



City of Appleton

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

Meeting Agenda - Final-revised Utilities Committee

Tuesday, October 22, 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
[24-1363](#) Approval of the September 24, 2024 Utilities Committee Meeting Minutes.

Attachments: [September 24, 2024 Utilities Committee Meeting Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

- [24-1364](#) Approve Wastewater Rate increase of 9% for general service and special hauled waste service and increase compost fee to \$14/cubic yard to be effective January 1, 2025.

Attachments: [WW Rate Increase memo Oct 2024.pdf](#)
[2025 Rate Sheet Attachment A.pdf](#)

7. Information Items

- [24-1366](#) Utilities Department Mission Statement Change

Attachments: [2401017_UtilitiesMissionStatementChange.pdf](#)

- [24-1367](#) 2025 Utilities Department Budget Discussion

- [24-1374](#) Monthly Reports for September 2024:
- Water Distribution and Meter Team Monthly Report - September

Attachments: [9 - September 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 Chris Stempa at 920-832-5945 or Laura Jungwirth at 920-832-6474.



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Utilities Committee

Tuesday, September 24, 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

[24-1184](#)

Approval of the September 4, 2024 Utilities Committee Meeting.

Attachments: [September 4, 2024 Utilities Committee Meeting Minutes.pdf](#)

Firkus moved, seconded by Hayden, that the Utilities Committee Meeting Minutes 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

[24-1234](#)

Approve Contract Amendment #2 for 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$38,000 for a total contract amount not to exceed \$113,000.

Attachments: [2024A Stormwater Plan Review amendment 2 UC Memo 09-24-2024.pdf](#)

Firkus moved, seconded by Hayden, that Contract Amendment #2 for the 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$38,000 for a total contract amount not to exceed \$113,000 be recommended for approval. Roll Call. Motion carried by the following vote:

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

7. Information Items

[24-1061](#)

Final Update on December 26, 2022 AWWTP Polymer Incident.

Attachments: [240924 UC Update BFP PolymerIncident.pdf](#)

This item was discussed.

[24-1251](#)

City of Appleton voted 2024 Wisconsin Best Tap Water Taste Test Winner

Attachments: [240919 AWWA TasteTestWinner_rev.pdf](#)

This item was presented.

[24-1183](#)

Monthly Reports for July and August 2024:

- Water Distribution and Meter Team Monthly Report - July
- Water Distribution and Meter Team Monthly Report - August

Attachments: [7 - July 2024 Water Main Breaks.pdf](#)

[8 - August 2024 Water Main Breaks.pdf](#)

The reports were reviewed.

8. Adjournment

Hayden moved, seconded by Firkus, that the Utilities Committee Meeting be adjourned at 4:55 p.m.. Roll Call. Motion carried by the following vote:

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



CITY OF APPLETON

Finance Department
100 N Appleton St
Appleton, WI 54911
p: 920-832-6442
f: 920-832-6317
www.appleton.org

MEMORANDUM

Date: October 16, 2024
To: Chairperson Vered Meltzer and Members of the Utilities Committee
From: Kelli Rindt, Enterprise Fund Accounting Manager
Subject: Approve wastewater rate increase of 9% for general service and special hauled waste service and increase compost fee to \$14/cubic yard to be effective January 1, 2025.

BACKGROUND:

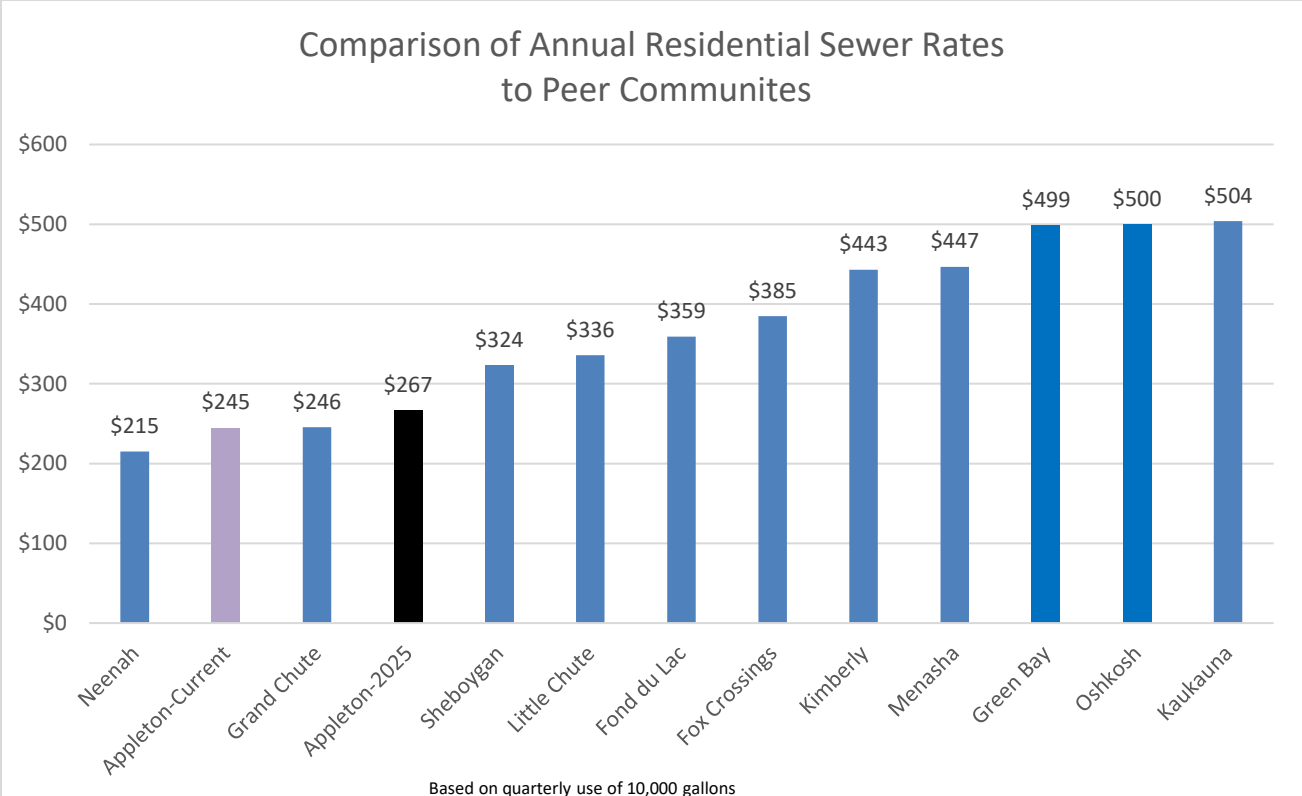
The Utility Department contracted with Trilogy Consulting in 2020 to complete a comprehensive rate study that reviewed cash flow needs and recommended rate increases through 2026 to fund operations and future capital improvements. The study also established rates for Phosphorus and TKN (Total Kjeldahl Nitrogen) processing for high-strength quantity and quality customers.

As part of the rate approval process in 2020 it was acknowledged, that future rate needs would be reviewed annually and would be presented to committee for approval. The planned rate increases of 4% for future years no longer provides the required revenue to meet cash flow needs and debt coverage. A rate increase of 4% was approved for January 1, 2022, a 7% rate increase was approved for January 1, 2023, and January 1, 2024.

FINANCIAL REVIEW:

The 2025 budget review has indicated the need to move forward with a 9% rate increase to meet cash flow and operating expense needs as presented in the proposed budget. The capital improvement plan continues to increase from that which was reviewed as part of the 2020 study. The budget also includes \$1.4M in operating expense to complete comprehensive maintenance and inspection of the anaerobic digesters. Revenue received from the hauled waste program will decrease during the digester inspection and maintenance activities, (one digester will be offline at a time) because the amount of waste received must be curtailed to maintain Wisconsin Pollution Discharge Elimination System (WPDES) permit limits by the Department of Natural Resources.

The proposed rate increase is projected to provide \$1.3M of additional revenue in 2025 and continues to provide a reasonable rate for the service provided when compared to area communities. The average residential customer will see a quarterly increase of \$6 on the City service invoice. Future rate increases will be reviewed annually and will be presented to committee for approval.



COMPOST RATE INCREASE:

The current compost rate of \$13 per cubic yard was effective January 1, 2024. The proposed fee increase to \$14 per cubic yard, will offset increased contractor fees to process compost and transport costs to deliver materials to the facility.

RECOMMENDATION:

Approve wastewater rate increase of 9% as detailed on the attached rate sheet (attachment A). If you have any questions or require additional information regarding this proposal, please contact me at 920-832-6316.

