



City of Appleton

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

Meeting Agenda Utilities Committee

Tuesday, March 24, 2015

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

15-457 Approval of the March 10, 2015 Utilities Committee Meeting minutes.

Attachments: [March 10, 2015 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

15-452 Anticipated Award of Unit F-15, Sanitary and Storm Sewer Cleaning & Televising.

15-456 Award purchase of Chlorination/Dechlorination Chemical Feed Equipment to William/Reid LTD, LLC in the amount of \$57,700 plus a 5% contingency of \$2,885 for a total not to exceed of \$60,585.

Attachments: [Chlorination/Dechlorination Chemical Feed Equipment Purchase Award.pdf](#)

6. **Information Items**

15-454 Approve Change Order #1 to Bar Screen Replacement Project contract for channel draining valves in the amount of \$4,737 resulting in a decrease to contingency from \$109,638 to \$104,901. This item will also be an Information Item at the Finance Committee meeting.

Attachments: [Change Order #1.pdf](#)

- 15-455** Approve Change Order #2 to Bar Screen Replacement Project contract for structural improvements and door relocation in the amount of \$8,588 resulting in a decrease to contingency from \$104,901 to \$96,313. This item will also be an Information Item at the Finance Committee meeting.

Attachments: [Change Order #2.pdf](#)

- 15-458** Glendale Tower Budget vs Engineer's Estimate of Probable Cost.

Attachments: [Glendale Tower.pdf](#)

- 15-453** Information stuffer to be included with Utility Bill.

Attachments: [Utility Stuffer.pdf](#)

- 15-459** Monthly Reports for February
- Water Distribution and Meter Team Monthly Report

Attachments: [Meter Team Reports February.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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www.appleton.org

Meeting Minutes Utilities Committee

Tuesday, March 10, 2015

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chairperson Martin called the Utilities Committee meeting to order at 4:30 p.m.

2. Roll call of membership

Present: 5 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker, Alderperson Meltzer and Alderperson Plank

3. Approval of minutes from previous meeting

15-374 Approval of the February 24, 2015 Utilities Committee Meeting Minutes.

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

Aye: 5 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker, Alderperson Meltzer and Alderperson Plank

4. Public Hearings/Appearances

5. Action Items

15-381 Award of 2015C Stormwater Consulting Services Contract for Northland Avenue Pond Final Design to Brown and Caldwell in an amount not to exceed \$154,085.

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

Aye: 5 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker, Alderperson Meltzer and Alderperson Plank

15-382 Award Unit K-15 Native Landscape Management Contract to Applied Ecological Services, Inc. in an amount not to exceed \$133,294.93.

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

Aye: 4 - Alderperson Martin, Alderperson Dannecker, Alderperson Meltzer and Alderperson Plank

Abstained: 1 - Alderperson Jirschele

15-398 Approval of 2014 Annual Report under MS4 General Permit No. WI-S050075-2 (NR216 Phase II Stormwater Report).

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

Aye: 5 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker, Alderperson Meltzer and Alderperson Plank

6. Information Items

15-383 Award of Consultant Design Services Contract for County Trunk Highway JJ Roadway and Stormwater Improvements to OMNNI Associates in the amount of \$136,391 with a contingency of \$13,500 for a total not to exceed \$149,891.

Discussed.

15-384 Update by RA Smith on the City's Sanitary Sewer Flow Monitoring Program.

Presentation given.

Meeting went into Recess

Meeting Reconvened

15-299 Regulatory Upgrade and Process Improvement Project Update.

A project update was given.

Alderperson Plank left the meeting at 5:37 p.m.

