



# City of Appleton

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

## Meeting Minutes - Final Utilities Committee

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Tuesday, July 21, 2020

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

*Alderperson Smith jointed the meeting at 5:50 p.m.*

**Present:** 5 - Meltzer, Fenton, Otis, Prohaska and Smith

3. Approval of minutes from previous meeting

[20-0932](#)

Approval of the June 23, 2020 Utilities Committee Meeting minutes.

**Attachments:** [June 23, 2020 Utilities Committee Meeting minutes.pdf](#)

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

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

**Excused:** 1 - Smith

4. **Public Hearings/Appearances**

5. **Action Items**

[20-0933](#)

Request to award three-year contract for City Service invoice printing and mailing services to Primadata LLC.

**Attachments:** [Memo Invoice Printing Contract.pdf](#)

**Fenton 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, Otis and Prohaska

**Excused:** 1 - Smith

[20-0951](#)

Approve amending temporary Ordinance 94-20 extending the suspension of Sewer Service, Stormwater Utility, and Solid Waste Collection late charges to November 16, 2020 as recommended by staff.

**Attachments:** [Late Fee COVID-19 Waiver Memo and Proposed Amendment.pdf](#)

**Prohaska 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, Otis and Prohaska

**Excused:** 1 - Smith

[20-0935](#)

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2019 and Request the following Resolution be presented to the Common Council for approval:

Whereas, the City of Appleton has successfully been operating a biosolids compost program in cooperation with the Outagamie Department of Solid Waste; and

Whereas, Outagamie County has committed to continue to allowing biosolids composting on over five acres of County property; and

Whereas, the City of Appleton had applied for and now has been re-issued a Wisconsin Pollution Discharge Elimination System (WPDES) permit; and

Whereas, the WPDES permit application requested and the facility was approved for a biosolids compost program and outfall; and

Whereas, the City of Appleton now meets requirements of NR 204 for biosolids storage due to the reissuance of the WPDES permit as of April 1, 2017;

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

Article 1. Continues supporting the current biosolids compost program

Article 2. Continue planning for long term biosolids solutions, such as biosolids composting as the County site is limited to the next two years.

**Attachments:** [2019 eCMAR Final Council Memo .pdf](#)

[2019 eCMAR Final.pdf](#)

**Otis 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, Otis and Prohaska

Excused: 1 - Smith

## 6. Information Items

[20-0934](#)

Change Order 1 to Great Lakes Mechanical Contract for OCCT Project decreases contract costs from \$121,340 to \$119,637.39 and Extends Contract Completion Date to August 21, 2020.

**Attachments:** [Change Order No 1.pdf](#)

*This item was discussed.*

[20-0936](#)

Biosolids Presentation #2

*This item was presented.*

[20-0939](#)

Monthly Reports for April, May, and June 2020:

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

**Attachments:** [2020 Q2 Wastewater Synopsis.pdf](#)  
[2020 Q2 Effluent Quality Summary.pdf](#)  
[Receiving Station Revenue Report.pdf](#)  
[2020 Q2 Water Synopsis.pdf](#)  
[Water Main Breaks June 2020.pdf](#)

*The reports were reviewed.*

[20-0940](#)

Cancellation of the August 11, 2020 Utilities Committee Meeting.

*This item was discussed.*

## 7. Adjournment

**Otis moved, seconded by Prohaska, that the Utilities Committee meeting be adjourned at 5:54 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Meltzer, Fenton, Otis, Prohaska and Smith