



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, March 10, 2020

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
 - [20-0334](#) Approval of the February 25, 2020 Utilities Committee Meeting Minutes.

Attachments: [February 25, 2020 Utilities Committee Meeting Minutes.pdf](#)
 - [20-0335](#) Approval of the March 4, 2020 Special Utilities Committee Meeting Minutes.

Attachments: [March 4, 2020 Special Utilities Committee Meeting Minutes.pdf](#)
4. **Public Hearings/Apearances**
5. **Action Items**
 - [20-0336](#) Award Contract for Asbestos and Hazardous Materials Abatement to Asbestos Removal Inc. for an amount not to exceed \$39,986.

Attachments: [Lake Station Hazardous Materials Contract 03-03-20.pdf](#)
 - [20-0380](#) Preliminary Resolution 1-P-20 for Sanitary Laterals, Storm Laterals and Storm Main be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [Resolution 1-P-20.pdf](#)
 - [20-0386](#) Award America's Water Infrastructure Act Project to AECOM in the amount of \$43,500 with a 15% contingency of \$6,525 and total cost not to exceed \$50,025.

Attachments: [utilities memo - AWIA RRA Memo 03-06-20.pdf](#)
6. **Information Items**

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 Paula Vandehey at 920-832-6474.



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Meeting Minutes - Final Utilities Committee

Tuesday, February 25, 2020

5:00 PM

Council Chambers, 6th Floor

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



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Utilities Committee

Wednesday, March 4, 2020

6:45 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order

Chairperson Meltzer called the Utilities Committee Meeting to order at 6:45 p.m.

2. Roll call of membership

Present: 5 - Meltzer, Reed, Firkus, Fenton and Otis

3. Approval of minutes from previous meeting

4. **Public Hearings/Appearances**

5. **Action Items**

[20-0327](#)

Award AWWTP Filtrate Tank Joint Repair Contract to R-Industries in the amount of \$12,400 plus a 15% contingency of \$1,860 for a total cost not to exceed \$14,260.

Attachments: [200227_UC Memo Filtrate Tank Joint Repair RFQ Work Award Memo.pdf](#)

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

Aye: 5 - Meltzer, Reed, Firkus, Fenton and Otis

[20-0328](#)

Award AWWTP Filtrate Tank Piping Repair and Modifications Contract to Great Lakes Mechanical in the amount of \$39,969 plus a 7.5% contingency of \$3,000 for a total cost not to exceed \$42,969.

Attachments: [200227_UC Memo Filtrate Tank Pipe Repair RFQ Work Award Memo.pdf](#)

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

Aye: 5 - Meltzer, Reed, Firkus, Fenton and Otis

6. **Information Items**

7. Adjournment

Firkus moved, seconded by Reed, that the Utilities Committee Meeting be adjourned at 6:48 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Reed, Firkus, Fenton and Otis



“...meeting community needs...enhancing quality of life.”

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
920-997-4200 tel.
920-997-3240 fax

TO: Chairperson Meltzer and Members of the Utilities Committee

FROM: Chris Shaw, Utilities Director

DATE: March 3, 2020

RE: *Award Contract for Asbestos and Hazardous Materials Abatement to Asbestos Removal Inc. for an amount not to exceed \$39,986*

BACKGROUND:

The Appleton Water Utility includes the Lake Winnebago Raw Water Pump Station. The station was constructed in 1970 with the purpose of pumping Lake Winnebago Water to the Appleton Water Treatment Facility (AWTF). The building design and equipment purchased were typical for projects of this time period.

The Lake Station will be undergoing a capital construction project in 2020. As part of the preconstruction preparations a hazardous materials assessment was completed by the City's Parks, Recreation and Facilities Management Department. Their investigation sampled for lead and asbestos and asbestos containing materials were found.

In order to prepare the Lake Station for the construction project it was deemed appropriate to remove the hazardous materials prior to the construction project. Staff and engineers from McMahan agreed that pricing would be competitive if the City manages the project. In addition, subcontractor and contractor mark ups would also be avoided.

From a regulatory perspective, the project intent is to abide by Wisconsin Department of Natural Resources (WDNR) 447; DHS 159 for proper abatement of asbestos materials as well as ultimate disposal. As such, all friable as well as non-friable asbestos materials made friable during a renovation or demolition will be properly abated. The abatement company and workers will also be licensed by DHS 159.

