



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, March 25, 2024

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
[24-0344](#) 3/11/24 Finance Committee minutes

Attachments: [Meeting_Minutes031124.pdf](#)

5. Public Hearing/Appearances

6. Action Items

- [24-0345](#) Request to award Unit J-24 Mini Storm Sewer Construction to M&E Construction in a total amount not to exceed \$250,000.

Attachments: [Contract Award Form Unit J-24.pdf](#)
[J-24 bid tab.pdf](#)

- [24-0346](#) Request to award Unit C-24 Sidewalk Sawcutting to ASTI Sawing, Inc. in a total amount not to exceed \$30,000.

Attachments: [Contract Award Form Unit C-24.pdf](#)
[C-24 bid tab.pdf](#)

- [24-0347](#) Request to accept Signals and ITS Standalone Program Grant funding from the Wisconsin DOT to replace signal equipment at controlled intersections. (This item shows as an action item on both Municipal Services Committee and Finance Committee Agendas)

Attachments: [2024.03.25 SISP Grant Request.pdf](#)

- [24-0348](#) Request to award the City of Appleton AWWTP 2024 Light Fixture Replacement purchase order to Werner Electric Supply, Co. in the amount of \$81,467.14

Attachments: [2024 AWWTP Light Fixtures.pdf](#)

[24-0349](#) Request to award the 2024 AWWTP Roof Replacement Project contract to Crafts, Inc. in the amount of \$1,107,734 with a 6% contingency of \$66,464 for a project total not to exceed \$1,174,198.

Attachments: [2024 AWWTP Roofing Project .pdf](#)

[24-0350](#) Request to award the Fire Station #6 and Fire Station #1 HVAC Upgrades Project contract to AMA Heating & Air Conditioning, Inc. in the amount of \$467,042 with an 8% contingency of \$37,364 for a project total not to exceed \$504,406, along with the following budget amendment (2/3 vote of Council required):

2024 Telulah Park Pavilion Renovation Project	- \$50,000
2024 Fire Station #1 HVAC Upgrades Project	+\$50,000

Attachments: [2024 Fire Station #1 and #6 HVAC Upgrades with Budget Transfer.pdf](#)

[24-0351](#) CEA Review Committee Report

Attachments: [CEA Minutes 3-11-24 CEA.pdf](#)

[24-0352](#) Request to approve the execution of MOUs for the following projects using ARPA funding, thus obligating the funds per ARPA requirements:

Safe and Secure Cities Program	\$ 40,000
Neighborhood Watch Programming Integration	\$ 50,000
APD Basic Needs Team Space Remodel	\$ 50,000
Traffic Signal Control Safety Enhancements	\$ 360,000
Downtown Lighting Enhancements	\$ 15,000
Comprehensive Plan Updates & Sub-area Planning	\$ 400,000
Neighborhood Leadership Academy	\$ 100,000
Appleton Transit Center Renovation	\$ 1,800,000

Attachments: [ARPA MOU Memo.pdf](#)

[24-0353](#) Request to approve the 2023-2024 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$28,495,054
2. Items requesting special consideration \$1,309,601

Attachments: [Not Under Contract 2023-2024 Carryover.pdf](#)

[Special Consideration 2023-2024 Carryover.pdf](#)

[24-0354](#)

Request to approve the following 2024 Budget amendments:

Facilities Capital Projects

Donations & Materials	+\$279,800
Land Improvements	+\$279,800

To record donation from Goodwill to cover 100% costs to remove existing surface and replace with a new ADA rubber surface at the Miracle League Field in Memorial Park. Agreement with Goodwill was approved at the May 3, 2023 Common Council meeting (2/3 vote of Council required).

