



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, December 11, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[23-1490](#) 11/20/23 and 12/06/23 Meeting Minutes

Attachments: [MeetingMinutes Nov-20-2023.pdf](#)
[MeetingMinutesDec-6-2023.pdf](#)

5. Public Hearing/Apearances

- [23-1491](#) Ms. Diane Keuther, Commodore of the Appleton Yacht Club to present the Club's financial reports.

Attachments: [AYC Oct 2023 Financials.pdf](#)
[2023 Appleton Yacht Club Annual Review.pdf](#)

6. Action Items

- [23-1407](#) Resolution #13-R-23 To Use ARPA Funding for Flock License Plate Reading Cameras for APD

Attachments: [#13-R-23 ARPA Funds for Flock License Cameras for APD.pdf](#)

Legislative History

11/20/23 Finance Committee held

- [23-1408](#) Resolution #14-R-23 Changing the Timeline for Budget Delivery to the Common Council

Attachments: [#14-R-23 Change Budget Delivery to Council Timeline.pdf](#)

Legislative History

11/20/23 Finance Committee held

[23-1492](#)

Request to approve the Relocation Order associated with the reconstruction of Linwood Avenue.

Attachments: [1183-1185 - Linwood 2023 - Relocation Order.pdf](#)

[23-1493](#)

Request to approve Change Order #1 to Scott Lamers Construction, LLC contract 35-23: Unit Y-23 Lead/Galvanized Water Service Replacements to account for additional properties added to the 2023 program totaling \$74,193.13 resulting in a decrease in contingency from \$99,090 to \$24,896.87.

Attachments: [Finance Committee Memo Change Order#1 Y23-20231127.pdf](#)

[23-1494](#)

Request to approve the following budget amendment:

ARPA Special Revenue Fund

Transfer Out - Parking Utility	+ \$244,000
Fund Balance Applied	+ \$244,000

To record use of ARPA funds as lost revenue for the Parking Utility (2/3 vote of Council required)

Attachments: [Memo - DPW Parking Utility 2023 Budget Amendment.pdf](#)

[Finance Committee - ARPA Memo 10-11-21.pdf](#)

[23-1495](#)

Request to approve the following 2023 budget amendments:

Facilities

Damage to City Property	+ \$19,741
Building Repairs & Maintenance	+ \$19,741

To record insurance proceeds for damages to Jaycee Pavilion

General Fund - Police

Donation	+ \$22,337
Miscellaneous Supplies	+ \$ 7,592
Other Contracts & Obligations	+ \$14,745

To record donation from the Community Foundation for the Fox Valley Region, Appleton Police K9 Program

Attachments: [MPIC check for damage to Jaycee Park Pavilion.pdf](#)

[Community Foundation donation memo.pdf](#)

[23-1496](#) Request approval to create a Special Revenue Fund for the Ellen Kort Peace Park.

Attachments: [Request to Establish Special Revenue Fund.pdf](#)

7. Information Items

[23-1500](#) The following 2023 budget adjustments were approved by the Mayor and Finance Director in accordance with policy:

General Fund - Fire

Donations	+ \$2,000
Miscellaneous Equipment	+ \$2,000

To record WE Energies Foundation donation for emergency medical equipment to be used during training

General Fund - Fire

Donations & Memorials	+ \$1,500
Miscellaneous Equipment	+ \$1,500

To record donation from Fox Cities Marathon for PPE to be used during emergency response

General Fund - Park & Recreation

Donations	+ \$10,000
Grounds Repairs & Maintenance	+ \$10,000

To record donation for Pierce Park for exercise & playground equipment

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742.



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Meeting Minutes Finance Committee

Monday, November 20, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:46pm

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

[23-1402](#)

11/6/23 Finance Committee Minutes

Attachments: [MeetingMinutes Nov-6-2023.pdf](#)

Hartzheim moved, seconded by Van Zeeland, that the Minutes be approved.

Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1408](#)

Resolution #14-R-23 Changing the Timeline for Budget Delivery to the Common Council

Attachments: [#14-R-23 Change Budget Delivery to Council Timeline.pdf](#)

Hartzheim moved, seconded by Croatt, that the Report Action Item be held.

Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-1407](#)

Resolution #13-R-23 To Use ARPA Funding for Flock License Plate Reading Cameras for APD

Attachments: [#13-R-23 ARPA Funds for Flock License Cameras for APD.pdf](#)

Hartzheim moved, seconded by Fenton, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-1403](#)

Request to approve the 2024 Special Assessment Policy as presented, and Amethyst Drive Concrete Project (Blue Topaz to Aquamarine) be subject to the 2023 Special Assessment Policy.

Attachments: [2024 Assessment Policy - DRAFT 11-14-23.pdf](#)

[Memo - DPW 2024 Special Assessment Policy.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

7. Information Items

[23-1404](#)

Contract 152-21 was awarded to Carl Bowers & Sons Construction for \$801,024.52 with a contingency of \$40,000 for G-20 Sequoia Drive Construction. Final contract amount is \$801,024.52. Payments issued to date total \$745,209.09. Request final payment of \$46,209.96.

This item was presented

[23-1406](#)

Contract 49-23 was awarded to BMD Concrete Innovations for \$293,000 with a contingency of zero for Sidewalk Construction. Payments issued to date total \$275,000. Request final payment of \$17,380.06.

This item was presented

8. Adjournment

Hartzheim moved, seconded by Croatt, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland



City of Appleton

100 North Appleton Street
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Meeting Minutes Finance Committee

Wednesday, December 6, 2023

6:30 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order

Meeting called to order at 6:30pm

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1437](#)

Request to approve Resolution #2023-06 to Accept Interest-free Loan from WI Department of Revenue (DOR) and Decrease the 2023 Tax Levy

Attachments: [Resolution 2023-06.pdf](#)
[C. Appleton Sec. 70.57\(4\)\(d\) Loan Explanation - V2.pdf](#)
[2023 Tax Rate Analysis.pdf](#)

Valeah Foy and Mary Gawryleski from the Department of Revenue presented information related to Resolution #2023-06.

