



City of Appleton

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

Meeting Agenda - Final-revised Utilities Committee

Tuesday, December 13, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-1533](#) Approval of the October 25, 2022 Utilities Committee Meeting minutes.

Attachments: [October 25, 2022 Utilities Committee Meeting minutes.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [22-1534](#) Award 2023A Stormwater Consulting Services Contract for 2023 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$35,000.

Attachments: [2023A Plan Review Award Util Memo BC.pdf](#)

- [22-1535](#) Award of 2023B Stormwater Consulting Services Contract for 2023 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$35,000.

Attachments: [2023B Plan Review Award Util Memo raSmith.pdf](#)

- [22-1536](#) Award 2022G Stormwater Consulting Services Contract for the French Road Urbanization Study with McMahan Associates Inc. in an amount not to exceed \$46,354.

Attachments: [2022G French Rd Urbanization McM Award Memo.pdf](#)

- [22-1550](#) Amend 2021D Stormwater Consulting Services Contract for Lightning Drive Extension Final Design with raSmith in an amount not to exceed \$25,000.

Attachments: [2021D Lightning Drive Final Design Contract Amendment Memo 12-07-2022 FI](#)

[22-1556](#) Approval to sole source and award 2022J contract for Conkey Pond Regional Pond Model Update, in an amount not to exceed \$36,910.

Attachments: [2023 Conkey Pond model update BC award.pdf](#)

6. Information Items

[22-1537](#) 2023 Joint Chemical Consortium Quotation Awards

Attachments: [2023 Chemical Award Memo.pdf](#)

[22-1600](#) Wisconsin State Laboratory of Hygiene COVID Report

Attachments: [SARS CoV2 Report 120822.pdf](#)

[22-1538](#) Monthly Report for October 2022:
-Water Distribution and Meter Team Monthly Report

Attachments: [Water Main Breaks - October 2022 .pdf](#)

7. 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

100 North Appleton Street
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Meeting Minutes - Final Utilities Committee

Tuesday, October 25, 2022

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.

Present: 5 - Meltzer, Doran, Firkus, Jones and Schultz

2. Roll call of membership

Present: 5 - Meltzer, Doran, Firkus, Jones and Schultz

3. Approval of minutes from previous meeting

[22-1336](#)

Approval of the October 11, 2022 Utilities Committee Meeting minutes.

Attachments: [October 11, 2022 Utilities Committee Meeting Minutes.pdf](#)

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

Aye: 5 - Meltzer, Doran, Firkus, Jones and Schultz

4. Public Hearings/Appearances

5. Action Items

[22-1347](#)

Approve Wastewater rate increase of 7% for general service and special hauled waste service and compost fee to \$12/cu. yard to be effective January 1, 2023.

Attachments: [Wastewater Rate Increase.pdf](#)

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

Aye: 5 - Meltzer, Doran, Firkus, Jones and Schultz

6. Information Items

[22-1337](#)

Monthly Reports for July, August, and September 2022:

- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report
- Water Treatment Facility Synopsis
- Water Distribution and Meter Team Monthly Report - September

Attachments: [2022 Q3 Wastewater Plant Synopsis.pdf](#)
 [2022 Q3 Water Plant Synopsis.pdf](#)
 [Water Main Breaks - September 2022.pdf](#)

The reports were reviewed.

7. Adjournment

Firkus moved, seconded by Jones, that the Utilities Committee meeting be adjourned at 4:47 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Doran, Firkus, Jones and Schultz

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Sue Olson, Staff Engineer
Pete Neuberger, Staff Engineer

DATE: November 28, 2022

RE: Award 2023A Stormwater Consulting Services Contract for 2023 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$35,000.

The Department of Public Works is requesting approval of the 2023A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2023 Stormwater Management Plan reviews in an amount not to exceed \$35,000.

The scope of work provided will vary based on submittals received for review and may include erosion control plan review, if needed. Actual costs will be charged to the City on a time and material basis.

This would be the fifth year of a potential 5-year approval for this work. The Request for Proposals specifically stated: *“With satisfactory performance on this contract by the selected consultant and consistent staffing, the selected consultant may be contracted for this same work in 2020-2023 (five year maximum) without an RFP process.”* BC has provided excellent service during the past four years, working efficiently with City staff and developers’ engineers.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Sue Olson, Staff Engineer
Pete Neuberger, Staff Engineer

DATE: November 28, 2022

RE: Award of 2023B Stormwater Consulting Services Contract for 2023 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$35,000.

