



# City of Appleton

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

## Meeting Minutes - Final Utilities Committee

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Tuesday, February 25, 2020

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Chairperson Meltzer called the Utilities Committee meeting to order at 5:00 p.m.*

2. Roll call of membership

**Present:** 4 - Meltzer, Reed, Firkus and Fenton

**Excused:** 1 - Otis

3. Approval of minutes from previous meeting

[20-0221](#)

Approval of the February 11, 2020 Utilities Committee Meeting Minutes.

**Attachments:** [February 11, 2020 Utilities Committee Meeting Minutes.pdf](#)

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

**Aye:** 3 - Meltzer, Firkus and Fenton

**Excused:** 1 - Otis

**Abstained:** 1 - Reed

4. Public Hearings/Appearances

5. Action Items

[20-0222](#)

Request to calculate Stormwater Utility bill for parcel 31-1-9221-00 (7500 N. Purdy Parkway) by creating a residential area and a non-residential area as shown on the attached map.

**Attachments:** [Stormwater Utility Bill for 7500 N. Purdy Parkway.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

**Excused:** 1 - Otis

[19-1547](#)

Request to classify 7500 N. Purdy Parkway (parcel 31-1-9221-00) as commercial for stormwater billing purposes.

**Attachments:** [Memo 311922100.pdf](#)  
[2019-10-22 MEU Holdings - Letter to Sue Olson.pdf](#)

Reed moved, seconded by Firkus, that the Report Action Item be received and filed. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

**Excused:** 1 - Otis

[20-0231](#)

Approve 2019 Annual Stormwater Report to WDNR

**Attachments:** [2019 MS4 Annual report to UC w attachments.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

**Excused:** 1 - Otis

[20-0242](#)

Award single source 2020E Spartan Drive Stormwater Ponds and Roadway Construction Related Services Contract to Brown & Caldwell, in an amount not to exceed \$43,900.

**Attachments:** [Brown Caldwell 2020E Spartan Ponds and Roadway CRS Contract Util Memo FINAL 02-18-2020.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

**Excused:** 1 - Otis

[20-0266](#)

Approve Updates to Municipal Code Chapter 20, Article VII, Illicit Discharges and Connections, specifically:

- a. Section 20-401 relating to definitions
- b. Section 20-412 relating to allowed discharges
- c. Section 20-423 relating to requirement to prevent, control and reduce stormwater pollutants by the use of best management practices
- d. Section 20-433 relating to Notice of Violation

**Attachments:** [2020 IDDE Ord Update Util Memo.pdf](#)  
[2020 IDDE Ordinance changes.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[20-0307](#)

Approve proposed modifications to Municipal Code Chapter 20, Article II - Water Utility.

**Attachments:** [Municipal Code - Water Utility.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[20-0306](#)

Approve proposed modifications to the Water Leak Policy.

**Attachments:** [Water Leak Policy.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[20-0269](#)

Award of Single Source Contract with NES Ecological Services for 2020 Wetland Delineation Services in an amount not to exceed \$22,778.55.

**Attachments:** [2020F Wetland Delineations Contract Award Memo Util Cmte final 02-18-2020.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[20-0263](#)

Award Engineering Services Contract for the Ridgeway Tower Recoating Project to Strand Associates, Inc., in the amount of \$41,900 and a 10% contingency of \$4,200 for a project total not to exceed \$46,100.

**Attachments:** [Ridgeway Tower Engineering Award 0219-20.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

## 6. Information Items

[20-0226](#)

Utilis Satellite Leak Detection Program.

**Attachments:** [Utilis Satellite Leak Detection Program.pdf](#)*This item was discussed.*[20-0227](#)

AquaDuscope Measuring Method Program.

**Attachments:** [AquaDuscope Measuring Method Program.pdf](#)*This item was discussed.*[20-0228](#)

National League of Cities Service Line Warranty Program.

**Attachments:** [National League of Cities Service Line Warranty Program.pdf](#)*This item was discussed.*[20-0274](#)

Postponement of projects due to bid prices above our 2020 Budget.

**Attachments:** [Postponement of Projects.pdf](#)*This item was discussed.*[20-0229](#)

2019 Water Main Break History.

**Attachments:** [2019 Water Main Break History.pdf](#)*This item was presented.*[20-0230](#)

Monthly Reports for January 2020:

- Water Distribution and Meter Team Monthly Report

**Attachments:** [Water Main Breaks January 2020.pdf](#)*The report was presented.*

## 7. Adjournment

**Fenton moved, seconded by Reed, that the Utilities Committee Meeting be adjourned at 5:34 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Reed, Firkus and Fenton

**Excused:** 1 - Otis