



# 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, February 7, 2017

5:30 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  
[17-141](#) Approval of the January 24, 2017 Utilities Committee meeting minutes.

**Attachments:** [January 24, 2017 Utilities Committee Meeting Minutes.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

- [17-142](#) Preliminary Resolution 1-P-17 for Sanitary Sewer Laterals be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [1-P-17 Sanitary Laterals.pdf](#)

- [17-143](#) Approve the Mini-Sewer / Backyard Drainage Policy.

**Attachments:** [Mini Sewer Backyard Drainage Policy.pdf](#)

### 6. Information Items

- [17-144](#) 2016 Industrial Quality and Quantity (Q&Q) and Receiving Station Year End Summaries.

**Attachments:** [Revenue Summary 2016.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

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Tuesday, January 24, 2017

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Chairperson Dannecker called the Utilities Committee meeting to order at 5:30 p.m.*

2. Roll call of membership

**Present:** 5 - Dannecker, Baranowski, Meltzer, Reed and Jirschele

3. Approval of minutes from previous meeting

[17-010](#)

Approve the December 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:** 5 - Dannecker, Baranowski, Meltzer, Reed and Jirschele

4. Public Hearings/Appealances

5. Action Items

[17-093](#)

Award contract to Patrick Engineering for design and engineering services for the Wastewater Plant Electrical Distribution Feasibility Study and Master Plan project for a contract of \$84,970 and a 10% contingency for a contract not to exceed \$93,467.

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

**Aye:** 5 - Dannecker, Baranowski, Meltzer, Reed and Jirschele

6. Information Items

[17-011](#)

Discuss Draft Mini-Sewer / Backyard Drainage Policy.

*Discussed.*

[17-080](#)

Water Main Break History

*Reviewed.*[17-081](#)

Monthly Reports for October, November, December 2016

- Wastewater Treatment Plant Synopsis and Receiving Station Revenue
- Water Treatment Facility Synopsis
- Water Distribution and Meter Team Monthly Report - November and December

*Reviewed.*

## 7. Adjournment

**Baranowski moved, seconded by Meltzer, that the Utilities Committee meeting be adjourned at 5:59 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Dannecker, Baranowski, Meltzer, Reed and Jirschele

RESOLUTION 1-P-17

AMENDED AND RESTATED PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2015-2016.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council on April 20, 2016 adopted Resolution 1-P-16, indicating the levy of assessments on the below described property for Sanitary Sewer, Storm Sewer and Laterals improvements and construction pursuant to Section 66.0703 Wisconsin Statutes.
2. The Common Council now reconsiders and reopens, pursuant to Section 66.0703(10) Wisconsin Statutes, the assessment levied pursuant to Resolution 1-P-16, adopted April 20, 2016, on the below described property. The Common Council amends the assessment as herein described.
3. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

SANITARY SEWER LATERALS

Fair Street from Franklin Street to South End

4. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.
5. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:
  - a. In cash, or if entered on the Tax Roll;
  - b. One installment, if the assessment is \$1000 or less;
  - c. In five equal annual installments, if the assessment is greater than \$1000;

Deferred payments shall bear an interest at the rate of 6.25% per annum on the unpaid balance.

6. The Finance Committee is directed to prepare a report consisting of:
  - a. Preliminary plans and specifications for said improvements.
  - b. An estimate of the entire cost of the proposed street improvements.
  - c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

7. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

Adopted: February 15, 2017

S/ TIMOTHY M. HANNA (Mayor)

Attest: KAMI L. LYNCH, (City Clerk)



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

Effective Date:

## **CITY OF APPLETON MINI-SEWER/BACKYARD DRAINAGE POLICY**

The objective of this policy is to establish the guidelines for mini-sewer/backyard drain installation.

### GUIDELINES

1. City staff shall review requests for mini-sewers/backyard drains as they are received from property owners.
2. Mini-sewers/backyard drains shall only be considered when significant, long-lasting drainage issues create an environment where vegetation cannot be established and maintained, or where risk of basement flooding exists.
3. Mini-sewer/backyard drains will not be installed on streets where the pavement is less than 10 years old.
4. Mini-sewers/backyard drains shall not be installed in neighborhoods with approved drainage plans unless approved by City staff based on unique circumstances.
5. Piping for backyard drains shall be straight without any bends between the City main and the yard drain structure.
6. Property owner must provide necessary easement (minimum 10 foot width) for infrastructure installed on private property to address drainage issues.
7. Property owners will be responsible for all necessary additional piping/infrastructure beyond where the City installation ends based on individual site conditions and constraints.
8. Priority will be given for resolving drainage issues corresponding with street reconstruction projects unless approved by City staff.
9. Priority will be given to projects that address drainage issues effecting more than one property.
10. Priority will be given to property owners that do not have a storm lateral installed to their property line unless approved by City staff.
11. Property owner(s) are responsible for all final grading and seeding on private property upon completion of infrastructure project.
12. No unauthorized connections to a City-installed mini-sewer/backyard drain are allowed.
13. Due to the shallow installation of these facilities, they are susceptible to freezing. The City will attempt to thaw frozen facilities within the easement area in the spring upon notification from the property owner. Frozen storm laterals are the responsibility of the property owner. Property owners should be prepared to temporarily disconnect their sump pumps from city mini-sewers or back yard drains during the winter months and have alternate locations on their property for sump pump discharge.



