



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, December 10, 2019

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1838](#) Approval of the November 12, 2019 Utilities Committee Meeting Minutes.

Attachments: [November 12, 2019 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1842](#) Award of 2020A Stormwater Consulting Services Contract for 2020 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$25,000.

Attachments: [2020A Plan Review Award Util Memo BC.pdf](#)

[19-1843](#) Award of 2020B Stormwater Consulting Services Contract for 2020 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$30,000.

Attachments: [2020B Plan Review Award Util Memo raSmith.pdf](#)

[19-1844](#) Approval to Single-Source and Award 2019R Stormwater Consulting Services Contract for Lightning-French Drainage Corridor Study and 30% Preliminary Engineering to raSmith, Inc. in an amount not to exceed \$49,680.

Attachments: [2019R Lightning-French Corridor Approval Memo raSmith Final.pdf](#)

[19-1845](#) Award Unit K-20 Native Landscape Management Contract to Applied Ecological Services, Inc. in an amount not to exceed \$226,460.

Attachments: [K-20 contract award util memo 12-03-2019 final.pdf](#)

6. Information Items

[19-1547](#) Request to classify 7500 N. Purdy Parkway (parcel 31-1-9221-00) as commercial for stormwater billing purposes.

Attachments: [Memo 311922100.pdf](#)

[2019-10-22 MEU Holdings - Letter to Sue Olson.pdf](#)

Legislative History

10/22/19	Utilities Committee	held
<i>This item will be held until the November 12, 2019 Utilities Committee meeting.</i>		
11/12/19	Utilities Committee	held
<i>This item will be held until the December 10, 2019 Utilities Committee Meeting.</i>		

[19-1864](#) Biosolids Storage and Land Application Update.

[19-1867](#) 2020-2021 Joint Chemical Consortium Quotation Awards

Attachments: [2020-2021 Chemical Award Memo to UC 121019.pdf](#)

[19-1846](#) Monthly Reports for October 2019:
- Water Distribution and Meter Team Monthly

Attachments: [Water Main Breaks October 2019.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 12, 2019

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Roll call of membership

Present: 4 - Meltzer, Reed, Firkus and Otis

Excused: 1 - Fenton

3. Approval of minutes from previous meeting

[19-1698](#)

Approval of the October 22, 2019 Utilities Committee Meeting Minutes.

Attachments: [October 22, 2019 Utilities Committee Meeting Minutes.pdf](#)

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

Aye: 3 - Meltzer, Reed and Firkus

Absent: 1 - Fenton

Abstained: 1 - Otis

4. Public Hearings/Appealances

5. Action Items

[19-1699](#)

Approve 2019 Water System Distribution Master Plan Update by AECOM.

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

Aye: 4 - Meltzer, Reed, Firkus and Otis

Absent: 1 - Fenton

[19-1547](#)

Request to classify 7500 N. Purdy Parkway (parcel 31-1-9221-00) as commercial for stormwater billing purposes.

Attachments: [Memo 311922100.pdf](#)
 [2019-10-22 MEU Holdings - Letter to Sue Olson.pdf](#)

This item will be held until the December 10, 2019 Utilities Committee Meeting.

Firkus moved, seconded by Reed, that the Report Action Item be held until the December 10, 2019 meeting. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Fenton and Otis

Absent: 1 - Firkus

[19-1711](#)

Award AWWTP Primary Clarifier #3 and #4 Cured-in-Place Pipe lining contract to Visu-Sewer in the amount not to exceed \$51,250.

Attachments: [Primary Clarifier 3 4 CIPP Award Memo_Visu-Sewer.pdf](#)

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

Aye: 4 - Meltzer, Reed, Firkus and Otis

Absent: 1 - Fenton

[19-1732](#)

Reaffirm the following property that has an Assessor land use code of single family or duplex be considered commercial property for stormwater billing purposes. (This property was referred back to Utilities.)

c. 6600 N. Ballard Road

Attachments: [6600 Ballard combined.pdf](#)

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

Aye: 4 - Meltzer, Reed, Firkus and Otis

Absent: 1 - Fenton

6. Information Items

[19-1700](#)

Urban Non-Point Source Planning Grant for Citywide Stormwater Management Plan.