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

7. **Information Items**

8. Adjournment

Hartzheim moved, seconded by Croatt, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

Financial Statement Overview

To: Appleton Yacht Club
Board of Directors

From: Brandon Martinek, Treasurer

Date: November 9, 2023

Attached are the financial statements for the AYC for the month ended October 31, 2023.

Debt Reduction: Payments of interest only are due monthly in 2023 on the AYC mortgage. The available balance of our line of credit is \$50,000.

Budget Comparison: This summary, as directed by the Finance Steering Committee, tracks "Actual" year-to-date activity in 2023 to the budget approved by the board. It "consolidates" House, Marina, and Club activity combining the entire financial activity of the Club in one schedule.

Financial Summary: Our focus financially for the next few meetings of this year's Board of Directors will be reviewing and approving the 2024 budget. The 2022 990 tax return was completed and finally filed the end of October. The house budgeted expenditures for October was for the final payment towards our walk-in combo freezer and was for the concrete slab and cameras. Thanks for your continued patronage and support of the club.

AYC Balance Sheet (See Pages A-1 & A-2): Page A-1 reflects current assets and property values as of the end of the current month. Actual checking and savings account balances are reported at the top of A-1. The forward looking outlook of the Appleton Yacht Clubs financials are strong.

Page A-2 reflects current and long-term liabilities, including the AYC capital. The current mortgage balance is \$150,000.

AYC Income Statements (See Pages A-3 to A-5): Detailed gross revenue and expenses for the House, Marina, and Club are reported on pages A-3, A-4, & A-5, respectively. Any large expenses approved by the board of directors for property improvements and capital items are included as the last three line items at the bottom of Page A-5.

Sincerely,



Brandon G. Martinek
(920) 213-5409 (cell)
Brandon@visadvisors.com

**Appleton Yacht Club
Balance Sheet
October 31, 2023**

		<u>Current YTD</u>	<u>Prior YTD</u>
ASSETS			
Current Assets			
1000	Cash on hand	\$ 1,600.00	1,600.00
1045	Savings-Scrip	4,892.00	14,267.00
1060	Community First Checking Acct.	13,816.28	25,135.19
1070	Community First Savings Acct.	20,812.43	47,376.81
1100	Accounts Receivable-House	1,631.58	1,402.87
1103	Accounts Rec -Yachting/Ad Sale	0.00	0.00
1104	Accounts Rec-Membership	0.00	0.00
1400	Inventory-food	4,009.56	5,749.24
1401	Inventory-bar	30,914.97	30,352.21
		77,676.82	125,883.32
	Total Current Assets		
Property and Equipment			
1700	Building & dock	642,230.72	602,840.72
1705	Building Addition - 1978	227,575.00	227,575.00
1710	Furn/fix/equip-club	184,979.96	164,734.96
1715	Furn/fix/equip-house	149,047.68	131,122.68
1750	2012 Building Expansion	493,662.00	493,662.00
1755	2012 Club Improvements	127,473.38	127,473.38
1760	POS System	22,372.05	8,997.05
1770	Deck Remodeling - 2012	11,400.00	11,400.00
1780	Trail Project-2017	179,092.24	179,092.24
1790	Marina Roof - 2019, 2021	231,652.43	231,652.43
1800	Accumulated depreciation	(929,398.85)	(888,398.85)
		1,340,086.61	1,290,151.61
	Total Property and Equipment		
Other Assets			
	Total Other Assets	0.00	0.00
	Total Assets	\$ 1,417,763.43	1,416,034.93

**Appleton Yacht Club
Balance Sheet
October 31, 2023**

	<u>Current YTD</u>	<u>Prior YTD</u>
LIABILITIES AND CAPITAL		
Current Liabilities		
2000	\$ 25.00	25.00
2001	2,654.83	10,137.36
2010	300.00	400.00
2022	0.00	14,267.00
2023	4,892.00	0.00
	7,871.83	24,829.36
Total Current Liabilities		
Long-Term Liabilities		
2698.5	0.00	0.00
2699	0.00	0.00
3000	150,000.00	173,333.00
3020	0.00	0.00
	150,000.00	173,333.00
Total Long-Term Liabilities		
	157,871.83	198,162.36
Total Liabilities		
Capital		
3900	1,054,971.66	1,003,405.84
3950	193,855.49	193,855.49
	11,064.45	20,611.24
	1,259,891.60	1,217,872.57
	1,417,763.43	1,416,034.93
Total Liabilities & Capital		
	\$ 1,417,763.43	1,416,034.93

