



# 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, March 13, 2018

5:00 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

[18-0342](#) Approval of the February 27, 2018 Utilities Committee Meeting Minutes.

**Attachments:** [February 27, 2018 Utilities Committee Meeting Minutes](#)

[18-0343](#) Approval of the March 7, 2018 Special Utilities Committee Meeting Minutes.

**Attachments:** [March 7, 2018 SPECIAL Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Appealances**

5. **Action Items**

[18-0344](#) Approve 2017 Annual Stormwater Report to the Wisconsin Department of Natural Resources.

**Attachments:** [2017 MS4 Annual Report to Utilities Committee.pdf](#)

[18-0345](#) Preliminary Resolution 2-P-18 for Sanitary Laterals, Storm Laterals and Storm Main be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [Resolution 2-P-18.pdf](#)

[18-0346](#) Award Water System Distribution Master Planning Study Update to AECOM in an amount not to exceed \$125,000.

**Attachments:** [Water System Distribution Master Plan Study AECOM.pdf](#)

[18-0347](#) Approve TMDL Compliance Summary Tables.

**Attachments:** [TMDL Compliance Summary March 2018.pdf](#)

[18-0388](#) Approval of an Engineering contract for the Briarcliff and Midway Road Lift Station Improvements Projects to McMahon in the amount of \$37,375 plus a 15% contingency of \$5,606 for a total cost of \$42,981.

**Attachments:** [UC Memo Briarcliff and Midway Road Lift Station Improve Award McMahon.pdf](#)

[18-0389](#) Approval of an Engineering contract for the Compost Facility Preliminary Engineering Project for Design and Consulting Services to Coker Composting and Consulting in the amount of \$62,142 plus a 15% contingency of \$9,321 for a total cost not to exceed \$71,463.

**Attachments:** [UC Memo Compost Facility Prelim Design Award Coker.pdf](#)

## 6. Information Items

[18-0348](#) Wastewater Treatment Plant - WDNR Compliance Evaluation Inspection

**Attachments:** [WDNR Regulatory Inspection 2018.pdf](#)

[18-0349](#) Regulatory Upgrade and Improvement Project: CH2M Hill Settlement Claim Resolution for \$30,150.

[18-0350](#) Review stormwater management Alternatives 1 and 4 for the urbanization of Evergreen Drive and Alvin Street.

**Attachments:** [Evergreen Alvin Atls 1 4 info memo.pdf](#)  
[Evergreen Alvin Atls 1 and 4.pdf](#)

[18-0351](#) Regulatory Upgrade and Process Improvement Project - Concrete Wall Rebuild

**Attachments:** [Staab Proposal Executed 02-21-18.pdf](#)

[18-0352](#) Monthly Reports for January 2018:  
- Water Distribution and Meter Team Monthly Report

**Attachments:** [Water Meter Team Reports January.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, February 27, 2018

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Chairperson Dannecker called the Utilities Committee Meeting to order at 5:00 p.m.*

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[18-0244](#)

Approval of the February 13, 2018 Utilities Committee Meeting Minutes.

**Attachments:** [February 13, 2018 Utilities Committee Meeting Minutes.pdf](#)

Baranowski moved, seconded by Reed, 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

[18-0175](#)

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 FINAL.pdf](#)  
[Gov Responsibility Resolution Appleton Leona Pond final.pdf](#)

Baranowski moved, seconded by Dvorachek, 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



[18-0246](#)

Award Unit K-18 Native Landscape Management Contract to Applied Ecological Services, Inc. in an amount not to exceed \$148,099.40.

**Attachments:** [K-18 contract award util memo final 02-19-2018.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

## 6. Information Items

[18-0245](#)

Change Order #1 from LC United Painting Company, Inc. in the amount of \$11,175 for the Northeast Reservoir Painting Project resulting in the construction contract being reduced from \$569,000 to \$557,825. This item will also be an Information Item at the Finance Committee meeting.

**Attachments:** [Change Order 1 Northeast Reservoir 02-21-18.pdf](#)

*This item was presented.*

## 7. Adjournment

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

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



# City of Appleton

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## Meeting Minutes Utilities Committee

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Wednesday, March 7, 2018

6:30 PM

Council Chambers, 6th Floor

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### SPECIAL MEETING

1. Call meeting to order

*Chairperson Dannecker called the Utilities Committee meeting to order at 6:30 p.m.*

2. Roll call of membership

**Present:** 3 - Dannecker, Meltzer and Dvorachek

**Excused:** 2 - Baranowski and Reed

3. Approval of minutes from previous meeting

4. Public Hearings/Appearances

5. Action Items

[18-0319](#)

Approve Maximum Extent Practical (MEP) and Fee-in-lieu payment for Stormwater Management Requirements for Eagle Point Senior Housing.

**Attachments:** [Eagle Point Sr Housing UC memo March 2018.pdf](#)

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

**Aye:** 3 - Dannecker, Meltzer and Dvorachek

**Excused:** 2 - Baranowski and Reed

6. Information Items

7. Adjournment

**Meltzer moved, seconded by Dvorachek, that the Utilities Committee Meeting be adjourned at 6:35 p.m.. Roll Call Motion carried by the following vote:**

**Aye:** 3 - Dannecker, Meltzer and Dvorachek

**Excused:** 2 - Baranowski and Reed

# Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

## Reporting Information

**Submittal Type:** Annual Report

**Project Name:** 2017 MS4 Annual Report

**County:** Outagamie

**Municipality:** Appleton City

**Facility Number:** 31098

**Reporting Year:** 2017

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Attach the following items as appropriate using the attachments tab above
  - Construction Site Pollution Control Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Leaf and Yard Waste Management
  - Municipal Cooperation Attachment
  - Municipal Facility Inspections
  - Pollution Prevention Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Storm Water Consortium/Group Report
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Winter Road Maintenance
  - Other Annual Report Attachment
- Complete all required forms and upload required attachments
- Sign and Submit form

**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information****Name of Municipality** Appleton City**Facility ID # or (FIN):** 31098**Updated Information:** ☐ Check to update mailing address information**Mailing Address:** 100 North Appleton Street**Mailing Address 2:****City:** Appleton**State:** Wisconsin**Zip Code:** 54911 xxxxx or xxxxx-xxxx

Does the municipality rely on another government entity to satisfy some of the permit requirements?

☐ Yes ☒ No ☐ Unsure

Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No ☐ Unsure

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**☐ Select to **create new** primary contact**First Name:** Paula**Last Name:** Vandehey☒ Select to **update** current contact information**Title:** DPW Director**Mailing Address:** 100 N. Appleton Street**Mailing Address 2:****City:** Appleton**State:** WI**Zip Code:** 54911 xxxxx or xxxxx-xxxx**Phone Number:** 920-832-6473 Ext: xxx-xxx-xxxx**Email:** paula.vandehey@appleton.org

## Additional Contacts Information (Optional)

Individual with responsibility for:  
(Check all that apply)

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☒ Winter roadway maintenance

First Name: Nathan

Last Name: Loper

Title:

Mailing Address: 2625 E. Glendale Avenue

Mailing Address 2:

City: Appleton

State: WI

Zip Code: 54911 xxxxx or xxxxx-xxxx

Phone Number: 920-832-5804 Ext: xxx-xxx-xxxx

Email: nathan.loper@appleton.org

Individual with responsibility for:  
(Check all that apply)

- ☐ I&E Program
- ☐ IDDE Program
- ☒ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name: Kurt

Last Name: Craanen

Title:

Mailing Address: 100 N. Appleton Street

Mailing Address 2:

City: Appleton

State: WI

Zip Code: 54911 xxxxx or xxxxx-xxxx

Phone Number: 920-832-6413 Ext: xxx-xxx-xxxx

Email: kurt.craanen@appleton.org



**Minimum Control Measures- Section 1 : Complete****1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional.

| Mechanism | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional) |
|-----------|------------------------|-----------------------------------|--------------------------------|
|-----------|------------------------|-----------------------------------|--------------------------------|

**Topic:** Detection and elimination of illicit discharges

Direct one-on-one communication      10 - 19            ☐ Yes ☒ No

**Topic:** Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

Active distribution of print media      1 - 9            ☐ Yes ☒ No  
(mailings, newsletters, etc)

Social media posts      10 - 19            ☒ Yes ☐ No

Informational booth at event      1 - 9            ☒ Yes ☐ No

Social media posts      1 - 9            ☐ Yes ☒ No

**Topic:** Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Active distribution of print media      1 - 9            ☐ Yes ☒ No  
(mailings, newsletters, etc)

Informational booth at event      1 - 9            ☒ Yes ☐ No

Social media posts      1 - 9            ☐ Yes ☒ No

**Topic:** Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Educational activities (School      1 - 9            ☐ Yes ☒ No  
presentations, summer camps, etc)

**Topic:** Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Did not focus on this topic this reporting      Select...            ☐ Yes ☒ No  
year

| Mechanism | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional) |
|-----------|------------------------|-----------------------------------|--------------------------------|
|-----------|------------------------|-----------------------------------|--------------------------------|

**Topic:** Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

|  |                |                                  |   |
|--|----------------|----------------------------------|---|
| <u>Direct one-on-one communication</u> | <u>10 - 19</u> | <input type="text" value="15"/>  | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| <u>Workshops</u>                       | <u>1 - 9</u>   | <input type="text" value="140"/> | <input checked="" type="radio"/> Yes <input type="radio"/> No |

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

|  |              |                      |   |
|--|--------------|----------------------|---|
| <u>Direct one-on-one communication</u> | <u>1 - 9</u> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No |
|--|--------------|----------------------|---|

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

|  |              |                                  |   |
|--|--------------|----------------------------------|---|
| <u>Workshops</u>                       | <u>1 - 9</u> | <input type="text" value="160"/> | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <u>Direct one-on-one communication</u> | <u>1 - 9</u> | <input type="text" value="5"/>   | <input type="radio"/> Yes <input checked="" type="radio"/> No |

**Topic:** Other (describe):

|                  |                  |                      |  |
|------------------|------------------|----------------------|--|
| <u>Select...</u> | <u>Select...</u> | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |
|------------------|------------------|----------------------|--|

**b.** Any other Public Education and Outreach program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

**a.** Describe how the municipality has kept the following local officials and municipal staff apprised of the municipal storm water discharge permit programs and its requirements.

Elected Officials

DPW staff made two presentations to the Utilities Committee in 2017 for general updates and additional presentations for specific project updates.

Municipal Officials

Director of Public Works provides any necessary updates to other department heads, Mayor and City Attorney at regular bi-monthly staff meetings.



Appropriate Staff

Appleton has a Stormwater Workgroup that meets 11 times per year and includes engineering and Operations staff. Engineering staff also work closely with Plumbing Inspectors on a weekly basis regarding site development plans and illicit discharges.

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional .

| Mechanism | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional) |
|-----------|------------------------|-----------------------------------|--------------------------------|
|-----------|------------------------|-----------------------------------|--------------------------------|

Topic: Storm Water Management Plan and/or updates

Government Event (Public Hearing, Council Meeting, etc) 1 - 9 6 ☐ Yes ☒ No

Topic: Storm water related ordinance and/or updates

None Select... ☐ Yes ☒ No

Topic: MS4 Annual Report

Government Event (Public Hearing, Council Meeting, etc) 1 - 9 6 ☐ Yes ☒ No

Topic: Volunteer Opportunities

Clean-up events 1 - 9 100 ☒ Yes ☐ No

Topic: Other (describe) :

Select... Select... ☐ Yes ☐ No

c. Any other Public Involvement and Participation program information for inclusion in the Annual Report may be added here or attached on the attachments page

Missing Information

Do not close your work until you SAVE.

- a. How many total outfalls does the municipality have?  ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?  ☐ Unsure
- c. How many were confirmed illicit discharges?  ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive?  ☐ Unsure
- e. How many were confirmed illicit discharges?  ☐ Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year?  ☐ Unsure
- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? ☐ Unsure
- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation
- h. Any other Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The overall Illicit Discharge Program was updated in 2017 and is attached to this annual report.

## Missing Information

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year?  ☐ Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year?  ☐ Unsure
- c. Do the above numbers include sites <1 acre? ☒ Yes ☐ No ☐ Unsure
- d. How many erosion control inspections did the municipality complete in the reporting year?  ☐ Unsure
- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- ☒ Verbal Warning
- ☒ Written Warning (including email)

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Notice of Violation     | 0 |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | 0 |
| <input checked="" type="checkbox"/> Stop Work Order         | 0 |
| <input type="checkbox"/> Forfeiture of Deposit              |   |
| <input type="checkbox"/> No Authority                       |   |
| <input type="checkbox"/> Other - Describe below             |   |

f. Any other Construction Site Pollutant Control program information for inclusion in the Annual Report may be added here or attached on the attachments page.

## Missing Information

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many new construction sites with new structural storm water management practices have received local approvals ?  ☐ Unsure
- b. How many privately owned storm water facility inspections were completed in the reporting year ?  ☐ Unsure

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Verbal Warning                    | 0 |
| <input checked="" type="checkbox"/> Written Warning (including email) | 0 |
| <input checked="" type="checkbox"/> Notice of Violation               | 5 |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | 0 |
| <input checked="" type="checkbox"/> Forfeiture of Deposit             | 0 |
| <input checked="" type="checkbox"/> Complete maintenance              | 0 |
| <input checked="" type="checkbox"/> Bill responsible part             | 0 |
| <input type="checkbox"/> No Authority                                 |   |
| <input type="checkbox"/> Other - Describe below                       |   |

- d. Any other Post-Construction Storm Water Management program information for inclusion in the Annual Report may be added here or attached on the attachments

page.

5b. Means that 22 inspections were performed by City staff on approximately 6 properties with private BMP's.

## Missing Information

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

### Minimum Control Measures - Section 6 : Complete

#### 6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities ?  ☐ Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year ?  ☐ Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year?  ☐ Unsure
- d. How many of these facilities required maintenance?  ☐ Unsure  
If so, attach report on attachments page.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- e. How many inspections of municipal properties been conducted in the reporting year?  ☐ Unsure
- f. Have amendments to the SWPPPs been made? ☐ Yes ☐ No ☒ Unsure

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- g. Did the municipality conduct street sweeping/cleaning during the reporting year?  
☒ Yes ☐ No ☐ Unsure
- h. If known, how many tons of material was removed?  ☒ Unsure
- i. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
☒ Yes  
☐ No - Explain \_\_\_\_\_  
☐ Not Applicable  
☐ Unsure

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- j. Did the municipality conduct catch basin sump cleaning during the reporting year?  
☐ Yes ☒ No ☐ Unsure

- k. How many catch basin sumps were cleaned in the reporting year?  ☐ Unsure
- l. If known, how many tons of material was removed?  ☒ Unsure
- m. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☐ Yes
- ☒ No - Explain
- Anticipated fall cleaning did not occur due to weather conditions
- ☐ Not Applicable
- ☐ Unsure

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- n. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- o. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure

Where are the residents directed to store the leaves for collection?

☐ Pile on terrace ☒ Pile in street ☐ Bags on terrace ☐ Unsure

☒ Other - Describe

Pile on terrace on 4 lane/collector streets

- p. What is the frequency of collection?
- 2 times per month
- q. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure

Winter Road Management ☐ Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- r. How many lane-miles of roadway is the municipality responsible for doing snow and ice control?  ☐ Unsure

- s. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Oct  Nov  Dec  Jan  Feb  March\*

Liquids (gallons) (ex. brine)

Oct  Nov  Dec  Jan  Feb  March\*

- t. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure
- u. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

If yes, describe what training was provided:

Annual Snow and Ice Training includes importance of only using amount of salt necessary to achieve melting, spill cleanup, how to protect inlets, and how blasting is unnecessary

When:

How many attended:

### Internal (Staff) Education & Communication

- v. Have training or education on SWPPPs for municipal facilities been held for municipal or other personnel? ☒ Yes ☐ No ☐ Unsure

If yes, describe what training was provided

Reid Golf Course Maintenance staff covered fertilizer application, proper equipment cleaning, buffer areas. Facilities Staff covered cleaning fertilizer and grass off hard surfaces, cleaning equipment away from drains, keeping topsoil stockpile scraped up, and pulling weeds in biofilters.

When: June 28, 2017 and April 18

How many attended: 16

### Additional Pollution Prevention Information

- w. Any other Pollution Prevention program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Street sweeping waste collected was 5570 cubic yards. Disposal records in tons are combined with other material.

### Missing Information

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? ☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

- ☒ Storm water treatment facilities  
☒ Storm pipes  
☐ Vegetated swales  
☒ Outfalls  
☐ Other - Describe below

- b. Any other Storm Sewer System Map information for inclusion in the Annual Report may be added here or attached on the attachments page.

Added 12,948 LF of new storm sewer, 7 HSD's, Cotter Pond, Lightning/JJ Pond, 7 outfalls and 3 sites with private stormwater practices

Do not close your work until you SAVE.