Attachments: [UNPS Planning Grant.pdf](#)

This item was presented.

[19-1712](#)

Discuss MS4 Permit requirements for Public Education and Public Participation

Attachments: [2019 November UC MS4 Permit.pdf](#)
 [2019-2023 IE Plan Draft.pdf](#)
 [2019 Public Participation plan Draft.pdf](#)

This item was discussed.

[19-1729](#)

Change Order #1 to Classic Coatings in the amount of \$375 for the Lindbergh Painting Project resulting in the construction contract being increased to \$694,225 and a decrease in contingency from \$69,385 to \$69,010.

Attachments: [Change Order 1 Lindbergh Painting Project 11-07-19.pdf](#)

This item was discussed.

[19-1731](#)

Change Order #1 to August Winter and Sons contract as part of the 2017 AWWTP Improvements Projects totaling \$1,565 resulting in a decrease in contingency from \$172,150 to \$170,585.

Attachments: [191107 Finance Memo 20147 AWWTP Improvements Change Order No1.pdf](#)

This item was discussed.

7. Adjournment

Reed moved, seconded by Firkus, that the Utilities Committee meeting be adjourned at 5:21 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Firkus and Otis

Absent: 1 - Fenton

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: December 2, 2019

RE: Award of 2020A Stormwater Consulting Services Contract for 2020 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$25,000.

The Department of Public Works is requesting approval of the 2020A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2020 Stormwater Management Plan reviews in an amount not to exceed \$25,000. The scope of work provided will vary based on submittals received for 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 2020. After this contract, \$743,250 will remain in the 2020 stormwater consulting services budget.

This would be the second year of a potential 5 year approval for this work. The Request for Proposals specifically stated: *“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.”* Although there have been some staff changes at BC during 2019, most staffing has remained consistent and they have worked efficiently with City staff and developers’ engineers.

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: December 2, 2019

RE: Award of 2020B Stormwater Consulting Services Contract for 2020 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$30,000.

The Department of Public Works is requesting approval of the 2020B Stormwater Consulting Services Contract with raSmith for 2020 Stormwater Management Plan reviews in an amount not to exceed \$30,000. The scope of work provided will vary based on submittals received for review. Actual costs will be charged to the City on a time and material basis. After this contract, \$713,250 will remain in the 2020 stormwater consulting services budget.

In fall 2018, DPW solicited proposals from five engineering firms and received proposals from three of the firms. Although raSmith scored slightly higher technically, the cost consideration supported awarding the 2019 stormwater plan reviews to Brown and Caldwell. However, there were several project reviews still open from 2018 and the raSmith contract was carried over to provide cost effective service for those projects. Therefore, in 2019 staff administered two plan review contracts and was able to provide timely service and cost effectiveness to developers. Had these projects been transferred to Brown and Caldwell, significant start up time and cost would have been incurred.

Both firms are equally qualified for this work as demonstrated in the RFP process and rates for staff assigned to these contracts are comparable for 2020. Because there continues to be open projects for which raSmith has provided review, such as Apple Ridge and North Edgewood Estates subdivisions, staff recommends two stormwater plan review contracts for 2020. The amount requested for raSmith exceeds that recommended for Brown and Caldwell due to the size and complexity of the subdivision reviews currently underway.

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: December 3, 2019

RE: Approval to Single-Source and Award 2019R Stormwater Consulting Services Contract for Lightning-French Drainage Corridor Study and 30% Preliminary Engineering to raSmith, Inc. in an amount not to exceed \$49,680.

The Department of Public Works is requesting approval to single-source and award the 2019R Stormwater Consulting Services Contract for the Lightning-French Drainage Corridor Study and 30% Preliminary Engineering to raSmith, Inc. in an amount not to exceed \$49,680. After this contract, \$183,004 will remain in the 2019 stormwater consulting services budget.

The proposed contract represents a third project in the City's North Side Development Corridor area for 2019. Current 2019 study projects in this area include the Lightning Drive Study update (2019D contract) and the French Road Urbanization Study (2019G contract). These two contracts are immediately west and east, respectively, of the proposed contract, share the same drainage areas, and are both being performed by raSmith.

