



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, February 22, 2021

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-0210](#) February 8, 2021 Finance Committee meeting minutes

Attachments: [MeetingMinutesFeb-08-2021-09-44-40.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-0211](#) Request to award Unit B-21 Asphalt Pavement Reconstruction to Vinton Construction Company in the amount of \$1,712,148 with a 2.7% contingency of \$45,625 for a project total not to exceed \$1,757,773

Attachments: [Award of Contract Unit B-21.pdf](#)

[21-0212](#) Request approval to write off delinquent accounts receivable invoices and personal property taxes (outstanding for more than one year) in the following amounts: 2017 accounts receivable invoices of \$4,868.80 and personal property taxes of \$25,246.73; and 2018 accounts receivable invoices of \$18,747.96 and personal property taxes of \$15,096.65

Attachments: [Write-off List 2021 for Committee.pdf](#)

[21-0213](#) Request to approve the following 2021 Budget amendment:

Valley Transit

Federal Grant	+\$110,964
Miscellaneous Local Aids	+\$ 27,741
Capital Outlay - Software	+\$138,705

to record funding for, and purchase of, the Trans Data Management software program (2/3 vote of Council required)

Attachments: [VT Trans Data Management Memo 2021-02-18.pdf](#)

[20-0527](#) Resolution #8-R-20 City of Appleton Brand Study

Attachments: [#8-R-20 Branding Resolution-format.pdf](#)

[Brand Study RFP Memo.pdf](#)

[CoA Brand Study RFP_DRAFT 020121.pdf](#)

Legislative History

5/6/20 Common Council referred

[21-0215](#) Request to approve the following 2021 Budget amendment:

Reid Golf Course

Capital Outlay - Parking Lot	+\$ 43,000
Fund Balance	- \$ 43,000

to record funding for and additional spending authority for parking lot construction (2/3 vote of Council required)

Attachments: [2021 Reid Golf Course Parking Lot Budget Amendment.pdf](#)

6. Information Items

[21-0214](#) Contract 2-19 was awarded to Pheifer Brothers Construction for \$5,460,841 with a contingency of \$124,856 for Oneida Street Bridge Over Jones Park. Payments issued to date total \$4,889,898.53. Request final payment of \$211,585.89

7. 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 regarding this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Finance Committee

Monday, February 8, 2021

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Present: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

3. Approval of minutes from previous meeting

[21-0150](#)

January 25, 2021 Finance Committee meeting minutes

Attachments: [MeetingMinutesJan-25-2021-08-08-18.pdf](#)

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

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

4. Public Hearings/Appearances

5. Action Items

[21-0152](#)

Request to award Change Order 1 for the Phase I Lake Station Construction contract to Miron Construction Company in an amount of \$173,215 decreasing project contingency from \$360,700 to \$187,485

Attachments: [Change Order 1 - Lake Station Project 02-02-21.pdf](#)
[redundant valves CO.pdf](#)

Siebers moved, seconded by Coenen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[21-0153](#)

Request approval to award the City of Appleton's 2021 Fire Stations #2 and #3 HVAC Upgrades contract to AMA, Inc in the amount of \$78,053 with a contingency of \$8,000 for a project total not to exceed \$86,053

Attachments: [2021 Fire Station #2 #3 HVAC Upgrades.pdf](#)

Coenen moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[21-0154](#)

Request approval to award the City of Appleton's 2021 Fire Stations #2 and #3 HVAC Digital Controls contract to Energy Control & Design for a Sole Source contract in the amount of \$47,440

Attachments: [2021 Fire Station #2 #3 HVAC Controls.pdf](#)

Coenen moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[21-0155](#)

Request to award Unit A-21 Concrete Paving to Vinton Construction Company in the amount of \$4,614,695 with a 3% contingency of \$139,550 for a project total not to exceed \$4,754,245

Attachments: [Award of Contract Unit A-21.pdf](#)

Siebers moved, seconded by Coenen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[21-0156](#)

Request to award Unit W-21 Sewer & Water Reconstruction No. 1 to Dorner, Inc in the amount of \$3,290,297 with a 2.5% contingency of \$82,257 for a project total not to exceed \$3,372,554

Attachments: [Award of Contract Unit W-21.pdf](#)

Siebers moved, seconded by Coenen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[21-0158](#)

Request to approve the follow 2021 Budget amendment:

Wastewater Utility

2020 AWWTP Water Lateral Replacement Proj (Fund Bal)	- \$80,000
2020 AWWTP Hardscape Replacement Proj (Fund Bal)	- \$ 8,700
2021 AWWTP Hardscape Replacement Proj	+\$88,700

to carry over unused budget funds from the 2020 Water Lateral Replacement and Hardscape projects to fund 2021 Hardscape projects (2/3 vote of Council required)

Attachments: [2021 AWWTP Hardscpes Budget Amendment.pdf](#)

Meltzer moved, seconded by Coenen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

6. Information Items

[21-0151](#)

Contract 57-20 was awarded to PTS Contractors, Inc for \$2,535,221 with a contingency of \$101,409 for Sewer & Water Reconstruction No. 2. Payments issued to date total \$2,353,727.71. Request final payment of \$92,440.10

This contract for final payment was presented

[21-0157](#)

Change Order No. 1 to contract 30-20, Unit A-20 Concrete Paving for storm sewer modifications at Wastewater Treatment Plant in the amount of \$5,000 resulting in a decrease to contingency from \$86,000 to \$81,000. No change to overall contract amount

Attachments: [Unit A-20 Change Order No. 1.pdf](#)

This change order was presented

7. Adjournment

Siebers moved, seconded by Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: **Finance Committee**
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
Unit B-21 Asphalt Pavement Reconstruction

Be awarded to:

Name: Vinton Construction Company
Address: 2705 N. Rapids Road
Manitowoc, WI 54221

In the amount of : \$1,712,148.00
With a 2.7 % contingency of : \$45,625.00
For a project total not to exceed : \$1,757,773.00

**** OR ****

In an amount Not To Exceed : _____

Budget: \$2,139,047.00
Estimate: \$1,803,068.25
Committee Date: 02/22/21
Council Date: 03/03/21

BID TABULATION
UNIT B-21 ASPHALT PAVEMENT RECONSTRUCTION
Monday, February 15, 2021

Bid Item	Unit	Qty	Vinton Const. Co.		MCC, Inc.		Peters Concrete Company		
			Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Furnish & Install 8" Plain Concrete Pavement	sq. yds.	900	\$45.65	\$41,085.00	\$57.98	\$52,182.00	\$58.00	\$52,200.00
2	Furnish & Install 8" Doweled Concrete Pavement	sq. yds.	500	\$54.65	\$27,325.00	\$67.98	\$33,990.00	\$68.00	\$34,000.00
3	Furnish & Install 8" 3-Day High Early Concrete Pavement	sq. yds.	25	\$60.00	\$1,500.00	\$72.00	\$1,800.00	\$80.00	\$2,000.00
4	Furnish & Install 12" Stone Base	sq. yds.	30,500	\$8.72	\$265,960.00	\$8.25	\$251,625.00	\$8.07	\$246,135.00
5	Excavation	cu. yds.	12,800	\$16.90	\$216,320.00	\$12.37	\$158,336.00	\$19.72	\$252,416.00
6	Furnish & Install Geogrid	sq. yds.	30,500	\$1.75	\$53,375.00	\$2.07	\$63,135.00	\$1.80	\$54,900.00
7	Furnish & Install Extra Stone Base	ton	250	\$13.00	\$3,250.00	\$12.77	\$3,192.50	\$13.00	\$3,250.00
8	Furnish & Install 30" Concrete Curb & Gutter	lin.ft.	11,650	\$13.85	\$161,352.50	\$14.81	\$172,536.50	\$14.45	\$168,342.50
9	Furnish & Install 30" Concrete Curb & Gutter -- Spot	lin.ft.	1,240	\$36.50	\$45,260.00	\$33.00	\$40,920.00	\$37.00	\$45,880.00
10	Furnish & Install 36" Concrete Curb & Gutter (12" Curb Head)	lin.ft.	1,250	\$34.00	\$42,500.00	\$33.00	\$41,250.00	\$33.00	\$41,250.00
11	Furnish & Install 24" Concrete Curb & Gutter	lin.ft.	90	\$35.00	\$3,150.00	\$33.00	\$2,970.00	\$33.00	\$2,970.00
12	Furnish & Install 18" Concrete Curb & Gutter	lin.ft.	30	\$35.00	\$1,050.00	\$32.50	\$975.00	\$33.00	\$990.00
13	Furnish & Install 7" Concrete Driveway Apron	sq.ft.	3,175	\$6.10	\$19,367.50	\$6.65	\$21,113.75	\$5.65	\$17,938.75
14	Furnish & Install 5" Concrete Driveway Apron	sq.ft.	23,600	\$5.20	\$122,720.00	\$6.00	\$141,600.00	\$5.36	\$126,496.00
15	Furnish & Install 7" Concrete Sidewalk	sq.ft.	1,000	\$6.10	\$6,100.00	\$6.64	\$6,640.00	\$5.65	\$5,650.00
16	Furnish & Install 7" Thickened Edge Concrete Sidewalk	sq.ft.	375	\$7.10	\$2,662.50	\$8.50	\$3,187.50	\$8.00	\$3,000.00
17	Furnish & Install 5" Concrete Sidewalk	sq.ft.	9,400	\$5.25	\$49,350.00	\$6.07	\$57,058.00	\$5.26	\$49,444.00
18	Furnish & Install 4" Concrete Sidewalk	sq.ft.	32,500	\$5.00	\$162,500.00	\$5.75	\$186,875.00	\$4.95	\$160,875.00
19	Furnish & Install 7" Concrete Handicap Ramp	sq.ft.	3,900	\$6.60	\$25,740.00	\$6.75	\$26,325.00	\$5.65	\$22,035.00
20	Furnish & Install Truncated Dome	sq. ft.	700	\$28.00	\$19,600.00	\$30.00	\$21,000.00	\$30.00	\$21,000.00
21	Furnish & Install 7" Private Concrete Driveway	sq.ft.	50	\$6.10	\$305.00	\$7.05	\$352.50	\$8.00	\$400.00
22	Furnish & Install 5" Private Concrete Driveway	sq.ft.	260	\$5.30	\$1,378.00	\$8.75	\$2,275.00	\$6.00	\$1,560.00
23	Concrete Pavement Removal	sq. yds.	600	\$1.00	\$600.00	\$4.00	\$2,400.00	\$6.00	\$3,600.00
24	Asphalt Pavement Removal	sq. yds.	26,600	\$2.00	\$53,200.00	\$1.50	\$39,900.00	\$2.75	\$73,150.00
25	Concrete Curb & Gutter Removal	lin.ft.	14,425	\$2.00	\$28,850.00	\$3.08	\$44,429.00	\$2.50	\$36,062.50
26	Asphalt & Concrete Driveway Apron Removal	sq. ft.	25,800	\$0.50	\$12,900.00	\$0.25	\$6,450.00	\$0.45	\$11,610.00
27	Asphalt & Concrete Handicap Ramp Removal	sq. ft.	3,900	\$1.00	\$3,900.00	\$0.25	\$975.00	\$0.75	\$2,925.00
28	Asphalt & Concrete Sidewalk Removal	sq. ft.	43,800	\$0.80	\$35,040.00	\$0.35	\$15,330.00	\$0.95	\$41,610.00
29	Private Concrete Drive Removal	sq.ft.	275	\$1.00	\$275.00	\$0.50	\$137.50	\$3.00	\$825.00
30	Private Asphalt Drive Removal	sq.ft.	1,375	\$1.00	\$1,375.00	\$0.25	\$343.75	\$1.00	\$1,375.00
31	Full Depth Saw Cut	lin.ft.	2,900	\$2.00	\$5,800.00	\$2.50	\$7,250.00	\$2.25	\$6,525.00
32	Saw Cut Curb Head	lin.ft.	15	\$40.00	\$600.00	\$30.50	\$457.50	\$30.00	\$450.00
33	Furnish & Install Drill Tie Bars	each	725	\$7.00	\$5,075.00	\$7.50	\$5,437.50	\$7.50	\$5,437.50
34	Furnish & Install Terrace Restoration	sq. yds.	13,325	\$7.00	\$93,275.00	\$7.00	\$93,275.00	\$7.60	\$101,270.00
35	Furnish & Install Seed, Fertilizer, & Mulch	sq. yds.	13,325	\$1.10	\$14,657.50	\$1.10	\$14,657.50	\$1.10	\$14,657.50
36	Furnish & Install Erosion Mat, CL-1 Type B	sq. yds.	300	\$1.50	\$450.00	\$1.50	\$450.00	\$1.50	\$450.00
37	Furnish & Install Silt Fence	lin.ft.	300	\$3.00	\$900.00	\$3.00	\$900.00	\$2.50	\$750.00

