

**Special Meeting of the Town of Menasha  
Utility District Commission**

**Tuesday, November 1, 2011  
5:00 p.m.**

**Municipal Complex - Assembly Room  
2000 Municipal Drive**

**AGENDA**

- 1. Call to Order**
- 2. New Business**
  - a) 111101-1:UD SPECIAL Approval of Memorandum of Understanding between the Town of Menasha Utility District and Kristopher J. Koeppel & Marina J. Miller**
  - b) 111101-2:UD SPECIAL Approve Bodoh Way/Prospect Avenue Sanitary Sewer and Water Main Extensions Bid Award and Change Order #1**
- 3. Adjourn**

RES #111101-1:UD SPECIAL

**APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF MENASHA UTILITY DISTRICT AND KRISTOPHER J. KOEPPE & MARINA J. MILLER**

WHEREAS, the Town of Menasha Utility District requires a 10' sanitary sewer easement across the front yard of the property located at 4529 Prospect Avenue in the Town of Menasha in order to construct the Prospect Avenue water and sewer main extension project; and

WHEREAS, Kristopher J. Koeppe and Marina J. Miller own the property located at 4529 Prospect Avenue; and

WHEREAS, Kristopher J. Koeppe and Marina J. Miller agree to provide the sanitary sewer easement to the Town of Menasha Utility District in exchange for Mr. Koeppe's and Ms. Miller's ability to connect their home to the water and sewer main located along Bodoh Way without triggering the special assessment placed on their property by the Utility District in 2004; and

WHEREAS, a Memorandum of Understanding between the Town of Menasha Utility District and Mr. Koeppe and Ms. Miller outlining the agreement between the two parties has been drafted and is attached to this resolution.

NOW, THEREFORE BE IT RESOLVED, the Utility District Commissioners approve the Memorandum of Understanding between the Town of Menasha Utility District and Kristopher J. Koeppe and Marina J. Miller as attached.

Adopted this 1<sup>st</sup> day of November, 2011

*Requested by: Jeffrey Sturgell, Town Administrator*  
*Submitted by: Dale Youngquist, Commission President*

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Dale Youngquist, Commission President

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Attest: Karen Backman, Utility Secretary

**RES #111101-2:UD SPECIAL**  
**APPROVE BODOH WAY/PROSPECT AVENUE SANITARY SEWER AND WATER**  
**MAIN EXTENSIONS BID AWARD AND CHANGE ORDER #1**

WHEREAS, sanitary sewer and water main will be extended on Prospect Avenue from Bodoh Way east 500 feet; and

WHEREAS, bids were properly advertised and due in the Utility District Office by 10:00 a.m. on December 23, 2010, at which time they were publicly opened and read; and

WHEREAS, bids were received from:

Wood Excavating, New London	\$ 112,398.00
PTS Contractors, Green Bay	113,659.60
Don Hietpas & Sons, Little Chute	115,903.75
Dorner Inc., Luxemborg	116,905.00
Advance Construction, Green Bay	124,967.10
Rodger Bowers Construction, Kaukauna	127,159.40
DeGroot, Inc., Green Bay	141,908.09
Dave Tenor Construction, Green Bay	157,151.20; and

WHEREAS, the low bidder, Wood Excavating, New London, has declined acceptance of the project due to other recent commitments; and

WHEREAS, the Utility District Commission, along with the consent of the affected property owners, agreed to modify the design of the project and move the sewer main to an easement in the front yards of the properties and the water main from the roadway to the back of curb to reduce costs; and

WHEREAS, PTS Contractors, Green Bay is the second low bidder and has submitted cost adjustments for going through the easement off the roadway which reflect a savings of \$27,756.60 for an adjusted bid amount of \$85,903.00; and

WHEREAS, it is the recommendation of Brad Werner, Utility District Engineer, and Jeff Roth, Water Superintendent, to award the bid to the second lowest, most responsible bidder: PTS Contractors, Green Bay, for the bid amount of \$113,659.60, contingent upon execution of Change Order No. 1, which modifies the scope and cost of the original bid to \$85,903.00; and

WHEREAS, the acceptance of Change Order No. 1 would bring the total cost of the project to the following:

PTS Contractors adjusted bid:	\$ 85,903.00
20% Engineering and Contingency:	<u>\$ 17,180.60</u>
Total:	\$103,083.60

NOW, THEREFORE BE IT RESOLVED by the Town of Menasha Utility District Commissioners that the bid for the Bodoh Way/Prospect Avenue sewer and water main

extensions be awarded to **PTS Contractors, 4075 Eaton Road, Green Bay WI, for the bid of \$113,659.60, contingent upon execution of Change Order No. 1, which modifies the scope and cost of the original bid to \$85,903.00.**

BE IT FURTHER RESOLVED, the Utility District Commissioners approve Change Order #1 reflecting a \$27,756.60 decrease in the total cost of the project, for a new total contract amount of \$85,903.00.

BE IT FURTHER RESOLVED, the Commission President and Commission Secretary are hereby authorized to execute the Notice of Award.

BE IT FURTHER RESOLVED by the Town of Menasha Utility District Commissioners, the Finance Director is hereby authorized to amend the budget as attached.

Adopted this 1<sup>st</sup> day of November, 2011

*Requested by: Jeff Roth, Water Superintendent*

*Submitted by: Dale Youngquist, Commission President*

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Dale Youngquist, Commission President

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Attest: Karen Backman, Utility Secretary