

**SCHOOL DISTRICT OF MANAWA  
FINANCE COMMITTEE MEETING  
AGENDA**

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+1 530-395-0729 PIN: 793 714 441#

**Date: May 11, 2020**

**Time: 5:30 p.m.**

**Board Committee Members: Scheller (C), J. Johnson, Pethke**

**In Attendance:**

**Timer:** \_\_\_\_\_ **Recorder:** \_\_\_\_\_

1. 2019-20 Budget Update
  - a. Monthly Finance Reports for February and March - Informational
  - b. Building Closure Impact - Informational
2. 2020-21 Budget Scenarios - Informational
3. Property Tax Legislation Impacts - Informational
4. Endorse MES Generator Replacement Purchase - Action
5. Finance Committee Planning Guide (Information / Action)
6. Next Finance Committee Meeting Date: \_\_\_\_\_
7. Next Finance Committee Items:
  - a.
  - b.
8. Adjourn

February 29, 2020

Monthly Financial Summary

	Revenues Month	Expenses Month	Revenues YTD	Expenses YTD	
Fund 10 - General	\$ 481,292.51	\$ 546,243.64	\$ 3,930,641.54	\$ 4,269,918.53	
Fund 27 - Special Education	\$ 27,747.07	\$ 85,531.41	\$ 137,115.83	\$ 561,905.84	
Fund 50 - Food Service	\$ 33,449.82	\$ 42,524.57	\$ 183,620.06	\$ 197,854.14	
Fund 80 - Community Fund	\$ 30,000.00	\$ 2,220.62	\$ 30,990.00	\$ 27,724.31	
			<b>Interest Earnings</b>		<b>Project Exp to</b>
			<b>to Date</b>		<b>Date</b>
Fund 39/49 - Referendum (2018)	\$ 8,220.08	\$ 769,207.26	\$ 154,986.51	\$ 4,515,657.02	\$ 5,520,402.86
Demo Referendum Project	\$ -	\$ 1,445.43	\$ -	\$ 230,741.89	

Accounts	Balance	Interest Rate	
General Checking	\$ 1,335,906.43	1.640%	
General Money Market	\$ 5,170.91	0.149%	
ADM Investment Savings	\$ 150,411.17	1.510%	
Student Activity Account	\$ 125,008.76	0.200%	
OPEB	\$ 248,968.13		\$ (13,741.98) Change in Value from previous month
Fund 46 - Savings	\$ 200.42		

Grants	Allocation	Carryover	Total	Claimed to Date	Outstanding Revenue
<b>Fund 10</b>					
Carl Perkins (Tech. Ed)	\$ 7,185.00	\$ -	\$ 7,185.00	\$ -	\$ 7,185.00
Title I - Public (Reading/Math)	\$ 104,935.00	\$ 5,149.99	\$ 110,084.99	\$ -	\$ 110,084.99
Title II - Public (Professional Dev.)	\$ 24,305.00	\$ 14,979.32	\$ 39,284.32	\$ -	\$ 39,284.32
Title IV (Stud. Support & Enrich.)	\$ 10,000.00	\$ 7,180.76	\$ 17,180.76	\$ -	\$ 17,180.76
<b>Fund 27</b>					
Flow Through (SPED)	\$ 173,801.00	\$ 16,589.13	\$ 190,390.13	\$ -	\$ 190,390.13
Preschool (Early Childhood)	\$ 8,086.00	\$ 1.99	\$ 8,087.99	\$ -	\$ 8,087.99

Revenues	Budgeted	Collected to Date	Outstanding	2018-19
Property Taxes	\$ 3,000,000.00	\$ 1,826,412.71	\$ 1,173,587.29	\$ 3,372,470.00
Mobile Home Tax	\$ 7,300.00	\$ 7,307.07	\$ (7.07)	\$ -
Athletic Event Admission	\$ 11,000.00	\$ 10,529.60	\$ 470.40	\$ 10,534.45
Open Enrollment In	\$ 185,670.00	\$ -	\$ 185,670.00	\$ 163,669.00
Transportation Aid	\$ 24,000.00	\$ 19,980.00	\$ 4,020.00	\$ 24,610.85
Equalization Aid	\$ 4,323,683.00	\$ 1,701,147.00	\$ 2,622,536.00	\$ 4,584,608.00
Sparsity Aid	\$ 285,600.00	\$ 283,894.00	\$ 1,706.00	\$ 295,600.00
Per Pupil Aid	\$ 524,594.00	\$ 523,852.00	\$ 742.00	\$ 479,382.00
High-Cost Transportation Aid	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 35,380.23