BID TABULATION
UNIT B-21 ASPHALT PAVEMENT RECONSTRUCTION
Monday, February 15, 2021

Bid Item	Unit	Qty	Vinton Const. Co.		MCC, Inc.		Peters Concrete Company	
			Unit Price	Total	Unit Price	Total	Unit Price	Total
38 Adjust Storm Manhole Casting	each	55	\$25.00	\$1,375.00	\$400.00	\$22,000.00	\$10.00	\$550.00
39 Adjust Sanitary Manhole Casting	each	35	\$25.00	\$875.00	\$400.00	\$14,000.00	\$10.00	\$350.00
40 Adjust Inlet Casting	each	60	\$25.00	\$1,500.00	\$100.00	\$6,000.00	\$100.00	\$6,000.00
41 Furnish & Install 48" Storm Manhole	vert.ft.	20	\$100.00	\$2,000.00	\$400.00	\$8,000.00	\$400.00	\$8,000.00
42 Furnish & Install Sanitary Manhole Casting Only	each	8	\$200.00	\$1,600.00	\$850.00	\$6,800.00	\$350.00	\$2,800.00
43 Furnish & Install Storm Manhole Casting Only	each	9	\$200.00	\$1,800.00	\$600.00	\$5,400.00	\$350.00	\$3,150.00
44 Furnish & Install "C" Inlet Casting Only	each	10	\$100.00	\$1,000.00	\$720.00	\$7,200.00	\$550.00	\$5,500.00
45 Furnish & Install "E" Inlet Casting Only	each	10	\$100.00	\$1,000.00	\$725.00	\$7,250.00	\$550.00	\$5,500.00
46 Furnish & Install "C" Inlet w/Casting	each	10	\$1,000.00	\$10,000.00	\$2,100.00	\$21,000.00	\$2,500.00	\$25,000.00
47 Furnish & Install "E" Inlet w/Casting	each	20	\$1,000.00	\$20,000.00	\$2,100.00	\$42,000.00	\$2,500.00	\$50,000.00
48 Furnish & Install 12" Storm Sewer Inlet Lead	lin.ft.	60	\$70.00	\$4,200.00	\$67.50	\$4,050.00	\$80.00	\$4,800.00
49 Furnish & Install 15" Storm Sewer Inlet Lead	lin.ft.	20	\$75.00	\$1,500.00	\$75.00	\$1,500.00	\$100.00	\$2,000.00
50 Furnish & Install 6" Storm Lateral/Mini Sewer/Riser	lin.ft.	50	\$20.00	\$1,000.00	\$85.00	\$4,250.00	\$28.00	\$1,400.00
51 Furnish & Install 12" Storm Sewer	lin.ft.	50	\$65.00	\$3,250.00	\$67.50	\$3,375.00	\$55.00	\$2,750.00
52 Furnish & Install 10" Storm Sewer	lin.ft.	325	\$65.00	\$21,125.00	\$62.00	\$20,150.00	\$44.00	\$14,300.00
53 Furnish & Install 6" Storm Sewer	lin.ft.	70	\$60.00	\$4,200.00	\$58.00	\$4,060.00	\$28.00	\$1,960.00
54 Connect Sump Pump	each	5	\$50.00	\$250.00	\$350.00	\$1,750.00	\$75.00	\$375.00
55 Connect Mini Storm Sewer	each	5	\$50.00	\$250.00	\$350.00	\$1,750.00	\$75.00	\$375.00
56 Remove Inlet/Manhole	each	6	\$200.00	\$1,200.00	\$600.00	\$3,600.00	\$400.00	\$2,400.00
57 Abandon Inlet/Lead	each	7	\$200.00	\$1,400.00	\$500.00	\$3,500.00	\$150.00	\$1,050.00
58 Lot Line Grading	sq. yds.	700	\$6.25	\$4,375.00	\$4.69	\$3,283.00	\$7.90	\$5,530.00
59 Furnish & Install Sanitary Manhole Chimney Seal - (0" - 12")	each	5	\$25.00	\$125.00	\$475.00	\$2,375.00	\$100.00	\$500.00
60 Furnish & Install Sanitary Manhole Chimney Seal - (12" - 18")	each	35	\$25.00	\$875.00	\$665.00	\$23,275.00	\$500.00	\$17,500.00
61 Furnish & Install Sanitary Manhole Chimney Seal - (18"+)	each	5	\$25.00	\$125.00	\$735.00	\$3,675.00	\$100.00	\$500.00
62 Furnish & Install D.O.T. "D-M" Inlet Protection	each	94	\$80.00	\$7,520.00	\$110.00	\$10,340.00	\$110.00	\$10,340.00
63 Furnish & Install 12-inch dia. Curlex Sediment Log	each	25	\$120.00	\$3,000.00	\$120.00	\$3,000.00	\$120.00	\$3,000.00
64 Furnish & Install 15" Reinforced Concrete Culvert	lin.ft.	60	\$85.00	\$5,100.00	\$83.00	\$4,980.00	\$82.00	\$4,920.00
65 Furnish & Install 15" Concrete Apron End Wall	Ea	2	\$750.00	\$1,500.00	\$600.00	\$1,200.00	\$900.00	\$1,800.00
66 Furnish & Install 24" Reinforced Concrete Culvert	lin.ft.	310	\$85.00	\$26,350.00	\$90.00	\$27,900.00	\$86.50	\$26,815.00
67 Furnish & Install 24" Concrete Apron End Wall	Ea	12	\$100.00	\$1,200.00	\$950.00	\$11,400.00	\$1,150.00	\$13,800.00
68 Miscellaneous Removals (Reid Golf Course Parking Lot work)	lump sum	1	\$2,000.00	\$2,000.00	\$2,510.00	\$2,510.00	\$1,000.00	\$1,000.00
69 Furnish & Install 30" Catch Basin w/Casting	each	2	\$1,750.00	\$3,500.00	\$1,750.00	\$3,500.00	\$1,400.00	\$2,800.00
70 Furnish & Install 96" Diameter Storm Manhole (with Sump and Casting)	vert.ft.	8	\$650.00	\$5,200.00	\$650.00	\$5,200.00	\$800.00	\$6,400.00
71 Notify Property Owners	lump sum	1	\$2,000.00	\$2,000.00	\$1,801.00	\$1,801.00	\$40,250.00	\$40,250.00
72 Furnish & Install Traffic Control	lump sum	1	\$41,000.00	\$41,000.00	\$24,000.00	\$24,000.00	\$25,000.00	\$25,000.00
73 Excavate & Haul Contaminated Soil	ton	500	\$0.01	\$5.00	\$69.50	\$34,750.00	\$1.00	\$500.00
Bid Total:				\$1,712,148.00		\$1,872,555.50		\$1,912,344.75

City of Appleton 2021 Write-Off List

The following accounts will be posted on the City's website and published in The Post Crescent unless they filed for bankruptcy or are confirmed deceased

Addresses shown are the last known location of the individual or business.

Type	Invoice Date	Inv or Parcel Number	Name	Address	Amount Due	Description
A/R	09/16/2016	2	AMY YOUNG	223 S MEMORIAL DR APPLETON, WI 54911	126.45	VEHICLE EXTRICATION
A/R	01/27/2017	3	MATTHEW PYNENBERG	1101 SAUNDERS RD # 6 KAUKAUNA, WI 54130	67.35	TRAFFIC SIGN DAMAGE
A/R	02/06/2017	4	MARCUS A PROTSMAN	35 WOODMERE CT APT 1 APPLETON, WI 54911	124.56	TRAFFIC SIGN DAMAGE
A/R	02/10/2017	5	HEIDI SMITH	1620 HOLLAND RD #201 APPLETON, WI 54911	5.25	POLICE RECORDS REQUEST
A/R	02/10/2017	6	JUSTUS POEHLIS	218 E SOUTH ISLAND ST #201 APPLETON, WI 54915	8.25	POLICE RECORDS REQUEST
A/R	03/02/2017	8	SIGNARAMA	2428 W NORDALE DR APPLETON, WI 54914	25.00	BUSINESS MAILING ADDRESS LIST
A/R	03/09/2017	9	JOSHUA J TELLEFSEN	405 S 14TH ST ESCANABA, MI 49829	89.97	HAZ MAT CLEANUP
A/R	03/27/2017	10	CHRISTOPHER HARRIS	681 S MAIN ST #1 FOND DU LAC, WI 54935	83.67	TRAFFIC SIGN DAMAGE
A/R	03/27/2017	12	SHAWN WEYENBERG	207 E MAIN ST WEYAUWEGA, WI 54983	515.90	TRAFFIC DAMAGE
A/R	04/11/2017	14	ATTY GENELLE M JOHNSON	225 N RICHMOND ST #207 APPLETON, WI 54911	13.00	POLICE RECORDS REQUEST
A/R	04/11/2017	15	ATTY GENELLE JOHNSON	225 N RICHMOND ST #207 APPLETON, WI 54911	5.00	POLICE RECORDS REQUEST
A/R	04/11/2017	16	ARELLANO & PHEBUS SC	1468 N HIGH POINT RD #102 MIDDLETON, WI 53562	8.25	POLICE RECORDS REQUEST
A/R	04/11/2017	17	JOHN OLEN	N8690 FIRELANE 6 MENASHA, WI 54952	3.25	POLICE RECORDS REQUEST
A/R	04/14/2017	18	KEILI SUMMERS	341 LISBON AVE MENASHA, WI 54952	5.00	POLICE RECORDS REQUEST
A/R	05/01/2017	19	JOHN K PIKE	377 S KARLYN ST KIMBERLY, WI 54136	3.75	POLICE RECORDS REQUEST
A/R	05/05/2017	20	CORY A SMITH	9 RAINBOW CT APPLETON, WI 54915	189.39	HAZ MAT CLEANUP
A/R	05/05/2017	21	LIBERTY MUTUAL	PO BOX 7207 LONDON, KY 40741	1.75	POLICE RECORDS REQUEST
A/R	05/05/2017	22	JACOB LEE KING	361 ELM ST MENASHA, WI 54952	72.97	HAZ MAT CLEANUP
A/R	05/12/2017	23	CORY A SMITH	9 RAINBOW CT APPLETON, WI 54915	71.74	SWEEP AFTER ACCIDENT
A/R	05/12/2017	25	THOMAS LEE BARTLETT	E6815 PIGEON RIVER SHORES MARION, WI 54950	100.00	TRAFFIC DAMAGE
A/R	06/09/2017	29	LOUIS S CAMPSHURE	2404 LONGTAIL BEACH LN SUAMICO, WI 54173	73.77	HAZ MAT CLEANUP
A/R	06/09/2017	30	EMILY J GRUNWALD	1160 CENTRAL ST #D OSHKOSH, WI 54901	90.77	HAZ MAT CLEANUP
A/R	06/16/2017	32	DOUG C FAR	109 E SOUTH ST WEYAUWEGA, WI 54983	73.77	HAZ MAT CLEANUP
A/R	06/23/2017	33	GRANT STROOK	7540 RICHTER LN LARSEN, WI 54947	3.75	POLICE RECORDS REQUEST
A/R	06/30/2017	34	JASON M MARX	W3364 CTY RD S APPLETON, WI 54913	61.59	SWEEP AFTER ACCIDENT
A/R	06/30/2017	35	AMY M WILDE	213 S WILLIAMS ST COMBINED LOCKS, WI 54113	927.15	TRAFFIC DAMAGE
A/R	07/07/2017	36	ANDREW VAN BOXTEL	1639 ELMWOOD AVE #1 OSHKOSH, WI 54901	1.75	POLICE RECORDS REQUEST
A/R	07/07/2017	37	CHLOE MAE OLSON	1020 1/2 N DIVISION ST APPLETON, WI 54911	64.33	TRAFFIC SIGN DAMAGE
A/R	07/14/2017	38	MICHELLE HOLZKNECHT	515 E COOLIDGE AVE APPLETON, WI 54915	14.00	POLICE RECORDS REQUEST
A/R	08/11/2017	41	LUIS SOSA LANDA	991 7TH ST #C MENASHA, WI 54952	500.00	VEHICLE FIRE FEE
A/R	09/01/2017	43	HAL J WARFIELD	94 FOX ST MENASHA, WI 54952	73.77	HAZ MAT CLEANUP
A/R	09/01/2017	44	WILL K MICKY	989 HACKER RD APT 7 BRILLION, WI 54110	90.77	HAZ MAT CLEANUP
A/R	09/01/2017	45	RYAN BROADHAGEN	W6848 CURT BLACK RD SHAWANO, WI 54166	90.77	HAZ MAT CLEANUP
A/R	09/08/2017	47	KRISTOFOR J MILNER	1524 N OWAISSA ST APPLETON, WI 54911	3.50	POLICE RECORDS REQUEST
A/R	09/29/2017	54	JESSICA M SMITH	1312 N PERKINS ST #10 APPLETON, WI 54914	9.00	POLICE RECORDS REQUEST
A/R	10/06/2017	56	TERESA YAKES	PO BOX 9 WINNEBAGO, WI 54985	450.00	VEHICLE FIRE FEE
A/R	10/06/2017	57	DEVON STRINGER	246 N FOWLER ST OCONOMOWOC, WI 53066	40.00	RETURNED CHECK FEE
A/R	10/06/2017	58	JOSE LEON	850 1/2 THIRD ST MENASHA, WI 54952	4.75	POLICE RECORDS REQUEST
A/R	10/13/2017	60	LOUIS A AFFELDT (deceased)	W3696 KRUEGER RD SEYMOUR, WI 54165	228.87	BARRICADE FOR ACCIDENT SITE
A/R	10/20/2017	61	SKYLAR M MCGINNIS	222 LOPER CT NEENAH, WI 54956	107.77	HAZ MAT CLEANUP
A/R	11/03/2017	65	JARTAVIS L MOSS	3119 CARNEY AVE MARINETTE, WI 54143	90.77	HAZ MAT CLEANUP
A/R	11/03/2017	66	MITCHELL KWIATKOWSKI	721 E LINDBERGH ST APPLETON, WI 54911	6.25	POLICE RECORDS REQUEST
A/R	11/09/2017	67	SKYLAR M MCGINNIS	222 LOPER CT NEENAH, WI 54956	98.64	HYDRANT DAMAGE
A/R	11/09/2017	68	SIERRA ACUNA	240 W LAKE AVE WISCONSIN DELLS, WI 53965	1.75	POLICE RECORDS REQUEST
A/R	11/20/2017	71	LAURIE DAVIS	3316 N RACINE ST APPLETON, WI 54911	2.50	POLICE RECORDS REQUEST
A/R	12/01/2017	74	MARGARET HILL (deceased)	330 E FIRST AVE APPLETON, WI 54911	73.77	HAZ MAT CLEANUP

