	480.00	147.17	332.83
625-0201-512.15-04	Retirement	606.00	189.08	416.92
625-0201-512.15-05	FICA	13.00	2.72	10.28
625-0201-512.15-07	Vision	20.00	5.76	14.24
625-0201-512.15-08	Workers Comp			
TOTALS:		11,016.00	3,176.23	7,839.77

Community Development

PREPARED 05/02/2012, 16:41:48
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST

2012 FROM ACCOUNT: 625-0304-562.00-00 THRU ACCOUNT: 625-0304-562.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-0304-562.10-01	Wages	25,717.00	7,821.66	17,895.34
625-0304-562.10-02	Salaries			
625-0304-562.10-03	Overtime/Doubletime	6,172.00	1,950.48	4,221.52
625-0304-562.15-01	Health	68.00	21.84	46.16
625-0304-562.15-02	Life	483.00	61.92	421.08
625-0304-562.15-03	Dental	1,517.00	461.38	1,055.62
625-0304-562.15-04	Retirement	1,946.00	591.34	1,354.66
625-0304-562.15-05	FICA	47.00	15.84	31.16
625-0304-562.15-07	Vision			
625-0304-562.15-08	Workers Comp	399.00	120.01	278.99
625-0304-562.21-02	Engineering			
625-0304-562.29-05	Vehicle/Equipment Rental			
625-0304-562.30-18	Department			
625-0304-562.32-01	Dues/Memberships/Licenses			
625-0304-562.33-01	Mileage			
625-0304-562.33-02	Registrations			
625-0304-562.34-01	Mileage			
625-0304-562.34-02	Registrations			
TOTALS:		36,349.00	11,044.47	25,304.53

Comptroller/Treasurer

PREPARED 05/02/2012, 16:42:14
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST
 2012 FROM ACCOUNT: 625-0401-513.00-00 THRU ACCOUNT: 625-0401-513.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-0401-513.10-01	Wages	2,130.00	647.99	1,482.01
625-0401-513.10-02	Salaries	3,607.00	1,106.18	2,500.82
625-0401-513.10-03	Overtime/Doubletime	5.00	10.42	5.42-
625-0401-513.15-01	Health	1,371.00	433.60	937.40
625-0401-513.15-02	Life	15.00	5.08	9.92
625-0401-513.15-03	Dental	105.00	34.80	70.20
625-0401-513.15-04	Retirement	339.00	104.08	234.92
625-0401-513.15-05	FICA	424.00	132.24	291.76
625-0401-513.15-07	Vision	11.00	3.52	7.48
625-0401-513.15-08	Workers Comp	13.00	4.09	8.91
625-0401-513.21-03	Accounting/Financial	600.00		600.00
625-0401-513.25-01	Other Municipal Entities	10,500.00	2,716.65	7,783.35
TOTALS:		19,120.00	5,198.65	13,921.35

Information Technology

PREPARED 05/02/2012, 16:43:12
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST

2012 FROM ACCOUNT: 625-0403-513.00-00 THRU ACCOUNT: 625-0403-513.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-0403-513.10-01	Wages	350.00	84.02	265.98
625-0403-513.10-02	Salaries	3,089.00	958.93	2,130.07
625-0403-513.15-01	Health	283.00	89.44	193.56
625-0403-513.15-02	Life	3.00	1.08	1.92
625-0403-513.15-03	Dental	23.00	7.68	15.32
625-0403-513.15-04	Retirement	203.00	55.89	147.11
625-0403-513.15-05	FICA	260.00	77.37	182.63
625-0403-513.15-07	Vision	1.00	.40	.60
625-0403-513.15-08	Workers Comp	8.00	2.45	5.55
625-0403-513.21-04	Computer			
625-0403-513.24-04	Specialized Equipment			
625-0403-513.30-15	Tools & Equipment			
TOTALS:		4,220.00	1,277.26	2,942.74

Forestry

PREPARED 05/02/2012, 16:43:36
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST

2012 FROM ACCOUNT: 625-0706-561.00-00 THRU ACCOUNT: 625-0706-561.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-0706-561.10-01	Wages	10,768.00		10,768.00
625-0706-561.10-03	Overtime/Doubletime			
625-0706-561.15-01	Health	3,877.00		3,877.00
625-0706-561.15-02	Life			
625-0706-561.15-03	Dental	259.00		259.00
625-0706-561.15-04	Retirement	640.00		640.00
625-0706-561.15-05	FICA	795.00		795.00
625-0706-561.15-07	Vision	28.00		28.00
625-0706-561.15-08	Workers Comp	332.00		332.00
625-0706-561.19-03	Uniform/Clothing Allow	75.00		75.00
625-0706-561.20-06	Lawn Care			
625-0706-561.29-05	Vehicle/Equipment Rental	825.00	2,523.15	825.00
625-0706-561.30-18	Department	4,500.00		1,976.85
TOTALS:		22,099.00	2,523.15	19,575.85

Engineering

PREPARED 05/02/2012, 16:43:56
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST

2012 FROM ACCOUNT: 625-1002-541.00-00 THRU ACCOUNT: 625-1002-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-1002-541.10-01	Wages	71,748.00	17,487.64	54,260.36
625-1002-541.10-02	Salaries	23,858.00	7,278.60	16,579.40
625-1002-541.10-03	Overtime/Doubletime	2,005.00	214.98	1,790.02
625-1002-541.15-01	Health	18,910.00	5,282.51	13,627.49
625-1002-541.15-02	Life	117.00	38.92	78.08
625-1002-541.15-03	Dental	1,517.00	450.19	1,066.81
625-1002-541.15-04	Retirement	5,764.00	1,473.96	4,290.04
625-1002-541.15-05	FICA	7,283.00	1,870.63	5,412.37
625-1002-541.15-07	Vision	148.00	43.46	104.54
625-1002-541.15-08	Workers Comp	2,053.00	469.01	1,583.99
625-1002-541.19-03	Uniform/Clothing Allow	83.00		83.00
625-1002-541.21-02	Engineering	19,815.00	437.78	19,377.22
625-1002-541.22-01	Computer			
625-1002-541.22-01	Telephone	533.00	5.22	527.78
625-1002-541.24-04	Specialized Equipment	75.00		75.00
625-1002-541.29-01	Printing	75.00		75.00
625-1002-541.29-05	Vehicle/Equipment Rental	7,500.00		7,500.00
625-1002-541.30-10	Office	100.00		100.00
625-1002-541.30-11	Postage	125.00		125.00
625-1002-541.30-12	Computer			
625-1002-541.30-15	Tools & Equipment	50.00		50.00
625-1002-541.30-18	Department	900.00		900.00
625-1002-541.30-19	Office Furnishings		48.24	851.76
625-1002-541.32-01	Dues/Memberships/Licenses			
625-1002-541.33-02	Registrations	90.00		90.00
625-1002-541.33-03	Lodging/Meals	50.00		50.00
625-1002-541.34-02	Registrations	25.00		25.00
625-1002-541.34-03	Lodging/Meals	1,500.00		1,500.00
625-1002-541.34-04	Other Expenses	60.00		60.00
625-1002-541.51-03	Property			
625-1002-541.80-04	Office Equipment	585.00		585.00

TOTALS: 164,969.00 35,101.14 129,867.86

Street Cleaning

PREPARED 05/02/2012, 16:44:34
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST
 2012 FROM ACCOUNT: 625-1005-541.00-00 THRU ACCOUNT: 625-1005-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-1005-541.10-01	Wages	29,361.00	4,971.31	24,389.69
625-1005-541.10-02	Salaries	2,648.00	821.44	1,826.56
625-1005-541.10-03	Overtime/Doubletime	346.00	76.38	269.62
625-1005-541.15-01	Health	10,237.00	2,059.57	8,177.43
625-1005-541.15-02	Life	11.00	3.76	7.24
625-1005-541.15-03	Dental	716.00	151.03	564.97
625-1005-541.15-04	Retirement	1,927.00	349.87	1,577.13
625-1005-541.15-05	FICA	2,257.00	430.65	1,826.35
625-1005-541.15-07	Vision	77.00	16.11	60.89
625-1005-541.15-08	Workers Comp	996.00	176.43	819.57
625-1005-541.19-03	Uniform/Clothing Allow	300.00	180.16	119.84
625-1005-541.25-01	Other Municipal Entities	6,720.00		6,720.00
625-1005-541.29-05	Vehicle/Equipment Rental	65,000.00		65,000.00
625-1005-541.29-07	Inhouse Info Tech Service	2,802.00		2,802.00
625-1005-541.30-15	Tools & Equipment	6,000.00	2,242.90	3,757.10
625-1005-541.30-18	Department	200.00		200.00
625-1005-541.34-02	Registrations			
625-1005-541.51-03	Property	350.00		350.00
TOTALS:		129,948.00	11,479.61	118,468.39

