



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, June 11, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-0744](#) Approval of the May 21, 2024 Utilities Committee Meeting minutes.

Attachments: [May 21, 2024 Utilities Committee Meeting Minutes.pdf](#)

5. **Public Hearing/Appearances**
6. **Action Items**

[24-0745](#)

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2023 and Request the following Resolution be presented to Common Council for approval:

Whereas, the City of Appleton manages, operates, and maintains a sewer collection system and wastewater treatment plant; and

Whereas, treatment efforts produce a liquid effluent and a biosolids that are returned to the environment; and

Whereas, the State of Wisconsin evaluates wastewater utilities throughout the State of Wisconsin through an electronic Compliance Maintenance Annual Report (eCMAR); and

Whereas, Appleton received a score of 4.0 GPA; and

Whereas, the State of Wisconsin requests the Common Council pass a resolution accepting the eCMAR report;

Now, therefore, be it resolved by the City Council that the City of Appleton:

Article 1. Continue supporting the treatment and maintenance programs at the utility

Article 2. Continue planning efforts that will address and promote long term performance results at the facility.

Attachments: [2023 eCMAR Validated.pdf](#)

[24-0746](#)

Adopt the Proposed Revised Agreements for Stormwater Ponds at Memorial Park and Reid Golf Course

Attachments: [Reid and Memorial Park Stormwater Pond Agreements.pdf](#)

[0821 - Memorial Park Stormwater Agrm - Amended - REDLINE - 05-30-2024.pc](#)

[0821 - Memorial Park Stormwater Agrm - Amended - CLEAN - 05-30-2024.pdf](#)

[0820 - Reid Stormwater Pond Agrm - Amended - REDLINED - 05-30-2024.pdf](#)

[0820 - Reid Stormwater Pond Agrm - Amended - CLEAN - 05-30-2024.pdf](#)

[24-0765](#)

Amend 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$25,000 for a total contract amount not to exceed \$75,000.

Attachments: [2024A Stormwater Plan Review amendment #1 UC Memo.pdf](#)

7. Information Items

[24-0777](#) Additional purchase of equipment to complete the Turbidimeter Replacement Project at the Water Filtration Plant. Additional equipment cost of \$3,359.00 will result in a decrease in contingency from \$5,470.36 to \$2,111.36.

Attachments: [240606 Utility Committee Memo Additional Turbidimeter Equipment Purchase](#)

[24-0747](#) Monthly Report for April 2024
- Water Distribution and Meter Team Monthly Report - April

Attachments: [4 - April 2024 Water Main Breaks.pdf](#)

8. 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 Ryan Rice at 920-832-5945 or Danielle Block at 920-832-6474.



City of Appleton

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Meeting Minutes - Final Utilities Committee

Tuesday, May 7, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chairperson Meltzer called the Utilities Committee Meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Meltzer, Doran, Heffernan, Firkus and Hayden

4. Approval of minutes from previous meeting

[24-0549](#)

Approval of the April 23, 2024 Utilities Committee Meeting minutes.

Attachments: [April 23, 2024 Utilities Committee Meeting Minutes.pdf](#)

Firkus moved, seconded by Hayden, that the Utilities Committee Meeting Minutes of the April 23, 2024 meeting be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Doran, Heffernan, Firkus and Hayden

5. Public Hearing/Appearances

6. Action Items

[24-0550](#)

Approval of Sole Source Engineering Services Contract to McMahon as part of the Appleton Water Treatment Facility Carbon Dioxide System Rehabilitation Project in the amount of \$27,000 with a 10% contingency of \$2,700 for a total not to exceed \$29,700.

Attachments: [240430_SoleSourceAward_McMahon_CO2_Memo.pdf](#)

Firkus moved, seconded by Hayden, that the Sole Source Engineering Services Contract to McMahon as part of the Appleton Water Treatment Facility Carbon Dioxide System Rehabilitation Project in the amount of \$27,000 with a 10% contingency of \$2,700 for a total not to exceed \$29,700 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Doran, Heffernan, Firkus and Hayden

[24-0551](#)

Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$611,302 for replacement of private lead service lines in Appleton.

