



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, November 27, 2018

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-1766](#) Approval of the November 13, 2018 Utilities Committee Meeting Minutes.

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

4. **Public Hearings/Apearances**

5. **Action Items**

[18-1767](#) Authorize the 2018 Request from Outagamie County Recycling and Solid Waste (OCRSW) to Discharge Leachate from the proposed Northwest Landfill Expansion Project and reject discharges from the East and Northeast Landfills.

Attachments: [Utilities Memo NW Landfill Leachate Request OCRSW.pdf](#)
[Landfill Dwg.pdf](#)

[18-1768](#) Amend 2017F Evergreen Drive and Alvin Street Stormwater Management Design and Permitting with McMahon Associates, Inc. in an amount not to exceed \$4,000.

Attachments: [2017 Evergreen Alvin Amend DESIGN Contract Nov 2018.pdf](#)

[18-1769](#) Award of 2019A Stormwater Consulting Services Contract for 2019 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$50,000.

Attachments: [2019 A Plan Review Award Util Memo BC.pdf](#)

[18-1770](#)

Award of 2019B Stormwater Consulting Services Contract for North Edgewood Estates Stormwater Engineering Services to McMahon Associates, Inc. in an amount not to exceed \$48,400.

Attachments: [2019 B North Edgewood Stormwater Approval Memo McMahon.pdf](#)

[18-1771](#)

Preliminary Resolution 5-P-18 for storm sewer construction, Evergreen Drive from Alvin Street to Haymeadow Avenue, be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [5-P-18 Storm Sewer.pdf](#)

6. Information Items

[18-1772](#)

Monthly Reports for October 2018
- Water Distribution and Meter Team Monthly Report

Attachments: [Water Main Breaks October 2018.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 - Final Utilities Committee

Tuesday, November 13, 2018

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Vice Chairperson Dvorachek called the Utilities Committee Meeting to order at 5:00 p.m.

2. Roll call of membership

Present: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski

3. Approval of minutes from previous meeting

[18-1671](#)

Approval of the October 23, 2018 Utilities Committee Meeting Minutes.

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

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

Aye: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski

[18-1672](#)

Approval of the November 7, 2018 Special Utilities Committee Meeting Minutes.

Attachments: [November 7, 2018 Special Utilities Committee Meeting Minutes.pdf](#)

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

Aye: 3 - Meltzer, Dvorachek and Raasch

Excused: 1 - Baranowski

Abstained: 1 - Reed

4. Public Hearings/Appealances

5. Action Items

6. Information Items

[18-1673](#)

Residential drain tile issues associated with the NW Mauthe Site (Outagamie Street and W. Second Street).

This item was discussed.

[18-1674](#)

Stormwater Program Update

Attachments: [2018 Nov 13 Utilities Stormwater Update Presentation.pdf](#)

This item was presented.

7. Adjournment

Reed moved, seconded by Meltzer, that the Utilities Committee Meeting be adjourned at 5:41 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski



"...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
Environmental Programs Coordinator Brian Kreski

Date: November 16, 2018

RE: **Authorize the 2018 Request from Outagamie County Recycling and Solid Waste (OCRSW) to Discharge Leachate from the proposed Northwest Landfill Expansion Project and reject discharges from the East and Northeast Landfills.**

BACKGROUND:

On September 4, 2018 the City of Appleton Wastewater Treatment Plant (AWWTP) provided a letter that acknowledged the acceptance of leachate as part of the Outagamie County Recycling and Solid Waste (OCRSW) proposed future Northwest Landfill siting plan. The aforementioned letter acknowledged the landfill siting process and the process by which the AWWTP would facilitate a future discharge permit for leachate from the proposed Northwest Landfill. This process determination was based on anticipated future leachate discharge rates, leachate characteristic data, and took into account current and future projected treatment capacity at the AWWTP.

As noted in the September 4th letter to OCRSW, the projected contributions from the future proposed Northwest Landfill do not appear to impose limitations from a hydraulic or treatment effectiveness standpoint based on current day conditions. However, it should be noted that projected ammonia loading from the Northwest Landfill remains an emphasis of concern based on the AWWTP annual average design loading rate. The projected additional ammonia load from the Northwest Landfill could further elevate total influent loading conditions at the AWWTP which could impact the decisions governing future discharge permit authorization.