Appleton Yacht Club
Income Statement
For the Ten Months Ending October 31, 2023

	This Month 23	This Month 22	23 To Date	23 YTD Budget	22 To Date
House Revenues					
Sales Bar	\$ 34,600.43	\$ 33,794.25	\$ 388,305.66	350,000.00	\$ 333,559.89
Clothing Sales	185.00	315.00	5,705.00	10,000.00	8,360.00
Sales-Fri Food	6,181.35	7,455.20	80,404.10	75,000.00	73,787.41
Sales-Grill Food	13,911.45	12,836.21	163,689.10	150,000.00	151,042.48
House Total Revenues	54,878.23	54,400.66	638,103.86	585,000.00	566,749.78
House Cost of Sales					
Purchases-bar	12,037.74	12,329.26	125,764.54	110,000.00	113,743.71
Purchases-food & grill	12,040.29	10,209.88	121,266.05	125,000.00	118,851.59
Purchases-clothing	0.00	1,110.50	4,102.83	8,000.00	7,190.55
Kitchen Supplies	140.00	115.00	560.68	1,000.00	897.57
Sales tax paid House	3,378.53	3,456.63	45,519.14	40,000.00	37,835.73
Credit card fees	1,733.78	1,485.63	16,191.06	17,500.00	16,276.42
House Cost of Sales	29,330.34	28,706.90	313,404.30	301,500.00	294,795.57
House Gross Profit	25,547.89	25,693.76	324,699.56	283,500.00	271,954.21
House Expenses					
Wage House Mgmt	3,175.00	3,024.25	25,105.25	25,000.00	24,105.99
Wages-bar	4,357.21	4,399.41	48,664.73	55,000.00	53,073.21
Wages-Assistant	90.00	210.00	1,147.50	1,750.00	1,815.00
Wages-food	10,225.45	8,634.19	107,045.49	95,000.00	90,653.92
Taxes- FICA	1,570.52	1,483.19	16,492.74	17,000.00	15,509.21
Taxes-Unemployment	207.13	209.23	3,867.33	3,500.00	3,673.17
Party exp. house	0.00	0.00	0.00	1,750.00	1,600.00
Utilities house	1,832.57	1,695.53	19,814.98	20,000.00	18,859.09
Housekeeping	3,093.35	2,425.00	26,134.83	25,000.00	24,940.63
Laundry	1,235.08	1,126.92	10,640.20	10,000.00	9,611.27
Repairs & maint. house	1,205.83	937.17	21,036.98	10,000.00	12,343.71
Cash over/under	0.39	0.39	3.90	0.00	3.90
House Ttl. Operating Exp.	26,992.53	24,145.28	279,953.93	264,000.00	256,189.10
House Net Income (Loss)	(\$ 1,444.64)	\$ 1,548.48	\$ 44,745.63	19,500.00	\$ 15,765.11

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**Appleton Yacht Club
Income Statement
For the Ten Months Ending October 31, 2023**

	This Month 23	This Month 22	23 To Date	23 YTD Budget	22 To Date
Marina Revenues					
Mooring App. Fee	\$ 0.00	\$ 0.00	\$ 4,650.00	0.00	\$ 5,100.00
Transient Slip Fees	0.00	0.00	0.00	0.00	30.00
Annual Slip Fee	0.00	0.00	25,289.00	0.00	25,059.00
Marina Total Revenues	0.00	0.00	29,939.00	0.00	30,189.00
Marina Expenses					
Utilities-Marina	238.13	149.47	2,048.52	0.00	1,529.78
Repairs & maint.-slips & docks	330.37	508.07	3,361.68	0.00	508.07
Marina Total Expenses	568.50	657.54	5,410.20	0.00	2,037.85
Marina Income (Loss)	(\$ 568.50)	(\$ 657.54)	\$ 24,528.80	0.00	\$ 28,151.15

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**Appleton Yacht Club
Income Statement
For the Ten Months Ending October 31, 2023**

	This Month 23	This Month 22	23 To Date	23 YTD Budget	22 To Date
Club Revenues					
Sales-gas & oil	\$ 241.64	\$ 687.67	\$ 10,547.16	10,000.00	\$ 9,417.85
Dues Yachting	\$ 0.00	\$ 0.00	\$ 45,200.00	\$ 40,000.00	\$ 42,800.00
Dues Social	\$ 0.00	\$ 0.00	\$ 140,000.00	\$ 140,000.00	\$ 140,400.00
Yachting Initiation Fees	\$ 0.00	\$ 0.00	\$ 1,200.00	0.00	600.00
Club Total Revenues	241.64	687.67	196,947.16	190,000.00	193,217.85
Club Expenses					
Purchases-gas & oil	0.00	455.43	10,203.39	8,500.00	9,974.59
Wages Club Mgmt	2,000.00	2,000.00	20,000.00	20,000.00	20,000.00
Wages Club Mtce.	682.00	1,120.00	13,628.50	12,500.00	13,080.00
Taxes-personal property	0.00	0.00	2,071.41	1,666.67	1,762.94
Taxes-real estate	0.00	0.00	13,413.70	11,666.67	13,022.23
Rent	1,168.44	1,134.41	11,684.40	11,666.67	11,344.10
Waste Removal	0.00	238.73	2,304.17	2,500.00	2,016.33
Maint lawn/snow removal	94.50	235.20	3,996.85	4,750.00	3,642.33
Repairs & maint. bldg.	0.00	0.00	0.00	1,000.00	800.00
Dues paid	0.00	0.00	0.00	200.00	200.00
Licenses	0.00	0.00	2,660.00	1,500.00	1,330.10
Membership Related	0.00	0.00	838.17	2,000.00	2,645.93
Professional fees	500.00	0.00	3,400.00	5,000.00	2,600.00
Insurance Liab. & Work Comp	2,045.00	2,205.00	49,373.30	35,000.00	43,004.00
Interest expense	616.44	712.32	6,447.95	6,250.00	7,491.31
Club Total Expenses	7,106.38	8,101.09	140,021.84	124,200.00	132,913.86
Club Income (Loss)	(\$ 6,864.74)	(\$ 7,413.42)	\$ 56,925.32	65,800.00	\$ 60,303.99
Total Club Net Income (Loss)	(\$ 8,877.88)	(\$ 6,522.48)	\$ 126,199.75	85,300.00	\$ 104,220.25
House Budgeted Expenditures	\$ 4,412.57	\$ 270.00	\$ 77,366.45	0.00	\$ 45,811.88
Club Budgeted Expenditures	0.00	33.88	2,302.95	0.00	5,555.60
Harbor Budgeted Expenditures	0.00	459.13	783.15	0.00	38,824.32
Budgeted Cap. Improv. & Mtce.	4,412.57	763.01	80,452.55	0.00	90,191.80