Attachments: [SDW SFY 2024 Final Funding List.pdf](#)

Firkus moved, seconded by Hayden, that the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$611,302 for replacement of private lead service lines in Appleton be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Doran, Heffernan, Firkus and Hayden

[24-0586](#)

Approval of Sole Source award to Badger Meter Syrinix for a leak monitoring system in an amount not to exceed \$90,000.

Attachments: [Sole Source Memo - Syrinix.pdf](#)
[Syrinix Technical Proposal.pdf](#)

Firkus moved, seconded by Hayden, that the Sole Source award to Badger Meter Syrinix for a leak monitoring system in an amount not to exceed \$90,000 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Doran, Heffernan, Firkus and Hayden

[24-0587](#)

Approve Contract Amendment #1 to McMahon for Phase II Solids Dewatering Equipment Upgrades for additional design and construction management services in the amount of \$26,900 increasing the contract amount from \$162,000 to \$188,900

Attachments: [240501_Ph2-BFP_McMahon_ContractAmend_no1_memo.pdf](#)

Firkus moved, seconded by Hayden, that the Contract Amendment #1 to McMahon for Phase II Solids Dewatering Equipment Upgrades for additional design and construction management services in the amount of \$26,900 increasing the contract amount from \$162,000 to \$188,900 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Doran, Heffernan, Firkus and Hayden

7. Information Items

8. Adjournment

Hayden moved, seconded by Firkus, that the Utilities Committee meeting be adjourned at 4:39 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Doran, Heffernan, Firkus and Hayden

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	12.4197	x	186	x	8.34	=	19,214
February	11.8564	x	232	x	8.34	=	22,941
March	23.0642	x	164	x	8.34	=	31,546
April	21.0397	x	134	x	8.34	=	23,513
May	13.7232	x	162	x	8.34	=	18,484
June	9.7060	x	339	x	8.34	=	27,441
July	8.4748	x	373	x	8.34	=	26,328
August	9.5365	x	316	x	8.34	=	25,093
September	8.2893	x	388	x	8.34	=	26,789
October	10.7871	x	395	x	8.34	=	35,536
November	11.2347	x	333	x	8.34	=	31,154
December	10.9977	x	311	x	8.34	=	28,525

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	24.2	x	90	=	21.78
		x	100	=	24.2
Design BOD, lbs/day	40900	x	90	=	36810
		x	100	=	40900

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	1	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		1	0	0	0
Points		2	0	0	0
Total Number of Points					2

2

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 2023

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
● Yes Enter last calibration date (MM/DD/YYYY)

2023-05-26

○ No

If No, please explain:

NA

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

NA

4.2 Was it necessary to enforce the ordinance?

● Yes

○ No

If Yes, please explain:

Infractions occurred that exceeded the industrial limits for pH. All industries demonstrated a return to compliance for these infractions. The AWWTP did not experience an upset as a result of the discharges.
An industry failed to self-monitor for zinc and copper for the month of May 2023. Self-monitoring sample for June exceeded 40 CFR sample compliance limits in addition to local limits for copper. Steps were taken to prevent compliance issues in the future.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

○ Yes

● Yes

○ Yes

● No

○ No

● No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

○ Yes

gallons

● No

Holding Tanks

● Yes

1,431 gallons

○ No

Grease Traps

○ Yes

gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance is not affected by these discharges.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

○ Yes

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Appleton Wastewater Treatment Facility

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<p><input checked="" type="radio"/> No</p> <p>If yes, describe the situation and your community's response.</p> <div style="border: 1px solid black; padding: 5px; min-height: 20px;">NA</div>
<p>6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; padding: 5px; min-height: 60px;">AWWTP receives food processing wastes and landfill leachate. All wastes are tested prior to acceptance. Acceptance is based on toxicity and loading potential. Once waste has been screened and approved by AWWTP staff, it is discharged to the headworks or digestion for treatment.</div>

