



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, November 12, 2019

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1698](#) Approval of the October 22, 2019 Utilities Committee Meeting Minutes.

Attachments: [October 22, 2019 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1699](#) Approve 2019 Water System Distribution Master Plan Update by AECOM.

[19-1547](#) Request to classify 7500 N. Purdy Parkway (parcel 31-1-9221-00) as commercial for stormwater billing purposes.

Attachments: [Memo 311922100.pdf](#)
[2019-10-22 MEU Holdings - Letter to Sue Olson.pdf](#)

Legislative History

10/22/19 Utilities Committee held

This item will be held until the November 12, 2019 Utilities Committee meeting.

[19-1711](#) Award AWWTP Primary Clarifier #3 and #4 Cured-in-Place Pipe lining contract to Visu-Sewer in the amount not to exceed \$51,250.

Attachments: [Primary Clarifier 3 4 CIPP Award Memo Visu-Sewer.pdf](#)

[19-1732](#) Reaffirm the following property that has an Assessor land use code of single family or duplex be considered commercial property for stormwater billing purposes. (This property was referred back to Utilities.)

c. 6600 N. Ballard Road

Attachments: [6600 Ballard combined.pdf](#)

6. Information Items

[19-1700](#) Urban Non-Point Source Planning Grant for Citywide Stormwater Management Plan.

Attachments: [UNPS Planning Grant.pdf](#)

[19-1712](#) Discuss MS4 Permit requirements for Public Education and Public Participation

Attachments: [2019 November UC MS4 Permit.pdf](#)

[2019-2023 IE Plan Draft.pdf](#)

[2019 Public Participation plan Draft.pdf](#)

[19-1729](#) Change Order #1 to Classic Coatings in the amount of \$375 for the Lindbergh Painting Project resulting in the construction contract being increased to \$694,225 and a decrease in contingency from \$69,385 to \$69,010.

Attachments: [Change Order 1 Lindbergh Painting Project 11-07-19.pdf](#)

[19-1731](#) Change Order #1 to August Winter and Sons contract as part of the 2017 AWWTP Improvements Projects totaling \$1,565 resulting in a decrease in contingency from \$172,150 to \$170,585.

Attachments: [191107_Finance Memo 20147 AWWTP Improvements Change Order No1.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.



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Meeting Minutes - Final Utilities Committee

Tuesday, October 22, 2019

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chairperson Meltzer called the Utilities Committee Meeting to order at 5:05 p.m.

2. Roll call of membership

Present: 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

3. Approval of minutes from previous meeting

[19-1548](#)

Approval of the October 8, 2019 Utilities Committee Meeting Minutes.

Attachments: [October 8, 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, Firkus and Fenton

Excused: 1 - Otis

4. Public Hearings/Appearances

5. Action Items

[19-1580](#)

Award consulting contract for Wastewater Rate Study to Trilogy Consulting LLC in the amount of \$19,965.

Attachments: [Rate Study Consultant Contract Award Oct 2019.pdf](#)

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

Aye: 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[19-1414](#)

Preliminary Resolution 4-P-19 for Storm Main Liner be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [4-P-19 Storm Main Liner.pdf](#)

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

Aye: 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[19-1543](#)

Reaffirm the following properties that have an Assessor land use code of single family or duplex be considered commercial property for stormwater billing purposes.

- a. 203 S. State Street
- b. 1935 E. John Street
- c. 6600 N. Ballard Road
- d. 8711 N. French Road

Attachments: [203 S State combined.pdf](#)
[1935 E John St combined.pdf](#)
[6600 Ballard combined.pdf](#)
[8711 N French Combined.pdf](#)

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

Aye: 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[19-1546](#)

Request to waive stormwater utility billing for parcel 31-1-9202-00.

Attachments: [Memo 311920200.pdf](#)

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

Aye: 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

[19-1547](#)

Request to classify 7500 N. Purdy Parkway (parcel 31-1-9221-00) as commercial for stormwater billing purposes.

Attachments: [Memo 311922100.pdf](#)
[2019-10-22 MEU Holdings - Letter to Sue Olson.pdf](#)

This item will be held until the November 12, 2019 Utilities Committee meeting.

Reed moved, seconded by Firkus, that the Report Action Item be held until the November 12, 2019 meeting. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

6. Information Items

[19-1596](#)

Proposed timing of infrastructure in Haymeadow / Spartan growth corridor.

Attachments: [spartan.pdf](#)

This item was discussed.

[19-1597](#)

Biosolids Land Application Issues - Update

This item was discussed.

[19-1581](#)

Monthly Reports for July, August, September 2019:
- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report
- Water Treatment Facility Synopsis
- Water Distribution and Meter Team Monthly Report - September

Attachments: [2019 Q3 Wastewater Synopsis.pdf](#)
[2019 Q3 Water Synopsis.pdf](#)
[Watermain Break Report September 2019.pdf](#)

The reports were reviewed.