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Appleton Yacht Club Profit & Loss YTD Comparison October 2023

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
Sales Bar	550.00	9,897.55
Sales Beer	9,843.50	80,340.50
Sales Clothing	185.00	4,920.00
Sales Friday Food	6,181.35	72,234.85
Sales Gas	241.64	10,547.16
Sales Grill	13,911.45	150,620.45
Sales Liquor	16,292.93	177,538.11
Sales Wine	7,914.00	83,789.00
Total Income	55,119.87	589,887.62
Cost of Goods Sold		
Purchases Bar	0.00	284.24
Purchases Beer	2,126.42	25,143.34
Purchases Clothing	0.00	2,332.76
Purchases Food	12,361.83	112,467.02
Purchases Kitchen Supplies	0.00	191.22
Purchases Liquor	7,673.08	68,455.50
Purchases Soda	954.80	7,325.07
Purchases Wine	1,435.00	14,142.35
Total COGS	24,551.13	230,341.50
Gross Profit	30,568.74	359,546.12
Expense		
Budgeted Expenditures Club	0.00	2,275.00
Budgeted Expenditures House	4,142.57	50,726.69
Credit Card Fees	1,733.78	13,633.26
Housekeeping	2,492.00	22,361.00
Insurance & Liability/Workmans	0.00	47,328.30
Interest Expense	616.44	7,334.81
Laundry	1,235.08	9,650.50
Licenses and Permits	0.00	1,962.00
Maint Lawn/Snow Removal	94.50	2,024.35
Membership Related	0.00	838.17
Professional Fees	500.00	3,400.00
Purchases Gas	0.00	10,203.39
Rent Expense	1,168.44	10,515.96
Repairs and Maintenance Harbor	330.37	3,299.13
Repairs and Maintenance House	1,807.18	16,821.23
Taxes- Personal Property	0.00	2,071.41
Taxes- Real Estate	0.00	13,413.70
Taxes Paid House	3,378.53	42,935.30
Utilities House	1,819.95	17,791.82
Utilities Marina	250.75	2,048.52
Waste Removal	0.00	2,293.22
Total Expense	19,569.59	282,927.76
Net Ordinary Income	10,999.15	76,618.36
Net Income	10,999.15	76,618.36

Appleton Yacht Club Annual Review - 2023

Reflecting on 2023 at the yacht club, it appears as though we have recovered from covid. More members are frequently coming down to participate in activities. Our kitchen staff is also busier than last year.

Our roster includes 114 yachting memberships, up by 5, and 350 social memberships. As required in our lease, we record 4,000 volunteer hours. These hours are accumulated from members attending work party events, planning events, attending meetings and so much more.

The yacht club continues to employ 20 people. Our club steward is the only full time employee. Our hours of operation are 4-10 pm on the weekdays and noon to 11 pm on the weekends.

We saw a major improvement this year of a walk-in refrigerator/freezer. Last year I reported that we had budgeted \$100,000 but it turned out to be \$68,000. The ice machine needed to be replaced at the cost of \$7,500 and air conditioner repairs cost \$5,000. Tackle on the buoys had a budget of \$2,700 and replacement happened as needed.

Our club volunteered to set and maintain buoys on the channel to Little Lake Butte des Morts. This is quite a task considering the current of the Fox River. Those who volunteer to do this job are very dedicated and resourceful. We have a pontoon boat that is used to work on the buoys. Our harbor continues to fill up with zebra mussels and sediment. Our plan is to have Redin Waterfront Equipment LLC return to do some dredging. Our permit for this is still current with the DNR.

The AYC is in the planning stages of developing a 5 year plan to improve the harbor. Besides the sediment removal, we need to start replacing deck boards on the piers. With the high cost of materials, this will have to be budgeted over 5 years.

Our club continues to be community oriented . The First Mates committee focuses on charities in Appleton. This year we collected school supplies for Horizon school. A food drive for St.Joe's food pantry was held in October. In November we collected Coats for Kids and we are collecting for Harbor House in December. Our members are very generous and so happy to help where needed.

We continue to communicate with Friends of the Fox and FRENSEA about the Menasha lock. We would hope to see it open soon and are hopeful that the electronic barrier that is proposed will be operational in the next few years. Since the lock closed, our harbor is not full and the type of boats moored in the harbor are smaller.

Thank you for the opportunity to connect with you. We are grateful for the positive partnership we have with the city of Appleton.

Respectfully submitted,

Diane Kuether
Appleton Yacht Club Commodore

Resolution#13-R-23

Resolution to use ARPA Funding for Flock License Plate Reading Cameras for APD

Submitted By: *Alderson Doran – District 15*

Date: *November 15, 2023*

Referred To: *Finance Committee*

Whereas the Appleton Police Department completed a test trial of 29 Flock license plate reader cameras in 2023; and

Whereas the police department was able to negotiate a contract and fund 19 cameras through the 2024 budget; and

Whereas under the initial contract price negotiated with the provider, the Flock cameras cost \$2,500 per camera with a price increase in 2024 to \$3,000 per camera.

Now Therefore Be It Resolved that the Appleton Common Council directs the reallocation of \$25,000 in American Rescue Plan Act funds to the police department to fully fund the purchase of an additional 10 Flock cameras under the original contract price of \$2,500 per camera, to provide this important tool to the police department to assist in investigating and solving crimes more efficiently and effectively.

Resolution#14-R-23

Resolution Changing the Timeline for Budget Delivery to the Common Council

Submitted By: *Alderson Doran – District 15*

Date: *November 15, 2023*

Referred To: *Finance Committee*

Whereas the Appleton Common Council's most important responsibility is budget oversight and,

Whereas the Common Council's biggest opportunity for input in the direction of the city is through the budget process; and,

Whereas the deadline for the delivery of the City of Appleton executive budget lags behind that of many other municipalities in the state by as much as three weeks, giving the Common Council only a few weeks to review a budget and service plan for the community that is approaching \$200 million dollars and 700 pages in length, making significant policy decisions added within the budget extremely difficult to amend or change.

