



# City of Appleton

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

## Meeting Agenda - Final Utilities Committee

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Tuesday, October 12, 2021

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

[21-1376](#) Approval of the August 24, 2021 Utilities Committee Meeting Minutes.

**Attachments:** [August 24, 2021 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-1378](#) Approve Wastewater Rate Increase of 4% to be effective January 1, 2022.

**Attachments:** [WW Rate Increase memo Oct 2021.pdf](#)  
[Rate Sheet 2022.pdf](#)

[21-1379](#) Request to Approve Change Order #1 for 2020G Stormwater Consulting Services Contract for Lightning Drive Culverts and Stormwater Practices 60% Preliminary Design with raSmith in an amount not to exceed \$20,000.

**Attachments:** [2020G Lightning 60% Design Contract CO1 Memo Util Cmte 10-06-2021.pdf](#)

6. **Information Items**

[21-1377](#) Monthly Reports for August 2021:  
- Water Distribution and Meter Team Monthly Report

**Attachments:** [Water Main Breaks August.pdf](#)

7. **Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

*For questions on the agenda, contact Chris Shaw at 920-832-5945 or Paula Vandehey at 920-832-6474.*



# City of Appleton

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## Meeting Minutes - Final Utilities Committee

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Tuesday, August 24, 2021

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

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

2. Roll call of membership

**Present:** 5 - Meltzer, Smith, Doran, Martin and Thao

3. Approval of minutes from previous meeting

[21-1121](#)

Approval of the July 27, 2021 Utilities Committee Meeting Minutes.

**Attachments:** [July 27, 2021 Utilities Committee Meeting Minutes.pdf](#)

**This Minutes was approved**

**Aye:** 5 - Meltzer, Smith, Doran, Martin and Thao

4. Public Hearings/Apearances

5. Action Items

[21-1203](#)

Award of 2021I Stormwater Consulting Services Contract for Apple Creek Road / Haymeadow Avenue Study and 30% Design with McMahon Associates in an amount not to exceed \$40,217.

**Attachments:** [2021I ACR Haymeadow Study Award memo 08-17-2021.pdf](#)

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

**Aye:** 5 - Meltzer, Smith, Doran, Martin and Thao

[21-1224](#)

Award Beneficial Reuse Management (BRM) an extension for the 2022-2024 Biosolids Transportation, Application, and Incorporation Contract.

**Attachments:** [2022-2024City of Appleton Extension Proposal MemoF\\_BRM.pdf](#)

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

**Aye:** 5 - Meltzer, Smith, Doran, Martin and Thao

## 6. Information Items

[21-1045](#) Department of Utilities 2021 Mid-Year Performance Reviews

**Attachments:** [Utilities Mid Year Performance Indicators.pdf](#)

*The reports were reviewed.*

[21-1122](#) PFAS in the Environment - Biosolids Compost

*This item was discussed.*

[21-1204](#) 2021 APRD Summer Stormwater Camp Report

**Attachments:** [2021 Summer Camp Report.pdf](#)

*This item was discussed.*

[21-1215](#) Monthly Reports for July 2021:  
- Water Distribution and Meter Team Monthly Report

**Attachments:** [Water Main Breaks July .pdf](#)

*The report was reviewed.*

## 7. Adjournment

**Smith moved, seconded by Thao, that the Utilities Committee be adjourned at 5:33 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Meltzer, Smith, Doran, Martin and Thao



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

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Finance Department  
100 N. Appleton Street  
Appleton, WI 54912  
920-832-6442

**TO:** Chairperson Vered Meltzer and Members of the Utilities Committee

**FROM:** Kelli Rindt, Enterprise Fund Accounting Manager

**DATE:** September 15, 2021

**RE:** *Approve wastewater rate rate increase of 4% to be effective January 1, 2022.*

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**BACKGROUND:**

In 2020, the Wastewater Utility contracted with Trilogy Consulting to complete a comprehensive rate study to evaluate revenue and cash flow needs in anticipation of upcoming capital improvements and decreasing hauled waste revenues. The study, which was approved by Council on October 20, 2020, recommended a six-year schedule of rate adjustments which included a 20 percent overall increase in 2021, which has been implemented, and a series of 4 percent annual increases in 2022 – 2026. As part of the rate approval process in 2020, it was agreed that future rate increases would be reviewed annually by the Utilities Committee and Council.

Since that time, the Utility lost a high-strength industrial customer which put further strains on the financial position of the Utility. This loss was not known at the time the initial study was completed so this decrease in revenue was not factored into the initial recommendations.

This revenue loss was factored into the completion of the Wastewater 2022 Budget which included projected annual revenue needs through 2026 (page 519 of the 2022 Budget and Service Plan). During completion of those projections, which took into consideration the anticipated decrease in both industrial and hauled waste revenues, the necessary funding of upcoming capital projects, and the need to preserve adequate cash reserves, it was determined that the 4 percent increase (which provides an additional \$215,000 in revenue) would be necessary in 2022.

**RECOMMENDATION:**

Staff is requesting approval of the 4% rate increase in wastewater rates as recommended by the 2020 rate study, and detailed on the attached rate sheet, effective January 1, 2022. It is anticipated the rate increase would increase the average residential customer's City Service invoice by slightly less than \$3 per quarter.

Should you have any questions regarding this project please contact me at phone: 832-6316.

## City of Appleton - Proposed Wastewater Rates for 2022

<b>Quarterly Minimum Charge</b>	<b>Meter Size</b>	effective 1/1/2021	effective 1/1/2022
		<b>Current Rate</b>	<b>Proposed Rate</b>
	5/8	\$15.40	<b>\$16.00</b>
	3/4	\$15.40	<b>\$16.00</b>
	1	\$27.70	<b>\$28.80</b>
	1 1/4	\$38.20	<b>\$39.70</b>
	1 1/2	\$49.00	<b>\$51.00</b>
	2	\$75.30	<b>\$78.30</b>
	2 1/2	\$106.60	<b>\$110.90</b>
	3	\$130.60	<b>\$135.80</b>
	4	\$207.70	<b>\$216.00</b>
	6	\$393.40	<b>\$409.10</b>
	8	\$622.00	<b>\$646.90</b>
	10	\$909.70	<b>\$946.10</b>
	12	\$1,204.00	<b>\$1,252.20</b>
<b>Volume Charge</b>	per/1,000 gallons	\$3.61	<b>\$3.75</b>
	<b>Units</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
<b>Industrial Q/Q Rates</b>			
Volume	per/1,000 gallons	\$2.34	<b>\$2.43</b>
BOD	per/100 lbs	\$33.80	<b>\$35.15</b>
TSS	per/100 lbs	\$11.40	<b>\$11.86</b>
Phosphorus	per/100 lbs	\$370.75	<b>\$385.58</b>
TKN	per/100 lbs	\$131.14	<b>\$136.39</b>
<b>Sanitary Waste Haulers</b>			
Volume - Septic Tank	per/ton	\$10.20	<b>\$10.60</b>
Volume - Holding Tank	per/ton	\$1.75	<b>\$1.80</b>
Per Load		\$11.30	<b>\$11.75</b>
Per Customer	per quarter	\$17.70	<b>\$18.40</b>
<b>Hauled Waste Rates</b>			
Tier 1	per/ton	\$5.75	<b>\$6.00</b>
Tier 2	per/ton	\$7.95	<b>\$8.30</b>
Tier 3	per/ton	\$13.15	<b>\$13.70</b>
Tier 4	per/ton	\$18.05	<b>\$18.80</b>
Tier 5	per/ton	\$24.00	<b>\$25.00</b>

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

**FROM:** Paula Vandehey, Director of Public Works  
Pete Neuberger, Project Engineer

**DATE:** October 6, 2021

**RE:** Request to Approve Change Order #1 for 2020G Stormwater Consulting Services Contract for Lightning Drive Culverts and Stormwater Practices 60% Preliminary Design with raSmith in an amount not to exceed \$20,000.