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

| Annual Expenditure<br>Reporting Year | Budget<br>Reporting Year | Budget<br>Upcoming Year | Source of Funds |
|--------------------------------------|--------------------------|-------------------------|-----------------|
|--------------------------------------|--------------------------|-------------------------|-----------------|

Element: Public Education and Outreach

|        |        |        |                            |
|--------|--------|--------|----------------------------|
| 14,800 | 11,300 | 11,300 | <u>Storm water utility</u> |
|--------|--------|--------|----------------------------|

Element: Public Involvement and Participation

|       |       |       |                            |
|-------|-------|-------|----------------------------|
| 5,125 | 5,000 | 5,000 | <u>Storm water utility</u> |
|-------|-------|-------|----------------------------|

Element: Illicit Discharge Detection and Elimination

|        |        |        |                            |
|--------|--------|--------|----------------------------|
| 24,250 | 17,000 | 15,000 | <u>Storm water utility</u> |
|--------|--------|--------|----------------------------|

Element: Construction Site Pollutant Control

|        |         |         |                            |
|--------|---------|---------|----------------------------|
| 92,200 | 104,249 | 106,597 | <u>Storm water utility</u> |
|--------|---------|---------|----------------------------|

Element: Post-Construction Storm Water Management

|        |        |        |                            |
|--------|--------|--------|----------------------------|
| 45,400 | 82,000 | 57,000 | <u>Storm water utility</u> |
|--------|--------|--------|----------------------------|

Element: Pollution Prevention

|           |           |           |                            |
|-----------|-----------|-----------|----------------------------|
| 1,259,355 | 1,305,646 | 1,272,100 | <u>Storm water utility</u> |
|-----------|-----------|-----------|----------------------------|

Element: Storm Water Quality Management

|           |           |         |                            |
|-----------|-----------|---------|----------------------------|
| 1,968,342 | 2,300,120 | 470,000 | <u>Storm water utility</u> |
|-----------|-----------|---------|----------------------------|

Element: Storm Sewer System Map

|      |      |      |                            |
|------|------|------|----------------------------|
| 1500 | 1500 | 1500 | <u>Storm water utility</u> |
|------|------|------|----------------------------|

Other (describe)

|   |
|---|
| Writing annual report, DNR fee, PermiTracker to manage data |
|---|

20,720

15,000

11,000

Storm water utility

### Water Quality

**a:** Were there any known water quality improvements or degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure      If Yes, explain below:

**b:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

**c:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☐ Yes ☒ No ☐ Unsure

### Additional Information

Based on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program.

No changes are proposed for 2018. The City will continue to implement existing plans and programs.



Do not close your work until you SAVE.

Form 3400-224 (09/17)

### Requests for Assistance on Improving Permit Programs

Would municipality like the Department to contact them about providing more information on developing or improving any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement
- ☐ Illicit Discharge Detection and Elimination
- ☐ Post-Construction Storm Water Management
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Construction Site Pollutant Control
- ☐ Pollution Prevention
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Attach Documents

#### AR OtherFIN

 File Attachment

[2017completeIDDEprogramupdatescanned.pdf](#)

#### AR MuniFacInspFIN

 File Attachment

[K-172017EOYTotalsforMS4AnnualReport.xls](#)

#### AR MuniFacInspFIN

 File Attachment

[StormwaterInspectMaintenanceList2017EOYrev1.pdf](#)

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Appleton City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority ( Form 3500-123 ) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

☐ I accept the above  
terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

RESOLUTION 2-P-18

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

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

1. 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 LATERALS, STORM LATERALS AND STORM MAIN

Center Street from North Street to Atlantic Street  
Durkee Street from Atlantic Street to Summer Street  
Hall Street from Woodland Avenue to Grant Street  
Roosevelt Street from Morrison Street to Durkee Street  
Summit Street from Spencer Street to College Avenue

2. 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.

3. 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 7.5% per annum on the unpaid balance.

4. 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.

5. 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.

S/TIMOTHY M. HANNA (Mayor)

Adopted: March 21, 2018

Attest: Kami L. Lynch (City Clerk)



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

**DEPARTMENT OF PUBLIC WORKS - Engineering Division**  
**MEMO**

TO: Members of the Utilities Committee

FROM: Randey Felton, Project Engineer

SUBJECT: Award of Contract: Water System Distribution Master Planning Study Update to AECOM in an amount not to exceed \$125,000.00

DATE: March 5, 2018

---

In response to a request for proposals issued by our office, we received three responses for the Water System Distribution Master Planning Study Update. The proposal deadline was Friday, February 9, 2018. Below is a summary of the proposed fees for each firm:

|                          |   |              |
|--------------------------|---|--------------|
| AECOM                    | - | \$122,058.00 |
| Strand Associates        | - | \$102,300.00 |
| McMahon Associates, Inc. | - | \$104,500.00 |

The requested scope of services includes community planning, water needs analysis, hydraulic model and deficiency analysis, engineering improvements and capital improvement planning. The selected consultant is also required to update and calibrate our existing water system hydraulic model that will be used for the purpose of water distribution system planning. All of their findings will be documented in a final report and presented to City staff and the Utilities Committee, including recommendations, capital cost estimates and implementation schedule of recommended improvements. The City will utilize the information contained in the final report to plan and budget for any necessary future water system improvement project or water reconstruction projects within the City's water system.

A team consisting of staff from the Department of Public Works and Utilities Department reviewed the proposals and unanimously selected AECOM. It should be noted that all of the responding firms demonstrated the technical ability and previous experience to complete all of the requested services. AECOM is the recommended firm for the following reasons:

- AECOM had approximately 33% more time allotted to this project with a more experienced project team dealing with water distribution master planning and modeling.

- AECOM was the consultant who developed the original Water System Master Plan in 2007 and seemed to have the most knowledge of our current system.
- The same team members who conducted the original study in 2007 will be heading up the updated version in 2018.
- AECOM proposed to do the most field testing to assure accuracy.
- AECOM's approach was more collaborative than the other firms that submitted proposals.

When considering the overall content of the proposals received, including project understanding, relevant experience, project approach, timeline and proposed fee, we recommend award in an amount not to exceed \$125,000.00 to AECOM. This amount will allow for additional tests if deemed necessary by the City and AECOM based on the initial analysis. Our approved budget for this project is \$125,000. Thank you for your consideration.

TMDL COMPLIANCE SUMMARY - LOWER FOX RIVER (DOWN STREAM) March 2018

TMDL TARGETS TSS: 72% TP: 40%

EXISTING CONDITIONS (2014) TSS: 29% TP: 20%

| BENCHMARK | DESCRIPTION OF MEASURE                     | IMPLEMENTATION DATE | MEASURE TREATMENT PERFORMANCE |             | COMMULATIVE PERCENTAGE CONTROL |      |
|-----------|--|---------------------|-------------------------------|-------------|--------------------------------|------|
|           |  |                     | TSS TONS / YR                 | TP LBS / YR | TSS %                          | TP % |
| 1a        | Internal Trading from Apple Creek          | 2014                | 69                            | 333         | 41%                            | 26%  |
| 1b        | Internal Trading from Garners Creek        | 2014                | 27                            |             |                                |      |
| 2         | Expanded Street Cleaning                   | 2016                | 17                            | 74          | 43%                            | 27%  |
| 3         | Wet Detention Leona St                     | 2019                | 17                            | 80          | 45%                            | 29%  |
| 4         | Enhanced Settling for Phosphorus (7 Ponds) | 2025-2063           | 25                            | 346         | 48%                            | 36%  |
| 5         | 62-HSD's                                   | 2065                | 5                             | 31          | 49%                            | 37%  |
| 6         | Biofiltration/Porous Pavement              | 2068                | 32                            | 87          | 53%                            | 39%  |
| 7         | Bellaire Ravine/Porous Pavement            | 2078                | 80                            | 406         | *63%                           | 47%  |

\*Per the 2014 city-wide stormwater management plan, no technology is available to meet the TMDL target.

| BENCHMARK | DESCRIPTION OF MEASURE                    | IMPLEMENTATION DATE | MEASURE TREATMENT PERFORMANCE |             | COMMULATIVE PERCENTAGE CONTROL |      |
|-----------|---|---------------------|-------------------------------|-------------|--------------------------------|------|
|           |   |                     | TSS TONS / YR                 | TP LBS / YR | TSS %                          | TP % |
| 1         | Expanded Street Cleaning                  | 2016                | 6                             | 27          | 21%                            | 13%  |
| 2         | Wet Detention (2 Ponds)                   | 2019-2053           | 17                            | 73          | 28%                            | 18%  |
| 3         | Enhanced Setting for Phosphours (2 Ponds) | 2058                | 25                            | 162         | 38%                            | 29%  |
| 4         | 34-HSD's                                  | 2063                | 2                             | 13          | 39%                            | 30%  |
| 5         | Bopfiltration Porous Pavment              | 2068                | 12                            | 42          | *44%                           | *33% |

\*Per the 2014 city-wide stormwater management plan, no technology is available to meet the TMDL target.



| BENCHMARK | DESCRIPTION OF MEASURE                    | IMPLEMENTATION DATE | MEASURE TREATMENT PERFORMANCE |             | COMMULATIVE PERCENTAGE CONTROL |      |
|-----------|---|---------------------|-------------------------------|-------------|--------------------------------|------|
|           |   |                     | TSS TONS / YR                 | TP LBS / YR | TSS %                          | TP % |
| 1         | Expanded Street Cleaning                  | 2016                | 3                             | 14          | 23%                            | 15%  |
| 2         | Wet Dentention - Northland Ave            | 2018                | 10                            | 51          | 29%                            | 21%  |
| 3         | Enhanced Setting for Phosphours (3 Ponds) | 2058                | 4                             | 46          | 31%                            | 26%  |
| 4         | (7) HSD's                                 | 2063                | 1                             | 2           | 32%                            | 27%  |
| 5         | Biofiltration / Porous Pavement           | 2068                | 29                            | 86          | 49%                            | *36% |

\*Per the 2014 city-wide stormwater management plan, no technology is available to meet the TMDL target.

| BENCHMARK | DESCRIPTION OF MEASURE                    | IMPLEMENTATION DATE | MEASURE TREATMENT PERFORMANCE |             | COMMULATIVE PERCENTAGE CONTROL |      |
|-----------|---|---------------------|-------------------------------|-------------|--------------------------------|------|
|           |   |                     | TSS TONS / YR                 | TP LBS / YR | TSS %                          | TP % |
| 1         | Enhanced Settling for Phosphorus (1 Pond) | 2028                | 11                            | 190         | 85%                            | 78%  |

\*Per the 2014 city-wide stormwater management plan, no technology is available to meet the TMDL target.



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

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Department of Utilities  
Wastewater Treatment Plant  
2006 East Newberry Street  
Appleton, Wisconsin 54915 – 2758  
920 – 832 – 5945 tel.  
920 – 832 – 5949 fax

**To:** Chairman Greg Dannecker and Members of the Utilities Committee

**From:** Chris Stempa, Utilities Deputy Director

**cc:** Chris Shaw, Utilities Director

**Date:** March 7, 2018

**Re:** *Approval of an Engineering contract for the Briarcliff and Midway Road Lift Station Improvements Projects to McMahon in the amount of \$37,375 plus a 15% contingency of \$5,606 for a total cost of \$42,981*

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**BACKGROUND:**

The Briarcliff and Midway Road Lift Station Project formulated as part of the 2018 budget process to address reliability issues and long-term site specific needs with the Briarcliff and Midway Road sewage lift stations. For reasons of economy these projects are being bundled with a single contract for engineering services. A description of each lift station project site is found below.

**Briarcliff Lift Station:** The Briarcliff Lift Station is located within the terrace at 1710 North Briarcliff Drive and was originally constructed in 1969. It is the smallest lift station within the Appleton sanitary sewer service area. Escalating occurrences of electrical system failure, sewage pump blockages, and various wetwell and drywell component deterioration has increased the potential for sanitary sewer bypasses and basement backups. The Briarcliff lift station below grade "can" system design is intended to be replaced with a submersible pump station similar to other recent lift station improvement projects (e.g. 2016 Scarlet Oak Improvements Project). This upgrade will eliminate the need for non-permit confined space entry into an existing drywell to access pumping equipment. The planned Briarcliff upgrades are further intended to improve response during emergency and planned maintenance events. The project will require Wisconsin Department of Natural Resources authorization.

**Midway Road Lift Station:** The Midway Road Lift Station is located within the terrace between the 1200 and 1300 block of Midway Road within the City of Appleton. Constructed in the early 1990's, it remains the fifth largest raw sewage lift station system in the Appleton Sewer Service Area. While the only one of these five that is not equipped with permanent on-site secondary power generation capabilities, it is equipped with the necessary electrical connections to facilitate portable emergency back-up power. There is no designated parking along the four lane Midway Road. Therefore, Utility service trucks are required to park on Midway Road with

necessary signage while performing routine and unscheduled emergency response maintenance work. This includes circumstances when the temporary deployment of a portable generator is required to maintain continuity of sanitary lift station conveyance for the surrounding commercial and residential customers.

### **RFP PROCESS:**

The request for proposal was distributed to three engineering firms. Representatives from each firm attended a pre-proposal meeting that defined the project, scope, and held a question and answer session. A site tour was held to orient the engineering firms to the project location. The following table identifies the engineering firms along with their proposal score and proposal pricing:

| Company              | Total Score <sup>(1)</sup> | Quote Pricing | Points Value Factor | Final Ranking |
|----------------------|----------------------------|---------------|---------------------|---------------|
| Applied Technologies | 122                        | \$44,776      | 2.7                 | 3             |
| Donohue              | 244                        | \$43,369      | 5.6                 | 2             |
| McMahon              | 234                        | \$37,375      | 6.3                 | 1             |

Notes:

1. "Total Score" represents the combined total from each of the three evaluation team members.
2. Point Value Factor Method = (Qualitative Proposal Score/ Quote Price) x 1,000. The highest point value factor derived is considered the best value proposal.

An evaluation team completed their review of the submitted proposals. Firm proposals were evaluated and scored. The evaluation team found that McMahon provided a proposal with the best value which met the City's needs. The McMahon project team is experienced with municipal lift stations of similar size and complexity. Their proposal demonstrated a comprehensive approach that delivered construction and improvement alternatives that address the current lift station needs and deficiencies.

### **RECOMMENDATION:**

Approval of an Engineering contract for the Briarcliff and Midway Road Lift Station Improvement Projects to McMahon in the amount of \$37,375 plus a 15% contingency of \$5,606 for a total cost of \$42,981.

If you have any questions or require additional information regarding this project please contact Chris Stempa at 920-832-5945.



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

---

Department of Utilities  
Wastewater Treatment Plant  
2006 East Newberry Street  
Appleton, Wisconsin 54915 – 2758  
920 – 832 – 5945 tel.  
920 – 832 – 5949 fax

**To:** Chairman Greg Dannecker and Members of the Utilities Committee

**From:** Chris Stempa, Utilities Deputy Director

**cc:** Chris Shaw, Utilities Director

**Date:** March 8, 2018

**Re:** *Approval of an Engineering contract for the Compost Facility  
Preliminary Engineering Project for Design, and Consulting Services to  
Coker Composting and Consulting in the amount of \$62,142 plus a 15%  
contingency of \$9,321 for a total cost not to exceed \$71,463*

---

#### **BACKGROUND:**

In 2010 the Appleton Wastewater Treatment Plant (AWWTP) initiated a pilot project approved by the WDNR to evaluate the feasibility of a large scale windrow composting facility (i.e., 5 acre site) located at the Outagamie County Recycling and Solid Waste facility (OCRSW). The pilot compost facility has an estimated maximum design capacity of 9,000 cubic yards of biosolids if a three bulk composting cycle regime is utilized. The pilot successfully demonstrated the ability to utilize windrow composting as a means to convert Class B biosolids to a Class A Exception Quality (EQ) biosolids compost. Since 2010, the pilot has transitioned to a Compost Program and was permitted by the WDNR on April 1, 2017. Since inception, the AWWTP has composted over 65,000 cu yards of raw organic materials (e.g. leaves, ground brush, and Class B biosolids) to produce approximately 40,000 cu yards of finished material.

The experience with compost gained over the past few years coupled with projected increased biosolids production, stringent regulations impacting land application, and the need communicated recently by OCRSW to utilize the existing compost processing pad as part of their next planned landfill expansion has led to the next step in the process. That step is to evaluate the viability of a concept biosolids compost facility and the technologies best suited for a hypothetical green-field site. The concept facility is to be scalable from 10,000 (comparable to current operations) to 40,000 wet tons (total projected future annual biosolids production). The consulting firm selected for this work will be tasked with developing a site plan for a green-field site that would best serve both the Appleton Department of Public Works (DPW) and the Utilities Department. As such, the hypothetical green-field site would not only convert Class B biosolids to a Class A EQ biosolids compost but would also provide an additional 40 acres for DPW annual leaf and snow storage needs. This project will require the selected firm to address processing technologies on a hypothetical site identified by the City. The firm will also provide

the AWWTP with an updated biosolids storage building construction cost. The building expansion construction estimate shall provide the AWWTP with a total 180-day storage capacity of 20,000 wet tons to meet future projected growth needs and will be used to compare against the selected compost technology option.

#### **RFP PROCESS:**

The request for proposal was distributed to five engineering firms. Two firms did not propose because of the minimum biosolids composting experience and qualifications stated in the request for proposal. Representatives from three firms attended a pre-proposal meeting that defined the project, scope, and held a question and answer session. The following table identifies the engineering firms along with their proposal score and proposal pricing:

| Company                       | Total Score <sup>(1)</sup> | Quote Pricing | Points Value Factor | Final Ranking |
|-------------------------------|----------------------------|---------------|---------------------|---------------|
| Coker Composting & Consulting | 154                        | \$62,142      | 2.5                 | 1             |
| Jacobs CH2M                   | 180                        | \$97,026      | 1.9                 | 2             |
| SCS Engineers                 | 136                        | \$87,270      | 1.6                 | 3             |
| AECOM                         | DNP                        |               |                     |               |
| HDR                           | DNP                        |               |                     |               |

Notes:

1. "Total Score" represents the combined total from each of the three evaluation team members.
2. Point Value Factor Method = (Qualitative Proposal Score/ Quote Price) x 1,000. The highest point value factor derived is considered the best value proposal.
3. DNP – Did not Propose

An evaluation team completed their review of the submitted proposals. Firm proposals were evaluated and scored. The evaluation team found that Coker Composting and Consulting provided a proposal with the best value which met the City's needs. Coker Composting and Consulting possesses diverse experience within biosolids composting and identified a comprehensive approach within their proposal to deliver the requisite project deliverables (e.g. Compost Technology Evaluation Report, Biosolids Storage Building Expansion Evaluation, and Economic Analysis).

#### **RECOMMENDATION:**

Approval of an Engineering contract for the Compost Facility Preliminary Engineering Project for Design and Consulting Services to Coker Composting and Consulting in the amount of \$62,142 plus a 15% contingency of \$9,321 for a total not to exceed cost of \$71,463.