A Request for Quotation was developed for contractors to provide quotes. Three abatement companies supplied quotes for the work. The following table summarizes the company quotes.

Contractor	Proposal Cost
Asbestos Removal Inc.	\$39,986.00
Wing Three	\$44,712.00
Advanced Asbestos Removal Inc.	\$48,854.00

RECOMMENDATION:

I recommend awarding a contract for hazardous materials abatement to Asbestos Removal Inc., in an amount not to exceed \$39,986.

If you have any questions regarding this project please contact me, Chris Shaw, at ph: 832-5945.

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

RESOLUTION 1-P-20

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

- Alvin St (Evergreen Dr to CDS)
- Douglas St (Reid Dr to Prospect Ave)
- Glendale Ave (Mason St to Richmond St)
- Harris St (Badger Ave to Richmond St)
- Newberry Ave (Schaefer St to city limits)
- Summer St (Gillett St to Richmond St)

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
- b. One installment, if the assessment is \$1000 or less;
- c. In five equal annual installments, if the assessment is greater than \$1000;

Deferred payments shall bear an interest at the rate of 7.75% per annum on the unpaid balance.

4. The Finance Committee is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed street improvements.
- c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

5. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

S/TIMOTHY M. HANNA (Mayor)

Adopted: March 18, 2020

Attest: Kami L. Lynch (City Clerk)



“...meeting community needs...enhancing quality of life.”

Department of Utilities
Water Treatment Facility
2281 Manitowoc Road
Menasha, WI 54952
920-997-4200 phone
920-997-3240 fax

TO: Chairperson Vered Meltzer and Members of the Utilities Committee

CC: Public Works Director Paula Vandehey

FROM: Utilities Director Chris Shaw

DATE: March 6, 2020

RE: *Award America’s Water Infrastructure Act Project to AECOM in the amount of \$43,500 with a 15% Contingency of \$6,525 and total cost not to exceed \$50,025*

BACKGROUND:

The Appleton Water Utility (AWU) is required to perform a risk and resiliency assessment of the water utility in 2020. This assessment is a requirement of the Environmental Protection Agency (EPA) and the Wisconsin Department of Natural Resources (WDNR). The law was promulgated under the America’s Water Infrastructure Act (AWIA). The AWIA relies on industry performance standards that must be adhered to by the AWU. Moreover, the utility has a genuine interest in compliance and utilizing the information garnered to improve the overall efficiency and effectiveness of the utility.

This recommendation proposes an AWIA assessment that will expand from previous assessments where only malevolent acts were considered. This broader approach critiques the utility’s current ability to respond to multiple scenarios. Assessment requirements will include natural hazards (e.g., tornado, flooding, power outage), biological, chemical, and cybersecurity vulnerability.

The AWU has assembled an AWIA project team that is comprised of staff from Utilities, Public Works, Health, and IT. Other city staff involvement will be necessary at a later date (e.g., Police and Fire).

ENGINEERING PROPOSALS:

There is a significant skill set that is required in order to perform this type of assessment. Engineering firms generally use project teams in order to cover areas where team members are subject matter experts (e.g., cybersecurity, biological threat assessment, etc.). As such, the team sent Request for Proposals (RFPs) to two engineering firms with experience and work product that favors their past and recent work product with the AWU. The first firm, AECOM, recently completed the AWU Distribution Master Plan. Their firm has also provided an AWIA workshop for the team members. The second firm, McMahon, completed a prior Vulnerability Assessment and was the design engineer for the Appleton Water Treatment Facility.

Both engineering firms produced proposals that have been reviewed and graded. Proposal evaluators graded each firm’s project understanding, team members, firm resources, as well as value added propositions. The review team found that both AECOM and McMahon provided proposals that met the City’s requirements and would produce the desired deliverables. RFQ. The results of the review and proposal costs are listed in the table below.

Engineering Firm	Proposal Score	Project Fee	Value Score
AECOM	74	\$43,500	147
McMahon	64	\$73,400	101

RECOMMENDATION:

I recommend that the Utilities Committee award America’s Water Infrastructure Act Project to AECOM in the amount of \$43,500 with a 15% Contingency of \$6,525 and total cost not to exceed \$50,025

If you have any questions regarding the project please contact Chris Shaw at 832-2362.