7. Adjournment

Alderperson Dannecker moved, seconded by Alderperson Jirschele, that the Utilities Committee meeting be adjourned at 5:40 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker and Alderperson Meltzer

Excused: 1 - Alderperson Plank



"...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 Joe Martin and Members of the Utilities Committee

CC: Chris Shaw, Utilities Director
Robert Kennedy, Wastewater Operations Supervisor

FROM: Chris Stempa, Utilities Deputy Director

DATE: March 18, 2015

RE: *Award purchase of Chlorination/Dechlorination Chemical Feed Equipment to William/Reid LTD, LLC in the amount of \$57,700 plus a 5% contingency of \$2,885 for a total not to exceed of \$60,585*

BACKGROUND:

Seasonally (May through September) the Appleton Wastewater Treatment Plant (AWWTP) is required by Wisconsin Pollution Discharge Elimination System permit to disinfect its treated wastewater effluent stream. Since 2000, the AWWTP has relied upon the chemical Sodium Hypochlorite for the purposes of disinfection. Sodium Bisulfite is fed during the same time period post disinfection to neutralize residual chlorine prior to discharge to the Fox River. The existing chemical feed equipment is now approximately 15 years old and the original manufacturer no longer supports the equipment and spare parts are not readily available. Therefore, the Department of Utilities identified replacement of the existing chlorination/dechlorination system as part of a 2015 capital improvement project (budgeted \$65,000).

The AWWTP solicited the professional services of McMAHON to provide a cursory review of viable chemical feed system options to assist with replacement equipment selection. McMAHON met with AWWTP staff to solicit input and reviewed the existing chemical feed system including system requirements. Three alternate chemical feed systems were evaluated by the engineer that included peristaltic chemical feed pumps, diaphragm chemical feed pumps, and alternative vacuum feed manufactures. While the peristaltic and diaphragm systems differ in design and operating methodology, each alternate was capable of achieving the required precision chemical dosing required for regulatory compliance purposes.

QUOTE PROCESS:

Three vendors were selected based upon their ability to provide a chemical feed system that meets specific treatment process and functionality requirements. The pump styles selected are capable of providing the dosage accuracy across the anticipated range of flows experienced at the AWWTP.

Vendor	System Type	Quote
Crane	Peristaltic (Blue & White)	\$55,000
William/Reid LTD	Vacuum Feed (JCS Industries)	\$57,700
Petersen & Matz	Diaphragm (Wallace & Tiernan)	\$70,000

JUSTIFICATION:

The JCS Industries vacuum feed system was found to be a direct replacement of the existing chlorination/dechlorination equipment. Although \$2,000 higher in cost than the Crane peristaltic quote, the JCS vacuum feed system would be significantly easier to install, does not require WDNR project review/approval, and would involve minimal if any staff start-up training since it is essentially an in-kind equipment replacement. Furthermore, the JCS Industries quote includes 2-days of start-up services that the other vendors did not identify.

McMAHON researched JCS Industries and contacted references to answer questions of service and equipment reliability. Nothing in this research caused concern with the AWWTP moving forward with the equipment purchase.

RECOMMENDATION:

It is recommended that the Utilities Committee award purchase of the chlorination/dechlorination feed system to William/Reid LTD, LLC in the amount of \$57,700 plus a 5% contingency of \$2,885 for a total not to exceed of \$60,585. If you have any questions regarding this project please contact Chris Stempa ph: 832-5945

**Strand Associates, Inc.®**

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

February 3, 2015

CHANGE ORDER NO. 1

PROJECT: Bar Screen Replacement Project
OWNER: City of Appleton
CONTRACT: 1-2013
CONTRACTOR: August Winter and Sons, Inc.

Description of Change

1a	Replace mud valves in screening channels.	ADD	\$4,737.00
TOTAL VALUE OF THIS CHANGE ORDER:		ADD	\$4,737.00

Contract Price Adjustment

Original Contract Price	\$730,922.00
Previous Change Order Adjustments	\$0.00
Adjustment in Contract Price this Change Order	\$4,737.00
Current Contract Price including this Change Order	\$735,659.00

Contract Completion Date Adjustment

Original Contract Completion Date	July 19, 2015
Contract Completion Date Adjustments due to previous Change Orders	0 days
Contract Completion Date Adjustments due to this Change Order	0 days
Current Contract Completion Dates including all Change Orders	July 19, 2015

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED




ENGINEER—Strand Associates, Inc.®

2/3/15

Date

APPROVED



CONTRACTOR—August Winter and Sons, Inc.

