



# City of Appleton

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

## Meeting Agenda - Final Utilities Committee

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Tuesday, August 26, 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

[25-1003](#) Approval of the August 12, 2025 Utilities Committee Meeting Minutes.

**Attachments:** [August 12, 2025 Utilities Committee Meeting Minutes.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[25-1004](#) Award compost screening contractor services to Vandenberg Transportation, LLC for an extended one (1) year term ending December 31, 2025.

**Attachments:** [250820\\_UCM\\_Vandenberg\\_2025\\_screening\\_extension.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.*

*For questions on the agenda, contact Chris Stempa at 920-832-5945.*



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## Meeting Minutes - Final Utilities Committee

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Tuesday, August 12, 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, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

4. Approval of minutes from previous meeting

[25-0936](#)

Approval of the July 8, 2025 Utilities Committee Meeting Minutes.

**Attachments:** [July 8, 2025 Utilities Committee Meeting Minutes.pdf](#)

**Stancil-Martin moved, seconded by Lambrecht, that the July 8, 2025 Utilities Committee Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

5. Public Hearing/Appearances

6. Action Items

[25-0937](#)

Award R-25 Root Control Contract to Duke's Root Control, Inc., in an amount not to exceed \$35,000.

**Attachments:** [R-25 Contract Award Combined Forms.pdf](#)

**Lambrecht moved, seconded by Stancil-Martin, that the R-25 Root Control Contract to Duke's Root Control, Inc., in an amount not to exceed \$35,000 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

## 7. Information Items

[25-0938](#)

Water Main Break Reports for May and June 2025

- Water Distribution and Meter Team Monthly Report - May
- Water Distribution and Meter Team Monthly Report - June

**Attachments:** [5 - May 2025 - Water Main Breaks.pdf](#)

[6 - June 2025 - Water Main Breaks.pdf](#)

*The reports were presented.*

## 8. Adjournment

**Lambrech moved, seconded by Stancil-Martin, that the Utilities Committee be adjourned at 4:41 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Absent:** 1 - 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.appletonwi.gov/government/departments/utilities](http://www.appletonwi.gov/government/departments/utilities)

## **MEMORANDUM**

**Date:** August 20, 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:** **Award compost screening contractor services to Vandenberg Transportation LLC for an extended one (1) year term ending December 31, 2025**

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### **BACKGROUND:**

The Appleton Wastewater Treatment Plant (AWWTP) has operated a biosolids compost facility since fall 2010. The AWWTP has partnered with Vandenberg Transportation LLC for the last five screening events. They have consistently provided reliable and cost-effective compost screening services that have help achieve finish material which meets the Wisconsin Department of Natural Resources Administrative Code requirements and the criteria established by the U.S. Composting Council's Seal of Testing Assurance (STA) Program.

### **QUOTATION:**

The proposed fee of \$29,583 represents a nominal 4% increase over the previous year. That increase accounts for typical inflationary increases associated with fuel, equipment, and labor costs. The contract award amount is based on screening one batch of material (5,000 cu yards).

### **JUSTIFICATION:**

As part of the 2022 RFQ process, Vandenberg Transportation LLC was selected as the least cost responsible quote. Their quote was 11% less than the next closest contractor quote. Their familiarity with the complexities of the composting operation (e.g. weather impacts, scheduling challenges, and site logistics at the Outagamie County Landfill) support the recommendation for acting on the one-year contract extension option.

### **RECOMMENDATION:**

I recommend the contract extension for compost screening services for one additional year be awarded to Vandenberg Transportation for the term ending December 31, 2025 in the amount of \$29,583.

If you have any questions regarding this project, please contact Brian Kreski at 920-832-2316.