Attachments: [2023 Miracle League Field \(1\).pdf](#)

[24-0359](#)

Request to approve the following transfers of ARPA grant funds to the Library project (2/3 vote of council required)

ARPA Grant Fund

Transfer Out - General Fund	+ \$2,000,000
Fund Balance Applied	+ \$2,000,000

General Fund

Transfer In - ARPA Grant Fund	+ \$2,000,000
Transfer Out - Facilities Capital Projects	+ \$2,000,000

Facilities Capital Projects Fund

Transfer In - General Fund	+ \$2,000,000
Library Project	+ \$2,000,000

Attachments: [Finance Committee - 2024 Library Project ARPA.pdf](#)

[24-0356](#)

Request to approve the following 2023 Budget amendments:

Community Development Block Grant Fund

Federal Grants	+ \$102,294
Grant Payments	+ \$102,294

to record additional federal funds received in the Community Development Block Grant program (2/3 vote of Council required)

Police Grants Fund

Federal Grant	+ \$ 63,232
Misc State Aids	+ \$101,641
Misc Local Govt Aids	+ \$ 29,977
Overtime Wages	+ \$136,139
Training/Conferences	+ \$ 22,479
Other Misc Supplies	+ \$ 4,998
Protective Clothing	+ \$ 4,760
Misc Equipment	+ \$ 26,474

to record additional funds received for Police Grant programs (2/3 vote of Council required)

Room Tax Administration Fund

Room Taxes	+ \$76,608
Other Contracts/Obligation	+ \$76,608

to record additional room taxes received (2/3 vote of Council required)

Wheel Tax Fund

Wheel Tax	+ \$29,821
Transfer Out - General Fund	+ \$29,821

to record wheel taxes received (2/3 vote of Council required)

Health COVID-19 ELC Grant Fund

Health Grants	+ \$11,458
Salaries/Fringe	+ \$11,458

to record additional COVID-19 ELC Grant funds received (2/3 vote of Council required)

Health COVID-19 PHEP Workforce Grant Fund

Health Grants	+ \$19,021
Salaries/Fringe	+ \$19,021

to record additional COVID-19 PHEP Workforce Grant funds received (2/3 vote of Council required)

Debt Service Fund

Premium on Debt Issue	+ \$41,862
Consulting Services	+ \$41,862

to record additional expense related to the 2023 debt issue (2/3 vote of Council required)

TIF #12 Fund

Fund Balance Applied	+ \$60,323
Other Contracts/Obligations	+ \$60,323

to record payment required by developer agreement (2/3 vote of Council required)

TIF #13 Fund

Sale of City Property	+ \$28,364
Recording Fees	+ \$ 1,000
Salaries/Fringe	+ \$26,864
Streets	+ \$ 500

to record expense for recording fees, salary and fringe costs, and infrastructure after creation of TID (2/3 vote of Council required)

General Fund

Salaries/Fringe Benefits-Human Resources	+ \$ 41,797
Salaries/Fringe Benefits-Parks & Rec	+ \$130,993
Wage Reserve	- \$172,790

to allocate wage reserve funds (2/3 vote of Council required)

7. Information Items

[24-0355](#)

The following 2023-2024 Budget carryover appropriations were approved in accordance with Policy:

1. Amount under contract \$34,086,731
2. Non-Lapsing Funds \$1,937,184

Attachments: [Under Contract 2023-2024 Carryover.pdf](#)
[Non-Lapsing 2023-2024 Carryover.pdf](#)

[24-0357](#)

The following 2023 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

Lead Grant Fund

Health Grants	+ \$829
Salaries/Fringe	+ \$829

to record additional Lead Grant funds received

Health COVID-19 Vaccination Grant Fund

Health Grants	+ \$980
Medical/Lab Supplies	+ \$980

to record additional Health COVID-19 Vaccination Grant funds received

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.

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



City of Appleton

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

Meeting Minutes Finance Committee

Monday, March 11, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

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

[24-0283](#)

2/26/24 Finance Committee Meeting Minutes

Attachments: [Meeting_Minutes022624.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**

[24-0284](#)

Request to award Unit G-24 Southpoint Commerce Park Sewer & Water, Grade & Gravel to Carl Bowers & Sons Inc in the amount of \$2,301,282.52 with a 2.8% contingency of \$65,000 for a project total not to exceed \$2,366,282.52.

