



# City of Appleton

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

## Meeting Agenda - Final-revised Utilities Committee

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Tuesday, March 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

[25-0285](#) Approval of the March 11, 2025 Utilities Committee Meeting Minutes.

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

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0286](#) Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

**Attachments:** [20250325\\_UC MEMO\\_ACCEPT SDWLP AWARD.pdf](#)

7. **Information Items**

[25-0288](#) Northland-Bellaire Flood Study Update

**Attachments:** [Northland Bellaire Flood Study Update\\_Info Item Memo final.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, March 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

[25-0221](#)

Approval of the February 25, 2025 Utilities Committee Meeting Minutes.

**Attachments:** [February 25, 2025 Utilities Committee Meeting Minutes.pdf](#)

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

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

**Absent:** 1 - Heffernan

5. Public Hearing/Appearances

6. Action Items

[25-0222](#)

Award Meter Test Bench Upgrade to Core & Main in the amount of \$97,079 with a 10% contingency of \$9,708 for a project total not to exceed \$106,787.

**Attachments:** [Meter Test Bench Upgrade Award Memo 2025.pdf](#)

**Firkus moved, seconded by Hayden, that the Meter Test Bench Upgrade to Core & Main in the amount of \$97,079 with a 10% contingency of \$9,708 for a project total not to exceed \$106,787 be recommended for approval. Roll Call.  
Motion carried by the following vote:**

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

**Excused:** 1 - Heffernan

[25-0223](#)

Approve 2024 Annual Stormwater Report to WDNR (due 3/31/2025).

**Attachments:** [Draft 2024 MS4 Annual Report for UC review.pdf](#)

**Firkus moved, seconded by Hayden, that the 2024 Annual Stormwater Report to WDNR (due by 3/31/2025) 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

## 8. Adjournment

**Hayden moved, seconded by Firkus, that the Utilities Committee Meeting be adjourned at 4:35 p.m.. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Heffernan



DEPARTMENT OF  
**PUBLIC  
WORKS**

**Date:** March 25, 2025

**To:** Utilities Committee

**From:** Peter Neuberger, City Engineer/Deputy Director of Public Works  
Luke Vandenberg, Project Engineer

**Subject:** Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

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The City of Appleton applied for the State Fiscal Year 2025 Wisconsin Department of Natural Resources (DNR) Safe Drinking Water Loan Program (SDWLP) to assist property owners in Census Tract 103 with costs associated with the replacement of private lead service lines (LSL's).

The SFY 2025 LSL Replacement Program *draft* Funding List was released November 13, 2024. The draft funding list allocated \$618,975 to the City of Appleton with 100% principal forgiveness. The draft funding list is attached to this memo for reference.

The final funding list has been delayed by the DNR SDWLP, however, staff at the DNR have informed City staff that the finalization of the funding list will not impact Appleton's LSL allocation, and that Appleton will receive the full allocation that was requested. They advised that Appleton can safely proceed with a 100% principal forgiveness financial assistance agreement. This email response from DNR has been attached to this memo for reference.

To avoid delays in the contracting and scheduling of the replacements, DPW staff recommends approval to accept the DNR SDWLP loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private LSLs in Appleton.