Type	Invoice Date	Inv or Parcel Number	Name	Address	Amount Due	Description
A/R	12/01/2017	75	ERIN D WERTH	3083 GREEN MEADOW DR #1 APPLETON, WI 54914	73.77	HAZ MAT CLEANUP
A/R	12/08/2017	77	HOLLY R ROWE	1705 N UNION ST APPLETON, WI 54911	90.77	HAZ MAT CLEANUP
2017 A/R Total:					<u>4,868.80</u>	
A/R	01/12/2018	81	SAI VA YANG	1919 S 22ND ST SHEBOYGAN, WI 53081	107.77	HAZ MAT CLEANUP
A/R	01/12/2018	82	AMY SHAFT	2950 W SPENCER ST APT O11 APPLETON, WI 54914	40.00	RETURNED CHECK FEE
A/R	01/12/2018	83	JORGIA DIAZ	841 2ND ST MENASHA, WI 54952	226.32	HAZ MAT CLEANUP
A/R	01/19/2018	84	ROMANUCCI & BLANDIN	321 N CLARK ST STE 900 CHICAGO, IL 60654	3.50	POLICE RECORDS REQUEST
A/R	01/19/2018	86	JAMIE UNIQUE BASQUEZ	306 W VALLEY RD APT 5 APPLETON, WI 54915	541.06	TRAFFIC DAMAGE
A/R	01/26/2018	88	MATTHEW SHIELDS	201 1/2 E WILSON AVE APPLETON, WI 54915	6.75	POLICE RECORDS REQUEST
A/R	02/05/2018	90	TONI M HERNANDEZ	2600 S BERRY DR APPLETON, WI 54915	45.43	SWEEP AFTER ACCIDENT
A/R	02/09/2018	91	JASON L ZIMMERMAN	2716 FINGER RD #B GREEN BAY, WI 54302	2,427.04	TRAFFIC DAMAGE
A/R	02/23/2018	92	LAHKEESHA A GHASTIN	833 W FOURTH ST APPLETON, WI 54914	39.89	HAZ MAT CLEANUP
A/R	02/23/2018	93	BENJAMIN D BRULLA	1673 S NICOLET RD #8 APPLETON, WI 54914	39.89	HAZ MAT CLEANUP
A/R	02/23/2018	94	BRENDA HENES	424 ARAGON ST IRON MOUNTAIN, MI 49801	158.54	HAZ MAT CLEANUP
A/R	03/23/2018	100	JODY M WALBRIDGE	820 W KAMPS AVE APPLETON, WI 54914	158.54	HAZ MAT CLEANUP
A/R	03/23/2018	101	BIBIANA LARA CORTES	1219 E ROELAND AVE APPLETON, WI 54915	6.50	POLICE RECORDS REQUEST
A/R	03/23/2018	102	TRISTAN GREELY	1121 MELISSA ST MENASHA, WI 54952	6.50	POLICE RECORDS REQUEST
A/R	03/28/2018	106	LAVAUGHNTE CARSON	2708 E PLANK RD #13 APPLETON, WI 54915	84.48	TRAFFIC SIGN DAMAGE
A/R	04/06/2018	107	BAUER & FARRIS LLC	103 W COLLEGE AVE STE 410 APPLETON, WI 54911	18.75	POLICE RECORDS REQUEST
A/R	04/06/2018	108	KANE A DENTON	1004 APPLE BLOSSOM DR #110 NEENAH, WI 54956	90.77	HAZ MAT CLEANUP
A/R	04/13/2018	109	WILLIAM J LUTZE	21 WOODMERE CT #3 APPLETON, WI 54911	124.71	TRAFFIC SIGN DAMAGE
A/R	04/27/2018	110	BRAYAN M RODRIGUEZ	124 LAMPLIGHTER DR #5 KAUKAUNA, WI 54130	482.67	HYDRANT DAMAGE
A/R	05/04/2018	111	ROBERT C BROWN	207 W FOSTER ST APPLETON, WI 54915	73.77	HAZ MAT CLEANUP
A/R	05/04/2018	114	LEGAL ACTION OF WI	201 W WALNUT ST STE 203 GREEN BAY, WI 54303	19.50	POLICE RECORDS REQUEST
A/R	05/11/2018	115	KYRA M VOIGTMAN	710 W FRANKLIN ST APPLETON, WI 54914	73.77	HAZ MAT CLEANUP
A/R	05/11/2018	116	KELLY J LANGLOIS	W3130 BROADWAY DR LOT 57 APPLETON, WI 54914	513.58	HYDRANT DAMAGE
A/R	05/18/2018	119	RORY GRIFFIN	1248 N 68TH ST APT 206 MILWAUKEE, WI 53213	141.54	HAZ MAT CLEANUP
A/R	06/01/2018	121	RANDY R REYNEBEAU	500 E HOOVER AVE APPLETON, WI 54915	590.77	EXTRICATION FEE & HAZ MAT CLEANUP
A/R	06/15/2018	127	JOSHUA W HAND	PO BOX 261 INDIAN RIVER, MI 49749	94.30	TRAFFIC SIGN DAMAGE
A/R	06/29/2018	134	ALICIA R SPRANGERS	526 WHITNEY ST KAUKAUNA, WI 54130	141.54	HAZ MAT CLEANUP
A/R	06/29/2018	135	DANIEL L LAWRENZ	1515 VANDENBROEK RD #54 LITTLE CHUTE, WI 54140	141.54	HAZ MAT CLEANUP
A/R	07/13/2018	139	JASMINE TRIPLETT	2540 N 48TH ST MILWAUKEE, WI 53210	5.50	POLICE RECORDS REQUEST
A/R	07/27/2018	144	AHMED AL BAWI	3019 CHAIN DR APT 16 MENASHA, WI 54952	166.74	TRAFFIC SIGN DAMAGE
A/R	08/24/2018	159	ALEXANDER HOIER	N11327 HWY 45 CLINTONVILLE, WI 54929	107.77	HAZ MAT CLEANUP
A/R	08/31/2018	165	PANTHER BASEBALL CLUB	W3035 EDGEWOOD TRAIL APPLETON, WI 54913	6,500.00	CONCESSION AGREEMENT
A/R	08/31/2018	170	ALEXANDER R GREENING	901 E MARQUETTE ST APPLETON, WI 54911	2,141.02	TRAFFIC DAMAGE & HAZ MAT CLEANUP
A/R	08/31/2018	171	CHAD ELLIS (deceased)	514 E MURRAY AVE APPLETON, WI 54915	90.77	HAZ MAT CLEANUP
A/R	09/17/2018	186	KILEY N VOLDEN	1733A ALGOMA BLVD OSHKOSH, WI 54901	73.77	HAZ MAT CLEANUP
A/R	09/28/2018	207	PANTHER BASEBALL CLUB	W3035 EDGEWOOD TRAIL APPLETON, WI 54913	1,100.00	BALL DIAMOND RENTAL
A/R	09/28/2018	212	NORTH SIDE SIZZLE SOFTBALL CLUB	4401 N HAYMEADOW AVE APPLETON, WI 54913	102.71	BALL DIAMOND RENTAL
A/R	09/28/2018	213	SPRING R ROBERTS	1501 E ROELAND AVE APPLETON, WI 54915	67.06	TRAFFIC SIGN DAMAGE
A/R	09/28/2018	217	MICHAEL A CONLON	2840 N PARK DRIVE LN APPLETON, WI 54911	133.54	HAZ MAT CLEANUP
A/R	10/05/2018	235	ADAM N PEPERAK (deceased)	N9324 EXPLORATION AVE APPLETON, WI 54915-8773	78.27	HAZ MAT CLEANUP
A/R	10/05/2018	236	EMILY A STIEVE	3640 CHERRYVALE CIR #5 APPLETON, WI 54913	184.32	HAZ MAT CLEANUP
A/R	10/12/2018	294	MICHAEL K SCHLAVENSKY	1720 E MARQUETTE ST APPLETON, WI 54911	179.82	HAZ MAT CLEANUP
A/R	10/19/2018	362	RYAN M JACOBS	539 N LAWE ST APPLETON, WI 54911	129.04	HAZ MAT CLEANUP
A/R	10/19/2018	363	COLLIN L DERCKS	N255 DEBRUIN RD KAUKAUNA, WI 54130	129.04	HAZ MAT CLEANUP
A/R	11/15/2018	1043	ERIC C GRODE	218 E RANDALL ST APT 426 APPLETON, WI 54911	129.04	HAZ MAT CLEANUP
A/R	11/15/2018	1044	MANETTE A KELLY	121 VIOLA AVE #D OSHKOSH, WI 54901	129.04	HAZ MAT CLEANUP

Type	Invoice Date	Inv or Parcel Number	Name	Address	Amount Due	Description
A/R	11/15/2018	1048	STEPHANIE A OPPOR	1012 W FRANCES ST APPLETON, WI 54914	78.27	HAZ MAT CLEANUP
A/R	12/03/2018	1133	TYLER ASHLEY KEEL (deceased)	707 E BREWSTER ST APPLETON, WI 54911	250.00	TRAFFIC DAMAGE
A/R	12/03/2018	1134	WENDY ENDRES	822 W FRANCES ST APPLETON, WI 54914	268.28	BARRICADE FOR SWAT INCIDENT
A/R	12/07/2018	1192	JAMES D GRANTLIN	531 1/2 W COLLEGE AVE APPLETON, WI 54911	14.38	HAZ MAT CLEANUP
A/R	12/07/2018	1219	PEGGY J ESCHKE	2608 S EAST ST APPLETON, WI 54915	138.12	TRAFFIC SIGN DAMAGE
A/R	12/07/2018	1222	CODY J TERRY	2001 OAKRIDGE AVE KAUKAUNA, WI 54130	78.27	HAZ MAT CLEANUP
A/R	12/07/2018	1224	SAMANTHA BIESE	1191 VALLEY RD APT 3 APPLETON, WI 54915	73.77	HAZ MAT CLEANUP
2018 A/R Total:					18,747.96	

Accounts Receivable Total \$ 23,616.76

PP	2017	31-0-0463-58	ACCENT CUSTOM COMPONENTS INC	N2091 GREENVILLE DR GREENVILLE, WI 54942-9707	121.34	2017 Personal Property Tax
PP	2017	31-0-1875-00	MINUTEMAN PRESS: FOX RIVER PRINTING INC	2444 W COLLEGE AVE APPLETON, WI 54914-4602	60.67	2017 Personal Property Tax
PP	2017	31-1-0385-10	GOSIA'S PHOTOGRAPHY LLC	5009 N PROVIDENCE AVE APPLETON, WI 54913	132.58	2017 Personal Property Tax
PP	2017	31-1-0981-30	ALWAYS IN MOTION TRUCKING LLC	2201 E ENTERPRISE AVE APPLETON, WI 54913	1,642.50	2017 Personal Property Tax
PP	2017	31-1-1200-20	BRETTS CYCLE REPAIR LLC	1212 WISCONSIN CT APPLETON, WI 54911	56.17	2017 Personal Property Tax
PP	2017	31-1-1478-20	4C ENERGY CONTROL SOLUTIONS LLC	2001 E GLENDALE AVE APPLETON, WI 54911	420.16	2017 Personal Property Tax
PP	2017	31-1-2198-00	RICE MANAGEMENT INC	330 E KILBOURN AVE TWO PLAZA EAST STE 1085 MILWAUKEE, WI 53202	1,442.52	2017 Personal Property Tax
PP	2017	31-1-2655-00	THE WASHBASKET: FORGE PROPERTIES LLC	840 W FRONT ST APPLETON, WI 54914-5465	114.59	2017 Personal Property Tax
PP	2017	31-2-0050-00	ADVANCED WORKFORCE INC	221 W COLLEGE AVE - FLOOR 2 APPLETON, WI 54911	26.96	2017 Personal Property Tax
PP	2017	31-2-0630-00	BOLD SALONS LLC	207 W COLLEGE AVE APPLETON, WI 54911	175.26	2017 Personal Property Tax
PP	2017	31-2-0830-40	FOX CITY MARKETING INC	100 W LAWRENCE ST #212 APPLETON, WI 54911	449.39	2017 Personal Property Tax
PP	2017	31-2-2629-70	UNIQUE PERCEPTION LLC	10317 MAHONIA ST CHARLOTTE, NC 28277	33.70	2017 Personal Property Tax
PP	2017	31-2-2765-00	PAVANA LLC	PO BOX 303 BRADENTON BEACH, FL 34217-0303	2,754.73	2017 Personal Property Tax
PP	2017	31-2-3097-40	PEERLESS DESIGN STUDIO LLC	311 E COLLEGE AVE APPLETON, WI 54911	56.17	2017 Personal Property Tax
PP	2017	31-2-3230-90	PROACTIVE CONSULTING LLC	103 W COLLEGE AVE #508 APPLETON, WI 54911	6.74	2017 Personal Property Tax
PP	2017	31-2-3729-90	SHE. HAIR & BOUTIQUE LLC C/O ADDEY CRONKRITTE	2512 N ERB ST APPLETON, WI 54911	184.24	2017 Personal Property Tax
PP	2017	31-3-0020-00	THE ADVISORY GROUP INC	222 S STATE ST APPLETON, WI 54911	150.55	2017 Personal Property Tax
PP	2017	31-3-0689-90	HMONG CONNECTION SERVICES LLC	206 S MEMORIAL DR APPLETON, WI 54911	33.70	2017 Personal Property Tax
PP	2017	31-3-0870-20	KING'S BARBER SHOP	1343 W WISCONSIN AVE APPLETON, WI 54914-3263	150.55	2017 Personal Property Tax
PP	2017	31-3-0908-00	KUSTOM KITCHEN & BATH C/O ROBERT VANEGEREN	618 KAREN LN GREEN BAY, WI 54301	258.40	2017 Personal Property Tax
PP	2017	31-3-0940-30	L&J AUTOBODY	1510 W CIVIC ST APPLETON, WI 54914	105.60	2017 Personal Property Tax
PP	2017	31-3-1566-10	VAL U BEAUTY SUPPLY LLC	609 W COLLEGE AVE APPLETON, WI 54911	17.98	2017 Personal Property Tax
PP	2017	31-3-1628-10	WILDE WEB MARKETING LLC	2330 W CHARLES ST APPLETON WI 54914	112.35	2017 Personal Property Tax
PP	2017	31-3-1630-10	WHIMSICAL CHARM LLC	107 S LINWOOD AVE APPLETON, WI 54914-4924	130.33	2017 Personal Property Tax
PP	2017	31-3-1890-40	METRO PCS C/O ABBAS AMIN	100 S LOCUST ST APPLETON, WI 54911	56.17	2017 Personal Property Tax
PP	2017	31-4-0018-00	ADAGIO THERAPY LLC C/O PAMELA BILYEU	611 N LYNNDALE DR #K APPLETON, WI 54914	42.70	2017 Personal Property Tax
PP	2017	31-4-0018-20	ADVANCED MOVEMENT STUDIO LLC: KEEN HEALTH LLC	1790 W ROSELAWN DR APPLETON, WI 54914-6956	323.56	2017 Personal Property Tax
PP	2017	31-4-0019-50	ADVISORS OF AMERICA C/O YIA MICHAEL THAO	1001 JOHNSON PKWY SAINT PAUL, MN 55106	56.17	2017 Personal Property Tax
PP	2017	31-4-0150-20	BIRDDOG OUTFITTERS LLC	1835 E EDGEWOOD DR APPLETON, WI 54913-9325	150.55	2017 Personal Property Tax
PP	2017	31-4-0243-00	FEATHER AND BONE LLC	800 S LAWE ST APPLETON, WI 54915	130.33	2017 Personal Property Tax
PP	2017	31-4-0324-20	FANTASTIC SAMS - APPLETON	3020 E COLLEGE AVE APPLETON, WI 54915	449.39	2017 Personal Property Tax
PP	2017	31-4-0541-10	INSPIRE FITNESS STUDIO LLC C/O JENN ZEINER	1607 S ALICIA DR APPLETON, WI 54914	139.31	2017 Personal Property Tax
PP	2017	31-4-0716-50	MILLARD MUSIC STUDIO/BREATHING ROOM YOGA C/O RENEE MILLARD	500 E EAGLE FLATS PKWY #312 APPLETON, WI 54915-9204	121.34	2017 Personal Property Tax
PP	2017	31-4-0728-00	MOBILE HELPDESK LLC	206 S FIDELIS ST APPLETON, WI 54915	161.77	2017 Personal Property Tax
PP	2017	31-4-0941-20	ROCK GARDEN STUDIO	101 W EDISON AVE #120 APPLETON, WI 54915	501.05	2017 Personal Property Tax
PP	2017	31-4-1099-70	TRI-MANOR LTD	1312 S MONROE ST APPLETON, WI 54915	139.31	2017 Personal Property Tax
PP	2017	31-4-1130-32	UPCYCLED REMAINS C/O CHRISTINE ABRESCH	137 S WALTER AVE APPLETON, WI 54915	33.70	2017 Personal Property Tax

