



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Utilities Committee

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Tuesday, December 7, 2021

5:00 PM

Council Chambers, 6th Floor

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**Due to technical equipment issues, the video for this meeting is unavailable.**

1. Call meeting to order

*Vice Chairperson Smith called the Utilities Committee to order at 5:00 p.m.*

2. Roll call of membership

*Aldersperson Martin arrived at 5:02 p.m.*

**Present:** 4 - Smith, Doran, Martin and Thao

**Excused:** 1 - Meltzer

3. Approval of minutes from previous meeting

[21-1473](#)

Approval of the October 12, 2021 Utilities Committee Meeting Minutes.

**Attachments:** [October 12, 2021 Utilities Committee Meeting Minutes.pdf](#)

**Doran moved, seconded by Smith, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 3 - Smith, Doran and Thao

**Excused:** 2 - Meltzer and Martin

4. Public Hearings/Appearances

5. Action Items

[21-1634](#)

Approve update to Municipal Code Chapter 20, Article II Water Utility, creating new Section 20-44 Lead and Galvanized Water Service Line Replacement.

**Attachments:** [0028 - Sec 20-44 - Lead Pipe Replacement.pdf](#)

**Doran moved, seconded by Thao, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Smith, Doran, Martin and Thao

**Excused:** 1 - Meltzer

[21-1660](#)

Award of 2022A Stormwater Consulting Services Contract for 2022 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$47,500.

**Attachments:** [2022A Plan Review Award Util Memo BC.pdf](#)

**Doran moved, seconded by Thao, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Smith, Doran, Martin and Thao

**Excused:** 1 - Meltzer

[21-1661](#)

Award of 2022B Stormwater Consulting Services Contract for 2022 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$47,500.

**Attachments:** [2022B Plan Review Award Util Memo raSmith.pdf](#)

**Doran moved, seconded by Thao, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Smith, Doran, Martin and Thao

**Excused:** 1 - Meltzer

[21-1662](#)

Amend 2020D Stormwater Consulting Services Contract for the City-wide Stormwater Management Plan Update with Brown and Caldwell by an increase of \$14,430 for a total contract amount not to exceed \$214,411.

**Attachments:** [2020D Citywide SWMP Update BC Amendment Memo Util Cmte.pdf](#)

**Doran moved, seconded by Thao, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Smith, Doran, Martin and Thao

**Excused:** 1 - Meltzer

## 6. Information Items

[21-1663](#)

Sole Sourcing of three contracts for stormwater management services approved by Finance Department, per Procurement and Contract Management Policy.

**Attachments:** [2021 Stormwater Funds Finance request.pdf](#)

*This item was presented.*

[21-1705](#)

Sole Source Contractor services to H2O Underpressure associated with hydroblasting services at the AWWTP total \$32,340.

**Attachments:** [211203 Utilities Memo HydroBlasting Charges.pdf](#)

*This item was presented.*

[21-1475](#)

Monthly Reports for July, August, and September 2021:  
- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report  
- Water Treatment Facility Synopsis  
- Water Distribution and Meter Team Monthly Report - September

**Attachments:** [2021 Q3 Wastewater Synopsis.pdf](#)  
[3rd Qrt 2021 Effluent Quality Summary.pdf](#)  
[Receiving Station Revenue Report.pdf](#)  
[2021 Q3 Water Synopsis.pdf](#)  
[Water Main Breaks September 2021.pdf](#)

*The reports were reviewed.*

[21-1664](#)

Monthly Reports for October 2021:  
- Water Distribution and Meter Team Monthly Report

**Attachments:** [Water Main Breaks October 2021.pdf](#)

*The report was reviewed.*

## 7. Adjournment

**Doran moved, seconded by Thao, that the Utilities Committee be adjourned at 5:16 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Smith, Doran, Martin and Thao

**Excused:** 1 - Meltzer