3/5/15

Date

APPROVED



OWNER—City of Appleton

2/11/15

Date



Strand Associates, Inc.®

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Madison, WI 53715

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March 3, 2015

CHANGE ORDER NO. 2

PROJECT: Bar Screen Replacement Project
OWNER: City of Appleton
CONTRACT: 1-2013
CONTRACTOR: August Winter and Sons, Inc.

Description of Change

2a	Move Control Room door.	ADD	\$8,588.00
TOTAL VALUE OF THIS CHANGE ORDER:		ADD	\$8,588.00

Contract Price Adjustment

Original Contract Price	\$730,922.00
Previous Change Order Adjustments	\$4,737.00
Adjustment in Contract Price this Change Order	\$8,588.00
Current Contract Price including this Change Order	\$744,247.00

Contract Completion Date Adjustment

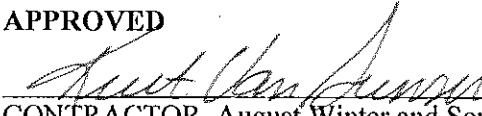
Original Contract Completion Date	July 19, 2015
Contract Completion Date Adjustments due to previous Change Orders	0 days
Contract Completion Date Adjustments due to this Change Order	0 days
Current Contract Completion Dates including all Change Orders	July 19, 2015

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED

 ENGINEER—Strand Associates, Inc.®	<u>3/3/15</u> Date
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APPROVED

 CONTRACTOR—August Winter and Sons, Inc.	<u>3/5/15</u> Date
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APPROVED