In 2019, the City has continued to experience pressure within the North Side Development Corridor from developers looking for infrastructure to serve potential development in areas east of Ballard Road, west of French Road, south of Broadway Drive, and north of Edgewood Drive. A large portion of this undeveloped area requires a planned sanitary sewer extension from French Road west toward Lightning Drive. It is anticipated that a public roadway would follow the same route as the required sanitary sewer, with associated stormwater management to meet DNR and City requirements. The proposed contract will allow the City to continue planning and preliminary engineering for the infrastructure required to serve this area, and includes preparing an independent, drainage study for a corridor from Lightning Drive to French Road and developing 30% preliminary engineering plans for the planned roadway and its stormwater management/conveyance practices. The updated report will also consider potential options to manage post-development runoff for future adjacent tributary parcel areas.

Based on raSmith's excellent work on the two referenced adjacent studies, as well as their familiarity with the Emerald Valley development to the south, for which they performed Stormwater Management Plan review, the City obtained a single-source quote from raSmith. raSmith's prior and ongoing work in this area makes them uniquely qualified to cost-effectively perform the proposed work, and staff considers the costs, hours, and scope provided by raSmith to be in line with expectations based on similar work.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

SUBJECT: Award Unit K-20 Native Landscape Management Contract to Applied Ecological Services, Inc., in an amount not to exceed \$226,460.

DATE: December 3, 2019

The Department of Public Works recommends award of the K-20 Native Landscape Management Contract to Applied Ecological Services, Inc. (AES), in an amount not to exceed \$226,460 (budget \$226,460).

The following tasks are included in this contract:

Native Vegetation Maintenance and New Installation at City Stormwater Ponds and Channels

- Provide vegetation inspections and recommendations.
- Provide invasive species and algae control through herbicide, mowing, brushing, and/or controlled burns.
- Provide preparation, seeding, planting, and erosion control at sparsely established areas and new sites.
- Initial planting of an “urban reforestation” area along the north side of Leona Pond.
- Maintain pond aerators.

In addition to work at DPW sites, the proposed contract amount includes an estimated \$5,500 of work at Facilities Department sites, to be paid by Facilities Department through interdepartmental agreement.

The Department of Public Works requests that the Utilities Committee approve a contract with AES, who was the 2017, 2018, and 2019 contractor, for these services. This request is consistent with the approved 2020 stormwater budget, the March 15, 2017 Unit K-17 approval by the Common Council, and the March 2017 award memo by the Department of Public Works requesting use of AES as its consultant/contractor for native landscaping through 2021, subject to contractor performance in the prior year and annual contract approval.

AES performed well as the 2019 contractor, demonstrating good customer service, expertise, and cost-effectiveness. Proposed K-20 unit prices include a 2% unit price increase compared to the K-19 unit prices, which is in line with the proposed annual unit price adjustment in the original 2017 AES proposal.

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: October 15, 2019

RE: Request to classify 7500 N. Purdy Parkway (parcel 31-1-9221-00) as commercial for stormwater billing purposes

This site is a large parcel on the north side of Apple Hill Farms with an Assessor land use code for single family and a secondary use code of crop production. In addition to the single family home, the parcel has a lengthy private road, private trail, and multiple accessory buildings, including a barn with restrooms.

Under the single family classification this parcel is 1 ERU for \$175 per year. Under the commercial classification, this parcel is 53.0 ERU for \$9,275.00 per year. The site is 1.3% impervious.

There are three water meters/accounts on this parcel, one is residential and two are commercial. This site also met the Wisconsin Department of Natural Resources requirements for a single family development with enough connected impervious to require a stormwater management plan and permit.

Staff recommends classifying this parcel as commercial for stormwater billing purposes.