The Department of Public Works is requesting approval of the 2023B Stormwater Consulting Services Contract with raSmith for 2023 Stormwater Management Plan reviews in an amount not to exceed \$35,000.

The scope of work provided will vary based on submittals received for review and includes review of erosion control plans for large projects over an acre, as needed. Actual costs will be charged to the City on a time and material basis.

In fall 2018, DPW solicited proposals from five engineering firms and received proposals from three of the firms. Both Brown and Caldwell and raSmith scored well and slight differences in pricing resulted in the 2019 award to Brown and Caldwell. However, due to several projects carried over from 2018 into 2019, two contracts were administered, one with each firm. The 2020, 2021 and 2022 plan review work was also awarded to both consultants due to the number and extent of plan reviews needed.

Due to the number of submittals that have been received over the past few years, the number of projects currently in the development stage and the length of time that many of these projects take to reach approval, staff continues to find that two contracts are an efficient way to provide timely service and cost effectiveness to developers. Both firms are equally qualified for this work and hourly rates are comparable, as demonstrated in the RFP process and work completed in 2019 through 2022.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

DATE: December 1, 2022

RE: Award 2022G Stormwater Consulting Services Contract for the French Road Urbanization Study with McMahon Associates, Inc. in an amount not to exceed \$ 46,354.

The Department of Public Works is requesting approval of the 2022G stormwater consulting services contract with McMahon Associates, Inc. in an amount not to exceed \$46,354. After this contract, \$244,246 will remain in the 2022 stormwater consulting services budget.

The City continues to experience growth to the north of the current City limits. The recent Broadway Hills Estates and First Addition to Broadway Hills Estates subdivisions are located on French Road, north of Broadway Drive. This segment of French Road right-of-way is in both the City and the Town of Freedom. City water serves a church in the Town of Freedom just north of these subdivisions and they have recently made a request for sanitary sewer service. In order to be prepared for potential future development in this area, a stormwater study is needed.

The scope of work for this contract includes:

- Obtaining survey information for the various existing culverts, including sizes, accurate location, and tributary area
- Defining existing drainage areas and understanding existing flow patterns
- Understanding potential wetland and navigable stream locations and applicable regulations
- Preparing water quantity and quality models for the future road urbanization
- Locating and sizing stormwater practices to accommodate the urbanization of the road and possibly future adjacent development
- Defining land acquisition needs to accommodate stormwater practices
- 30% Design of stormwater practices and conveyance for the south portion of the study area
- Preparing budget level cost estimates for the various alternatives

In September 2022, DPW solicited proposals from four engineering firms and received proposals from three of them. Proposals were rated on a 100-point scale on the following criteria: Relevant Experience, Project Team, Project Understanding and Approach, and Schedule. Technical

Proposals were evaluated by a City review team consisting of Ross Buetow, City Engineer; Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer. The ranking below is based on the technical scores.

<u>Rank</u>	<u>Firm</u>	<u>Score</u>	<u>Price</u>	<u>Price/Point</u>
1.	Westwood	90.67	\$79,740	\$879
2.	McMahon	90.00	\$43,761	\$486
3.	Brown and Caldwell	86.67	\$67,984	\$784

From a technical perspective, staff felt that any of the three consultants could perform the necessary work. When also considering the compensation proposals, McMahon's strengths as demonstrated in this proposal included:

- Recent projects for the City have shown they have a streamlined, cost-effective approach, which is reflected in their Compensation Proposal hours and costs.
- Successful recent urbanization projects for the City (Evergreen Drive, Alvin Street)
- Familiarity with the project area due to recent project for Grand Chute
- Overall best value on a price/point basis

Staff worked with McMahon to modify their initial proposal by:

- Adding the survey component, which was initially recommended as an optional task
- Reducing the 30% design to exclude the north end of the study area, which is in a separate drainage area and likely to be driven by County needs due to the intersection with CTH E.
- Expanding the analysis to include the impact of flow south across Broadway Drive

This resulted in a final contract cost of \$46,354. Based on the quality of work on recent projects, their proposed project approach and the cost-effective pricing, staff recommends award of this contract to McMahon Associates, Inc.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Staff Engineer

DATE: December 7, 2022

RE: Amend 2021D stormwater consulting services contract for Lightning Drive Extension Final Design with raSmith in an amount not to exceed \$25,000.