SFY 2025 Lead Service Line Replacement Program *draft* Funding List

11/04/2024

Municipality	Project #	LSL PERF Score	Project Manager	Census Tract or Municipal?	Requested Costs	Private Side Costs	Private Side PF %	Private Side PF Allocation	Private Side Loan \$s	Remaining Costs	Remaining Costs PF %	Remaining Cost PF Allocation	Remaining Costs Loan \$s
WATERTOWN, CITY OF	5439-09	307	Liz Higgins	CT	\$3,334,100	\$3,334,100	100%	\$3,334,100	\$0	\$0	10%	\$0	\$0
MANITOWOC, CITY OF	5191-19	294	Blythe Cassidy	CT	\$5,574,800	\$5,474,800	100%	\$5,474,800	\$0	\$100,000	20%	\$20,000	\$80,000
GREEN BAY, CITY OF	5331-32	285	Kate Leja-Brennan	CT	\$990,000	\$990,000	75%	\$742,500	\$247,500	\$0	20%	\$0	\$0
TWO RIVERS, CITY OF	4920-51	281	Ben Aerts	CT	\$1,977,536	\$679,214	100%	\$679,214	\$0	\$1,298,322	20%	\$259,664	\$1,038,657
KENOSHA, CITY OF	4825-09	280	Michelle Brietzman	CT	\$7,700,000	\$4,235,000	100%	\$4,235,000	\$0	\$3,465,000	20%	\$693,000	\$2,772,000
WATERTOWN, CITY OF	5439-07	276	Liz Higgins	CT	\$1,771,000	\$1,771,000	75%	\$1,328,250	\$442,750	\$0	10%	\$0	\$0
ASHLAND, CITY OF	4759-29	275	Casey Sweeney	Municipal	\$843,680	\$625,808	100%	\$625,808	\$0	\$217,872	55%	\$119,830	\$98,043
FOND DU LAC, CITY OF	5142-17	275	Erika Mills	CT	\$1,155,000	\$1,155,000	75%	\$866,250	\$288,750	\$0	20%	\$0	\$0
WATERTOWN, CITY OF	5439-08	274	Liz Higgins	Municipal	\$8,915,700	\$3,415,698	50%	\$1,707,849	\$1,707,849	\$5,500,002	10%	\$550,000	\$4,950,002
WAUSAU, CITY OF	4930-22	268	Kate Leja-Brennan	CT	\$14,959,156	\$7,768,218	100%	\$7,768,218	\$0	\$7,190,938	15%	\$1,078,641	\$6,112,297
RACINE, CITY OF	4887-22	267	Sarah Bolitho	Municipal	\$3,275,000	\$1,512,500	100%	\$1,512,500	\$0	\$1,762,500	45%	\$793,125	\$969,375
MILWAUKEE, CITY OF <sup>1</sup>	4851-47	263	Ryan Atkinson	Municipal	\$34,220,000	\$12,320,000	100%	\$12,320,000	\$0	\$21,900,000	55%	\$7,191,843	\$14,708,157
OSHKOSH, CITY OF	4874-19	261	Erika Mills	CT	\$2,000,000	\$1,760,000	100%	\$1,760,000	\$0	\$240,000	15%	\$0	\$240,000
FOND DU LAC, CITY OF	5142-18	260	Erika Mills	CT	\$1,332,100	\$1,332,100	100%	\$1,332,100	\$0	\$0	20%	\$0	\$0
THORP, CITY OF	4922-19	258	Michelle Brietzman	Municipal	\$254,425	\$194,425	50%	\$97,213	\$97,213	\$60,000	40%	\$0	\$60,000
WEST ALLIS, CITY OF	5404-10	258	Dan Noreika	CT	\$1,692,350	\$1,692,350	100%	\$1,692,350	\$0	\$0	15%	\$0	\$0
WEST ALLIS, CITY OF	5404-11	256	Dan Noreika	CT	\$1,277,650	\$1,277,650	50%	\$638,825	\$638,825	\$0	15%	\$0	\$0
WHITEWATER, CITY OF	5650-02	252	Brian Boelkow	Municipal	\$3,606,400	\$1,171,940	100%	\$1,171,940	\$0	\$2,434,460	40%	\$0	\$2,434,460
SOUTH MILWAUKEE, CITY OF <sup>2</sup>	4907-12	251	Ben Aerts	CT	\$10,232,230	\$4,796,990	75%	\$3,597,743	\$1,199,248	\$5,435,240	10%	\$0	\$1,345,226
APPLETON, CITY OF	4755-06	250	Blythe Cassidy	CT	\$618,975	\$618,975	100%	\$618,975	\$0	\$0	0%	\$0	\$0