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The Department of Public Works is requesting approval of Change Order #1 for the 2020G Stormwater Consulting Services Contract for Lightning Drive Culverts and Stormwater Practices 60% Preliminary Design with raSmith in an amount not to exceed \$20,000. If approved the new not-to-exceed contract amount will be \$127,250.

#### CURRENT CONTRACT SCOPE

The current contract includes the following work:

- Perform detailed modeling of alternatives for stormwater conveyance, flood control and water quality for the streets and culverts to meet City, State, and Federal requirements
- Work iteratively with City designs of the utilities and streets.
- Perform detailed analysis of options for stormwater practices to meet requirements for both street construction and tributary private development areas.
- Develop a Stormwater Management Plan documenting proposed practices to meet City, State, and Federal Stormwater Management requirements.
- Perform 60% design of two Lightning Drive culverts and five stormwater ponds and develop preliminary engineering drawings of these components.
- Prepare permit applications to State and Federal Regulators.

#### REASON FOR REQUEST

DPW staff and raSmith anticipate the cost to complete work on the 60% design will be up to \$20,000 more than the contracted amount. There are two main factors for higher-than-expected costs, which DPW staff believe are justified:

- raSmith discovered an error by others in the FEMA floodplain model that results in the corrected effective floodplain at the crossing location being much wider than the approved model shows. This error has required raSmith to develop additional alternatives for the stream crossing (box culvert and clear span bridge) to avoid and/or minimize increases in the post-project floodplain elevations to meet State and Federal regulations.
- During design development, DPW staff and raSmith identified an opportunity to combine the proposed City Lightning Drive Stormwater Pond L4 with an adjacent stormwater pond planned by the Apple Ridge 2 development into one pond. City staff and raSmith identified estimated savings in the capital and maintenance costs for both parties by combining these ponds. Coordination efforts required to achieve a combined pond exceed the then-anticipated level of effort. With the proposed change, DPW staff anticipate significant overall up-front and on-going cost savings for the City.

## **CONTRACT FUNDING**

If Change Order #1 is approved, \$248,269 will remain in the 2021 Stormwater Consulting Budget.



## WATER MAIN BREAK/ JOINT LEAK REPORT - AUGUST 2021

### YEARLY WATER MAIN BREAK COMPARISON

<u>AUG 20</u>	<u>AUG 21</u>	<u>YTD 20</u>	<u>YTD 21</u>
8	7	58	83

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
1420 N. Rankin St.	8/5/2021	289206	CIP	6"	1949	13" X 2.5" Split	6 Hours	1,532,000	\$9,314.56
NOTES: Witness saw water surfacing on the road and called it in. Duration is based on time of call until fixed.									
1017 E. Capitol Dr.	8/15/2021	289499	DIP	12"	1977	6" Hole	4 Hours	1,458,687	\$8,868.82
NOTES: Break was called in by APD. Duration is based on the time of call and the amount of water.									
1713 S. Schaefer Cir.	8/20/2021	289805	DIP	8"	1980	3" Hole	4 Hours	394,672	\$2,399.61
NOTES: Break was found as water was bubbling out of the road. Duration is based on soil saturation and when break was found.									
1203 Montclair Ct.	8/24/2021	289957	CIP	8"	1964	1/32" Hole	216 Days	51,282	\$311.79
NOTES: Break was found as noise could be heard on the hydrant. Duration went back to the previous repair.									
1624 E. Moon Beam Tr.	8/24/2021	289973	DIP	8"	1984	4" Hole	5 Hours	810,382	\$4,927.12
NOTES: Called in by APD. Duration is based on the amount of water, the soil saturation, and the hole size.									

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

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
1617 S. Irma St.	8/27/2021	292788	DIP	8"	1977	3" Hole	3 Hours	272,336	\$1,655.80
NOTES: A resident called in the break. Duration is based on the time of call and soil saturation.									
100 W. Lawrence St.	8/27/2021	292787	CIP	6"	1930	4"	4 Hours	410,024	\$2,492.95
NOTES: This break was called in. Duration is based on soil saturation and time of call.									

In addition to the dollar value of water revenue lost, there is an average cost of \$9,000 to repair each water main break (including final restoration) and an average cost of \$630 to produce the lost water for each main break.

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