SNOW & Ice Removal

PREPARED 05/02/2012, 16:45:02
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST

2012 FROM ACCOUNT: 625-1006-541.00-00 THRU ACCOUNT: 625-1006-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-1006-541.10-01	Wages	25,237.00	3,279.85	21,957.15
625-1006-541.10-02	Salaries	3,992.00	1,225.30	2,766.70
625-1006-541.10-03	Overtime/Doubletime	4,938.00	12.08	4,925.92
625-1006-541.15-01	Health	10,098.00	1,450.62	8,647.38
625-1006-541.15-02	Life	14.00	4.64	9.36
625-1006-541.15-03	Dental	699.00	106.41	592.59
625-1006-541.15-04	Retirement	2,031.00	267.12	1,763.88
625-1006-541.15-05	FICA	2,493.00	340.22	2,152.78
625-1006-541.15-07	Vision	75.00	11.19	63.81
625-1006-541.15-08	Workers Comp	1,052.00	134.46	917.54
625-1006-541.19-03	Uniform/Clothing Allow	250.00	77.58	172.42
625-1006-541.29-05	Vehicle/Equipment Rental	28,000.00		28,000.00
TOTALS:		78,879.00	6,909.47	71,969.53

Storm Sewers

PREPARED 05/02/2012, 16:45:42
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST

2012 FROM ACCOUNT: 625-1010-541.00-00 THRU ACCOUNT: 625-1010-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-1010-541.10-01	Wages	34,965.00	6,504.75	28,460.25
625-1010-541.10-02	Salaries	7,276.00	2,254.99	5,021.01
625-1010-541.10-03	Overtime/Doubletime	516.00	54.45	461.55
625-1010-541.15-01	Health	16,111.00	2,556.93	13,554.07
625-1010-541.15-02	Life	30.00	10.08	19.92
625-1010-541.15-03	Dental	1,131.00	207.89	923.11
625-1010-541.15-04	Retirement	2,523.00	531.91	1,991.09
625-1010-541.15-05	FICA	3,266.00	676.08	2,589.92
625-1010-541.15-07	Vision	120.00	20.21	99.79
625-1010-541.15-08	Workers Comp	1,317.00	264.34	1,052.66
625-1010-541.15-09	Unemployment Comp	400.00	1,008.00	1,008.00-
625-1010-541.19-03	Uniform/Clothing Allow		322.68	77.32
625-1010-541.20-10	Pavement Maintenance	32,000.00		32,000.00
625-1010-541.21-02	Engineering		826.00	826.00-
625-1010-541.21-04	Computer		21.75	7,478.25
625-1010-541.21-06	Management	7,500.00	18.47	18.47-
625-1010-541.22-01	Telephone		93.17	4,906.83
625-1010-541.22-03	Electricity	5,000.00		
625-1010-541.24-04	Specialized Equipment			
625-1010-541.24-05	Small Projects	2,000.00		2,000.00
625-1010-541.25-01	Other Municipal Entities	3,000.00		3,000.00
625-1010-541.29-01	Printing			
625-1010-541.29-05	Vehicle/Equipment Rental	52,000.00	1,098.36	50,901.64
625-1010-541.29-07	Inhouse Info Tech Service	2,802.00		2,802.00
625-1010-541.30-10	Office			
625-1010-541.30-11	Postage			
625-1010-541.30-12	Computer	3,000.00		3,000.00
625-1010-541.30-15	Tools & Equipment	1,700.00	1,364.68	335.32
625-1010-541.30-18	Department	20,850.00	2,329.57	18,520.43
625-1010-541.32-01	Dues/Memberships/Licenses	1,500.00	1,500.00	
625-1010-541.32-02	Registrations	300.00		300.00
625-1010-541.34-02	Registrations			
625-1010-541.34-03	Lodging/Meals			
625-1010-541.51-03	Property	150.00		150.00
625-1010-541.54-00	Depreciation			
625-1010-541.80-01	Computer Equipment			
625-1010-541.80-02	Land Purchase			
625-1010-541.80-03	Motorized Equipment	50,000.00		50,000.00
625-1010-541.80-04	Office Equipment			
625-1010-541.80-05	Other Equipment			
625-1010-541.82-01	Buildings			
625-1010-541.82-02	Construction	235,000.00		235,000.00
625-1010-541.82-03	Reimbursement			
625-1010-541.89-99	Contra Expense			
TOTALS:		484,457.00	21,664.31	462,792.69

