



# 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, October 9, 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

[18-1452](#) Approval of the September 25, 2018 Utilities Committee Meeting Minutes.

**Attachments:** [September 25, 2018 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[18-1458](#) Approval of a 1% Rate Increase for Receiving Station Waste Haulers effective January 1, 2019.

**Attachments:** [Receiving Station Rate Changes 10-04-18.pdf](#)

6. **Information Items**

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.*



# City of Appleton

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## Meeting Minutes Utilities Committee

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Tuesday, September 25, 2018

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Chairperson Baranowski called the Utilities Committee meeting to order at 5:00 p.m.*

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[18-1303](#)

Approval of the August 21, 2018 Utilities Committee Meeting Minutes.

**Attachments:** [August 21, 2018 Utilities Committee Meeting Minutes.pdf](#)

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

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

4. Public Hearings/Appearances

5. Action Items

[18-1233](#)

Request from Ms. Rebecca Kent to have stormwater reimbursement for 303 S. Victoria Street back to January 2004 instead of 6-year timeframe that Utilities Committee and Council have previously authorized.

**Attachments:** [R Kent Victoria Street Stormwater Reimbursement.pdf](#)

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

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

[18-1376](#)

Submitted by: Edward S Baranowski, District 5

Date: September 5, 2018

Referred to: Utilities Committee

Whereas, the City of Appleton's recently re-evaluated the non-pervious areas for commercial properties and,

Whereas, said re-evaluation has resulted in some adjustments to which commercial properties are being charged for Stormwater and,

Whereas the Utility does not have a policy / code to follow for any adjustments to Stormwater rates, therefore,

Be it resolved, the Utility develop a policy / code for adjustments to bills.

**Attachments:**     [11-R-18 Baranowski.pdf](#)

*Motion made by Meltzer, seconded by Raasch to amend the language in Sec. 20-239 Method of appeal (e) to: The period for determining a refund pursuant to this section shall be limited to up to the customer's prior twenty-four (24) quarters of stormwater billings. Motion failed 2-3.*

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

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

## 6. Information Items

[18-1304](#)

August 28, 2018 Storm Event Update.

**Attachments:**     [August 28 2018 Storm Event.pdf](#)  
                              [8-28-18 AWWTP INFLUENT FLOW TREND.pdf](#)

*This item was presented.*

[18-1305](#)

2018 Appleton Water Resources Summer Camp

**Attachments:**     [2018 Summer Water Resources Camp.pdf](#)

*This item was presented.*

[18-1378](#)

Water Meter Customer Portal update.

*This item was presented.*

[18-1306](#)

Monthly Reports for July - August 2018  
- Water Main Break / Joint Leak Report

**Attachments:**    [Water Main Breaks July 2018.pdf](#)  
                              [Water Main Breaks August 2018.pdf](#)

*This item was presented.*

## 7.     Adjournment

**Dvorachek moved, seconded by Raasch, that the Utilities Committee Meeting be adjourned at 5:29 p.m. Roll Call. Motion carried by the following vote:**

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



"...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: Chairperson Baranowski and Members of the Utilities Committee

From: Director of Utilities Chris Shaw  
Deputy Director of Utilities Chris Stempa  
Enterprise Fund Accounting Manager Kelli Rindt

Date: October 4, 2018

RE: *Approval of a 1% Rate Increase for Receiving Station Waste Haulers  
effective January 1, 2019*

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#### **BACKGROUND:**

The Wastewater Facility "Receiving Station" is an environmentally managed disposal site for hauled wastes generated outside of the City of Appleton. The Receiving Station Program was approved by the Wisconsin Department of Natural Resources (WDNR) in 1999 with the understanding that the wastes accepted would not have adverse effects on the Wastewater Treatment Plant operation nor introduce any harmful pollutants that could pass-through to the Fox River. This program relies on utilizing excess treatment capacity by introducing wastes directly into the 4.4 million gallon anaerobic digesters.

The Receiving Station site opened in late summer 1999. At that time the decision was made to solicit wastes from the dairy industry. Since that time, other wastes have been accepted and are from the food industry, landfill leachate, and other wastewater treatment plants. The program currently includes 30 approved wastes that are transported by 6 permitted waste haulers.

#### **REVENUE:**

On January 1, 2010 the rate structure was changed from a single rate to a five-tier system based on the characteristics of the waste. TSS is a parameter tested for and is believed to be the most representative indicator of treatment costs incurred by the AWWTP. The range in TSS concentrations generalizes other important treatment characteristics of authorized hauled wastes. These characteristics include biological oxygen demand (BOD), nitrogen, and phosphorus. Each of these parameters has a specific treatment cost associated with them.

Since 1999 there have been five rate increases for the permitted haulers. Table 1 summarizes rate increases since 1999. Table 2 depicts receiving station revenue generated annually since 2009.

**Table 1: Receiving Station Rate Increases**

<b>Year</b>	<b>Increase</b>	<b>Cost/Ton</b>
1999	Starting Rate	\$4.80
2003	3.00%	\$4.94
2006	5.25%	\$5.20
2010	Began Tier Fee Structure	Variable
2015	10%	Variable
2018	3%	Variable

**Table 2: Receiving Station Revenue**

<b>Year</b>	<b>Revenue</b>
2009	\$498,089
2010	\$643,217
2011	\$591,805
2012	\$666,890
2013	\$643,934
2014	\$1,050,250
2015	\$1,473,124
2016	\$2,161,440
2017	\$2,701,593

**BASIS FOR PROPOSED RATE INCREASE:**

Receiving Station wastes enter directly to the facility's anaerobic digesters or to headworks based on treatability characteristics. These are physical, chemical, and biological treatment processes which rely upon direct costs associated with electrical, natural gas, and chemical usage to sustain them. In addition to the aforementioned treatment costs, the majority of the wastes are generated from food based industries that are high in salts (i.e. chlorides). Therefore, tanks, piping, pumps, and even concrete structures are subject to degradation and maintenance. A number of projects have been completed over the history of the program to ensure proper waste treatment. The following are a list of major projects: \$35,000 to add an additional receiving waste station to the headworks and \$160,000 to refurbish the concrete floor of the primary clarifiers #1 - #4.

Additionally, the dewatered end product, biosolids, must be transported for land spreading to an approved agricultural site. The hauling and application of biosolids tends to be the greatest cost variable for biosolids. Over the next three years there will be a 3% contractual increase in hauling rates.

**RECOMMENDATION:**

I am requesting approval of a nominal rate increase for Receiving Station Waste Haulers of 1% (see Table 3) effective January 1, 2019. The rate increase is estimated to provide approximately \$36,000 of additional revenue to the Wastewater Utility on an annual basis. This increase helps ensure that the Utility is covering treatment, maintenance, replacement, and operational related expenses. This rate change does not require authorization outside of the City of Appleton.

**Table 3: Proposed Tier Rate Structure**

<b>Tier</b>	<b>2017 Rate</b>	<b>2018 Rate</b>	<b>2019 Proposed Rate</b>
1	\$5.25	\$5.40	\$5.45
2	\$7.30	\$7.50	\$7.60
3	\$12.00	\$12.40	\$12.50
4	\$16.50	\$17.00	\$17.20
5	\$22.00	\$22.70	\$22.95