Type	Invoice Date	Inv or Parcel Number	Name	Address	Amount Due	Description
PP	2017	31-4-1130-38	URBAN FIT WI LLC C/O NANCY WARNER	1006 S LAWE ST APPLETON, WI 54915	337.04	2017 Personal Property Tax
PP	2017	31-4-1198-20	THE YOGA LOFT: ADVANCED MOVEMENT STUDIO LLC	101 W EDISON AVE #110 APPLETON, WI 54915	130.33	2017 Personal Property Tax
PP	2017	31-4-1650-00	AMAZING QUICK CLEAN LAUNDRY	2200 E NEWBERRY ST APPLETON, WI 54915	442.64	2017 Personal Property Tax
PP	2017	31-5-0250-90	BLUE 2.0 LLC	7342 MANCHESTER RD 2ND FLOOR ST LOUIS, MO 63143	496.56	2017 Personal Property Tax
PP	2017	31-5-0648-70	EMERALD TAX & ACCOUNTING LLC	841 E APPLE TREE LN APPLETON, WI 54911	26.96	2017 Personal Property Tax
PP	2017	31-5-0770-20	INSPIRATIONS DANCE AND FITNESS LLC	400 N RICHMOND ST #E APPLETON WI 54911	258.40	2017 Personal Property Tax
PP	2017	31-5-1650-00	ONYX SALON SPA C/O EDWARD IGL	270 KAUKAUNA ST MENASHA, WI 54952-3022	220.21	2017 Personal Property Tax
PP	2017	31-5-2430-20	A-ACTION STEAMWAY LLC	PO BOX 1616 APPLETON, WI 54912	224.69	2017 Personal Property Tax
PP	2017	31-5-2482-20	ALL AMERICAN POOL & SPA	PO BOX 143 MENASHA, WI 54952-0143	47.18	2017 Personal Property Tax
PP	2017	31-5-2496-20	STUDIO H BOUTIQUE RECORDING STUDIO C/O TONY ANDERS	W6384 BIRMINGHAM ST GREENVILLE, WI 54942	56.17	2017 Personal Property Tax
PP	2017	31-5-2538-00	APPLETON PET SPA LLC	400 N RICHMOND ST #D APPLETON WI 54911	150.55	2017 Personal Property Tax
PP	2017	31-5-2701-10	TERRAFIN CONSULTING LLC	1665 LAKESHORE DR MENASHA, WI 54952-1023	56.17	2017 Personal Property Tax
PP	2017	31-5-2797-40	CHAMPTIONS MARTIAL ARTS LLC	956 W NORTHLAND AVE APPLETON, WI 54914-1421	316.81	2017 Personal Property Tax
PP	2017	31-5-2961-30	EAGLE VAPOR C/O YVETTE CORNELIUS	1117 N BADGER AVE #D APPLETON WI 54914	24.72	2017 Personal Property Tax
PP	2017	31-5-2975-25	ELITE IT: CNR ENTERPRISES INC	1030 E 10TH AVE #308 BROOMFIELD, CO 80020	69.65	2017 Personal Property Tax
PP	2017	31-5-2979-25	CCS SYSTEMS INC C/O GREG HARDY	PO BOX 627 WEYAUWEGA, WI 54983	134.81	2017 Personal Property Tax
PP	2017	31-5-2998-25	FAMILY CHRISTIAN STORES LLC	5300 PATTERSON AVE SE GRAND RAPIDS, MI 49530	503.32	2017 Personal Property Tax
PP	2017	31-5-3425-81	KELLIE'S CHILD CARE C/O KELLIE JOHNSON	N9517 JEFF CT APPLETON, WI 54915	44.93	2017 Personal Property Tax
PP	2017	31-5-3512-63	LOUIS ALTERATIONS C/O KEVIN & MYONG MURPHY	1627 N RICHMOND ST APPLETON, WI 54914	186.51	2017 Personal Property Tax
PP	2017	31-5-3552-40	MASAJE A BODYWORK STUDIO C/O KATE SMITH	1731 W WASHINGTON ST #C APPLETON WI 54914	31.46	2017 Personal Property Tax
PP	2017	31-5-3840-00	RADIOSHACK #01-6273: GENERAL WIRELESS OPER INC	300 RADIOSHACK CIR FT WORTH, TX 76102	105.60	2017 Personal Property Tax
PP	2017	31-5-4315-10	WILSON FINANCIAL	103 W COLLEGE AVE #304 APPLETON, WI 54911-5744	56.17	2017 Personal Property Tax
PP	2017	31-6-1469-70	CHAIR INSIDE THE CORNER BARBER SHOP C/O BOBBIE JO SIEBERS	123 W GLENDALE AVE APPLETON, WI 54911	22.47	2017 Personal Property Tax
PP	2017	31-6-1545-20	SOUL REFLECTION PHOTOGRAPHY C/O REBECCA REPERT-KLICH	2909 N UNION ST #11 APPLETON, WI 54911	177.51	2017 Personal Property Tax
PP	2017	31-6-1940-00	THE CORNER BARBERSHOP C/O DON VERKUYLEN	N8774 FIRELANE 1 MENASHA, WI 54954	15.72	2017 Personal Property Tax
PP	2017	31-6-2024-50	THE COMMERCIAL PLACE/PLACE PERFECT REALTY C/O MICHAEL KUNESH	3400 N DURKEE ST APPLETON, WI 54911	33.70	2017 Personal Property Tax
PP	2017	31-6-2411-10	HMONG WISCONSIN RADIO	536 E LAYTON AVE APPLETON, WI 54915-2125	242.66	2017 Personal Property Tax
PP	2017	31-6-2428-80	J MARKLEY BARBERSHOP LLC	123 W GLENDALE AVE APPLETON, WI 54911	17.98	2017 Personal Property Tax
PP	2017	31-6-2432-00	J&J ELECTRONICS OF APPLETON	2518 N RICHMOND ST APPLETON, WI 54911	377.49	2017 Personal Property Tax
PP	2017	31-6-2457-80	CHAIR INSIDE THE CORNER BARBER SHOP C/O MARIAH KNOX	123 W GLENDALE AVE APPLETON WI 54911	22.47	2017 Personal Property Tax
PP	2017	31-6-2459-30	KOSS REAL PROPERTY C/O JOHN KOSS	324 E PERSHING ST APPLETON WI 54911	31.46	2017 Personal Property Tax
PP	2017	31-6-2528-40	MELISSA ALDERTON PHOTOGRAPHY	1021 1/2 N DREW ST APPLETON, WI 54911	67.41	2017 Personal Property Tax
PP	2017	31-6-2538-35	MOSQUITO CREEK LLC	205 W WISCONSIN AVE APPLETON, WI 54911-4343	341.53	2017 Personal Property Tax
PP	2017	31-6-2566-20	ONE WORLD MARTIAL ARTS LLC	324 W WISCONSIN AVE APPLETON, WI 54911	110.09	2017 Personal Property Tax
PP	2017	31-6-2611-25	PERSONAL FITNESS TRAINERS LLC	4732 W GRAND MEADOWS DR APPLETON, WI 54914	175.26	2017 Personal Property Tax
PP	2017	31-6-2649-30	SAI RAM COIN LAUNDRY	253 W NORTHLAND AVE APPLETON, WI 54911-2016	635.87	2017 Personal Property Tax
PP	2017	31-6-2699-20	TASTE OF THE WINDY CITY	3402 N RICHMOND ST APPLETON, WI 54911	256.16	2017 Personal Property Tax
PP	2017	31-7-2702-00	ADRIANA'S BEAUTY SALON	2438 W COLLEGE AVE APPLETON, WI 54914	69.65	2017 Personal Property Tax
PP	2017	31-8-4060-10	MEXICANA TRAVEL C/O MONICA GALINDO	2186 S MEMORIAL DR APPLETON, WI 54915	225.31	2017 Personal Property Tax
PP	2017	31-9-0002-35	AE JEWELERS	971 S GREEN BAY RD NEENAH, WI 54956	4,465.61	2017 Personal Property Tax
PP	2017	31-9-0019-80	ANGEL CORNER DAYCARE C/O STEPHANIE SCHMIDT	30 WELCOME CIR APPLETON, WI 54915	45.94	2017 Personal Property Tax
PP	2017	31-9-0174-20	FREDDY'S AUTO SERVICE C/O ALFREDO ESCUDERO	1045 ONEIDA ST MENASHA, WI 54952-2683	153.93	2017 Personal Property Tax
PP	2017	31-9-0175-01	T-MOBILE STORE	3825 E CALUMET ST #100 APPLETON WI 54915-4159	56.27	2017 Personal Property Tax
PP	2017	31-9-0178-00	GORDMAN INC #14	1926 S 67TH ST OMAHA, NE 68106	2,554.68	2017 Personal Property Tax
PP	2017	31-9-0257-20	LETI Y DAYI JEWELRY C/O MARIA & ROBERTO MARTINEZ	131 E WISCONSIN AVE APPLETON, WI 54911-4817	32.16	2017 Personal Property Tax