Parking Lots

PREPARED 05/02/2012, 16:46:11
 PROGRAM: GM365L

City of Mehasa
 ACCOUNT BALANCE LIST
 2012 FROM ACCOUNT: 625-1013-541.00-00 THRU ACCOUNT: 625-1013-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-1013-541.10-01	Wages	5,401.00	394.19	5,006.81
625-1013-541.10-02	Salaries			
625-1013-541.10-03	Overtime/Doubletime		.35	.35-
625-1013-541.15-01	Health	2,012.00	151.80	1,860.20
625-1013-541.15-02	Life			
625-1013-541.15-03	Dental	136.00	10.81	125.19
625-1013-541.15-04	Retirement	322.00	23.25	298.75
625-1013-541.15-05	FICA	392.00	28.33	363.67
625-1013-541.15-07	Vision	15.00	1.18	13.82
625-1013-541.15-08	Workers Comp	166.00	11.76	154.24
625-1013-541.19-03	Uniform/Clothing Allow	55.00	5.52	49.48
625-1013-541.29-05	Vehicle/Equipment Rental	16,000.00	10.79	15,989.21

TOTALS: 24,499.00 637.98 23,861.02

Recycling - Yard Waste

PREPARED 05/02/2012, 16:46:30
 PROGRAM: GM365L

City of Menasha
 ACCOUNT BALANCE LIST

2012 FROM ACCOUNT: 625-1028-543.00-00 THRU ACCOUNT: 625-1028-543.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
625-1028-543.10-01	Wages	67,244.00	16,317.44	50,926.56
625-1028-543.10-02	Salaries	6,478.00	2,010.10	4,467.90
625-1028-543.10-03	Overtime/Doubletime	4,011.00	435.36	3,575.64
625-1028-543.15-01	Health	20,842.00	5,530.50	15,311.50
625-1028-543.15-02	Life	27.00	9.16	17.84
625-1028-543.15-03	Dental	1,746.00	461.30	1,284.70
625-1028-543.15-04	Retirement	4,483.00	1,118.37	3,364.63
625-1028-543.15-05	FICA	5,620.00	1,427.11	4,192.89
625-1028-543.15-07	Vision	169.00	45.73	123.27
625-1028-543.15-08	Workers Comp	2,394.00	557.58	1,836.42
625-1028-543.19-03	Uniform/Clothing Allow	655.00	407.44	247.56
625-1028-543.21-06	Manangement	22,500.00		22,500.00
625-1028-543.22-03	Electricity	230.00		230.00
625-1028-543.22-06	Storm Water	8,400.00		8,400.00
625-1028-543.29-05	Vehicle/Equipment Rental	80,000.00	21,001.33	58,998.67
625-1028-543.30-11	Postage			
625-1028-543.30-15	Tools & Equipment	2,250.00		2,250.00
625-1028-543.30-18	Department	8,960.00		8,960.00
625-1028-543.51-03	Property	190.00		190.00
TOTALS:		236,199.00	49,321.42	186,877.58