



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
Wastewater Treatment Plant  
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[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** August 8<sup>th</sup>, 2025  
**To:** Chairperson Brad Firkus and Members of the Finance Committee  
**CC:** Chris Stempa, Director of Utilities  
Kelli Rindt, Enterprise Accounting Fund Manager  
**From:** Ryan Rice, Deputy Director of Utilities  
**Subject:** **Action: Approve Budget Amendment: 2024 Aeration Process Upgrades CIP - \$19,845 and Phosphorus Analyzer CIP +\$19,845.**

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### BACKGROUND:

Recently, the Appleton Wastewater Treatment Plant (AWWTP) evaluated online phosphorus analyzers, which resulted in the Common Council awarding the purchase of a Chemscan miniOP phosphorus analyzer to William Reid Ltd in the amount of \$49,845.

The Phosphorus Analyzer CIP carried over from the 2024 budget included \$30,000. This budget amendment is needed to purchase the equipment.

### RECOMMENDATION:

The following budget amendments will be required to fund the project:

2024 Aeration Process Upgrades CIP -\$19,845

Phosphorus Analyzer CIP +\$19,845

If you have any questions regarding this request, please contact Ryan Rice at 920-832-5945.

**Encl:** Finance Department Budget Amendment Request Form