



City of Appleton

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

Meeting Agenda - Final-revised Utilities Committee

Tuesday, June 13, 2017

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-814](#) Approval of the May 23, 2017 Utilities Committee Meeting minutes.

Attachments: [May 23, 2017 Utilities Committee Meeting Minutes.pdf](#)

[17-815](#) Approval of the June 7, 2017 Special Utilities Committee Meeting minutes.

Attachments: [Minutes of the 6-7-17 Utilities Committee Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-834](#) Award of 2017D Evergreen Drive and Alvin Street Stormwater Management Alternatives Evaluation, in an amount not to exceed \$34,840, and authorization to single source the future design contract and construction related services contract, with McMahon Associates, Inc.

Attachments: [2017 Evergreen Alvin Contract Award.docx](#)

[17-879](#)

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2016 (attached) and Request the following Resolution be presented to the Common Council for approval:

Whereas, the City of Appleton has successfully been operating a biosolids compost program in cooperation with the Outagamie Department of Solid Waste; and

Whereas, Outagamie County has committed to continue allowing biosolids composting during the next five years on over five acres of County property; and

Whereas, the City of Appleton had applied for and has now been re-issued a Wisconsin Pollution Discharge Elimination System (WPDES) permit; and

Whereas, the WPDES permit application requested and the facility was approved for a biosolids compost program and outfall; and

Whereas, the City of Appleton now meets requirements of NR 204 for biosolids storage due to the reissuance of the WPDES permit as of April 1, 2017;

Now, therefore, be it resolved by the City Council that the City of Appleton:

Article 1. Continues supporting an active biosolids compost program.

Article 2. Continue planning for long term composting facility.

Attachments: [Electronic Maintenance Compliance Memo \(6-13-17\).docx](#)
[Compliance Maintenance Annual Report \(6-13-17\).pdf](#)

6. Information Items

[17-816](#)

Update on proposed changes to City's Sanitary Sewer Lateral Replacement Policy.

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, May 23, 2017

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Roll call of membership

Present: 4 - Dannecker, Baranowski, Meltzer and Reed

Excused: 1 - Dvorachek

3. Approval of minutes from previous meeting

[17-765](#)

Approval of the May 9, 2017 Utilities Committee Meeting minutes.

Attachments: [May 9, 2017 Utilities Committee Meeting Minutes.pdf](#)

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

Aye: 4 - Dannecker, Baranowski, Meltzer and Reed

Excused: 1 - Dvorachek

4. Public Hearings/Appearances

5. Action Items

[17-785](#)

Anticipated award for Unit R-17 Chemical Root Foaming of sanitary sewers (bids to be opened on Monday, May 22, 2017).

Attachments: [Unit R-17.pdf](#)

Award for Unit R-17 Chemical Root Foaming of Sanitary Sewers was approved as amended "to be awarded to Duke's Root Control, Inc. in an amount not to exceed \$25,000". Amendment approved 4-1, Dvorachek

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

Aye: 4 - Dannecker, Baranowski, Meltzer and Reed

Excused: 1 - Dvorachek

6. Information Items[17-766](#)

Monthly Reports for April
- Water Distribution and Meter Team Monthly Report

Attachments: [Water Team Reports - April.pdf](#)

This item was presented.

7. Adjournment

Baranowski moved, seconded by Reed, that the Utilities Committee Meeting be adjourned at 5:04 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Dannecker, Baranowski, Meltzer and Reed

Excused: 1 - Dvorachek



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Meeting Minutes Utilities Committee

Wednesday, June 7, 2017

6:30 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order

2. Roll call of membership

Present: 5 - Dannecker, Baranowski, Meltzer, Reed and Dvorachek

3. Approval of minutes from previous meeting

4. **Public Hearings/Appealances**

5. **Action Items**

[17-812](#)

Approve agreement with Sensus regarding water meters.

Attachments: [Sensus Letter to Appleton WI 6-2-17.pdf](#)

[Meter Battery Testing \(6-7-17 Utilities Committee\).pdf](#)

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

Aye: 5 - Dannecker, Baranowski, Meltzer, Reed and Dvorachek

6. **Information Items**

7. Adjournment

The meeting was adjourned at 6:37 p.m.