Now, Therefore Be It Resolved that the Appleton Common Council hereby amends the City of Appleton Code as follows:

Replace the first line under section 18-27 (a) "The Mayor shall submit an executive budget to the Common Council on or before the first Wednesday in October in each year," to say "The Mayor shall submit an executive budget to the Common Council on or before the third Wednesday in September in each year" and add the following sentence; "All city department heads will, as an informational item, present a preliminary budget overview to the assigned committee of jurisdiction each year at the 2nd committee meeting in the month of July, or the next regularly scheduled committee meeting."

RELOCATION ORDER

The City of Appleton, Outagamie/Calumet/Winnebago Counties, Wisconsin, by its Common Council and for its Relocation Order hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with subsection 32.05(1), Wisconsin Statutes, for the purpose of the within-described public improvement project and it is also a determination of necessity for that project in accordance with subsection 32.07(2), Wisconsin Statutes;
2. That the City of Appleton hereby determines that it is necessary and of public purpose to reconstruct Linwood Avenue and acquire property for sidewalk and signal modification at or near the city of Appleton, Wisconsin.
3. That said roadway and sidewalk will be constructed within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "A" and incorporated herein;
4. That the legal descriptions for the acquisition of property necessary for this project are contained in Exhibits "B", "C", and "D" under the heading "Legal Description for Acquisition", which are also incorporated herein.

Record and return to:
City of Appleton | City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

Part of Tax Key Nos. 31-5-1739-01, 31-5-1735-01,
31-5-1732-01

Passed and approved this _____ day of _____, 2023.

I hereby certify that on this _____ day of _____, 2023, that the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the Common Council for the City of Appleton, Wisconsin.

APPROVED:

ATTEST:

Jacob A. Woodford, Mayor

Kami Lynch, City Clerk

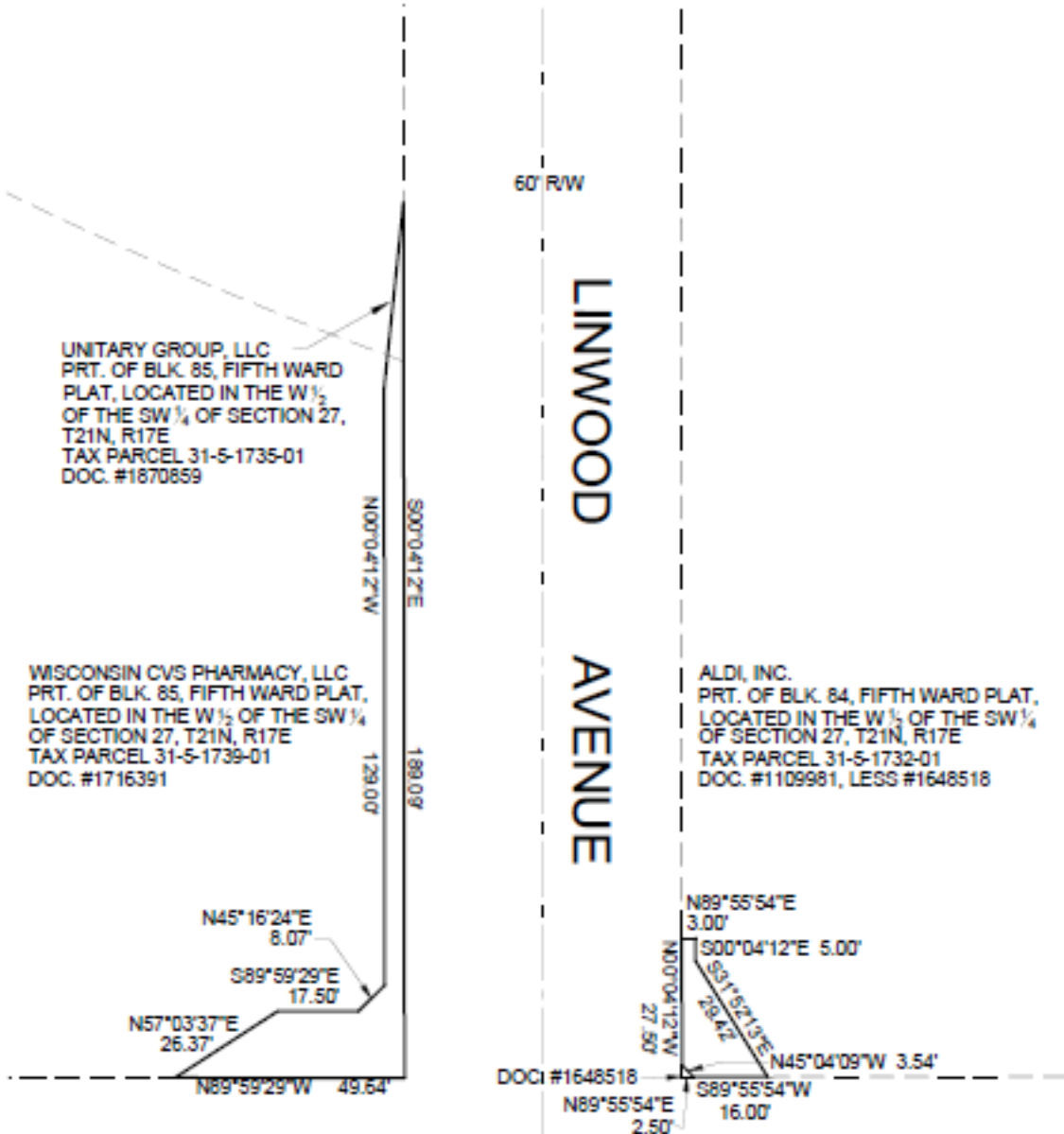
Subscribed and sworn to before me
this _____ day of _____, 2023.