The Department of Public Works is requesting approval to amend the 2021D stormwater consulting services contract for Lightning Drive Extension Final Design with raSmith in an amount not to exceed \$25,000. If the amendment is approved, the new total contract amount will be \$132,000. The amount remaining in the 2022 stormwater consulting budget will be \$210,746.

raSmith is currently contracted to provide final design and permitting for the planned extension of Lightning Drive from 600 feet north of Edgewood Drive (CTH JJ) to Broadway Drive.

The Lightning Drive extension includes two stream crossings with FEMA-regulated floodways. Prior to submitting the necessary flood study to FEMA for approval, the City is required to obtain NR116 review and concurrence from Wisconsin Department of Natural Resources (DNR).

In July 2022, raSmith submitted the draft flood study to DNR for concurrence. The flood study limits were set to the immediate area affected by the two stream crossings and included approximately 4 miles of stream; this approach is similar to the approach taken by the four previous floodplain projects within the watershed since 2008. After initial review and discussion with raSmith, DNR has determined that NR116 compliance under current State standards requires that the flood study be expanded from approximately 4 miles of stream to approximately 12.6 miles of stream. This level of effort is not included in the existing raSmith contract. At DPW's request, raSmith has estimated this additional effort will cost up to \$25,000.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

SUBJECT: Approval to sole source and award 2022J contract for Conkey Pond Regional Pond Model Update, in an amount not to exceed \$36,910.

DATE: December 8, 2022

The Department of Public Works requests approval to sole source and award the 2022J contract for Conkey Pond Regional Pond Model Update, in an amount not to exceed \$36,910. After this contact, \$173,836 will remain in the 2022 stormwater consulting services budget.

In 2021 Brown and Caldwell (BC) was selected through an RFP process to study a portion of the Northland Creek watershed along Glendale Avenue between and including Meade Street and Ballard Road. Street flooding issues were identified in the area, but it was determined that there was no economically viable solution. Because of this recent work, their recent completion on the Citywide Stormwater Management Plan and their work under the 2022A Plan Review contract, BC has the most current information in this watershed and will be the most efficient consultant to complete the work.

Work on this contract includes:

- Update the existing XPSWMM water quantity model for the 1-, 2-, 5-, 10-, and 100-year storm events with new information on private storm sewer systems and update overland flowpaths,
- Update the hydrology model with new drainage basin boundaries, curve numbers and times of concentration,
- Evaluate the impact of future expansion and redevelopment within the watershed on the public storm sewer system and street flooding,
- Evaluate three alternatives to address street flooding and overland flow,
- Prepare a Technical Memorandum for the regional pond analysis for the Wisconsin Department of Natural Resources,
- Prepare a Technical Memorandum for the flood study to support future expansions and redevelopments in the watershed,
- Meetings and project management

The Department of Public Works is requesting to award this project now due to updated information received in late summer regarding one of the larger private drainage systems in this area and inquiries into potential expansions and redevelopments in the area. Based on recently completed projects and their continued exceptional level of service with both City and Developer schedules, DPW recommends sole sourcing this contract to Brown and Caldwell.



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

Department of Utilities
 Water Treatment Facility
 2281 Manitowoc Road
 Menasha, Wisconsin 54952 – 8924
 920 – 997 – 4200 tel.
 920 – 997 – 3240 fax

TO: Chris Shaw, Utilities Director
 FROM: Kristy Veldman, Admin Support Specialist
 DATE: December 5, 2022
 RE: 2023 Joint Chemical Consortium Quotation Awards

The Request for Quote (RFQ) process for 2023 treatment chemicals used amongst the Appleton Water Facility (AWTF), the Appleton Wastewater Treatment Plant (AWWTP), the Neenah Water Utility (NWU), and the Menasha Water Utility (MWU) was completed in November. A joint chemical consortium RFQ was completed in an effort to achieve more competitive quotes. Below are the recommended chemical quote awards. The low quoters have been notified to provide product beginning January 1, 2023.

