



City of Appleton

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

Meeting Minutes - Final Utilities Committee

Tuesday, June 13, 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

[23-0418](#)

Approval of the April 11, 2023 Utilities Committee Meeting minutes.

Attachments: [April 11, 2023 Utilities Committee Meeting Minutes.pdf](#)

Firkus moved, seconded by Del Toro, 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**

[23-0654](#)

Anticipated award for Unit N-23, Spot Repairs, Protruding Tap and Mineral Deposit Removal (bids to be opened Monday, June 12, 2023).

Attachments: [Unit N-23 Anticipated Award memo.pdf](#)
[N-23 Contract Award Form.pdf](#)

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

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

[23-0655](#)

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2022 and Request the following Resolution be presented to the Common Council for approval:

Whereas, the City of Appleton manages, operates, and maintains a sewer collection system and wastewater treatment plant; and

Whereas, the treatment efforts produce a liquid effluent and a biosolids that are returned to the environment; and

Whereas, the State of Wisconsin evaluates wastewater utilities throughout the State of Wisconsin through an electronic Compliance Maintenance Annual Report (eCMAR); and

Whereas, Appleton received the score of 4.00 GPA; and

Whereas, the State of Wisconsin requests the Common Council pass a resolution accepting the eCMAR report;

Now, therefore, be it resolved by the City Council that the City of Appleton:

Article 1. Continue supporting treatment and maintenance programs at the utility

Article 2. Continue planning efforts that will address and promote long term performance results at the facility.

Attachments: [2022 eCMAR Validated.pdf](#)

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

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

[23-0432](#)

Elect a Vice-Chair for the Utilities Committee.

Aldersperson Doran was nominated by Aldersperson Siebers and approved as Vice-Chairperson by unanimous consent.

that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

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

7. Information Items

[23-0433](#)

Confirm Meeting Date and Time for the Utilities Committee to meet.

The Utilities Committee will continue to meet at 4:30 p.m. on the Tuesday following the Common Council meeting.

[23-0434](#)

Designate a Contact Person who can answer specific questions about agenda items for the Utilities Committee.

Director Shaw will continue to be the contact person to answer questions regarding agenda items.

[23-0493](#)

Update on Aquahawk Sign-ups

This item was discussed.

[23-0657](#)

AWWTP Polymer Incident Update

This item was discussed.

[23-0683](#)

Appleton Wastewater SARS-CoV-2 Report

Attachments: [SARS CoV-2 Report 060823.pdf](#)

This item was discussed.

[23-0419](#)

Monthly Reports for January, February, and March 2023:

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

Attachments: [2023 Q1 Wastewater Plant Synopsis.pdf](#)
[2023 Q1 Receiving Station Revenue Report.pdf](#)
[2023 Q1 Water Plant Synopsis.pdf](#)
[March 2023 Water Main Breaks.pdf](#)

These reports were reviewed.

[23-0559](#)

Monthly Report for April 2023:

- Water Distribution and Meter Team Monthly Report

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

This report was reviewed.

8. Adjournment

Firkus moved, seconded by Siebers, that the Utilities Committee Meeting be adjourned at 5:00 p.m.. Roll Call. Motion carried by the following vote:

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