If you have any questions or require additional information regarding this project please contact Chris Stempa at 920-832-5945.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
Oshkosh Service Center  
625 E. County Road Y, Suite 700  
Oshkosh, WI 54901

Scott Walker, Governor  
Daniel L. Meyer, Secretary  
Telephone 920-424-4013  
FAX 920-424-4404



January 31, 2018

File Ref: **FID# 445 004 560**  
Outagamie County  
WWW/WQ

Mr. Robert Kennedy, Operations Manager  
Appleton Wastewater Treatment Facility  
2006 E. Newberry St.  
Appleton, WI 54915

Subject: Compliance Evaluation Inspection  
WPDES Permit No. WI-0023221

Dear Mr. Kennedy:


On December 14, 2017, I conducted a Compliance Evaluation Inspection (CEI) at the Appleton Wastewater Treatment Facility (AWWTF) located at 2006 East Newberry Street in Appleton. The purpose of the inspection was to verify existing conditions and wastewater characteristics as they relate to monitoring and reporting requirements set forth in the AWWTF's Wisconsin Pollutant Discharge Elimination System (WPDES) permit.

The inspection revealed that AWWTF was found to be in substantial compliance with the effluent limits and all terms and conditions of the permit.

Attached is a Compliance Inspection Report form. Please review the comments' section of the form for any recommendations made. Please contact me at 920-424-4013 or the address above if you have any questions.

Thank you for your cooperation.

Sincerely,

 Barti Oumarou  
Wastewater Engineer

Pc: eCopy to SWAMP  
Chris Stempa, AWWTF  
Chris Shaw, AWWTF



## Wastewater Treatment Plant Compliance/Inspection Checklist

Appleton Wastewater Treatment Facility  
2006 East Newberry Street Appleton, WI 54915-2758  
OIC Name ROBERT J KENNEDY  
On-Site Representative Robert Kennedy  
Responsible Official Chris Shaw 2006 East Newberry Street Appleton, WI 54914

WPDES Permit # 0023221-08-0  
Design Flow (Avg) 0.000

Inspection Date 12/14/2017  
Evaluated By Barti Oumarou  
Effective Date 04/01/2017  
Expiration Date 03/31/2022

| Part A: ON-SITE INSPECTION |          |          |
|----------------------------|----------|----------|
| Compliance Questions       | Comments | Followup |

|                      |  |  |
|----------------------|--|--|
| Facility Site Review |  |  |
| Yes                  | 1. Is a schematic diagram available of the treatment plant? If yes, attach.  |  |
| Yes                  | 2. Are all liquid treatment train unit operations and processes operating satisfactorily?  |  |
|                      | <p>The City of Appleton's wastewater treatment facility is designed for a hydraulic, annual average flow of 15.5 million gallons per day (MGD). Actual flows have been approximately 12 to 13 MGD. Its treatment processes consist of fine screening, grit removal, primary clarification, activated sludge-contact stabilization, and final clarification. Seasonal disinfection is achieved with liquid Sodium Hypochlorite addition in 2 chlorine contact chambers. Dechlorination is accomplished by the addition of liquid Sodium Bisulfite. Phosphorus is precipitated chemically with the addition of ferric chloride and/or ferrous sulfate.</p> <p>During typical operating conditions, effluent is discharged by gravity through outfall 001 (60" diffuser) to the Fox River. However, during periods when high river flows prevent gravity discharge, three effluent screw pumps at pump station #1, convey effluent to the outfall chamber. This then flows by gravity to the 60" diffuser. If flows continue to be excessive, the outfall chamber surcharges into the outfall relief structure. That effluent volume discharges by gravity to the River, through a separate 48" outfall main, adjacent to the diffuser.</p> <p>Polymer is added to the waste activated sludge (WAS), which is then conditioned by one of two dissolved air flotation thickeners (DAF). Primary sludge and WAS are then mixed and sent to one of two egg-shaped primary anaerobic digesters (mesophilic @ 95 degrees F), for pathogen and volatile solids destruction. Digested solids are then pumped to one of three gravity belt filter presses for final conditioning, with the resultant cake stored in the on-site structure</p> |  |

|  |   |   |
|--|---|---|
| Subclass A1: Biological Treatment - Suspended Growth Process |   |   |
| Yes  | A1-1. Does the appearance of the aeration basin look good?                                      | Tan brown color                                   |
| Yes  | A1-2. Does the aeration pattern show that all diffusers are working?                            |   |
| Yes  | A1-3. Is the dissolved oxygen level adequate?   | >2 mg/l   |
| Yes  | A1-4. Is the MLSS level optimum, resulting in a good F/M ratio?                                 | 1200 to 1500 mg/l                                 |
| Yes  | A1-5. Is the 30 minute settling test and resultant SVI good?                                    | SVI = 150   |
| Yes  | A1-6. Do the bugs look good?  |   |
| Yes  | A1-7. Is sludge wasted regularly to maintain an optimum and consistent sludge age?              | Sludge age is 7 to 8 days.                        |
| Yes  | A1-8. Are all blowers or mechanical aerators operational and on a regular maintenance schedule? | Using Compliance Maintenance Mgt. System ( CMMS). |



|     |   |  |  |
|-----|---|--|--|
| Yes | A1-9. Has the aeration basin been emptied, inspected and cleaned within the last five years, including diffusers? | Replaced every diffusers in 2012. Fine bubble diffusion. |  |
| No  | A1-10. Are there safety flotation devices on the railings?  |  |  |

#### Subclass B: Solids Separation

|     |  |   |  |
|-----|--|---|--|
| Yes | B-1. Are clarifier surfaces free of floating sludge, grease and gas bubbles?   |   |  |
| Yes | B-2. Does the operator measure and record clarifier sludge blankets on a regular basis?                                      | Maintaining sludge blanket < 0.5 ft<br>Acoustic monitoring 3 times/day. |  |
| Yes | B-3. Is the effluent flow over the entire length of the weirs?   |   |  |
| N/A | B-4. If the clarifier is rectangular, are the flights and chains in sound shape and working correctly?                       |   |  |
| Yes | B-5. If the clarifier is circular, do the surface skimmer and subsurface sludge scraper mechanism appear to be working well? |   |  |
| Yes | B-6. Are the clarifier(s) drained, cleaned, and inspected on a regular basis?  | Annually.   |  |

#### Subclass D: Disinfection

|     |   |                             |  |
|-----|---|-----------------------------|--|
| Yes | D-1. Is the chlorine contact tank cleaned regularly and absent of surface gas bubbles or floating clumps of sludge? |                             |  |
| Yes | D-2. Is chlorine (gas or liquid) adequately and completely mixed into the contact basin?                            | liquid chlorine             |  |
| N/A | D-3. If using chlorine gas, does the storage room meet all safety requirements?                                     |                             |  |
| N/A | D-4. Are uv lamps submerged in the effluent channel?  |                             |  |
| N/A | D-5. Do uv sleeves need to be cleaned regularly to maintain disinfection efficiency?                                |                             |  |
| Yes | D-6. Are residual chlorine samples tested within 15 minutes of collecting the sample?                               | Tested on-site immediately. |  |

#### Subclass P: Biological Nutrient Removal (Phosphorus)

|     |   |                                 |  |
|-----|---|---------------------------------|--|
| No  | P-1. Does the plant utilize in-line monitoring (ORP? dissolved oxygen) for monitoring anoxic, anaerobic and aerobic conditions? |                                 |  |
| Yes | P-2. Does the plant monitor ortho-P across treatment units?   | Plant has phosphorus analyzers. |  |
| N/A | P-3. Are side streams monitored for phosphorus?   |                                 |  |
| N/A | P-4. Are detention times in anoxic and anaerobic selector tanks short enough to achieve good phosphorus removal?                |                                 |  |
| N/A | P-5. Are process conditions optimized for BPR?  |                                 |  |
| No  | 3. Are there any unique treatment units, processes or operations in the liquid treatment train? If yes, comment.                |                                 |  |
| Yes | 4. Is effluent being discharged clear, free of floating solids or visible foam other than in trace amounts?                     |                                 |  |

#### Flow Measurement

|     |   |  |  |
|-----|---|--|--|
| Yes | 5. Is wastewater flow, influent and/or effluent, being accurately measured?                                       | Influent: Parshall Flume   |  |
| Yes | 6. Are flow monitoring devices calibrated annually?   |  |  |
| Yes | 7. Are there significant industrial/commercial contributors of wastewater to the plant? If yes, list in comments. | Luvata (Copper), Miller Electric, Mauthe, Remediation Site (chromium), Appleton Papers, Aramark, Neenah Paper, Leachate from Outagamie County Landfill, Appvion Paper, etc.. |  |

#### Sampling and Testing



|     |   |  |  |
|-----|---|--|--|
| Yes | 8. Are wastewater influent, effluent, biosolids and groundwater samples, as applicable, being collected and tested as required by the WPDES permit? |  |  |
| Yes | 9. Are wastewater composite samplers being maintained at or less than 6C?   |  |  |
| Yes | 10. Are sampling logs being used to record sample days, times, temperatures and collector?  |  |  |
| No  | 11. Were samples collected as part of this inspection? If yes, include state lab results.   |  |  |

#### Operations and Maintenance

|     |  |   |  |
|-----|--|---|--|
| Yes | 12. Is the Operator-in-Charge certified at the proper grade(s)?  |   |  |
| Yes | 13. Is the treatment works and disposal system being properly operated and maintained, when in operation?  |   |  |
| Yes | 14. Are process control tests being performed and recorded to properly operate and maintain the plant?     | Microscope, SCADA System (Facility is transitioning to a new software). |  |
| Yes | 15. Does the plant have a documented and implemented preventative maintenance program for major equipment? |   |  |
| Yes | 16. Is the permittee following the requirements contained in any approved management plan?                 |   |  |

#### Biosolids Treatment, Handling and Storage

|     |   |   |  |
|-----|---|---|--|
| Yes | 17. Are all unit operations and processes for biosolids/sludge treatment and storage operating satisfactorily?                    |   |  |
| Yes | 18. Are there any unique treatment units, processes or operations in the solids treatment train? If yes, comment.                 | enhanced sludge digestion (ESD).  |  |
| Yes | 19. Are biosolids/solids meeting all applicable sludge quality standards and processes standards before disposal or distribution? |   |  |
| Yes | 20. Are biosolids/solids being landspread meeting all NR 204 or NR 214 landspreading requirements?                                | Producing Class A biosolids ( ~ 20% ) , 80% Class B. Also biosolids composting. |  |
| Yes | 21. Are all biosolids/solids and land application reports completed and submitted on time?  |   |  |

#### Part B: PERMIT AND REPORTING REQUIREMENTS

##### Permit

|     |  |  |  |
|-----|--|--|--|
| Yes | 22. Is a copy of the current WPDES permit kept at the treatment plant? |  |  |
| Yes | 23. Was the WPDES permit reviewed with the operator-in-charge?         |  |  |

##### Records/Reports

|     |   |  |  |
|-----|---|--|--|
| Yes | 24. Are all Discharge Monitoring Reports completed correctly and submitted on time?                                 |  |  |
| Yes | 25. Are all other WPDES permit required reports completed correctly and submitted on time?                          |  |  |
| No  | 26. Were there any CMAR compliance recommendations made or actions required because of low CMAR grades (C, D or F)? |  |  |
| No  | 27. Were there any CMAR follow-up actions regardless of grades?   |  |  |

##### Compliance Schedules

|     |   |  |  |
|-----|---|--|--|
| Yes | 28. Is the permittee up to date on required actions as specified in the Schedule of Compliance? |  |  |
|-----|---|--|--|

| Sanitary Sewer Overflows |  |             |
|--------------------------|--|-------------|
| Yes                      | 29. Have any sanitary sewer overflows occurred since the last inspections?     |             |
| Yes                      | 30. Have SSOs been reported as required?                                       | Lawe Street |
| Yes                      | 31. Does the facility have a documented collection system O&M or CMOM program? |             |

## Part C: EFFLUENT / RECEIVING WATERS

| Effluent Limits |  |  |
|-----------------|--|--|
| Yes             | 32. Is the permittee in compliance with all effluent limits based on a review of discharge monitoring reports?       |  |
| N/A             | 33. Is the permittee in compliance with all groundwater standards based on a review of groundwater monitoring forms? |  |

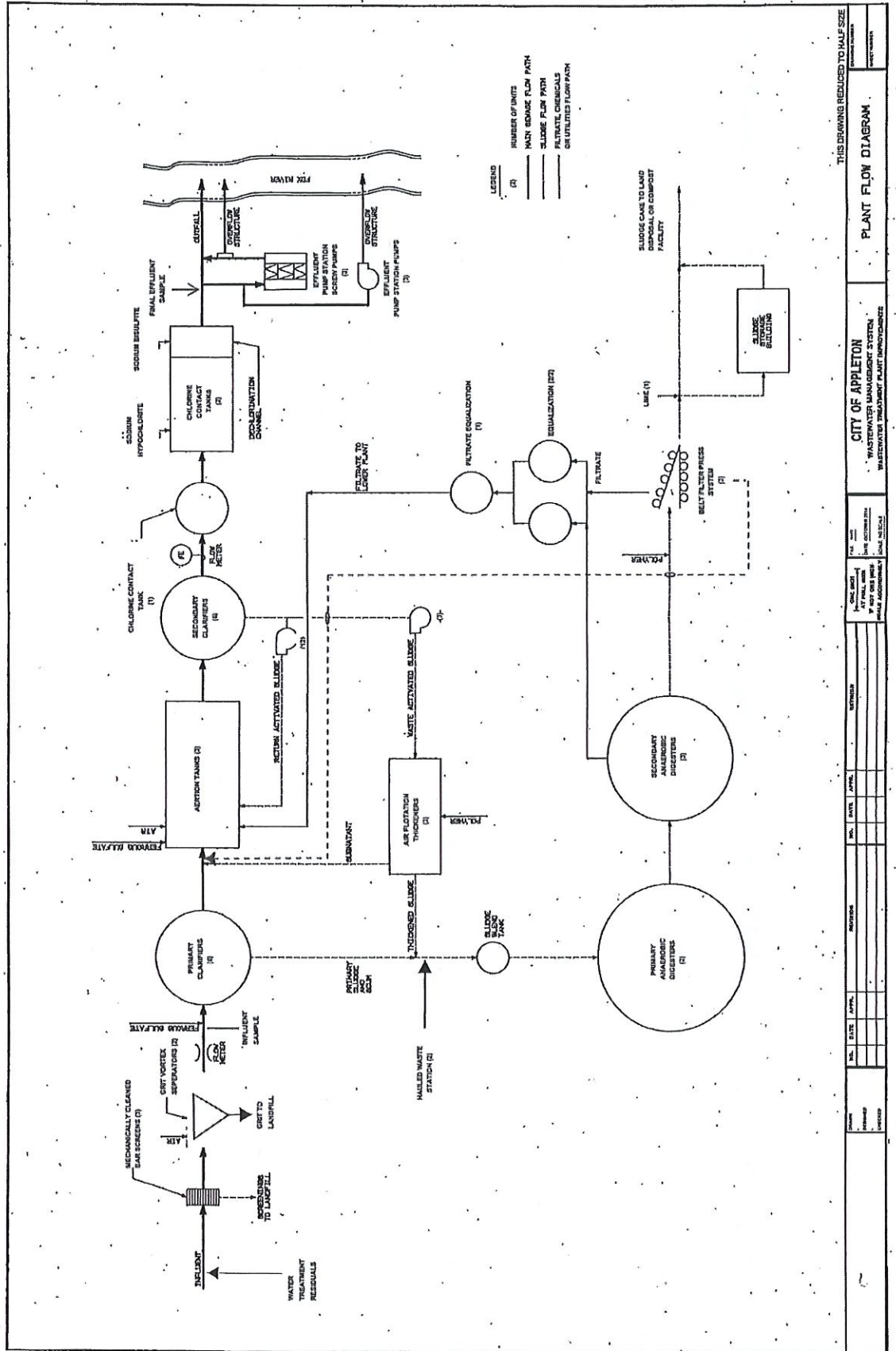
| Outfalls |   |                |
|----------|---|----------------|
| No       | 34. Have you physically observed the effluent outfall?  |                |
| N/E      | 35. If observable, does the outfall structure appear structurally sound and located as originally designed/constructed? | not observable |

| Receiving Waters |  |               |
|------------------|--|---------------|
| Yes              | 36. Does the receiving water below the outfall appear acceptable compared to upstream water quality? | frozen-winter |

| General Comments |   |  |
|------------------|---|--|
| No               | 37. Are there any general comments about this treatment facility? |  |

