



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, February 13, 2018

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0173](#) Approval of the January 23, 2018 Utilities Committee Meeting Minutes.

Attachments: [January 23, 2018 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[18-0174](#) A Resolution authorizing the Department of Public Works to enter a Municipal Flood Control Grant agreement with the Wisconsin Department of Natural Resources for construction of the Leona Street Stormwater Pond.

Attachments: [Leona St Pond MFC Grant Resolution Memo for 02-13-2018 Util Cmte FINAL.pdf](#)

[18-0175](#) A Resolution authorizing the Department of Public Works to enter an Urban Nonpoint Source & Storm Water Management Program Grant agreement with the Wisconsin Department of Natural Resources for construction of the Leona Street Stormwater Pond.

Attachments: [Leona St Pond UNPSSW Grant Resolution Memo for 02-13-2018 Util Cmte FIN](#)

6. **Information Items**

[18-0176](#) Approve 2018 Budget adjustment for sanitary sewer lift station and forcemain design per North Edgewood Estates Development Agreement. This item will be an Action Item at the Finance Committee meeting of February 12, 2018.

Attachments: [Finance Memo - North Edgewood Estates.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, January 23, 2018

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

3. Approval of minutes from previous meeting

[18-0001](#)

Approval of the December 12, 2017 Utilities Committee Meeting Minutes.

Attachments: [December 12, 2017 Utilities Committee Meeting minutes.pdf](#)

Baranowski moved, seconded by Dvorachek, that the Minutes be approved.

Roll Call. Motion carried by the following vote:

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

4. Public Hearings/Appearances

5. Action Items

[18-0099](#)

Preliminary Resolution 1-P-18 for Sanitary Sewer Laterals be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [1-P-18.pdf](#)

Baranowski moved, seconded by 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

[18-0104](#)

Request to add Sanitary Sewer and Storm Sewer construction on Durkee Street between Atlantic Street and Summer Street to our 2018 Reconstruction Program.

Attachments: [Durkee Street Sanitary Sewer and Storm Sewer Construction.pdf](#)

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, Meltzer, Reed and Dvorachek

Nay: 1 - Baranowski

6. Information Items

[18-0101](#)

Request to Over Hire - Wastewater Operations Supervisor

Attachments: [Ops Supervisor Overhire.pdf](#)

This item was presented.

[18-0100](#)

Water Main Break History Graph for 2018.

Attachments: [2018 Water Main Break History Graph.pdf](#)

This item was presented.

[18-0002](#)

Monthly Reports for October, November, December 2017:

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

Attachments: [2017 Q4 Wastewater Treatment Plant Synopsis.pdf](#)
[2017 Q4 Water Treatment Plant Synopsis.pdf](#)
[Water Meter Team Reports November 2017.pdf](#)
[Water Meter Team Reports December 2017.pdf](#)

This item was presented.

7. Adjournment

Baranowski moved, seconded by Dvorachek, that the Utilities Committee meeting be adjourned at 5:15 p.m. 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
Pete Neuberger, Staff Engineer

DATE: February 6, 2018

RE: A Resolution authorizing the Department of Public Works to enter a Municipal Flood Control Grant agreement with the Wisconsin Department of Natural Resources for construction of the Leona Street Stormwater Pond.

The Department of Public Works intends to apply for a Municipal Flood Control Grant with Wisconsin Department of Natural Resources for the Leona Street Stormwater Pond Construction in March, 2018. WDNR requires the grant application to be accompanied by the following resolution:

A RESOLUTION authorizing the submittal of a state grant application by the City of Appleton and the subsequent appropriation of City funds for a Municipal Flood Control Grant project for the Leona Street Detention Pond.