Fund 10 Expenses	2018-19 FY Activity	2019-20 Budget	2019-20 FYTD Activity	Percent Expended to Date	Unexpended Balance
Salaries	\$ 3,578,713.22	\$ 3,561,426.00	\$ 2,014,483.59	56.56%	\$ 1,546,942.41
Benefits	\$ 1,501,290.79	\$ 1,493,345.00	\$ 837,649.78	56.09%	\$ 655,695.22
Purchased Services	\$ 2,951,070.37	\$ 2,537,319.95	\$ 1,044,162.86	41.15%	\$ 1,493,157.09
Non-Capital Objects	\$ 310,371.17	\$ 239,988.53	\$ 147,735.44	61.56%	\$ 92,253.09
Capital Objects	\$ 158,750.11	\$ 119,804.66	\$ 104,852.94	87.52%	\$ 14,951.72
Debt Retirement	\$ 3,299.99	\$ -	\$ -		\$ -
Insurance & Judgments	\$ 85,125.48	\$ 104,203.00	\$ 100,865.53	96.80%	\$ 3,337.47
Transfers (i.e. to Fund 27)	\$ 524,513.73	\$ 581,440.00	\$ -	0.00%	\$ 581,440.00
Other (Dues & Fees)	\$ 37,298.16	\$ 38,110.86	\$ 20,168.39	52.92%	\$ 17,942.47
<b>TOTAL</b>	\$ 9,150,433.02	\$ 8,675,638.00	\$ 4,269,918.53	49.22%	\$ 4,405,719.47

Fund 50 - Revenues	Monthly Total	2019-20 FYTD	2018-19 FYTD
MES Sales	\$ 4,848.05	\$ 31,844.30	\$ 36,945.65

HS Sales	\$	12,028.05	\$	69,358.40	\$	60,829.45
Catering	\$	-	\$	2,701.97	\$	1,775.15
Aid	\$	16,573.72	\$	79,715.39	\$	60,435.41
<b>Total</b>	\$	33,449.82	\$	183,620.06	\$	159,985.66
<b>Fund 50- Expenses</b>						
Salaries	\$	11,300.01	\$	78,444.19	\$	71,565.57
Benefits	\$	3,764.85	\$	29,078.57	\$	25,478.20
Purchased Services	\$	-	\$	105.00	\$	99.00
Repair/Maintenance	\$	-	\$	2,785.98	\$	9,379.46
Operational Services	\$	-	\$	1,127.68	\$	130.20
Employee Travel	\$	-	\$	-	\$	-
Fuel - Vehicle	\$	43.00	\$	88.00	\$	24.00
Commodity Charges	\$	1,700.97	\$	5,308.65	\$	5,958.25
Central Supply	\$	1,429.50	\$	4,544.70	\$	8,057.85
Food	\$	24,286.24	\$	76,168.77	\$	51,410.18
Non-Capital Equipment	\$	-	\$	202.60	\$	53.27
Other Non-Capital Objects	\$	-	\$	-	\$	-
<b>Total</b>	\$	42,524.57	\$	197,854.14	\$	172,155.98
<b>Fund Balance</b>	\$	56,921.00	\$	(14,234.08)		

March 31, 2020

## Monthly Financial Summary

	Revenues Month	Expenses Month	Revenues YTD	Expenses YTD	
Fund 10 - General	\$ 1,590,796.05	\$ 490,044.30	\$ 5,521,437.59	\$ 4,759,962.83	
Fund 27 - Special Education	\$ 30,896.21	\$ 72,607.08	\$ 168,012.04	\$ 634,512.92	
Fund 50 - Food Service	\$ 20,174.82	\$ 20,988.12	\$ 203,794.88	\$ 218,842.26	
Fund 80 - Community Fund	\$ (15.00)	\$ 6,011.19	\$ 30,975.00	\$ 33,735.50	
			<b>Interest Earnings</b>		<b>Project Exp to</b>
			<b>to Date</b>		<b>Date</b>
Fund 39/49 - Referendum (2018)	\$ 2,102.08	\$ 667,228.02	\$ 157,088.59	\$ 5,182,885.04	\$ 6,187,630.88
Demo Referendum Project	\$ -	\$ -	\$ -	\$ 230,741.89	