REESEVILLE, VILLAGE OF	4891-06	243	Cameron Batchelor	Municipal	\$16,500	\$16,500	50%	\$8,250	\$8,250	\$0	40%	\$0	\$0
ELKHORN, CITY OF	5525-11	241	Erika Mills	Municipal	\$1,605,000	\$631,620	25%	\$157,905	\$473,715	\$973,380	0%	\$0	\$0
FOND DU LAC, CITY OF	5142-16	240	Erika Mills	Municipal	\$457,500	\$296,940	50%	\$148,470	\$148,470	\$160,560	20%	\$0	\$0
SPOONER, CITY OF	4911-10	234	Liz Higgins	Municipal	\$749,250	\$252,038	100%	\$252,038	\$0	\$497,213	55%	\$0	\$0
SHEBOYGAN, CITY OF	4901-13	234	Sarah Bolitho	CT	\$500,000	\$495,000	50%	\$247,500	\$247,500	\$5,000	20%	\$0	\$0
OSHKOSH, CITY OF	4874-18	232	Erika Mills	Municipal	\$2,320,000	\$2,320,000	50%	\$1,160,000	\$1,160,000	\$0	15%	\$0	\$0
WALWORTH, VILLAGE OF	5652-04	229	Ryan Atkinson	Municipal	\$348,134	\$133,825	50%	\$66,912	\$66,912	\$214,309	35%	\$0	\$0
RICHLAND CENTER, CITY OF	4893-08	228	Kate Leja-Brennan	Municipal	\$594,000	\$264,000	75%	\$198,000	\$66,000	\$330,000	40%	\$0	\$0
NORTH FOND DU LAC, VILLAGE OF	4863-16	228	Erika Mills	Municipal	\$307,846	\$181,398	50%	\$90,699	\$90,699	\$126,448	25%	\$0	\$0
WEYAUWEGA, CITY OF	4936-04	220	Ashley Jimenez	Municipal	\$734,173	\$372,657	50%	\$186,328	\$186,328	\$361,516	40%	\$0	\$0
SHOREWOOD, VILLAGE OF	5630-03	220	Kate Leja-Brennan	CT	\$8,160,000	\$2,372,787	75%	\$1,779,590	\$593,197	\$5,787,214	0%	\$0	\$0
SHEBOYGAN, CITY OF	4901-14	214	Sarah Bolitho	Municipal	\$4,465,000	\$4,400,000	50%	\$2,200,000	\$2,200,000	\$65,000	20%	\$0	\$0
SOUTH MILWAUKEE, CITY OF	4907-11	212	Ben Aerts	CT	\$436,570	\$254,021	50%	\$127,010	\$127,010	\$182,549	10%	\$0	\$0
SOUTH MILWAUKEE, CITY OF	4907-10	206	Ben Aerts	CT	\$781,520	\$200,200	50%	\$100,100	\$100,100	\$581,320	10%	\$0	\$0
CEDARBURG, CITY OF	5628-03	194	Michelle Brietzman	Municipal	\$1,935,000	\$1,463,000	0%	\$0	\$1,463,000	\$472,000	0%	\$0	\$0
MARSHFIELD, CITY OF	5364-11	0	Dan Noreika	CT - 102	\$14,700	\$14,700	75%	\$11,025	\$3,675	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-12	0	Dan Noreika	CT - 103	\$316,050	\$316,050	100%	\$316,050	\$0	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-13	0	Dan Noreika	CT - 104	\$46,200	\$46,200	75%	\$34,650	\$11,550	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-14	0	Dan Noreika	CT - 105	\$69,300	\$69,300	75%	\$51,975	\$17,325	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-15	0	Dan Noreika	CT - 106	\$192,500	\$192,500	100%	\$192,500	\$0	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-10	0	Dan Noreika	Municipal	\$5,806,929	\$0	75%	\$0	\$0	\$5,806,929	30%	\$0	\$0
					<b>\$135,586,274</b>			<b>\$58,832,637</b>	<b>\$11,585,866</b>			<b>\$10,706,103</b>	<b>\$34,808,217</b>
<sup>1</sup> cut-off for public side principal forgiveness - partial funding												<b>Total PF</b>	<b>Total Loan</b>
<sup>2</sup> cut-off for public side loan funds - partial funding											<b>Totals:</b>	<b>\$69,538,740</b>	<b>\$46,394,083</b>

