



DEPARTMENT OF
UTILITIES

Department of Utilities

Wastewater Treatment Plant
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MEMORANDUM

Date: January 19, 2026
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Ryan Rice, Deputy Director of Utilities
Jeri Ohman, Finance Director / Enterprise Accounting Fund Manager
From: Chris Stempa, Director of Utilities
Subject: Action: Transfer \$520,595 of unused contingency from AWWTP Phase 1 Belt Filter Press Equipment Upgrades Project contract with Staab Construction to Phase 2 Staab Constructing contract

BACKGROUND:

On December 7, 2022, the Common Council approved a contract with Staab Construction for the Appleton Wastewater Treatment Plant (AWWTP) Phase I Belt Filter Press (BFP) Equipment Upgrades Project in the amount of \$5,063,000, with a 15 percent contingency of \$759,450, for a total project authorization not to exceed \$5,822,450. Phase I included the installation of two new belt filter press units, four new sludge feed pumps, and a new second-level air handling system. This phase established the foundational infrastructure necessary to support the subsequent Phase II work.

Phase II of the project was publicly bid in May 2024 and awarded to Staab Construction by the Common Council on June 24, 2024, in the amount of \$4,627,000, with a contingency of \$215,119 (4.65 percent), for a total not-to-exceed amount of \$4,842,119. The reduced contingency for Phase II was established to avoid exceeding the original authorized budget while acknowledging the availability of unused contingency funds remaining from Phase I. It is also important to note that the original BFP Upgrades Project Capital Improvement Program (CIP) was initially planned as a single-phase project. However, bidding volatility in 2020 and 2021, along with significant supply chain uncertainties, necessitated splitting the project into two phases to allow the Utility to proceed in a manageable and fiscally responsible manner.

With Phase I substantially complete, the project transitioned into Phase II, which involves the full demolition and replacement of the three existing belt filter presses, removal of obsolete hardwired electrical systems, and replacement of antiquated or degraded components outside of the primary electrical infrastructure. This scope of work carries a higher degree of uncertainty due to the age and condition of the existing equipment and systems, thereby increasing the need for additional contingency funding.

ACTION:

Accordingly, staff is formally requesting approval to transfer \$520,595 of unused Phase I contingency funds to the Phase II Staab Construction contract to adequately address project risks and support successful completion.

If there are any questions or a need for additional information regarding this project, please contact Chris Stempa at 920-832-5945.