Accounts	Balance	Interest Rate
<b>General Checking</b>	\$ 2,359,462.31	1.641%
<b>General Money Market</b>	\$ 5,171.38	0.104%
<b>ADM Investment Savings</b>	\$ 150,547.16	1.100%
<b>Student Activity Account</b>	\$ 122,810.07	0.200%
<b>OPEB</b>	\$ 225,595.46	
<b>Fund 46 - Savings</b>	\$ 200.42	
		\$ (23,372.67) Change in Value from previous month

Grants	Allocation	Carryover	Total	Claimed to Date	Outstanding Revenue
<b>Fund 10</b>					
Carl Perkins (Tech. Ed)	\$ 7,185.00	\$ -	\$ 7,185.00	\$ -	\$ 7,185.00
Title I - Public (Reading/Math)	\$ 104,935.00	\$ 5,149.99	\$ 110,084.99	\$ -	\$ 110,084.99
Title II - Public (Professional Dev.)	\$ 24,305.00	\$ 14,979.32	\$ 39,284.32	\$ -	\$ 39,284.32
Title IV (Stud. Support & Enrich.)	\$ 10,000.00	\$ 7,180.76	\$ 17,180.76	\$ -	\$ 17,180.76
<b>Fund 27</b>					
Flow Through (SPED)	\$ 173,801.00	\$ 16,589.13	\$ 190,390.13	\$ -	\$ 190,390.13
Preschool (Early Childhood)	\$ 8,086.00	\$ 1.99	\$ 8,087.99	\$ -	\$ 8,087.99

Revenues	Budgeted	Collected to Date	Outstanding	2018-19
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Athletic Event Admission	\$ 11,000.00	\$ 10,529.60	\$ 470.40	\$ 10,534.45
Open Enrollment In	\$ 185,670.00	\$ -	\$ 185,670.00	\$ 163,669.00
Transportation Aid	\$ 24,000.00	\$ 19,980.00	\$ 4,020.00	\$ 24,610.85
Equalization Aid	\$ 4,323,683.00	\$ 2,764,364.00	\$ 1,559,319.00	\$ 4,584,608.00
Sparsity Aid	\$ 285,600.00	\$ 283,894.00	\$ 1,706.00	\$ 295,600.00
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Benefits	\$ 1,501,290.79	\$ 1,493,345.00	\$ 837,649.78	56.09%	\$ 655,695.22
Purchased Services	\$ 2,951,070.37	\$ 2,537,319.95	\$ 1,044,162.86	41.15%	\$ 1,493,157.09
Non-Capital Objects	\$ 310,371.17	\$ 239,988.53	\$ 147,735.44	61.56%	\$ 92,253.09
Capital Objects	\$ 158,750.11	\$ 119,804.66	\$ 104,852.94	87.52%	\$ 14,951.72
Debt Retirement	\$ 3,299.99	\$ -	\$ -		\$ -
Insurance & Judgments	\$ 85,125.48	\$ 104,203.00	\$ 100,865.53	96.80%	\$ 3,337.47
Transfers (i.e. to Fund 27)	\$ 524,513.73	\$ 581,440.00	\$ -	0.00%	\$ 581,440.00
Other (Dues & Fees)	\$ 37,298.16	\$ 38,110.86	\$ 20,168.39	52.92%	\$ 17,942.47
<b>TOTAL</b>	<b>\$ 9,150,433.02</b>	<b>\$ 8,675,638.00</b>	<b>\$ 4,269,918.53</b>	<b>49.22%</b>	<b>\$ 4,405,719.47</b>

Fund 50 - Revenues	Monthly Total	2019-20 FYTD	2018-19 FYTD
MES Sales	\$ 1,841.75	\$ 33,686.05	\$ 41,722.40