7. Adjournment

Reed moved, seconded by Firkus, that the Utilities Committee meeting be adjourned at 5:50 p.m. . Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Firkus and Fenton

Excused: 1 - Otis

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Sue Olson, Staff Engineer

DATE: October 15, 2019

RE: Request to classify 7500 N. Purdy Parkway (parcel 31-1-9221-00) as commercial for stormwater billing purposes

This site is a large parcel on the north side of Apple Hill Farms with an Assessor land use code for single family and a secondary use code of crop production. In addition to the single family home, the parcel has a lengthy private road, private trail, and multiple accessory buildings, including a barn with restrooms.

Under the single family classification this parcel is 1 ERU for \$175 per year. Under the commercial classification, this parcel is 53.0 ERU for \$9,275.00 per year. The site is 1.3% impervious.

There are three water meters/accounts on this parcel, one is residential and two are commercial. This site also met the Wisconsin Department of Natural Resources requirements for a single family development with enough connected impervious to require a stormwater management plan and permit.

Staff recommends classifying this parcel as commercial for stormwater billing purposes.

WILLOW
BROOK CT

N BALLARD RD

1-9221

1-9220





N BALLARD RD

MACKVILLE RD

E MACKVILLE RD

N PURDY PKWY

1-9221

1-9210-1

1-8303-20

1-9203-34

1-9203-35







October 22, 2019

Via Email and Hand Delivery

Ms. Sue Olson, P.E.
Project Engineer
City of Appleton
Department of Public Works
Engineering Division
100 N. Appleton Street
Appleton, WI 54911

Re: Stormwater Billing for Parcel 31-1-9221-0 located at 7500 N. Purdy Parkway
(the "Property")

Dear Ms. Olson:

We represent MEU Holdings, LLC with respect to your October 10, 2019, letter proposing to increase the stormwater assessment on the above-referenced single family residential Property from \$175 per year to \$9,275 per year. I understand from your letter that this matter will be discussed at a meeting of the Utilities Committee at 5 p.m. today, October 22, 2019. We ask that this letter be made part of the record for the Committee.

Although our analysis is ongoing, there are several points about which the Utilities Committee should be aware:

- 1) As acknowledged in the City's October 10, 2019 letter, this is a "residential property", defined in Section 20-229 of the Appleton City Ordinances to mean "developed exclusively for residential purposes including, but not limited to, single family homes" The Property certainly is a property developed exclusively for residential purposes, containing a single family home and authorized accessory buildings, private road and other amenities. Neither the size of the Property nor the amenities present on the Property change its residential character. Nor is there any commercial aspect of this parcel, though that term appears not to be defined in the stormwater ordinances.
- 2) To the extent that portions of the Property are agricultural in character, we note that "Agricultural Facilities and Practices" are exempt from the Stormwater Rules. Section 20-311(a)(2).
- 3) Even if the Property or any portion of it were somehow considered to be non-residential, Section 20-236(b)(2) of the City's Ordinances provides that the calculation of the ERU charge should be based upon the amount of "impervious area contributing to surface water runoff", not

Ms. Sue Olson
October 22, 2019
Page 2

total lot area. The actual impervious area on this property is only a very small fraction of the total lot area, a fraction which we expect upon further analysis will be less than the approximately 125,000 square feet which forms the basis of the City's proposed ERU charge.

4) The impervious areas on the Property appear to contribute virtually nothing to the City's stormwater, in large part precisely because of the large amounts of pervious undeveloped, agricultural and forest areas which surround almost of all of the impervious areas on the Property. As a practical matter, the Property is responsible for little, if any, stormwater runoff.

We are not aware of any basis in State law or the City's Ordinances to reclassify the residential Property containing a home as "commercial" or any other non-residential use, and we ask that the Utilities Committee deny the proposed reclassification. If the Utilities Committee believes that this matter warrants further substantive discussion, then we ask that the Utilities Committee defer any possible reclassification of the Property as commercial for stormwater billing purposes, as proposed in your letter, to permit us to continue our review of this matter and, if necessary, hire a stormwater engineering consultant to assist us. In the meantime, we would be pleased to meet with Engineering Division staff to explore a possible resolution of this matter.

Thank you for your consideration.

Sincerely,

von BRIESEN & ROPER, s.c.



Michael P. Carlton

MPC:sev
33853181_2.DOCX



"...meeting community needs...enhancing quality of life."

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915
920-832-5945 tel.
920-832-5949 fax

TO: Chairperson Vered Meltzer and Members of the Utilities Committee

FROM: Chris Shaw, Utilities Director

DATE: November 6, 2019

RE: *Award AWWTP Primary Clarifier #3 and #4 Cured-in-Place Pipe lining contract to Visu-Sewer in the amount not to exceed \$51,250*

This memorandum is regarding the request for contract award to perform operationally critical pipe repair work at Appleton Wastewater Treatment Plant (AWWTP). Background and quotation results are provided below.

BACKGROUND:

There are six primary settling clarifiers at the AWWTP. These tanks are the second stage of the wastewater treatment plant process following screening and grit removal. The primary clarifiers were constructed in pairs starting with the original plant construction in 1936 (#1 and #2). Four additional tanks were constructed during subsequent upgrade projects in 1964 (#3 and #4) and 1994 (#5 and #6).