2023 Joint Chemical Consortium Quotation Awards

Chemical	Company	2023 Cost Per LB	2022 Cost @ AWTF	2022 Cost @ AWWTP
Aqua Ammonia	Alexander Chemical	\$0.376 AWTF	\$0.3092	NA
ACH (Aluminum Chlorohydrate)	Aqua Pure	\$0.548 AWTF	\$0.4999	NA
Carbon Dioxide	Airgas USA LLC	\$0.08 AWTF	\$0.0645	NA
Ferric Chloride	Kemira Water	\$0.217 AWTP	NA	\$0.149
Ferric Sulfate	Kemira Water	\$0.192 AWTF	\$0.145	NA
Fluoride (Hydrofluorosilic Acid)	Hawkins	\$0.45 AWTF	\$0.40	NA
Hydrated Lime	Graymont Western Lime	\$0.1064 AWTF	\$0.0810	NA
Hydrochloric Acid	Aqua Pure Aqua Pure	\$1.73 AWTF \$0.51 AWWTP	\$1.73	\$0.41
Potassium Permanganate	Hawkins	\$4.85 AWTF	\$3.54	NA
Powder Activated Carbon	Norit Activated Carbon	\$1.25 AWTF	\$1.10	NA
Sodium Bisulfite	Aqua Pure	\$0.3125 AWWTP	NA	\$0.1690
Sodium Hypochlorite*	Hydrite Chemical Hydrite Chemical	\$0.225 AWTF \$0.225 AWWTP	\$0.26	\$0.26

*Cost per / lb is for Quarter 1 only.

Quotes were solicited from 63 vendors for 12 treatment chemicals. These chemicals are used by some or all of the four facilities. The term of the quotes is for the calendar year of 2023 with the exception of Sodium Hypochlorite which will be for the 1st quarter only. A RFQ for Sodium Hypochlorite only will be sent to the vendors that originally responded for quarters 2, 3, and 4 prior to the start of those quarters.

The process meets the requirements of the City of Appleton Purchasing Policy and successfully provided the lowest costs available for all the chemicals.

Appleton Wastewater SARS-CoV-2 Report

December 8, 2022



WISCONSIN DEPARTMENT
of HEALTH SERVICES



UNIVERSITY of WISCONSIN



Wisconsin State
Laboratory of Hygiene
UNIVERSITY OF WISCONSIN-MADISON

Samples to Date: 228

Current Concentration: Moderate

Virus levels have been adjusted (normalized) for the flow rate and number of people served by Appleton WWTF. The average of the three most recent SARS-CoV-2 measurements is 86 million gene copies per person per day, which is moderate compared to the past six months of data.

Concentration categories compare the average of the three most recent data points to the last 6 months of data, and assign levels based on percentile:

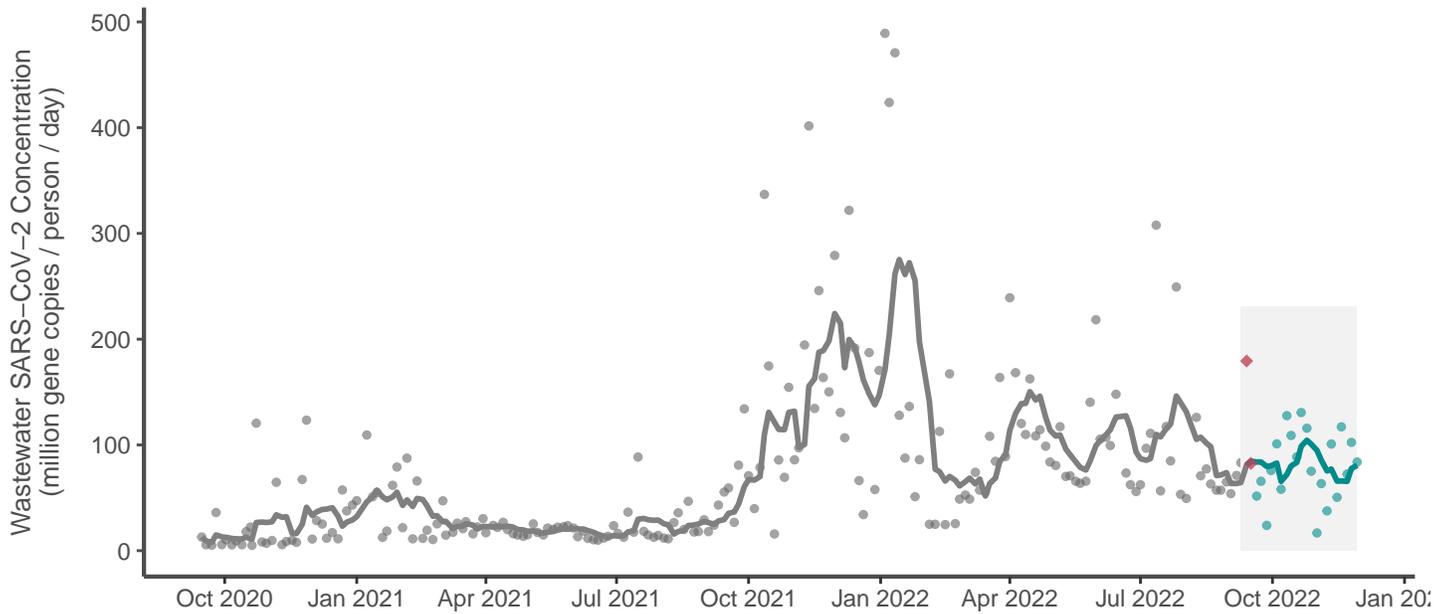
Very High	Highest 20%
High	60th-80th percentile
Moderate	40th-60th percentile
Low	20th-40th percentile
Very Low	Lowest 20%