HS Sales	\$	4,549.40	\$	73,907.80	\$	69,924.40
Catering	\$	-	\$	2,701.97	\$	2,062.80
Aid	\$	13,783.67	\$	93,499.06	\$	70,083.20
<b>Total</b>	\$	20,174.82	\$	203,794.88	\$	183,792.80
<b>Fund 50- Expenses</b>						
Salaries	\$	9,589.53	\$	88,033.72	\$	82,538.81
Benefits	\$	3,533.71	\$	32,612.28	\$	29,391.85
Purchased Services	\$	-	\$	105.00	\$	99.00
Repair/Maintenance	\$	275.00	\$	3,060.98	\$	9,379.46
Operational Services	\$	-	\$	1,127.68	\$	179.10
Employee Travel	\$	-	\$	-	\$	-
Fuel - Vehicle	\$	-	\$	88.00	\$	63.00
Commodity Charges	\$	1,016.60	\$	6,325.25	\$	7,275.52
Central Supply	\$	465.59	\$	5,010.29	\$	8,883.30
Food	\$	6,107.69	\$	82,276.46	\$	65,517.94
Non-Capital Equipment	\$	-	\$	202.60	\$	53.27
Other Non-Capital Objects	\$	-	\$	-	\$	-
<b>Total</b>	\$	20,988.12	\$	218,842.26	\$	203,381.25
<b>Fund Balance</b>	\$	56,921.00	\$	(15,047.38)		



**Students choosing to excel; realizing their strengths.**

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 5/7/2020  
**Re:** MES Generator Replacement purchase recommendation

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I recommend that the Board of Education endorse the purchase of the Manawa Elementary School (MES) replacement generator from Master Electrical Services.

Hoffman Planning, Design, & Construction assisted the School District of Manawa with securing bids for this project. Bids were received from Northland Electrical Services and Master Electrical Services. Initially, bids were received to replace the generator at MES as part of the referendum construction project. This replacement was placed on hold because the generator continued to work and other projects took priority. Two weeks ago, the district had a power outage and the MES generator failed. Service technicians were called, and it was determined that the cost to repair was roughly half the cost of a new system. The current generator is 20+ years old; parts are obsolete, and it is no longer adequate for the current building electrical load.

This generator will be paid for out of the general fund. This is NOT part of the referendum project.



10/24/2019

Hoffman Planning, Design & Construction Inc.  
122 E. College Avenue  
Appleton, WI 54911

Attn: Joe Perry  
Re: School District of Manawa-Elementary School Generator system

Dear Joe:

Northland Electrical Services is pleased to provide Hoffman with a preliminary proposal of **\$69,550.00** for the electrical work related to installing a new generator at Manawa Elementary. This proposal is based upon RFP documents and a walk through on 10-22-19.

### **Scope of Work**

- Purchase and install a 60kw natural gas generator for both life safety and convenience loads. System to include;
  - (2) breakers at generator, (2) transfer switches in electrical room, (1) transformer with primary and secondary protection for 120/208volt “convenience” loads, and (1) additional breaker for existing switchboard for utility power to additional transfer switch.
- Installation package includes a concrete slab for generator, 6’ chain link fence with personnel gate, shipping and placement of unit on slab, infill of block and brick veneer at existing intake opening, and removal of existing generator and transfer switch from site.
- Control wiring, battery charging, engine heater, and power wiring included.
- Existing generator backed loads will be reserved along with the addition of (4) 120volt circuits. (1)for large refrigerator, (2) for IT hubs, and (1) for OHD operator.
- Final load bank testing, inspection, Owner training and start up included.
- Demo and removal of the existing system and any abandoned electrical has been included.
- “School in session” after hours labor is included.
- An allowance of \$5000 has been included for installation of gas line to the new unit.

### **Note**

- Existing housekeeping pad in electrical room to remain, or removed by others.

If you have any questions, please call me at (920)531-1197.

Sincerely,  
*Dean Burton*  
Dean Burton  
Project Manager  
Northland Electrical Services, LLC

**PROPOSAL NUMBER 23947 DATED 11-06-19**  
**MASTER ELECTRICAL SERVICES LLC – FOR ALL YOUR ELECTRICAL NEEDS!**

**PROPOSAL SUBMITTED TO:**

**WORK TO BE PERFORMED AT:**

**NAME:** Hoffman Planning, Design & Construction  
Attn: Joe Perry  
**ADDRESS:** 122 East College Avenue, Suite 1G  
Appleton, WI 54911

**LOCATION:** Manawa Elementary

**EMAIL:** [jperry@hoffman.net](mailto:jperry@hoffman.net)

**PHONE NO.:** 920-380-2118

We hereby propose to furnish the materials and perform the labor necessary to wire the following:

- Provide and install new 50KW Generac generator including new automatic transfer switch and 21 light remote annunciator panel.
- Provide new conduit and circuits for two data hubs, one kitchen refrigerator circuit and power to overhead door in maintenance room.
- New generator to be placed east of the existing transformer per the preliminary plan.
- Provide and install 8" concrete pad and provide 3' minimum clearance around generator.
- Provide and install all electrical conduits and wiring for power and control for generator and transfer switch.
- Provide complete removal and disposal of existing generator and transfer switch.
- Provide and install all infill to match outside wall where existing venting is now.
- Provide and install 6' security fence with one gate around generator.
- Provide new 25 KVA transformer to provide 120/208V power for added loads using same panel.
- Provide all gas piping to new generator.
- Final testing, inspection, Owner training and startup included.

**NOTE:** This is one size smaller than the generator provided at the high school but approximately one third larger than the existing generator to provide for added and future loads.

*Thank you for the opportunity to serve you!*

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

**Forty-eight thousand six hundred fifty-four and 00/100** Dollars (**\$ 48,654.00**)

Any alteration or deviation from above specification involving extra costs will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our controls. This proposal may be withdrawn by MES if not accepted within 5 days. Acceptance of this proposal provides a Personal Guaranty on behalf of the Acceptor and the above-named Company principals who he/she represents.

Due to the current volatility of the commodity markets (steel, copper, aluminum, brass, plastics, oil, etc.), we are not able to hold firm prices on materials or products for release any further out than factories or suppliers will guarantee. **PRICE IS GOOD AT TIME AND DATE OF ESTIMATE ONLY.** If this proposal is open beyond (30) days, contact us to establish revised pricing.

All materials shall remain the property of Master Electrical Services until paid in full. Customer will be responsible for any and all costs of collection, including, but not limited to, reasonable attorney's fees and filing fees for court actions.

The information and data contained is provided to you as an instrument of service, and intended for use and reference relative only to the specific project they describe. The information may not be copied, modified or released to a third party without the direct written permission of M.E.S. By acceptance of this information, you agree to this confidentiality clause.

**Percentage of completion payments respectfully submitted: MASTER ELECTRICAL SERVICES LLC.**

**A 1.5% Service Charge will be added to all balances over 30 days.**

Per: David Mackowiak  
Dave Mackowiak (sls)

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Master Electrical Services LLC*  
1913 Mill Street, New London, Wisconsin 54961  
(920) 982-6467 FAX (920) 982-6484  
General e-mail: [general@master-electric.net](mailto:general@master-electric.net)



## **Item A: 50kW Generator Set**

Quantity 1 - Generac Industrial gaseous engine-driven generator, naturally-aspirated 4.5L in-line 4 cylinder engine, consisting of the following features and accessories:

- Stationary Emergency-Standby rated
- 50 kW rating, wired for 277/480 VAC three phase, 60 Hz
- Permanent Magnet Excitation
- MLCB, 80% rated thermal-magnetic
  - 90 Amp
  - Shunt trip and Auxiliary Contacts
- Natural Gas fuel system
- Level 1 Acoustic Enclosure, Steel
  - Industrial Grey Baked-On Powder Coat Finish
- cETLus
- EPA Certified
- Power Zone Pro Digital Control Panel for Single Generators
  - Meets NFPA 99 and 110 requirements
  - Temp Range -40 to 70 degrees C
  - Humidity 2 – 95% (Non Condensing)
  - UL6200
  - C-ETL-US
  - CE
  - FCC
  - IEC801 (Radiated Emissions, Susceptibility, and Surge Immunity)
  - 4.3" Resistive Color Touchscreen
    - Built-in Wi-Fi, Bluetooth, and Webserver (via Power Zone Connectivity Server)
    - IP65 (front)
    - Auto/Manual/Off key switch, Alarm Indication, Not in Auto Indication, audible alarm, emergency stop switch
  - Dual Core Digital Microprocessor
    - RS485, Ethernet and CANbus ports

