



# 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 8, 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, Fenton, Prohaska and Smith

**Excused:** 1 - Otis

3. Approval of minutes from previous meeting

[20-1547](#)

Approval of the November 10, 2020 Utilities Committee Meeting minutes.

**Attachments:** [November 10, 2020 Utilities Committee Meeting minutes](#)

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

**Aye:** 4 - Meltzer, Fenton, Prohaska and Smith

**Excused:** 1 - Otis

4. Public Hearings/Appearances

5. Action Items

[20-1548](#)

Award of 2021A Stormwater Consulting Services Contract for 2021 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$37,500.

**Attachments:** [2021A Plan Review Award Util Memo BC.pdf](#)

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

**Aye:** 4 - Meltzer, Fenton, Prohaska and Smith

**Excused:** 1 - Otis

[20-1550](#)

Award of 2021B Stormwater Consulting Services Contract for 2021 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$37,500.

**Attachments:** [2021B Plan Review Award Util Memo raSmith.pdf](#)

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

**Aye:** 4 - Meltzer, Fenton, Prohaska and Smith

**Excused:** 1 - Otis

[20-1552](#)

Approval to single source and award 2021C stormwater consulting services contract for Spartan Drive Apple Creek Culvert and Stormwater Management Practices (SMP) Final Design and Construction Documents with Brown and Caldwell (BC) in an amount not to exceed \$141,767.

**Attachments:** [2021C UC memo combined.pdf](#)

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

**Aye:** 4 - Meltzer, Fenton, Prohaska and Smith

**Excused:** 1 - Otis

## 6. Information Items

[20-1604](#)

Change Order 1, 2, and 3 to Great Lakes Mechanical in the amount of \$816 for the OCCT Apparatus Test Project resulting in the construction contract being increased to \$122,156 and a decrease in contingency from \$12,134 to \$11,318.

**Attachments:** [Change Order 1 2 3 OCCT Test Apparatus Project.pdf](#)

*This item was discussed.*

[20-1575](#)

General Information Regarding the Main Break Report

**Attachments:** [Main Break Cost Allocation.pdf](#)

*The report was discussed.*

[20-1557](#)

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

**Attachments:** [Water Main Breaks October 2020.pdf](#)

*The report was reviewed.*

7. Adjournment

**Smith moved, seconded by Prohaska, that the Utilities Committee be adjourned at 5:19 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Fenton, Prohaska and Smith

**Excused:** 1 - Otis