There are no laboratory comments regarding the most recent wastewater sample.

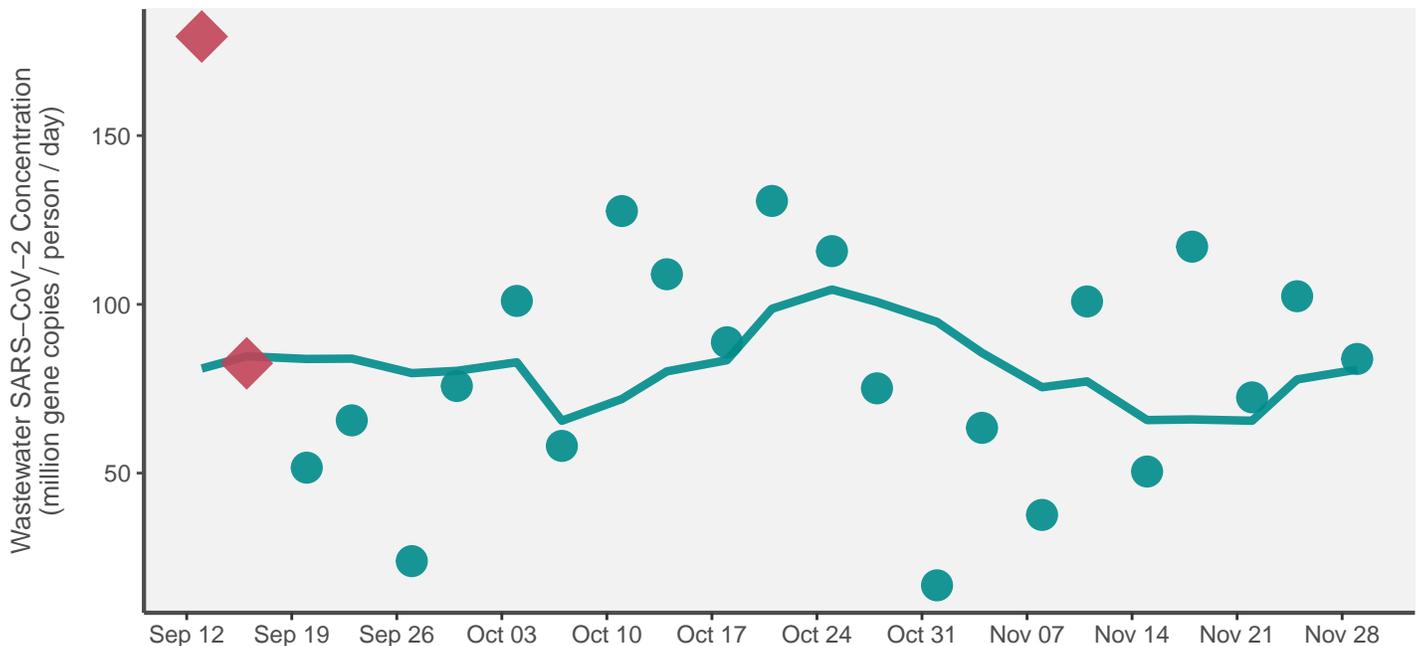
Wastewater trends for Wisconsin can be found on our [Wastewater Surveillance Dashboard](#).