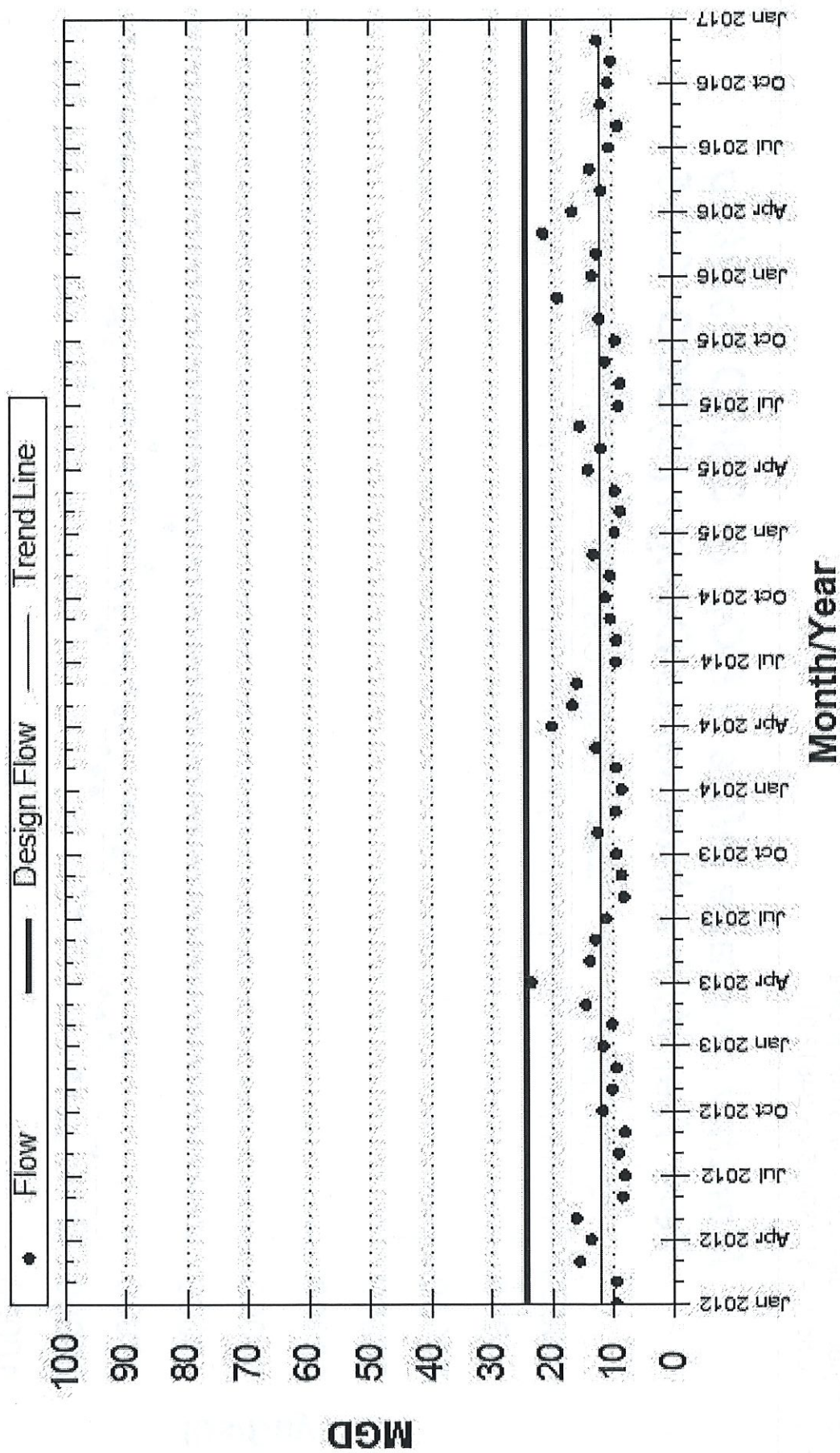
| SUBSTANTIAL COMPLIANCE DETERMINATION |   |  |
|--------------------------------------|---|--|
| Yes                                  | 38. Are all conditions of the permit, including standard conditions, being met?         |  |
| Yes                                  | 39. IS THE PERMITTEE IN SUBSTANTIAL COMPLIANCE WITH THE PERMIT? If not, please comment. |  |





Appleton Wastewater Treatment Facility  
Linear equation uses 2004 - 2016 CMAR data  
for Trend Line:  $y = -0.002009x + 12.04$

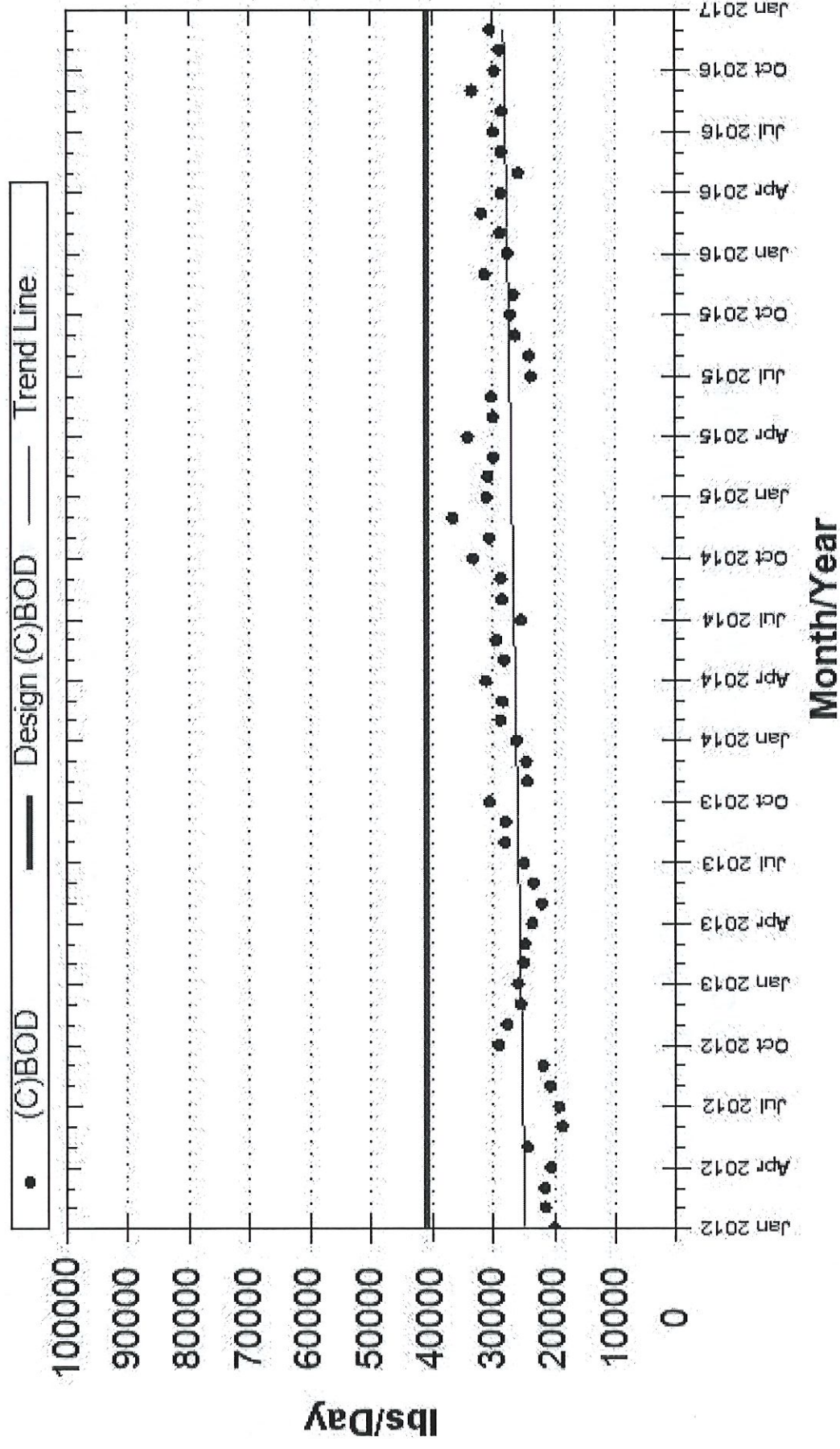
## Monthly Average Influent Flow Year Trend Line Intersects Avg Flow: NA



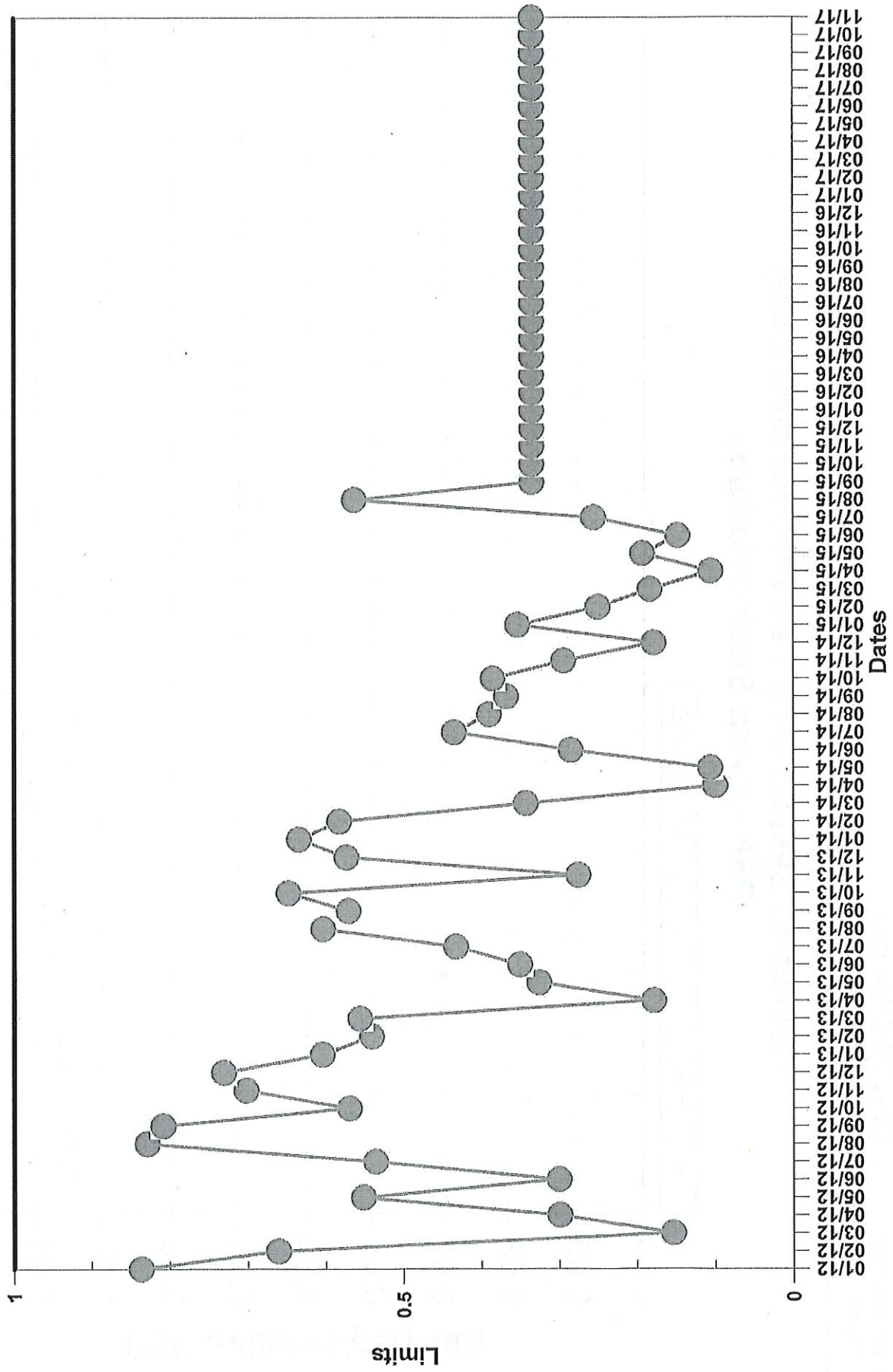


Appleton Wastewater Treatment Facility  
 Linear equation uses 2004 - 2016 CMAR data  
 for Trend Line:  $y = 57.336455x + 24812.91$

## Monthly Average Influent BOD or CBOD Loading Year Trend Line Intersects Design (C)BOD: 2035

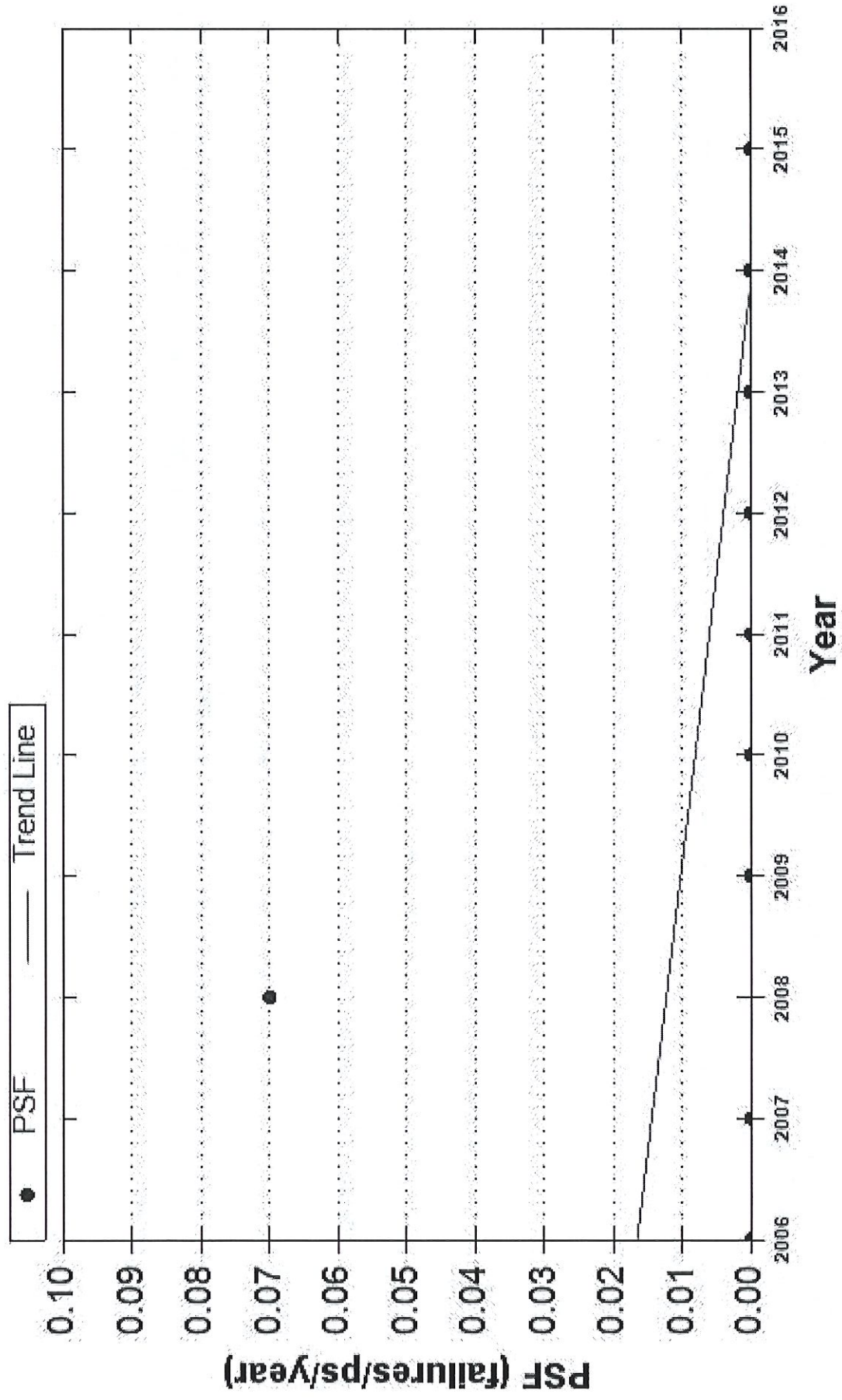


APPLETON WASTEWATER TREATMENT FACILITY - 0023221-08-0  
 001 - Phosphorus, Total (mg/L) - Jan/2012 - Nov/2017  
 Monthly Average



Appleton Wastewater Treatment Facility  
Linear equation uses 2006 - 2016 CMAR data  
for Trend Line: PSF:  $y = -0.002107x + 0.02$

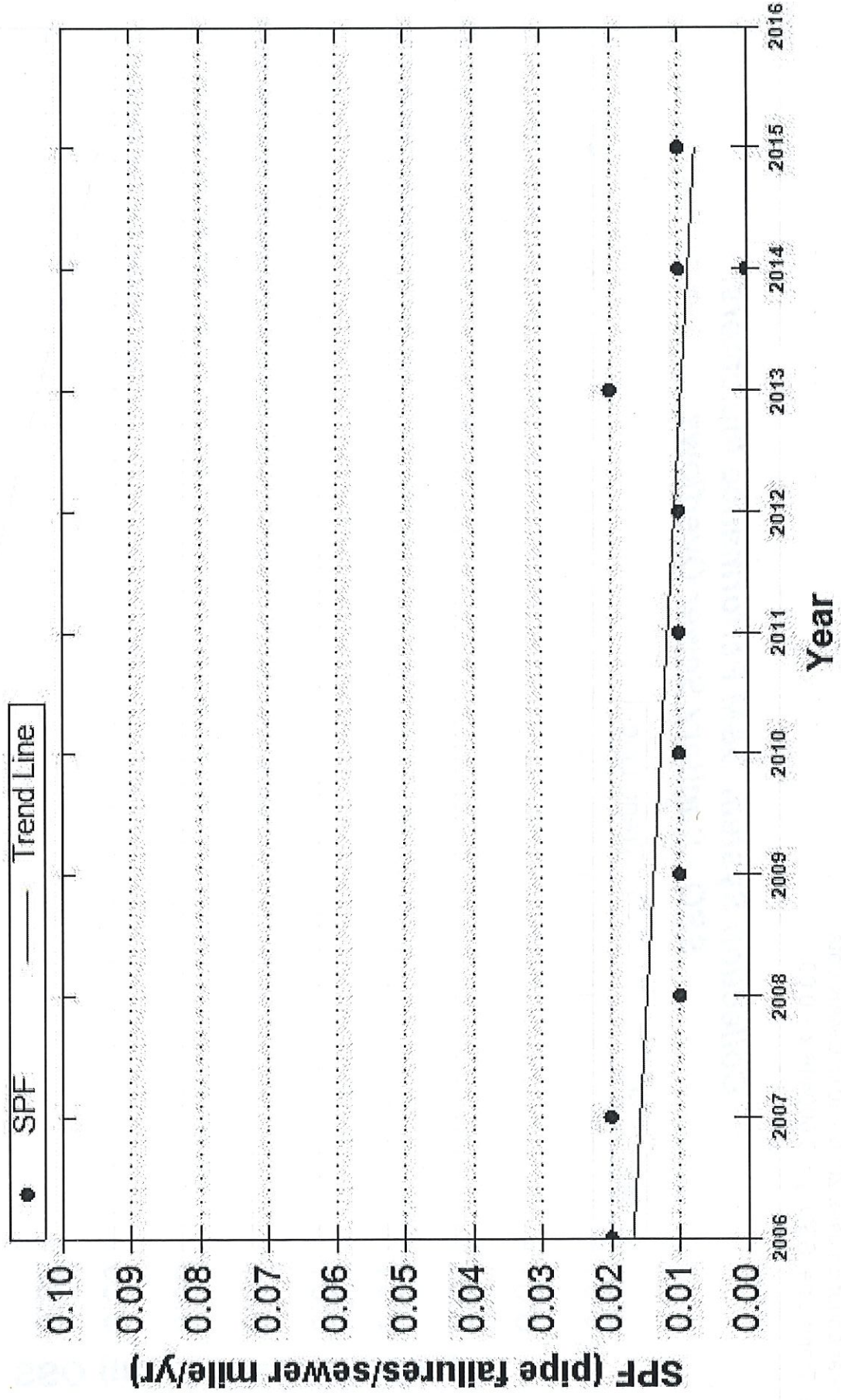
### Collection System O&M Performance Indicators: PSF - Pump Station Failures