Total Points Generated	2
Score (100 - Total Points Generated)	98
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	5	1	0	0
February	25	22.5	8	1	0	0
March	25	22.5	8	1	0	0
April	25	22.5	4	1	0	0
May	25	22.5	5	1	0	0
June	25	22.5	5	1	0	0
July	25	22.5	4	1	0	0
August	25	22.5	4	1	0	0
September	25	22.5	5	1	0	0
October	25	22.5	6	1	0	0
November	25	22.5	7	1	0	0
December	25	22.5	5	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

Our effluent outfall wasn't designed for installation of a flowmeter. Influent flow is used in place of an effluent flowmeter.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

<p><input checked="" type="radio"/> No If Yes, please explain: <input type="text" value="NA"/></p> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, please explain: <input type="text" value="NA"/></p> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A Please explain unless not applicable: <input type="text" value="NA"/></p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	2	1	0	0
February	30	27	4	1	0	0
March	30	27	4	1	0	0
April	30	27	3	1	0	0
May	30	27	2	1	0	0
June	30	27	2	1	0	0
July	30	27	1	1	0	0
August	30	27	2	1	0	0
September	30	27	3	1	0	0
October	30	27	4	1	0	0
November	30	27	5	1	0	0
December	30	27	3	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	10	28	.215	0	.224	.131	.227	.227	0
February	10	28	1.107	0	.629	.753	1.653	1.394	0
March	10	28	1.755	0	1.346	2.119	2.026	1.544	0
April	11	29	.527	0	.494	.721	.629	.384	0
May	11		.99	0					0
June	4.4	11	1.654	0	3.034	2.02	1.741	.246	0
July	4.4	11	.661	0	.283	.409	.426	1.626	0
August	4.4	11	1.068	0	1.767	1.8	.501	.554	0
September	4.4	11	.785	0	.527	.921	.426	1.306	0
October	18		.946	0					0
November	18		1.183	0					0
December	18		2.265	0					0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.098	1	0
February	1	0.139	1	0
March	1	0.133	1	0
April	1	0.122	1	0
May	1	0.153	1	0
June	1	0.227	1	0
July	1	0.273	1	0
August	1	0.308	1	0
September	1	0.396	1	0
October	1	0.268	1	0
November	1	0.233	1	0
December	1	0.286	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Outfall No. 010 - Biosolids- Compost Class A

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75									1.81					0	0
Cadmium		39	85									.159					0	0
Copper		1500	4300									35.8					0	0
Lead		300	840									7.08					0	0
Mercury		17	57									.049					0	0
Molybdenum	60		75									2.51				0		0
Nickel	336		420									9.98				0		0
Selenium	80		100									.863				0		0
Zinc		2800	7500									89.6					0	0

Outfall No. 003 - Cake Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	<7.82		<4.22		<6.53	2.07			5.95		<9.28			0	0
Cadmium		39	85	<.185		.172		.341	.096			<.194		<.219			0	0
Copper		1500	4300	58		63		57	46			59		83			0	0
Lead		300	840	6.18		4.31		3.56	2.15			4.221		4.82			0	0
Mercury		17	57	<.121		<.109		.269	<.116			<.138		.144			0	0
Molybdenum	60		75	2.62		5.26		4.4	4.81			7.09		5.4		0		0
Nickel	336		420	9.67		11		11	10			12		14		0		0
Selenium	80		100	<6.88		<3.71		<5.75	1.64			<7.3		<8.17		0		0
Zinc		2800	7500	112		112		114	110			121		173			0	0

0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

NA

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2023 - 02/28/2023
Density:	35,646
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion with a 21-day HRT. *The higher than normal fecals are related to the polymer release to digestion and dewatering Raw and TWAS, this material was not anaerobically digested from 12/26/22 to 1/12/23. However, WDNR considers this a class B biosolids for land Application. All biosolids from this event has been separated, Land Applied, and tracked on nutrient management sheets and site maps.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	03/01/2023 - 04/30/2023
Density:	15,989
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion with a 21-day HRT.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	05/01/2023 - 06/30/2023
Density:	14,494
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion with a 21-day HRT.

