



City of Appleton

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

Meeting Agenda - Final-revised Utilities Committee

Tuesday, October 10, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[23-1179](#) Approval of the September 12, 2023 Utilities Committee Meeting minutes.

Attachments: [September 12, 2023 Utilities Committee Meeting Minutes.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1180](#) Approval to single source and award 2023C Stormwater Consulting Services Contract for assistance with the Interstate 41 Reconstruction Project to Brown and Caldwell in an amount not to exceed \$50,000.

Attachments: [2023C Single Source 41 Reconstruction Phase 2 BC award util memo.pdf](#)

[23-1181](#) Second amendment 2023A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$20,000 for a total contract amount not to exceed \$75,000.

Attachments: [2023A SWM Plan Review BC 2nd Amendment Memo Util Cmte.pdf](#)

[23-1182](#) Approve wastewater rate increase of 7% for general service and special hauled waste service and increase compost fee to \$13/cu. yard to be effective January 1, 2024.

Attachments: [Memo 2024 Rate Increase.pdf](#)
[2024 Rate Sheet.pdf](#)

7. **Information Items**

[23-1183](#) 2024 Utilities Department Budget Discussion

[23-1184](#) Monthly Reports for August 2023:
- Water Distribution and Meter Team Monthly Report

Attachments: [August 2023 Water Main Breaks .pdf](#)

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions on the agenda, contact Chris Shaw at 920-832-5945 or Danielle Block at 920-832-6474.



City of Appleton

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Meeting Minutes - Final Utilities Committee

Tuesday, September 12, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chairperson Meltzer called the Utilities Committee Meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Meltzer, Del Toro, Doran, Firkus and Siebers

4. Approval of minutes from previous meeting

[23-1000](#)

Approval of the August 8, 2023 Utilities Committee Meeting minutes.

Attachments: [August 8, 2023 Utilities Committee Meeting Minutes.pdf](#)

**Firkus moved, seconded by Siebers, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Meltzer, Del Toro, Doran, Firkus and Siebers

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1084](#)

Amend 2021D Stormwater Consulting Services Contract for Lightning Drive Extension Final Design with raSmith by an increase of \$27,500 for a total contract amount not to exceed \$159,500.

Attachments: [2021D Lightning Drive raSmith Amend Memo 09-12-23 Util Cmte FINAL r1.pdf](#)

Firkus moved, seconded by Del Toro, that the Amendment of 2021D Stormwater Consulting Services Contract for Lightning Drive Extension Final Design with raSmith be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Del Toro, Doran, Firkus and Siebers

7. **Information Items**

[23-1083](#)

2023 Weather Impact on the Appleton Wastewater Treatment Plant

Attachments: [Influent and Rainfall Events 091223.pdf](#)

This item was presented and discussed.

[23-1080](#)

Monthly Reports for July 2023:

-Water Distribution and Meter Team Monthly Report

Attachments: [Water Main Breaks July.pdf](#)

The reports were reviewed.

8. Adjournment

Siebers moved, seconded by Firkus, that the Utilities Committee Meeting be adjourned at 4:53 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Del Toro, Doran, Firkus and Siebers

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Deputy Director/City Engineer

DATE: October 2, 2023

RE: Approval to single source and award 2023C stormwater consulting services contract for assistance with the Interstate 41 Reconstruction project to Brown and Caldwell in an amount not to exceed \$50,000.

The Department of Public Works is requesting approval to single source and award 2023C stormwater consulting services contract for assistance with the Interstate 41 Reconstruction project to Brown and Caldwell (BC) in an amount not to exceed \$50,000.

In 2022 BC was contracted to assist the City with the coordinating stormwater management with the Wisconsin Department of Transportation (WDOT) for the I41 Reconstruction. The 2023 approved budget includes \$50,000 for additional coordination and review of the WDOT stormwater management design on the City's behalf.

Over the past year BC has provided timely response to both City and WDOT inquiries for information, reports and models and met with both parties as needed. WDOT has not yet provided the stormwater management plan for the project and additional work is expected over the next several months.

Work under this contract will include:

- Assist the City with providing information requested by WDOT
- Communicate directly with WisDOT's consultant on the City's behalf
- Attend meetings with WisDOT's consultant as needed
- Review the proposed WDOT stormwater management plan on behalf of the City
- Provide clarity of the impact of WDOT plans on City TMDL requirements and the citywide stormwater management implementation plan
- Provide recommendations to the City on the WDOT proposed stormwater management plan

The 2022 contract award memo included the following language:

“The stormwater management plan for the Interstate 41 project may take several years to develop and additional contracts may be needed.”

Based on the work BC has already completed for the I41 reconstruction project, the Citywide Stormwater Management Plan and their performance on multiple current and past projects with the City, staff is recommending award of this project to BC.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer

DATE: October 10, 2023

RE: Approve second amendment to 2023A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$20,000 for a total contact amount not to exceed \$75,000.

The Department of Public Works is requesting a second amendment to the contract with Brown and Caldwell (BC) for 2023 Stormwater Management Plan Reviews by an increase of \$20,000 for a total contact amount not to exceed \$75,000.