Attachments: [Contract Award Form Unit G-24.pdf](#)
[G-24 bid tab.pdf](#)

Hartzheim moved, seconded by Fenton, 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**

[24-0285](#)

Change Order #4 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling \$15,629 resulting in a decrease in contingency from \$755,297 to \$739,668.

Attachments: [240306_Finance Memo Staab_Ph1BFP_Change Orders No4.pdf](#)

This item was presented

[24-0286](#)

Change Orders #15 and #16 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$5,379 resulting in a decrease in contingency from \$522,005 to \$516,626.

Attachments: [240306_Finance Memo SSB Addition Miron Change Orders No15-16.pdf](#)

This item was presented

8. Adjournment

Hartzheim moved, seconded by Fenton, 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
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 J-24 Mini Storm Sewer Construction

Be awarded to:

Name: M&E Construction LLC
Address: N3748 Uni Drive
Freedom, WI 54130

In the amount of : _____

With a 3.5 % contingency of : _____

For a project total not to exceed : _____ \$0.00

**** OR ****

In an amount Not To Exceed : _____ \$250,000.00

Budget: _____ \$250,000.00
Estimate: _____ \$250,000.00
Committee Date: _____ 03/25/24
Council Date: _____ 04/03/24

J-24 Mini Storm Sewer Construction (#8982817)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

03/11/2024 01:45 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	M & E Construction LLC		Alfson Excavating LLC		Scott Lamers Costuction LLC	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
J-24 BASE BID						\$213,150.00		\$222,660.00		\$334,379.65
	1	Flowable Fill	CU. YD.	5	\$120.00	\$600.00	\$100.00	\$500.00	\$145.00	\$725.00
	2	Furnish and Install 6" Storm Sewer	LIN. FT.	2712	\$40.00	\$108,480.00	\$42.00	\$113,904.00	\$68.00	\$184,416.00
	3	Furnish and Install 4" Riser Pipe	LIN. FT.	348	\$30.00	\$10,440.00	\$38.00	\$13,224.00	\$133.00	\$46,284.00
	4	Furnish and Install 6" Riser Pipe	LIN. FT.	1204	\$45.00	\$54,180.00	\$45.00	\$54,180.00	\$68.00	\$81,872.00
	5	Sump Pump Connection	EACH	1	\$250.00	\$250.00	\$100.00	\$100.00	\$100.00	\$100.00
	6	Furnish and Construct PVC Yard Drain	EACH	8	\$500.00	\$4,000.00	\$750.00	\$6,000.00	\$1,200.00	\$9,600.00
	7	Furnish and Install 6" Storm Lateral	LIN. FT.	91	\$50.00	\$4,550.00	\$47.00	\$4,277.00	\$125.00	\$11,375.00
	8	Augering	LIN. FT.	760	\$40.00	\$30,400.00	\$40.00	\$30,400.00	\$0.01	\$7.60
	9	Removal of Contaminated Soils	CU. YD.	5	\$50.00	\$250.00	\$15.00	\$75.00	\$0.01	\$0.05
Base Bid Total:						\$213,150.00		\$222,660.00		\$334,379.65

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 C-24 Sidewalk Sawcutting

Be awarded to:

Name: ASTI Sawing Inc
Address: 7454 USHWY 18-151
Barneveld, WI 53507

In the amount of : _____

With a 3.5 % contingency of : _____

For a project total not to exceed : _____ \$0.00

**** OR ****

In an amount Not To Exceed : _____ \$30,000.00

Budget: _____ \$30,000.00
Estimate: _____ \$30,000.00
Committee Date: _____ 03/25/24
Council Date: _____ 04/03/24

C-24 Concrete Sidewalk Sawcutting (#8999182)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

03/18/2024 01:45 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	ASTI Sawing, Inc.	
					Unit Price	Extension
C-24 BASE BID						\$40,599.00
	1	2024 Sawcut Sidewalk	inch-ft	1700	\$18.31	\$31,127.00
	2	2024 Sawcut Sidewalk (Miscellaneous Log	inch-ft	400	\$23.68	\$9,472.00
Base Bid Total:						\$40,599.00