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2023 - 08/31/2023
Density:	11,384
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	09/01/2023 - 10/31/2023
Density:	12,938
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	11/01/2023 - 12/31/2023
Density:	7,523
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2023 - 06/30/2023
Density:	57
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

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Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2023 - 09/30/2023
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2023 - 12/31/2023
Density:	2
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

NA

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Method Date:	01/29/2023
Option Used To Satisfy Requirement:	Incorporation when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

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Outfall Number:	003
Method Date:	03/28/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	47.2

Outfall Number:	003
Method Date:	05/30/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	44.5

Outfall Number:	003
Method Date:	07/25/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	45.1

Outfall Number:	003
Method Date:	09/26/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	39.1

Outfall Number:	003
Method Date:	11/28/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	41.7

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Outfall Number:	010		
Method Date:	06/30/2023		
Option Used To Satisfy Requirement:	Aerobic Composting Process		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	010		
Method Date:	09/30/2023		
Option Used To Satisfy Requirement:	Aerobic Composting Process		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	010		
Method Date:	12/31/2023		
Option Used To Satisfy Requirement:	Aerobic Composting Process		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; padding: 2px;">NA</div>			
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; padding: 2px;">NA</div>			
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p>			

0

0

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On December 26,2022, the AWWTP experienced an interruption of the anaerobic digestion process due to polymer entering the digesters. As a result, on December 27, 2022, the anaerobic digestion process was bypassed with approval from the Wisconsin DNR. The bypassing continued into early January 2023. Environmental Programs Coordinator Brian Kreski, subsequently requested approval to land apply the primary/secondary dewatered sludge in his January 11, 2023 letter to Barti Oumarou.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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Operation/maintenance staff are knowledgeable and dedicated to repairing immediate needs, while also planning ahead for future maintenance and capital improvement projects.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

Certification No:

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff

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<input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) If "None of the above" is selected, please explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
---	---

<p>4. Continuing Education Credits</p> <p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>OIT and Basic Certification:</p> <ul style="list-style-type: none"> <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. <p>Advanced Certification:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year. 	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Kelli Rindt"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(920) 832-6316"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="kelli.rindt@appleton.org"/></p>																
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">NA</div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0															
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]																
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">NA</div> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: center;"><input style="width: 150px;" type="text" value="3,609,022.60"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="3,609,022.60"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="156,275.48"/></td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="3,609,022.60"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="3,609,022.60"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="156,275.48"/>		+		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="3,609,022.60"/>														
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>														
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="3,609,022.60"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="156,275.48"/>														
	+															

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 3,765,298.08

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

NA

3.3 What amount should be in your Replacement Fund?

\$ 2,898,917.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

NA

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Lift Station Upgrades	\$1,657,500	2024
2	Sludge Storage Building Addition	\$2,060,284	2024
3	Grit System And Raw Sludge Pump	\$618,021	2024
4	Heat Exchanger	\$4,133,358	2024
5	Belt Filter Press Upgrades And Replacement	\$9,238,894	2024
6	Chemical System Upgrades	\$225,000	2024
7	Final Clarifier Underdrain Replacement	\$433,473	2024
8	Aeration Process Upgrades	\$600,000	2024
9	Primary Clarifier #1-4 Rebuild	\$1,000,000	2024
10	SCADA Instrumentation	\$30,000	2024
11	IT Wireless Access/Network Upgrades	\$1,700,000	2024
12	HVAC Upgrades-Current Year	\$3,447,242	2024
13	Lighting Upgrades-Current Year	\$162,121	2024
14	Electrical Distribution Upgrades	\$273,634	2024
15	Green Energy Electrical Upgrades	\$863,123	2024
16	MCC Controls Upgrades-Current Year	\$159,420	2024
17	Elevator Replacement	\$350,000	2024
18	Building Renovations	\$54,790	2024
19	Administrative Building Improvements	\$130,836	2024
20	Hardscape Replacements-Current Year	\$332,273	2024