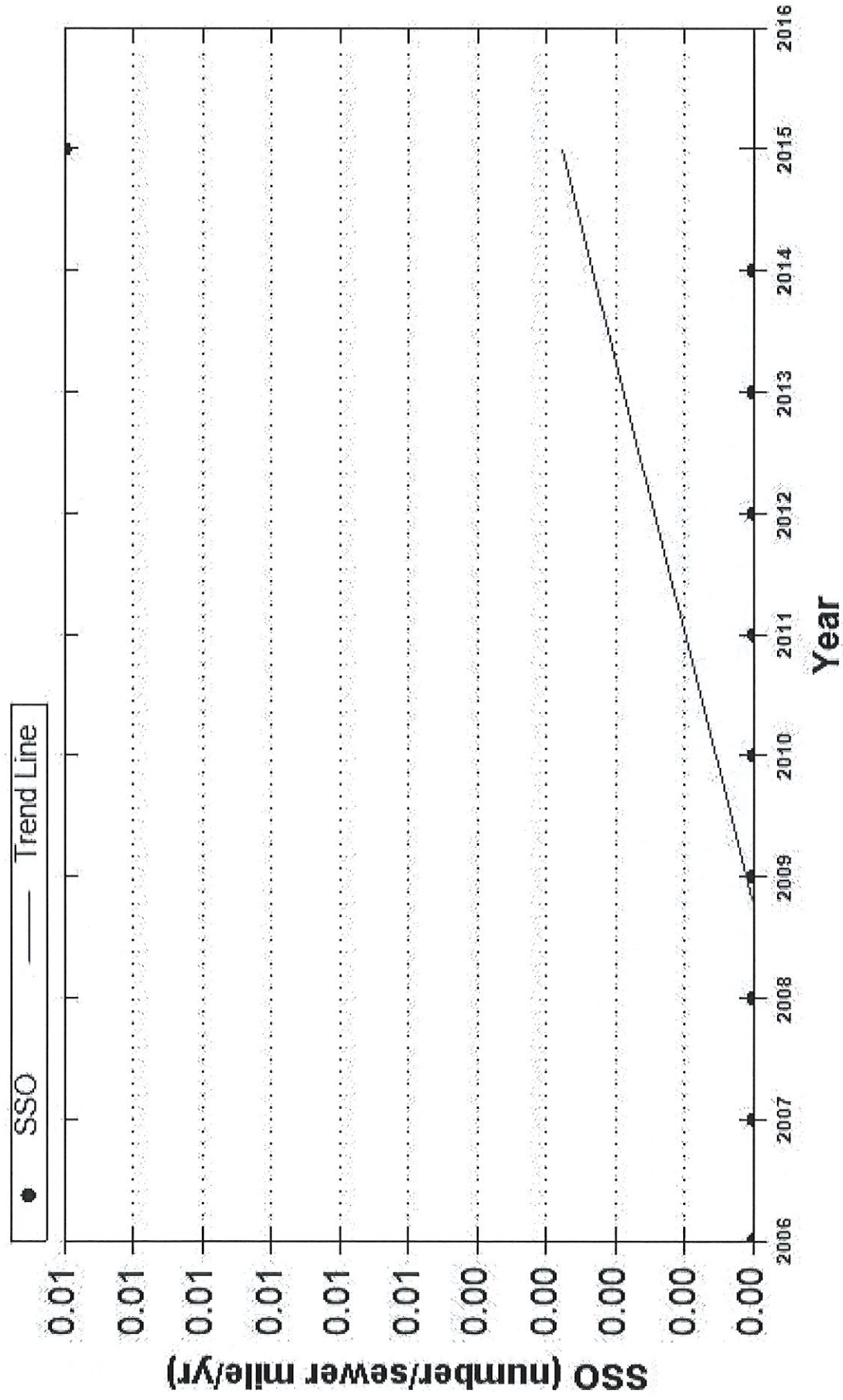
Appleton Wastewater Treatment Facility  
Linear equation uses 2006 - 2016 CMAR data  
for Trend Line: SPF:  $y = -0.001029x + 0.02$

### Collection System O&M Performance Indicators: SPF - Sewer Pipe Failures



Appleton Wastewater Treatment Facility  
Linear equation uses 2006 - 2016 CMAR data  
for Trend Line: SSO:  $y = 0.000446x + 0.00$

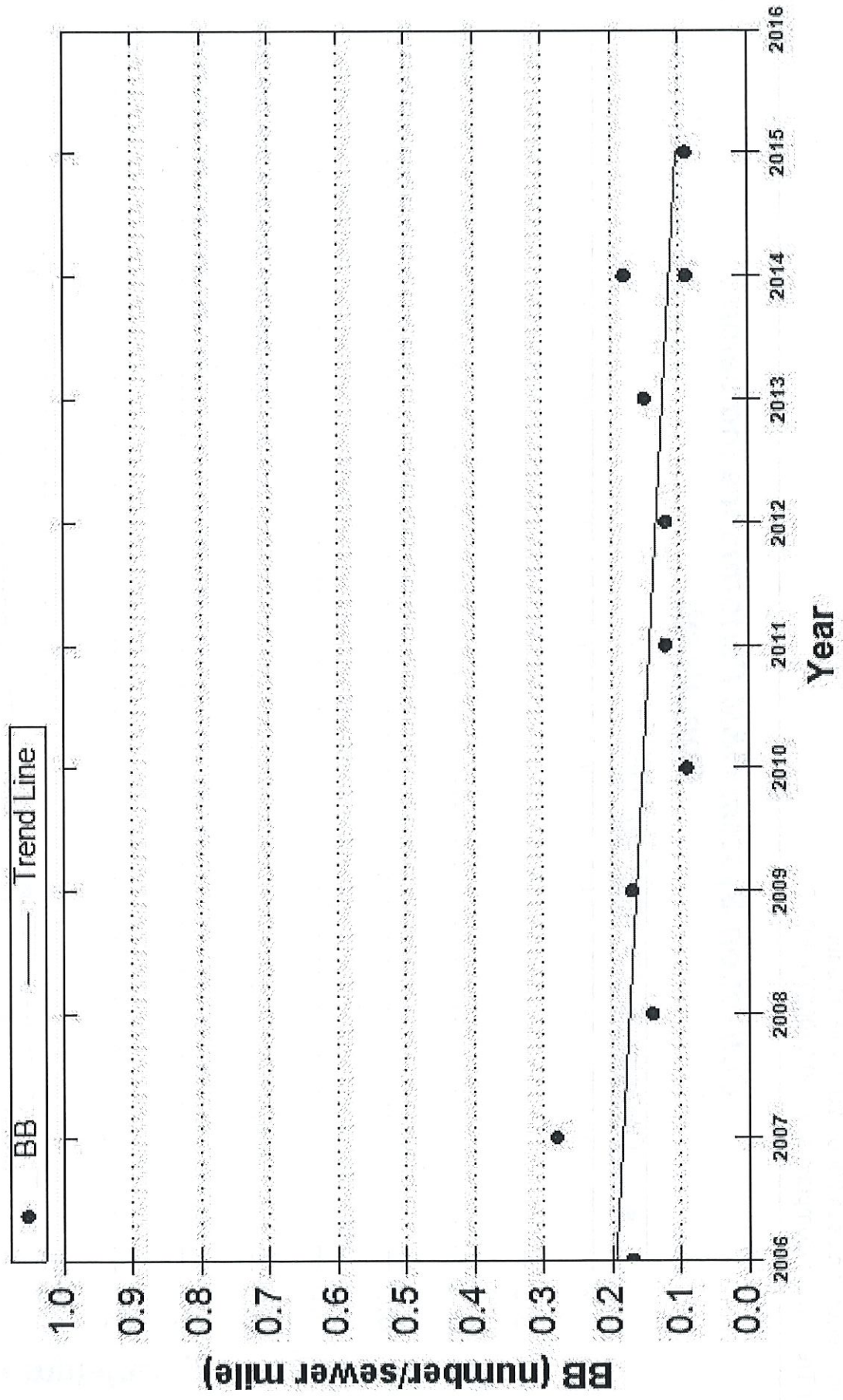
### Collection System O&M Performance Indicators: SSO - Sanitary Sewer Overflows





Appleton Wastewater Treatment Facility  
Linear equation uses 2006 - 2016 CMAR data  
for Trend Line: BB:  $y = -0.010027x + 0.19$

### Collection System O&M Performance Indicators: BB - Basement Backups

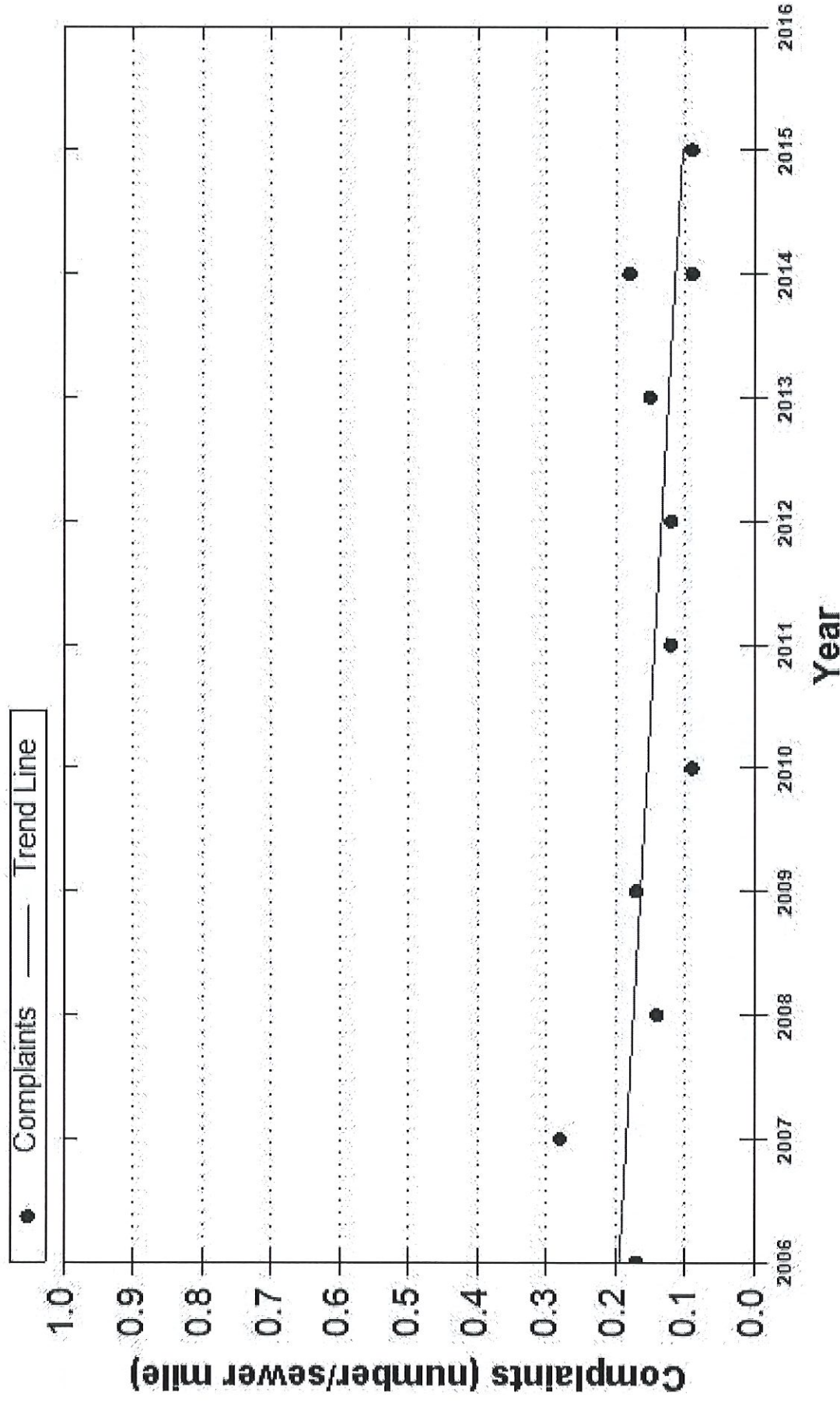


# Appleton Wastewater Treatment Facility

Linear equation uses 2006 - 2016 CMAR data

for Trend Line: Complaints:  $y = -0.010027x + 0.19$

## Collection System O&M Performance Indicators: Complaints



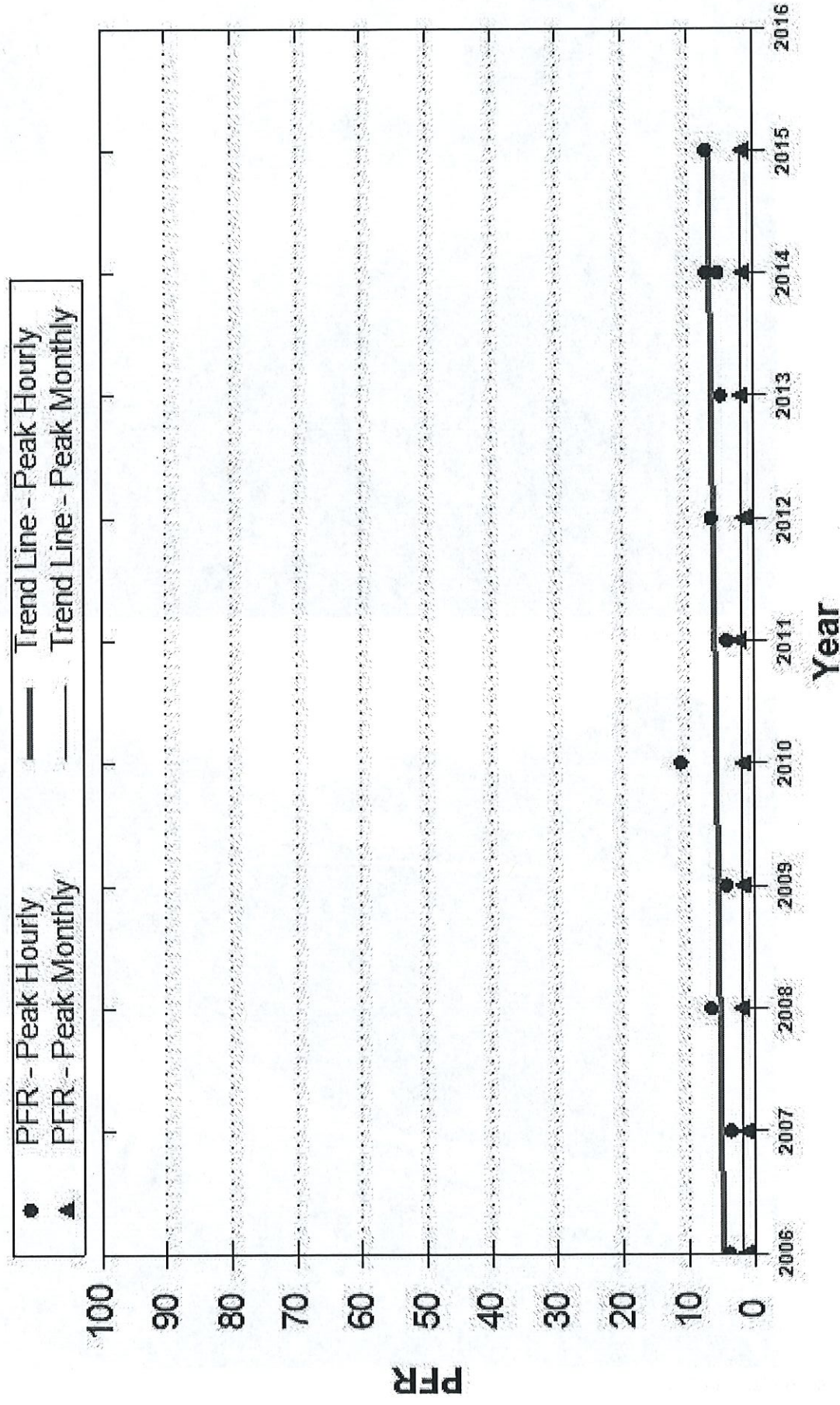


# Appleton Wastewater Treatment Facility

Linear equations use 2006 - 2016 CMAR data

for Trend Lines: PFR - Peak Hourly:  $y = 0.218582x + 4.78$       PFR - Peak Monthly:  $y = 0.017570x + 1.59$