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: March 20, 2024
To: Municipal Services Committee
Finance Committee
From: Mike Hardy, Assistant City Traffic Engineer
Subject: Grant Acceptance Request – Signals and ITS Standalone Program

At the August 21, 2023, Municipal Services Committee (MSC) meeting, approval was given to apply for grant funds through the Wisconsin Department of Transportation (WisDOT) Signals and ITS Standalone Program (SISP). The City owns and maintains 82 signal-controlled intersections. This grant would procure the majority of the software/licensing needs for the City (prorated cost structure), and about 25% of the intersection controllers. The grant would replace 21 existing traffic signal computers/controllers and software along WisDOT connecting highways through Appleton (STH 47 and STH 96). The total estimated cost is \$220,750, of which the City's cost share would be 10% (\$22,075). The Department of Public Works (DPW) received notice on January 11, 2024, that our entire amount requested was approved by WisDOT.

During the month of January, DPW also reviewed 2023 account balances and had discussions with the Community and Economic Development Department regarding the potential to fund all traffic signal controllers/software in year 2024 through ARPA Funds. On January 22, 2024, the Finance Committee reviewed the ARPA fund designation in the amount of \$360,000 to upgrade the traffic equipment. Completing all related work in 2024 is critical to avoid cost increases and to allow coordination of procurement between both funding streams.

DPW is now requesting the approval of:

1. Acceptance of the SISP grant funds in the amount of \$198,675.
 - a. This grant will replace 21 existing traffic signal computers/controllers and software along WisDOT connecting highways through the City of Appleton. The total estimated cost is \$220,750, of which the City's cost share would be 10% (\$22,075).

Below are other funding aspects related to this project that fall under separate Finance Committee Action Items:

1. ARPA MOU in the amount of \$360,000.
 - a. The ARPA funds would allow for the procurement of 61 traffic signal controllers and the related software.
2. Spending authority in the amount of \$22,075 – 2023 Carryover Request.
 - a. Approval of this Special Consideration Carryover Request allows for the project to be completed in one year (2024). The request utilizes unused Capital Projects Funds from 2023.

With acceptance of the grant funding, the entirety of the City's traffic signal controllers and software will be replaced in 2024. The net cost to the City will be \$22,075. This item shows as an action item on both Municipal Services Committee and Finance Committee Agendas.



**Original
STATE/MUNICIPAL FINANCIAL
AGREEMENT FOR A SIGNALS &
ITS STANDALONE PROGRAM
PROJECT**

Date: January 4, 2024
 I.D.: 3700-30-62
 Road Name: STH 47, 96, 125
 Title: City of Appleton
 Limits: STH 47, 96, and 125 connecting highway
 County: Outagamie
 Roadway Length: 0.01 mile

The signatory **city of Appleton**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing signals is outdated and obsolete.

Proposed Improvement - Nature of work: This project will replace the 21 existing controllers with Econolite controllers and Centrac control software. These 21 locations are along the existing Connecting Highway routes within the Appleton. The existing locations are Siemens controllers with Tactics control software. This project is to address the combination of aged equipment and shortcoming for Siemens products, equivalent to Wisconsin DOT's recent transitions to Econolite in the Regions.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
ID 3700-30-62	\$ 220,750	\$ 198,675	90%	\$ 22,075	10%
Total Cost Distribution	\$ 220,750	\$ 198,675	90%	\$ 22,075	10%

*Construction **ID 3700-30-62** state funding is limited to \$198,675 (State fiscal year 2025)

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the city of Appleton (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name	Title
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.

