



# City of Appleton

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

## Meeting Agenda - Final Utilities Committee

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Tuesday, January 7, 2025

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
  2. Pledge of Allegiance
  3. Roll call of membership
  4. Approval of minutes from previous meeting
- [24-1619](#) Approval of the December 10, 2024 Utilities Committee Meeting Minutes.

**Attachments:** [December 10, 2024 Utilities Committee Meeting Minutes.pdf](#)

- [24-1620](#) Approval of the December 18, 2024 Utilities Committee Meeting Minutes.

**Attachments:** [December 18, 2024 Utilities Committee Meeting Minutes.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

- [24-1635](#) Approve Contract Amendment #1 to Applied Technologies Inc. as a part of the AWWTP Column and Plank Storage Upgrades for additional design and construction management services in the amount of \$4,900 increasing the contract amount from \$25,500 to \$30,400.

**Attachments:** [250103\\_ATI\\_SSB\\_WallPlankModif Contract Amendment #1.pdf](#)

### 7. Information Items

- [24-1636](#) 2024 AWWTP Biosolids Compost processing expenditures associated with Hsu Growing Supply contract.

**Attachments:** [240103\\_Utilities Memo\\_Compost Informational Memo.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

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## Meeting Minutes - Final Utilities Committee

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Tuesday, December 10, 2024

4:30 PM

Council Chambers, 6th Floor

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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:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

4. Approval of minutes from previous meeting

[24-1529](#)

Approval of the November 12, 2024 Utilities Committee Meeting Minutes.

**Attachments:** [November 12, 2024 Utilities Committee Meeting Minutes.pdf](#)

**Firkus moved, seconded by Hayden, that the Minutes from the November 12, 2024 meeting be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

5. Public Hearing/Appearances

6. Action Items

[24-1531](#)

Award Organic Recycling Contractor Services to Hsu Growing Supply for an extended one (1) year term ending December 31, 2025.

**Attachments:** [241202 UCMHSU contract extension 2025.pdf](#)

**Firkus moved, seconded by Hayden, that the Organic Recycling Contractor Services to Hsu Growing Supply for an extended one (1) year term ending December 31, 2025 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

[24-1532](#)

Award 2025A Stormwater Management Plan review contract to Brown and Caldwell in an amount not to exceed \$80,000.

**Attachments:** [2025A BC Plan Review Award Util Memo 12-10-2024.pdf](#)

**Firkus moved, seconded by Hayden, that the 2025A Stormwater Management Plan review contract to Brown & Caldwell in an amount not to exceed \$80,000 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

[24-1533](#)

Award 2025B Stormwater Management Plan review contract to raSmith in an amount not to exceed \$30,000.

**Attachments:** [2025B raSmith Plan Review Award Util Memo 12-10-2024\\_r1.pdf](#)

**Firkus moved, seconded by Hayden, that the 2025B Stormwater Management Plan review contract to raSmith in an amount not to exceed \$30,000 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

[24-1534](#)

Award N-24 Spot Repairs, Protruding Taps & Mineral Deposit Removal to New Restoration and Recovery Services, LLC dba Aqualis, in an amount not to exceed \$129,512.50

**Attachments:** [N-24 Contract Award Form w Bid Tabs.pdf](#)

**Firkus moved, seconded by Hayden, that the N-24 Spot Repairs, Protruding Taps & Mineral Deposit Removal to New Restoration and Recovery Services, LLC dba Aqualis in an amount not to exceed \$129,512.50 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

[24-1535](#)

Amend K-24 Native Vegetation Contract (K-24) with Robert E. Lee & Associates, Inc. dba NES Ecological Services by an increase of \$15,000, from \$192,345.12 to a new amount not to exceed \$207,345.12.