City of Appleton - Proposed Wastewater Rates for 2025

Quarterly Minimum Charge	Meter Size	effective 1/1/2024	effective 1/1/2025
		Current Rate	Proposed Rate
	5/8	\$18.35	\$20.00
	3/4	\$18.35	\$20.00
	1	\$33.00	\$36.00
	1 1/4	\$45.50	\$49.50
	1 1/2	\$58.40	\$63.50
	2	\$89.60	\$97.50
	2 1/2	\$127.00	\$138.50
	3	\$155.50	\$169.50
	4	\$247.25	\$269.50
	6	\$468.40	\$510.50
	8	\$740.65	\$807.50
	10	\$1,083.25	\$1,180.75
	12	\$1,433.65	\$1,562.50
Volume Charge	per/1,000 gallons	\$4.28	\$4.67
	Units	Current Rate	Proposed Rate
Industrial Q/Q Rates			
Volume	per/1,000 gallons	\$2.80	\$3.05
BOD	per/100 lbs	\$40.25	\$43.85
TSS	per/100 lbs	\$13.60	\$14.80
Phosphorus	per/100 lbs	\$441.40	\$481.15
TKN	per/100 lbs	\$156.20	\$170.25
Sanitary Waste Haulers			
Volume - Septic Tank	per/ton	\$12.15	\$13.25
Volume - Holding Tank	per/ton	\$2.10	\$2.30
Per Load		\$13.45	\$14.65
Per Customer	per quarter	\$21.00	\$23.00
Hauled Waste Rates			
Tier 1	per/ton	\$6.85	\$7.50
Tier 2	per/ton	\$9.50	\$10.35
Tier 3	per/ton	\$15.70	\$17.10
Tier 4	per/ton	\$21.50	\$23.45
Tier 5	per/ton	\$28.60	\$31.20



DEPARTMENT OF
UTILITIES

www.appleton.org/government/utilities

MEMORANDUM

Date: October 17, 2024
To: Chairperson Vered Meltzer and Members of the Utilities Committee
CC: Ryan Rice, Deputy Director of Utilities
From: Chris Stempa, Director of Utilities
Subject: **Utilities Committee Information: Utilities Department Mission Statement Change**

BACKGROUND:

The Utilities Department is comprised by two separate operational divisions. One associated with wastewater treatment and the other drinking water treatment. These treatment facilities and the staff which support them have long been governed by the independent departmental mission statements listed below.

Current Utilities Department Mission Statements

- **AWTF Mission:** The City of Appleton Water Treatment Plant provides the community with safe, high-quality water in a consistent and cost-effective manner utilizing the full potential of our highly motivated, technically skilled staff.
- **AWWTP Mission:** The City of Appleton's Wastewater Treatment Plant provides the community with essential wastewater treatment services. Our technically skilled and highly motivated staff strives to maintain maximum standards of community health and safety while protecting and preserving the environment and, more specifically, water resources. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility, and economically-sound practices.

NEED FOR CHANGE:

There was a renewed interest in 2024 to create a new mission statement that more appropriately captured staff's dedication to customer service, innovation, sustainability, and community impact but also underscored the commitment to operational excellence and engagement. In addition to capturing core values, it was also important that the updated mission statement be succinct while serving to align our operations with the strategic direction of the organization.

The “rebranding” effort was facilitated by staff who were asked to provide suggestions for a new mission that checked off these previously mentioned boxes. That process narrowed the prospective candidates down to one unanimous favorite amongst the choices provided.

“New” Utilities Department Statement

- ❖ To deliver safe, reliable, and sustainable water and wastewater services that protect public health and the environment, while fostering innovation, efficiency, and community engagement.

We are encouraged that current (and future) staff will embrace this updated vision and consider how their individual roles may contribute to shared organizational goals while serving as a guiding principle for our projects, initiatives, and daily interactions. The intent now is to move forward with the revamped unified mission statement as part of the new website development and internal documents.

If you have any questions regarding the Utilities Department mission statement change, please contact me at 920-832-2353.

WATER MAIN BREAK/ JOINT LEAK REPORT - SEPTEMBER 2024

YEARLY WATER MAIN BREAK COMPARISON

<u>MONTH 24</u>	<u>MONTH 23</u>	<u>YTD 24</u>	<u>YTD 23</u>
4	14	37	57

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>
712 E. Summer St.	9/18/2024	309269	Ductile	12"	1976	3" Hole	4 Hours	6,338,160	\$38,536.01	\$47,536.01

NOTES: The break was found due to water surfacing on the road. The duration was calculated by the time we were made aware of the water until it was fixed.

731 E. South River St.	9/20/2024	309269	CIP	8"	1946	3" Hole	2 Hours	189,489	\$1,152.09	\$10,152.09
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NOTES: The break was found due to a call in about water on the road. The duration was calculated by the time notified until the time fixed.

3205 N. McDonald St.	9/25/2024	309269	DIP	12"	1974	3" Hole	4 Hours	364,672	\$2,217.21	\$11,217.21
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NOTES: The break was found due to a call about water on the road. The duration was calculated by the time of the call and the soil saturation

710 E. Northland Ave.	9/26/2024	309269	DIP	12"	1976	4" and 2" Hole	3 Hours	665,796	\$4,048.04	\$13,048.04
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NOTES: The break was found due to a call in by a resident. The duration was calculated by the time of the call and the amount of water.

Total Cost =	\$81,953.35
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*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.