- (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (d) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (e) Conditioning, if required, and maintenance of detour routes.
 - (f) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
 - (g) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the state and shall make ample provision for such maintenance each year.
 - (h) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
4. State Disbursements:
- (a) Payment by the State to the Municipality shall be made on a regular basis upon presentation of vouchers for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
 - (b) A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Municipality shall refund to the State upon demand a sum equal to the overpayment.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
7. Basis for local participation:
- (a) Construction: Cost for construction are 90% Federal/State and 10% Municipal up to a maximum of \$220,750. Any overages shall be funded by the Municipality.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated

or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

REQUEST TO APPLY FOR/ACCEPT GRANT FUNDS



PART #1: Request to Apply for Grant Funds

(complete before submission of grant application; email to grants@appleton.org)

APPLICANT DEPARTMENT: DPW

DATE: 08/09/2023

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Mike Hardy/Assistant City Traffic Engineer

COMMITTEE OF JURISDICTION: Municipal Services Committee

NAME OF GRANT/FUNDING SOURCE: SISP / Wisconsin DOT

AMOUNT OF GRANT REQUEST: \$ 220,750

LOCAL MATCH REQUIREMENT: \$ 22,075

SOURCE OF MATCH: General Fund Non-General Fund Not Applicable

TIMEFRAME OF GRANT: 07/01/2024 through 06/30/2025

TYPE OF GRANT REQUEST: Monetary Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): This project will replace the 21 existing traffic signal controllers with Econolite controllers and Centrac control software. These 21 locations are along the existing Wisconsin DOT Connecting Highway routes (Hwy 47, 96 & 125) within the Appleton.

How does the grant meet City/Department/Program goals? Safe & Reliable Transportation

What are the personnel requirements (include both existing and new staff) of the grant? 0.1 FTE

DEPARTMENT HEAD SIGNATURE: _____

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; email to grants@appleton.org)

AMOUNT OF GRANT AWARD: \$ 220,750

FEDERAL/STATE ID #: 3700-30-62

LOCAL MATCH REQUIREMENT: \$ 22,075

Please describe the source of match, if applicable: 2024 DPW Budget Amendment

Please describe any major changes in proposed grant-funded activities: Up to 90% Reimbursement with proof of payment

Reimbursements are eligible for purchases made after July 1, 2024, with a reimbursement deadline of December 1, 2025.

PART	TO:	DATE:	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee



DEPARTMENT OF
**PARKS, RECREATION
& FACILITIES
MANAGEMENT**

CITY OF APPLETON
1819 East Witzke Blvd.
Appleton, WI 54911
920-832-5572
appletonparkandrec.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/25/2024

RE: Action: Award the City of Appleton “AWWTP 2024 Light Fixture Replacement” purchase order to Werner Electric Supply, Co. in the amount of \$81,467.14

The 2024 Capital Improvement Plan includes \$150,000 to replace the lighting fixtures at Appleton Wastewater Treatment Plant. This request includes ordering replacement light fixtures for all lights in the V2 and V3 Buildings. PRFMD solicited quotes from three lighting distributors to direct purchase the fixtures only. The installation of the purchased fixtures will be part of another contract.

The quotes were received as follows:

Werner Electric Supply Co. (low)	\$81,467.14
Crescent Electric Supply Co.	\$84,196.40
Viking Electric Supply Co	\$95,879.65

The Parks, Recreation, and Facilities Management Department has reviewed the bids and recommends awarding a purchase order to Werner Electric Supply Co. in the amount of \$81,467.14.

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



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/25/2024

RE: Action: Award the "2024 AWWTP Roof Replacement Project" contract to Crafts, Inc. in the amount of \$1,107,734 with a contingency of 6% for a project total not to exceed \$1,174,198.

PRFMD has identified roof sections on A, S, and V Buildings at the Wastewater Treatment Plant that are in need of immediate replacement and this project was initiated to address those needs. The 2024 AWWTP Capital Improvement budget includes \$950,000, 2023 carryover amount of \$192,487, and special consideration request from the Sludge Storage Building positive budget variance of \$90,000 for a total budget of \$1,232,487. Of that amount \$58,100 has been utilized for design, leaving a balance of \$1,174,387 for construction. The metal roof sections on A, S, and V Buildings identified in this project are over 50 years old and are in urgent need of replacement.

The bids received were as follows:

Crafts, Inc. (Low Bid)	\$1,107,734
Weinert Roofing, Inc.	\$1,255,266

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Crafts, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Crafts, Inc. in the amount of \$1,107,198 plus a contingency of 6% only to be utilized as needed.