- All engine sensors are 4-20ma for minimal interference
  - Sensors: Oil Pressure, optional Oil Temp, Coolant Temp and Level, Fuel Level/Pressure (where applicable), Engine Speed, DC Battery Voltage, Run-time Hours, Generator Voltages, Amps, Frequency, Power, Power Factor
  - Alarm Status: Low or High AC Voltage, Low or High Battery Voltage, Low or High Frequency, Pre-low or Low Oil Pressure, Pre-high or High Oil Temp (optional), Low Water Level and Temp, Pre-high or High Engine Temp, High, Low, and Critical-low Fuel Level/Pressure (where applicable), Overcrank, Over and Under Speed, Unit Not in Automatic
  - Programmable I/O
  - Built-in PLC for special applications
- Engine function monitoring and control:
  - Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch
  - Isochronous Governor
    - 0.25% digital frequency regulation with: soft-start ramping - adjustable, gain - adjustable, overshoot limit - adjustable
  - 3 Phase RMS Voltage Sensing
    - +/-0.5% digital voltage regulation with: soft-start voltage ramping - adjustable, loss of sensing protection - adjustable, negative power limit - adjustable, Hi/Lo voltage limit - adjustable, V/F slope and gain - adjustable, fault protection
- Service reminders, trending, fault history (alarm log)
- I2T function for full generator protection
- Selectable low-speed exercise
- 2-wire start controls for any 2-wire transfer switch
- 21 Light Remote Annunciator
  - Surface-Mount
  - Integral 8 Function Relay Board
- 110 AH, 925 CCA Group 31 Battery, with rack, installed
- Block Heater, 1500 watt
- Cold Weather Package, including:
  - Battery Warmer Pad
  - Crankcase Oil Heater
- Std Heavy Duty Air Cleaner
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- Baseframe Bottom Cover Plates, Aluminum, for rodent protection and airflow control
- Circuit Breaker Aux Contacts wired to control panel
- Engine Run Relay, 10 Amp
- Flex Fuel Hose, shipped loose
- Critical Grade Silencer
- 1 Hour factory load testing at unity power factor
- 3 Owners Manuals
- Standard 2-Year Limited Warranty
- SG0050KG264.5S18PPSYA

Quantity 1 - 9.0 5.4 6.8 GAS 2C 2 YR P/L/T

Quantity 1 - Check Test and Startup

Quantity 1 - Freight to job site

**Automatic Transfer Switch:**

100 Amp, 480Volt, 3 pole  
 D3ATSA3104NGOC  
 Open Transition  
 NEMA1



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/6/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>RADTKE RHONE INSURANCE</b> PO Box 210 New London, WI 54961-0210		<b>CONTACT NAME</b> PHONE (A/C, No, Ext): (920) 982-3048      FAX (A/C, No): (920) 982-2584 E-MAIL ADDRESS: radtkerhone@radtkerhone.com	
		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: <b>SECURA</b>	<b>NAIC#</b>
<b>INSURED</b> <b>MASTER ELECTRICAL SERVICES, LLC</b> 1913 MILL STREET NEW LONDON, WI 54961 920-982-6467		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

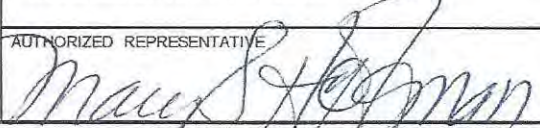
COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP 3025141	8/6/19	8/6/20	EACH OCCURRENCE      \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$ 100,000 MED EXP (Any one person)      \$ 5,000 PERSONAL & ADV INJURY      \$1,000,000 GENERAL AGGREGATE      \$2,000,000 PRODUCTS - COMP/OP AGG      \$2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A 2169618	8/6/19	8/6/20	COMBINED SINGLE LIMIT (Ea accident)      \$1,000,000 BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$1,000			UX 3025141	8/6/19	8/6/20	EACH OCCURRENCE      \$2,000,000 AGGREGATE      \$ 2,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 3155145	8/6/19	8/6/20	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER EL. EACH ACCIDENT      \$1,000,000 EL. DISEASE - EA EMPLOYEE      \$1,000,000 EL. DISEASE - POLICY LIMIT      \$1,000,000
A	<b>Prop. leased/rented Pollution Liability Professional E&amp;O</b>			CP 3025141	8/6/19	8/6/20	\$50,000 \$25,000 \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Project #18-268 School District of Manawa

Hoffman Planning, Design & Construction, Inc and School District of Manawa are listed as additional insureds on a primary and non-contributory basis for ongoing and completed operations as respects the general liability, auto liability and umbrella/excess liability policies. Additional insured shall be on ISO forms CG 2010 1001 and CG2037 1001 or their equivalents. Waiver of Subrogation applies in favor of Hoffman Planning, Designs & Construction, Inc. and School District of Manawa to the general liability, auto liability, umbrella/excess liability and workers compensation policies.