Type	Invoice Date	Inv or Parcel Number	Name	Address	Amount Due	Description
PP	2017	31-9-0361-40	HWA RANG DO APPLETON ACADEMY C/O DON CONE	2125 S SCHAEFER ST APPLETON, WI 54915	105.69	2017 Personal Property Tax
PP	2017	31-9-0757-80	UNITED REALTY FOX VALLEY C/O SUE ANNE HARTFIEL	W5087 FOX LA SHERWOOD, WI 54169-9711	112.54	2017 Personal Property Tax
PP	2017	31-9-0900-90	MASSAGE BY MANDY LLC	2400 S KENSINGTON DR #400 APPLETON WI 54915	33.76	2017 Personal Property Tax
2017 PP Total:					<u>25,246.73</u>	
PP	2018	31-0-1875-00	MINUTEMAN PRESS: FOX RIVER PRINTING	2444 W COLLEGE AVE APPLETON, WI 54914-4602	98.41	2018 Personal Property Tax
PP	2018	31-1-0385-10	GOSIA'S PHOTOGRAPHY LLC	5009 N PROVIDENCE AVE APPLETON, WI 54913	141.88	2018 Personal Property Tax
PP	2018	31-1-1200-20	BRETT'S CYCLE REPAIR	1212 WISCONSIN CT APPLETON, WI 54911	66.37	2018 Personal Property Tax
PP	2018	31-1-1250-60	CASINO EVENTS LLC	3200 N RANKIN ST APPLETON, WI 54911	57.20	2018 Personal Property Tax
PP	2018	31-1-1330-20	DOCK SYSTEMS USA LLC	PO BOX 2486 APPLETON, WI 54912-2486	25.18	2018 Personal Property Tax
PP	2018	31-1-1503-90	FOX VALLEY CHOP SHOP LLC	1211 E WISCONSIN AVE APPLETON, WI 54911	45.76	2018 Personal Property Tax
PP	2018	31-1-1532-40	DIETER'S ALE HAUS: DIETER'S PLACE LLC	830 E NORTHLAND AVE APPLETON, WI 54911	125.87	2018 Personal Property Tax
PP	2018	31-1-1646-01	HEALTH DIRECT INSTITUTIONAL PHARMACY	3701 E EVERGREEN DR #1000 APPLETON WI 54913	259.04	2018 Personal Property Tax
PP	2018	31-1-1818-93	LORE LLC	1421 N KENILWORTH AVE APPLETON WI 54911	57.20	2018 Personal Property Tax
PP	2018	31-1-2198-00	RICE MANAGEMENT INC	330 E KILBOURN AVE TWO PLAZA EAST STE 1085 MILWAUKEE, WI 53202	1,286.09	2018 Personal Property Tax
PP	2018	31-1-2655-00	THE WASHBASKET: FORGE PROPERTIES LLC	840 W FRONT ST APPLETON, WI 54914-5465	105.27	2018 Personal Property Tax
PP	2018	31-2-0050-00	ADVANCED WORKFORCE INC	221 W COLLEGE AVE - FLOOR 2 APPLETON, WI 54911	32.04	2018 Personal Property Tax
PP	2018	31-2-0134-20	ANDERSON PENS INC	10 E COLLEGE AVE #112A APPLETON, WI 54911	139.59	2018 Personal Property Tax
PP	2018	31-2-0630-00	BOLD SALONS LLC	207 W COLLEGE AVE APPLETON, WI 54911	205.96	2018 Personal Property Tax
PP	2018	31-2-0780-10	ATLAS GROUP: ATLAS INNOVATIONS LLC	517 N WESTHILL BLVD APPLETON, WI 54914	153.32	2018 Personal Property Tax
PP	2018	31-2-0934-00	ATTY RON K COLWELL	4005 TOWNE LAKES CIR APPLETON, WI 54913	27.46	2018 Personal Property Tax
PP	2018	31-2-1043-20	DAY PROPERTY MGMT	509 N SUPERIOR ST APPLETON, WI 54911	370.72	2018 Personal Property Tax
PP	2018	31-2-1940-00	IL ANGOLO RESTO-BAR LLC	531 W COLLEGE AVE APPLETON, WI 54911	496.58	2018 Personal Property Tax
PP	2018	31-2-2006-10	INTEGRATED PROPERTY SOLUTIONS LLC	509 N SUPERIOR ST APPLETON, WI 54911	57.20	2018 Personal Property Tax
PP	2018	31-2-2385-15	LAW OFFICE OF MICHAEL L WINKELMAN	103 W COLLEGE AVE APPLETON, WI 54911	45.76	2018 Personal Property Tax
PP	2018	31-2-2385-18	LAW OFFICES OF FRANZ J MAURER	506 N ONEIDA ST APPLETON, WI 54911	22.89	2018 Personal Property Tax
PP	2018	31-2-3097-40	PEERLESS DESIGN STUDIO	311 E COLLEGE AVE APPLETON, WI 54911	66.37	2018 Personal Property Tax
PP	2018	31-2-3230-90	PROACTIVE CONSULTING LLC	103 W COLLEGE AVE #508 APPLETON, WI 54911	11.44	2018 Personal Property Tax
PP	2018	31-2-3424-00	RICK BRETL INDUSTRIES LLC	524 N CLARK ST #5 APPLETON, WI 54911	34.31	2018 Personal Property Tax
PP	2018	31-2-3729-90	SHE. HAIR & BOUTIQUE LLC C/O ADDEY CRONKRITE	2512 N ERB ST APPLETON, WI 54911	215.10	2018 Personal Property Tax
PP	2018	31-2-3972-40	STUDIO KITCHENS LLC	300 FERN DR ROSENDALE, WI 54974-9747	620.16	2018 Personal Property Tax
PP	2018	31-2-4317-70	VL PERFORMANCE LLC	524 N CLARK ST #4 APPLETON, WI 54911	36.62	2018 Personal Property Tax
PP	2018	31-2-4397-20	LOU'S BREW CAFÉ & LOUNGE INC	4769 INDIAN BEND RD OSHKOSH, WI 54904	17.27	2018 Personal Property Tax
PP	2018	31-2-4432-21	WILSON FINANCIAL LLC	103 W COLLEGE AVE #304 APPLETON, WI 54911	66.37	2018 Personal Property Tax
PP	2018	31-3-0020-00	THE ADVISORY GROUP INC	222 S STATE ST APPLETON, WI 54911	176.21	2018 Personal Property Tax
PP	2018	31-3-0259-50	THE CU SALOON: DIAMOND STAR LLC	4705 BUTTERCUP CT APPLETON, WI 54915	299.77	2018 Personal Property Tax
PP	2018	31-3-0870-20	KINGS BARBER SHOP	1343 W WISCONSIN AVE APPLETON, WI 54914-3263	176.21	2018 Personal Property Tax
PP	2018	31-3-1484-40	TEKBOLT C/O BRIAN GILL	1307 S RIVERDALE DR APPLETON WI 54914	66.37	2018 Personal Property Tax
PP	2018	31-3-1566-10	VAL U BEAUTY SUPPLY LLC	609 W COLLEGE AVE APPLETON, WI 54911	20.60	2018 Personal Property Tax
PP	2018	31-3-1628-10	WILDE WEB MARKETING LLC	2330 W CHARLES ST APPLETON, WI 54914	132.72	2018 Personal Property Tax
PP	2018	31-4-0018-20	ADVANCED MOVEMENT STUDIO LLC: KEEN HEALTH LLC	1790 W ROSELAWN DR APPLETON, WI 54914-6956	379.88	2018 Personal Property Tax
PP	2018	31-4-0019-50	ADVISORS OF AMERICA C/O YIA MICHAEL THAO	1001 JOHNSON PKWY SAINT PAUL, MN 55106	66.37	2018 Personal Property Tax
PP	2018	31-4-0063-70	APPLETON MAP COMPANY	1004 S OLDE ONEIDA ST APPLETON, WI 54915	32.04	2018 Personal Property Tax
PP	2018	31-4-0231-10	CORNERSTONE MORTGAGE GROUP	101 W EDISON AVE #202 APPLETON, WI 54915	114.42	2018 Personal Property Tax
PP	2018	31-4-0233-05	DALY REMINDERS PHOTOGRAPHY C/O LINDSAY DALY	196 MAIN ST MENASHA, WI 54952	114.42	2018 Personal Property Tax
PP	2018	31-4-0248-60	EAZYER.COM: ROCKIN REWARDS LLC	101 W EDISON AVE #234 APPLETON WI 54915	45.76	2018 Personal Property Tax
PP	2018	31-4-0324-20	FANTASTIC SAMS - APPLETON	3020 E COLLEGE AVE APPLETON, WI 54915	526.33	2018 Personal Property Tax
PP	2018	31-4-0656-00	IMAGES LLC	1200 S ONEIDA ST APPLETON, WI 54915	224.27	2018 Personal Property Tax
PP	2018	31-4-0673-80	LETTER CREATE STUDIO: THE CRAFT NINJA LLC	2467 N LYNNDAL DR APPLETON, WI 54914-1831	57.20	2018 Personal Property Tax

Type	Invoice Date	Inv or Parcel Number	Name	Address	Amount Due	Description
PP	2018	31-4-0716-50	MILLARD MUSIC STUDIO/BREATHING ROOM YOGA C/O RENE MILLARD	500 E EAGLE FLATS PKWY #312 APPLETON, WI 54915-9204	141.88	2018 Personal Property Tax
PP	2018	31-4-0728-00	MOBILE HELPDESK LLC	206 S FIDELIS ST APPLETON, WI 54915	38.91	2018 Personal Property Tax
PP	2018	31-4-0859-10	PHO XPRESS C/O SUSH LEE	1804 S LAWE ST APPLETON, WI 54915	196.80	2018 Personal Property Tax
PP	2018	31-4-0859-40	PIC SOLUTIONS II LLC	S1868 LARK RD WISCONSIN DELLS, WI 53965-9628	66.37	2018 Personal Property Tax
PP	2018	31-4-0941-20	ROCK GARDEN STUDIO	101 W EDISON AVE #120 APPLETON, WI 54915	585.83	2018 Personal Property Tax
PP	2018	31-4-1020-20	SOAP DANCE C/O PATRICIA EHANEY	4 WEIMAR CT APPLETON WI 54915	6.14	2018 Personal Property Tax
PP	2018	31-4-1059-20	FOX CITIES ORIENTAL MARKET	219 S WALTER AVE APPLETON, WI 54915	22.89	2018 Personal Property Tax
PP	2018	31-4-1130-32	UPCYCLED REMAINS C/O CHRISTINE ABRESCH	137 S WALTER AVE APPLETON, WI 54915	38.91	2018 Personal Property Tax
PP	2018	31-4-1130-41	URGENT CARE PHYSICIANS	3329 E EXPRESS CT APPLETON, WI 54915	871.89	2018 Personal Property Tax
PP	2018	31-4-1132-05	VAMP C/O AJ MILLER	800 S LAWE ST #107 APPLETON, WI 54915	34.31	2018 Personal Property Tax
PP	2018	31-5-0770-20	INSPIRATIONS DANCE & FITNESS	400 N RICHMOND ST #E APPLETON, WI 54911	302.08	2018 Personal Property Tax
PP	2018	31-5-1650-00	ONYX SALON SPA C/O EDWARD IGL	270 KAUKAUNA ST MENASHA, WI 54952-3022	258.59	2018 Personal Property Tax
PP	2018	31-5-2496-20	STUDIO H BOUTIQUE RECORDING STUDIO C/O TONY ANDERS	W6384 BIRMINGHAM ST GREENVILLE, WI 54942	66.37	2018 Personal Property Tax
PP	2018	31-5-2538-00	APPLETON PET SPA LLC	400 N RICHMOND ST #D APPLETON WI 54911	176.21	2018 Personal Property Tax
PP	2018	31-5-2797-40	CHAMPIONS MARTIAL ARTS	956 W NORTHLAND AVE APPLETON, WI 54914-1421	123.57	2018 Personal Property Tax
PP	2018	31-5-2843-70	CLS FURNISHINGS C/O ELIZABETH GRANT	7059 HOWLETT RD OSHKOSH, WI 54902-9136	57.20	2018 Personal Property Tax
PP	2018	31-5-2877-20	COZZY CORNER C/O NATASHA BANKS	111 N WALNUT ST APPLETON, WI 54911	1,581.28	2018 Personal Property Tax
PP	2018	31-5-3020-00	FLESH CHAMBER	2929 N RICHMOND ST #1 APPLETON, WI 54911	169.35	2018 Personal Property Tax
PP	2018	31-5-3104-90	GENESIS CONSTRUCTION & DESIGN	965 HOLLAND RD KAUKAUNA, WI 54130-8944	57.20	2018 Personal Property Tax
PP	2018	31-5-3289-85	INDIGO AYURVEDA & MASSAGE C/O ERIKA WOLTER	1731 W WASHINGTON ST APPLETON WI 54914	66.37	2018 Personal Property Tax
PP	2018	31-5-3413-20	JOHNSON LAW FIRM	715 W PARKWAY BLVD #B APPLETON WI 54914	160.18	2018 Personal Property Tax
PP	2018	31-5-3552-40	MASAJE A BODYWORK STUDIO C/O KATE SMITH	1731 W WASHINGTON ST #C APPLETON WI 54914	36.62	2018 Personal Property Tax
PP	2018	31-5-4016-20	SIMPLY INSPIRED HAIR DESIGNS C/O JAMIE RICHESON	1731 W WASHINGTON ST #E APPLETON WI 54914	178.49	2018 Personal Property Tax
PP	2018	31-5-4244-90	WALK WITH ME IN-HOME CHILD CARE C/O ASHLEY ALL	1480 NAVIGATOR WAY #43 HOBART WI 54114	34.31	2018 Personal Property Tax
PP	2018	31-5-4272-00	WEDDING PERFECT C/O LISA GRASSMAN	3101 SPIRIT CT APPLETON WI 54913	102.98	2018 Personal Property Tax
PP	2018	31-6-1469-70	CHAIR INSIDE THE CORNER BARBER SHOP C/O BOBBIE JO SIEBERS	123 W GLENDALE AVE APPLETON, WI 54911	27.46	2018 Personal Property Tax
PP	2018	31-6-1899-95	ASIAN QUEEN MASSAGE	314 W WISCONSIN AVE #G APPLETON, WI 54911	57.20	2018 Personal Property Tax
PP	2018	31-6-1987-20	TIM BLOY CONSTRUCTION	1726 N RICHMOND ST APPLETON, WI 54911	194.51	2018 Personal Property Tax
PP	2018	31-6-1992-20	BOZZ CLOTHING & ACCESSORIES: THE BOZZ LLC	1339 W COMMERCIAL ST APPLETON, WI 54914	32.04	2018 Personal Property Tax
PP	2018	31-6-2009-20	CIRCLE ST SEW N STATIONERY C/O LINDY JANE ADAMS	425 E CIRCLE ST APPLETON, WI 54911	20.60	2018 Personal Property Tax
PP	2018	31-6-2411-10	HMONG WISCONSIN RADIO	536 E LAYTON AVE APPLETON, WI 54915-2125	283.76	2018 Personal Property Tax
PP	2018	31-6-2428-80	J MARKLEY BARBERSHOP	123 W GLENDALE AVE APPLETON, WI 54911	22.89	2018 Personal Property Tax
PP	2018	31-6-2432-00	J&J ELECTRONICS	2518 N RICHMOND ST APPLETON, WI 54911	441.66	2018 Personal Property Tax
PP	2018	31-6-2457-80	CHAIR INSIDE THE CORNER BARBER SHOP C/O MARIAH KNOX	123 W GLENDALE AVE APPLETON WI 54911	27.46	2018 Personal Property Tax
PP	2018	31-6-2459-30	KOSS REAL PROPERTY C/O JOHN KOSS	324 E PERSHING ST APPLETON WI 54911	36.62	2018 Personal Property Tax
PP	2018	31-6-2528-40	MELISSA ALDERTON PHOTOGRAPHY	1021 1/2 N DREW ST APPLETON, WI 54911	80.10	2018 Personal Property Tax
PP	2018	31-6-2539-70	NATURAL HEALING SOLUTIONS	345 E WISCONSIN AVE #6 APPLETON WI 54911	6.93	2018 Personal Property Tax
PP	2018	31-6-2566-20	ONE WORLD MARTIAL ARTS	324 W WISCONSIN AVE APPLETON, WI 54911	128.15	2018 Personal Property Tax
PP	2018	31-6-2611-25	PERSONAL FITNESS TRAINERS	4732 W GRAND MEADOWS DR APPLETON, WI 54914	205.96	2018 Personal Property Tax
PP	2018	31-6-2638-00	JEFFRY A ROSTAS DDS	436 E LONGVIEW DR #A APPLETON, WI 54911	10.85	2018 Personal Property Tax
PP	2018	31-6-2719-10	TNT RENOVATIONS LLC	1925 N UNION ST APPLETON, WI 54911	22.89	2018 Personal Property Tax
PP	2018	31-6-2719-20	K-ONE MUAY THAI GYM/MARTIAL ARTS C/O TOOMTUM KONGKEO	4485 W AMBERWOOD LA APPLETON, WI 54913	57.20	2018 Personal Property Tax
PP	2018	31-7-1820-00	FOX VALLEY FIREARMS LLC	2310 W COLLEGE AVE #E APPLETON, WI 54914	336.39	2018 Personal Property Tax
PP	2018	31-7-2702-00	ADRIANA'S BEAUTY SALON	2438 W COLLEGE AVE APPLETON, WI 54914	57.20	2018 Personal Property Tax
PP	2018	31-8-1070-70	COZY MASSAGE: SUNRISE MASSAGE LLC	2205 S MEMORIAL DR APPLETON, WI 54915	115.28	2018 Personal Property Tax

Type	Invoice Date	Inv or Parcel Number	Name	Address	Amount Due	Description
PP	2018	31-9-0116-15	CHAMPIONS MARTIAL ARTS	956 W NORTHLAND AVE APPLETON, WI 54914	127.67	2018 Personal Property Tax
PP	2018	31-9-0257-20	LETI Y DAYI JEWELRY C/O MARIA & ROBERTO MARTINEZ	131 E WISCONSIN AVE APPLETON, WI 54911-4817	37.41	2018 Personal Property Tax
PP	2018	31-9-0599-43	STUDIO 10 C/O ANGELA OLSON	2400 S KENSINGTON DR #400 APPLETON, WI 54915	33.61	2018 Personal Property Tax
PP	2018	31-9-0900-90	MASSAGE BY MANDY LLC C/O AMANDA BERTZYK	754 HARDING ST MENASHA, WI 54952	38.08	2018 Personal Property Tax
2018 PP Total:					<u><u>15,096.65</u></u>	

Personal Property Tax Total \$ 40,343.38

GRAND TOTAL REQUESTED TO BE WRITTEN OFF \$ 63,960.14



MEMORANDUM

TO: Fox Cities Transit Commission, City of Appleton Finance Committee, City of Appleton Common Council
FROM: Ron McDonald, General Manager
DATE: February 12, 2021
RE: Award Recommendation for Data Management System

BACKGROUND

Valley Transit utilizes several software products to track and maintain data. These products are designed to suit specific transit business needs, including fare collection (Genfare), finance (TylerMunis), maintenance (TransTrack), vehicle location (DoubleMap), contracted paratransit/demand response services (Ecolane), fuel management (FleetWatch), passenger boarding/alighting counts (DoubleMap & Dilax), employee timekeeping (NovaTime), safety (Excel), asset planning management (Excel) and customer input (Access). Beyond these major sources of data, Valley Transit also maintains many spreadsheets with specialized information required for oversight, tracking and reporting needs. While these products automate data collection, store data, and provide some reporting, they do not allow for enterprise-wide data analysis, governance, consolidation, or coordination between products. The environment of isolated subsystems is also referred to as data silos.