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21	Lift Station Upgrades	\$1,700,000	2025
22	Multi-year Roof Replacement	\$525,000	2025
23	Multi-year HVAC Upgrades	\$2,650,000	2025
24	Multi-year MCC Controls Upgrades	\$7,700,000	2025
25	Multi-year F1 Building Renovations	\$1,250,000	2025
26	Receiving Station Upgrades	\$900,000	2026
27	Bisulfite Bulk Tank Replacement	\$160,000	2026
28	Multi-year Lighting Upgrades	\$150,000	2026
29	Elevator Replacement	\$400,000	2026
30	Multi-year Hardscape Replacements	\$600,000	2026
31	Elevator Replacement	\$350,000	2027
32	M-Building Equipment Upgrades	\$1,600,000	2028
33	Elevator Replacement	\$350,000	2028

5. Financial Management General Comments

None

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	27,709	315
February	26,867	151
March	33,770	113
April	29,062	29
May	17,497	12
June	13,439	5
July	12,775	14
August	12,562	8
September	12,529	7
October	13,569	32
November	23,207	31
December	22,058	262
Total	245,044	979
Average	20,420	82

6.1.2 Comments:

None

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

Comminution or Screening

Extended Shaft Pumps

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- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

None

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

2009

By Whom:

Donohue & Associates, McMahon Engineers

Describe and Comment:

In the last five years the following lift stations have been reviewed and new designs, some including new energy efficient pumps, VFDs, etc., have been completed through construction projects: Briarcliff, Midway Rd, North Edgewood. Maintaining a lift station inventory that is energy efficient is a City of Appleton objective.

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Future lift station pump and motor upgrades will replace less efficient equipment with more energy efficient pumps and motors.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

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TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	852,267	385.01	2,214	595.63	1,431	29,228
February	815,733	331.98	2,457	642.35	1,270	33,981
March	914,249	714.99	1,279	977.93	935	6,173
April	859,984	631.19	1,362	705.39	1,219	3,043
May	802,752	425.42	1,887	573.00	1,401	8,119
June	817,797	291.18	2,809	823.23	993	2,399
July	853,199	262.72	3,248	816.17	1,045	1,726
August	982,858	295.63	3,325	777.88	1,264	185
September	868,800	248.68	3,494	803.67	1,081	43
October	917,390	334.40	2,743	1,101.62	833	8,480
November	902,695	337.04	2,678	934.62	966	1,004
December	899,200	340.93	2,637	884.28	1,017	1,641
Total	10,486,924	4,599.17		9,635.77		96,022
Average	873,910	383.26	2,511	802.98	1,121	8,002

7.1.2 Comments:

None

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

7.2.2 Comments:

Effluent pumping is an as-needed process dependent on WWTP inflow and river levels.

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

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Equipment replacement with energy efficient pumps and motors as well optimization of process controls.
Biogas boiler heating system optimization to increase biogas utilization and heating system efficiency.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Every project has an energy component. The City reviews projects by completing a conditions assessment followed by a review of alternatives. The City chooses the alternative with the least overall project cost (operating and capital). A number of projects resulted in decreased energy usage. As part of the plant electrical distribution project, two buildings currently heated by electricity will be converted to hot water heating.

Part of the facility

Year:

By Whom:

Describe and Comment:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Major Goals: Reconstruction is performed based on existing condition and expected useful life of sanitary sewer infrastructure. Budget constraints limit the amount of sewer infrastructure that can be replaced annually to an amount less than which meets our reconstruction criteria. In 2023, \$1,532,995 was budgeted for sewer reconstruction and \$1,057,550 was budgeted for maintenance.