Jamie L. Griesbach
Notary Public, State of Wisconsin
My commission expires: 11/11/2025

This instrument was drafted by:
Christopher R. Behrens, City Attorney
City Law: A23-1183-23-1185

EXHIBIT A

PART OF BLOCK EIGHTY-FOUR (84) AND BLOCK EIGHTY-FIVE (85), FIFTH WARD PLAT, ACCORDING TO THE RECORDED ASSESSOR'S PLAT OF THE CITY OF APPLETON, BEING LOCATED IN THE SOUTHWEST QUARTER (SW ¼) OF THE SOUTHWEST QUARTER (SW ¼) AND THE NORTHWEST QUARTER (NW ¼) OF THE SOUTHWEST QUARTER (SW ¼) OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.



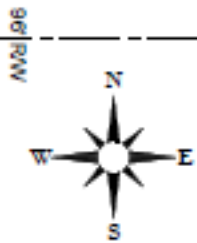
UNITARY GROUP, LLC
 PRT. OF BLK. 85, FIFTH WARD
 PLAT, LOCATED IN THE W ½
 OF THE SW ¼ OF SECTION 27,
 T21N, R17E
 TAX PARCEL 31-5-1735-01
 DOC. #1870859

WISCONSIN CVS PHARMACY, LLC
 PRT. OF BLK. 85, FIFTH WARD
 PLAT, LOCATED IN THE W ½ OF THE SW ¼
 OF SECTION 27, T21N, R17E
 TAX PARCEL 31-5-1739-01
 DOC. #1716391

ALDI, INC.
 PRT. OF BLK. 84, FIFTH WARD
 PLAT, LOCATED IN THE W ½ OF THE SW ¼
 OF SECTION 27, T21N, R17E
 TAX PARCEL 31-5-1732-01
 DOC. #1109981, LESS #1648518

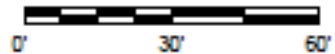
COLLEGE

AVENUE



BEARINGS ARE REFERENCED TO THE
 WISCONSIN COUNTY COORDINATE
 SYSTEM, OUTAGAMIE COUNTY.

SCALE IN FEET



CITY OF APPLETON

DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911

920-832-6474
 DRAFTED BY: T. KROMM
 Created in AcadDraw acq 2023
 Linwood_N_O_College_1114_2023

EXHIBIT B

Legal Description for Acquisition WISCONSIN CVS PHARMACY

PARCEL: 31-5-1739-01

Fee Simple Interest:

A portion of land for street right way being a part of Block Eighty-Five (85), **FIFTH WARD PLAT**, according to the recorded Assessor's Plat of the City of Appleton, being located in the West One-half (W ½) of the Southwest Quarter (SW ¼) of Section Twenty-Seven (27), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin, containing 1,167 square feet of land and being all those lands of the owner within the following described traverse:

Commencing at the Northwest Corner of Linwood Avenue and College Avenue and also being the point of beginning;

Thence North 89°59'29" West 49.64 feet coincident with the North line of College Avenue;

Thence North 57°03'37" East 26.37 feet;

Thence South 89°59'29" East 17.50 feet;

Thence North 45°16'24" East 8.07 feet;

Thence North 00°04'12" West 129.00 feet;

Thence North 05°59'09" East 40.29 feet to the West line of Linwood Avenue;

Thence South 00°04'12" East 189.09 feet coincident with the West line of Linwood Avenue to the point of beginning.

See also attached Exhibit "A".

EXHIBIT C

Legal Description for Acquisition UNITARY GROUP LLC

PARCEL: 31-5-1735-01

Fee Simple Interest:

A portion of land for street right way being a part of Block Eighty-Five (85), **FIFTH WARD PLAT**, according to the recorded Assessor's Plat of the City of Appleton, being located in the Northwest Quarter (NW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section Twenty-Seven (27), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin, containing 60 square feet of land and being all those lands of the owner within the following described traverse:

Commencing at the Northwest Corner of Linwood Avenue and College Avenue and also being the point of beginning;

Thence North 89°59'29" West 49.64 feet coincident with the North line of College Avenue;

Thence North 57°03'37" East 26.37 feet;

Thence South 89°59'29" East 17.50 feet;

Thence North 45°16'24" East 8.07 feet;

Thence North 00°04'12" West 129.00 feet;

Thence North 05°59'09" East 40.29 feet to the West line of Linwood Avenue;

Thence South 00°04'12" East 189.09 feet coincident with the West line of Linwood Avenue to the point of beginning.

See also attached Exhibit "A".

EXHIBIT D

Legal Description for Acquisition ALDI INC.

PARCEL: 31-5-1732-01

Fee Simple Interest:

A portion of land for street right way being a part of Block Eighty-Four (84), **FIFTH WARD PLAT**, according to the recorded Assessor's Plat of the City of Appleton, being located in the Southwest Quarter (SW ¼) of the Southwest Quarter (SW ¼) of Section Twenty-Seven (27), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin, containing 281 Square feet of land and being further described by:

Commencing at the intersection of a point 2.50 feet East of the East line of Linwood Avenue and on the North line of College Avenue and being the point of beginning;

Thence North 45°04'09" West 3.54 feet coincident with the Northeast line of lands described in Document No.1648518 to the East line of Linwood Avenue;

Thence North 00°04'12" West 27.50 feet coincident with the East line of Linwood Avenue;

Thence North 89°55'54" East 3.00 feet;

Thence South 00°04'12" East 5.00 feet;

Thence South 31°52'13" East 29.42 feet to the North line of College Avenue;

Thence South 89°55'54" West 16.00 feet coincident with the north line of College Avenue to the point of beginning.

