



# City of Appleton

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

## Meeting Agenda - Final Utilities Committee

---

Tuesday, March 26, 2024

4:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-0324](#) Approval of the March 12, 2024 Utilities Committee Meeting Minutes.

**Attachments:** [March 12, 2024 Utilities Committee Meeting Minutes.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0325](#) Award of Turbidity Instrument Purchase to Hach Company in the amount of \$36,469.08 with a 15% contingency of \$5,470.36 for a total not to exceed \$41,939.44.

**Attachments:** [240315\\_UC Memo\\_HachTurbidimeterPurchase.pdf](#)

[24-0358](#) Sole Source Purchase Award of Wash Press #3 Auger Assembly Replacement Equipment from Vulcan Industries in the amount of \$25,666 with a 10% contingency of \$2,566 for a project total not to exceed \$28,232.

**Attachments:** [240322\\_UCMemo\\_Sole Source Purchase\\_VulcanWashPressParts.pdf](#)

7. **Information Items**

8. **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 Stempa at 920-832-5945 or Danielle Block at 920-832-6474.*





# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Utilities Committee

---

Tuesday, March 12, 2024

4:30 PM

Council Chambers, 6th Floor

---

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:** 4 - Meltzer, Del Toro, Firkus and Siebers

**Excused:** 1 - Doran

4. Approval of minutes from previous meeting

[24-0257](#)

Approval of the January 23, 2024 Utilities Committee Meeting Minutes.

**Attachments:** [January 23, 2024 Utilities Committee Meeting Minutes.pdf](#)

**Siebers moved, seconded by Firkus, that the January 23, 2024 Utilities Committee Meeting Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Firkus and Siebers

**Excused:** 1 - Doran

5. Public Hearing/Appearances

6. Action Items

[24-0258](#)

Approve 2023 Annual Stormwater Report to DNR.

**Attachments:** [2023 MS4 Annual Report\\_03-12-2024 Util Committee.pdf](#)

**Siebers moved, seconded by Firkus, that the 2023 Annual Stormwater Report to DNR be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Firkus and Siebers

**Excused:** 1 - Doran

[24-0259](#)

Award Single Source K-24 Native Landscape Management Contract to NES Ecological Services - A Division of Robert E. Lee & Associates, in an amount not to exceed \$192,345.12.

**Attachments:** [K-24 contract award util memo 03-12-2024 Final.pdf](#)

**Siebers moved, seconded by Firkus, that the Single Source K-24 Native Landscape Management Contract to NES Ecological Services - A Division of Robert E. Lee & Associates in an amount not to exceed \$192,345.12 be recommended for approval. Roll Call. Motion carried by the following vote:**

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

**Nay:** 1 - Del Toro

**Excused:** 1 - Doran

[24-0263](#)

Award the 2024 Ash Tree Removal Contract to Foley's Tree Service, LLC in an amount not to exceed \$375,000.

**Attachments:** [Ash Tree Removal Contract Award.pdf](#)

**Siebers moved, seconded by Del Toro, that the 2024 Ash Tree Removal Contract to Foley's Tree Service, LLC in an amount not to exceed \$375,000 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Firkus and Siebers

**Excused:** 1 - Doran

[24-0265](#)

Award Appleton Water Treatment Facility Clearwell Repairs Project Base Bid to August Winter and Sons, Inc. in the amount of \$242,000 with 20% contingency of \$48,400 for a project total not to exceed \$290,400.

**Attachments:** [240308 UC Memo AWTF Clearwell Repair Award AWS.pdf](#)

**Siebers moved, seconded by Firkus, that the Appleton Water Treatment Facility Clearwell Repairs Project Base Bid to August Winter and Sons, Inc. in the amount of \$242,000 with a 20% contingency of \$48,400 for a project total not to exceed \$290,400 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Firkus and Siebers

**Excused:** 1 - Doran

## 7. Information Items

[24-0264](#)

City of Appleton Lead and Galvanized Service Replacement Program Update.

**Attachments:** [Lead and Galvanized Service Update.pdf](#)

*This item was discussed.*

[24-0262](#)

Water Distribution and Meter Team Monthly Report - January and February 2024

**Attachments:** [1 - January 2024 Water Main Breaks .pdf](#)

[2 - February 2024 Water Main Breaks.pdf](#)

*The reports were reviewed.*

8. Adjournment

**Siebers moved, seconded by Del Toro, that the Utilities Committee Meeting be adjourned at 4:49 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Firkus and Siebers

**Excused:** 1 - Doran



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
Water Treatment Facility  
2281 Manitowoc Rd.  
Menasha, WI 54952  
p: 920-997-4200  
f: 920-997-3240

[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** March 15, 2024  
**To:** Chairperson Vered Meltzer  
**CC:** Chris Stempa, Utilities Director  
John Pogrant, Water Operations Supervisor  
**From:** Michael Suha, Technical Services Manager  
**Subject:** **Utilities Committee Action: Award of Turbidity Instrument Purchase to Hach Company in the amount of \$36,469.08 with a 15% contingency of \$5,470.36 for a total not to exceed \$41,939.44**

---

### BACKGROUND:

A turbidimeter, also known as a turbidity meter, is a device used to measure the turbidity of drinking water, particularly in the context of water quality assessment. Turbidity refers to the cloudiness or haziness of the water caused by the presence of suspended particles such as sediment, silt, and other fine particles. Turbidity can be an important parameter to monitor as it can affect the water's clarity and potentially indicate the presence of contaminants.