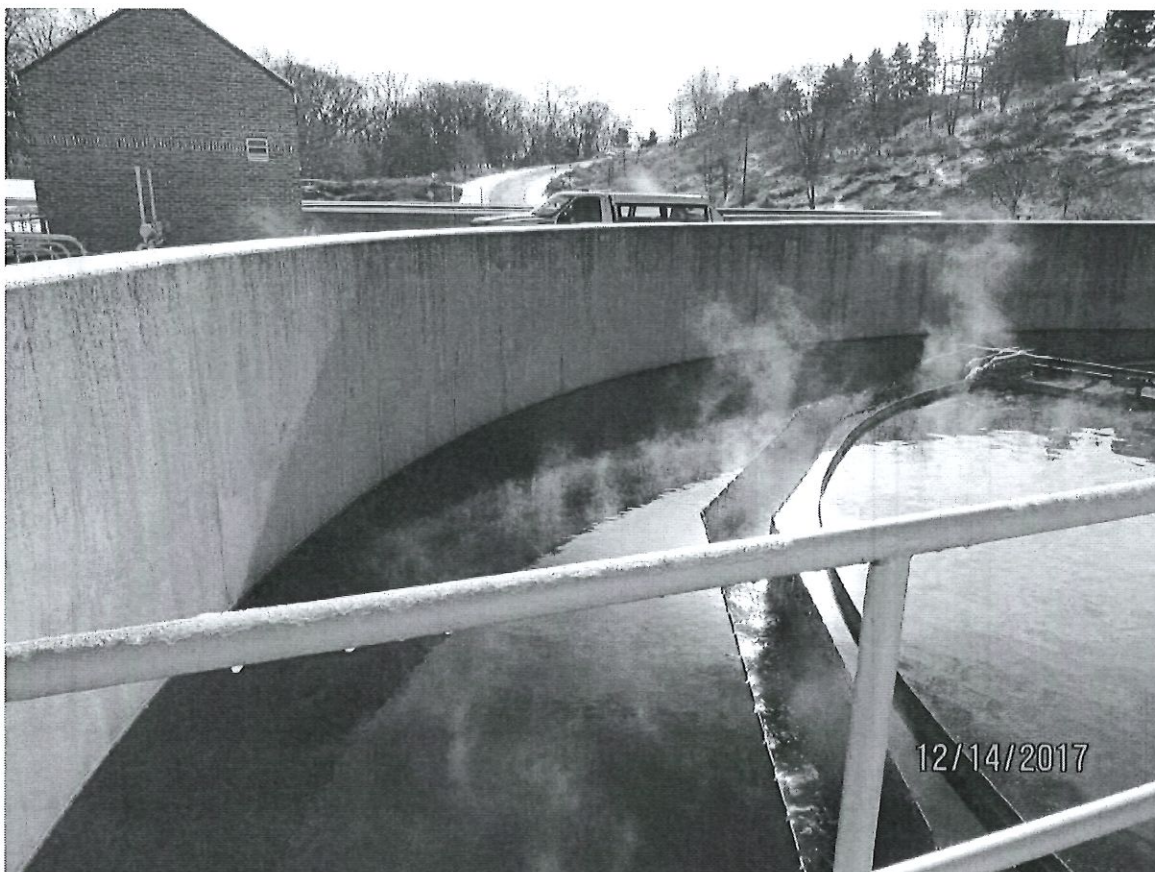
## Collection System O&M Performance Indicators: PFR - Peaking Factor Ratio (Hourly and Monthly)





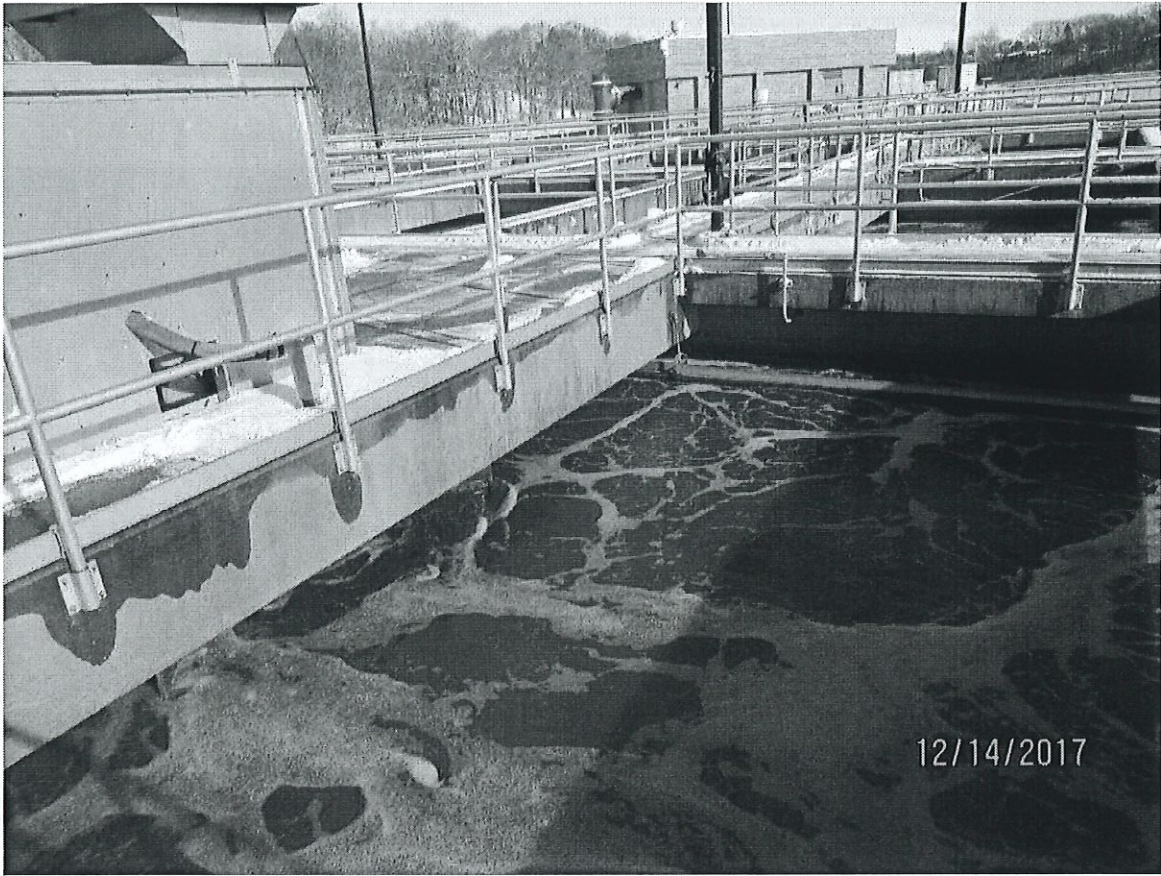


Close-up view of secondary clarifier



View of secondary clarifier





View of re-aeration tank





CITY OF APPLETON - DEPT. OF UTILITIES  
DIGESTER IMPROVEMENTS PROJECT  
OVERALL SITE PLAN

| NO. | DATE | REVISION |
|-----|------|----------|
|     |      |          |
|     |      |          |
|     |      |          |
|     |      |          |
|     |      |          |

McMahon provides this drawing as a reference only. It is not to be used for construction purposes without the approval of McMahon. The client is responsible for obtaining all necessary permits and approvals. McMahon is not responsible for any errors or omissions in this drawing.

**McMAHON**  
ENGINEERS ARCHITECTS  
1445 N. WILSON ROAD, SUITE 100, APPLETON, WI 54912  
TEL: (920) 351-4300 FAX: (920) 351-4301  
WWW.MCMAGG.COM



## **Department of Public Works – Engineering Division**

### **MEMO**

**TO:** Utilities Committee

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

**DATE:** March 5, 2018

**RE:** Review stormwater management Alternatives 1 and 4 for the urbanization of Evergreen Drive and Alvin Street.

---

On November 7, 2017, Department of Public Works staff discussed stormwater management for the Evergreen Drive and Alvin Street urbanization with the Utilities Committee. McMahon Associates had prepared six alternatives and, at that time, staff was considering alternative five (2 stormwater management ponds on Pathways Church property), as the likely best solution.

Since that time, DPW staff have had further discussions with Pathways Church and a developer interested in this area. Those discussions have lead DPW staff to reconsider all the alternatives and, after further discussions with McMahon, are now considering Alternatives 1 and 4 as the best alternatives. Staff is bringing this forward as an information item for the March 13 Utilities Committee and will request an action item to select an alternative at the March 27 Utilities Committee meeting.

Alternative 1 serves the Evergreen Drive right-of-way, the Alvin Street right-of-way, and the existing development west of Alvin Street. It includes:

- Large storm sewer pipes (around 72" diameter) to store water under Evergreen Drive and Alvin Street for quantity control
- Inlets and manholes with sumps for water quality control in both Evergreen Drive and Alvin Street
- A small discharge pipe from Alvin Street into the Pathways Church property (natural drainage direction)

Alternative 4 serves the Evergreen Drive right-of-way, the Alvin Street right-of-way, and future development east and west of Alvin Street. It includes:

- Large storm sewer pipes (around 72" diameter) to store water under Evergreen Drive for quantity control (same as Alternative 1)
- Inlets and manholes with sumps for water quality control in Evergreen Drive
- A stormwater pond in the southeast corner of the Pathways Church property to serve Alvin Street

Since the Evergreen Drive portion of each alternative is the same, the differences that need to be discussed are for Alvin Street.

#### Alvin Street Alternative 1:

- Catch basin sumps achieve 18.7% TSS removal and 13.0% TP removal
- Meets WisDOT peak flow control into the US 41 right-of-way
- Requires an easement for a 12" storm pipe on Pathways Church property
- Current construction estimate \$907,000 (based on concepts plans, not design)
- On-going maintenance includes Operations Sewer Crew cleaning structure sumps approximately once per year
- Future development will need to meet water quality and quantity regulations in place at the time of development
- In addition to the catch basin sumps, the City-owned Ballard Pond achieves 79% TSS removal and 55% TP removal

#### Alvin Street Alternative 4:

- Wet pond achieves 81.8% TSS removal and 62.7% TP removal
- Meets WisDOT peak flow control into the US 41 right-of-way
- Requires purchasing property from Pathways Church for the stormwater pond
- Is preferred by the WDNR because it achieves more wetland protection between the site and the Ballard Road pond
- Includes overbuild of the pond for future development. No development plan has been presented to the City and the current assessment policy does not provide a mechanism to re-coop the overbuild costs
- Current construction estimate \$925,000 (based on concept plans, not design)
- Cost estimate does not include historic fill in pond area found during Phase 2 Environmental Investigation (this material requires a DNR permit and DNR approved disposal site)
- On-going maintenance includes Operations Sewer Crew cleaning structure sumps on Evergreen Drive approximately once per year and a pond added to the inventory for contractor and Operations staff maintenance
- Future development will not have to use land for stormwater management
- In addition to the wet pond, the City-owned Ballard Pond also achieves 79% TSS removal and 55% TP removal

Staff requests the Utilities Committee review the information presented and forward any questions to Director Paula Vandehey prior to the next meeting. In order to keep the project moving forward and meet this year's construction schedule, an alternative needs to be selected by mid-April.





#### Mapped Features

- Underground Detention Watershed #1 (Catch Basin Sumps along south side of W. Winrowe Drive)
- Underground Detention Watershed #2
- Drainage Area and ID
- Delineated Wetland
- Proposed Storm Sewer
- Existing Storm Sewer
- Gas Main with Approximate Top of Pipe Elevation
- Municipal Boundary
- Parcel Line
- Outfall and ID

Source: Outagamie County, 2014-17; City of Appleton, 2016-17.

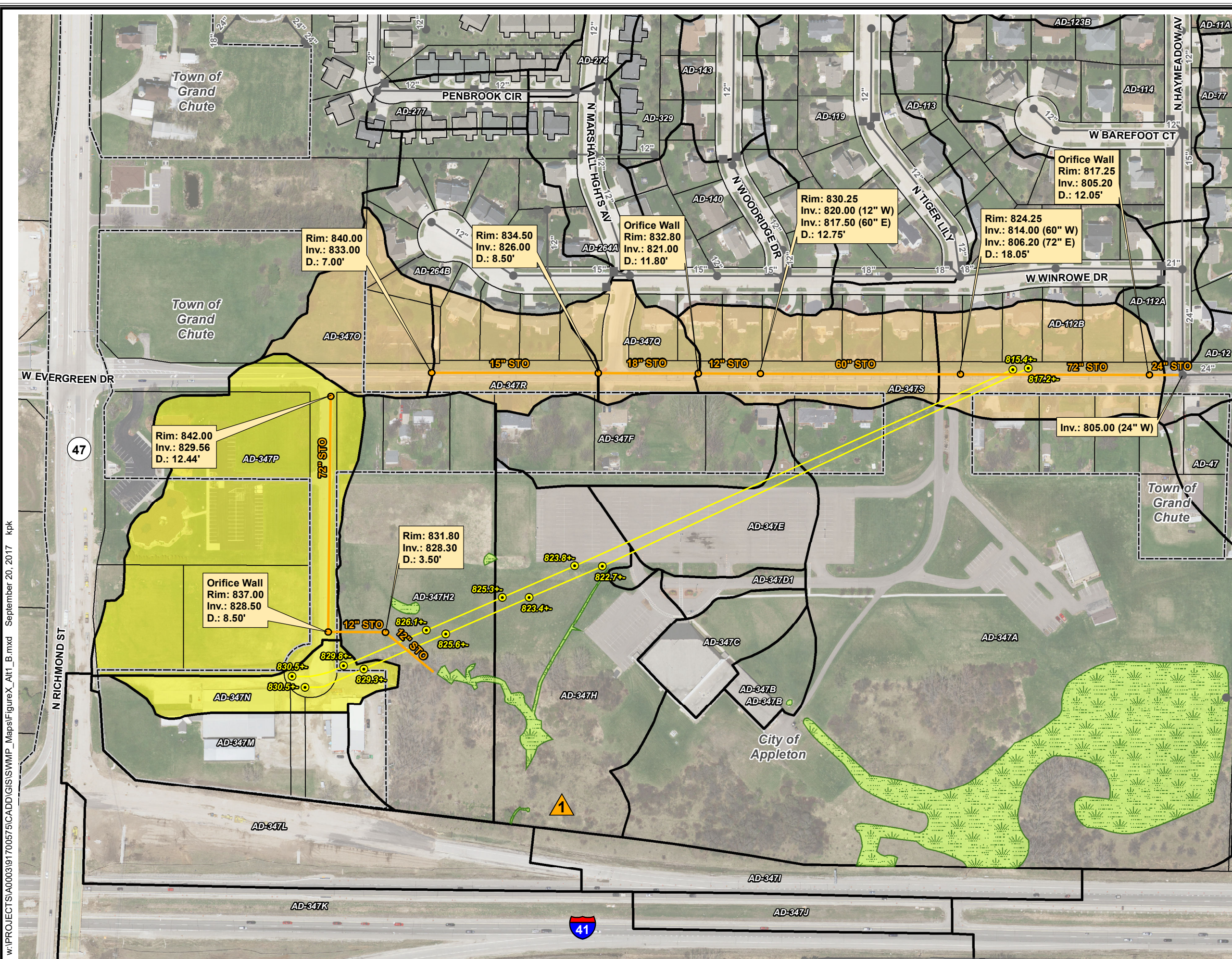
Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



0 200 400 Feet

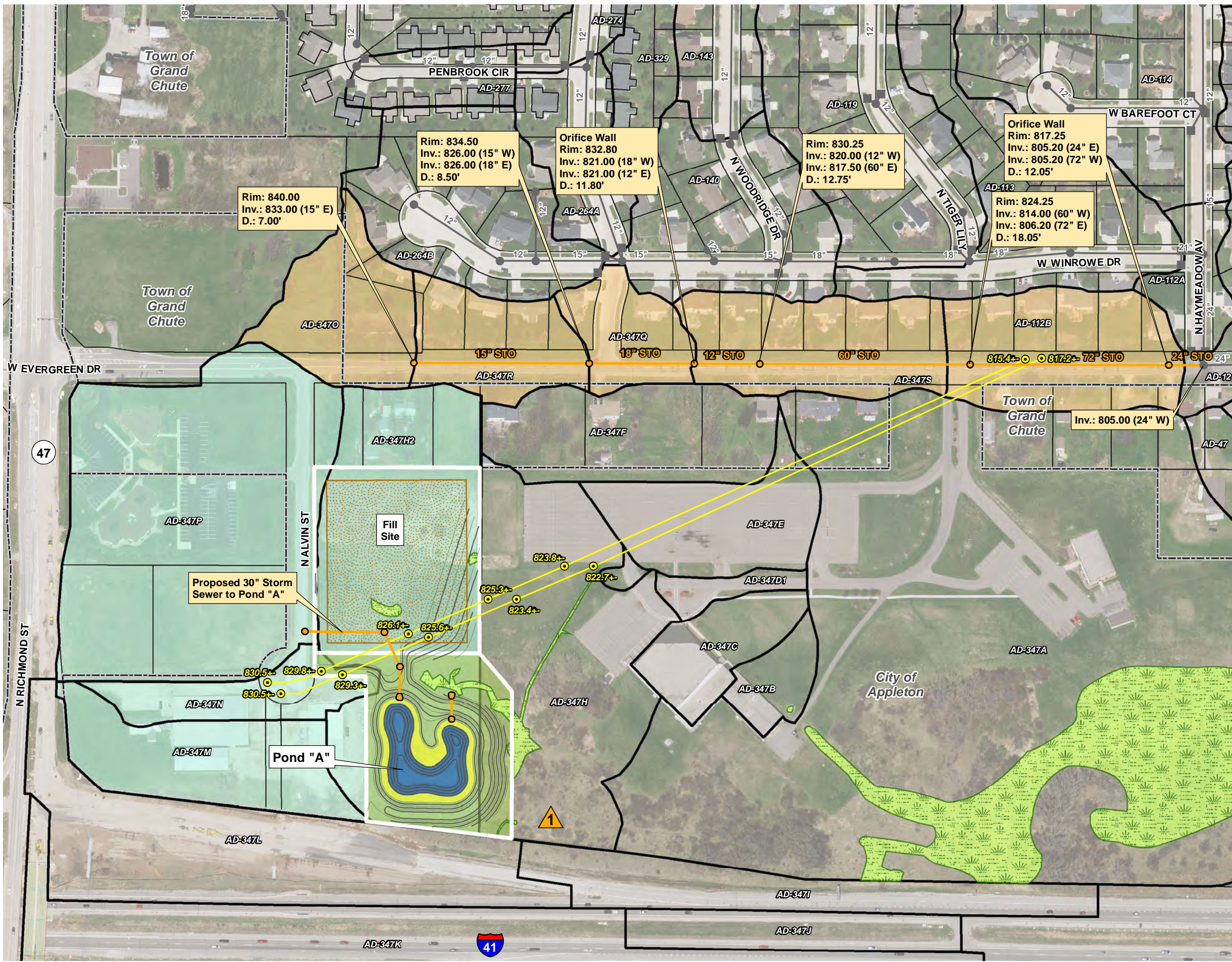
**McMAHON**  
ENGINEERS ARCHITECTS  
McMAHON ASSOCIATES, INC.