See also attached Exhibit "A".



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

DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474

To: Finance Committee
From: Danielle Block, Director of Public Works
Peter Neuberger, City Engineer/Deputy Director of Public Works
Luke Vandenberg, Project Engineer
Date: November 27, 2023
Re: **Change Order #1 to Scott Lamers Construction, LLC in the amount of \$74,193.13.**

Contract 35-23 was awarded to Scott Lamers Construction, LLC in the amount of \$400,910 with a contingency amount of \$99,090 (Amount not to exceed \$500,000) to complete 120 lead/galvanized private water service lateral replacements as part of the 2023 program. To utilize the contingency, Scott Lamers Construction, LLC agreed to complete 33 additional replacements, totaling 153 replacements completed for 2023. Therefore:

DPW staff recommends approval of Change Order #1 to Scott Lamers Construction, LLC contract 35-23: Unit Y-23 Lead/Galvanized Water Service Replacements to account for additional properties added to our 2023 replacement program totaling \$74,193.13 resulting in a decrease in contingency from \$99,090 to \$24,896.87 and a new contract amount of \$475,103.13.



DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474

To: Finance Committee
From: Danielle Block, Director of Public Works
Jeri Ohman, Director of Finance
Date: December 11, 2023
Re: Request to approve transfer of ARPA funds to the Parking Utility

In line with the goals of the City allocation of American Rescue Plan Act (ARPA) Funds, the City of Appleton had designated \$1,500,000 in ARPA funds to the Parking Utility to cover the lost revenue affecting operations. This designation was approved by the Finance Committee and Common Council in November of 2021.

Staff recommends a transfer of an additional \$244,000 in ARPA funding to replace lost revenue and fund additional upgrades and maintenance in 2024. This funding will be drawn from the COVID-19 Response category which was designated to fund costs related to COVID-19 or additional allocations to lost revenue per the *Finance Committee – ARPA Memo* presented with the ARPA budget amendment in 2021.

Thank you for your consideration.



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

OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911
Phone: (920) 832-6400
Email: Mayor@Appleton.org

TO: Finance Committee & Common Council
FROM: Mayor Jacob A. Woodford & Finance Director Tony Saucerman
DATE: October 8, 2021
RE: ARPA

The American Rescue Plan Act (ARPA), a \$1.9 trillion economic stimulus package passed in March 2021, included substantial aid to local governments including the City of Appleton. Considered a "metropolitan city" by the U.S. Department of the Treasury, Appleton stands to directly receive approximately \$14.9 million through the Coronavirus State and Local Fiscal Recovery Fund. Initially, there was limited information about how much each community would receive, and little guidance on applicable uses. The Treasury Department issued an Interim Final Rule in May 2021, which outlined allowable uses and program priorities for the ARPA funds as follows:

Public Health: Support public health initiatives by funding COVID-19 mitigation efforts, medical expenses, behavioral health care, and certain public health and safety staff costs.

Economy: Address negative economic impacts caused by the public health emergency including economic harm to workers, households, small businesses, impacted industries, and the public sector.

Hardest Hit: Serve the hardest-hit population and families by addressing health disparities and social determinants of health, investing in housing and neighborhoods, addressing educational disparities, and promoting healthy childhood environments.

Public Sector: Replace lost public sector revenue due to the pandemic and use this funding to provide government services.

Essential Workers: Provide premium pay for essential workers to support those who have borne and will bear the greatest health risk because of their service in critical infrastructure sectors.

Infrastructure: Invest in water, sewer, stormwater, and broadband infrastructure making necessary expenditures to ensure access to clean drinking water, support vital wastewater and stormwater infrastructure, and expand access to broadband.

Unlike many grant programs, ARPA relies on the grantees to organize their own use of funds within the framework laid out in the Interim Rule rather than rigidly defining projects through an application review process. This means that there are nearly as many approaches to determining allocations and managing

use of the funds as there are communities receiving them. Even in our immediate region, there are numerous and varied approaches and philosophies guiding use of ARPA dollars.

Here in Appleton, we set out with some guiding principles as our process got underway in May:

- ARPA funds are taxpayer dollars and must be stewarded transparently and with care
- Community input will serve as a guiding force in our use of the funds
- Established budget policies and practices will be used to govern the allocation of funds – this means the Common Council will approve final allocations
- ARPA represents an opportunity to both support City operations and community needs – we will seek to strike a balance between these in the recommendations we develop
- ARPA funds will not be used to hire new City employees
- Compliance with the Interim and Final Rules must be maintained
- Collaboration and coordination with neighboring municipalities and other levels of government is essential to avoid duplication of effort and to maximize use of funds to serve residents

Between May 2021 and the end of August 2021, we undertook a process of understanding community and organizational needs. We did so by establishing an internal ARPA allocation working group and discussing needs with every Department Director; gathering input from community stakeholders; holding discussions with local school districts, governments (municipal and county), and partner organizations; soliciting feedback internally; reviewing current funding opportunities to identify areas of need; and calculating lost revenue per regulatory guidance.

Through this process, two broad categories of uses have emerged:

Determined Initiatives (Category 1) – these are initiatives and uses that are largely defined, within the City’s control, where rapid deployment is manageable and/or necessary. This category is being brought to the Finance Committee for recommendation as a 2021 budget amendment to facilitate immediate use of funds.

Priorities Needing Definition (Category 2) – these are priorities that surfaced through the input gathering, but that need further definition, process development, and proposals for specific projects and uses. This category is outlined in the 2022 Executive Budget and Service Plan and is expected to take shape through additional community input, staff program development and strategies, and Common Council reviews and approvals in the coming months.