OCRSW also requested that AWWTP review the option to accept leachate from OCRSW'S East landfill. The existing East and Northeast leachate quantity and characteristic data was modeled to assess the assimilative treatment capacity in combination with that of the future Northwest Landfill. The projected ammonia load would exceed the plant's design daily

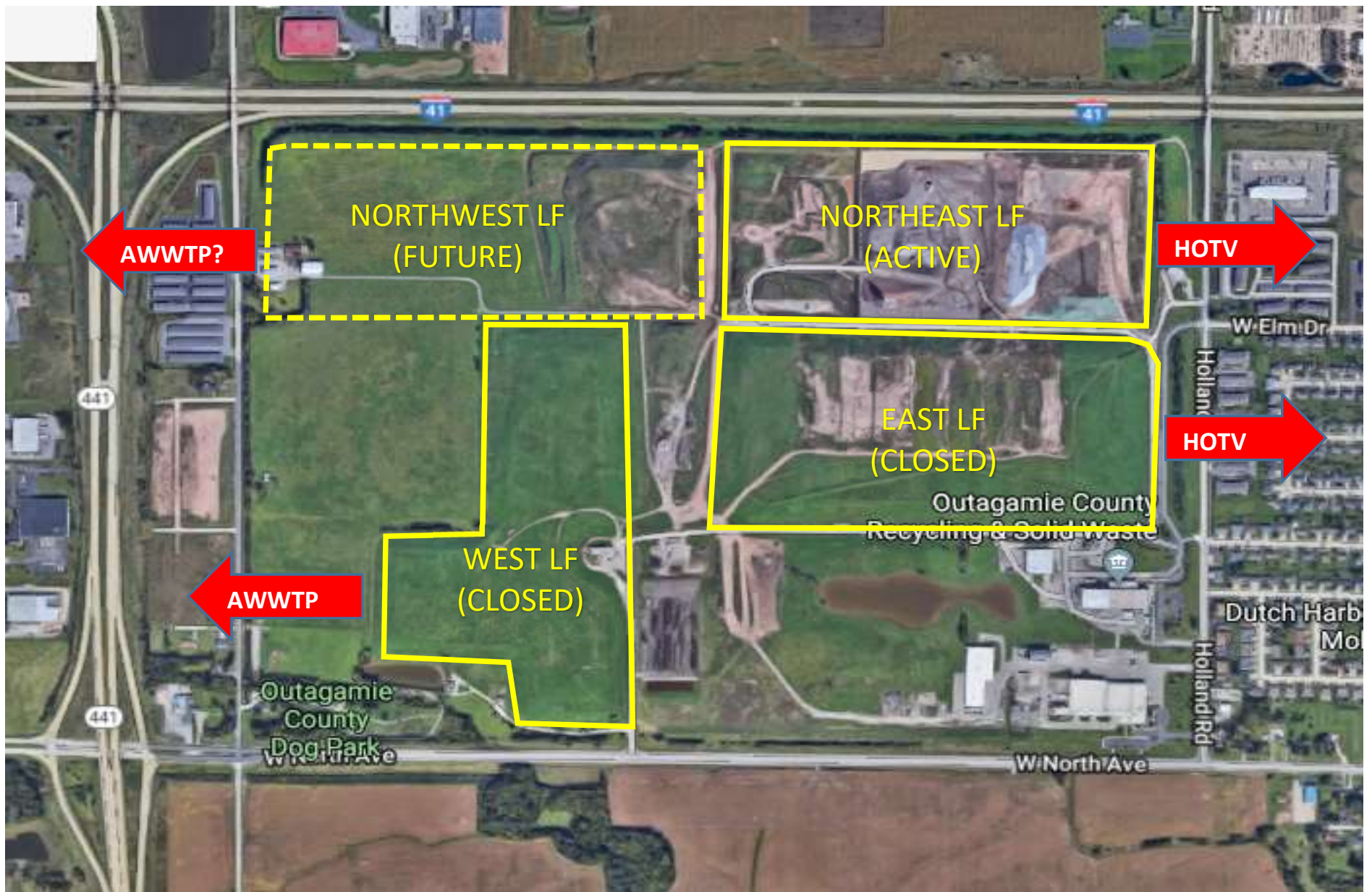
loading capacity and erode treatment allocation for those within the City of Appleton sewer service area.