All Time Wastewater Trend for Appleton (Sep 15, 2020–Dec 8, 2022)



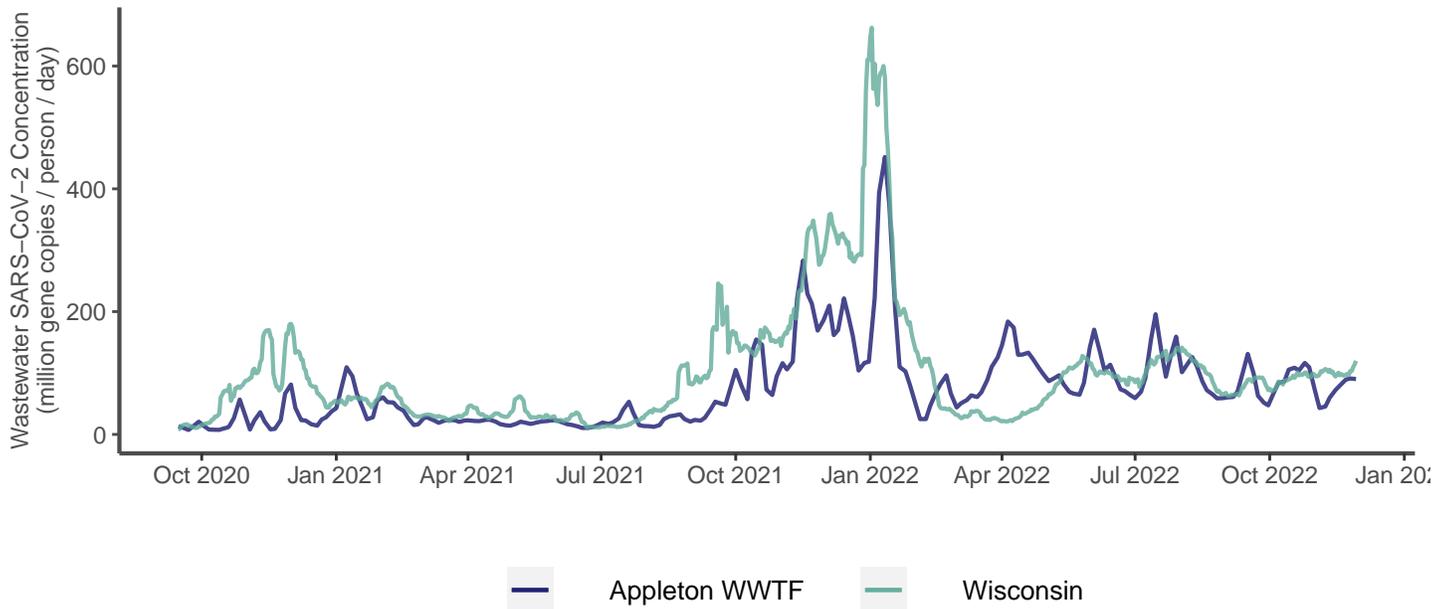
90-Day Wastewater Trend for Appleton (Sep 9, 2022–Dec 8, 2022)