**Attachments:** [K-24 NES Contract Amend Util Memo 12-10-2024.pdf](#)

**Firkus moved, seconded by Hayden, that the K-24 Native Vegetation Contract (K-24) with Robert E. Lee & Associates, Inc. dba NES Ecological services be amended by an increase of \$15,000, from \$192,345.12 to a new amount not to exceed \$207,345.12 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

[24-1536](#)

Approve Contract Amendment #2 to McMahon as part of the Wastewater Treatment Plant Grit Removal, Blended Sludge Piping and Heat Exchanger Replacement Project for additional design and construction management services in the amount of \$18,900.

**Attachments:** [241120\\_Uilities Memo\\_HEX Project Contract Amendment2.pdf](#)

**Firkus moved, seconded by Hayden, that the contract amendment #2 to McMahon as part of the Wastewater Treatment Plant Grit Removal, Blended Sludge Piping, and Heat Exchanger Replacement Project for additional design and construction management services in the amount of \$18,900 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

[24-1580](#)

Approval of an Engineering Services Contract for the North and Ridgeway Tower Coating Projects to ##### in the amount of \$##### plus a #% contingency of \$##### for a total cost of \$#####.

**Attachments:** [2025\\_North-Ridgeway Tower Coating Services Contact Award Memo.pdf](#)

**Firkus moved, seconded by Hayden, that the approval of an Engineering Services Contract for the North and Ridgeway Tower Coating Projects be held until a Special Utilities Committee Meeting on December 18, 2024. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

## 7. Information Items

[24-1543](#)

2025 Joint Chemical Consortium Quotation Awards

**Attachments:** [2025\\_Chemical Consortium Memorandum.pdf](#)

*The 2025 joint chemical consortium quotation awards were reviewed.*

## 8. Adjournment

**Firkus moved, seconded by Hayden, that the Utilities Committee Meeting be adjourned at 4:46 pm. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan



# City of Appleton

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## Meeting Minutes - Final Utilities Committee

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Wednesday, December 18, 2024

5:45 PM

Council Chambers, 6th Floor

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### Special Meeting

1. Call meeting to order

*Chairperson Meltzer called the Utilities Committee Meeting to order at 5:45 p.m.*

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

4. Approval of minutes from previous meeting

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1580](#)

Approval of an Engineering Services Contract for the North and Ridgeway Tower Coating Projects to Dixon Engineering, Inc. in the amount of \$129,390 plus a 7.5% contingency of \$9,704 for a total cost of \$139,094.

**Attachments:** [2025 North-Ridgeway Tower Coating Services Contact Award Memo.pdf](#)

**Firkus moved, seconded by Hayden, that the Engineering Services Contract for the North and Ridgeway Tower Coating Projects to Dixon Engineering, Inc. in the amount of \$129,390 plus a 7.5% contingency of \$9,704 for a total cost of \$139,094 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

[24-1598](#)

Approve Water Rate Study Consultant.

**Attachments:** [Water Rate Study award consultant memo Dec 2024.pdf](#)

Firkus moved, seconded by Hayden, that the Consulting Contract for the Water Rate Study to Trilogy Consulting, LLC in the amount of \$22,400 be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan

**7. Information Items**

**8. Adjournment**

Firkus moved, seconded by Hayden, that the Utilities Committee Meeting be adjourned at 5:50 pm. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Meltzer, Firkus and Hayden

**Excused:** 2 - Doran and Heffernan



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
Wastewater Treatment Facility  
2006 East Newberry Street.  
Appleton, WI 54911  
p:920-832-5945  
f: 920-832-5949

[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** January 3, 2025  
**To:** Chairperson Vered Meltzer  
**CC:** Ryan Rice, Deputy Director of Utilities  
Brian Kreski, Environmental Programs Coordinator  
Kelli Rindt, Enterprise Accounting Fund Manager  
**From:** Chris Stempa, Director of Utilities  
**Subject:** **Utilities Committee Action: Approve Contract Amendment #1 to Applied Technologies Inc. as part of the AWWTP Column and Plank Storage Upgrades for additional design and construction management services in the amount of \$4,900 increasing the contract amount from \$25,500 to \$30,400**

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### BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) Sludge Storage Column and Plank Storage Upgrades engineering service contract was awarded to Applied Technologies Inc. (ATI) by Common Council on September 4, 2024 in the amount of \$25,500 with a 10% contingency of \$2,550 for a Project Total not to exceed \$28,050. Owner directed changes in contract scope occurred over the course of the preliminary engineering phase as additional needs and opportunities were identified. The change in scope listed below will add additional contract drawings and 32 hours of labor to the project.