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



DEPARTMENT OF
**PARKS, RECREATION
& FACILITIES
MANAGEMENT**

CITY OF APPLETON
1819 East Witzke Blvd.
Appleton, WI 54911
920-832-5572
appletonparkandrec.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/25/2024

RE: Action: Award the “Fire Station #6 and Fire Station #1 HVAC Upgrades Project” contract to AMA Heating & Air Conditioning, Inc. in the amount of \$467,042 with a contingency of 8% for a project total not to exceed \$504,406.

Action: Approve budget transfer of \$50,000 from the “2024 Telulah Park Pavilion Renovation Project” to “2024 Fire Station #1 HVAC Upgrades Project.”

The 2023 Capital Improvement Plan includes \$275,000 to upgrade the HVAC system at Fire Station #6 and the 2024 Capital improvement Plan includes \$225,000 to upgrade the HVAC system at Fire Station #1. Of that amount \$42,980 has been utilized for design leaving a balance of \$457,020 for construction. Both projects were bid as a single package to get economy of scale and to reduce redundancy for both professional services and construction. The HVAC System at both facilities is at the end of their useful life and needs replacement.

The bids received were as follows:

AMA Heating & Air Conditioning, Inc. (Low Bid)	\$467,042
Great Lakes Mechanical, Inc.	\$492,000
Southport Engineered Systems, Inc.	\$581,500

We are requesting a \$50,000 budget transfer from the 2024 Telulah Park Pavilion Renovation Project. The 2024 Telulah Park Pavilion Renovation Project bid under the estimated budget and has a positive balance that can be transferred to the Fire Station #1 HVAC Upgrades Project.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to AMA Heating & Air Conditioning, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer’s recommendation. Therefore, we recommend awarding the contract to AMA Heating & Air Conditioning, Inc. in the amount of \$467,042 plus a contingency of 8% only to be utilized as needed.

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



City of Appleton

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

Meeting Minutes - Final CEA Review Committee

Monday, March 11, 2024

3:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

Deputy Finance Director Katie Demeny acted as a substitute for Finance Director Ohman.

Present: 2 - Public Works Director Block and Van Zeeland

Excused: 2 - Ohman and Doran

4. Approval of minutes from previous meeting

[24-0252](#)

Minutes from June 12, 2023

Attachments: [6-12-23 CEA Meeting Minutes.pdf](#)

Public Works Director Block moved, seconded by Demeny, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Public Works Director Block, Van Zeeland and Demeny

Excused: 2 - Ohman and Doran

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0253](#)

Election of Chair

Public Works Director Block moved, seconded by Demeny, to approve Alder Van Zeeland as Chair. Roll Call. Motion carried by the following vote:

Aye: 3 - Public Works Director Block, Van Zeeland and Demeny

Excused: 2 - Ohman and Doran

[24-0254](#)

Election of Vice Chair

Public Works Director Block moved, seconded by Demeny, to approve Alder Doran as Vice Chair. Roll Call. Motion carried by the following vote:

Aye: 3 - Public Works Director Block, Van Zeeland and Demeny

Excused: 2 - Ohman and Doran

[24-0255](#)

Approve the 2024 CEA Seasonal Vehicle Requests

Attachments: [Seasonal Vehicle Request 2024.pdf](#)

Public Works Director Block moved, seconded by Demeny, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Public Works Director Block, Van Zeeland and Demeny

Excused: 2 - Ohman and Doran

[24-0256](#)

Approve the 2025 Equipment Replacement Plan

Attachments: [2025 CEA Equipment Replacement.pdf](#)

Public Works Director Block moved, seconded by Demeny, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Public Works Director Block, Van Zeeland and Demeny

Excused: 2 - Ohman and Doran

7. Information Items

[24-0260](#)

2023 Equipment Purchase Log

Attachments: [2023 Equipment Purchase Log.pdf](#)

[24-0261](#)