<b>CERTIFICATE HOLDER</b> Hoffman Planning, Design & Construction Inc. 122 E College Ave Ste 1G Appleton, WI 54911	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

## ADDITIONAL INSURED WRAP

This Endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE FORM  
BUSINESSOWNERS LIABILITY COVERAGE FORM

With respect to coverage provided by this Endorsement, the provisions of the Coverage Form apply unless modified by this Endorsement.

Additional Insured provisions provided in this endorsement contain equivalent language to Insurance Services Office Endorsements CG 20 10 07 04 and CG 20 37 07 04. If a written contract or written agreement between you and the additional insured specifies that coverage for the additional insured form be provided by Endorsements CG 20 10 07 04 and/or CG 20 37 07 04, this endorsement shall be interpreted to comply with such requirement, but only to the extent that such coverage is included within the terms of the Coverage Part to which this endorsement is attached.

### A. Additional Insured When Required By Written Construction Contract

#### 1. Operations Performed For An Additional Insured

WHO IS AN INSURED is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in a written contract or written agreement prior to a loss, that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this provision ends at the earlier of when your operations for that additional insured are completed; or the end of the policy period.

#### 2. Limitations

The Operations Performed For An Additional Insured coverage is limited as follows:

- a. This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  - (2) Supervisory, inspection, architectural or engineering activities.
- b. This insurance does not apply to "bodily injury" or "property damage" occurring after:
  - (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
  - (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
- c. The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations for this policy, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations. If other insurance available to you and written by us is applicable to this additional insured, the maximum recovery under all coverage forms or policies combined may equal but not exceed the highest applicable limit under any one coverage form or policy providing coverage on either a primary or excess basis.

- d. This insurance does not apply if the person or organization required to be added as an additional insured is specifically named as an additional insured under any other provision of, or endorsement added to this policy.

**B. Additional Insured When Required By Written Construction Contract – Completed Operations**

**1. Additional Insured – Completed Operations**

WHO IS AN INSURED is amended to include as an additional insured any person or organization, when you and such person or organization have agreed in a written contract or written agreement prior to a loss, that such person or organization be added as an additional insured on your policy, but only with respect to "bodily injury" or "property damage" caused, in whole or in part, by "your work" performed for that additional insured and included in the "products-completed operations hazard".

**2. Limitations**

The Additional Insured - Completed Operations coverage is limited as follows:

- a. A person or organization's status as an insured under Additional Insured - Completed Operations continues only until the earlier of the end of the policy period; or the period of time required by the written contract or written agreement. If no time period is required by the written contract or written agreement, a person or organization's status as an additional insured under this endorsement will not apply beyond the lesser of the end of the policy period; or five years from the completion of "your work" on the project which is the subject of the written contract or written agreement.
- b. The insurance as provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" for which a consolidated (wrap-up) insurance program has been provided by the prime contractor-project manager or owner of the construction project in which you are involved.
- c. The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations for this policy, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations. If other insurance available to you and written by us is applicable to this additional insured, the maximum recovery under all coverage forms or policies combined may equal but not exceed the highest applicable limit under any one coverage form or policy providing coverage on either a primary or excess basis.
- d. The coverage provided to the additional insured by this endorsement and by paragraph f. of the definition of "insured contract" under DEFINITIONS do not apply to "bodily injury" or "property damage" arising out of the "products-completed operations hazard" unless required by the written contract or written agreement.
- e. This insurance does not apply if the person or organization required to be added as an additional insured is specifically named as an additional insured under any other provision of, or endorsement added to this policy.

**C. Primary And Noncontributory**

As respects the coverage provided under this endorsement, the Other Insurance Condition is amended as follows:

The paragraph regarding Excess Insurance is deleted and replaced with the following:

**Excess Insurance**

This insurance is excess over any other insurance available to the additional insured whether primary, excess, contingent or on any other basis unless the written contract or written agreement described in A. and B. above specifically requires that this insurance be either primary or primary and noncontributory. Then this insurance is primary and not contributing with any insurance available to the additional insured which covers that person or organization as a named insured.