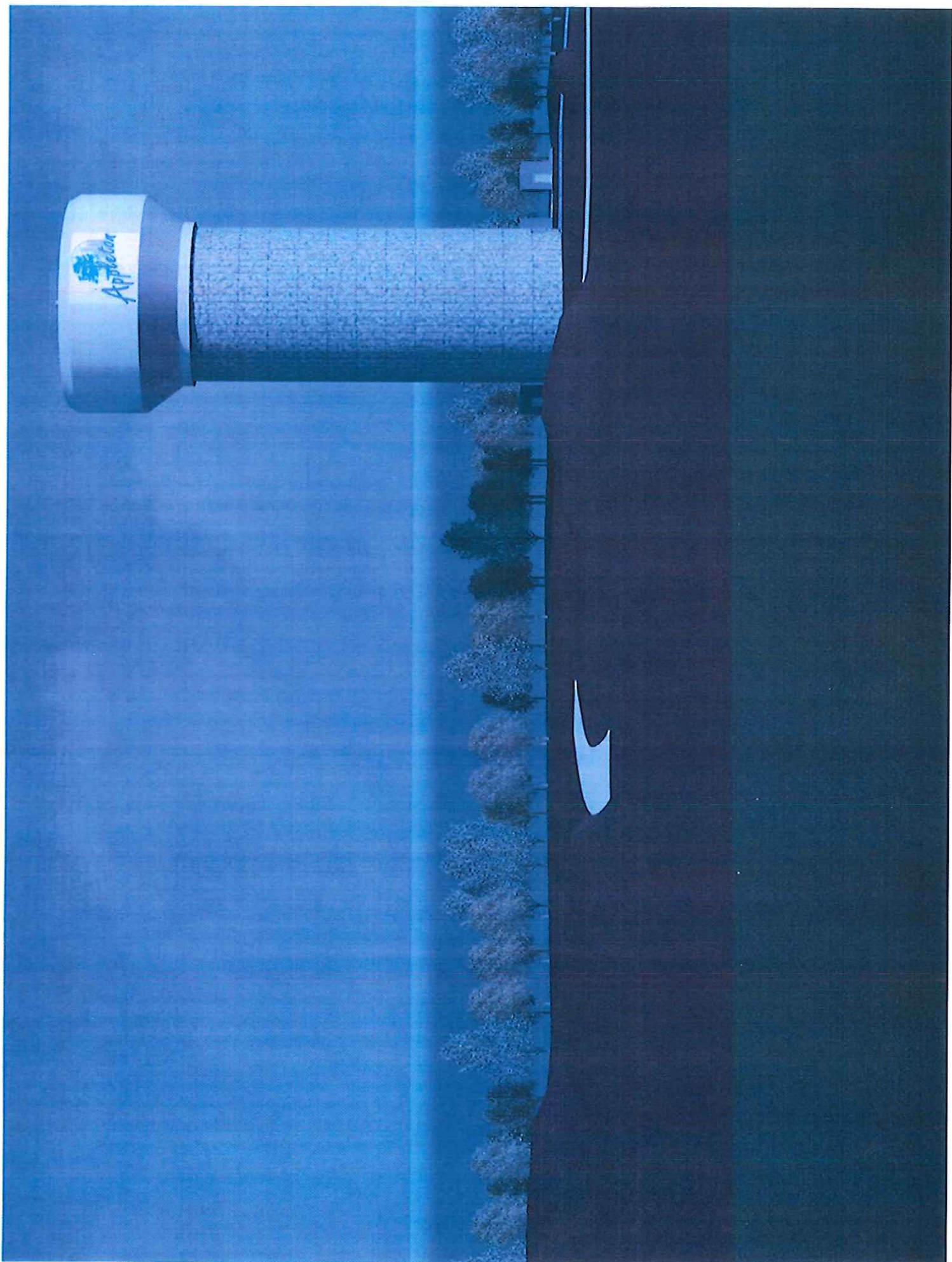
 OWNER—City of Appleton	<u>3/18/15</u> Date
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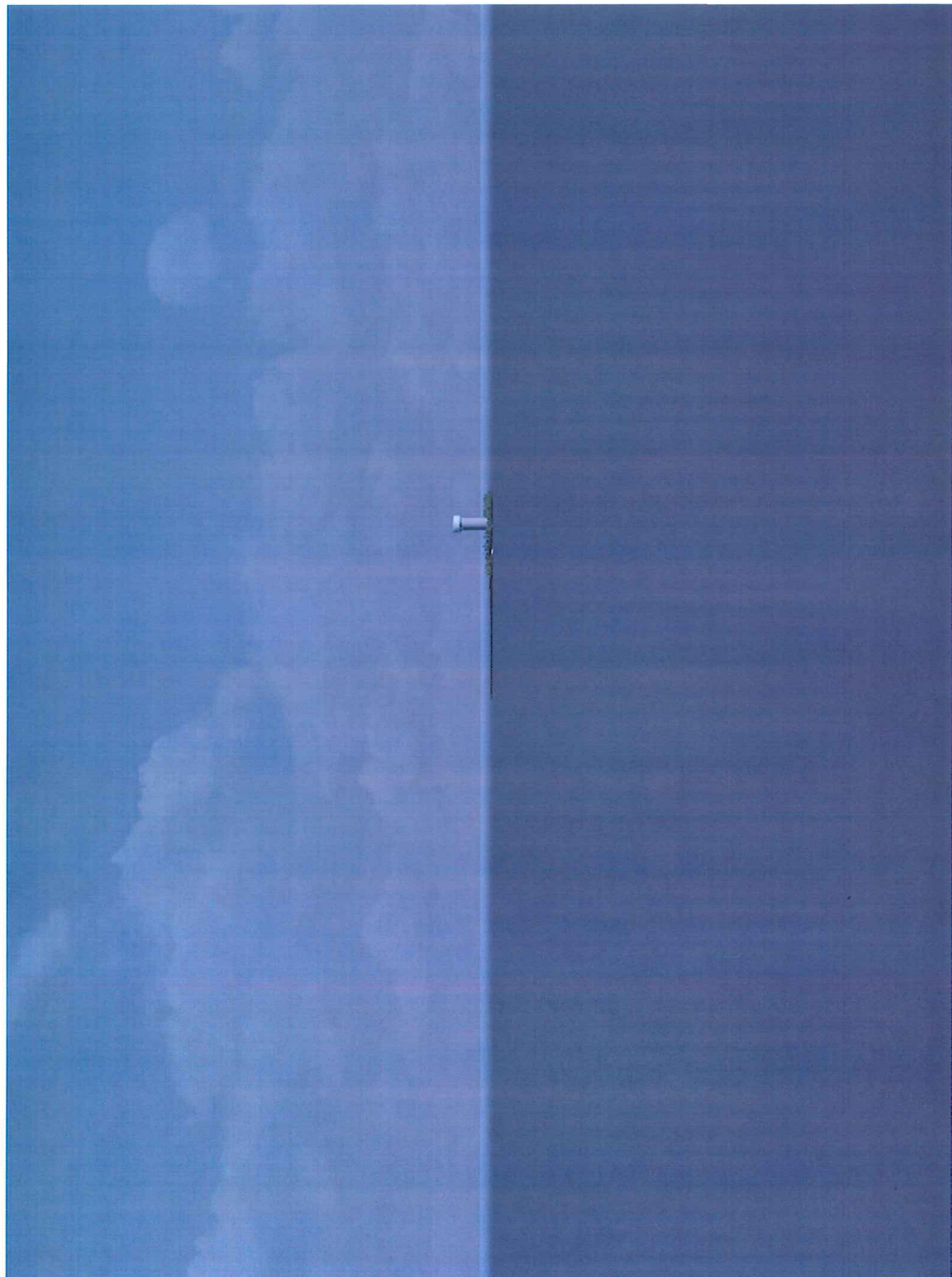
SUMMARY