WHEREAS the City of Appleton is qualified, willing and able to carry out all activities described in the state grant application; and,

WHEREAS in this action the City of Appleton City Council has declared its intent to conduct the Municipal Flood Control Grant project described in the application; and,

WHEREAS the City of Appleton will allow employees from the Department of Natural Resources access to inspect grant project sites; and,

WHEREAS the City of Appleton will maintain records documenting all expenditures made during the Municipal Flood Control Grant project; and,

WHEREAS the City of Appleton will submit a final report to the Department which describes the Leona Street Detention Pond project activities, achievements and data collected, and documentation of the project costs.

IT IS THEREFORE RESOLVED THAT:

The City of Appleton City Council requests the funds and assistance available from the Wisconsin Department of Natural Resources under the Municipal Flood Control Grant Program and will comply with state rules for the program, and,

HEREBY AUTHORIZES the authorized representative, the Director of Public Works, to act on behalf of the City to submit an application to the State of Wisconsin for financial aid for Municipal Flood Control protection purposes, sign documents, and take necessary action to undertake, direct, and complete an approved flood control project.

Adopted this day _____ of _____, 20____

By a vote of : _____ in favor, _____ against, and _____ abstain

BY: _____ (*secretary/clerk*) of

City of Appleton

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: February 6, 2018

RE: A Resolution authorizing the Department of Public Works to enter an Urban Nonpoint Source & Storm Water Management Program Grant agreement with the Wisconsin Department of Natural Resources for construction of the Leona Street Stormwater Pond.

The Department of Public Works intends to apply for a UNPS&SW with Wisconsin Department of Natural Resources for the Leona Street Stormwater Pond Construction in March, 2018. WDNR requires the grant application to be accompanied by the following resolution:

A RESOLUTION authorizing the submittal of a state grant application by the City of Appleton and the subsequent appropriation of City funds for an Urban Nonpoint Source & Storm Water Management Program – Construction Grant (UNPS&SW Grant), as administered by the Wisconsin Department of Natural Resources for the Leona Street Storm Water Pollution Control project.

WHEREAS the City of Appleton is qualified, willing and able to carry out all activities described in the state grant application; and,

WHEREAS in this action the City of Appleton City Council has declared its intent to conduct the UNPS&SW Grant project described in the application; and,

WHEREAS the City of Appleton will allow employees from the Department of Natural Resources access to inspect grant project sites; and,

WHEREAS the City of Appleton will maintain records documenting all expenditures made during the UNPS&SW Grant project; and,

WHEREAS the City of Appleton will submit a final report to the Department which describes the Leona Street Storm Water Pollution Control project activities, achievements and data collected, and documentation of the project costs.

IT IS THEREFORE RESOLVED THAT:

The City of Appleton City Council requests the funds and assistance available from the Wisconsin Department of Natural Resources under the UNPS&SW Grant Program and will comply with state rules for the program, and,

HEREBY AUTHORIZES the authorized representative, the Director of Public Works, to act on behalf of the City to submit an application to the State of Wisconsin for financial aid for stormwater pollution control purposes, sign documents, and take necessary action to undertake, direct, and complete an approved pollution control control project.

Adopted this day _____ of _____, 20____

By a vote of : _____ in favor, _____ against, and _____ abstain

BY: _____ (*secretary/clerk*) of

City of Appleton.



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

MEMO

TO: Members of the Finance and Utilities Committees

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: January 29, 2018

SUBJECT: **The following 2018 Budget adjustment be approved to provide funding for sanitary sewer lift station and forcemain design per North Edgewood Estates Development Agreement:**

Sanitary Sewer Reconstruction	- \$100,000
Lift Station/Forcemain Design	+\$100,000

The City Council recently approved the North Edgewood Estates Development Agreement. The agreement includes the requirement that the City fund the design of the sanitary lift station and forcemain in 2018. Because this development was presented to staff after the 2018 Budget was adopted, no funds were included in the Wastewater Budget for this project.

The Department of Public Works recently awarded two contracts for sanitary sewer reconstruction that were well under the budgeted amounts. Therefore, we request a budget adjustment to use these excess budget funds to fund this design work in 2018.

C: Tony Saucerman, Finance Director
Bev Matheys, Managerial Accounting Coordinator