The need for a centralized and integrated data management system has been a strategic goal for many years and is becoming increasingly more critical due to many factors. Three recent situations have emphasized the need to consolidate data silos into a data management system: Public Transit Agency Safety Plan (PTASP) requirements; COVID; and succession planning.

Valley Transit routinely completes data intensive reports and plans to comply with regulatory requirements, including National Transit Database (NTD) reports; WisDOT's performance reporting & annual application; and Transit Asset Management (TAM) plan & performance targets. The Federal Transit Administration recently published a new safety plan regulation requiring transit systems to develop a Public Transportation Agency Safety Plan (PTASP) by 12/31/2020. This plan, adopted by the FCTC on 11/20/2020, mandates ongoing tracking, monitoring and analysis of system-wide safety data. The PTASP and many other reporting requirements rely on combining and analyzing complex data from multiple data silos.

COVID presents a unique challenge to transit system management. The pandemic highlights the need to quickly assess data and react to trends. This includes elaborate combinations of ridership, vehicle capacity, service frequency, planning and fare collection data. Business intelligence data, e.g. dashboards, are necessary to adapt to the changing environment.

The current system of data silos relies on employees with specialized knowledge of individual software products and the subsequent spreadsheets used for managing and reporting data. When turnover occurs, the experience and knowledge of software products managed by the departing employee is lost. It is nearly impossible for staff to fully document sources of data, location of data, formulas and all meta data needed to effectively train new staff.

ANALYSIS

Valley Transit's current vendor for EAM (enterprise asset management) software is TransTrack Systems. TransTrack's EAM software product manages Valley Transit's fleet maintenance and fuel system data, including preventative maintenance scheduling, work orders, diesel fuel, fluids, asset management and parts. TransTrack's product also offers a more extensive cloud-based data management system designed to manage available transit data and integrate with existing software products (data silos). After systems are integrated, TransTrack has the unique capability of automating regulatory reports, including the full annual NTD report, PTASP metrics and TAM plan exhibits. TransTrack's data management system would consolidate Valley Transit's data silos by integrating with existing software products and provide a data warehouse. The system then provides all tools needed to govern major sources of data from one location. The product modules cover financial, maintenance, safety, fare/revenue/ridership, planning, personnel, operations, analytics, dashboards, and the many data elements that fall under these categories. In summary, the TransTrack product would consolidate data silos, provide a suite of modules to analyze data and automate many existing processes that require extensive labor and use of MS Excel to accomplish. The product would also provide the Valley Transit team with dashboards, improved data oversight and simplified access to system-wide data.

Valley Transit staff have participated in several meetings with TransTrack to review the product and evaluate its value. TransTrack has a proven record of integrating with software products used by Valley Transit at other transit systems. Valley Transit received very positive references from several existing transit system customers. The TransTrack proposal was also reviewed and approved by the City of Appleton IT Department.

The method of procurement chosen for this purchase is sole source. The decision to sole source was based on an existing contractual relationship with TransTrack. Additionally, the product offered is unique and innovative as discovered while researching data management solutions currently available and specific to the transit industry. Award to a different vendor would likely result in substantial duplication of costs concerning existing services provided by TransTrack and would not provide the same transit industry reporting offered by TransTrack. The sole source decision was reviewed and approved by COA purchasing staff.

FISCAL IMPACT

Implementation of the TransTrack data management system costs \$80,750. This includes data process review, training, integrations, and set-up (custom reports, configuration, etc.). Upon implementation, the annual software as a service fee is \$51,955. Total year-one implementation cost is \$138,705. Existing federal grants would cover 80% of total project cost. The remaining cost would be expensed from Valley Transit's annual budget.

After project year-one, there is an annual software as a service fee of \$53,514 in 2022; \$55,119 in 2023; \$56,773 in 2024; & \$58,476 in 2025.

RECOMMENDATION

Staff recommends authorization for Valley Transit to complete a sole source procurement, request subsequent budget amendments and enter a 5-year contract with TransTrack Solutions Group (Cedar Rapids, IA) to provide a data management system.



Valley Transit

CONNECTING THE FOX CITIES

NON-COMPETITIVE / SOLE SOURCE PROCUREMENT JUSTIFICATION AND APPROVAL

1. Estimated Contract Amount: \$ 140,000

2. Recommended Supplier Name, Address, and Contact Information:

TransTrack Solutions Group
5265 Rockwell Drive NE
Cedar Rapids, IA 52402
(319) 318-2400

3. Description of requested items or services and their purpose (Attach additional sheets as necessary):

This procurement will provide a cloud-based data management system, training, support and implementation. Product modules cover financial, maintenance, safety, fare/revenue/ridership, planning, personnel, operations, analytics and many other data elements that fall under these categories. The product would consolidate data, provide a suite of modules to analyze data and automate many existing processes that require extensive labor and use of MS Excel to accomplish. TransTrack will integrate with existing VT products: Genfare, TylerMunis, TransTrack-EAM, FleetWatch, DoubleMap, Ecolane, Dilax and NovaTime. TransTrack will replace TIR system (customer service) and create forms to replace existing spreadsheets.

Justification for Request: FTA Circular 4220.1F, Section 3.i.(1)(1) (Check all that Apply)

A. Unique Capability or Availability. The property or services are available from one source if one of the conditions described below is present:

- a. Unique or Innovative Concept. The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.
- b. Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
- c. Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
- d. Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

B. Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

a. Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award.

b. Inadequate Competition. FTA acknowledges competition to be inadequate when, caused by conditions within the recipient's control. For example, if the specifications used were within the recipient's control and those specifications were unduly restrictive, competition will be inadequate.

C. Unusual and Compelling Urgency. The Common Grant Rule for governmental recipients permits the recipient to limit the number of sources from which it solicits bids or proposals when a recipient has such an unusual and urgent need for the property or services that the recipient would be seriously injured unless it were permitted to limit the solicitation. The recipient may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.

D. Associated Capital Maintenance Item Exception Repealed. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) repealed the special procurement preference previously authorized for associated capital maintenance items. Thus, any sole source procurement of associated capital maintenance items must qualify for an exception under the same standards that would apply to other sole source acquisitions.

E. Authorized by FTA. The Common Grant Rules provides Federal agencies authority to permit a recipient to use noncompetitive proposals. Under this authority, FTA has made the following determinations:

1. Team, Consortium, Joint Venture, Partnership. With some exceptions, when FTA awards a grant agreement or enters into a cooperative agreement with a team, consortium, joint venture, or partnership, or provides FTA assistance for a research project in which FTA has approved the participation of a particular firm or combination of firms in the project work, the grant agreement or cooperative agreement constitutes approval of those arrangements. In such cases, FTA expects the recipient to use competition, as feasible, to select other participants in the project. It can sometimes be difficult to determine whether a bidder or offeror is submitting its bid or offer as a team or other group with committed parties. The Recipient should clarify with the bidder or offeror how other entities included in its bid or offer are to be treated.

2. FAR Standards. To ensure that the recipient has flexibility equal to that of Federal contracting officers, FTA authorizes procurement by noncompetitive proposals in all of the circumstances authorized by FAR Part 6.3. In addition to circumstances discussed in the Common Grant Rules, the FAR authorizes less than full and open competitive procurements in one or more of the following circumstances:

a. Statutory Authorization or Requirement. To comply with Department of Transportation (DOT) appropriations laws that include specific statutory requirements, with the result that only a single contractor can perform certain project work.

b. National Emergency. To maintain a facility, producer, manufacturer, or other supplier

available to provide supplies or services in the event of a national emergency or to achieve industrial mobilization.

_____ c. Research. To establish or maintain an educational or other non-profit institution or a federally funded research and development center that has or will have an essential engineering, research, or development capability.

_____ d. Protests, Disputes, Claims, Litigation. To acquire the services of an expert or neutral person for any current or anticipated protest, dispute, claim, or litigation.

_____ e. International Arrangements. When precluded by the terms of an international agreement or a treaty between the United States and a foreign government or international organization, or when prohibited by the written directions of a foreign government reimbursing the recipient for the cost of the acquisition of the supplies or services for that government.

_____ f. National Security. When the disclosure of the recipient's needs would compromise the national security.

X g. Public Interest. When the recipient determines that full and open competition in connection with a particular acquisition is not in the public interest.

4. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Use additional sheets as necessary.

The decision to sole source was based on Valley Transit's existing contractual relationship with TransTrack Solutions Group. TransTrack is the current EAM (enterprise asset management) software provider for fleet maintenance data (parts, fluids, asset management and maintenance records) and FleetWatch fuel management system. Award to a different vendor would increase/duplicate costs to integrate with the TransTrack EAM, FleetWatch or potentially replace these products with the other vendor's DMS module.

Also, the offeror's software product is unique and innovative. TransTrack has relationships with Valley Transit's existing vendors (Genfare, DoubleMap, FleetWatch and TylerMunis), which will expedite and ensure proper integration of data. TransTrack is the only vendor to automate the annual and monthly NTD reports; Transit Asset Management Plan exhibits; and the newly established PTASP performance metrics.

The sole source recommendation was reviewed and approved by the COA Purchasing Manager on 2/12/2021



Valley Transit

CONNECTING THE FOX CITIES

Prepared by: Dave Vickman	Date: 2/12/2021
<p>I hereby certify, that, to the best of my knowledge, the above justification is accurate and request that a non-competitive / sole source request be approved for the procurement of the above requested item(s) and/or service(s).</p> <p>Signature: <u> <i>DVL</i> </u> Date: <u> 2/12/2021 </u></p>	

Resolution #8-R-20
City of Appleton Brand Study

Submitted By: Former Alderperson Chris Croatt

Date: April 22, 2020

Referred To: Finance Committee

Whereas, the City of Appleton has been identified locally, regionally, and nationally as a leader in many aspects and has been recommended as a preferred place to call home, work, and raise a family for a variety of positive reasons.

And Whereas, the City of Appleton is getting regional and national attention with positive accolades and endorsements such as a best affordable place to live, a best place for children, low unemployment, fiscal restraint, a community with many parks, trails, and playgrounds, and many more.

And Whereas, the City of Appleton, like other entities (public and private) providing a service or product offering, has a brand image.

And Whereas, a strong brand image and identity is an important attribute for any entity (public or private sector) looking to attract top talent and new business and foster impactful economic development.

And Whereas, a brand's strength comes from the following attributes:

1. Motivational vision statement
2. Clearly defined mission
3. Clearly defined values
4. Marketing consistency
5. High brand equity

And Whereas, branding is part of a marketing plan/strategy and the strength of a brand is a direct result of supporting marketing-related activities through funding mechanisms and execution plans.

And Whereas, Appleton's quality of life, vibrancy, and values could be better conveyed by an updated logo, slogan, and messaging.

Therefore Be It Resolved...The City of Appleton should evaluate all financing options to appropriate the necessary funds to launch a brand study in 2020 or include a brand study in the 2021 budget. Such a study should be conducted by a highly qualified firm to be identified through the RFP process. At a minimum, the scope of the brand study should include logo redesign, development of a graphic standards manual for the entire organization, further definition of mission, value proposition, key marketing strategies, and a detailed recommendation of brand-strengthening activities that can be planned and budgeted for.

And Therefore Be Resolved...As part of the defined RFP language and study conducted by an outside entity, citizen input through open dialogue sessions be included as part of the overall process as well as options for a phased in implementation plan based on budgetary limitations or other factors.



“...meeting community needs...enhancing quality of life.”

OFFICE OF THE MAYOR

Sheng L. Riechers
Senior Communications Specialist
100 N. Appleton Street
Appleton, Wisconsin 54911
Phone: (920) 832-5814
Email: sheng.riechers@Appleton.org

MEMORANDUM

TO: Finance Committee
FROM: Sheng Riechers, Senior Communications Specialist
DATE: February 1, 2021
RE: Resolution #8-R-20 (City of Appleton Brand Study)

Resolution #8-R-20 regarding conducting a brand study for the City of Appleton was submitted on April 22, 2020 and referred to the Finance Committee. The Finance Committee referred the resolution to staff, in this case, the Mayor’s Office. Mayor Woodford sent a memorandum on September 29, 2020, requesting that the Office of the Mayor be allowed to further research and prepare a draft Request for Proposals (RFP), to be delivered by February 1, 2021.

As the City embarks on the second decade of the 21st Century, it needs a new logo and overall branding. Appleton’s current logo was commissioned by Mayor Richard De Broux, designed, and adopted in 1994 as City Hall moved into its current location in City Center. While the themes of the existing logo around economic vitality and sustainability remain important aspects of the community, our City has grown and changed over the last 27 years in ways that would be better represented by new imagery and typography. Leaving the City’s brand unchanged could put the City of Appleton at a competitive disadvantage.