1. Repair of the nine precast roof support columns in the Biosolids Storage Building.
2. Refinish the existing six removable columns that were not recoated during the Sludge Storage Building Addition Project.

### RECOMMENDATION

The cost of additional engineering design and construction management services outlined in Contract Amendment #1 totals \$4,900. The funding outside of the originally approved contingency would come from remaining budget associated with the Sludge Storage Building Addition Project. This amendment, if approved, would result in the contract with ATI increasing from \$25,500 to \$30,400.

If you have any questions regarding this project, please contact Chris Stempa at ph: 832-5945.





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## MEMORANDUM

**Date:** January 3, 2025

**To:** Chairperson Vered Meltzer and Members of the Utilities Committee

**From:** Brian Kreski, Environmental Programs Coordinator

**CC:** Chris Stempa, Utilities Director  
Kelli Rindt, Enterprise Fund Accounting Manager

**Subject: Informational Item: 2024 AWWTP Biosolids Compost processing expenditures associated with Hsu Growing Supply contract**

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### BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) has operated a biosolids compost facility since fall 2010. Since 2010, the AWWTP has partnered with Hsu Growing Supply (Hsu) for compost processing services. Hsu provides all the labor, equipment, and additional tools needed to mix and process raw compost materials like biosolids, leaves, and ground brush into a final product that complies with Wisconsin Department of Natural Resources (WDNR) Administrative Code NR 204.06 and NR 502.12. Product quality is demonstrated through the US Composting Council's (USCC) Seal of Testing Assurance (STA) Program. Hsu's services over the years have consistently achieved the standards outlined as part of the USCC STA Program.

Unpredictable weather patterns in Wisconsin can negatively impact on outdoor windrow composting practices. The start of the 2024 processing event was ideal but by early fall wet weather conditions complicated the completion of the compost batch.

To complete the 2024 compost batch and preserve finished material quality standards, Hsu was asked to provide additional windrow turns. The contract with Hsu specifies the baseline criteria to achieve regulatory standards through composting as process to further reduce pathogens (PFRP) (e.g. minimum of five windrow turns and maintaining at least 130 oF over 15 days). The additional turns were necessary to dry the compost and provide sufficient air to complete the composting process. The added costs include equipment mobilization and operation of the windrow turning equipment, along with the labor and materials required thereafter to repair damaged areas of the compost processing pad.

**COST SUMMARY:**

Table 1 below details the additional hours and equipment used to complete the compost batch for 2024, while Table 2 presents a five-year summary of costs associated with processing Biosolids Compost. In total, there was an additional \$10,250 over the amount anticipated based on the specified contract unit rates.

**Table 1**

<b>Task Description</b>	<b>Hours</b>	<b>Amount</b>
Loader work on pad	12.5	\$1,477.50
Loader extra turns	23.5	\$3,172.50
Turner extra turns	28	\$5,600.00
<b>Total</b>	<b>64</b>	<b>\$10,250</b>

**Table 2**

<b>Year</b>	<b>Tons Biosolids / Batch</b>	<b>Batch cu/yd</b>	<b>Hsu Invoice Amount</b>
2020	1,261	5,365	\$30,666
2021	1,236	3,221	\$27,140
2022	1,364	5,321	\$31,766
2023	1,374	5,631	\$30,971
2024	1,377	6,468	\$45,774

The 2024 budget allocated \$100,000 for biosolids compost processing (up to two batches). There were sufficient funds in the 2024 budget to cover the \$10,250 in costs outlined above.

If you have any questions regarding this informational item, please contact Brian Kreski at ph: 832-5945.