



# City of Appleton

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

## Meeting Agenda - Final Utilities Committee

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Tuesday, March 12, 2019

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
  - [19-0317](#) Approval of the February 12, 2019 Utilities Committee Meeting Minutes.  
  
*Attachments:* [February 12, 2019 Utilities Committee Meeting Minutes.pdf](#)
  - [19-0318](#) Approval of the March 6, 2019 Special Utilities Committee Meeting Minutes.  
  
*Attachments:* [March 6, 2019 Special Utilities Committee Meeting Minutes.pdf](#)
4. **Public Hearings/Appearances**
5. **Action Items**
  - [19-0319](#) Approve 2018 Annual Stormwater Report to the Wisconsin Department of Natural Resources.  
  
*Attachments:* [2018 Annual Report to UC with attachments.pdf](#)
  - [19-0320](#) Award of 2019H Consulting Services Contract to NES Ecological Services for Wetland Delineations in an amount not to exceed \$30,000.  
  
*Attachments:* [2019H Wetland Delineations Award Memo Final 03-04-2019.pdf](#)
6. **Information Items**
  - [19-0321](#) Leona Pond Update on DNR Municipal Flood Control Grant Application
  - [19-0323](#) Monthly Reports for January 2019  
- Water Distribution and Meter Team Monthly Report  
  
*Attachments:* [Water Main Breaks January 2019.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

---

Tuesday, February 12, 2019

5:00 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

*Chairperson Baranowski called the Utilities Committee Meeting to order at 5:00 p.m.*

**Present:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

2. Roll call of membership

**Present:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

3. Approval of minutes from previous meeting

[19-0128](#)

Approval of the January 22, 2019 Utilities Committee Meeting Minutes.

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

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

4. Public Hearings/Appearances

5. Action Items

[19-0129](#)

Third Amendment of the 2018 Stormwater Management Plan Review contract with raSmith by an increase of \$7,500 for a total contract amount not to exceed \$117,500.

**Attachments:** [2018A SWM Plan Review Third Amendment Memo Util Cmte.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

[19-0130](#)

Approval to single source and award 2019M Stormwater Consulting Services contract for Kernan Ravine Preliminary Engineering with Brown and Caldwell in an amount not to exceed \$41,670.

**Attachments:** [2019M Kernan Ravine 30% BC Award Memo.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

[19-0131](#)

Award Unit R-19 Chemical Root Foaming of Sanitary Sewers to Great Lakes TV Seal, Inc. in an amount not to exceed \$25,000.

**Attachments:** [R-19 Chemical Root Foaming of Sanitary Sewers.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

[19-0132](#)

Award Unit K-19 Native Landscape Management Contract to Applied Ecological Services, Inc. in an amount not to exceed \$181,892.

**Attachments:** [K-19 contract award util memo FINAL 02-01-2019.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

[19-0133](#)

Award 2019L Leona Pond Construction Related Services Contract to Brown & Caldwell in an amount not to exceed \$32,970.

**Attachments:** [Brown Caldwell 2019L Leona Pond CRS Contract Util Memo FINAL 02-01-2019.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

[19-0134](#)

Governmental Responsibility Resolution for Runoff Management Grants.

**Attachments:** [Resolution 2019 Grant Submittal CityofAppleton.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

[19-0145](#)

Award Geotechnical Service for the Lake Intake Project to Omni Associates in the amount of \$89,695 with a contingency of \$8,900 and a total project cost not to exceed \$98,595.

**Attachments:** [Lake Intake Geotechnical Omni Award 02-01-19 \(002\).pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

## 6. Information Items

[19-0135](#)

2019 Appleton Wastewater Treatment Plant Biosolids Storage Update

**Attachments:** [Utilities memo 180-day storage.pdf](#)

*This item was presented.*

## 7. Adjournment

**Reed moved, seconded by Meltzer, that the Utilities Committee Meeting be adjourned at 5:20 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch



# City of Appleton

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## Meeting Minutes - Final Utilities Committee

---

Wednesday, March 6, 2019

6:30 PM

Council Chambers, 6th Floor

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### SPECIAL MEETING

1. Call meeting to order

*Chairperson Baranowski called the Utilities Committee meeting to order at 6:30 p.m.*

2. Roll call of membership

**Present:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

3. Approval of minutes from previous meeting

**Meltzer moved, seconded by Raasch, that the be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

4. **Public Hearings/Appearances**

5. **Action Items**

[19-0283](#)

Approval to single source and award 2019J Stormwater Consulting Services Contract for Phase 1 Final Design and Construction documents and 2019 Construction Related Services (CRS) for Spartan Drive with Brown and Caldwell (BC) in an amount not to exceed \$146,740.

**Attachments:** [2019J Spartan Phase I final design BC Award Memo.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

[19-0284](#)

Approval to single source and award 2019K Stormwater Consulting Services Contract for development of the Stormwater Management Plan and Design for Oneida and Lawrence Streets with McMahan Associates in an amount not to exceed \$42,000.

**Attachments:** [2019K Oneida St swmp Award Memo.pdf](#)

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

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

**6. Information Items**

**7. Adjournment**

**Dvorachek moved, seconded by Reed, that the Utilities Committee Meeting be adjourned at 6:35 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Baranowski, Meltzer, Reed, Dvorachek and Raasch

# Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

## Reporting Information

**Submittal Type:** Annual Report

**Project Name:**

**County:** Outagamie

**Municipality:** Appleton City

**Facility Number:** 31098

**Reporting Year:** 2018

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following items as appropriate using the attachments tab above
  - a. Construction Site Pollution Control Annual Report Summary
  - b. Illicit Discharge Detection and Elimination Annual Report Summary
  - c. Leaf and Yard Waste Management
  - d. Municipal Cooperation Attachment
  - e. Municipal Facility Inspections
  - f. Pollution Prevention Annual Report Summary
  - g. Post-Construction Storm Water Management Annual Report Summary
  - h. Public Education and Outreach Annual Report Summary
  - i. Public Involvement and Participation Annual Report Summary
  - j. Storm Water Consortium/Group Report
  - k. Storm Sewer System Map Annual Report Attachment
    - l. Storm Water Quality Management Annual Report Attachment
  - m. TMDL Attachment
  - n. Winter Road Maintenance
  - o. Other Annual Report Attachment
- Sign and Submit form



**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information**

**Name of Municipality:** Appleton City  
**Facility ID # or (FIN):** 31098  
**Updated Information:**  Check to update mailing address information  
**Mailing Address:** 100 North Appleton Street  
**Mailing Address 2:**  
**City:** Appleton  
**State:** Wisconsin  
**Zip Code:** 54911      xxxxx or xxxxx-xxxx

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

**First Name:** Paula  
**Last Name:** Vandehey

Select to **update** current contact information

**Title:** DPW Director  
**Mailing Address:** 100 N. Appleton Street  
**Mailing Address 2:**  
**City:** Appleton  
**State:** WI  
**Zip Code:** 54911      xxxxx or xxxxx-xxxx  
**Phone Number:** 920-832-6474      Ext:      xxx-xxx-xxxx  
**Email:** paula.vandehey@appleton.org

**Additional Contacts Information (Optional)**

- I&E Program  
 IDDE Program

**Individual with responsibility for:  
(Check all that apply)**

- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:** Nathan

**Last Name:** Loper

**Title:** Deputy DPW Director

**Mailing Address:** 2625 E Glendale Ave

**Mailing Address 2:**

**City:** Appleton

**State:** WI

**Zip Code:** 54911      xxxxx or xxxxx-xxxx

**Phone Number:** 920-832-5804      Ext:      xxx-xxx-xxxx

**Email:** nathan.loper@appleton.org

**Individual with responsibility for:  
(Check all that apply)**

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:** Kurt

**Last Name:** Craanen

**Title:** Inspections Supervis

**Mailing Address:** 100 N Appleton Street

**Mailing Address 2:**

**City:** Appleton

**State:** WI

**Zip Code:** 54911      xxxxx or xxxxx-xxxx

**Phone Number:** 920-832-6413      Ext:      xxx-xxx-xxxx

**Email:** kurt.craanen@appleton.org

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes  No

Public Education and

Outreach: Northeast Wi stormwater consortium and Fox Wolf Watershed Alliance

Public Involvement and Participation:

Northeast Wi stormwater consortium (NEWSC) and Fox Wolf Watershed Alliance (FWWA)

Illicit Discharge Detection and Elimination:

contracted with McMahan Associates for On-going field screening

Construction Site Pollutant Control:

Post-Construction Storm Water Management:

contracted with raSmith for stormwater plan reviews

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes  No

## Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (09/17)

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>10 - 19</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Informational booth at event</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Other</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>10 - 19</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Other</u>	<u>1 - 9</u>	<u>1 - 9</u>	

			<input type="radio"/> Yes <input checked="" type="radio"/> No
Informational booth at event	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Direct one-on-one communication	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
  Contractors
  General Public
  Public Employees
  Residential
  School Groups  
 Business
  Developers
  Industries
  Restaurants
  Other:

**Topic:** Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Active distribution of print media (mailings, newsletters, etc)	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Educational activities (School presentations, summer camps, etc)	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Educational activities (School presentations, summer camps, etc)	<u>1 - 9</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Targeted group training (contractors, consultants, etc.)	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Direct one-on-one communication	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Informational booth at event	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
  Contractors
  General Public
  Public Employees
  Residential
  School Groups  
 Business
  Developers
  Industries
  Restaurants
  Other:

**Topic:** Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Other	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Targeted group training (contractors, consultants, etc.)	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Informational booth at event	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
  Contractors
  General Public
  Public Employees
  Residential
  School Groups  
 Business
  Developers
  Industries
  Restaurants
  Other:

**Topic:** Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>20 - 49</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>50 - 99</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>20 - 49</u>	<u>20 - 49</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>10 - 19</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**Topic:** Other (describe):

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**b.** Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

"Other" above is for Stormwater Utility Credit Policy activity. See attached and NEWSC annual report.

## Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

**a.** Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Memos, discussion and presentations at Utilities Committee and Common Council

Municipal Officials

All personnel covered as Elected or Staff

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Monthly staff meetings, included with regular training days (safety, snow and ice, etc), monthly workgroup meetings

**b.** Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

**Topic:** Storm Water Management Plan and/or updates

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Government Event (Public Hearing,  
Council Meeting, etc)

Select all applicable participants targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**Topic:** Storm water related ordinance and/or updates

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**Topic:** MS4 Annual Report

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Website	<u>1 - 9</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**Topic:** Volunteer Opportunities

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Clean-up events	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Storm drain stenciling	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

**Topic:** Other (describe) :

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Select...

Select...

Select...

Yes  No

Select all applicable participants targeted for this topic .

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups
- Business  Developers  Industries  Restaurants  Other:

c. Brief Public Involvement and Participation program information for inclusion in the Annual Report.

If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

- |  |     |                                 |
|--|-----|---------------------------------|
| a. How many total outfalls does the municipality have?   | 276 | <input type="checkbox"/> Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?   | 72  | <input type="checkbox"/> Unsure |
| c. From the municipality's routine screening, how many were confirmed illicit discharges?  | 22  | <input type="checkbox"/> Unsure |
| d. How many illicit discharge complaints did the municipality receive?   | 15  | <input type="checkbox"/> Unsure |
| e. From the complaint received, how many were confirmed illicit discharges?  | 13  | <input type="checkbox"/> Unsure |
| f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year?   | 13  | <input type="checkbox"/> Unsure |
| g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. |     |                                 |
| <input type="checkbox"/> Verbal Warning  |     |                                 |
| <input checked="" type="checkbox"/> Written Warning (including email)  | 3   |                                 |
| <input checked="" type="checkbox"/> Notice of Violation  | 2   |                                 |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation  | 1   |                                 |
| <input type="checkbox"/> No Enforcement Action Taken   |     |                                 |

Additional Information: Some retested and no illicit discharge

h. Brief Illicit Discharge Detection and Elimination program information for inclusion in

the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

On-going field screening contracted with McMahon. Illicit Discharges reported from the public or McMahon are investigated and documented by the Inspections Division of DPW.

## Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year?   Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year?   Unsure
- c. Do the above numbers include sites <1 acre?  Yes  No  Unsure
- d. How many erosion control inspections did the municipality complete in the reporting year?   Unsure

- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.  Unsure

<input checked="" type="checkbox"/> Verbal Warning	<input type="text" value="144"/>
<input checked="" type="checkbox"/> Written Warning (including email)	<input type="text" value="30"/>
<input checked="" type="checkbox"/> Notice of Violation	<input type="text" value="18"/>
<input checked="" type="checkbox"/> Civil Penalty/ Citation	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Stop Work Order	<input type="text" value="0"/>
<input type="checkbox"/> Forfeiture of Deposit	<input type="text"/>
<input type="checkbox"/> No Authority	<input type="text"/>
<input type="checkbox"/> Other - Describe below	<input type="text"/>

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Full time Erosion Control Inspector in the Inspections Division of DPW. Prepares plans for DPW projects, reviews plans for building projects and subdivisions, and inspects sites for compliance.

## Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many new construction sites with new structural storm water management practices\* have received local approvals?   Unsure

\*Structural practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state (such as ponds, swales, infiltration basins, permeable pavement, catch basin sumps, etc.)

- b. How many privately owned storm water facility inspections were completed in the reporting year?   Unsure

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism?  Unsure  
Check all that apply and enter the number of each used in the reporting year.

<input checked="" type="checkbox"/> Verbal Warning	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Written Warning (including email)	<input type="text" value="18"/>
<input checked="" type="checkbox"/> Notice of Violation	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Civil Penalty/ Citation	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Forfeiture of Deposit	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Complete Maintenance	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Bill Responsible Party	<input type="text" value="0"/>
<input type="checkbox"/> No Authority	<input type="text"/>
<input type="checkbox"/> Other - Describe below	<input type="text"/>

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Contract with raSmith to review SWMPs for development. DPW and Erosion Inspector check older sites for proper maintenance. Issue orders for as-builts, certifications and maintenance if needed.

### Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.)  Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities?   Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year?   Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year?   Unsure
- d. What elements are looked at during inspections (200 character limit)?

Inlet and outlet pipes and structures, pond slopes and shoreline, sediment storage areas, vegetation

- e. How many of these facilities required maintenance?   Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review)  Not Applicable

- f. How many inspections of municipal properties been conducted in the reporting year?   Unsure
- g. Have amendments to the SWPPPs been made?  Yes  No  Unsure
- h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program*  Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year?  Yes  No  Unsure
- j. If known, how many tons of material was removed?   Unsure
- k. Does the municipality have a low hazard exemption for this material?  Yes  No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  Yes
- No - Explain \_\_\_\_\_
- Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program*  Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?  Yes  No  Unsure
- n. How many catch basin sumps were cleaned in the reporting year?   Unsure
- o. If known, how many tons of material was collected?   Unsure
- p. Does the municipality have a low hazard exemption for this  Yes  No

material?

q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

Yes

No - Explain Sediment accumulation is less than expected

Not Applicable

Collection Services - *Leaf Collection Program*  Not Applicable

r. Does the municipality conduct curbside leaf collection?  Yes  No  Unsure

s. Does the municipality notify homeowners about pickup?  Yes  No  Unsure

t. Where are the residents directed to store the leaves for collection?

Pile on terrace  Pile in street  Bags on terrace  Unsure

Other - Describe Pile on terrace on 4 lane/collector streets

u. What is the frequency of collection?

2 times per month

v. Is collection followed by street sweeping/cleaning?  Yes  No  Unsure

Winter Road Management  Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control?   Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="21"/>	<input type="text" value="1040"/>	<input type="text" value="885"/>	<input type="text" value="1036"/>	<input type="text" value="352"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="37"/>	<input type="text" value="14137"/>	<input type="text" value="8509"/>	<input type="text" value="9525"/>	<input type="text" value="3443"/>

y. Was salt applying machinery calibrated in the reporting year?  Yes  No  Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No  Unsure

If yes, describe what training was provided (200 character limit):

When:

How many attended:

Internal (Staff) Education & Communication

aa. Has training or education on SWPPPs for municipal facilities been held for municipal or other personnel?  Yes  No  Unsure

If yes, describe what training was provided (200 character limit):

Multiple departments and divisions. See attached.

When: Throughout year

How many attended: 27

ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Includes staff from Operations, Engineering, Parks, Facilities, Water, Wastewater. Includes good housekeeping practices for all seasons of work.

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?  Yes  No

Unsure

If yes, check the areas the map items that got updated or changed:

Storm water treatment facilities

Storm pipes

Vegetated swales

Outfalls

Other - Describe below

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

See attached for detail of updates

## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

## Final Evaluation - Complete

### Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

**Element:** Public Education and Outreach

17,282	11,300	8,000	<u>Storm water utility</u>
--------	--------	-------	----------------------------

**Element:** Public Involvement and Participation

5,500	5,000	5,000	<u>Storm water utility</u>
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**Element:** Illicit Discharge Detection and Elimination

14,550	15,000	17,000	<u>Storm water utility</u>
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**Element:** Construction Site Pollutant Control

97,833	106,597	108,317	<u>Storm water utility</u>
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**Element:** Post-Construction Storm Water Management

107,393	57,000	82,800	<u>Storm water utility</u>
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**Element:** Pollution Prevention

1,211,178	1,272,100	1,404,251	<u>Storm water utility</u>
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**Element:** Storm Water Quality Management

945,465	470,000	967,300	<u>Storm water utility</u>
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**Element:** Storm Sewer System Map

1,500	1,500	1,500	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Other** (describe)

annual fee to DNR and prepare annual report

12,755

10,000

10,000

Storm water utility

Please provide a justification for a "0" entered in the Fiscal Analysis

### Water Quality

**a:** Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes  No  Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

### Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

All programs will be re-evaluated in 2019-2020 once new permit is issued. See attached for water quality activities in 2018.



Do not close your work until you SAVE.

Form 3400-224 (09/17)

**Requests for Assistance on Understanding Permit Programs**

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

\*Required Item

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Storm Sewer System Map

 File Attachment

[Storm1.pdf](#)

### Attach Documents

#### AR OtherFIN

 File Attachment

[SnowandIceDay2018Agenda.docx](#)

#### AR OtherFIN

 File Attachment

[2018 SWPPP Training Power Point.pdf](#)

#### AR CSPCFIN

 File Attachment

[ErosionControlProgram2016Updatefinalclean.docx](#)

#### AR PCSSWFIN

 File Attachment

[PostConstructionProgramupdateMay2016finalclean.docx](#)

#### AR OtherFIN

 File Attachment

[On-GoingScreeningReport2018partialtoDNR.pdf](#)

#### AR EOFIN

 File Attachment

[2018PublicEducationOutreachInvolvementParticipation.docx](#)

#### AR OtherFIN

 File Attachment

[2018march-sepAppletonCityGuidewithcover.pdf](#)

## AR\_OtherFIN

 File Attachment

[2018-19Sept-MarApplesourceFinalDraft.pdf](#)

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## AR\_SWQMFIN

 File Attachment

[2018WaterQualityActivities.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[2\\_8\\_1Basins\\_pdf.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[2\\_8\\_1Streams\\_pdf.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[2\\_8\\_2\\_pdf.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[2\\_8\\_3MS4Outfalls\\_pdf.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[2\\_8\\_42\\_8\\_5\\_ponds\\_pdf.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[2\\_8\\_5\\_pdf.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[2\\_8\\_6to2\\_8\\_8\\_pdf.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[Mapchangesnarrative.docx](#)

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## AR\_OtherFIN

 File Attachment

[2018AnnualReportDelegationformsigned.pdf](#)

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## AR\_MuniFacInspFIN

 File Attachment

[StormwaterInspectMaintenanceList2018EOY.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[Storm2.pdf](#)

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## AR\_SWMapFIN

 File Attachment

[Storm3.pdf](#)

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## AR\_SWGroupReportFIN

 File Attachment

[NEWSC2018SWMPPlanReport2\\_10\\_19\\_pdf.pdf](#)

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

## Missing Information

**Draft and Share PDF Report with Municipality's Governing Body.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Appleton City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

Public Education and Outreach  
Public Involvement and Participation  
2018 MS4 Annual Report

In 2018 the City of Appleton's program included the following:

- Active Participation in NEWSC:
  - Participated on Leadership Council
  - Chair of General Public Education Committee
  - Participated in planning, hosting and speaking at the July 25 Field Day
  - Participated in planning, hosting and speaking at the December 6 Filtration Workshop
- Contracted with FWWA to do a weekly session at Summer Camp in Memorial Park (8 weeks)
- Assisted FWWA with permits for the River Clean Up
- Re-established the relationship with the Fox River Academy Environmental Charter School
- Mailed 2 newsletters City-wide (spring and fall) included topics related to the FWWA River Cleanup, Leaf Collection, Residential Pollution Prevention
- Participated on the planning committee for the 2018 and 2019 FWWA Watershed Conferences
- Approved 3 new stormwater credits for the Supporter Pledge
- Approved 1 new residential rain garden credit
- Discussed stormwater management at the Utilities Committee meetings:
  - Throughout the year for specific project awards, such as evaluating the K2A pond for changes in the watershed, evaluating the extension of Lightning Drive, developing the east portion of South Point Commerce Park, urbanizing Evergreen Drive and Alvin Street, obtaining a grant for the next city-wide stormwater management plan, and reconstructing Newberry Street
  - On December 12 for a full stormwater program update, including changes to regulations and guidance, review of benchmarks set in the 2014 city-wide stormwater management plan, and stormwater studies and construction projects
- Expenditures included
  - \$3,300 NEWSC dues
  - \$2,500 to sponsor the FWWA River Cleanup
  - \$800 to sponsor the FWWA Watershed Conference
  - Purchasing a set of storm drain stencils
  - \$2,612.96 to purchase equipment for NEWSC and Fox River Academy to share for stormwater education in the schools

## 2018 Water Quality Activities

Completed Northland Pond construction

Obtained permits and grants for Leona Pond. Plans out for bid December 31, 2018.

WisDOT substantially completed the stormwater pond at Oneida and 441 serving both WisDOT and the City of Appleton. Long term maintenance agreement for the pond between the City and WisDOT is in place.

Installed structures with sumps per plan and permits for the Evergreen Drive project.

Installed structures with sumps per plan and permits at Lutz Drive and Pierce Avenue.

Issued RFP and awarded contract for water quality evaluation for Newberry Street reconstruction.

Made significant progress toward establishing maintenance responsibilities for stormwater on Outagamie County roads within the City limits. Agreement anticipated to be complete in 2019.

Contributed \$2000 to state-wide leaf collection study.

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

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

**DATE:** March 4, 2019

**RE:** Award of 2019H Consulting Services Contract to NES Ecological Services for Wetland Delineations in an amount not to exceed \$30,000.

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The Department of Public Works is requesting approval of the 2019H Consulting Services Contract with NES Ecological Services for 2019 Wetland Delineations in an amount not to exceed \$30,000. Several wetland delineation projects have been identified, and the final scope of work provided may vary based on additional potential wetland evaluations to be determined in 2019. Actual costs will be charged to the City on a not-to-exceed time and material basis. After this contract, \$227,867 will remain in the 2019 stormwater consulting services budget.

#### CONTRACT SCOPE

As DPW implements its 5-year Capital Improvement Program, it must occasionally investigate potential wetlands to remain compliant with State and Federal wetland regulations. For 2019, several project sites have been identified for the stormwater program. The proposed contract also includes one project site for Community and Economic Development, and the DPW raw water line project. The known project list is below:

- Kernan Ravine Storm Sewer and Stream Stabilization
- Lightning Drive Future Road Extension - 600' n/o CTH JJ to Broadway
- French Road Future Urbanization – CTH JJ to Broadway
- Raw Water Line - Lake to Filtration Plant
- Future NW Industrial Park (Community and Economic Development)

Additional locations may be identified later in 2019. An allowance has been included in the proposed contract for such purposes. The proposed contract costs break down as follows:

- |   |          |
|---|----------|
| • Stormwater Sites Kernan, Lightning, French (Account 5210) | \$13,196 |
| • Raw Water Line (Account 5371)                             | \$5,854  |
| • Future Industrial Park (Comm/Econ Dev)                    | \$7,163  |
| • Allowance for Potential 2019 Sites (Account 5210)         | \$3,787  |



March 4, 2019

-Page 2-

## EVALUATION OF PROPOSALS

DPW solicited proposals from five engineering firms: Martenson & Eisele, McMahon, MSA, NES, and raSmith. All five firms have a Wisconsin Assured Delineator on staff, which DPW considers essential to meet its quality, timing, and permitting needs. First, Technical Proposals were rated on a 100-point scale on the following criteria: Project Experience, Project Team, Project Approach, and Schedule. Technical Proposals were evaluated by a City review team consisting of Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer.

After technical scoring was complete, the review team determined that four technical proposals met the requirements necessary to assure staff of the minimum desired level of service. For those four firms, the review team ranked the proposals after factoring in cost proposals. The following chart displays those results:

<u>Rank</u>	<u>Firm</u>	<u>Technical Score</u>	<u>Cost Proposal</u>	<u>Price Per Point</u>
1.	NES	95.0	\$26,213	<b>\$275.93</b>
2.	raSmith	98.5	\$28,512	\$289.46
3.	Martenson & Eisele	87.0	\$25,265	\$290.40
4.	MSA	82.0	\$25,820	\$314.88

The City determined the technical score and cost-effectiveness of the proposals and recommends NES for this task for the following reasons:

- NES and raSmith demonstrated very high quality technical proposals, with excellent experience and approach in providing a broad range of services including standard requirements of wetland delineation, as well as supplemental services that may be needed.
- While the four firms listed in the chart above demonstrated strong competency in their project approach, the NES proposal was identified as the most cost-effective once compensation was factored into the technical scoring.

## CONCLUSION

Therefore, the firm of NES Ecological Services excelled by effectively demonstrating a project approach that best met staff's expectations for a thorough, cost-effective process for wetland delineation services using their experience, key project staff, and project approach, and has earned DPW's recommendation.

The RFP states that with satisfactory performance in 2019, the selected consultant may be contracted for this same work in 2020-2023 (five year maximum) without an RFP process. Therefore, if approved, and with satisfactory performance by the consultant, DPW staff anticipates contracting with NES for 2020-2023 wetlands delineations, subject to Utilities Committee and Common Council approval at the appropriate times.

# WATER MAIN BREAK/JOINT LEAK REPORT JANUARY 2019

## YEARLY WATER MAIN BREAK COMPARISON

<u>JAN 18</u>	<u>JAN 19</u>	<u>YTD 18</u>	<u>YTD 19</u>
17	12	17	12

LOCATION	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
905 N. Kensington Drive	250679	CIP	8"	1969	1/16" crack	6 hours	106,000	\$644.48
603 E. Goodall Street	250899	CIP	6"	1937	1/16" crack	9 days	644,000	\$3,915.52
425 S. Covenant Lane	250970	DIP	8"	1980	Two 3" holes	5 hours	1,662,698	\$10,109.20
1507 N. Edgewood Avenue	251107	CIP	8"	1961	3/16" crack	6 hours	300,172	\$1,825.05
419 S. Arlington Street	251129	CIP	6"	1961	1/64" crack	17 days	304,125	\$1,849.08
12 Weimar Court	251232	CIP	6"	1936	1/8" crack	4 hours	67,279	\$409.06
2425 N. Division Street	251285	CIP	6"	1957	1/8" crack	4 hours	70,618	\$429.36
2901 Crestview Drive	251287	CIP	8"	1966	4" hole	6 hours	851,023	\$5,174.22

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

## WATER MAIN BREAK/JOINT LEAK REPORT JANUARY 2019

LOCATION	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
Linwood Avenue / Cloverdale Avenue	251411	DIP	8"	1978	1/32" crack	23 days	3,516,918	\$21,382.86
2525 N. Roemer Road	251494	CIP	12"	1969	1/64" crack	24 days	3,137,575	\$19,076.46
Forest Street / Christine Street	251647	CIP	6"	1956	2" crack	3 hours	2,104,356	\$12,794.48
Clara Street / Rail Road	251667	DIP	8"	1977	6" hole	3 hours	1,094,015	\$6,651.61
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

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