Wisconsin Department of Natural Resources, the regulatory agency sets turbidity limits for drinking water to safeguard public health and ensure the water meets specified quality standards. Online turbidimeters play a crucial role in helping water treatment staff comply with these regulations and maintain the integrity of the drinking water supply.

At present, the turbidity instruments are at the end of service life. The manufacturer has discontinued support for the equipment and obtaining spare parts and technical assistance is becoming difficult. This poses a significant risk to our ability to maintain consistent and reliable operations. Replacing the equipment will alleviate these challenges and provide access to support services and preventative maintenance parts.

### QUOTE RESULTS:

Comparative information and instrument quotes were obtained from instrument companies. See table below:

Company	Real-time Monitoring and Trending	USEPA Compliant	Instrument Quote
In Situ	Yes	Pending	\$58,050.00
ATI	Yes	Yes	\$41,711.00
HACH	Yes	Yes	\$36,469.08

**RECOMMENDATION:**

After careful internal review and consideration, the HACH Company (Hach) Turbidimeter is recommended for purchase. The Hach turbidimeter is a reliable and cost-effective solution for accurate turbidity measurements. It offers ease of use and maintenance, making it suitable for a wide range of applications within the water treatment plant. The instruments competitive pricing, reliability, and user-friendly interface made it the top choice. Moreover, the existing turbidimeters are also Hach units making them familiar to staff.

In summary, it is recommended to award the purchase of the new turbidity instruments to Hach Company in the amount of \$36,469.08 with a 15% contingency of \$5,470.36 for a total not to exceed \$41,939.44.

If you have any questions regarding this project, please contact Michael Suha or Chris Stempa at 920-832-5945.



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
Wastewater Treatment Plant  
2006 East Newberry Street  
Appleton, WI 54915  
p: 920-832-5945  
f: 920-832-5949

[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** March 22, 2024

**To:** Chairperson Vered Meltzer

**CC:** Ryan Rice, Utilities Deputy Director / Interim Wastewater Operations Supervisor

**From:** Chris Stempa, Utilities Director

**Subject: Utilities Committee Action: Sole Source Purchase Award of Wash Press #3 Auger Assembly Replacement Equipment from Vulcan Industries in the amount of \$25,666 with a 10% contingency of \$2,566 for a project total not to exceed \$28,232**

---

### BACKGROUND:

The first step in wastewater treatment is normally the removal of solids from the wastewater flow by some type of screening process. The mechanical fine screen equipment used at the Appleton Wastewater Treatment Plant (AWWTP) are designed to remove objects larger than 1/4 inch in diameter from raw wastewater entering the facility which protects downstream equipment and processes. The material removed from the fine screen is then conveyed to an integral wash press unit where it is flushed using reclaimed final effluent. That step removes organics which are further treated in downstream processes. The washed screenings are then compacted to dewater prior to being conveyed to a large roll off box which is ultimately sent to a landfill for final disposal.

In December 2022, the gear reducer on the #3 wash press unit failed. Maintenance staff discovered during the removal of the failed gear reducer that the auger assembly was also damaged. A replacement gear reducer was purchased in 2023 and a replacement auger assembly quote was solicited from Vulcan Industries. The lead time for a replacement auger assembly was 40 weeks at the time the quote was solicited while the associated replacement gear reducer was significantly less than that. Based on the excessive lead time of the auger, the decision was made to evaluate repair alternatives in lieu of procuring a new assembly. In October 2023 staff replaced the gear reducer and installed the repaired auger assembly to return the mechanical screen and wash press to service.

In February 2024, water was found leaking from the auger assembly. The investigation performed by Maintenance Specialist staff revealed a crack in the repaired auger shaft. Immediate steps were taken to remove and repair the auger assembly again, but the repairs were found to be short-lived. The auger shaft was found leaking water a second time the week of March 18<sup>th</sup> which is indicative that the repair failed again. The second failure demonstrates that the forces being applied to the auger during wash cycles exceed the tolerances of what a welded repair can support.

**JUSTIFICATION**

Vulcan Industries is the Original Equipment manufacturer (OEM) of the AWWTP wash press equipment. The replacement components being sought are specifically engineered for this wash press. No known alternative parts suppliers are available. Wash Press #3 is installed on the second largest capacity mechanical fine screen unit and critical to operations during high influent flow events. AWWTP staff desire to expedite appropriate repairs with OEM components to mitigate the potential risk of high influent flow hydraulic excursions to downstream treatment equipment and processes.

**RECOMMENDATION:**

I am requesting a sole source purchase award of wash press auger assembly replacement equipment from Vulcan Industries in the amount of \$25,666 with a 10% contingency of \$2,566 for a project total not to exceed \$28,232. Funding for the purchase would come from the AWWTP general O&M budget.

If you have any questions regarding this project, please contact Chris Stempa at 920-832-5945.

**Encl:** Finance Department Sole Source Request Form



## SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is **not** an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

PROPOSED DETAILS
Requesting dept: Wastewater Treatment Plant
Product/service: Auger assembly
Vendor name: Vulcan Industries
Total cost: \$25,666

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

*Jenifer Huss*

3/21/2024

\_\_\_\_\_  
Purchasing Manager

\_\_\_\_\_  
Date