CITY OF APPLETON
 OPINION OF PROBABLE CONSTRUCTION COST
 PREPARED BY STRAND ASSOCIATES

PROJECT: Appleton 1 MG Tank
 DATE OF OPINION: March-15
 COST INDEX ORIGINAL: 100
 COST INDEX CURRENT: 105

ITEM DESCRIPTION	DIVISIONS	DIVISION	DIVISIONS	DIVISION	DIVISION	DIVISION	DIVISION	TOTALS	PERCENT OF TOTALS
	2-10	11 & 13 Equipment	14	2 & 15 Piping	15 other	16 - Elect			
1 TANK	\$21,500	\$2,752,000	\$0	\$69,900	\$0	\$16,000		\$2,859,400	94%
2 SITE WORK	\$72,200	\$0	\$0	\$100,700	\$0	\$0		\$172,900	6%
TOTALS	\$93,700	\$2,752,000	\$0	\$170,600	\$0	\$16,000		\$3,032,300	1
PERCENT OF TOTALS	3%	91%	0%	6%	0%	1%		100%	
DIVISION 1	\$6,559	\$0	\$0	\$11,942	\$0	\$1,120		\$19,621	
TOTALS	\$100,000	\$2,752,000	\$0	\$183,000	\$0	\$17,000		\$3,052,000	
CONTINGENCIES (10%)	\$10,000	\$275,200	\$0	\$18,300	\$0	\$1,700		\$305,000	
TOTALS	\$110,000	\$3,027,200	\$0	\$201,300	\$0	\$18,700		\$3,357,000	





UTILITY BILLING INFORMATION

AUTOMATIC BILL PAYMENT PLAN—The City offers Automatic Bill Payment (ACH) as an option for paying your quarterly City Service Invoice. To sign up for this service, please complete the Direct Payment Authorization Form available on the City's website <http://www.appleton.org/i/d/finance/utility.pdf> or at the 1st Floor Customer Service Desk at City Hall. Fill out the form, sign, and return by mail or fax (920-832-6317) to the Finance Department. Please allow 30 days for set-up. If your utility payment is due within the next 30 days, you will need to make that payment by check or cash. The following quarter, your payment will be automatically withdrawn. If you have questions regarding this service, please call 920-832-6442.

MOVING & NAME CHANGES ON YOUR BILL—Contact us by phone at 920-832-6442 at least three business days in advance when moving or requesting a name change on your bill. Contacting us in a timely manner eliminates the potential of you being held responsible for utility services used after your move.

NEW METERS ARE COMING—The City's Water Utility has started a five year project to install new meters that measure your water usage in gallons. Existing meters measure use in cubic feet. You will receive a separate mailing to schedule an appointment to install the new meter when work is scheduled for your neighborhood. The format of the City Service invoice was modified recently to show meter readings in cubic feet and gallons. All readings in gallons will be converted to cubic feet for billing. Information on the conversion between cubic feet and gallons is listed on the back of the invoice. The billing quarter the meter is changed out will include readings from both the old cubic foot meter and the new gallon meter.

To calculate your cubic feet consumption from a new gallon meter, subtract the current gallon meter reading from the previous gallon meter reading and then multiply that number by 0.1336

EXAMPLE: Current Reading (in 100's of GAL): 150
 LESS Previous Reading (in 100's of GAL): 100
 Consumption for Quarter: 50 $50 \times 0.1336 = 6.7$ Hundred Cubic Feet

For additional information regarding the New Water Meter Program please visit the Department of Public Works "Quick Links" at the City's website www.appleton.org

*** Existing Meter ***

Readings in cubic feet.
Difference between current and previous readings will be billing consumption, subject to any adjustments.

**Finance Department
SERVICE INVOICE**

Service Address:

Late Payment Charge of 1% per month will be added on all outstanding balances.

110 WATER VOLUME CHG.	54.60
120 WATER BASE CHARGE	21.90
130 HYDRANT FEE (PFP)	14.58
180 WATER PENALTY	2.52
195 PREVIOUS WATER CHGS.	94.84
TOTAL WATER SERVICES	188.84
210 SEWER VOLUME CHG.	24.48
220 SEWER BASE CHARGE	13.60
280 SEWER PENALTY	1.22
295 PREVIOUS SEWER CHGS.	39.65
TOTAL SEWER SERVICES	78.95
510 RECYCLING CHARGE	3.00
580 RECYCLING PENALTY	.22
595 PREVIOUS RECYCLING	3.00
TOTAL RECYCLING	6.22
610 REFUSE CHARGE 1.40gal @ .50 each for 11 weeks	6.50
680 REFUSE PENALTY	.49
695 PREVIOUS REFUSE	7.00
TOTAL REFUSE SERVICES	13.99
710 STORMWATER CHARGE 11/25-02/26 (1 unit) 1.0 BRU	39.07
780 STORMWATER PENALTY	2.91
795 PREVIOUS STORMWATER	15.32
TOTAL STORMWATER SERVICES	57.30
TOTAL DUE	\$ 369.90

PROPERTY OWNERS WILL BE NOTIFIED OF ALL DELINQUENT ACCOUNTS!
 THE TIME TO WATER YOUR LAWN OR FILL YOUR POOLS MAY 10-10/31

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER: 3	-100
DATE DUE: 3/20/15	
AMOUNT DUE: 369.90	

Available Payment Options:
 *Make checks payable to: City of Appleton

- By Mail - PO Box 1217, Appleton, WI 54912-1217
- In Person - Hours, location, and after-hour drop box information on reverse side
- Electronic Fund Transfer - Information on City website www.appleton.org/i/d/finance/efit.html for future billing

See Reverse Side For Other Information

*** New Meter ***

Readings in gallons.
Consumption is calculated in gallons and then converted to cubic feet and listed as cubic feet for billing consumption, subject to any adjustments.

748 gallons=100 cubic feet

If you have questions about your City Service Invoice, please call us at 920-832-6442

WATER SUMMARY FOR FEBRUARY 2015

Work done by Construction Maintenance				
	<u>Feb 14</u>	<u>Feb 15</u>	<u>YTD 14</u>	<u>YTD 15</u>
Hydrants repaired	5	8	19	8
Hydrants replaced	0	1	0	1
Hydrant leaks	0	0	0	0
Valves replaced	1	0	2	0
Valves tested & inspected	0	0	0	0
Valves Rebuilt	1	1	3	2
Valve boxes repaired	0	1	0	5
Curb boxes repaired	0	13	0	22
Curb boxes replaced	6	7	26	12
Lead or galvanized replaced	0	0	0	0
New services 1"	0	0	0	0
New services >1"	0	1	0	1
Water main breaks	23	8	43	29
Joint leaks repaired	1	0	1	1
Water quality	0	0	1	0
Service leaks (City side)	0	0	1	0
Work done by Meter Service Team				
	<u>Feb 14</u>	<u>Feb 15</u>	<u>YTD 14</u>	<u>YTD 15</u>
New accounts set with 3/4" or 1"	3	6	4	9
New accounts set with larger meter	1	0	1	0
Meters tested	69	442	167	965
Meters failed	0	0	0	0
Meters stalled	0	0	0	0
Service calls	104	116	256	206
Final readings	206	208	457	421
Read meters - no reading	29	0	75	0
New meters installed	0	486	0	1000
Exception meters inspected	0	0	0	0
Exception meters removed	0	0	1	0
Service leaks found	2	0	5	0
Cross connection inspections	0	451	0	900