Aldersperson Baranowski moved, seconded by Aldersperson Reed, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Dannecker, Baranowski, Meltzer, Reed and Dvorachek

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: June 7, 2017

RE: Award of 2017D Evergreen Drive and Alvin Street Stormwater Management Alternatives Evaluation, in an amount not to exceed \$34,840, and authorization to single source the future design contract and construction related services contract, with McMahon Associates, Inc.

The Department of Public Works is requesting approval of the 2017D Evergreen Drive and Alvin Street Stormwater Management Alternatives Evaluation contract with McMahon Associates, Inc. in an amount not to exceed \$34,840, and approval to negotiate the future design contract and construction related services contract with McMahon Associates, Inc. to design and assist with constructing the selected alternative without an RFP process. After this contract, \$192,233 will remain in the stormwater consulting services budget.

Project Background

Evergreen Drive from Alvin Street to Haymeadow Avenue is programmed for reconstruction in 2019. This reconstruction will change the street from a rural section with roadside ditches to an urban section with curb and gutter and storm sewer. The specific street cross section will go through the standard public information and Municipal Services Committee processes.

Alvin Street is currently in the Town of Grand Chute and within the City's growth area, per the boundary agreement between the City and the Town. The Director of Public Works has been in discussion with the Town on project coordination and shared costs. An intermunicipal agreement is anticipated to be brought to Committees and Council for review and approval this fall.

Changing a street from a rural to an urban cross section requires appropriate stormwater management. For these two streets there are multiple regulations to consider, including but not limited to, WDNR NR 151 water quality standards, City and Town Stormwater ordinances, WDOT quantity restrictions to the amount discharged to the USH 41 drainage ditch, TMDL requirements and wetland regulations. There are also private agreements in place for stormwater management between Pathways Church and the adjacent subdivision developer.

Pavement design meetings are tentatively scheduled for September-October 2017. Before pavement design can be finalized, the stormwater management practices must be determined and coordinated with the paving design. Design and construction are subject to future contracts and Committee and Council approval.

Evaluation of Proposals

DPW solicited proposals from four engineering firms and received proposals from all four. Technical proposals were rated on the following criteria: Project Experience, Project Team, Project Understanding, and Schedule. The City review team consisted of Ross Buetow, City Engineer; Sue Olson, Staff Engineer; and Pete Neuberger, Staff Engineer.

Technical Proposals were initially ranked in order of their quality using the above criteria. After technical scoring was completed, the City reviewed cost proposals associated with each technical proposal to verify they provided cost-effective services. Staff determined the McMahon Associates, Inc. proposal provided the necessary technical qualifications and offered cost-effectiveness with the lowest price per point.

Findings are summarized in the following table:

<u>Firm</u>	<u>Technical Score</u>	<u>Price</u>	<u>Price per Point</u>
Brown & Caldwell	95.33	\$ 43,765	\$ 459.09
McMahon	91.33	\$ 24,840	\$ 271.98
AECOM	91.33	\$ 31,439	\$ 344.24
RA Smith National	90.67	\$ 39,766	\$ 438.58

Staff is generally familiar with all four firms and more familiar with the project managers assigned by each firm to this project. Although all four firms are qualified to perform the work, the McMahon Associates, Inc. proposal presented a cost-effective process for the defined services using their experience, key project staff, and project approach.

McMahon Associates, Inc. was more cost effective because they are a local firm and have relationships and positive experience with specific WDNR and WDOT regional staff that will need to be involved in this project. They have prepared site plans and master plans for the Town of Grand Chute and the City of Appleton and are therefore familiar with the regulations and master plans, which minimizes the time needed to get them up to speed.

The City has recently worked with the same team from McMahon Associates on the Red Oak Ravine project, where they demonstrated the ability to work with both the Town of Menasha and the City of Appleton, as well as the WDNR and property owners. They performed all phases of the project, from analysis to design/permitting, and construction related services.

Contract Scope

Both Evergreen Drive and Alvin Street are tributary to the Ballard Road Pond, which was built in 1995-1996. However, there are likely wetlands between these streets and Ballard Pond, and it is unclear at this time if stormwater management practices will be required prior to discharge to wetlands or if credit will be given for Ballard Pond.

When Ballard Pond was designed and built, there was no WDNR Technical Standard, XPSWMM water quantity model or WinSLAMM water quality model. It was built based on standards at the time. Therefore, computer models will need to be created for this area to address WDNR and WDOT as well as local requirements.