Specific 2023 goals included System cleaning: 30.25%; televising and root control: 10.32%; Spot Repairs/Defect Corrections: 13; Trouble call responses: 32; Blockages removed: 3; Cross connections identified: 18; protruding taps removed: 0; General reduction in I/I through clear water inspection program. These goals are consistent with the 2023 budget for the collection system.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2020-11-03

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Sewage flows satellite system and large private users are monitored and controlled, as necessary
 Fat, oil and grease control
 Enforcement procedures for sewer use non-compliance
 Operation and Maintenance [NR 210.23 (4) (d)]
 Does your operation and maintenance program and equipment include the following:
 Equipment and replacement part inventories
 Up-to-date sewer system map
 A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	30.25	% of system/year
Root removal	0.10	% of system/year
Flow monitoring	0.00	% of system/year
Smoke testing	0.00	% of system/year
Sewer line televising	10.20	% of system/year
Manhole inspections	11.70	% of system/year

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6/5/2024 **2023**

Lift station O&M	<input type="text" value="12.00"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0.13"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0.21"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0.74"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0.04"/>	% of private services
River or water crossings	<input type="text" value="0.00"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text" value="No additional comments."/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="21.60"/>	Total actual amount of precipitation last year in inches
<input type="text" value="32.00"/>	Annual average precipitation (for your location)
<input type="text" value="334.00"/>	Miles of sanitary sewer
<input type="text" value="14.00"/>	Number of lift stations
<input type="text" value="1.00"/>	Number of lift station failures
<input type="text" value="0.00"/>	Number of sewer pipe failures
<input type="text" value="32.00"/>	Number of basement backup occurrences
<input type="text" value="32.00"/>	Number of complaints
<input type="text" value="12.60"/>	Average daily flow in MGD (if available)
<input type="text" value="23.10"/>	Peak monthly flow in MGD (if available)
<input type="text" value="63.41"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.07"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.10"/>	Basement backups (number/sewer mile)
<input type="text" value="0.10"/>	Complaints (number/sewer mile)
<input type="text" value="1.8"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="5.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

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Last Updated: Reporting For:
6/5/2024 **2023**

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Rain events in March and April increased influent flows above the average daily flow for the year.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

5.4 What is being done to address infiltration/inflow in your collection system?

The following activities are being performed to address inflow/infiltration:

- a. 738 manhole Inspections
- b. 8 manholes rehabilitated
- c. 34.1 miles of sanitary mains televised
- d. 0.70 miles of sewer pipe rehabilitated
- e. 60 sanitary manhole seals installed
- f. 11 laterals replaced
- g. 18 basement inspections in conjunction with plumbing inspections and water meter maintenance, to identify and eliminate illegal clear water connections to the sanitary system. 18 violations were found or corrected.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Grading Summary

WPDES No: 0023221

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 2023

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



CITY OF APPLETON

Department of Parks & Recreation
1819 East Witzke Blvd.
Appleton, WI 54911
p: 920-832-3919
f: 920-993-3103
www.appleton.org

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: June 10, 2024

RE: Action: Adopt the Proposed Revised Agreements for Stormwater Ponds at Memorial Park and Reid Golf Course

The Parks and Recreation Department and the Stormwater Utility have reviewed the agreements for stormwater ponds at Memorial Park and Reid Golf Course. Reviews are completed to ensure the agreements remain current and reflect market values. The following changes are being proposed upon review.

1. Annual market value reviews and determined rent will be memorialized as an information item at the Parks and Recreation as well as the Utilities Committees. The adopted annual budget will approve the annual rent. An addendum will not be approved by Common Council.

Attached for review is the current market rent analysis completed by the City Assessor. The following will be the 2025 rent.

Reid Golf Course:	\$22,680.00
Memorial Park North Pond:	\$22,932.00
Memorial Park South Pond:	\$22,050.00

Our department requests approval of the updates which will go into effect June 20, 2024.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

AGREEMENT FOR STORMWATER PONDS AT MEMORIAL PARK

I. PARTIES

- 1.1 **City of Appleton's Parks, ~~and Recreation, and Facilities Management~~ Department**, with its principal place of business at 1819 East Witzke Boulevard, Appleton, WI 54911 (hereinafter "City").
- 1.2 The **Stormwater Utility**, with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the "the Utility").
- 1.3 Together, the City and the Utility may be referred to as "the parties".