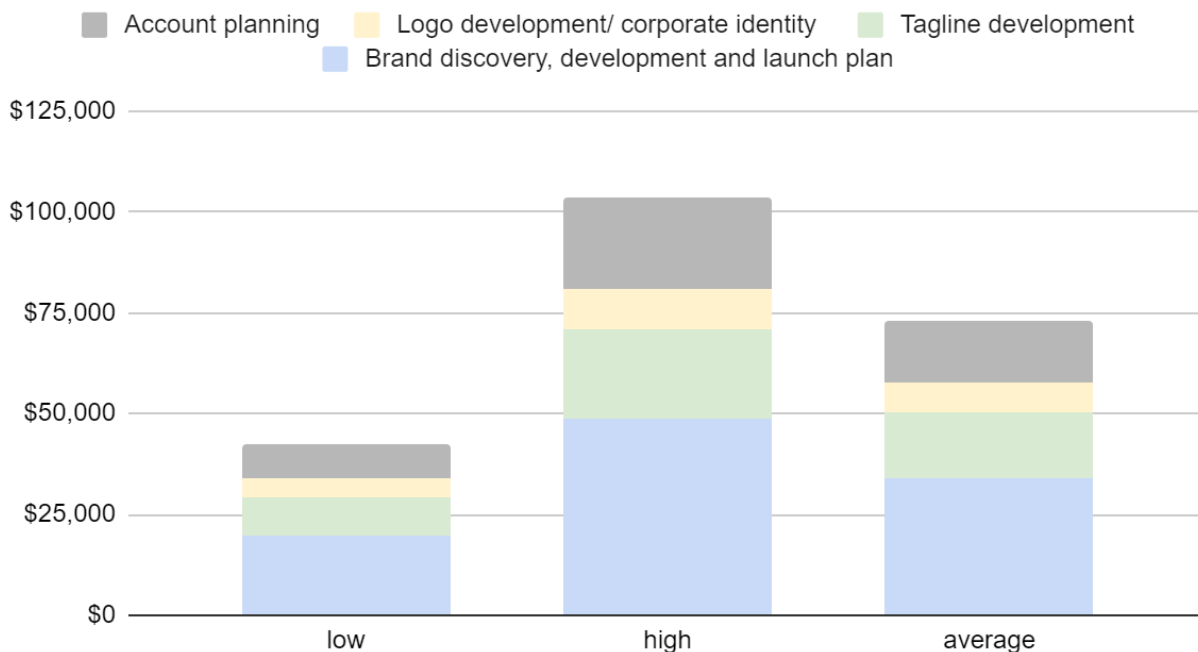
Branding is more than just the logo; it touches every aspect of the City's visual representation and the ways in which the City describes itself. Inconsistent use of the existing logo, including misuse of design elements such as color palette, not only weaken the City's brand identity, it can create doubt around official documents and City representatives. Presently, there are at least a half dozen graphic representations of the City of Appleton in official use that incorporate inconsistent design elements such as apples, trees, colors, etc.

A clear, consistent brand should support the City's strategic priorities. It should also improve service to residents by stating and reinforcing the City's values. Finally, the City's brand should serve as a point of pride for the taxpayers of Appleton.

The purpose of this RFP is to solicit proposals to establish a contract through competitive negotiation with a qualified consulting firm with experience in municipal identity/branding, including development of a brand values statement; logo development and associated graphic standards; marketing research (both quantitative and qualitative); message/positioning development; and recommendations for brand rollout through various marketing tactics.

According to a 2020 survey of small to mid-sized advertising agencies published by Second Wind, the City can expect to pay the following rates for a brand development initiative. Please note that this cost breakdown does not include the design, production or purchase of any collateral assets such as: website, signage, vehicle wraps, apparel, letterhead, business cards, or any other asset that may incorporate the City logo and/or brand. We are still working to gather comparable implementation cost information.

Branding Costs



Price Range	Brand discovery, development, and launch plan	Tagline development	Logo development/ corporate identity	Account planning	Totals
low	\$19,651	\$9,734	\$4,664	\$8,091	\$42,141
high	\$48,703	\$22,116	\$10,270	\$22,303	\$103,392
average	\$34,180	\$15,928	\$7,472	\$15,200	\$72,779

Brand discovery, development, and launch plan: Includes data collection, analysis and compiling of Brand Discovery Report; developing and writing a brand positioning statement; communications audit; writing an inward marketing plan including employee brand training; compiling visual and verbal brand communications guides, budget timetable and launch plan; all research, planning meetings and related materials; account service charges; and all associated costs of production and presentation.

Tagline development: Includes research, analysis, planning meetings, concepting, administrative and account service charges, and associated costs of production and presentation.

Logo development/ corporate identity: Includes research, concept, layout/design, digital file creation, photography/ illustration, digital proofs, art direction and account service charges; and completed digital files prepped for pre-press.

Account planning: Includes research and analysis (“discovery”), planning meetings, copy, account service charges and all associated costs of production and presentation.

City of Appleton



**Request for Proposals
Rebranding, Positioning, and Marketing Services**

Proposals Due by TBD



CITY OF APPLETON REQUEST FOR PROPOSALS

CITY OF APPLETON REBRANDING, POSITIONING, AND MARKETING SERVICES

Appleton, Wisconsin

CLOSING DATE FOR PROPOSALS: TBD

Proposals must be received at the City of Appleton, 100 N. Appleton St., Appleton, Wisconsin 54911, on or before the closing date and time indicated above.

Please send the proposal to the attention of: **Sheng Riechers, Senior Communications Specialist**

Statement of Need

As the City embarks on the second decade of the 21st Century, it needs a new logo and overall branding. Appleton's current logo was commissioned by Mayor Richard De Broux, designed, and adopted in 1994 as City Hall moved into its current location in City Center. While the themes of the existing logo around economic vitality and sustainability remain important aspects of the community, our City has grown and changed over the last 27 years in ways that would better be represented by new imagery and typography. Leaving the City's brand unchanged could put the City of Appleton at a competitive disadvantage.

Branding is more than just the logo; it touches every aspect of the City's visual representation and the ways in which the City describes itself. Inconsistent use of the existing logo, including misuse of design elements such as color palette, not only weaken the City's brand identity, it can create doubt around official documents and City representatives. Presently, there are at least a half dozen graphic representations of the City of Appleton in official use that incorporate inconsistent design elements such as apples, trees, etc.

A clear, consistent brand should support the City's strategic priorities. It should also improve service to residents by stating and reinforcing the City's values. Finally, the City's brand should serve as a point of pride for the taxpayers of Appleton.

Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiation with a qualified consulting firm with experience in municipal identity/branding, including development of a brand values statement, marketing research (both quantitative and qualitative), and message/positioning development; logo development and associated graphic standards; and recommendations for brand rollout through social media marketing as well as traditional marketing.

The City of Appleton is seeking the development of a comprehensive brand marketing campaign to drive business attraction and retention, energize current residents, position the municipality as a desirable community for relocation, and to enhance general perception. The successful execution of this project will create positive impressions of the City to existing and prospective residents, businesses, visitors, and employees. Considerations must be made to include City, business and industrial assets, tourism initiatives, special events, parks and recreation amenities, and cultural and historical assets. Further, the initiatives must be adaptable to various functions, which include, but are not limited to destination marketing, economic development, and professional recruitment and (employee and resident) retention.

City Background

The City of Appleton is a “full-service” municipality employing approximately 640 individuals (FTEs) in a wide range of occupations including police and fire protection, public works-related services including refuse pickup, street construction, maintenance and cleaning, snow and ice control, planning, inspection, health, parks and recreation, library, mass transit, water and wastewater disposal services, among others. This branding initiative should take into consideration how the City’s overall brand and positioning will accommodate or incorporate the follow departments, which may or may not have their own logo/brand guide:

- Appleton Public Library
- Department of Public Works
- City Attorney
- Utilities
- Technology Services (IT)
- Parks, Recreation & Facilities
- Valley Transit
- Human Resources
- Police
- Fire
- Finance
- Health
- Community and Economic Development
- Mayor

2019 Census Data:

Population: 74,098

Median Household Income: \$58,112

Median Housing Value: \$147,800

Total Housing Units: 30,447

Number of Firms: 5,714

Percent of households with a broadband internet subscription: 86%

Race: White 80.7%, Asian 7.4%, Hispanic/Latinx 6.1%, Black/African American 3.4%, Multiracial 2.3%, Native American 0.6%

2020 National Recognition:

#1 [Best Place to Raise Kids](#)

#13 [Most Livable Small City](#)

#6 [Best Place to Live on a \\$60,000 Salary](#)

#9 [Best Place to Work in Manufacturing](#)

Project Contact(s)

Sheng Riechers
Senior Communications Specialist
Office of the Mayor
100 N. Appleton Street
Appleton, WI 54911
Phone: 920-832-5814
Email: sheng.riechers@appleton.org

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GENERAL INFORMATION

General Information and Requirements

1. In accordance with WI Statutes, all proposals received, and all materials contained therein, once opened are public record, and subject to disclosure to any person, organization, or firm, including other firms responding to this Request for Proposals.
2. The City of Appleton reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the City of Appleton. In all instances, the City of Appleton's decision shall be final.
3. The City of Appleton reserves the right to reject any or all items in the proposal, if in its judgment the item does not meet the needs of the City of Appleton, or for any reason it deems suitable.
4. Prospective firms hereby warrant by virtue of submission of proposals that all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected firm.
5. Indemnification Clause
The prospective firm agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from against any and all liability, loss, damage expense, costs (including attorney fees) arising out of the submitted proposal, caused in whole or in part by provider or anyone for whose acts any of them may be liable, except where caused by sole negligence or willful misconduct of the City.
6. Eligibility
 - a. The consultant should specialize in project management, research, marketing, and creative design as it relates to the development of a community brand. To be eligible to respond to the RFP, the consultant must demonstrate that it is a firm with significant knowledge and experience in providing branding, positioning and marketing services.
 - b. Priority will be given to those firms that have experience with local governments in this type of work.
 - c. Three (3) references required. Include samples from these references.
 - d. The City of Appleton desires to issue a contract to a single qualified consultant to lead the project. Consulting proposals based on a consortium approach where more than one firm will provide support within a consulting team are acceptable with a single project manager point of contact.

Submission of proposals

1. The Proposals shall be mailed or delivered to Senior Communications Specialist on or before the deadline indicated above. (see contact information on page 1)
2. Proposal shall be on company letterhead and signed by an authorized representative of the company.
3. Firms will submit their proposal along with their fee structure document for performing the required services outlined in this RFP. The fee structure will be in a separate documented named "Fee Structure." Submissions containing the proposal and any related materials shall be named in the following manner: *"Rebranding, Positioning, and Marketing Services"*.
4. The firm shall submit one (1) electronic copy by email to AppletonRebrand@appleton.org. The following must appear in the subject line of the email: *Rebranding, Positioning and Marketing Services*. Proposals may only be sent electronically; hard copies that are delivered or mailed will be rejected.
5. The City of Appleton will not be liable for any costs incidental for the preparation of the RFP.

Evaluation of the Proposals

1. The City of Appleton will evaluate and analyze all proposals, and select the firm that, in the City of Appleton's sole and final judgment, represents the best qualified and fiscally responsible solution for the City of Appleton. The City of Appleton reserves the right to seek clarification from prospective firms on any issue in their proposal or take any other action it determines necessary to evaluate the proposals and construct a solution that is in the City of Appleton's best interest. The City of Appleton also specifically reserves the right to conduct candidate interviews.
2. Proposal will be evaluated by the City using the following criteria:
 - a. Experience and success with providing rebranding, positioning, and marketing services to similar organizations
 - b. Skill, ability, and capacity to perform the specific scope of services required
 - c. Specific plans or methodology to be used to perform the services
 - d. Proposed metrics to measure success
 - e. Reference letters from other clients
 - f. Quality of proposal and samples
 - g. Proposed lump sum fee and pricing structure
3. The City reserves the right to (a) accept or reject any/or all submissions of proposals; (b) to waive any irregularity, technicality, informality or discrepancy in a proposal; (c) accept any alternative submission of proposals presented, which in its opinion, would best serve the interests of the City; (d) give full and proper evaluation of the Vendor or team presenting the proposal.

SCOPE OF WORK

1. Project Management – The consultant will lead all aspects of the City's community marketing and branding initiative, including the following:
 - a. Serve as advisor to the Steering Committee (to be determined) – This team will be made up of representatives from the City and community. Meetings throughout the process will be required.
 - b. Facilitate various focus groups comprised of community members, City employees and businesses to determine existing attitudes, perceptions, opportunities, and challenges to enhancing the City's image. The consultant will be expected to employ creative means of public involvement and community engagement to ensure that community members are aware of and involved in the project.
 - c. Serve as the purchasing agent between the City of Appleton and vendors involved in the branding initiative. The City will not pay any agency commission fees associated with this service.
2. Research – Research will be the basis for the development of a brand concept, creative elements, messaging/positioning, and the overall brand initiative. The consultant will create and implement a brand research plan, which will include qualitative and quantitative research with key stakeholders to identify the following:
 - a. The key elements of the City of Appleton
 - b. Analysis of competitor marketing strategies
 - c. Measures that will be used to determine if the branding effort is successful
3. Strategic Plan – The consultant will develop strategic objectives that will help better inform the City of Appleton on implementation, management, and ongoing promotion of the brand to include, but not limited to the following:
 - a. Promotion of the use of the brand among City of Appleton departments
 - b. Maintenance and consistency of brand image and messaging while providing suitable flexibility for the target audiences of the participating departments
 - c. Recommendations of ways to articulate the brand; define markets and promotional avenues; and advise on strategies to better promote and create brand awareness

4. Creative/Development of Brand – The consultant will develop creative elements that include slogan/tag line, logo, typeface, voice/tone, market positioning, personality, and other deliverables to support the overall brand initiative. A minimum of three distinct creative options must be presented, based on the results of the research. The selected logo design will be delivered, with the final option delivered with a style manual and guidelines for use in the following
 - a. Print and electronic advertising
 - b. Website design
 - c. Media placement (TV/Radio/Outdoor)
 - d. Public relations
 - e. Events
 - f. Collateral (letterhead, business cards, memos, etc.)
 - g. Signage (building, street, welcome, vehicles, etc.)
5. Implementation Plan – The consultant will develop an action plan for implementation of the brand in sufficient detail to allow the Steering Committee to understand the approach and work plan. An Action Plan should include, but not be limited to the following:
 - a. Estimated costs/budget associated with the implementation process
 - b. Proposed timelines for development of creative elements
 - c. Recommended positioning, logo and brand guidelines
 - d. Plan for brand identity applications and brand identity maintenance
 - e. Plan for how public officials, City employees/volunteers, businesses and residents will work together to implement and promote the new brand
6. Goals/Objectives – the primary goals/objectives to be achieved by the branding initiative include but are not limited to:
 - a. Consistency – The brand should convey a consistent message and image to audiences both within and outside the City of Appleton. A defined message that will market the City of Appleton locally, statewide, nationally and internationally as a great place to live, work, and play; a community historically focused on sustainability and conservation; the right place for development, redevelopment and investment; the perfect mix for a business-friendly community.
 - b. Community Identity/Pride – Identify and promote what makes the City of Appleton distinct and appealing in a regionally competitive environment for investors, businesses, retailers, visitors, and residents.
 - c. Community and Economic Development Promotion – Promote a healthy economy, attract private investment, new residents, and young professionals, and retain key businesses and creative talent.
 - d. Flexibility – The brand must be flexible and adaptable in order to meet the needs of a variety of departments and municipal functions within the City, as well as groups and businesses within the City (chamber of commerce, convention and visitor’s bureau, etc.). It must also be flexible enough to grow and evolve along with any changes in the market.
 - e. Endorsement – The brand must be authentic and resonate with community members in the City of Appleton and the greater Fox Cities area.