The buried suction pipe associated with Primary Clarifier #3 was found to be in need of repair or replacement earlier this year following a televising inspection. Cured-in-place pipe (CIPP) was identified as the method of rehabilitation because of the length of existing pipe buried beneath concrete or tank infrastructure. CIPP lining was preferred to wholesale pipe replacement because it was anticipated to be more cost effective and less invasive than wholesale pipe replacement. It should be noted that Primary Clarifier #3 remains offline until necessary repairs are completed.

To facilitate the CIPP, the contractor could be required to excavate a small section of the existing suction pipe to facilitate the lining process. That excavation would also expose the suction line of Primary Clarifier #4 because of their close proximity to one another. Primary Clarifier #4 was included as part of this RFQ because the pipes are of the same vintage, are located in close proximity to each other, and there was potential for savings realized as part of a single mobilization and excavation.

RFQ RESULTS

A Request for Quotation (RFQ) was submitted to four firms that specialize in CIPP lining services. The contractors were required to provide a quote that met or exceeded the RFP lining specifications and took into account their professional opinion to line these pipes either with or without performing an excavation. Two of the four firms provided a formal response. A summary of the quotes received is found below.

COMPANY	QUOTE
Visu-Sewer	\$51,250
Michel's	\$188,253
InsituForm	DNP
Terra Construction	DNP

DNP: Did not propose

Visu-Sewer was the least cost quote and has provided pipe lining services in the past for the City of Appleton.

RECOMMENDATION:

Approval of AWWTP Primary Clarifier #3 and #4 Cured-in-Place Pipe lining contract to Visu-Sewer in the amount not to exceed \$51,250. The contract will be funded by available 2019 AWWTP O&M budget dollars.

If you have any questions or require additional information regarding this project please contact Chris Stempa at 920-832-5945.

Parcel 31-1-9203-09

Address 6600 N Ballard Rd

1.93 acres

Zoning R1B

Assessor Code single family

Assessor notes state: "Home is used as office for Apple Hill Farms Development" and "outbuildings are in good condition".

Finance Department commercial utility account

Set up as commercial for stormwater billing in 2005 per Stormwater Utility Service Application form prepared by owner's consultant

As single family 1 ERU for \$175 per year.

As commercial classification 9.3 ERU for \$1,627.50 per year.

N BALLARD RD

00

1-9203-10

1-9203-9

136

1-9203-80

1-9203-81

124
N TIBURON LANE

1-9203-82

1-9202-2

110

1-8303-22









Apple Hill
Farms
Appointments
920-731-1555
Welcome Home





Apple Hill
Farms
Appointments
920-751-1155



UNPS-Planning Grant Application Scoring by Rank for 2020

Rank	Applicant	Project Name	Region	Score	Total Eligible Costs	Requested State Share	Cumulative Request
1	North Fond du Lac, Village	Stormwater Quality Master Plan	NER	110.0	\$ 73,900	\$ 29,560	\$ 29,560
2	Schofield, City	Stormwater Quality Management Plan Update	WCR	108.9	\$ 123,540	\$ 61,770	\$ 91,330
3	Grand Chute, Town	MS4 & TMDL Planning	NER	108.5	\$ 181,400	\$ 61,200	\$ 152,530
4	Thiensville, Village	Storm Water Management Plan and TMDL Update	SER	108.0	\$ 154,185	\$ 77,093	\$ 229,623
5	Appleton, City	Citywide Stormwater Management Plan	NER	105.8	\$ 181,745	\$ 75,000	\$ 304,623
6	Rice Lake, City	Municipal Storm Sewer (MS4) GIS System	NOR	104.0	\$ 82,000	\$ 41,000	\$ 345,623
7	Baraboo, City	Update 2007 Storm Water Quality Management Plan	SCR	103.5	\$ 88,578	\$ 31,000	\$ 376,623
8	Kronenwetter, Village	Stormwater Quality Management Plan Update	WCR	101.0	\$ 134,460	\$ 67,230	\$ 443,853
9	Marathon, County	Stormwater Quality Plan Update	WCR	101.0	\$ 129,460	\$ 64,730	\$ 508,583
10	Mosinee, City	Stormwater Management Plan - TMDL Analysis & Recommendations	WCR	101.0	\$ 84,020	\$ 42,010	\$ 550,593
11	Merrill, City	Stormwater Quality Management Plan Update	NOR	101.0	\$ 137,710	\$ 68,855	\$ 619,448
12	Weston, Village	Stormwater Quality Management Plan Update	WCR	100.0	\$ 144,560	\$ 72,280	\$ 691,728
13	Glendale, City	TMDL Stormwater Plan	SER	97.1	\$ 92,200	\$ 46,000	\$ 737,728
14	Greenville, Town	Wolf River Basin Planning Grant	NER	96.5	\$ 100,000	\$ 50,000	\$ 787,728
15	Oshkosh, City	Citywide Stormwater Management Plan	NER	96.5	\$ 155,327	\$ 77,664	\$ 865,392
16	West Allis, City	Storm Water Management Plan Update	SER	96.2	\$ 117,520	\$ 58,760	\$ 924,152
17	Marshfield, City	Stormwater Management Plan - TMDL Analysis & Recommendations	WCR	96.0	\$ 99,940	\$ 49,970	\$ 974,122
18	West Central WI Regional Planning Commission	Rain to Rivers of Western Wisconsin: Public Education & Outreach Program	WCR	95.4	\$ 100,000	\$ 50,000	\$ 1,024,122