**FIGURE X  
ALTERNATIVE 1  
EVERGREEN DRIVE AND  
ALVIN STREET STORMWATER  
MANAGEMENT STUDY  
CITY OF APPLETON  
OUTAGAMIE COUNTY, WISCONSIN**





w:\PROJECTS\A0003191700575CADD\GIS\SWMP\_Maps\FigureX\_Alt4\_B.mxd September 19, 2017 kpk



- Proposed Pond Features**
- Pond Contours
  - Deep Water
  - Safety Shelf
  - Prairie
- Other Mapped Features**
- Underground Detention Watershed
  - Pond "A" Watershed
  - Drainage Area and ID
  - Delineated Wetland
  - Proposed Fill Site
  - Proposed Storm Sewer
  - Existing Storm Sewer
  - Gas Main with Approximate Top of Pipe Elevation
  - Municipal Boundary
  - Proposed Parcel Line
  - Parcel Line
  - Outfall and ID

Source: Outagamie County, 2014-17; City of Appleton, 2016-17.

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0 200 400 Feet



**FIGURE X  
ALTERNATIVE 4  
EVERGREEN DRIVE AND  
ALVIN STREET STORMWATER  
MANAGEMENT STUDY  
CITY OF APPLETON  
OUTAGAMIE COUNTY, WISCONSIN**





# PROPOSAL

Chris Shaw  
City of Appleton  
2281 Manitowoc Road  
Menasha, WI 54952

Dated: 1/26/2018

Bid No.: 679

Phone: 920-832-2362 Fax: primfax Email: [chris.shaw@appleton.org](mailto:chris.shaw@appleton.org)

RE: Appleton WTF - Concrete Expansion Joint

The undersigned, having familiarized myself with the plans, specifications, and local conditions affecting the cost of the work, hereby propose to furnish all labor, material, necessary tools, expendable equipment, and all utility and transportation services necessary to complete the following in a workmanlike manner according to standard practices. This proposal will not be withdrawn for a period of thirty (30) days after proposal date.

|                 |   |             |
|-----------------|---|-------------|
| <b>BASE BID</b> | Thirty Thousand One Hundred Fifty and 00/100 Dollars. | \$30,150.00 |
|-----------------|---|-------------|

We base our price on plan details provided by CH2M. Essentially, removing a 3'-0" wide by 10'-0" high by 8" thick concrete wall section in the Membrane Feed Wetwell and installing an expansion joint in the wall as detailed. In addition, we will sawcut an opening in the concrete floor 24"x36" which will provide access for sawcutting equipment and pouring the concrete wall below. The opening will be restored in-kind.

**At minimum we exclude the following:**

- State/Federal Prevailing Wages, Performance & Payment Bond.
- Sales tax has been excluded for all tangible materials that are incorporated in the project. A Waste Treatment Facility or Pollution Abatement Plant & Equipment is exempt under s. 77.54(26) Wis. Stats.

**Owner Responsibilities:**

- Supply of potable and/or non-potable water supply.
- Supply of Electricity for construction purposes.
- Supply of Restroom facilities.

**Clarifications:**

- Quality Control. We will take three cylinders for each of the two concrete pours for compressive testing.
- After the concrete achieves 4,000 psi strength, we'll water test the joints by filling the backside of the wall with water and doing an observation test.
- Concrete mix design will be the same as the original contract, with high-early cement and water reducer added.
- We understand the owners need to minimize the downtime for the Membrane Feed Wetwell. We will remain on site until the work is completed, with the exception of the concrete cure time. Once the concrete reaches required strength, we'll return for water testing.

**Payment Terms:** Invoiced upon completion and/or monthly and payable within 30 days from date of invoice. 18% Annual interest added to accounts over 30 days. Where retainage is applicable, a maximum of 5% can be withheld. Staab requires full retainage release & final payment within 60 days of completion for our scope of work.



**Schedule:** Staab will begin executing contract obligations within 30 calendar days after we receive a notice to proceed and will be completed in approximately 5 calendar days. Normal work hours are Monday thru Thursday, 10 hour days per week straight time labor rate. Compressed schedule compensation is assessed at 1.5 times after 10 hours each day and/or beyond a 40 hour work week. Holiday pay compensation is assessed at 2 times the hourly base rate. Compensation adjustments are based on the rates noted below under "Changed Conditions".

**Changed Conditions / Contract Adjustment Rates:** If subsurface, latent, and/or unknown physical conditions differ from those indicated in this agreement or in documents made available by Contractor, Engineer, or Owner, Staab Construction shall be entitled to an equitable and project completion schedule adjustment to compensate for such changed conditions. Extra costs will be executed only upon written orders, and will become an extra charge over and above this base bid price. Such additional charges will be based on actual additional costs required to complete the work under the circumstances. Rates for time & material cost plus proposals are available upon request.

**Contract Cancellation:** Upon written notification for any such nature that our contract is to be terminated, Staab Construction will stop work immediately. Costs incurred will be billed for reimbursement utilizing the rates noted in "Changed Conditions/Contract Adjustment Rates".

**Limited Warranty:** Unless otherwise noted on the face hereof, Staab Construction goods, auxiliaries, and parts thereof are warranted per contract agreement documents, against defective workmanship and material for a period of twelve (12) months from date of substantial project completion with the original user. If the goods or services do not conform to the warranty stated above, then as Buyer's sole remedy, Staab shall, at Staabs option, either repair or replace the defective goods or reperform defective services not to exceed the value of the original contract. If applicable, Staab will assign to Buyer all warranties applicable to any portion of the Work or Materials obtained from third parties, or if not assignable, will assert such warranties on behalf of buyer's request. Warranty shall not apply to any such work which that has been subjected to improper or excessive operating conditions, misapplications, accidents, neglect, improperly repaired or altered, normal wear and tear, corrosion, abrasion or erosion, abuse, defects resulting from Buyer's specifications or designs, and any unauthorized disassembly or rework by others will void all warranty claims.

**Sales & Use Tax:** Sales & use tax for this proposal has been excluded as part of the project price to the subject buyer. If this proposal is tax exempt, a transferable tax exemption status & form is required, which will be transferable to our subcontractors and vendors. If project exemption does not apply, please add the appropriate tax value referenced in the pricing table above.

**Contracts:** Please note this proposal is for bid submission reference only and is not a formal contract between buyer and seller. A mutual agreed upon contract form will be selected between buyer and seller after Staab receives a project "Notice of Award". At that time both parties will review agreeable contract terms and conditions as it relates to this proposal document.

**Insurance:** Owner agrees to carry property insurance (Builders Risk) upon the entire work at the site in the amount of the full replacement cost. Staab Construction will maintain liability, automobile, and workman's compensation insurance.

In order to secure performance of its payment and other obligations under this agreement, owner shall provide contractor with financial security in such form as shall be reasonably acceptable to contractor. Such security shall be delivered to and approved by contractor within thirty (30) days of the effective date of this agreement. In the event that owner does not provide acceptable financial security by such date, contractor may at its election immediately or within thirty (30) days thereof terminate this agreement in which case this agreement shall be of no further force or effect except that owner shall be and remain fully liable for the cost of the work theretofore incurred by contractor in connection with this project together with 15% percent of such expenditures (to cover contractor's profit and overhead) regardless of when such expenditures were incurred and regardless of whether such expenditures ultimately proved to be of any value or use to owner.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, THIS CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO ITS MORTGAGE LENDER, IF ANY. THIS CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Respectfully Submitted By:

**STAAB CONSTRUCTION CORPORATION**



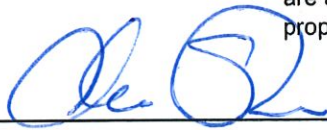
Leon Haffenbredl

Project Manager lhaffenbredl@staabco.com

**ACCEPTANCE OF PROPOSAL -**

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above. This proposal will now be a binding contract.

Signature: \_\_\_\_\_



Date: 2/6/18

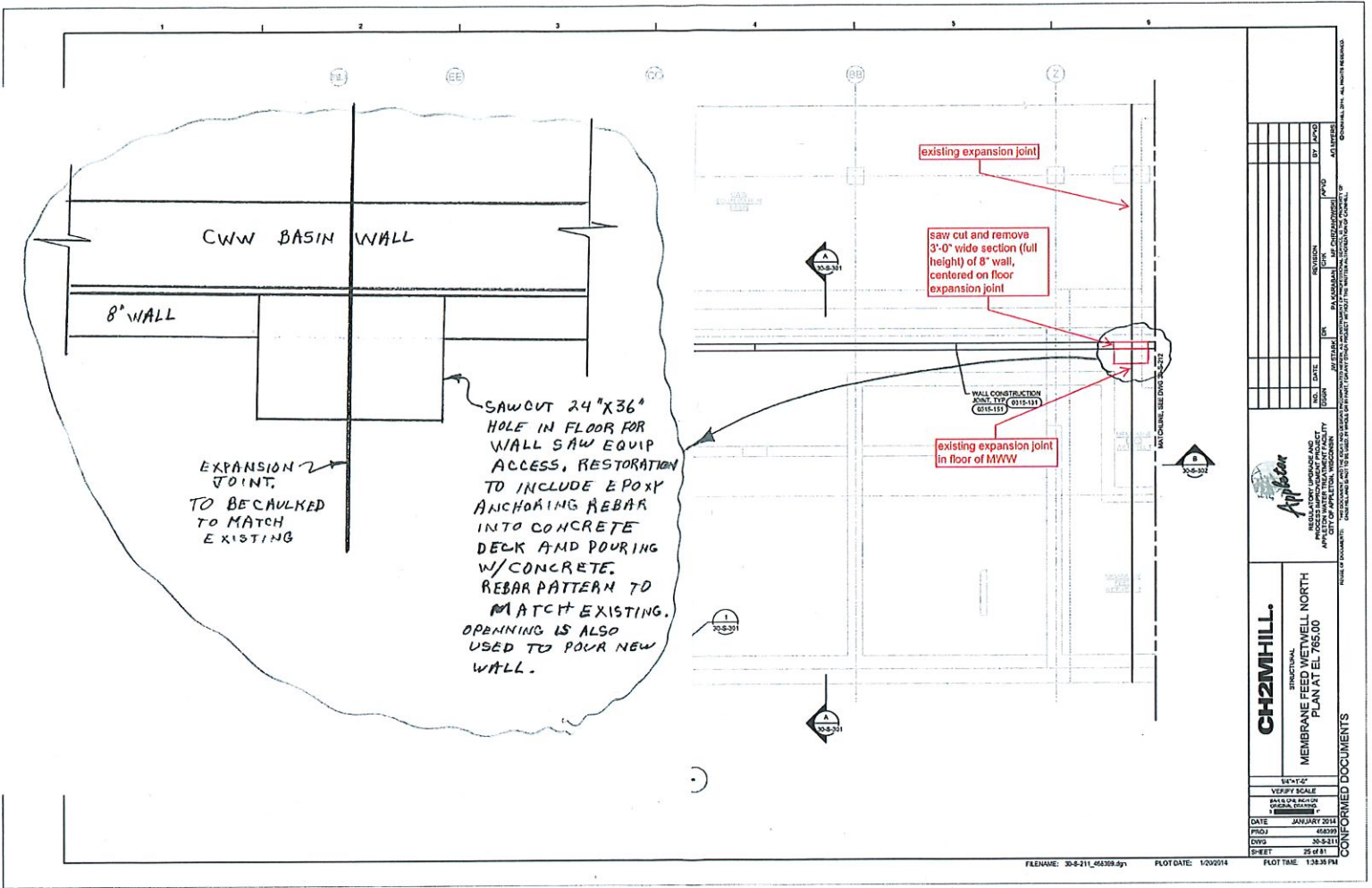
Chris Shaw, Appleton Utilities Director  
(Printed name and title)