**D. Waiver Of Transfer Of Rights Of Recovery Against Others To Us**

As respects the coverage provided under this endorsement, the Transfer Of Rights Of Recovery Against Others To Us Condition is amended by adding the following:

We waive any right of recovery we may have to recover we make for all or part of any payment we have made under this Coverage Part arising out of "your work" under a written contract or written agreement

requiring such waiver with that person or organization. However, our rights may only be waived prior to the "occurrence" for which we make payment under this Coverage Part. The insured must do nothing after a loss to impair our rights. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce those rights.

**E. Amendment – Aggregate Limits Of Insurance (Per Project)**

Under LIMITS OF INSURANCE shown on the Declarations, the General Aggregate Limit applies separately to each of your projects away from the premises owned by you or rented to you. This extension does not apply to the "products-completed operations hazard".

**F. Additional Condition**

The following condition is added:

**Additional Insured Duty To Notify**

The additional insured described in A. or B. above must give written notice of loss, including a demand for defense and indemnity, to any other insurer having coverage for the loss under its policies. Such notice must demand full coverage available and the additional insured shall not waive or limit such other available coverage.

This additional condition does not apply to the insurance available to the additional insured which covers that person or organization as a named insured.

All other terms and conditions of this policy not in conflict with the terms and conditions of this Endorsement shall continue to apply.

THIS ENDORSEMENT CHANGES YOUR POLICY. PLEASE READ IT CAREFULLY.

## **AUTO ADDITIONAL INSURED WRAP**

This endorsement modifies insurance provided under the following:  
BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

### **A. AUTOMATIC ADDITIONAL INSURED – PRIMARY AND NONCONTRIBUTORY**

SECTION II – COVERED AUTOS LIABILITY COVERAGE, subsection A. Coverage, paragraph 1. Who Is An Insured is amended to add:

#### **d. (1) Automatic Additional Insured – Primary And Noncontributory**

Any person or organization is an additional insured when you and such person or organization have agreed in writing prior to a loss that such person or organization be added as additional insured on your policy. Such person or organization is an additional insured only with respect to liability for “bodily injury” or “property damage” resulting from the ownership, maintenance or use of a covered “auto”, provided the “bodily injury” or “property damage” is caused, in whole or in part, by you or by those acting on your behalf. This insurance is primary and is not contributing with any other insurance carried by the additional insured.

#### **(2) Blanket Lessor Additional Insured Provisions**

If the additional Insured is a lessor of a “leased auto”;

##### **(a) Coverage**

- i. Any “leased auto” that is a covered “auto” will be considered a covered “auto” you own and not a covered “auto” you hire or borrow.

For a covered “auto” that is a “leased auto” Who Is An Insured is changed to include as an “Insured” the lessor.

- ii. The coverages provided under this endorsement apply to any “leased auto” until the policy expiration date, or when the lessor or his or her agent takes possession of the “leased auto”, whichever occurs first.

##### **(b) Loss Payable Clause**

- i. We will pay, as interest may appear, you and the lessor for “loss” to a “leased auto”.
- ii. The insurance covers the interest of the lessor unless the “loss” results from fraudulent acts or omissions on your part.
- iii. If we make any payment to the lessor, we will obtain his or her rights against any other party.

(c) The lessor is not liable for payment of your premiums.

##### **(d) Additional Definition**

As used in this endorsement:

“Leased auto” means an “auto” leased or rented to you including any substitute, replacement or extra “auto” needed to meet seasonal or other needs, under a leasing or rental agreement that required you to provide direct primary insurance for the lessor.

**B. WAIVER -- TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

SECTION IV – BUSINESS AUTO CONDITIONS, subsection A. Loss Conditions, paragraph 5. Transfer Of Rights Of Recovery Against Others To Us is amended to add:

We waive any right of recovery we may have against any person or organization when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be waived from recovery because of payments we make for injury or damage arising out of an "accident" and resulting from the ownership, maintenance or use of a covered "auto". However, our rights may only be waived prior to the "accident" for which we make payment under this Coverage Part. The insured must do nothing after a loss to impair our rights.