UNPS-Planning Grant Application Scoring by Rank for 2020

Rank	Applicant	Project Name	Region	Score	Total Eligible Costs	Requested State Share	Cumulative Request
19	Wauwatosa, City	Storm Water Management Plan Update	SER	94.0	\$ 175,020	\$ 84,900	\$ 1,109,022
20	Fitchburg, City	TMDL Analysis and Recommendations	SCR	93.0	\$ 118,720	\$ 59,360	\$ 1,168,382
21	Bellevue, Village	TMDL Implementation Planning Grant	NER	92.0	\$ 100,000	\$ 50,000	\$ 1,218,382
22	Milwaukee Metropolitan Sewerage District	Respect Our Waters Storm Water Education Program – Milwaukee River Basin	SER	92.0	\$ 210,000	\$ 85,000	\$ 1,303,382
23	River Falls, City	Collins Outfall Reconstruction Planning	WCR	91.8	\$ 31,000	\$ 15,500	\$ 1,318,882
24	La Crosse, City	MS4 Compliance Implementation Plan	WCR	87.4	\$ 135,000	\$ 67,500	\$ 1,386,382
25	Watertown, City	Conservation Subdivision	SCR	84.0	\$ 22,308	\$ 11,154	\$ 1,397,536
26	Kenosha, City	Water Quality Master Plan and MS4 Permit Compliance Activities	SER	83.8	\$ 243,376	\$ 85,000	\$ 1,482,536
27	Menomonee, City	2020 TMDL Addendum to Urban Stormwater Plan	WCR	83.2	\$ 39,132	\$ 19,400	\$ 1,501,936
28	West Salem, Village	MS4 Storm Water Management Plan	WCR	80.2	\$ 86,775	\$ 43,000	\$ 1,544,936
29	Richfield, Village	TMDL Storm Water Management Plan	SER	79.6	\$ 37,008	\$ 18,150	\$ 1,563,086
30	Racine, City	Stormwater Quality Improvement Planning	SER	74.7	\$ 55,000	\$ 27,500	\$ 1,590,586
31	Racine, County	Respect Our Waters Public Education and Outreach – Root Pike Watershed	SER	72.5	\$ 180,375	\$ 85,000	\$ 1,675,586
32	Kewaunee, City	Storm Water Utility	NER	65.9	\$ 65,000	\$ 32,500	\$ 1,708,086

Fully-funded state share

Funding not available

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

MS4 STORMWATER PERMIT

2.1 PUBLIC EDUCATION & OUTREACH

2.2 PUBLIC INVOLVEMENT & PARTICIPATION

UTILITIES COMMITTEE

NOVEMBER 12, 2019

NEWS SC

- NORTHEAST WISCONSIN STORMWATER CONSORTIUM
- THESE TWO SECTIONS ARE ORIGINAL REASON FOR CREATION OF THE GROUP
- GENERALLY NOT AN ENGINEERS STRENGTH
- PER WDNR, COMMUNITIES NEED TO GO BEYOND NEWS SC ACTIVITIES

2.1 PUBLIC EDUCATION AND OUTREACH

- REQUIREMENTS ARE DIFFERENT BASED ON POPULATION
- REQUIRED TO INCREASE AWARENESS OF STORMWATER POLLUTION IMPACTS ON WATERS OF THE STATE
- REQUIRED TO ENCOURAGE CHANGES IN PUBLIC BEHAVIOR TO REDUCE THESE IMPACTS
- MEASURABLE GOALS ARE DEFINED IN THE PERMIT

2.1.1 TOPICS

- REQUIRED TO ADDRESS ALL 8 TOPICS WITHIN THE PERMIT TERM AND AT LEAST 6 TOPICS PER YEAR
- TOPICS ARE
 - ILLICIT DISCHARGE DETECTION AND ELIMINATION
 - HOUSEHOLD HAZARDOUS WASTE DISPOSAL/PET WASTE/VEHICLE WASHING
 - YARD WASTE/PESTICIDES/FERTILIZERS
 - STREAM AND SHORELINE MANAGEMENT
 - RESIDENTIAL INFILTRATION
 - CONSTRUCTION SITE AND POST CONSTRUCTION STORMWATER MANAGEMENT
 - POLLUTION PREVENTION
 - GREEN INFRASTRUCTURE/LOW IMPACT DEVELOPMENT

2.1.2 DELIVERY MECHANISMS

- REQUIRED TO USE AT LEAST 2 ACTIVE MECHANISMS PER YEAR
 - FACE TO FACE ACTIVITIES, SUCH AS SCHOOL PRESENTATION, SUMMER CAMP, INFORMATIONAL BOOTH AT AN EVENT, GOVERNMENT EVENT, WORKSHOPS, TOURS
- ALLOWS PASSIVE MECHANISMS
 - EXAMPLES INCLUDE PRINT MEDIA IN WAITING AREAS, POSTERS, MAILINGS, SOCIAL MEDIA, SIGNAGE, WEBSITE