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected two stormwater ponds at Memorial Park; and
- 2.3 The Parties desire to continue to work together to allow the operation of stormwater ponds within Memorial Park; and
- 2.4 The Parties desire to have the Common Council's approval of an arrangement whereby the Utility reimburses ~~PRFM~~ City for continued use of said stormwater ponds.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between the City and the Utility, as follows:

- 3.1 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park North Pond in the amount of \$21,294.
- 3.2 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park South Pond in the amount of \$20,475.

~~3.3~~ The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be ~~documented~~ memorialized as an information item at the Park and Recreation as well as the Utilities Committees. The adopted annual budget will approve the annual rent. via an addendum to this Agreement and approved by Common Council.

3.3

3.4 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.

3.5 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.

3.6 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
**PARKS, AND RECREATION and FACILITIES
MANAGEMENT DEPARTMENT**

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks, ~~and~~
Recreation and Facilities Management

By: _____
~~Danielle Block~~ Peter Neuberger, Interim
Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis.
Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0821.aka

AGREEMENT FOR STORMWATER PONDS AT MEMORIAL PARK

I. PARTIES

- 1.1 **City of Appleton's Parks and Recreation Department**, with its principal place of business at 1819 East Witzke Boulevard, Appleton, WI 54911 (hereinafter "City").
- 1.2 The **Stormwater Utility**, with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the "the Utility").
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- 2.3 The Parties desire to continue to work together to allow the operation of stormwater ponds within Memorial Park; and
- 2.4 The Parties desire to have the Common Council's approval of an arrangement whereby the Utility reimburses City for continued use of said stormwater ponds.

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- 3.4 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
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- 3.6 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
PARKS AND RECREATION DEPARTMENT

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks and Recreation

By: _____
Peter Neuberger, Interim Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0821.aka

REID GOLF COURSE AND STORMWATER UTILITY AGREEMENT FOR STORMWATER POND

I. PARTIES

- 1.1 **Reid Golf Course**, a City of Appleton municipal golf course with its principal place of business at 1100 East Fremont Street, Appleton, WI 54915 (hereinafter “Reid”).
- 1.2 The **Stormwater Utility**, a Wisconsin municipal utility with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the “the Utility”).
- 1.3 Together, Reid and the Utility may be referred to as “the parties”.

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected a stormwater pond at Reid; and
- 2.3 The Parties desire to continue to work together to allow the operation of a stormwater pond within Reid; and
- 2.4 The Parties desire to have the Common Council’s approval of an arrangement whereby the Utility annually reimburses Reid Golf Course for continued use of the stormwater pond.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between Reid and the Utility, as follows:

- 3.1 The Utility will provide payment to Reid for the annual use of the stormwater pond in the amount of \$21,060.

- 3.2 The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be memorialized as an information item at the Parks and Recreation documents, as well as the Utilities Committees. The adopted annual budget will approve of the annual rent-an addendum to this Agreement and approved by Common Council.
- 3.3 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
- 3.4 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.
- 3.5 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
REID GOLF COURSE

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks, and
Recreation and Facilities Management

By: _____
~~Danielle Block~~ Peter Neuberger, Interim
Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney
CityLaw A22-0820.aka

Jeri A. Ohman, Director of Finance

REID GOLF COURSE AND STORMWATER UTILITY AGREEMENT FOR STORMWATER POND

I. PARTIES

- 1.1 **Reid Golf Course**, a City of Appleton municipal golf course with its principal place of business at 1100 East Fremont Street, Appleton, WI 54915 (hereinafter “Reid”).
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- 3.3 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
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- 3.5 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
REID GOLF COURSE

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks and Recreation

By: _____
Peter Neuberger, Interim Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0820.aka



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: June 5, 2024

To: Utilities Committee

From: Pete Neuberger, Deputy Director of Public Works/City Engineer

Subject: Amend 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$25,000 for a total contact amount not to exceed \$75,000.

The Department of Public Works is requesting an amendment to the contract with Brown and Caldwell (BC) for 2024 Stormwater Management Plan Reviews by an increase of \$25,000 for a total contact amount not to exceed \$75,000.

Due to the number of stormwater management plans submitted in 2024, the number of plans expected to be submitted yet this summer and the coordination needed for larger projects, the original contact amount of \$50,000 is anticipated to be expended within the next two months.