◆ - Significant Increase

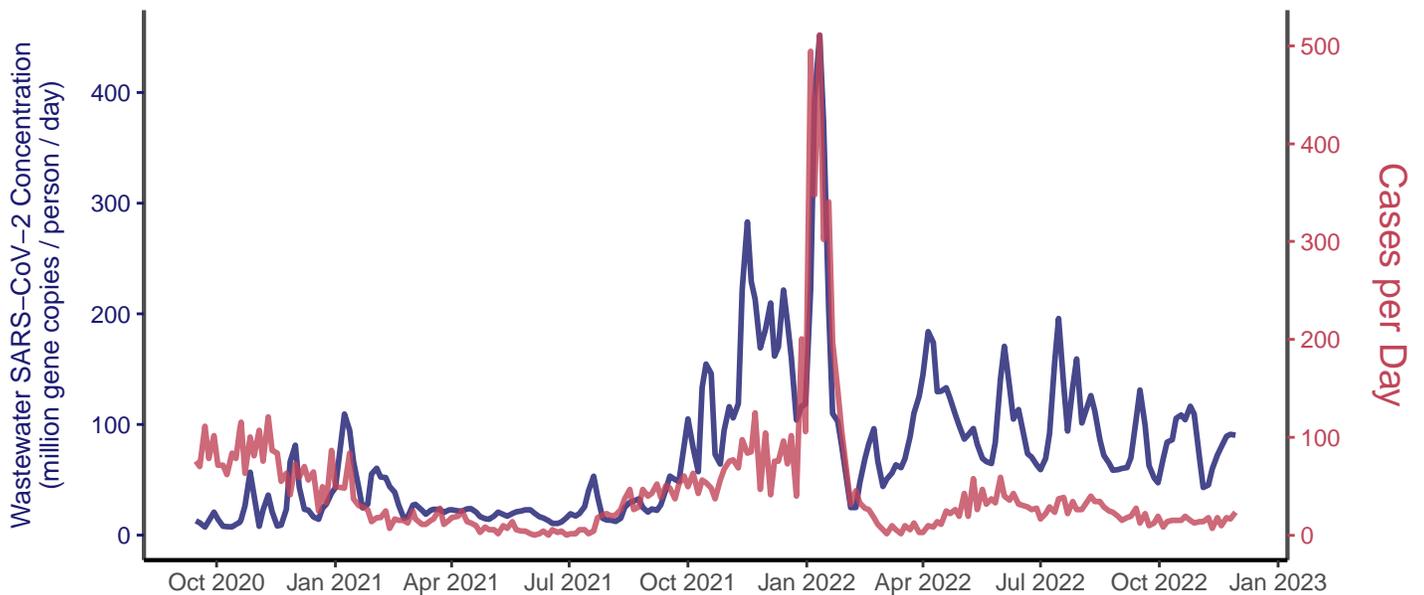
A datapoint is defined as a **significant increase** if a linear regression for the past five measurements is significantly increasing ($p < 0.3$) and if the average of the most recent three datapoints is greater than 80% of the measurements from the last 30 days.

Comparison of Appleton Wastewater Trends with Statewide Average



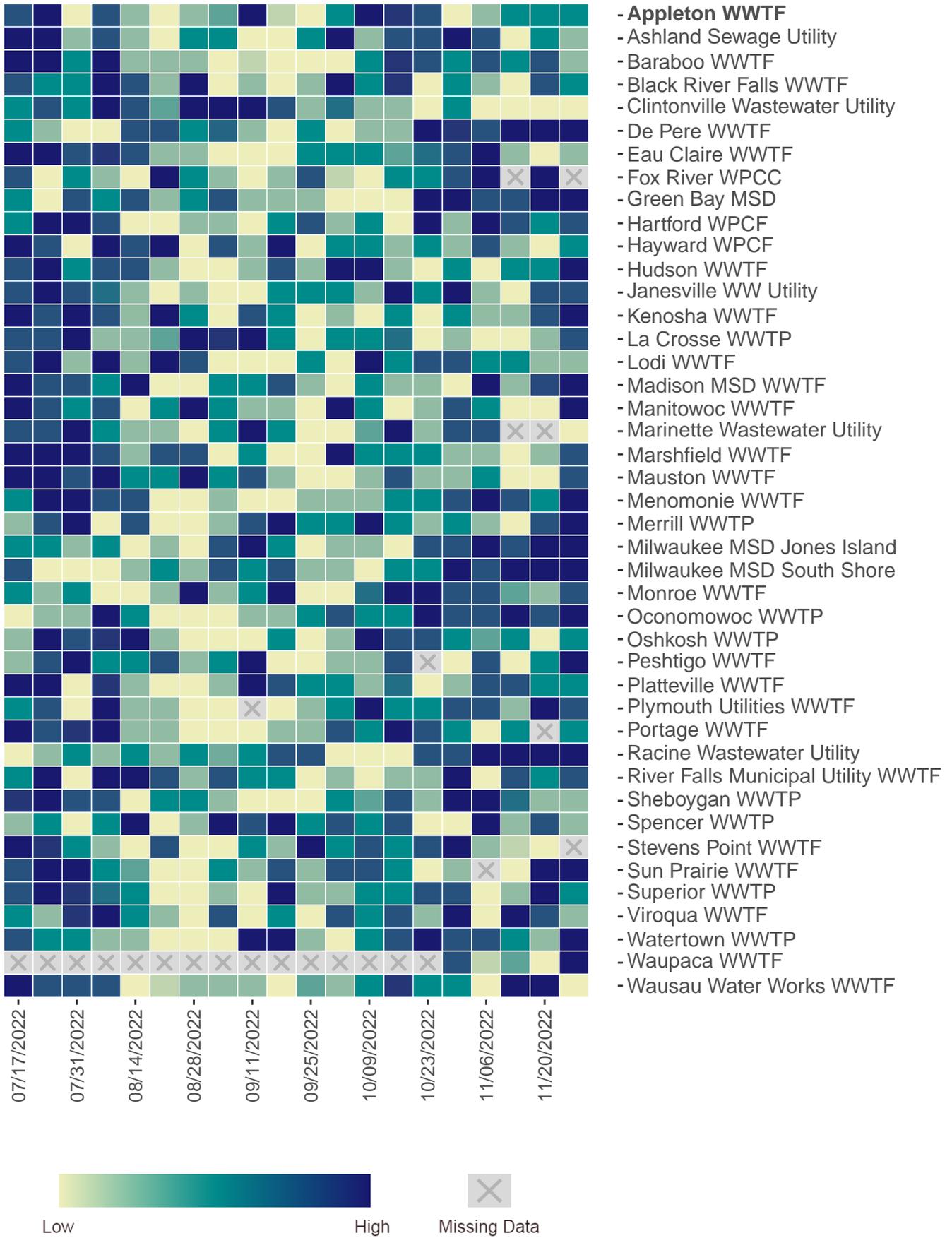
The statewide average is based on the 7-day rolling average SARS-CoV-2 concentration for all participating wastewater treatment facilities combined.