2.1.3 TARGET AUDIENCE

- REQUIRED TO IDENTIFY THE TARGET AUDIENCE FOR EACH PUBLIC EDUCATION AND OUTREACH TOPIC, FOR EXAMPLE
 - GENERAL PUBLIC
 - PUBLIC EMPLOYEES
 - RESIDENTS
 - BUSINESSES
 - CONTRACTORS
 - DEVELOPERS
 - INDUSTRIES

SECTION 2.2 PUBLIC INVOLVEMENT AND PARTICIPATION

- REQUIRED TO NOTIFY THE PUBLIC OF ACTIVITIES REQUIRED BY THE PERMIT
- REQUIRED TO ENCOURAGE INPUT AND PARTICIPATION FROM THE PUBLIC REGARDING THESE ACTIVITIES
- MEASURABLE GOALS ARE DEFINED IN THE PERMIT

2.2.1 PERMIT ACTIVITIES

- REQUIRED TO PROVIDE A MINIMUM OF ONE OPPORTUNITY PER YEAR FOR THE PUBLIC TO PROVIDE INPUT ON EACH OF THE FOLLOWING:
 - ANNUAL REPORT TO DNR DUE MARCH 31 OF EACH YEAR
 - STORMWATER MANAGEMENT PROGRAM
 - ADOPTION OR AMENDMENT OF ANY STORMWATER RELATED ORDINANCES
 - PERMIT SECTION 2.3 ILLICIT DISCHARGES AND CONNECTIONS (ARTICLE VII, CH. 20)
 - PERMIT SECTION 2.4 EROSION AND SEDIMENT CONTROL (CHAPTER 24)
 - PERMIT SECTION 2.5 STORMWATER MANAGEMENT STANDARDS AND PLANNING (ARTICLE VI, CH. 20)

2.2.2 DELIVERY MECHANISM

- REQUIRED TO IDENTIFY THE DELIVERY MECHANISM FOR EACH PERMIT ACTIVITY IN 2.2.1
- DELIVERY MECHANISMS CAN INCLUDE:
 - PUBLIC WORKSHOP
 - PRESENTATIONS
 - GOVERNMENT EVENT (PUBLIC HEARING, COUNCIL MEETING)
 - CITIZEN COMMITTEE MEETING
 - WEBSITE

2.2.3 VOLUNTEER ACTIVITIES

- REQUIRED TO IMPLEMENT ONE VOLUNTEER ACTIVITY PER YEAR
- OPTIONS INCLUDE:
 - GROUP BMP INSTALLATION OR MAINTENANCE
 - STORM DRAIN STENCILING
 - PLANTING A COMMUNITY RAIN GARDEN
 - CLEAN UP EVENT
 - STREAM MONITORING
 - CITIZEN COMMITTEE MEETING
 - PUBLIC WORKSHOP
 - PRESENTATION
 - OTHER HANDS-ON EVENT

2.2.4 TARGET AUDIENCE

- REQUIRED TO IDENTIFY THE TARGETED PARTICIPANTS FOR EACH PERMIT AND VOLUNTEER ACTIVITY
- PARTICIPANTS MAY INCLUDE:
 - GENERAL PUBLIC
 - PUBLIC EMPLOYEES
 - RESIDENTS
 - BUSINESSES
 - CONTRACTORS
 - DEVELOPERS
 - INDUSTRIES
 - OTHER APPROPRIATE AUDIENCES

QUESTIONS?

- SEND ANY QUESTIONS, SUGGESTIONS OR COMMENTS TO PAULA VANDEHEY OR SUE OLSON
- ANTICIPATE SUBMITTING THESE PROGRAMS TO WDNR IN JANUARY 2020

DRAFT November 2019		2019 CITY OF APPLETON PUBLIC EDUCATION AND OUTREACH PLAN						
TOPIC	TARGET AUDIENCE	PLANNED ACTIVITY	MECHANISM		PRIMARY LEAD		COMPLETED ACTIVITY	
			ACTIVE	PASSIVE	CITY	NEWSC		
1	6. Inform and educate those responsible for the design, installation, and maintenance of construction site practices and stormwater management facilities on how to design, install, and maintain the practices.	1. Design consultants	10. One-on-one communication	X		X	ESC Inspector in the field throughout the year	
2							SW & ESC discussed for private and DPW projects throughout year	
3		2. Contractors	12. Pre-submittal and	X		X		
4			Pre-construction meetings				ESC discussed at DPW pre-construction meetings	
5		3. City staff	18. FWWA Watershed Conference	X		X	Sponsored and on planning committee	
6		19. Plan review	X		X	Several City staff attended conference		
7						ESC and SWM plan review verbal and written discussion		
8						1		
9	7. Identify businesses and activities that may pose a stormwater contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.	1. Lawn Care companies	1. Mailings		X	X	Letters and ordinance language mailed October 4, 2019 specifically addressing cut grass left in the gutter	
10								
1								
2								
3							1	
4	8. Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.	1. Owners/Developers	10. One-on-one communication	X		X	Discuss individual projects throughout the year	
5		2. Designers	10. One-on-one communication	X		X	Discuss individual projects during the year	
6			18. FWWA Watershed Conference	X		X	Sponsored and on planning committee	
7								
8								
9								
10							1	
							8 Completed topics	
	Passive Mechanisms		Active Mechanisms					
	1. Mailing	0	10. One-on-One communication	1		Number of topics required	6	
	2. Newsletter	1	11. NEWSC Exhibiting	1				
	3. NEWSC Posters	1	12. Meetings	1				
	4. Website	0	13. Group Training	1				
	5. Signage	0	14. Presentations	1				
	6. Stormwater Credit Policy Pledge Supporter	1	15. Summer Camp	1				
			16. River Cleanup	1				
	Total Passive Mechanisms Used	3	17. Utilities Committee Meeting	0				
			18. Workshops/Conferences	1				
			19. Plan review	1				
	Key:							
	1= used during the year		Total Active Mechanisms used	9				
	0= not used during the year							
			Required Active Mechanisms	2				