2024 Equipment Purchase Log

Attachments: [2024 Equipment Purchase Log.pdf](#)

8. Adjournment

Public Works Director Block moved, seconded by Demeny, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 3 - Public Works Director Block, Van Zeeland and Demeny

Excused: 2 - Ohman and Doran



MEMORANDUM

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

TO: City of Appleton Finance Committee
FROM: Kara Homan, AICP, Director, Community and Economic Development
Olivia Galyon, Community Development Specialist
DATE: March 25, 2024
RE: American Rescue Plan Act (ARPA) Memorandum of Understanding Agreements

Background:

The American Rescue Plan Act (ARPA), passed in March 2021, provided the City of Appleton with \$14,891,841 for projects related to recovery from the COVID-19 pandemic. Appleton’s Common Council set aside \$8,000,000 for internal and external programmatic areas of focus. The remainder was reserved for revenue recovery to supplement decreased tax revenue. City staff is responsible for identifying and recommending potential projects within the programmatic areas of focus. Common Council designated the following categories and allocation amounts for the available \$8,000,000:

- Arts, Culture, and Educational Institutions (\$500,000)
- Community Wellness, Mental Health, and Violence Prevention (\$1,000,000)
- Social Infrastructure, Belonging, and Neighborhood Resiliency (\$1,000,000)
- Local Economic Recovery (\$1,000,000)
- Affordable Housing and Housing Support (\$3,000,000)
- Early Childhood Development, Child Care, and Families (\$1,500,000).

ARPA dollars must be obligated by December 31, 2024, and spent by December 31, 2026. The City has contracted with Booth Management and Consulting to oversee the administration of ARPA funding, including assistance in identifying and qualifying projects for eligibility and risk assessment. City staff has worked with BMC to identify and qualify multiple projects, both internal and external, that are eligible uses of ARPA funds. Funds are then obligated through a formal contract between the City and the project partners.

For internal department projects, a Memorandum of Understanding (MOU) agreement between the City and the department carrying out the project constitutes the obligation of funds to a project. Projects requiring an RFP for services over \$25,000 will be brought before Common Council again prior to the contracts being awarded (post bid or RFP). There are eight projects in progress that are ready for or approaching the obligation phase and will require MOU approval by Common Council to be considered obligated. Exhibit 1 outlines the current projects that require MOU approval to continue implementation.

Staff **recommend approval** for common council to authorize execution of MOUs for the projects outlined in Exhibit 1, and thus “obligating” funds per ARPA regulations.

Exhibit 1: Projects requiring MOU Agreement for Implementation

City of Appleton ARPA Internal Department Projects				
Project Name	Project Category	Funded Amount	Lead Department	Brief Project Description
Safe and Secure Cities Program	Community Wellness, Mental Health, and Violence Prevention	\$40,000	Police Department	Multiple methods of community engagement and outreach including community mural creation in collaboration with a local artist and youth, targeted outreach and educational workshops on crime prevention, partnership with local businesses and non-profit organizations, and community events for informal engagement opportunities.
Neighborhood Watch Programming Integration	Community Wellness, Mental Health, and Violence Prevention	\$50,000	Police Department, Community & Economic Development	Integrate APD's existing Neighborhood Watch programming with the City's Neighborhood Program, to increase education on safety efforts and align branding and marketing between the programs and to City's new branding standards.
APD Basic Needs Team Space Remodel	Community Wellness, Mental Health, and Violence Prevention	\$50,000	APD/PRFM/PH	Add two individual offices within the Police Department for members of the Basic Needs Team, who require space to privately meet with clients in crisis.
Traffic Signal Control Safety Enhancements	Community Wellness, Mental Health, and Violence Prevention	\$360,000	Department of Public Works	Replace existing traffic control signal hardware and software at 80 intersections. This will increase reliability, functionality, and safety on the roadways.
Downtown Lighting Enhancements	Local Economic Recovery	\$15,000	Department of Public Works, APD	Upgrades and additions of street lighting on 100N and 100S blocks of Walnut Street to improve safety conditions at night and deter crime.
Comprehensive Plan Updates & Sub-area	Social Infrastructure, Belonging, and	\$400,000	Community and Economic Development	Provide updated data and goals and vision sections within Comp Plan; Create a vision for development and future improvements in multiple commercial sub-