**WATER MAIN BREAK/JOINT LEAK REPORT FEBRUARY
2015**

LOCATION	Work Order	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	ESTIMATED DOLLAR VALUE OF WATER REVENUE LOSS**
1310 S. Madison Street	188162	CIP	6"	1922	1/16" crack	6 hours	68,400	\$416.07
800 Blk N. Story Street	188458	CIP	8"	1949	3" hole	6 hours	540,000	\$3,284.76
1125 E. Taft Avenue	188478	CIP	8"	1969	Hydrant blew off spud	6 hours	240,000	\$1,459.89
3125 N. Durkee Street	188525	CIP	8"	1964	1/16" crack	6 hours	91,200	\$554.76
Nicholas Street/Glendale Avenue	188662	CIP	8"	1963	1/16" crack	6 hours	91,200	\$554.76
Hillsborough Drive/Wellington Drive	188773	DIP	8"	1989	4" hole	6 hours	960,000	\$5,839.57
1126 E. Nawada Street	188774	CIP	6"	1947	1/16" crack	6 hours	68,400	\$416.07
1616 N. Birchwood Avenue	189045	CIP	8"	1961	1/16" crack	12 hours	182,400	\$1,109.52
								\$0.00

**Water loss is calculated at the residential rate of \$4.55 per 100 cubic feet.

**WATER MAIN BREAK/Joint LEAK DATA LOG FEBRUARY
2015**

Leak Location	Arterial, Collector, Freeway, Local	Type of Street Concrete/Asphalt	Major Break Minor Break	Catch Basin Draining Yes/No	Date/Time	Comments
1310 S. Madison Street	Local	Asphalt	Major	Yes 150' away	2/5/2015 7:00 a.m. Thursday	Let run and repaired during normal work hours.
800 Blk N. Story Street	Local	Asphalt	Major	Yes 300' away	2/12/2015 5:00 a.m. Thursday	Fixed right away during normal work hours. There was a lot of water causing property damage.
1125 E. Taft Avenue	Collector	Concrete	Major	Yes 50' away	2/13/2015 3:00 a.m. Friday	Fixed right away. Located in front of a school.
3125 N. Durkee Street	Local	Concrete	Major	Yes 25' away	2/16/2015 8:00 a.m. Monday	Fixed right away during normal work hours.
Nicholas Street/ Glendale Avenue	Local	Concrete	Major	Yes 25' away	2/18/2015 3:00 p.m. Wednesday	Fixed right away. Temperatures were below zero.
Hillsborough Drive/ Wellington Drive	Local	Terrace	Major	Yes 25' away	2/22/2015 8:00 a.m. Sunday	Fixed right away. A lot of water and below zero temperatures were creating a large mess.

**WATER MAIN BREAK/JOINT LEAK DATA LOG FEBRUARY
2015**

Leak Location	Arterial, Collector, Freeway, Local	Type of Street Concrete/Asphalt	Major Break Minor Break	Catch Basin Draining Yes/No	Date/Time	Comments
1126 E. Nawada Street	Local	Concrete	Major	Yes 100' away	2/22/2015 3:00 p.m. Sunday	Fixed right away. Creating icy conditions.
1616 N. Birchwood Avenue	Local	Concrete	Major	Yes 250' away	2/27/2015 7:00 a.m. Friday	Fixed right away during normal work hours. Below zero temperatures creating a mess.