2020 CITY OF APPLETON PUBLIC EDUCATION AND OUTREACH PLAN

DRAFT November 2019

	TOPIC	TARGET AUDIENCE	PLANNED ACTIVITY	MECHANISM		PRIMARY LEAD		COMPLETED ACTIVITY
				ACTIVE	PASSIVE	CITY	NEWSC	
1	1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer system.	1. Residents	2. DPW Newsletter		X	X		
2			6. Stormwater Credit Policy Pledge Supporter		X	X		
3			10. One-on-one communication	X		X		
4			11. NEWSOC Exhibiting	X			X	
5		2. City staff - DPW Technicians	14. Citizens Academy Presentation	X		X		
6			13. Group Training	X		X		
7								
8		3. Businesses	10. One-on-One communication	X		X		
9								
10								
1	2. Inform and educate the public about the proper management of materials that may cause stormwater pollution from sources including automobiles, pet waste, household hazardous waste and household practices.	1. Residents	2. DPW Newsletter		X	X		
2			3. NEWSOC Posters		X	X		
3			6. Stormwater Credit Policy Pledge Supporter		X	X		
4			11. NEWSOC Exhibiting	X			X	
5		2. Students	14. NEWSOC school presentations	X			X	
6			15. Summer Camp	X		X		
7								
8								
9								
10								
1	3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.	1. Residents	2. City DPW newsletter		X	X		
2			3. NEWSOC posters		X	X		
3			6. Stormwater Credit Policy Pledge Supporter		X	X		
4			11. NEWSOC Exhibiting	X			X	
5		2. Students	15. Summer Camp	X		X		
6								
7								
8								
9								
10								
1	4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.	1. Residents	16. River cleanup	X			X	
2		2. Students	14. NEWSOC school presentation	X			X	
3			15. Summer Camp	X		X		
4								
5								
6								
7								
8								
9								
10								
1	5. Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways, and sidewalks.	1. Residents	6. Stormwater Credit Policy Pledge Supporter		X	X		
2								
3			14. Citizens Academy Presentation	X		X		
4								
5								
6								
7								
8								
9								
10								

2020 CITY OF APPLETON PUBLIC EDUCATION AND OUTREACH PLAN

DRAFT November 2019

	TOPIC	TARGET AUDIENCE	PLANNED ACTIVITY	MECHANISM		PRIMARY LEAD		COMPLETED ACTIVITY
				ACTIVE	PASSIVE	CITY	NEWSC	
1	6. Inform and educate those responsible for the design, installation, and maintenance of construction site practices and stormwater management facilities on how to design, install, and maintain the practices.	1. Design consultants	10. One-on-one communication	X		X		
2								
3		2. Contractors	12. Pre-submittal and Pre-construction meetings	X		X		
4								
5		3. City staff	18. FWWA Watershed Conference	X		X		
6								
7			19. Plan review	X		X		
8								
9								
10								
1	7. Identify businesses and activities that may pose a stormwater contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.	1. Carpet Cleaners	1. Mailing		X	X		
2								
3								
4								
5								
6								
7								
1	8. Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.	1. Owners/Developers	10. One-on-one communication	X		X		
2								
3		2. Designers	10. One-on-one communication	X		X		
4			18. Sponsor FWWA Watershed Conference	X		X		
5								
6								
7								
8								
9								
10								
								0 Completed topics
	Passive Mechanisms		Active Mechanisms					
	1. Mailing		10. One-on-One communication			Number of topics required	6	
	2. Newsletter		11. NEWSC Exhibiting					
	3. NEWSC Posters		12. Meetings					
	4. Website		13. Group Training					
	5. Signage		14. Presentations					
	6. Stormwater Credit Policy Pledge Supporter		15. Summer Camp					
	Total Passive Mechansims used	0	16. River Cleanup					
			17. Utilities Committee Meeting					
			18. Workshops/Conferences					
			19. Plan review					
	Key:							
	1= used during the year		Total Active Mechanisms Used	0				
	0= not used during the year		Required Active Mechanisms	2				

