



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appletonwi.gov

## Meeting Agenda - Final Utilities Committee

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Tuesday, February 25, 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

[25-0142](#) Approval of the February 11, 2025 Utilities Committee Meeting Minutes.

**Attachments:** [February 11, 2025 Utilities Committee Meeting Minutes.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

[25-0143](#) Sole Source Award of 2025 Native Landscape Management Contract (K-25) to NES Ecological Services - A Division of Robert E. Lee & Associates, in an amount not to exceed \$181,899.05.

**Attachments:** [K-25 Contract Award Memo Utilities 02-25-2025.pdf](#)

7. **Information Items**

[25-0144](#) Monthly Report for January 2025:  
- Water Distribution and Meter Team Monthly Report - January

**Attachments:** [1 - January 2025 - Water Main Break Report.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.*



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## Meeting Minutes - Final Utilities Committee

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Tuesday, February 11, 2025

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:** 4 - Meltzer, Doran, Firkus and Hayden

**Excused:** 1 - Heffernan

4. Approval of minutes from previous meeting

[25-0053](#)

Approval of the January 7, 2025 Utilities Committee Meeting Minutes.

**Attachments:** [January 7, 2025 Utilities Committee Meeting Minutes.pdf](#)

**Firkus moved, seconded by Hayden, that the January 7, 2025 Utilities Committee Meeting Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Doran, Firkus and Hayden

**Excused:** 1 - Heffernan

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0054](#)

Award the 2025 Ash Tree Removal Contract to Foley's Tree Service, LLC in an amount not to exceed \$425,000.

**Attachments:** [Ash Tree Contract Award Memo 2025.pdf](#)  
[Ash Tree 2025 Contract Bid Form - Foleys.pdf](#)

**Firkus moved, seconded by Hayden, that the 2025 Ash Tree Removal Contract to Foley's Tree Service, LLC in an amount not to exceed \$425,000 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Doran, Firkus and Hayden

**Excused:** 1 - Heffernan

## 7. Information Items

[24-1621](#)

Monthly Reports for October and November 2024:

- Water Distribution and Meter Team Monthly Report - October
- Water Distribution and Meter Team Monthly Report - November
- Water Distribution and Meter Team Monthly Report - December

**Attachments:** [10 - October 2024 Water Main Breaks.pdf](#)

[11 - November 2024 Water Main Breaks.pdf](#)

[12 - December 2024 Water Main Breaks.pdf](#)

*The reports were reviewed.*

## 8. Adjournment

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

**Aye:** 4 - Meltzer, Doran, Firkus and Hayden

**Excused:** 1 - Heffernan



DEPARTMENT OF  
**PUBLIC  
WORKS**

**MEMORANDUM**

**Date:** February 19, 2025  
**To:** Utilities Committee  
**From:** Laura Jungwirth, Director of Public Works  
Peter Neuberger, City Engineer/Deputy Director of Public Works  
Luke Vandenberg, Project Engineer  
Paul Krause, Horticulturist  
**Subject:** Sole Source Award of 2025 Native Landscape Management Contract (K-25) to NES Ecological Services – A Division of Robert E. Lee & Associates, in an amount not to exceed \$181,899.05.

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The Department of Public Works recommends sole source award of the 2025 Native Landscape Management Contract to NES Ecological Services – A Division of Robert E. Lee & Associates, in an amount not to exceed \$181,899.05.

In January 2022 a Request for Proposals (RFP) was sent to three consulting firms. Three proposals were received, and the recommendation of contract award to NES Ecological Services (NES) was approved at Utilities Committee on February 22, 2022, and Common Council on March 2, 2022. The RFP stated: *“With satisfactory performance by the selected contractor in 2022, additional yearly annual single-source contracts may be negotiated without an RFP process for 2023-2026, at the City’s option, and subject to Utilities Committee and Council approval each year.”* Since 2023, DPW has hired NES each year using this single source authorization process. Based on their 2022 proposal and their continued high quality of work during 2024, staff again recommends awarding the 2025 contract to NES.

Work under this contract includes the following:

- Native vegetation maintenance and new installations at City stormwater facilities.
- Provide vegetation inspections and recommendations.
- Provide invasive species and algae control through herbicide, mowing, brushing, and/or controlled burns.
- Provide preparation, seeding, planting, and erosion control at sparsely established areas and new sites.
- Maintain pond aerators.

The proposed contract amount includes an estimated \$5,193.51 of work at Facilities Department owned stormwater facilities. Stormwater Utility will be reimbursed for this work by the Facilities Department via interdepartmental billing.

## WATER MAIN BREAK/ JOINT LEAK REPORT - JANUARY 2025

### YEARLY WATER MAIN BREAK COMPARISON

MONTH 24	MONTH 25	YTD 24	YTD 25
7	9	7	9

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>
909 N. Bay Ridge Rd.	1/11/2025	309269	CIP	8"	1969	1/16" Crack	4 Hours	66,580	\$404.81	\$9,404.81
NOTES: The break was found due to a call in by a resident. The duration was calculated by the time of call and the amount of water bubbling.										
N. Drew St. & Service Rd.	1/11/2025	309269	CIP	12"	1969	12" x 1/16" Split	11 Days	1,915,298	\$11,645.01	\$20,645.01
NOTES: The break was found due to ice forming on the road. The duration was calculated by going back to the beginning of the year due to soil saturation and pipe deterioration.										
1325 E. South River St.	1/17/2025	309269	CIP	8"	1961	1/8" Crack	4 Hours	121,557	\$739.07	\$9,739.07
NOTES: The break was found due to a call in by a resident. The duration was calculated by the time of call and the amount of water bubbling.										
E. Plaza Dr. & S. Telulah Ave.	1/19/2025	309269	CIP	8"	1964	1/8" Crack	8 Hours	243,115	\$1,478.14	\$10,478.14
NOTES: The break was found due to a call in by a resident. The duration was calculated as water was running directly into a storm sewer and surfaced through a valve box.										
617 N. Canterbury Dr.	1/20/2025	309269	CIP	8"	1967	1/16" Crack	8 Hours	121,557	\$739.07	\$9,739.07
NOTES: The break was found due to a call in by a resident. 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)
525 E. Carroll St.	1/20/2025	309269	CIP	6"	1949	1/16" Crack	4 Hours	45,584	\$277.15	\$9,277.15
NOTES: The break was found due to a call in by a resident. The duration was calculated by the amount of ice and water on the road.										
3024 N. Mason St.	1/22/2025	309269	DIP	12"	1978	1/4" Crack	8 Hours	77,386	\$470.51	\$9,470.51
NOTES: The break was found due to water bubbling. The duration was calculated by the soil saturation.										
1627 S. Mohawk Dr.	1/23/2025	309269	CIP	8"	1961	1/4" Crack	4 Hours	243,115	\$1,478.14	\$10,478.14
NOTES: The break was found due to a call in by a resident. The duration was calculated by the time of call and the amount of soil saturation under the frost.										
2025 N. Appleton St.	1/30/2025	309269	CIP	6"	1945	1/4" Crack	6 Hours	244,629	\$1,487.34	\$10,487.34
NOTES: The break was found due to water bubbling. The duration was calculated by the soil saturation.										
									<b>Total Cost =</b>	<b>\$99,719.23</b>

\*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.