WILLOW
BROOK CT

N BALLARD RD

1-9221

1-9220





N BALLARD RD

MACKVILLE
RD

E MACKVILLE RD

N PURDY PKWY

1-9221

1-9210-1

1-8303-20

1-9203-34

1-9203-35

1-9203-36







October 22, 2019

Via Email and Hand Delivery

Ms. Sue Olson, P.E.
Project Engineer
City of Appleton
Department of Public Works
Engineering Division
100 N. Appleton Street
Appleton, WI 54911

Re: Stormwater Billing for Parcel 31-1-9221-0 located at 7500 N. Purdy Parkway
(the "Property")

Dear Ms. Olson:

We represent MEU Holdings, LLC with respect to your October 10, 2019, letter proposing to increase the stormwater assessment on the above-referenced single family residential Property from \$175 per year to \$9,275 per year. I understand from your letter that this matter will be discussed at a meeting of the Utilities Committee at 5 p.m. today, October 22, 2019. We ask that this letter be made part of the record for the Committee.

Although our analysis is ongoing, there are several points about which the Utilities Committee should be aware:

- 1) As acknowledged in the City's October 10, 2019 letter, this is a "residential property", defined in Section 20-229 of the Appleton City Ordinances to mean "developed exclusively for residential purposes including, but not limited to, single family homes" The Property certainly is a property developed exclusively for residential purposes, containing a single family home and authorized accessory buildings, private road and other amenities. Neither the size of the Property nor the amenities present on the Property change its residential character. Nor is there any commercial aspect of this parcel, though that term appears not to be defined in the stormwater ordinances.
- 2) To the extent that portions of the Property are agricultural in character, we note that "Agricultural Facilities and Practices" are exempt from the Stormwater Rules. Section 20-311(a)(2).
- 3) Even if the Property or any portion of it were somehow considered to be non-residential, Section 20-236(b)(2) of the City's Ordinances provides that the calculation of the ERU charge should be based upon the amount of "impervious area contributing to surface water runoff", not

Ms. Sue Olson
October 22, 2019
Page 2

total lot area. The actual impervious area on this property is only a very small fraction of the total lot area, a fraction which we expect upon further analysis will be less than the approximately 125,000 square feet which forms the basis of the City's proposed ERU charge.

4) The impervious areas on the Property appear to contribute virtually nothing to the City's stormwater, in large part precisely because of the large amounts of pervious undeveloped, agricultural and forest areas which surround almost all of the impervious areas on the Property. As a practical matter, the Property is responsible for little, if any, stormwater runoff.

We are not aware of any basis in State law or the City's Ordinances to reclassify the residential Property containing a home as "commercial" or any other non-residential use, and we ask that the Utilities Committee deny the proposed reclassification. If the Utilities Committee believes that this matter warrants further substantive discussion, then we ask that the Utilities Committee defer any possible reclassification of the Property as commercial for stormwater billing purposes, as proposed in your letter, to permit us to continue our review of this matter and, if necessary, hire a stormwater engineering consultant to assist us. In the meantime, we would be pleased to meet with Engineering Division staff to explore a possible resolution of this matter.

Thank you for your consideration.

Sincerely,

von BRIESEN & ROPER, s.c.



Michael P. Carlton

MPC:sev
33853181_2.DOCX



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

Department of Utilities
Water Treatment Facility
2281 Manitowoc Road
Menasha, Wisconsin 54952 – 8924
920 – 997 – 4200 tel.
920 – 997 – 3240 fax

TO: Chris Shaw, Utilities Director
FROM: Kristy Veldman, Admin Support Specialist
DATE: December 4, 2019
RE: 2020-2021 Joint Chemical Consortium Quotation Awards

The Request for Quote (RFQ) process for 2020-2021 treatment chemicals used amongst the Appleton Water Facility (AWTF), the Appleton Wastewater Treatment Plant (AWWTP), the Neenah Water Utility (NWU), and the Menasha Water Utility (MWU) was completed in October. A joint chemical consortium RFQ was completed in an effort to achieve more competitive quotes. Below are the recommended chemical quote awards. The low quoters have been notified to provide product beginning January 1, 2020.