DRAFT November 2019		2021 CITY OF APPLETON PUBLIC EDUCATION AND OUTREACH PLAN					
TOPIC	TARGET AUDIENCE	PLANNED ACTIVITY	MECHANISM		PRIMARY LEAD		COMPLETED ACTIVITY
			ACTIVE	PASSIVE	CITY	NEWSC	
1	1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer system.	1. Residents 2. City staff - DPW Operations 3. Businesses	2. DPW Newsletter	X		X	
2			10. One-on-one communication	X		X	
3			11. NEWSOC Exhibiting	X			X
4			6. Credit Policy Pledge Supporter		X	X	
5			14. Citizens Academy Presentation	X		X	
6			13. Group Training	X		X	
7			10. One-on-One communication	X		X	
8							
9							
10							
1	2. Inform and educate the public about the proper management of materials that may cause stormwater pollution from sources including automobiles, pet waste, household hazardous waste and household practices.	1. Residents 2. Students	2. DPW Newsletter		X	X	
2			11. NEWSOC Exhibiting	X			X
3			3. NEWSOC Posters		X	X	
4			6. Credit Policy Pledge Supporter		X	X	
5			14. NEWSOC school presentations	X			X
6			15. Summer Camp	X		X	
7							
8							
9							
10							
1	3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.	1. Residents 2. Students	2. City DPW newsletter		X	X	
2			3. NEWSOC posters		X	X	
3			6. Stormwater Credit Policy Pledge Supporter		X	X	
4			11. NEWSOC Exhibiting	X			X
5			15. Summer Camp	X		X	
6							
7							
8							
9							
10							
1	4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.	1. Residents 2. Students	16. River cleanup	X			X
2			14. NEWSOC school presentation	X			X
3			15. Summer Camp	X		X	
4							
5							
6							
7							
8							
9							
10							
1	5. Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways, and sidewalks.	1. Residents	6. Stormwater Credit Policy Pledge Supporter		X	X	
2			14. Citizens Academy Presentation	X		X	
3							
4							
5							
6							
7							
8							
9							
10							

1											
2											
3											
4	6. Inform and educate those responsible for the design, installation, and maintenance of construction site practices and stormwater management facilities on how to design, install, and maintain the practices.	1. Design consultants	10. One-on-one communication	X			X				
5		2. Contractors	12. Pre-submittal and Pre-construction meetings	X			X				
6		3. City staff	18. FWWA Watershed Conference	X			X				
7			19. Plan review	X			X				
8											
9											
10											
1											
2	7. Identify businesses and activities that may pose a stormwater contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.	1. Restaurants	10. One on One communication with standard inspections by Plumbing and Health Depts	X			X				
3											
4		2. Pool and spa owners	1. Mailing			X		X			
5											
6											
7											
8											
9											
10											
1											
2	8. Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.	1. Owners/Developers	10. One-on-one communication	X			X				
3											
4		2. Designers	10. One-on-one communication	X			X				
5			18. Sponsor FWWA Watershed Conference	X			X				
6											
7											
8											
9											
10											
											0 Completed topics
	Passive Mechanisms		Active Mechanisms								6 Number of topics required
	1. Mailing		10. One-on-One communication								
	2. Newsletter		11. NEWSC Exhibiting								
	3. NEWSC Posters		12. Meetings								
	4. Website		13. Group Training								
	5. Signage		14. Presentations								
	6. Stormwater Credit Policy Pledge Supporter		15. Summer Camp								
			16. River Cleanup								
	Total Passive Mechansims Used	0	17. Utilities Committee Meeting								
			18. Workshops/Conferences								
			19. Plan review								
	Key:										
	1= used during the year		Total Active Mechanisms Used	0							
	0= not used during the year		Required Active Mechanisms	2							

1	6. Inform and educate those responsible for the design, installation, and maintenance of construction site practices and stormwater management facilities on how to design, install, and maintain the practices.	1. Design consultants 2. Contractors 3. City staff	10. One-on-one communication	X		X		
2			12. Pre-submittal and Pre-construction meetings	X		X		
3			18. FWWA Watershed Conference	X	X	X		
4			19. Plan review	X		X		
5								
6								
7								
8								
9								
10								
1	7. Identify businesses and activities that may pose a stormwater contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.	1. Restaurants 2. Power Washing companies	10. One on One communication with standard inspections by Plumbing and Health Depts	X		X		
2			1. Mailing	X		X		
3								
4	8. Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.	1. Owners/Developers 2. Designers	10. One-on-one communication	X		X		
5			10. One-on-one communication	X		X		
6			18. Sponsor FWWA Watershed Conference	X		X		
7								
8								
9								
10								
								0 Completed topics
	Passive Mechanisms		Active Mechanisms					6 Number of topics required
1	1. Mailing		10. One-on-One communication					
2	2. Newsletter		11. NEWSOC Exhibiting					
3	3. NEWSOC Posters		12. Meetings					
4	4. Website		13. Group Training					
5	5. Signage		14. Presentations					
6	6. Stormwater Credit Policy Pledge Supporter		15. Summer Camp					
8	Total Passive Mechanisms Used	0	16. River Cleanup					
			17. Utilities Committee Meeting					
			18. Workshops/Conferences					
			19. Plan review					
	Key:		Total Active Mechanisms Used	0				
	1= used during the year		Required Active Mechanisms	2				
	0= not used during the year							