*"...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:** Utilities Director Chris Shaw

**FROM:** Environmental Programs Coordinator Brian Kreski

**DATE:** February 2, 2017

**RE:** **2016 Industrial Quality and Quantity (Q & Q) and Receiving Station Year End Summaries**

This memo serves as a summary and year-end revenue report for both the Industrial (i.e., Quality and Quantity) and Receiving Station Programs. The report identifies the program, the total waste to that program and the revenues generated.

#### **Quantity and Quality Program:**

The Appleton Wastewater Treatment Plant (AWWTP) did not experience large production increases or changes to the ten (10) permitted industries in 2016. Billings to Industry and the Receiving Station are based on pollutant strength and volume of waste. Table 1 lists the industrial loadings and revenue for 2016 and four prior years.

**Table 1: Loading/Revenue Summary of Industrial Users since 2012**

<b>Year</b>	<b>Flow (MG)</b>	<b>BOD (lbs)</b>	<b>TSS (lbs)</b>	<b>Revenue</b>
2012	635.95	3,303,954	15,809,647	\$4,074,024
2013	674.80	3,465,388	14,994,912	\$4,093,431
2014	643.57	4,308,519	13,459,520	\$4,167,492
2015	601.08	3,779,398	14,431,028	\$4,013,877
2016	611.45	2,941,272	14,289,331	\$3,722,026
<b>5 Year Average</b>	<b>633.37</b>	<b>3,559,706</b>	<b>14,596,888</b>	<b>4,014,170</b>

2016 Industrial Rate (Jan-Dec): Flow \$1.73/1,000 gal; BOD \$35.48/100 lbs; TSS \$11.26/100 lbs

### Hauled Waste Program:

The AWWTP has been accepting hauled wastes from outside the Appleton sewer service area to offset community costs since 1999. The measure parameter used for pollutant strength is Total Suspended Solids (TSS) (table 3). The Receiving Station's loading and revenue increased in 2016 due to additional permitted material as well as unseasonable weather patterns which diverted material from land spreading activities to the AWWTP. Increased loading affects the biological treatment process and to sustain treatment there are direct costs from electrical, natural gas, and chemical usage. In 2010 a tier rate structure was adopted to allow the AWWTP to bill for treatment costs by pollutant strength and in July 2015 a 10% rate increase was approved and implemented (see table 3).

**Table 2: Loadings & Revenues Summary for High and Low Receiving Station Wastes**

Year	Headworks			Receiving Station			Total	
	Tons	Revenue	%*	Tons	Revenue	%*	Tons	Revenue
<b>2010**</b>	71,516	\$339,701	53%	31,505	\$303,521	47%	103,021	\$643,222
<b>2011</b>	51,171	\$239,512	45%	31,822	\$348,565	55%	82,984	\$588,077
<b>2012</b>	36,056	\$186,512	28%	50,729	\$480,388	72%	86,785	\$666,900
<b>2013</b>	51,782	\$245,965	38%	31,818	\$373,057	62%	94,135	\$643,934
<b>2014</b>	96,358	\$413,882	39%	59,959	\$636,198	61%	156,317	\$1,050,080
<b>2015</b>	159,538	\$1,047,315	77%	47,820	\$425,532	23%	207,359	\$1,473,124
<b>2016</b>	251,043	\$1,700,039	79%	49,986	\$461,401	21%	301,028	\$2,161,440
<b>5-Year Average</b>	<b>118,955</b>	<b>\$718,743</b>	<b>52%</b>	<b>48,062</b>	<b>\$475,315</b>	<b>48%</b>	<b>169,125</b>	<b>\$1,199,040</b>

\* Represents % of total yearly revenue.

\*\* 2010 first year of tier rate structure.

**Table 3: Tier Rate Structure**

Tier (mg/l)	TSS (mg/l)	Rate (2010-2014)	Rate (July 2015- )
1	(<200)	\$4.75	\$5.25
2	(200-9,999)	\$6.60	\$7.30
3	(10,000-29,999)	\$10.80	\$12.00
4	(30,000-40,000)	\$15.00	\$16.50
5	(>40,000)	\$20.00	\$22.00

### Summary:

The Industrial users and the Receiving Station program are both trending with increased revenues when compared to their five year averages. If you would like further information regarding these programs feel free to contact Environmental Programs Coordinator Brian Kreski at ph: 832-5945.