



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, July 8, 2025

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

[25-0754](#) Approval of the June 24, 2025 Utilities Committee Meeting Minutes.

Attachments: [June 24, 2025 Utilities Committee Meeting Minutes.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0782](#) Award AWWTP Digester Cleaning and Inspection Support contract to Staab Construction Corporation in the amount of \$122,600 with a 15% contingency of \$18,390 for a total not to exceed \$140,990

Attachments: [AWWTP Digester Cleaning and Inspection Support Contract Memo.pdf](#)

7. **Information Items**

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.



City of Appleton

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

Meeting Minutes - Final Utilities Committee

Tuesday, June 24, 2025

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, Stancil-Martin, Lambrecht, Dougherty and Heffernan

4. Approval of minutes from previous meeting

[25-0721](#)

Approval of the June 10, 2025 Utilities Committee Meeting Minutes.

Attachments: [June 10, 2025 Utilities Committee Meeting Minutes.pdf](#)

Lambrecht moved, seconded by Heffernan, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Stancil-Martin, Lambrecht, Dougherty and Heffernan

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0722](#)

Award Unit F-25 Sanitary & Storm Sewer Cleaning and Televising to Green Bay Pipe & TV, LLC in an amount not to exceed \$307,500.

Attachments: [F-25 Contract Award Form w bid tabs.pdf](#)

Stancil-Martin moved, seconded by Lambrecht, that Unit F-25 Sanitary & Storm Sewer Cleaning and Televising to Green Bay Pipe & TV, LLC in an amount not to exceed \$307,500 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Stancil-Martin, Lambrecht, Dougherty and Heffernan

[25-0730](#)

Approve Contract Amendment #2 to McMahon for Phase I Solids Dewatering Equipment Upgrades for a deduct to design and construction management services in the amount of \$5,461 decreasing the contract amount from \$352,872 to \$347,411.

Attachments: [250618_Ph1-BFP_McMahon_ContractAmend_No2_Util-Memo.pdf](#)

Lambrecht moved, seconded by Heffernan, that Contract Amendment #2 to McMahon for Phase I Solids Dewatering Equipment Upgrades for a deduct to design and construction management services in the amount of \$5,461 decreasing the contract amount from \$352,872 to \$347,411 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Stancil-Martin, Lambrecht, Dougherty and Heffernan

7. Information Items

[25-0723](#)

Northland - Bellaire Flood Study Update

Attachments: [Northland Bellaire Flood Study Update Info Item Memo final.pdf](#)

This study was reviewed and discussed.

8. Adjournment

Lambrecht moved, seconded by Heffernan, that the Utilities Committee Meeting be adjourned at 5:24 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Stancil-Martin, Lambrecht, Dougherty and Heffernan



DEPARTMENT OF UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

Date: July 2, 2025
To: Chairperson Vered Meltzer and Members of the Utilities Committee
From: Chris Stempa, Director of Utilities
CC: Ryan Rice, Deputy Director of Utilities
Subject: **Utilities Committee Action: Award AWWTP Digester Cleaning and Inspection Support contract to Staab Construction Corporation in the amount of \$122,600 with a 15% contingency of \$18,390 for a total not to exceed \$140,990**

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) operates two 2.2-million gallon (Mgal) egg-shaped digesters (ESDs) that produce methane and carbon dioxide through the biological conversion of organic material under anaerobic conditions present in the ESDs. The ESDs are the primary treatment process that stabilizes and reduces volume of the several solids waste streams from various treatment processes along with hauled-in, high-strength waste. These waste streams are comingled and then pumped to the ESDs for treatment. The ESDs operate in the mesophilic range (85 - 100°F), typically at 95°F. Digester gas (DG) generated by the anaerobic process is collected at the top of the ESDs. Each digester is 113.56-feet tall and 80-feet in diameter at the girth. The nominal liquid height is 105.5 ft. The two ESDs are designed to operate in parallel, providing a total digestion volume of 4.4-Mgal.

The ESDs were originally commissioned in 1993 and were last taken offline in 2010 and 2011 as part of an inspection, maintenance, and improvements project. The interior inspections performed as part of that work found much of the coating system to be largely intact. However, there was evidence where areas of the coal tar epoxy finish had lost thickness or was nearly absent at the lower elevations of the ESDs. Interior coating repairs or wholesale replacement were not recommended at that time because the interior carbon steel did not show signs of substantial corrosion or metal deterioration except for localized shallow pitting at some of the welded seams.

Donohue was contracted in September 2024 to develop the most effective method to perform ESD inspections, anticipated maintenance and repairs including planned improvements with the least downtime and impact to treatment operations. On June 6, 2026, Donohue facilitated a formal Request for Quotation (RFQ) process on behalf of the Appleton Department of Utilities, Wastewater Division. The RFQ included a scope of work that will target the interior inspection of the lower elevation of one ESD between August and September 2025. The findings of the inspection will provide important insights into the subsequent design phase and produce bidding documents for top-to-bottom inspections of both ESDs in 2026 along with other improvements identified by AWWTP staff.

QUOTATION PROCESS

Donohue submitted RFQs to three firms on June 6, 2025. Each firm has successfully completed work at the AWWTP in the past and demonstrated the ability to effectively manage a complex scope of work such as this in a finite amount of time while ensuring safety and regulatory compliance. It is critical that the work provides an accurate assessment of this critical infrastructure by leveraging specialized expertise and experience.

A mandatory pre-quotation meeting was held at the AWWTP on June 17, 2025. Only two of the three firms attended the mandatory pre-quotation meeting and facility walkthrough. Quotations were received by July 2, 2025 deadline and are summarized below.

Table 1: Digester Inspection Quote Summary

Company	Quote
August Winter & Sons	DNP
JF Ahern	\$235,000
Staab Construction	\$122,600

DNP: Did not proposed.

RECOMMENDATION:

I am recommending the contract award for the AWWTP Digester Cleaning and Inspection Support contract to Staab Construction Corporation in the amount of \$122,600 with a 15% contingency of \$18,390 for a total not to exceed \$140,990

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-2353.