



# City of Appleton

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

## Meeting Agenda - Final Utilities Committee

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Wednesday, June 5, 2019

6:45 PM

Council Chambers, 6th Floor

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### Special

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[19-0707](#) Approval of the May 7, 2019 Utilities Committee Meeting Minutes.  
  
*Attachments:* [May 7, 2019 Utilities Committee Meeting Minutes.pdf](#)
4. **Public Hearings/Appearances**
5. **Action Items**  
  
[19-0708](#) Preliminary Resolution 3-P-19 for Sanitary Laterals, Storm Laterals and Storm Main be adopted and refer the matter to the Finance Committee to determine the assessment rate.  
  
*Attachments:* [3-P-19.pdf](#)
6. **Information Items**  
  
[19-0709](#) Property Owner letter to help prevent frozen sump pump lines in the future.  
  
*Attachments:* [Preventing Frozen Sump Pump Letter.pdf](#)  
  
[19-0710](#) Monthly Reports for April 2019:  
- Water Distribution and Meter Team Monthly Report  
  
*Attachments:* [Water Main Breaks April.pdf](#)

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.*



# City of Appleton

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## Meeting Minutes - Final Utilities Committee

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Tuesday, May 7, 2019

5:00 PM

Council Chambers, 6th Floor

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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, Raasch and Firkus

**Excused:** 1 - Dvorachek

3. Approval of minutes from previous meeting

[19-0627](#)

Approval of the April 23, 2019 Utilities Committee Meeting Minutes.

**Attachments:** [April 23, 2019 Utilities Committee Meeting Minutes.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Raasch and Firkus

**Excused:** 1 - Dvorachek

4. Public Hearings/Appearances

5. Action Items

[19-0628](#)

Approval to single source and award 2019P stormwater consulting services contract for Kernan Ravine Final Design and Construction Related Services with Brown and Caldwell in an amount not to exceed \$42,100.

**Attachments:** [2019P Kernan Ravine Final Design CRS BC Award Memo.pdf](#)

**Raasch 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, Raasch and Firkus

**Excused:** 1 - Dvorachek

[19-0629](#)

Amend 2019K stormwater consulting services contract for development of the stormwater management plan and design for the Bluff Site Development Area with McMahon Associates in an amount not to exceed \$39,500.

**Attachments:** [2019K Oneida St SWMP Amendment Memo.pdf](#)

**Raasch 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, Raasch and Firkus

**Excused:** 1 - Dvorachek

## 6. Information Items

## 7. Adjournment

**Reed moved, seconded by Raasch, that the Utilities Committee Meeting be adjourned at 5:07 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Reed, Raasch and Firkus

**Absent:** 1 - Dvorachek

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

RESOLUTION 3-P-19

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

Morrison Street - Hancock Street to Wisconsin Avenue  
Winnebago Street - Oneida Street to Drew Street  
Carpenter Street - Taft Avenue to Fremont Street  
Prospect Avenue - Seminole Road to Haskell Street  
Opechee Street at Leminwah  
Henry St - Warner Street to Telulah Avenue  
Warner St - Henry Street to College Avenue  
Harriet Street - Walter Avenue to Telulah Avenue  
Erb St - Michigan Street to 100' N/O Michigan Street  
Randall St - Oneida Street to Meade Street

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 8.5% 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: June 5, 2019

Attest: Kami L. Lynch (City Clerk)



**DEPARTMENT OF PUBLIC WORKS**

**Operations Division**  
**2625 East Glendale Avenue**  
**Appleton, WI 54911**  
**TEL (920) 832-5580**  
**FAX (920) 832-5570**

January 4, 2019

SOUTH MEADOWS INC  
PO BOX 1896  
APPLETON WI 54912

Re: Preventing Frozen Sump Pump Lines  
Property Address: 2323 Roemer Rd, Appleton WI

Dear Resident/Property Owner,

Our records indicate that you may have a private underground plumbing connection from your property to the City storm sewer system. This underground plumbing may be connected to your sump pump, downspouts, yard drain(s) or a hole in the curb that drains into the street. Due to the extreme cold weather our region experiences in the winter, the frost depth may extend down to these underground pipes, causing them to freeze. If this freezing occurs, the water from your property will not properly drain into the City storm sewer in the street.

To prevent this trapped water from entering or damaging your home, you should be prepared to temporarily remove your connection(s) to this underground piping during the winter months to allow your sump pump and downspouts to flow onto your yard and away from your house. In areas with yard drains, please be advised that there may be periods during late winter and early spring when they may not function until they thaw. You can expect some ponding of water in these areas and should take appropriate precautions to protect your property during the time when the drains are out of service.

If you do experience a frozen underground connection or have water entering your home, you may call our Public Works Operations office at 920-832-5580 to ask for assistance with getting the City storm sewer pipe thawed. Depending on our workload and the number of calls we receive, it may take several days to respond and we only offer this service during our regular office hours.

If you have questions about the plumbing needed to allow quick and easy disconnection during the winter months, please call our plumbing inspections office at 920-832-6474.

Sincerely,

City of Appleton Public Works

# WATER MAIN BREAK/Joint LEAK REPORT APRIL 2019

## YEARLY WATER MAIN BREAK COMPARISON

<u>MAR 18</u>	<u>MAR 19</u>	<u>YTD 18</u>	<u>YTD 19</u>
3	4	37	42

LOCATION	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
2631 N. Meade Street	254738	CIP	8"	1960	1/16" crack	3 hours	40,772	\$247.89
509 N. Kensington Drive	254816	CIP	8"	1967	1/16" crack	8 hours	147,380	\$896.07
1725 Hycrest Drive	254825	CIP	6"	1948	1/16" crack	7 days	1,380,585	\$8,393.96
White Birch Lane / Scarlet Oak Lane	255244	DIP	8"	1979	5" hole	3 hours	557,212	\$3,387.85
								\$0.00
								\$0.00
								\$0.00
								\$0.00

\*\*Water Loss is calculated at the residential rate of \$6.08 per 1000 gallons.