RECOMMENDATION:

Upon Committee and Council approval, The AWWTP intends to honor the recent written commitment to treat leachate generated from the proposed Northwest Landfill by which future discharge permits will govern.

The AWWTP ammonia treatment capacity is currently limited. Therefore, acceptance of additional ammonia containing leachate from the existing Northeast and/or East landfill through a direct gravity sanitary sewer connection is not recommended.

Included with this memo, is an aerial photo that identifies the current and future location of these landfill cells. If you have any questions or require additional information regarding AWWTP Pretreatment Program please contact Brian Kreski at 920-832-5945.



Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: November 13, 2018

RE: Amend 2017F Evergreen Drive and Alvin Street Stormwater Management Design and Permitting with McMahon Associates, Inc. in an amount not to exceed \$4,000.

The Department of Public Works is requesting approval to amend the 2017F Evergreen Drive and Alvin Street Stormwater Management Design and Permitting contract with McMahon Associates, Inc. in an amount not to exceed \$4,000. If the amendment is approved, the total contract amount will be \$63,700. After this contract amendment, \$38,962 will remain in the 2018 stormwater consulting services budget.

To date, McMahon has completed design and permitting of the storm sewer in Evergreen Drive from Alvin Street to Haymeadow Avenue. They have also assisted the City in refining stormwater management alternatives for Alvin Street in conjunction with an expansion at Pathways Church and potential development on the west side of Alvin Street. The design and permitting for this work is well underway.

At the time the Evergreen Drive WisDOT permit was obtained, we were notified by WisDOT that the extension of sidewalk and trail from Alvin Street west to Richmond Street may impact the existing storm sewer in Richmond Street. As such, they are requiring additional stormwater calculations and a permit application for this work, which will be included in the 2019 paving project.

Based on the work already completed by McMahon and their familiarity with WisDOT stormwater management requirements, staff believes McMahon is best suited to obtain this permit in a timely manner. Therefore, the Department of Public Works is requesting this amendment of the 2017F Evergreen Drive and Alvin Street Stormwater Management Design and Permitting with McMahon Associates, Inc.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: November 20, 2018

RE: Award of 2019A Stormwater Consulting Services Contract for 2019 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$50,000.

The Department of Public Works is requesting approval of the 2019A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2019 Stormwater Management Plan reviews in an amount not to exceed \$50,000. The scope of work provided will vary based on submittals received for review and also includes review and updating of the ordinance governing stormwater plan review. Actual costs will be charged to the City on a time and material basis. This is the first of several stormwater contracts DPW will be bringing forward for 2019. After this contract, \$786,000 will remain in the 2019 stormwater consulting services budget.

DPW solicited proposals from five engineering firms and received proposals from three of the firms. Proposals were rated on a 100-point scale on the following criteria: Related Experience, Project Team, Project Understanding and Approach, and Schedule. Technical Proposals were evaluated by a City review team consisting of Ross Buetow, City Engineer; Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer.

<u>Rank</u>	<u>Firm</u>	<u>Score</u>
1.	raSmith	96.67
2.	Brown and Caldwell	92.67
3.	AECOM	81.00

Based on the proposals and a follow up conference call with BC, staff is confident that both raSmith and BC are qualified to perform the work in a timely manner. After technical scoring was completed, the City reviewed cost proposals associated with each technical proposal. Per the

ordinance, review fees for stormwater management plans are passed through to the Developer and, although costs weren't part of the point score, they were considered heavily for this project. With similar team qualifications and percentage of review assigned to each team member, the average hourly rates for BC are approximately 15% less than raSmith. Therefore, staff recommends BC for this project.

The Request for Proposals specifically states: "*With satisfactory performance on this contract by the selected consultant and consistent staffing, the selected consultant may be contracted for this same work in 2020-2023 (five year maximum) without an RFP process.*" Therefore, if approved, and with satisfactory performance by the consultant, DPW staff anticipates contracting with BC for 2020-2023 Stormwater Management Plan Reviews, subject to Utilities Committee and Common Council approval at the appropriate times.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: November 20, 2018

RE: Award of 2019B Stormwater Consulting Services Contract for North Edgewood Estates Stormwater Engineering Services to McMahon Associates, Inc. in an amount not to exceed \$48,400.

The Department of Public Works is requesting approval of the 2019B Stormwater Consulting Services Contract for North Edgewood Estates Stormwater Engineering Services to McMahon Associates, Inc. (McMahon) in an amount not to exceed \$48,400. After this contract, \$737,600 will remain in the 2019 stormwater consulting services budget.