Work under this contract is charged on an hourly basis and is therefore only used as needed. In order to keep projects moving forward, staff is requesting this amendment now, before the current contract is completely spent. Other contract terms would remain unchanged.



DEPARTMENT OF
UTILITIES

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
p: 920-997-4200
f: 920-997-3240

www.appleton.org/government/utilities

MEMORANDUM

Date: June 6, 2024

To: Chairperson Meltzer and Members of the Utility Committee

CC: John Pogrant, Water Operations Supervisor
Ryan Rice, Deputy Director, Department of Utilities

From: Michael Suha, Technical Services Manager

Subject: *Utilities Committee Informational Item: Additional purchase of equipment to complete the Turbidimeter Replacement Project at the Water Filtration Plant. Additional equipment cost of \$3,359.00 will result in a decrease in contingency from \$5,470.36 to \$2,111.36.*

BACKGROUND:

On March 26, 2024, the Utility Committee approved the purchase of replacement turbidimeter equipment for the Appleton Water Treatment Plant (AWTF) in the amount of \$36,469.08 with a 15% contingency of \$5,470.36 for a total not to exceed \$41,939.44. During installation of the equipment, a controller connecting the field equipment to the Supervisory Control and Data Acquisition (SCADA) system was not accounted for during the project planning phase.

ADDITIONAL PURCHASE

To complete the project, one additional controller will be purchased from the HACH Company in the amount of \$3559.00. The current contingency balance is \$5,470.36 and with the \$3,359.00 purchase would be decreased to a remaining balance of \$2,111.36.

Please contact me at 920-832-5945 if you have any questions or require additional information regarding this project.

WATER MAIN BREAK/ JOINT LEAK REPORT - APRIL 2024

YEARLY WATER MAIN BREAK COMPARISON

MONTH 24	MONTH 23	YTD 24	YTD 23
6	5	23	26

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**	TOTAL DOLLAR VALUE FOR BREAK* <small>(Water Costs + Repair Costs)</small>
2102 N. Richmond St.	4/3/2024	309269	CIP	8"	1937	1/8" Crack and a full circumference split	10 Hours	297,753	\$1,810.34	\$10,810.34
NOTES: The break was found by a water employee who was plowing snow. The duration was calculated by the time the employee saw it and the soil saturation.										
N. Helen St. & E. Randall Ave.	4/11/2024	309269	CIP	8"	1949	4" Hole	4 Hours	744,846	\$4,528.66	\$13,528.66
NOTES: The break was found due to water bubbling. The duration was calculated by the soil saturation.										
S. Arlington St. & E. Lourdes Dr.	4/11/2024	309269	DIP	12"	1974	4" Hole	4 Hours	661,144	\$4,019.76	\$13,019.76
NOTES: The break was found due to water bubbling. The duration was calculated by the soil saturation.										
N. Ullman St. & E. Pershing St.	4/13/2024	309269	CIP	8"	1960	8' x 1/8" Split	6 Hours	762,947	\$4,638.72	\$13,638.72
NOTES: The break was found due to a call in by APD. The duration was calculated by the time of the call and the amount of water bubbling out of the road.										
1517 S. Clara St.	4/18/2024	309269	DIP	8"	1977	4" Split & 1/40" Crack	109 Days	2,373,833	\$14,432.90	\$23,432.90
NOTES: The break was found when inspecting hydrants. The duration was calculated by the soil saturation.										

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

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**	TOTAL DOLLAR VALUE FOR BREAK* (Water Costs + Repair Costs)
1420 E Jardin St.	4/30/2024	309269	CIP-150	6"	1958	2" Hole	30 Minutes	20,260	\$123.18	\$9,123.18

NOTES: The break while flushing hydrants. The duration was calculated by the time the break was observed.

Total Cost = \$83,553.56

*In addition to the dollar value of water revenue lost, there is an average cost of \$9,000 to repair each water main break (including final restoration) and an average cost of \$630 to produce the lost water for each main break.

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