**Luke P. Vandenberg**

**Subject:** FW: SDWLP 4755-06 CITY OF APPLETON Application Acceptance

**From:** Leja-Brennan, Kathryn F - DNR <[kathryn.leja@wisconsin.gov](mailto:kathryn.leja@wisconsin.gov)>  
**Sent:** Tuesday, March 18, 2025 8:34 AM  
**To:** Cassidy, Blythe T - DNR <[blythe.cassidy@wisconsin.gov](mailto:blythe.cassidy@wisconsin.gov)>; Luke P. Vandenberg <[Luke.Vandenberg@AppletonWI.gov](mailto:Luke.Vandenberg@AppletonWI.gov)>  
**Cc:** Scott, Rebecca L - DNR <[Rebecca.Scott@wisconsin.gov](mailto:Rebecca.Scott@wisconsin.gov)>  
**Subject:** RE: SDWLP 4755-06 CITY OF APPLETON Application Acceptance

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Blythe and Luke,

The finalization of the funding list will not impact Appleton’s LSL allocation. Appleton received the full allocation that was requested:

**SFY 2025 Lead Service Line Replacement Program *draft* Funding List**

Municipality	Project #	LSL PERF Score	Project Manager	Census Tract or Municipal?	Requ Co
WATERTOWN, CITY OF	5439-09	307	Liz Higgins	CT	\$3,3
MANITOWOC, CITY OF	5191-19	294	Blythe Cassidy	CT	\$5,5
GREEN BAY, CITY OF	5331-32	285	Kate Leja-Brennan	CT	\$9
TWO RIVERS, CITY OF	4920-51	281	Ben Aerts	CT	\$1,9
KENOSHA, CITY OF	4825-09	280	Michelle Brietzman	CT	\$7,7
WATERTOWN, CITY OF	5439-07	276	Liz Higgins	CT	\$1,7
ASHLAND, CITY OF	4759-29	275	Casey Sweeney	Municipal	\$8
FOND DU LAC, CITY OF	5142-17	275	Erika Mills	CT	\$1,1
WATERTOWN, CITY OF	5439-08	274	Liz Higgins	Municipal	\$8,9
WAUSAU, CITY OF	4930-22	268	Kate Leja-Brennan	CT	\$14,9
RACINE, CITY OF	4887-22	267	Sarah Bolitho	Municipal	\$3,2
MILWAUKEE, CITY OF <sup>1</sup>	4851-47	263	Ryan Atkinson	Municipal	\$34,2
OSHKOSH, CITY OF	4874-19	261	Erika Mills	CT	\$2,0
FOND DU LAC, CITY OF	5142-18	260	Erika Mills	CT	\$1,3
THORP, CITY OF	4922-19	258	Michelle Brietzman	Municipal	\$2
WEST ALLIS, CITY OF	5404-10	258	Dan Noreika	CT	\$1,6
WEST ALLIS, CITY OF	5404-11	256	Dan Noreika	CT	\$1,2
WHITEWATER, CITY OF	5650-02	252	Brian Boelkow	Municipal	\$3,6
SOUTH MILWAUKEE, CITY OF <sup>2</sup>	4907-12	251	Ben Aerts	CT	\$10,2
APPLETON, CITY OF	4755-06	250	Blythe Cassidy	CT	\$6

Appleton can safely proceed with a 100% PF FAA.

Luke, you can certainly choose to delay the FAA as long as you want (keeping in mind that September 24, 2025 is the last closing date available for SFY 2025 SDW projects). I would just be worried about the wasted time since the differences on the finalized funding list will not have any impact on Appleton's allocation either way.

Please let us know if there are any questions or concerns. I'm sorry for the confusion created by the draft funding list. Thank you Luke and Blythe!

**Kathryn (Kate) Leja-Brennan**

Pronouns: She/Her

Phone: (608) 261-7434

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DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**Date:** March 25, 2025  
**To:** Utilities Committee  
**From:** Laura Jungwirth, Director of Public Works  
Pete Neuberger, Deputy Director of Public Works/City Engineer  
**Subject:** Northland – Bellaire Flood Study Update

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On November 20, 2024, The Appleton Common Council authorized the Department of Public Works (DPW) to contract with stormwater consultant Brown and Caldwell (B&C) for the 2024D Northland Creek and Bellaire Watersheds Stormwater Evaluation in response to significant flooding that occurred following severe rainfall events in July 2024. The study limits are approximately bound by I-41 to the north, STH 441 to the east, Mason Street to the west, and Packard Street to the south.

DPW staff have been coordinating closely with Brown and Caldwell and would like to report the following progress and the ongoing and upcoming tasks anticipated for this contract.

### Completed Tasks

- Kickoff meeting held December 11, 2024.
- Reviewed location and description of July 2024 and historic flooding reports with DPW.
- Updated the previously developed system models to reflect current industry standard rainfall distributions and depths.
- Merged previously developed Northland model and Bellaire model into one combined model incorporating both watersheds.
- Performed field site visits to verify previously modeled existing conditions, including flow paths.

### Ongoing Tasks

- Performing subwatershed-level inlet capacity calculations.
- Running sensitivity analyses for two different antecedent moisture conditions.
- Running sensitivity analyses for concept-level scenarios using 10-year and 100-year storm events to narrow down potential locations and types of practices for more detailed evaluation.

#### Future Tasks

- Evaluate individual storage and conveyance alternative components and present initial findings to DPW for initial feedback.
- For highest ranked components, evaluate potential conflicts with other utilities and develop preliminary cost estimates.
- Develop WinSLAMM water quality models to identify potential stormwater pollution reduction measures that could be incorporated into the alternatives under consideration.
- Group most highly ranked individual alternative components into three combined alternatives and present to Utilities Committee with recommendations for approval.
- Develop design refinements for selected combined alternative to facilitate resolution of utility conflicts in preparation of future design phases.
- Prepare a technical memorandum documenting the procedures, recommended improvements, and conclusions for all tasks under this project.