



# City of Appleton

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

## Meeting Minutes - Final Utilities Committee

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Tuesday, April 23, 2024

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Chairperson Meltzer called the Utilities Committee meeting to order at 4:30 p.m.*

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

4. Approval of minutes from previous meeting

[24-0460](#)

Approval of the March 26, 2024 Utilities Committee Meeting minutes.

**Attachments:** [March 26, 2024 Utilities Committee Meeting Minutes.pdf](#)

**Hayden moved, seconded by Firkus, that the March 26, 2024 Utilities Committee Meeting Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0461](#)

Elect a Vice-Chair for the Utilities Committee

*Aldersperson Firkus was nominated by Aldersperson Hayden and approved as Vice-Chairperson by unanimous consent.*

[24-0462](#)

Set Meeting Date and Time for the Utilities Committee to meet.

*The Utilities Committee will continue to meet at 4:30 p.m. on the Tuesday following the Common Council Meeting.*

[24-0463](#)

Designate a Contact Person who can answer specific questions about agenda items for the Utilities Committee.

*Director Stempa and Director Block will continue to be the contact people to answer questions regarding agenda items.*

[24-0464](#)

Approval of Sole Source Engineering Services Contract to McMahon as part of 2024 Primary Clarifiers #1 through #4 Rehabilitation Project in the amount of \$57,900 with a 15% contingency of \$8,685 for a Project Total not to exceed \$66,585.

**Attachments:** [240421 UCMemo\(revised\) Sole Source Contract McMahon PrimClarifer1-4.pdf](#)

**Hayden moved, seconded by Firkus, that the approval of the Sole Source Engineering Services Contract to McMahon as part of 2024 Primary Clarifiers #1 through #4 Rehabilitation Project in the amount of \$57,900 with a 15% contingency of \$8,685 for a Project Total not to exceed \$66,585 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

## 7. Information Items

[24-0465](#)

Approval of Sole Source Engineering Services Contract to McMahon as part of Summer Street Lift Station Evaluation in the amount of \$11,900 with a 15% contingency of \$1,785 for a Project Total not to exceed \$13,685.

**Attachments:** [240412 UCMemo Sole Source Contract McMahon SummerStLS.pdf](#)

*This item was discussed.*

[24-0466](#)

Monthly Report for March 2024  
- Water Distribution and Meter Team Monthly Report - March

**Attachments:** [March 2024 Water Main Breaks.pdf](#)

*The report was discussed.*

## 8. Adjournment

**Firkus moved, seconded by Hayden, that the Utilities Committee Meeting be adjourned at 4:40 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan