



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, October 11, 2016

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1550](#)

Approval of the September 27, 2016 Utilities Committee Meeting minutes.

Attachments: [September 27, 2016 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Appealances**

5. **Action Items**

[16-1553](#)

Approve Alternative G, a wet detention pond, for the Cotter Street Stormwater Management Alternatives Analysis Evaluation.

Attachments: [Alternative G Cotter Street Stormwater Management Alternatives Analysis.pdf](#)

[16-1564](#)

Accept \$349,790 Municipal Flood Control Grant from the Wisconsin Department of Natural Resources for the Northland Avenue Detention Pond Project.

Attachments: [Northland Pond Grant.pdf](#)

6. **Information Items**

[16-1551](#)

Discuss Lions Park groundwater and soil conditions.

[16-1563](#)

Draft WDNR Compliance Schedule for AWWTP WPDES Reissuance.

Attachments: [WDNR Compliance Schedule for P 10-05-16.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 Utilities Committee

Tuesday, September 27, 2016

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Vice Chairperson Jirschele called the Utilities Committee meeting to order at 5:30 p.m.

2. Roll call of membership

Present: 4 - Baranowski, Meltzer, Reed and Jirschele

Excused: 1 - Dannecker

3. Approval of minutes from previous meeting

[16-1500](#)

Approval of the September 13, 2016 Utilities Committee Meeting minutes.

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

Aye: 4 - Baranowski, Meltzer, Reed and Jirschele

Excused: 1 - Dannecker

4. Public Hearings/Appealances

5. Action Items

[16-1501](#)

Award Motor Control Center Electrical Maintenance Contract to Midwest Electrical Testing in the amount of \$17,725 with a 10% contingency of \$1,773 for a project total not to exceed \$19,498.

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

Aye: 4 - Baranowski, Meltzer, Reed and Jirschele

Excused: 1 - Dannecker

6. Information Items

[16-1502](#)

Monthly Reports for August 2016:

- Water Distribution and Meter Team Monthly Report - August

Reviewed.

7. Adjournment

Baranowski moved, seconded by Reed, that the Utilities Committee meeting be adjourned at 5:39 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Baranowski, Meltzer, Reed and Jirschele

Excused: 1 - Dannecker

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: October 3, 2016

RE: Approve Alternative G, a wet detention pond, for the Cotter Street Stormwater Management Alternatives Analysis Evaluation.

On May 18, 2016, the Common Council awarded a contract to RA Smith National to evaluate alternatives to eliminate runoff from Cotter and Haskel Streets from flowing under the building at 1200 S. Perkins Street. Since that time, the consultant and city staff from Engineering and Community Development have been working with the property owner and his consultant to evaluate options to address the runoff from the public streets as well as provide stormwater management for potential further redevelopment of the site. Attached to this memo is a recommendation from Community and Economic Development and a concept drawing of Alternative G.

A total of 10 alternatives and combinations of alternatives were evaluated and included the following concepts:

- Underground box culvert for detention
- Pond(s) on property at 1200 S. Perkins Street and off-site to accomplish only flood control
- Pond(s) on property at 1200 S. Perkins Street and off-site to accomplish both flood control and water quality
- Addressing just street runoff
- Addressing both public and private runoff

All alternatives include work on the Appleton Supply property, adjacent to the east side of 1200 S. Perkins Street. This work includes Appleton Supply cleaning out their on-site storm drainage conveyance and storage areas, returning them to design capacity. It is anticipated that this work will be completed by Appleton Supply this fall.

Work on Appleton Supply property also includes raising their driveway approximately 5 inches to keep water from overtopping and flowing south onto 1200 S. Perkins Street, where it then flows under the building. It is proposed that this work be done by the City under the annual Street Patch Contract.

Alternative G is a wet stormwater pond on the northwest corner of 1200 S. Perkins property that provides both flood control and water quality and achieves the following:

- Removes 80% TSS from a 9.5 acre drainage basin, including area tributary to Cotter and Haskel Streets. This includes the area south of Second Street and east of Cotter Street in a fully developed condition (this area is not currently fully developed).
- Removes 80% TSS from 4.5 acres of development on 1200 S. Perkins Street, including an additional 67,000 square feet of future building and 40,000 square feet of future parking
- Limits ponding in Cotter and Haskel Streets to less than 6 inches in a 100 year event
- Eliminates runoff from Cotter and Haskel Streets from flowing south and under the building at 1200 S. Perkins Street up to the 100 year event
- Reduces flows in downstream storm sewers in Second Street and overland flow paths to less than existing conditions

The developer estimates that the proposed expansion at 1200 S. Perkins Street will provide an additional \$3 million in assessed value to the property.

The costs of the alternatives range from \$170,000 to \$1,075,000 and include land acquisition and the driveway work on the Appleton Supply property. Alternative G is estimated to cost \$426,000 and assumes all land necessary for the project is dedicated to the City at no cost. The design of Alternative G is included in the 2016 budget and a contract will be brought to the October 25 Utilities Committee for approval. The construction of Alternative G is included in the 2017 budget request.

Based on what this alternative can achieve for both water quality and quantity, and how it can serve further redevelopment of 1200 S. Perkins Street and areas east of Cotter Street, the Department of Public Works recommends approval of Alternative G of the Cotter Street Stormwater Management Alternatives Analysis Evaluation.



MEMORANDUM

TO: Utilities Committee

FROM: Karen Harkness, Director of Community and Economic Development
Matt Rehbein, Economic Development Specialist

DATE: September 30, 2016

RE: Economic Development Support of Alternative G, a wet detention pond, for the
Cotter Street Stormwater Management Alternatives Analysis

This memo is in support of the recommendation to approve Alternative G, a wet detention pond, for the Cotter Street Stormwater Management Alternatives Analysis.









In addition to the benefits outlined in the Memo Dated Oct. 3, 2016 prepared by the Department of Public Works, this is aligned with the following items from the Economic Development Strategic Plan:

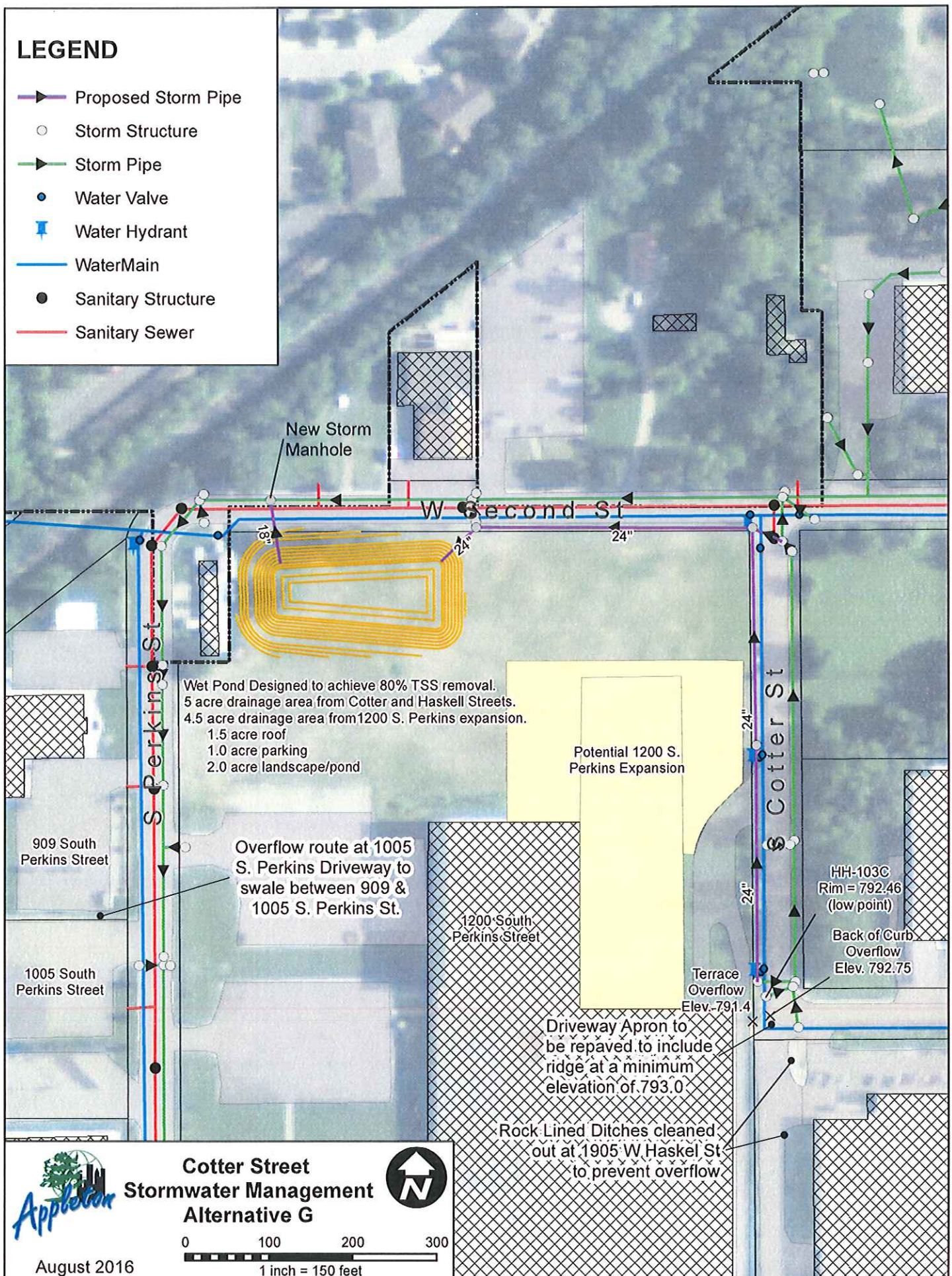
- Improve Customer Service to Business
- Constantly demonstrate business friendly protocols in all interactions between business and the City of Appleton
- Improve communications between applicants, developers, and City Hall

The additional investment resulting in approximately \$3 million of additional tax base will benefit the City, as well as accommodating the needs of businesses currently located here.

For the reasons listed above, the Community and Economic Development Department is in support of the proposed Alternative G.

LEGEND

-  Proposed Storm Pipe
-  Storm Structure
-  Storm Pipe
-  Water Valve
-  Water Hydrant
-  WaterMain
-  Sanitary Structure
-  Sanitary Sewer



State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



October 4, 2016

► **REQUIRES IMMEDIATE ACTION** ◀

Municipal Flood Control
Grant# MFC-71201-16
Grant Amount: \$349,790.00

Paula Vandehey, Dir. of Public Works
City of Appleton
100 N Appleton St
Appleton, WI 54911-4704

Dear Ms. Vandehey:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: *Northland Ave Detention Pond*

The agreement to the above referenced grant award is attached. It is your responsibility to assure that all permits required are obtained prior to proceeding with this project. If your grant award is for acquisition and removal of structures, see the suggested "Deed Restriction Format" for providing proof of the permanent open space requirement on the grant web site listed below. The attached documents detail the cost eligible for payment reimbursement and the conditions of this award.

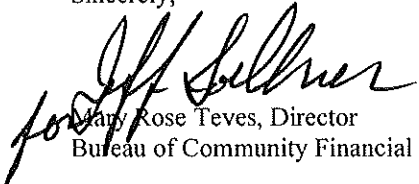
Please review the agreement and return the original signed by the authorized official **within 30 days of this letter's date** to Jeff Soellner at the Bureau of Community Financial Assistance, 101 S Webster St, Madison, WI 53707. The second copy is for your file. Funds will be encumbered when the signed agreement is returned. Please read the items checked below. They apply to your project and grant award.

☒ **Grant Award Time Period: October 4, 2016 through October 4, 2018.** All project activities must occur within this time period to be eligible costs for reimbursement.

Additional forms, program guide, property acquisition guidance, and ch. NR 199, Wis. Adm. Code may be down-loaded from the following grant web site for your assistance throughout this project: <http://dnr.wi.gov/aid/munfloodcontrol.html>

Please contact Jeff Soellner, Grant Manager, at 608-267-7152, e-mail: jeffrey.soellner@wisconsin.gov regarding questions related to this grant project other than permit requirements.

Sincerely,


Mary Rose Teves, Director
Bureau of Community Financial Assistance

Enclosure(s)

C: Michele Staff - WT/3
Project Manager – Mike Wegner – Brown & Caldwell

MUNICIPAL FLOOD CONTROL GRANT PROGRAM
GRANT AWARD and AMENDMENT DOCUMENT

Note: This document is authorized by s. 281.665, Wis. Stats., and ch. NR 199, Wis. Adm. Code. Acceptance of this document is mandatory. Failure to return this signed document to the Department of Natural Resources will result in the denial of grant funds. The information contained on this document will be used for reimbursement eligibility for the Municipal Flood Control Grant Program.

TYPE OF PROJECT
X Municipal Flood Control

TYPE OF ACTION
X Grant Award
Grant Amendment

TYPE OF AGREEMENT
Local Assistance Grant and/or
X Development Grant

PART 1. GRANT ADMINISTRATION DATA

Grant Number MFC-71201-16	Grant Award Start Date October 4, 2016	Grant Amendment Number	Grant Amendment Date
Project Name Northland Ave Detention Pond			Total Grant Amt. \$349,790.00
Grantee (city, village, town, metropolitan sewerage district) City Of Appleton			
Grantee Authorized Contact (Name and Title) Paula Vandehey, Director Of Public Works			
Street address 100 N Appleton St		Grant Period Start Date October 4, 2016 End Date October 4, 2018	
City, State, Zip Code Appleton, WI 54911-4704			
Grantee Authorized Contact Information Contact Phone: (920)832-6474 Contact E-mail: PAULA.VANDEHEY@APPLETON.ORG Contact Fax Number: (920)832-6489		DNR Region Northeast Region	

PART 2. ELIGIBLE PROJECT STATE COST- SHARE

➤ Construction of detention/retention structures:	Original Award	Amendment Amount	Amended Total
	\$349,790.00		
	\$349,790.00		
TOTAL COST:			

PART 3. SCOPE OF GRANT

SCOPE: The purpose of this Municipal Flood Control Grant is to provide funding for and authorize cost-share reimbursement by the Department for the following project scope

The City of Appleton will be constructing a detention pond located at 1850 Northland Ave on property that was acquired by the City of Appleton in the Town of Grand Chute. The project will consist of a pond that will disturb about 3.4 acres. Additionally an inlet and outlet sewer will be constructed under and to the south of Northland Ave. the total disturbance area for the project is about 4.8 acres. All of the details of the project are stated in the 2016 application.

DNR State Cost Share at 50% for the Following Eligible Cost:

* Construction of a flood control detention pond

*Engineering or planning fees for the construction of the pond

Maintain an updated Emergency Action Plan and an Inspection, Operation & Maintenance Plan. All permits are needed prior to start of construction.

CONDITIONS: MFC-71201-16, Northland Ave Detention Pond, City Of Appleton

1. This award is subject to the provisions of section 281.665, Wis. Stats., and chapter NR 199, Wis. Adm. Code.
2. All eligible expenditures shall be completed in accordance with the grant award specifications. The grant specifications may not be changed without advance approval from the DNR grant program manager. An alteration in funding for this grant award may be granted with a grant amendment from the DNR grant manager only and depends on funding available and maximum funding allowed by section 281.665, Wis. Stats.
3. Grantee shall immediately notify the DNR grant manager of any change in the status or purpose of the grant.
4. The project shall be completed in accordance with chapter NR 199, Wis. Adm. Code.
5. The project shall be in compliance with chapter NR 199, Wis. Adm. Code and section 281.665, Wis. Stats., before any payment is made.
6. The grantee shall obtain all permits or approvals required by law to complete the project.
7. Appraisers for acquisition shall be State of Wisconsin Licensed and Certified "Residential Appraisers" or "General Appraisers" and meet all applicable state laws and rules for appraisers. Acquisitions with fair market value of more than \$200,000 require 2 appraisal reports with DNR supplemental requirements.
8. Grantee shall acquire and manage property acquired in accordance with all applicable state, local and federal laws, rules and regulations.
9. Grantee shall provide a plan to the DNR grant manager for approval for long term management of the acquisition property prior to final payment.
10. Grantee shall prohibit using the property as security for any debt unless the department previously approves the incurring of the debt.
11. Grantee shall prohibit closing the purchased property to the public except where the department has determined that closure is necessary to protect wild animals, plants or other natural features.
12. Grantee shall provide the department access to land acquired with a Municipal Flood Control Grant to monitor compliance or carry out any management activity necessary to ensure the public's rights and safety.
13. Amendments to this award shall be in writing and agreed to and signed by both the grantee and the Department of Natural Resources, Bureau of Community Financial Assistance DNR grant program manager for the Director.
14. Grantee may sell or transfer the property to a third party other than a creditor of the grant recipient with the prior written approval of the department. All restrictions shall remain with the property and subsequent owners.
15. Grantee shall record acquisition property together with the grant agreement and the required deed restriction in the office of the register of deeds of each county in which the property is located.
16. Grantee violation of essential provision of the grant agreement, interest in or title of the acquired property shall vest in the state, without necessity of reentry.
17. Grantee shall retain all documentation related to this project for four years following the completion of the project. The grantee must provide all grant documentation to the department upon request.
18. Grantee shall abide by any special conditions required by this grant agreement.
19. Grantee understands:
 - Funds awarded are for the specific cost as indicated within the grant application and project description.
 - State funds may NOT be used as local match for this grant project.
 - Duplication of cost through other funding sources is considered fraud.
 - The project as defined in the grant application and project description is eligible for a one time grant award.
 - The grantee is not eligible for additional grant awards for the same project during future rounds of grant applications.
 - NO funds may be awarded to acquire property through the "Power of Eminent Domain" and if the grantee should need to pursue the acquisition of property identified in this grant agreement that the awarded funds will not be paid by the department.
 - Only the eligible cost as defined within chapter NR 199, Wis. Adm. Code and identified in this grant award may be reimbursed to the grantee under this award with the required proof of payment of the eligible cost.

FOR THE SECRETARY

By

for Jeff Seelmer 10/4/16
Mary Rose Teves, Director (Date)
Bureau of Community Financial Assistance

Signature of Authorized Representative (Date)



“...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 Greg Dannecker and Members of the Utilities Committee

CC: Chris Shaw, Utilities Director

DATE: October 5, 2016

RE: *Draft WDNR Compliance Schedule for AWWTP WPDES Reissuance*

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) Wisconsin Pollution Discharge Elimination System Permit (WPDES) is in the process of re-issuance. The permit will likely become effective January 1, 2017. The table below lists milestone dates for phosphorus compliance. The AWWTTP staff has been aware of these deadlines and has been addressing phosphorus and an array of treatment alternatives.

WDNR Required Action	Due Date
Operational Evaluation Report: The permittee shall prepare an operational evaluation study report and submit it for Department approval. The report shall evaluate collected effluent data, possible source reduction measures, operational improvements or other minor facility modifications that would enable compliance with the final phosphorus WQBEL (water quality based effluent limit) or some improved level of effluent quality using the existing treatment system. Also, the operational evaluation report shall include a phosphorus discharge optimization plan for the current operation. If the report concludes that the facility can achieve the final phosphorus WQBEL, the study shall contain a schedule for implementation of any improvements or other study recommendations. The implementation schedule shall be based on providing compliance with the final phosphorus WQBEL as soon as possible. Once the operational evaluation report is approved by the Department, the permittee shall take the steps called for in the operational evaluation report and optimization plan and follow the implementation schedule as approved. If the Department approved operational evaluation report concludes that the facility cannot achieve the phosphorus limit, the permittee shall initiate a Facilities Planning Study and implementation of the phosphorus discharge optimization plan for the current operation.	12/31/2017
Progress Report #1: Submit a progress report on meeting the final WQBEL for phosphorus. This report shall discuss the feasibility of	06/30/2018

watershed compliance options including Watershed Adaptive Management and water quality trading, and summarize potential partners, meetings, and other work efforts completed to investigate these options.	
Preliminary Compliance Alternatives Plan: The permittee shall submit a preliminary compliance alternatives plan to the Department. If the plan concludes upgrading is necessary to achieve compliance with the final phosphorus WQBELs, the submittal shall include a preliminary engineering design report. If the plan concludes Adaptive Management will be used, the submittal shall include a completed Watershed Adaptive Management Request Form 3200-139 without the Adaptive Management Plan. If water quality trading will be undertaken, the submittal shall include a completed Notice of Intent to Trade Form 3400-206.	06/30/2019
Facility Plan: Submit a Facility Plan that evaluates feasible alternatives for meeting the final phosphorus WQBEL (water quality based effluent limit) which may include: facility upgrading, consolidation with other sewerage systems, alternative effluent discharge locations, the Watershed Adaptive Management Option, Water Quality Trading Plan or a water quality standards variance.	06/30/2020
Construction Plans and Specifications: Submit construction plans and specifications for approval if the approved Facility Plan calls for upgrading the treatment facility. Submit the final water quality trading or adaptive management plan if the Facility Plan calls for one of these watershed approaches.	06/30/2021
Progress Report #2: Submit a progress report on meeting the final WQBEL for phosphorus.	06/30/2022
Complete Actions: Complete actions to meet the final WQBEL for phosphorus. Comply with the new phosphorus final limits.	12/31/2022
Phosphorus WQBELs Effective: The permittee shall achieve compliance with final phosphorus WQBELs.	01/01/2023

Please feel free to contact me if you have any comments at ph: 832-5945.