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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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TO: Utilities Committee  
Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 1/12/2016

RE: Utilities Committee Action: Award contract for Transformer Replacements to Van Ert Electric Company, Inc. in the amount of \$135,860 with a contingency of \$10,330 for a contract total not to exceed \$146,190.

Finance Committee Action: Approve positive fund balance transfer of \$34,000 from the Bar Screen project to Transformer Replacement project.

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At the end of 2015 preventive maintenance testing of the transformers at the Wastewater Plant was completed. Preventive maintenance testing is conducted to find potential issues before they turn into much larger ones. Unfortunately, we identified two transformers that are in critical condition and in need of immediate replacement. The current transformers are 25 – 40 years in age. Knowing this a future CIP seeks to perform a comprehensive study to upgrade the entire system in the future. In the meantime it is essential to maintain the current system.

The transformers power essential facilities and equipment at the Wastewater Plant critical to its operation. In the event of a failure, there is no quick fix. Transformers are built custom and require a 18-20 week lead time.

To cover the costs of the replacement transformers the Common Council previously approved a transfer of \$112,190 from the air handler replacement project towards the replacements of the transformers. To cover the shortfall it is necessary to approve a transfer of \$34,000 from the bar screen project to cover the balance. The Finance Department was consulted and provided this recommendation.

Please feel free to contact me at 832-5572 or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions or comments.