



City of Appleton

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

Meeting Minutes - Final Utilities Committee

Tuesday, February 8, 2022

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chairperson Meltzer called the Utilities Committee meeting to order at 5:00 p.m.

2. Roll call of membership

Aldersperson Martin joined the meeting already in progress.

Present: 4 - Meltzer, Smith, Doran and Martin

Excused: 1 - Thao

3. Approval of minutes from previous meeting

[22-0037](#)

Approval of the January 11, 2022 Utilities Committee Meeting Minutes.

Attachments: [January 11, 2022 Utilities Committee Meeting Minutes.pdf](#)

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

Aye: 3 - Meltzer, Smith and Doran

Excused: 2 - Martin and Thao

4. Public Hearings/Appearances

5. Action Items

[22-0039](#)

Request from Abby Ellenbecker for a credit adjustment for water use between May 29, 2021 and June 11, 2021 of \$65.98 for 2518 S. Kernan Avenue.

Attachments: [Timeline for Committee.pdf](#)
[Water Leak Policy 2020.pdf](#)
[Water Usage Monitoring Procedure.pdf](#)

Smith moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Meltzer, Smith and Martin

Nay: 1 - Doran

Excused: 1 - Thao

[22-0086](#)

Approve Sole Source Engineering Services Contract to McMahon as part of 2022 AWWTP Preliminary Heat Exchanger and Blended Sludge Piping Replacement Project in the amount of \$26,300 with a 10% contingency of \$2,630 for a project total not to exceed \$28,930.

Attachments: [UC Sole Source Memo 2022 AWWTP Prelim HEX and Blended Sludge Piping Replace McMahon.pdf](#)

Smith moved, seconded by Martin, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Smith, Doran and Martin

Excused: 1 - Thao

[22-0110](#)

Approve contract amendment with Arcadis to provide public outreach and communication materials to meet the Lead and Copper Rule Revisions in an amount not to exceed \$22,400.

Attachments: [2022-02-03 Appleton LCRR Public Outreach Materials Scope.pdf](#)

Smith moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Smith, Doran and Martin

Excused: 1 - Thao

6. Information Items

[22-0111](#)

Change Orders #1 and #2 to Sabel Mechanical contract as part of the 2021 Secondary Clarifier Drive Removal, Rebuild, and Reinstallation Project totaling \$12,724 resulting in a decrease in contingency from \$26,145 to \$13,421.

Attachments: [220128_UC Memo SecondaryClariferDrive_Sabel_Change Orders No1-2.pdf](#)

This item was presented.

[22-0087](#)

2021 Northeast Wisconsin Stormwater Consortium 2021 Annual Report

Attachments: [2021 NEWSC Annual Report.pdf](#)

This item was presented.

[22-0088](#) Mapping link for private side water service material.

This item was demonstrated.

[22-0041](#) Discussion of 2019 Water System Master Plan.

Attachments: [Water System Master Plan attachment \(002\).pdf](#)

This item was discussed.

[22-0042](#) AquaDuoscope Measuring Method Program.

Attachments: [AquaDuoscope attachment.pdf](#)

This item was presented.

[22-0040](#) WPPI Capacity Agreement Revenue Review

Attachments: [Revenue Summary WPPI Lease.pdf](#)

This item was reviewed.

[22-0043](#) Monthly Reports for October, November, and December 2021:
- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report
- Water Treatment Facility Synopsis
- Water Distribution and Meter Team Monthly Report - December

Attachments: [2021 Q4 Wastewater Synopsis.pdf](#)

[Receiving Station Revenue Report.pdf](#)

[2021 Q4 Water Synopsis.pdf](#)

[Water Main Breaks December.pdf](#)

The reports were reviewed.

7. Adjournment

Smith moved, seconded by Doran, that the Utilities Committee be adjourned at 6:03 p.m.. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Smith, Doran and Martin

Excused: 1 - Thao