2020-2021 Joint Chemical Consortium Quotation Awards

Chemical	Company	2020 Cost Per LB	2019 Cost @ AWTF	2019 Cost @ AWWTP	2019 Cost @ NWU
Aqua Ammonia	Brenntag Great Lakes Hawkins	\$0.28 MWU \$0.28 AWTF	\$0.244	NA	NA
Carbon Dioxide	Airgas USA LLC	\$0.049 NWU \$0.049 AWTF	\$0.0495	NA	\$0.0495
Ferric Chloride	Kemira Water	\$0.112 AWTP	NA	\$0.098	NA
Ferric Sulfate	Kemira Water	\$0.126 NWU \$0.126 AWTF	\$0.089	NA	\$0.089
Fluoride (Hydrofluorosilic Acid)	Hawkins Alexander Chemical	\$0.28 NWU \$0.191 AWTF	\$0.255	NA	\$2130.43
Lime (Calcium Hydroxide)	Graymont Lime	\$0.080 NWU \$0.078 AWTF	\$0.077	NA	\$0.079
Hydrochloric Acid	Milport Brenntag Great Lakes	\$1.65 AWTF \$0.26 AWWTP	\$1.65	\$0.35	NA
Potassium Permanganate	Carus Corporation Hawkins	\$1.84 MWU \$3.0450 AWTF	\$2.9948	NA	NA
Powder Activated Carbon	Jacobi Carbon Jacobi Carbon Donau Carbon	\$0.59 NWU \$0.59 AWTF \$0.436 MWU	\$0.545	NA	\$0.545
Sodium Bisulfite	Hydrite Chemical	\$0.15 AWWTP	NA	\$0.15	NA
Sodium Hypochlorite	Milport	\$0.0853 MWU \$0.0853 NWU \$0.0853 AWTF \$0.0853 AWWTP	\$0.0897	\$0.0897	\$0.0897
Clarifloc C-308P	Polydyne	\$0.74 MWU	NA	NA	NA
Soda Ash	Univar	\$0.1790 MWU	NA	NA	NA
Sodium Silicate	Milport	\$0.1500 MWU	NA	NA	NA
Aluminum Sulfate	Chemtrade Chemicals	\$265.00/ton MWU	NA	NA	NA

*Due to MWU being new to the consortium, prior years costs are not known.

Quotes were solicited from 66 vendors for 15 treatment chemicals. These chemicals are used by some or all of the four facilities. All but one of the quotes were received as price per pound of product as delivered. One quote, for aluminum sulfate, was received as price per ton. The term of the quotes is for the calendar years of 2020 and 2021.

The process meets the requirements of the City of Appleton Purchasing Policy and successfully provided the lowest costs available for all the chemicals.

WATER MAIN BREAK/JOINT LEAK REPORT OCTOBER 2019

YEARLY WATER MAIN BREAK COMPARISON

<u>OCT 18</u>	<u>OCT 19</u>	<u>YTD 18</u>	<u>YTD 19</u>
10	9	66	70

LOCATION	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
Fountain & Plaza	261937	CIP	8"	1964	1/8" Crack	4 Hours	97,246	\$591.26
935 W. Whittier Dr.	262086	CIP	8"	1964	1/16" Crack	4 Hours	70,919	\$431.19
Briarcliff & Crestview	262081	CIP	8"	1964	1/32" Crack 10" Split	40 Days	2,783,468	\$16,923.49
119 Lynn Dr.	262110	CIP	8"	1961	1/16" Hole	270 Days	256,410	\$1,558.97
231 S. Fidelis	262140	CIP	8"	1970	12"x1/64" Split	159 Days	6,921,189	\$42,080.83
612 E. Service Rd.	262323	CIP	12"	1961	1/64" Crack	24 Hours	134,818	
719 S. Summit St.	262398	CIP	6"	1927	3" Hole	10 Hours	560,823	\$3,409.80
1020 N. Rankin St.	262473	CIP	8"	1945	1 1/2" Hole	24 Hours	480,000	\$2,918.40

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

WATER MAIN BREAK/JOINT LEAK REPORT OCTOBER 2019

LOCATION	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**
Roemer & Winslow	262471	CIP	12"	1978	3" Hole	4 Hours	480,000	\$2,918.40
								\$0.00

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