The following tasks are included in the Stormwater Management Alternatives Evaluation:

- Approximately 7 meetings with City staff, WDOT, WDNR, ACOE and the property owners
- Creation of a list of all applicable regulations (including City, Town, TMDL, WDNR, WDOT, ACOE, ANR Pipeline, Outagamie County, etc.)
- Create an XPSWMM model for water quantity and evaluate overland flow paths into the project area and through private property
- Create a WinSLAMM model for water quality, if required
- Evaluation of up to three alternatives to address the runoff
- Up to four iterations of each alternative based on discussions with City staff and regulatory agencies
- Review available wetland information and identify additional areas to be field determined
- Supplement available GIS data with field survey as needed, including depths of ANR Pipelines
- Preparation of a report and cost estimates

The day the proposals were due, staff attended a meeting for a possible private development in the project area. Staff is recommending that the following additional tasks and \$10,000 be added to the proposed scope of services and budget for the following:

- Approximately 3 additional meetings with the potential developers
- Three additional alternatives for stormwater practices that address both the right of way and private development
- Additional modeling associated with the additional alternatives

Since the design scope of the stormwater practice selected to address the runoff could not be accurately identified in this RFP process, our Request for Proposals stated, *“Upon successful completion of the evaluation and alternative selection, the Department of Public Works anticipates negotiating a contract with the same consultant for the design and construction activities without an RFP process.”* Therefore, we are also requesting approval to negotiate the contract for the design and development of construction bid documents with McMahon Associates, Inc., provided their work on the alternative evaluation is deemed satisfactory. This future design contract is subject to approval of the Utilities Committee and Common Council at the appropriate time. Construction Related Services will be budgeted in 2018 and a future contract for those services will be subject to the approval of the Utilities Committee and Common Council at the appropriate time.

Therefore, we recommend award of 2017D Evergreen Drive and Alvin Street Stormwater Management Alternatives Evaluation, in an amount not to exceed \$34,840, and authorization to single source the future design contract and construction related services contract, with McMahon Associates, Inc.



"...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

From: Robert Kennedy, AWWTP Operations Supervisor

Cc: Chris Shaw, Director of Utilities

Date: June 13, 2017

Re: ***Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2016 and Request Resolution be Presented to Common Council for Approval***

State of Wisconsin Code NR 208 mandates an annual assessment of the wastewater utility known as the electronic Compliance Maintenance Annual Report (eCMAR). Requirements under NR 208 are enforceable through the facility's Wisconsin Pollutant Discharge Elimination System permit. This regulation has four objectives: assuring consistency with other rules; expanding application of the rule to sanitary sewer collection system operation and maintenance; improving the compliance maintenance rating system; and improving the quality and ease of reporting through electronic data management integration. The 2016 eCMAR is required to be submitted to the Department of Natural Resources (DNR) by June 30, 2017.

Attached is the 2016 eCMAR summary, which will be submitted electronically to the Wisconsin Department of Natural Resources after the Utilities Committee and Common Council approve the resolution cited in the agenda with this attachment. Each eCMAR category was letter graded (A, B, C, D, or F) based on regulatory criteria. The categories are then combined and an overall treatment works grade point average was determined for 2016. Responses are required for categories with grades at or below a "C" or for an overall grade point average less than 3.0.

The overall letter grade for the 2016 eCMAR is an A with a grade point average of 3.73. All of the categorical grades for the facility were graded as excellent or A with the exception of Biosolids which received a letter grade of C. The C letter grade reflects that the WDNR had yet not approved the City's Biosolids Compost Facility. The department

has since reissued the City's WPDES permit and allows for storage at the composting site. So, the issue of storage has been remedied for the near term (i.e., 5 years of location at the County site).

Overall, the 2016 Compliance Maintenance Annual Report reflects sound utility planning and operations. I would like to credit the Utilities Committee and Council for continued investment in our wastewater facilities, Wastewater Staff for their work in achieving a fine maintenance and compliance record, the Department of Public Works for collection system engineering and maintenance, and Facilities Management for maintaining our buildings and grounds.

I recommend approving the 2016 eCMAR and the Common Council resolution in support thereof. If you have any questions concerning the 2016 eCMAR please contact Robert Kennedy at 832-2349.

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/8/2017 2016

Grading Summary

WPDES No: 0023221

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	C	2	5	10
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	138
GRADE POINT AVERAGE (GPA) = 3.73				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)