Comparison Between Appleton SARS-CoV-2 Concentrations and COVID-19 Cases



The number of cases is based on the 7-day rolling average number of cases in the location served by Appleton WWTF.

Comparison of Wastewater SARS-CoV-2 Concentrations Between Facilities



WATER MAIN BREAK/ JOINT LEAK REPORT - OCTOBER

YEARLY WATER MAIN BREAK COMPARISON

MONTH 21	MONTH 22	YTD 21	YTD 22
10	7	98	99

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>
W. Marquette St.	10/8/2022	309269	CIP	8"	1962	6" Hole	3 Hours	978,517	\$5,949.38	\$14,949.38
NOTES: The break was found due to the water on the road. The duration was calculated by the time of the call and the soil saturation.										
S. Maplecrest Dr.	10/10/2022	309269	CIP	6"	1957	3" Hole	2 Hours	141,000	\$857.28	\$9,857.28
NOTES: The break was found due to the water on the road. The duration was calculated by the time the hydrant was flushed as the break occurred right after flushing the hydrant.										
W. Marquette St./N Gillett St.	10/11/2022	309269	CIP	8"	1962	4" Hole	5 Hours	724,828	\$4,406.95	\$13,406.95
NOTES: The break was found due to the water on the road. The duration was calculated by the time of the call and the soil saturation.										
2037 W. Marquette St.	10/17/2022	309269	CIP	8"	1962	1/32" Crack, 10" Split	290 Days	940,905	\$5,720.70	\$14,720.70
NOTES: The break was found by correlating. The duration was calculated by the soil saturation as the water never surfaced.										
404 W. Lindbergh St.	10/18/2022	309269	CIP	8"	1958	1/16" Crack	4 Hours	50,851	\$309.17	\$9,309.17
NOTES: The break was found due to water bubbling out of the road. The duration was cacluation due to the soil saturation and the time the break was reported.										

**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)
87 Ramlen Ct.	10/19/2022	309269	CIP	6"	1957	5" Hole	30 Minutes	113,254	\$688.58	\$9,688.58
NOTES: The break was found while compacting the trench after a valve rebuild. The duration was calculated as the main broke while fixing a valve and was shut it off right away.										
Superior St N/O Pacific St.	10/31/2022	309269	CIP	6"	Pre-1930	14" x 1/16" split	7 Days	1,271,843	\$7,732.81	\$16,732.81
NOTES: The break was found due to a call in by resident. The duration was calculated by water running down fiber pack and when the resident first noticed it.										
									Total Cost =	\$88,664.88

*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.