PROPOSAL REQUIREMENTS

Each proposal will include six (6) sections. Each section is laid out below with the expectations clearly defined for each section. Each section also has a percentage identified, that percentage is the weighting value added to the final score for each section as determined by the selection committee.

Executive Summary and Introductory Letter (5%)

1. Executive Summary
 - a. Fees must not be included in this letter or in any portion of the submittal except on the “Fee Structure” document.
 - b. Executive Summary defines proposal elements in less than one (1) page. Provide an overview of the proposed services and plan, your organization, and its ability to be able to provide the services proposed.
2. Introductory Letter
 - a. This letter shall stipulate the following:
 - b. All terms and conditions outlined in the RFP are acceptable to the Consultant, or if not, clearly define those elements and reasons for the objection.
 - c. Person(s) authorized to represent the Consultant during the evaluation process, any negotiations, and signing of agreements that may result.
 - d. Any additional items that the Consultant believes should be added to the project.
3. Misc.
 - a. The proposal is not more than 50 pages in length and sections are bound separately

Description of Firm (15%)

This relates to the Consultant’s firm and any sub-consultants. All sub-consultants and their respective roles, qualifications, and experience must be clearly identified. This section will provide a basis for judging how well the Consultant’s qualifications and experience relate to this specific project. Consultant firm profiles may be included. Elements that will be evaluated are:

1. Background & Stability of the Consultant firm. (Length of time in business, ownership, affiliations, financials, etc.)
2. Background of any sub-consulting firm(s) used on this project and an explanation of prior relationships with the consultant.
3. Three (3) relevant projects the Consulting firm has completed. **Please only provide examples of projects that the project team members have worked on.**
 - a. Each example should include a brief summary of the project, including how you measured and met success, image samples of the final product(s), and total lump sum cost with percentage breakdown of account management fees, creative development fees and media buying costs.
 - b. Provide references for each example and include name, title, address, email, and phone number for the contact person.
4. Please describe how the Consulting Firm(s) handles conflicts, errors, and/or missing information in design concepts and project specifications.
5. Please describe the Consulting Firm’s quality assurance/quality control (QA/QC) policies and procedures designed to minimize or eliminate errors, omissions and/or missing information.
6. Available resources from the firm.

Project Team (35%)

This criterion relates to the project principal, project manager, key staff, and sub consultant staff. This section will provide a basis for judging how well the project team's qualifications, experience with similar projects, and time allocation relate to this specific project. Individual resumes must be included. Proposed hours for each project team member must be identified in this section. Elements that will be evaluated are:

1. Number of people and hours assigned to this project with information to be provided in a spreadsheet format that clearly identifies staff and hours.
2. The lead for each discipline (i.e. – graphic designer with the most billable project time) shall have a **minimum of five (5) years of experience** with comparable projects. Please provide references and examples.
3. Extent of principal and project manager involvement in meeting with the Project Team as often as necessary to meet objectives and additional meetings, as consultant believes necessary to enhance this project.
4. Key project team members on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other design teams and consulting firms.
5. Project team members are experienced with rebranding and/or working with municipal organizations.
6. Key project team member roles during this project.
7. Does the project team cover all phases of this project?
8. Project Manager's technical and managerial experience with projects of similar scope and nature.
9. Provide examples of the firm's responsiveness capabilities.

Project Understanding (35%)

A discussion of the approach the Consultant will use to complete the project. The proposal shall include a clear and concise understanding of the project, the work to be completed, and the coordination required based on existing information. Elements that will be evaluated are:

1. Detailed description of Firm's approach provided for each task demonstrating project understanding and needs.
2. Clear and concise explanation of specific tasks and associated schedule that provides quantifiable deliverables.
3. Defines issues to be resolved in the course of the project.
4. Incorporates coordination and involvement of City staff within key elements.
5. Description of project quality control that will meet the City of Appleton's needs and meet budget parameters.
6. Key project meetings identified with staff to ensure that a high-quality project will be delivered.
7. Recognition of elements with project not identified in this proposal the City of Appleton may wish to consider.
8. Include value-added services or creativity to proposal elements and/or incorporate new desirable elements not originally identified.
9. Firm makes clear their ability to effectively meet scope of work.

Project Schedule (10%)

This relates to the Consultant's time requirements to complete those tasks identified. Elements that will be evaluated include:

1. Time required to complete tasks (duration)
2. Inter-relations between tasks (dependencies)
3. Key events during the project (milestones)
4. Critical input points from the City of Appleton
5. Ability to meet the overall schedule

Additional Information

The Consultant may submit any information they believe relevant that does not fit within the body of the proposal. This may include brochures, company information, supplemental resumes, additional project descriptions, and any other information the consultant believes is useful. This additional submittal will be used by the Project Team as they see fit and may not have a significant bearing on the selection process.

FEE INFORMATION

Proposed consultant fees for this project must be submitted in a separate document named "**Fee Structure**". The fee structure relates to the total estimated fee for this project as described by the consultant in Section Proposal Requirements – Project Understanding and Project Schedule. The fee structure should provide a schedule of fees for all relevant products and services described in the Scope of Work, including but not limited to cost of project management, strategic development, and paid media. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants. The Consultant must identify work the Consultant will not provide and must be provided by the City of Appleton. Elements that will be evaluated include:

1. Availability of resources from the consultant and sub consultant(s) for the project.
2. Estimated hours and fees to complete individual workelements.
3. Total **not-to-exceed** fee for the project. Note that your fee is to complete a scope of work as outlined in the RFP. If the account executive underestimates the amount of effort required to complete the work, they will **not** receive extra compensation. The account executive is expected to plan to the City of Appleton's project budget and perform thorough cost estimating. If the bids exceed the project budget the account executive will complete re-plan and bidding at no additional cost to the City to meet the project budget.
4. List of tasks not performed by consultant or sub consultant(s) for project that must be performed by the City.
5. Identify firm's reimbursable expenses and detailed costs of expenses.

EVALUATION PROCESS

A Steering Committee will evaluate proposals. The proposals will be evaluated and ranked based on the information submitted in the proposals according to the evaluation criteria. The City of Appleton is intending to identify a Consultant with the following attributes:

1. Compliance with, and satisfaction of the requirements of this RFP.
2. Qualified and experienced team members who have designed and successfully implemented similar projects.
3. A demonstrated ability to provide a variety of functional and flexible designs through creative use of community engagement, resources and project team input.
4. A demonstrated ability to work with municipalities, elected officials and involve the general public on similar type projects.
5. A demonstrated ability to assemble a comprehensive and well-coordinated set of project documents.
6. A demonstrated ability to effectively coordinate and complete all tasks described above.
7. A demonstrated ability to produce accurate cost estimates and effective cost control.
8. A demonstrated ability to provide effective and timely administration of project deliverables.
9. A demonstrated ability to provide effective design cost control.

Project fees will be evaluated separately after ratings of the proposals are completed. Weighing of the project fee will be subjective; however, lowest cost does not assure selection. The City of Appleton reserves the right to select any Consultant it believes to be in its best interest and to negotiate fees or to reject any or all proposals at its sole discretion. The proposals will require an estimated ten (10) working days for evaluation.

The Steering Committee may request that consultant firms schedule trips for the Steering Committee to view relevant projects. If the Steering Committee deems interviews are required, they will be held approximately two weeks after the proposals are received. The Steering Committee will make a recommendation to the City of Appleton Community and Economic Development Committee and the Finance Committee, who will recommend the award of the contract to the Common Council. These officials have the right to terminate the project or to change the contract or budget, subject to subsequent agreement by the proposed Consultant.

The City of Appleton will not be liable for any costs incidental to the preparation of the Request for Proposals, presentations, or interviews relating to the selection process.

Public Information

Proposals will be treated as proprietary and confidential from the time of receipt and through the review process; however, the Consultant shall understand that all submitted proposals become the property of the City of Appleton and information included therein or attached thereto shall become public record pursuant to Wisconsin Statute after recommendation for endorsement of contract is made. Any specific portions of the proposal which the Consultant desires to remain confidential due to legitimate "proprietary information" or "trade secret" must be clearly labeled as such upon submittal. Any such designations as "proprietary information" or "trade secret" must be strictly limited by the Consultant with the understanding that the Wisconsin Public Records Law supports a presumption of disclosure.

Moreover, Consultant agrees to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from against any and all liability, loss, damage expense, costs (including attorney fees) arising out of the release or non-release of all or part of Consultant's submitted proposal in response to a request for said information pursuant to Wisconsin's Public Records Law.

TIMETABLE

- Issue RFP – TBD
- Submit questions by – TBD
- Receive answers by – TBD
- Request for Proposal Deadline – TBD
- RFP Review Begins – TBD
- In-Person Interviews Anticipated to Begin – TBD
- CED Committee Approval – TBD
- Finance Committee Approval – TBD
- City Council Approval – TBD

INSURANCE

Provider shall furnish required certificate of insurance specified below for small exposure work and is attached to this document. The certificate shall name the CITY; its officers and employees, as additional insured.

CITY OF APPLETON INSURANCE REQUIREMENTS “PROFESSIONAL SERVICES”

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage insurance and that any insurance or self-insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. Proof of the required insurance must be submitted to the applicable City of Appleton department before the contract or purchase order is considered for approval by the City of Appleton. All insurance must be in full force and effect prior to commencing work and must remain in full force and effect for the longer of the following: (a) until the entire job is completed, (b) for the length of time that is specified in the contract, or (c) as listed below.

PROFESSIONAL LIABILITY

- A. Liability limits:
 - (1) \$1,000,000 - Each claim, and
 - (2) \$1,000,000 - Annual aggregate.
- B. Must continue coverage for two (2) years after final acceptance of service/job.

GENERAL LIABILITY COVERAGE

- C. Commercial General Liability limits:
 - (1) \$1,000,000 - Each occurrence limit,
 - (2) \$1,000,000 - Personal Liability and Advertising Injury,
 - (3) \$2,000,000 - General aggregate, and
 - (4) \$2,000,000 - Products-Completed Operations aggregate, which must be carried for two (2) years after the acceptance of the completed work.
- D. Claims made form of coverage is not acceptable.

- E. Insurance must include:
- (1) Premises and Operations liability,
 - (2) Contractual liability,
 - (3) Personal Injury,
 - (4) Explosion, Collapse and Underground coverage, and
 - (5) The general aggregate must apply separately to this project/location.

BUSINESS AUTOMOBILE LIABILITY

- A. Liability limits:
- (1) \$1,000,000 - Combined single limit for Bodily Injury and Property Damage for each accident.
- B. Must cover liability for Symbol #1 – “Any Auto” – including owned, non-owned and hired automobile liability.

WORKERS’ COMPENSATION AND EMPLOYERS LIABILITY – If required by Wisconsin State Statute or any workers’ compensation statute of a different State.

- A. Liability limits:
- (1) \$100,000 - Each accident,
 - (2) \$500,000 - Disease Policy limit, and
 - (3) \$100,000 - Disease, for each employee.

UMBRELLA LIABILITY – If exposure exists, provide coverage at least as broad as the underlying General Liability, Business Automatable Liability, Workers’ Compensation and Employer’s Liability, with a minimum limit of \$5,000,000 for each occurrence and \$5,000,000 aggregate, and a maximum self-insured retention of \$10,000.

ADDITIONAL REQUIREMENTS

- B. Primary and Non-Contributory Requirement – All insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.
- C. Acceptability of Insurers – Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.
- D. Additional Insured Requirements – The following must be named as additional insured on all Liability Policies for liability arising out of project work: “City of Appleton, and its officers, council members, agents, employees and authorized volunteers.” On the Commercial General Liability Policy, the additional insured coverage must be on ISO Form CG 20 10 07 04 and also include Products–Completed Operations equivalent to ISO Form CG 20 37 07 04 or their equivalents for a minimum of two (2) years after acceptance of work. This does not apply to Workers Compensation Policies.
- E. Certificates of Insurance – Certificates of Insurance must be acceptable to the City of Appleton and must be submitted prior to commencement of the work to the applicable department. In addition, ISO Form CG 20 10 07 04, for ongoing work exposure, and ISO Form CG 20 37 07 04, for products-completed operations exposure, or their equivalents, must be provided to the City. These certificates must contain a provision that coverage afforded under the policies will not be canceled or non-renewed until at least 30 days’ prior written notice has been given to the City.

EXHIBITS

The following Exhibits are attached.

Exhibit A – Current Brand Guide

Exhibit B – 2021 Communications Plan

Exhibit C – Various Graphic Representations Currently in Use

DRAFT

EXHIBIT A

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EXHIBIT B

DRAFT

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"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/22/2021

RE: Action: Approve budget amendment for \$43,000 from the Reid Golf Course Fund Balance for the 2021 Reid Golf Course Parking Lot Replacement Project.

The 2021 Capital Improvement Plan includes \$150,000 to to replace the parking lot at Reid Golf Course. This project includes replacing the parking lot, improving stormwater management and improving accessibility. This project was included in the DPW B-21 bid package. The total for this work included in the B-21 bid came to a total of \$137,768.75 plus a contingency of \$5,000. With costs outside of the contract which include labor/ashphalt materials for city crews to place the asphalt we estimate the total project to be \$193,000. This is \$43,000 than originally budgeted. Though the cost is higher than anticipated we do not believe deferring the project is feasible as a result of the parking lot condition and the bid was attractive. We are requesting the budget transfer to cover the budget deficit and contingency based on the received bid numbers.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.