For purposes of the October 11 Finance Committee meeting, this memo will focus on the Category 1-Determined Initiatives, to be brought forward as a 2021 budget amendment. To that end, **staff recommends the following allocations and spending authorization for a portion of the total ARPA allocation:**

COVID-19 Response	<i>With nearly all of the previous funding for COVID response allocated and/or spent, this portion will ensure the City can continue to effectively respond to the pandemic in areas similar to CARES Act activities and costs, such as personal protective equipment; contact investigation; disease mitigation; testing and vaccination operations; and personnel expenses for public health, safety, and other staff responding to the pandemic. Excess balance of this line at the end of the ARPA spending period would be allocated to lost revenue.</i>	\$1,991,841
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Lost Revenue	<i>Municipalities are allowed to use ARPA funds to supplement lost revenue in accordance with a formula provided by the Treasury Department. Appleton would be eligible for just over \$10M in lost revenue based on the formula, however, this recommendation covers only the lost revenue most affecting City operations: Parking Utility Revenue. This estimates a portion of the lost revenue over the eligible ARPA spending period.</i>	\$1,500,000
Lead Service Line Abatement & Sewer/Water Infrastructure	<i>Appleton has been making progress on removing and replacing known public lead water service lines in the City through a multi-decade effort. Staff believes this allocation would enable abatement of all known remaining public lead service lines in the City of Appleton. If there are any remaining funds after lead service lines are addressed, those funds would be directed to eligible sewer/water infrastructure projects.</i>	\$1,000,000
Broadband Access & Information Infrastructure	<i>Broadband access and information infrastructure is a priority of ARPA. Appleton proposes to use this portion of funds to leverage and enhance an existing project, the Library renovation and expansion, to provide better internet and information access to our residents through that facility as a hub.</i>	\$2,000,000
Short-Term Direct Community Partner Support	<i>While much of the support for community partners and initiatives will be handled within Category 2 priorities, there are immediate needs from community partners on a variety of fronts. This support will focus on not-for-profit organizations that bolster the local economy, community wellness, and pandemic recovery. Development of a simple grant application and compliance criteria will be necessary for this allocation.</i>	\$250,000
Consulting & Administration Support	<i>Category 2 initiatives will require significant process development, community input facilitation, coordination with other ARPA funding recipients, performance documentation, Common Council reporting, and ongoing compliance activity to accomplish. These funds will support administration of those activities.</i>	\$150,000

Total \$6,891,841

The City of Appleton will follow established budget policies and procedures, including detailed reporting, in using these funds. Furthermore, the City, as an ARPA recipient, is required to submit regular reports to the Treasury Department on funding use and will be required to do so for many years to come.

The total of this recommendation amounts to just under half of the City's total ARPA allocation of \$14,891,841. The second category is outlined on pages 69-73 in the 2022 Executive Budget and Service Plan. Initiatives described in that portion of the plan covering \$8 million of the City's allocation cover the

range of community suggestions and known needs, however, they do not detail projects as further process will be required to bring forward specific recommendations. Additionally, following further definition of the priorities, potential collaborations in that set of initiatives will take time to develop.

Ultimately, all ARPA-related spending will be merged and tracked in the Budget and Service Plan in the years to come. The initial approach of 2021 Budget amendment/2022 Executive Budget recommendations reflects the need to immediately use a portion of the funds, while allowing additional time for the planning and process development required for the other portion of the funds.

DO NOT ACCEPT THIS CHECK UNLESS THE PINK LOCK & KEY ICONS FADE WHEN WARMED AND YOU CAN SEE HEXAGONS IN A DUAL-TONE TRUE WATERMARK WHEN HELD TO THE LIGHT



First Business Bank

10003604

79-578/759

DATE
August 16, 2023

BCLM CP 000000299002

9701 Brader Way, Suite 301
Middleton, WI 53562

PAY NINETEEN THOUSAND SEVEN HUNDRED FORTY-ONE AND NO/100

AMOUNT
\$****19,741.00

TO THE
ORDER OF CITY OF APPLETON

VOID AFTER 90 DAYS

Mail To:
CITY OF APPLETON
100 N APPLETON STREET
APPLETON WI 54915

[Signature]
[Signature]

PAYEE NAME ON FILE AT THE BANK

THIS CHECK CLEARS THROUGH POSITIVE PAY

⑈0010003604⑈ ⑆075905787⑆ 109292000⑈



MEMORANDUM

TO: Finance Committee

FROM: Sue Ann Teer, Fiscal Resource Manager

Date: November 6, 2023

Subject: **The following 2023 Budget adjustment be approved for the reimbursement of K9 expenses.**

K9 Donation	-\$22,337
Miscellaneous supplies	+ 7,592
Other contracts and obligations	+\$14,745

The Canine Program has been an integral part of police operations since 2005. Currently we have four canines primarily assigned to patrol and one canine companion. It is imperative that canines maintain good health and receive regular check-ups. In 2023, one of the canines had significant medical expenses that will be covered by the *Appleton Police K9 Program* through the *Community Foundation Fox Valley Region*. In addition, we purchased the Tri-Mor K9 software program, AceK9 Watch Dog service, K9 Hot-N-Pop, K9 squad window tint, K9 companion supplies, and other necessary equipment covered by the K9 program.

We are requesting a 2023 budget adjustment for the reimbursement of K9 expenses.



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

TO: Finance Committee

FROM: Jeri Ohman, Finance Director

DATE: December 11, 2023

RE: Request approval to create a Special Revenue Fund for the Ellen Kort Peace Park

The Sexual Assault Survivors Monument Corporation designed and constructed a monument to be located within Ellen Kort Peace Park. The monument has been completed and the remaining funds of \$39,808 have been donated to the City to be used for future upkeep and maintenance of the monument. As a way to segregate these funds and ensure their proper usage, we are requesting approval to create a new special revenue fund.

Please feel free to contact me at 832-5742 or at jeri.ohman@appleton.org with any questions.