The number of stormwater management plans submitted in 2023, the number of plans expected to be submitted yet this fall and the coordination needed for larger projects, the contract amount of \$55,000 is anticipated to be expended in the next two months.

Work under this contract is charged on an hourly basis and is therefore only used as needed. In order to keep projects moving forward, staff is requesting this amendment now, before the current contract is completely spent.



"...meeting community needs...enhancing quality of life."

Finance Department
100 N. Appleton Street
Appleton, WI 54912
920-832-6442

TO: Chairperson Vered Meltzer and Members of the Utilities Committee

FROM: Kelli Rindt, Enterprise Fund Accounting Manager

DATE: October 2, 2023

RE: *Approve wastewater rate increase of 7% for general service and special hauled waste service and increase compost fee to \$13/cu. yard to be effective January 1, 2024.*

BACKGROUND:

The Utility Department contracted with Trilogy Consulting in 2020 to complete a comprehensive rate study that reviewed cash flow needs and recommended rate increases through 2026 to fund operations and future capital improvements. The study also established rates for Phosphorus and TKN (Total Kjeldahl Nitrogen) processing for high-strength quantity and quality customers.

As part of the rate approval process in 2020 it was acknowledged, that future rate needs would be reviewed annually and would be presented to committee for approval. The planned rate increases of 4% for future years no longer provides the required revenue to meet cash flow needs and debt coverage. A rate increase of 4% was approved for January 1, 2022, and a 7% rate increase was approved for January 1, 2023.

FINANCIAL REVIEW:

The 2024 budget review has indicated the need to move forward with a 7% rate increase to meet cash flow and operating expense needs as presented in the proposed budget. The capital improvement plan continues to increase from the plan that was reviewed as part of the 2020 study. This increase is due to several reasons including: increased costs of projects, new projects for required replacement of aging equipment and the addition of a multi-year project to replace motor control equipment to ensure reliability of the power system at the treatment plant. In addition, costs for chemicals, supplies and repair parts continue to increase due to inflationary pressures.

The increase is projected to provide \$1.1M additional revenue in 2024 and continues to provide a reasonable rate for the service provided when compared to area communities. The average residential customer will see a quarterly increase of \$4 on the City service invoice.

Future rate increases will be reviewed annually and will be presented to committee for approval.



COMPOST RATE INCREASE:

The current compost rate of \$12 per cu. yard was effective January 1, 2023. The proposed fee increase to \$13 per cu. yard, will offset increased contractor fees to process compost and transport costs to deliver materials to the facility.

RECOMMENDATION:

Approve Wastewater rate increase of 7% as detailed on the attached rate sheet (attachment A) and increase compost fees from \$12 per cu. yard to \$13 per cu. yard. Should you have any questions regarding this project please contact me by phone: 832-6316.

WATER MAIN BREAK/ JOINT LEAK REPORT - AUGUST 2023

YEARLY WATER MAIN BREAK COMPARISON

MONTH 22	MONTH 23	YTD 22	YTD 23
6	6	88	44

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**	TOTAL DOLLAR VALUE FOR BREAK* <small>(Water Costs + Repair Costs)</small>
917 E. Capitol Dr.	8/1/2023	309269	DIP	12"	1967	6" Hole	3 Hours	1,178,291	\$7,164.01	\$16,164.01
NOTES: The break was found due to a call in. The duration was calculated by the time it was called in and the soil saturation.										
1418 W. Brewster St.	8/2/2023	309269	CIP	6"	1940	1/64" Crack & 6" Hole	150 Days	4,996,435	\$30,378.32	\$39,378.32
NOTES: The break was found due to a call in. The duration was calculated by the condition of the pipe and the soil saturation.										
3541 W. Windward La.	8/7/2023	309269	DIP	8"	1980	4" Hole	4 Hours	621,833	\$3,780.74	\$12,780.74
NOTES: The break was found due to water bubbling in the street. The duration was calculated by the soil saturation and the time of the call in until it was fixed.										
1225 W. Cedar St.	8/11/2023	309269	CIP	6"	1937	4" Hole	2 Days	579,000	\$3,520.32	\$12,520.32
NOTES: The break was found due to water bubbling out of the road. The duration was calculated by the saturation of the soil and the time notified of the water bubbling.										
329 S. Benoit St.	8/27/2023	309269	CIP	6"	1929	2" Hole	8 Hours	324,153	\$1,970.85	\$10,970.85
NOTES: The break was found due to a call in by a resident. The duration was calculated by the amount of water bubbling and the soil saturation.										

**Water Loss is calculated at the residential rate of \$6.08 per 1000 gallons.

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**	TOTAL DOLLAR VALUE FOR BREAK* (Water Costs + Repair Costs)
Telulah Park	8/28/2023	309269	CIP	12"	1958	14" Hole	5 Hours	11,912,613	\$72,428.69	\$81,428.69

NOTES: The break was found due to a call by the Water Plant. The duration was calculated by the time of the call to when it was shut off and the amount of water bubbling.

Total Cost = \$173,242.94

*In addition to the dollar value of water revenue lost, there is an average cost of \$9,000 to repair each water main break (including final restoration) and an average cost of \$630 to produce the lost water for each main break.

**Water Loss is calculated at the residential rate of \$6.08 per 1000 gallons.