Draft November 2019

SECTION 2.2 PUBLIC INVOLVEMENT AND PARTICIPATION

ACTIVITY	2019 Planned	2019 Completed	2020	2021	2022	2023
Annual Report Due to WDNR March 31 each year	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee Agenda Item Common Council meeting Date: March	 March 12, 2019 March 20, 2019	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee meeting Common Council meeting Date: March	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee meeting Common Council meeting Date: March	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee meeting Common Council meeting Date: March	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee meeting Common Council meeting Date: March
Stormwater Management Program Proposed City-wide Plan Update in 2020-2021	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: once per year	Presented new MS4 Permit overview to Utilities Committee September 24, 2019 Presented Public Education and Public Participation Programs to Utilities Committee November 12, 2019	Target Participants: General Public Elected Officials School District Developers Other City Departments Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Stakeholder Presentations Stakeholder meetings City staff meetings Date: throughout the year	Target Participants: General Public Elected Officials School District Developers Other City Departments Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Stakeholder Presentations Stakeholder meetings City staff meetings Date: throughout the year	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: once per year	Target Participants: General Public Elected Officials Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: once per year
Ordinance Amendment Erosion and Sediment Control Illicit Discharges Post-Construction Stormwater Management	Target Participants: General Public Elected Officials Design Consultants Developers Contractors Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: As needed	No ordinance changes in 2019	Target Participants: General Public Elected Officials Design Consultants Developers Contractors Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: As needed	Target Participants: General Public Elected Officials Design Consultants Developers Contractors Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: As needed	Target Participants: General Public Elected Officials Design Consultants Developers Contractors Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: As needed	Target Participants: General Public Elected Officials Design Consultants Developers Contractors Delivery Mechanism: Committee agenda on website Utilities Committee Presentation Common Council meeting Date: As needed
Volunteer Activity	Target Participants: General Public City Staff Delivery Mechanism: Sponsor FWWA Cleanup Post Sign-up for City staff Date: Spring	Contributed \$2500 to event Posted in at DPW Eng and Operations April 27, 2019	Target Participants: General Public City Staff Delivery Mechanism: Sponsor FWWA Cleanup Post Sign-up for City staff Date: Spring	Target Participants: General Public City Staff Delivery Mechanism: Sponsor FWWA Cleanup Post Sign-up for City staff Date: Spring	Target Participants: General Public City Staff Delivery Mechanism: Sponsor FWWA Cleanup Post Sign-up for City staff Date: Spring	Target Participants: General Public City Staff Delivery Mechanism: Sponsor FWWA Cleanup Post Sign-up for City staff Date: Spring



"...meeting community needs...enhancing quality of life."

Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
920-997-4200 tel.
920-997-3240 fax

TO: Chairperson Vered Meltzer and Members of the Utilities Committee

FROM: Utilities Director Chris Shaw

DATE: Thursday, November 07, 2019

SUBJECTS:

- *Change Order #1 to Classic Coatings in the amount of \$375 for the Lindbergh Painting Project resulting in the construction contract being increased to \$694,225 and a decrease in contingency from \$69,385 to \$69,010*

BACKGROUND

This change order is an aggregate of a number of minor changes to the original contract. This change order consists of the following items:

- Provide a new 30-inch sidewall manway with davit arm
- Provide davit on arm of existing 24-inch sidewall manway
- Adjust contract amount for Bid line Item 13 for the actual amount of structural evaluation used

If you have any questions or comments regarding this change order please contact me at ph: 832-2362.



“...meeting community needs...enhancing quality of life.”

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Finance Committee Chairperson Chris Croatt and Members of the Finance Committee

From: Chris Stempa, Utilities Deputy Director

cc: Chris Shaw, Utilities Director
Kelli Rindt, Enterprise Fund Accounting Manager

Date: November 7, 2019

Re: **Informational Item: Change Order #1 to August Winter and Sons contract as part of the 2017 AWWTP Improvements Projects totaling \$1,565 resulting in a decrease in contingency from \$172,150 to \$170,585**

On January 7, 2019 Common Council approved contract for the 2017 Appleton Wastewater Treatment Plant (AWWTP) Improvements Project to August Winter and Sons Inc. in the amount of \$1,721,500 plus a 10% contingency of \$172,150 for a total cost not to exceed \$1,893,650.

Project construction formally commenced on March 2, 2019 following issuance of the Notice to Proceed. Change Order #1 was recently submitted for Utilities Department authorization. A summary of the change order is provided in the table below.

CO#	Cost	Description
CO#1	\$1,565	Remove asbestos insulation in lower level of F-1 Building; modify steel framing wall connection in F-2 Building

Total	\$1,565
Contingency	\$172,150
Remaining	\$170,585

If you have any questions regarding the project or this change order please contact Chris Stempa at 832-2353.