GENERAL, MECHANICAL, EARTHWORK CONTRACTOR

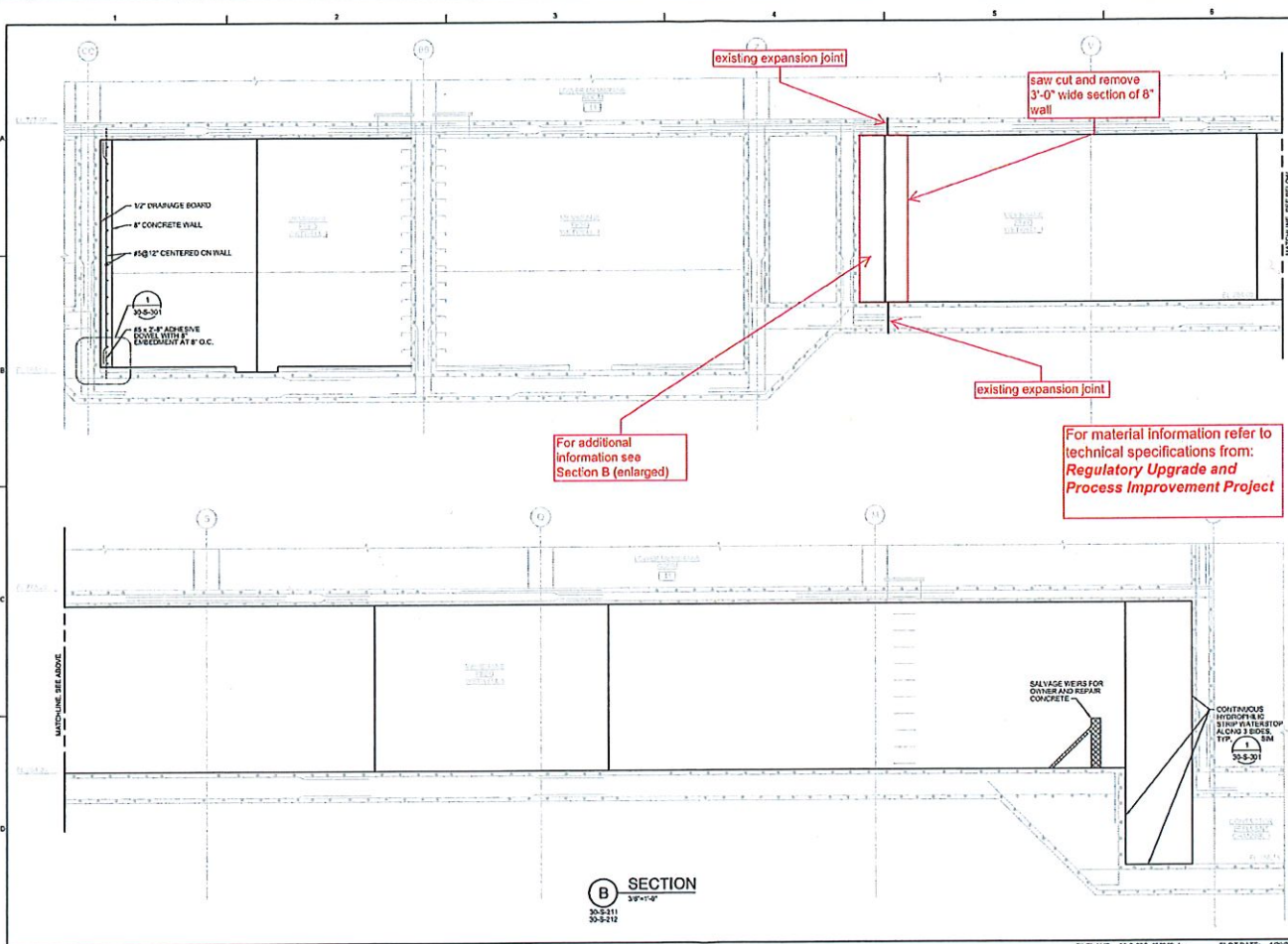
Municipal & Industrial

*The Contractor of Choice Improving Tomorrow's Environment*





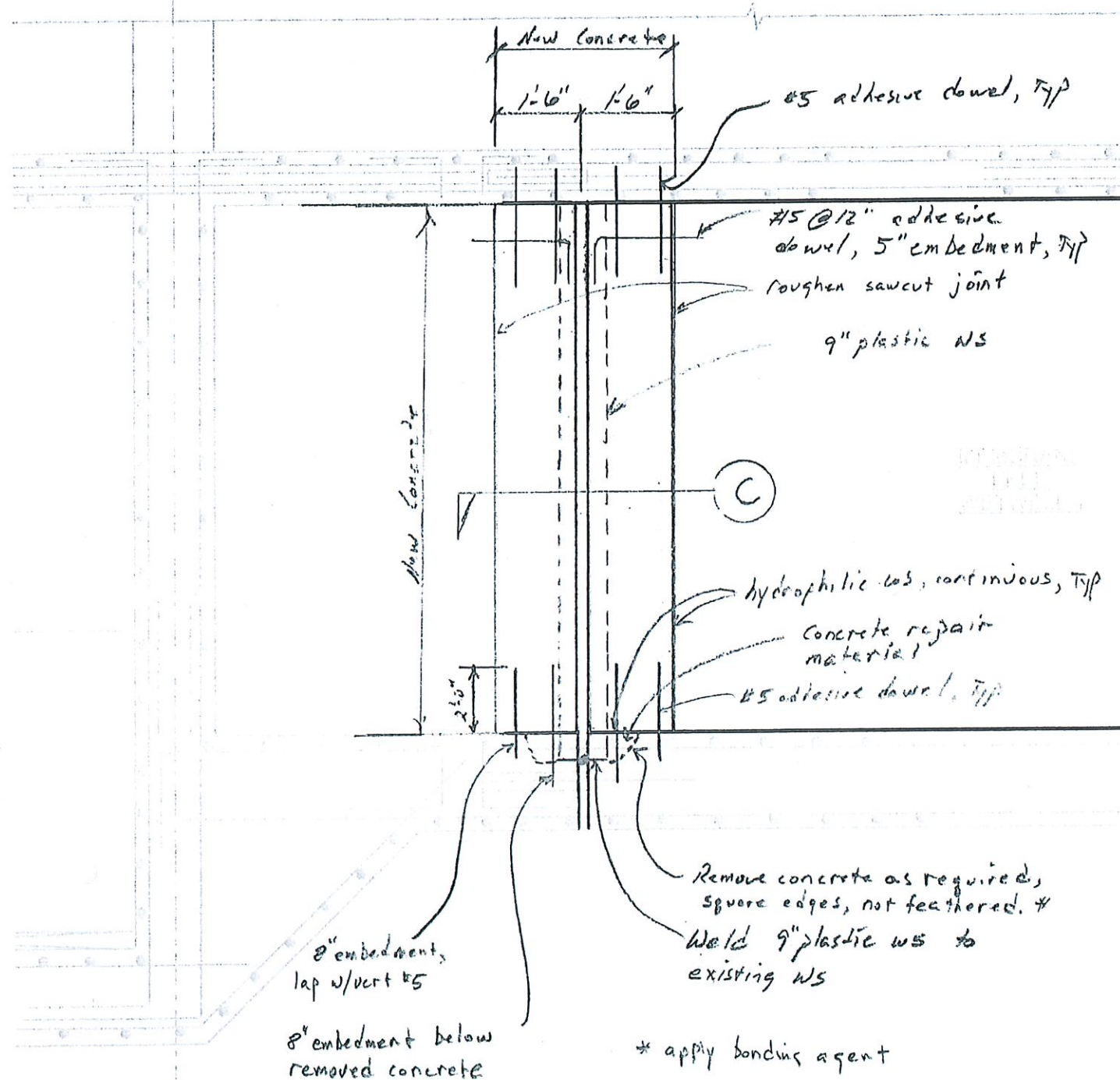




**B SECTION**  
3/8" x 1'-0"

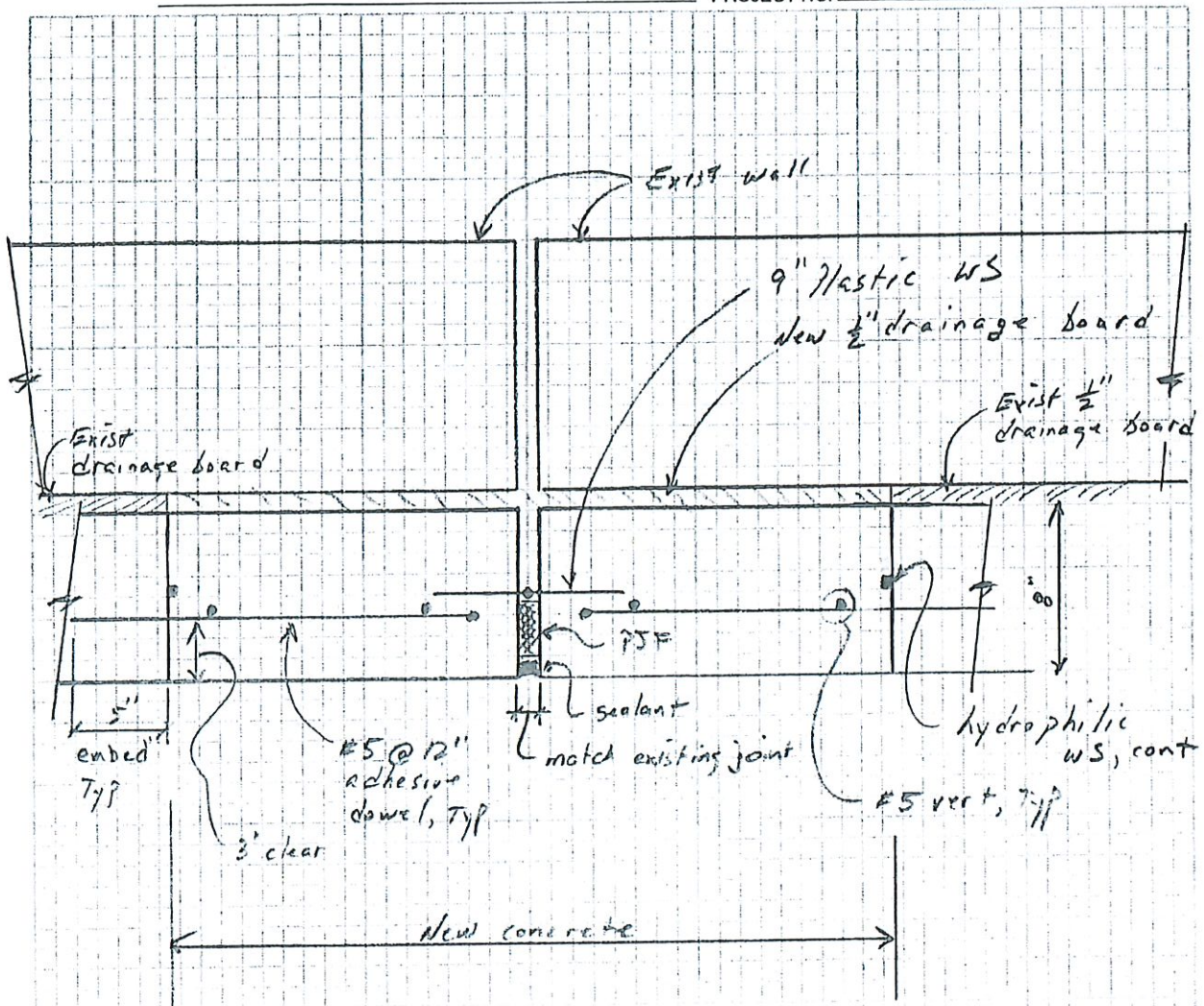
|   |   |  |
|---|---|--|
| <b>CH2MHILL</b><br>STRUCTURAL<br>MEMBRANE FEED WETWELL<br>SECTION |   | APPROVED FOR CONSTRUCTION<br>PROJECT MANAGER<br>CITY OF ATLANTA, GEORGIA |
| DATE: JANUARY 2014<br>PLOT: 30-5-302<br>TWEET: 28 of 81           | FILENAME: 30-5-302_80509.dgn<br>PLOT DATE: 1/20/2014<br>PLOT TIME: 1:35:33 PM | CONFORMED DOCUMENTS  |

2



B Section (enlarged)





(C) Section

**WATER SUMMARY FOR JANUARY 2018**

| <b>Work done by Construction Maintenance</b> |               |               |               |               |
|--|---------------|---------------|---------------|---------------|
|  | <u>Jan 17</u> | <u>Jan 18</u> | <u>YTD 17</u> | <u>YTD 18</u> |
| Hydrants repaired                            | 1             | 3             | 1             | 3             |
| Hydrants replaced                            | 0             | 1             | 0             | 1             |
| Hydrant leaks                                | 0             | 0             | 0             | 0             |
| Valves replaced                              | 0             | 0             | 0             | 0             |
| Valves tested & inspected                    | 149           | 48            | 149           | 48            |
| Valves Rebuilt                               | 0             | 2             | 0             | 2             |
| Valve boxes repaired                         | 0             | 0             | 0             | 0             |
| Curb boxes repaired                          | 2             | 8             | 2             | 8             |
| Curb boxes replaced                          | 0             | 0             | 0             | 0             |
| Lead or galvanized replaced                  | 0             | 0             | 0             | 0             |
| New services 1"                              | 0             | 0             | 0             | 0             |
| New services >1"                             | 0             | 0             | 0             | 0             |
| Water main breaks                            | 18            | 17            | 18            | 17            |
| Joint leaks repaired                         | 1             | 0             | 1             | 0             |
| Water quality                                | 1             | 0             | 1             | 0             |
| Service leaks (City side)                    | 0             | 2             | 0             | 2             |
|  |               |               |               |               |
| <b>Work done by Meter Service Team</b>       |               |               |               |               |
|  | <u>Jan 17</u> | <u>Jan 18</u> | <u>YTD 17</u> | <u>YTD 18</u> |
| New accounts set with 3/4" or 1"             | 9             | 8             | 9             | 8             |
| New accounts set with larger meter           | 1             | 0             | 1             | 0             |
| Meters tested                                | 704           | 113           | 704           | 113           |
| Meters failed                                | 30            | 0             | 30            | 0             |
| Meters stalled                               | 0             | 0             | 0             | 0             |
| Service calls                                | 160           | 144           | 160           | 144           |
| Final readings                               | 229           | 226           | 229           | 226           |
| Read meters - no reading                     | 0             | 0             | 0             | 0             |
| New meters installed                         | 755           | 36            | 755           | 36            |
| Exception meters inspected                   | 0             | 0             | 0             | 0             |
| Exception meters removed                     | 0             | 0             | 0             | 0             |
| Service leaks found                          | 5             | 4             | 5             | 4             |
| Cross connection inspections                 | 721           | 20            | 721           | 20            |

**WATER MAIN BREAK/Joint LEAK REPORT JANUARY  
2018**

| LOCATION                         | Work<br>Order | TYPE<br>OF<br>PIPE | SIZE | YEAR    | BREAK                      | ESTIMATED<br>DURATION | ESTIMATED<br>WATER LOSS IN<br>GALLONS | ESTIMATED<br>DOLLAR VALUE<br>OF WATER<br>REVENUE LOSS** |
|----------------------------------|---------------|--------------------|------|---------|----------------------------|-----------------------|---------------------------------------|---|
| 3115 N. Roemer Road              | 235533        | DIP                | 12"  | 1978    | 3" hole                    | 5 hours               | 455,840                               | \$2,772.82  |
| 1112 E. Nawada Street            | 235534        | CIP                | 6"   | 1947    | 1/16" crack                | 8 hours               | 68,224                                | \$415.00  |
| 515 N. Lawe Street               | 235559        | CIP                | 6"   | Unknown | 1/32" crack                | 4 hours               | 20,386                                | \$124.01  |
| 2006 E. Newberry Street          | 235853        | CIP                | 6"   | 1936    | 1/8" crack &<br>2.5" hole  | 8 hours               | 435,651                               | \$2,650.02  |
| Franklin Street/ Appleton Street | 235889        | CIP                | 6"   | 1913    | 1/32" crack<br>& 12" split | 10 days               | 835,040                               | \$5,079.45  |
| 2006 E. Newberry Street          | 235853        | CIP                | 6"   | 1936    | 1/8" crack                 | 8 hours               | 115,319                               | \$701.47  |
| 809 N. Fernmeadow Drive          | 235941        | CIP                | 8"   | 1964    | 1/32" crack<br>& 10" split | 11 days               | 765,454                               | \$4,656.17  |
| 119 S. Matthias Street           | 235992        | CIP                | 8"   | 1963    | 1/16" crack                | 5 hours               | 75,973                                | \$462.14  |
| 504 W. Fourth Street             | 236143        | CIP                | 6"   | 1947    | 1/16" crack                | 18 days               | 3,265,595                             | \$19,864.25   |

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

**WATER MAIN BREAK/JOINT LEAK REPORT JANUARY  
2018**

| LOCATION                       | Work<br>Order | TYPE<br>OF<br>PIPE | SIZE | YEAR  | BREAK                    | ESTIMATED<br>DURATION | ESTIMATED<br>WATER LOSS IN<br>GALLONS | ESTIMATED<br>DOLLAR VALUE<br>OF WATER<br>REVENUE LOSS** |
|--------------------------------|---------------|--------------------|------|-------|--------------------------|-----------------------|---------------------------------------|---|
| Rankin Street/ Rankin Court    | 236263        | CIP                | 8"   | 1949  | 1/16" crack<br>& 1" hole | 8 hours               | 202,595                               | \$1,232.36  |
| 1401 S. Driscoll Street        | 236389        | CIP                | 8"   | 1956  | 75" split &<br>3" hole   | 4 hours               | 411,191                               | \$2,501.23  |
| 38 Ramlen Court                | 236504        | CIP                | 6"   | 1957  | 1/64" crack              | 27 days               | 1,651,248                             | \$10,044.36   |
| Lawrence Street/ Oneida Street | 236539        | CIP                | 6"   | 1975? | 4" hole                  | 10 hours              | 1,025,061                             | \$6,235.33  |
| 2503 S. Harmon Street          | 236538        | CIP                | 8"   | 1968  | 1/64" crack              | 29 days               | 2,643,871                             | \$16,082.37   |
| 601 S. Buchanan Street         | 236577        | CIP                | 12"  | 1961  | 12" split                | 5 days                | 117,207                               | \$712.96  |
| Crestview Drive/ Linden Lane   | 236601        | CIP                | 8"   | 1964  | 1/2" crack               | 2 hours               | 341,842                               | \$2,079.39  |
| 16 Bellaire Court              | 236603        | CIP                | 4"   | 1922  | 1/64" crack              | 4 hours               | 4,020                                 | \$24.45   |
|                                |               |                    |      |       |                          |                       |                                       | \$0.00  |
|                                |               |                    |      |       |                          |                       |                                       | \$0.00  |

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

# WATER MAIN BREAK/JOINT LEAK DATA LOG JANUARY 2018

| Leak Location                       | Arterial, Collector,<br>Freeway, Local | Type of Street<br>Concrete/Asphalt | Major Break<br>Minor Break | Catch Basin<br>Draining<br>Yes/No | Date/Time                            | Comments  |
|-------------------------------------|--|------------------------------------|----------------------------|-----------------------------------|--------------------------------------|---|
| 3115 N. Roemer<br>Road              | Collector                              | Terrace                            | Major                      | Yes<br>200' away                  | 1/4/2018<br>6:00 a.m.<br>Thursday    | Repaired during normal work hours.  |
| 1112 E. Nawada<br>Street            | Local                                  | Concrete                           | Major                      | Yes<br>50' away                   | 1/4/2018<br>6:00 a.m.<br>Thursday    | Repaired during normal work hours.  |
| 515 N. Lawe Street                  | Collector                              | Concrete                           | Major                      | Yes<br>50' away                   | 1/4/2018<br>2:00 p.m.<br>Thursday    | Repaired right away due to icy road conditions and<br>water loss.   |
| 2006 E. Newberry<br>Street          | Local                                  | Concrete                           | Major                      | Yes<br>100' away                  | 1/9/2018<br>8:00 a.m.<br>Tuesday     | Repaired during normal work hours.  |
| Franklin Street/<br>Appleton Street | Collector                              | Concrete                           | Minor                      | Yes<br>200' away                  | 1/10/2018<br>6:30 a.m.<br>Wednesday  | Repaired during normal work hours. Had been<br>running for a while. Calculated water loss back to the<br>beginning of the year. |
| 2006 E. Newberry<br>Street          | Local                                  | Concrete                           | Major                      | Yes<br>100' away                  | 1/10/2018<br>12:30 p.m.<br>Wednesday | Repaired during normal work hours.  |

# WATER MAIN BREAK/Joint LEAK DATA LOG JANUARY 2018

| Leak Location                  | Arterial, Collector,<br>Freeway, Local | Type of Street<br>Concrete/Asphalt | Major Break<br>Minor Break | Catch Basin<br>Draining<br>Yes/No | Date/Time                           | Comments  |
|--------------------------------|--|------------------------------------|----------------------------|-----------------------------------|-------------------------------------|---|
| 809 N.<br>Femmeadow Drive      | Local                                  | Concrete                           | Minor                      | Yes<br>2' away                    | 1/11/2018<br>10:00 a.m.<br>Thursday | Repaired during normal work hours.  |
| 119 S. Matthias<br>Street      | Local                                  | Concrete                           | Minor                      | Yes<br>200' away                  | 1/12/2018<br>10:00 a.m.<br>Friday   | Repaired during normal work hours.  |
| 504 W. Fourth<br>Street        | Local                                  | Concrete                           | Minor                      | No                                | 1/16/2018<br>12:00 p.m.<br>Tuesday  | Repaired during normal work hours. Found due to noise on hydrant while testing. Water was not coming to the surface and took two days to locate. Calculated water loss back to the beginning of the year. |
| Rankin Street/<br>Rankin Court | Collector                              | Concrete/Asphalt                   | Major                      | Yes<br>50' away                   | 1/18/2018<br>10:00 p.m.<br>Thursday | Repaired right away due to water loss and ice build up.   |
| 1401 S. Driscoll<br>Street     | Local                                  | Asphalt                            | Major                      | Yes<br>100' away                  | 1/23/2018<br>2:00 p.m.<br>Tuesday   | Repaired right away due to water loss and ice build up.   |
| 38 Ramlen Court                | Local                                  | Concrete                           | Minor                      | Yes<br>75' away                   | 1/27/2018<br>12:00 p.m.<br>Saturday | Repaired right away to prevent further water loss. Had been running a long time.  |



**WATER MAIN BREAK/Joint LEAK DATA LOG JANUARY  
2018**

| Leak Location                     | Arterial, Collector,<br>Freeway, Local | Type of Street<br>Concrete/Asphalt | Major Break<br>Minor Break | Catch Basin<br>Draining<br>Yes/No | Date/Time                           | Comments  |
|-----------------------------------|--|------------------------------------|----------------------------|-----------------------------------|-------------------------------------|---|
| Lawrence Street/<br>Oneida Street | Collector                              | Concrete                           | Major                      | Yes<br>20' away                   | 1/29/2018<br>9:00 a.m.<br>Monday    | Repaired during normal work hours.  |
| 2503 S. Harmon<br>Street          | Local                                  | Concrete                           | Minor                      | Yes<br>100' away                  | 1/29/2018<br>11:00 a.m.<br>Monday   | Repaired during normal work hours.  |
| 601 S. Buchanan<br>Street         | Local                                  | Concrete                           | Major                      | Yes<br>50' away                   | 1/30/2018<br>10:30 a.m.<br>Tuesday  | Repaired right away due to water loss and ice build<br>up.                                    |
| Crestview Drive/<br>Linden Lane   | Local                                  | Concrete                           | Major                      | Yes<br>50' away                   | 1/31/2018<br>1:00 a.m.<br>Wednesday | Repaired right away. Water filled the sewer system<br>and was flooding residential basements. |
| 16 Bellaire Court                 | Local                                  | Asphalt                            | Minor                      | Yes<br>10' away                   | 1/31/2018<br>9:00 a.m.<br>Wednesday | Repaired during normal work hours.  |