North Edgewood Estates is a phased single-family residential plat located east of French Road and approximately 1,300 feet north of CTH JJ (Edgewood Drive). Per the Development Agreement for this plat, the City is responsible for the design and construction of an offsite secondary access road for emergency vehicles, including associated stormwater management, and for the design and construction of an onsite box culvert for the Ruby Red Drive crossing of Apple Creek Northeast. This proposed contract scope includes the following:

- Temporary Secondary Access Road
 - Prepare a Stormwater Management Plan for the secondary access drive, and a conceptual stormwater management plan for the anticipated future permanent roadway at temporary access drive location, to evaluate potential re-use of stormwater conveyances and stormwater management practices.
 - Prepare legal descriptions with a map exhibit for all land and easements required to construct access road, stormwater conveyances, and stormwater management practices.

- Prepare all DNR and USACE permit applications that may be necessary for construction.
- Construction Plans and Specifications for access roadway, storm sewers, culverts, ditches, and stormwater management practices for 2020 construction.
- Ruby Red Drive Box Culvert Crossing at Apple Creek Northeast
 - Prepare Construction Plans and Specifications for box culvert per developer's box culvert sizing/flood study for 2020 construction. Coordinate with developer's engineer as needed for developer's permit applications.

DPW solicited proposals from five engineering firms and received proposals from three of the firms. Proposals were rated on a 100-point scale on the following criteria: Related Experience, Project Team, Project Understanding and Approach, and Schedule. Technical Proposals were evaluated by a City review team consisting of Ross Buetow, City Engineer; Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer.

<u>Rank</u>	<u>Firm</u>	<u>Technical Score</u>	<u>Cost Proposal</u>	<u>Price Per Point</u>
1.	McMahon	94.67	\$48,400	\$511
2.	Brown & Caldwell	93.00	\$82,467	\$887
3.	raSmith	90.33	\$71,194	\$788

After technical scoring was completed, the City reviewed cost proposals associated with each technical proposal. McMahon was ranked as the highest scoring proposal based on all of the following: Technical Score, Cost, and Price Per Point.

Therefore, the Department of Public Works is requesting approval of the 2019B Stormwater Consulting Services Contract for North Edgewood Estates Stormwater Engineering Services to McMahon Associates, Inc. (McMahon) in an amount not to exceed \$48,400.

STORM SEWER CONSTRUCTION

RESOLUTION 5-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.

STORM SEWER CONSTRUCTION

Evergreen Drive from Haymeadow Avenue to Alvin Street

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: December 5, 2018

Attest: Kami L. Lynch (City Clerk)

WATER MAIN BREAK/JOINT LEAK REPORT OCTOBER 2018

YEARLY WATER MAIN BREAK COMPARISON

<u>OCT 17</u>	<u>OCT 18</u>	<u>YTD 17</u>	<u>YTD 18</u>
6	10	58	66

LOCATION	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
Capitol Drive / Mariah Lane	246955	DIP	8"	1980	3" hole	5 hours	343,162	\$2,086.42
817 N. Kensington Drive	247284	CIP	8"	1969	1/16" crack	6 hours	116,000	\$705.28
Capitol Drive / Racine Street	247376	DIP	12"	1967	5" hole	6 hours	1,359,052	\$8,263.04
831 E. McKinley Street	247419	CIP	8"	1967	1/8" crack	3 hours	83,557	\$508.03
3133 N. Ballard Road	247548	DIP	12"	1971	1/64" crack & 12" split	292 days	13,209,000	\$80,310.72
Park Hills Drive / Gladys Avenue	247575	DIP	8"	1966	5" hole	3 hours	759,733	\$4,619.18
615 E. Spring Street	247735	CIP	6"	1930	3" hole	1 hour	151,168	\$919.10
1005 N. Lawe Street	247734	CIP	6"	1969	4" hole	3 hours	243,115	\$1,478.14
2200 N. Roemer Road	247858	CIP	12"	1969	1" crack, 12' split & 2" hole	3 hours	4,535,554	\$27,576.17
3411 E. Edgemere Drive	247906	CIP	8"	1964	1/16" crack	1 day	425,512	\$2,587.11

**Water Loss is calculated at the residential rate of \$6.08 per 1000 gallons.