



# 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 8, 2022

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

*Aldersperson Martin joined the meeting already in progress.*

**Present:** 4 - Meltzer, Smith, Doran and Martin

**Excused:** 1 - Thao

3. Approval of minutes from previous meeting

[22-0037](#)

Approval of the January 11, 2022 Utilities Committee Meeting Minutes.

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

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

**Aye:** 3 - Meltzer, Smith and Doran

**Excused:** 2 - Martin and Thao

4. Public Hearings/Appearances

5. Action Items

[22-0039](#)

Request from Abby Ellenbecker for a credit adjustment for water use between May 29, 2021 and June 11, 2021 of \$65.98 for 2518 S. Kernan Avenue.

**Attachments:** [Timeline for Committee.pdf](#)  
[Water Leak Policy 2020.pdf](#)  
[Water Usage Monitoring Procedure.pdf](#)  
[UPDATED Water bill timeline A Ellenbecker.pdf](#)

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

**Aye:** 3 - Meltzer, Smith and Martin

**Nay:** 1 - Doran

**Excused:** 1 - Thao

[22-0086](#)

Approve Sole Source Engineering Services Contract to McMahon as part of 2022 AWWTP Preliminary Heat Exchanger and Blended Sludge Piping Replacement Project in the amount of \$26,300 with a 10% contingency of \$2,630 for a project total not to exceed \$28,930.

**Attachments:** [UC Sole Source Memo 2022 AWWTP Prelim HEX and Blended Sludge Piping Replace McMahon.pdf](#)

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

**Aye:** 4 - Meltzer, Smith, Doran and Martin

**Excused:** 1 - Thao

[22-0110](#)

Approve contract amendment with Arcadis to provide public outreach and communication materials to meet the Lead and Copper Rule Revisions in an amount not to exceed \$22,400.

**Attachments:** [2022-02-03 Appleton LCRR Public Outreach Materials Scope.pdf](#)

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

**Aye:** 4 - Meltzer, Smith, Doran and Martin

**Excused:** 1 - Thao

## 6. Information Items

[22-0111](#)

Change Orders #1 and #2 to Sabel Mechanical contract as part of the 2021 Secondary Clarifier Drive Removal, Rebuild, and Reinstallation Project totaling \$12,724 resulting in a decrease in contingency from \$26,145 to \$13,421.

**Attachments:** [220128\\_UC Memo SecondaryClariferDrive\\_Sabel\\_Change Orders No1-2.pdf](#)

*This item was presented.*

[22-0087](#)

2021 Northeast Wisconsin Stormwater Consortium 2021 Annual Report

**Attachments:** [2021 NEWSC Annual Report.pdf](#)

*This item was presented.*

[22-0088](#) Mapping link for private side water service material.

*This item was demonstrated.*

[22-0041](#) Discussion of 2019 Water System Master Plan.

**Attachments:** [Water System Master Plan attachment \(002\).pdf](#)

*This item was discussed.*

[22-0042](#) AquaDuoscope Measuring Method Program.

**Attachments:** [AquaDuoscope attachment.pdf](#)

*This item was presented.*

[22-0040](#) WPPI Capacity Agreement Revenue Review

**Attachments:** [Revenue Summary WPPI Lease.pdf](#)

*This item was reviewed.*

[22-0043](#) Monthly Reports for October, November, and December 2021:  
- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report  
- Water Treatment Facility Synopsis  
- Water Distribution and Meter Team Monthly Report - December

**Attachments:** [2021 Q4 Wastewater Synopsis.pdf](#)

[Receiving Station Revenue Report.pdf](#)

[2021 Q4 Water Synopsis.pdf](#)

[Water Main Breaks December.pdf](#)

*The reports were reviewed.*

## 7. Adjournment

**Smith moved, seconded by Doran, that the Utilities Committee be adjourned at 6:03 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Smith, Doran and Martin

**Excused:** 1 - Thao