Planning	Neighborhood Resiliency			area nodes that are high traffic but experience less investment compared to Downtown.
Neighborhood Leadership Academy	Social Infrastructure, Belonging, and Neighborhood Resiliency	\$100,000	Community and Economic Development	Educational and organizing opportunity for neighborhood leaders on increasing effectiveness of a neighborhood organization, developing organizational and project management skills, and identifying aspects of Asset Based Community Development (ABCD) in their neighborhoods.
Appleton Transit Center Renovation	Affordable Housing and Housing Support	\$1,800,000	Valley Transit	Supplement Valley Transit's RAISE grant (awaiting decision) to update the existing Valley Transit Center in downtown Appleton; expect for private developer to create multi-family housing above the Transit Center once renovations are completed.

2023 - 2024 Budget Carryover Requests - Not Under Contract

		Vendor	Description	Amount	Justification
ARPA					
2800 & 2801	Various		Various projects	9,552,865	Unspent ARPA funds
				9,552,865	
TIF #11					
4141	659900		TID #11 Business Enhancement Grants	42,500	Uncommitted TID #11 grant funds from FY2023
4142	632503		Downtown Tree Plantings	3,000	Work nearly completed, to be completed in 2024 by Operations staff
4142	680902		Durkee Street sidewalk and amenity strip	70,000	Work was in A-23 but delayed due to WE Energies Coordination. Rebid with A-24
				115,500	
TIF #12					
4151	659900		TIF #12 Business Enhancement Grants	35,000	Uncommitted TID #12 grant funds from FY2023
				35,000	
Facilities Capital Project Fund					
Facilities	HVAC		Fire Station #6 HVAC	240,120	Project is out to bid and will be finished in 2024
				240,120	
Parking Utility					
5123	642400	TAPCO	TIBA Software Cloud Migration	25,000	Quotes rec'd in 2023. Purchase requires combined 2023 and 2024 budgets
				25,000	
Stormwater Utility					
5210	640400		3001 Glendale Stormwater Design	20,000	Required site plan and stormwater update
5230	680100		Ballard Rd Reconstruction land for BMP	75,000	Pushed to 2024 based on County coordination
5230	680100		Edgewood Dr 600' e/o Lightning to French BMP	240,000	Pushed to 2024 based on County coordination
5230	640400		Odyssey Development Site Investigation	22,384	Odyssey Development (Former Blue Ramp) Contamination investigation & cleanup Phase 2
				357,384	
Water Utility					
53206730	680905		Coolidge and Johnson Relays under Z-24	89,432	Use 2023 remaining funds to award this Z-24 bid work (bids over 2024 budget)
53206730	680905		I-41/Ballard Interchange 24-inch water main relocation	225,000	WisDOT prelim plans show new SE quad onramp built over existing main in 2025
53346720	640800		Clearwell Repair	350,000	Construction will start summer 2024
WTRUTL	CORROCONTR		Corrosion Control - Phosphoric	339,520	Balance on project budget held until testing of system is complete
WTRUTL	CORROCONTR		Corrosion Control - Phosphoric	9,875	Balance on project budget held until testing of system is complete
WTRUTL	CHEMSTORAG		Water CO2 Chemical Storage	125,000	Preliminary consulting in progress, construction management to be bid later in 2024
WTRUTL	CHEMSTORAG		Water CO2 Chemical Storage	400,000	Construction to start after consultant secured for construction management
WTRUTL	INSTRUMENT		Instrumentation Replacements	47,800	Balance of project budget to be used for Phase 2 to be bid spring 2024
WTRUTL	MCC		MCC Fire Protection	16,000	Project is needed, working with FMD to determine next steps
WTRUTL	MCC		MCC Fire Protection	472,000	Project is needed, working with FMD to determine next steps
WTRUTL	PUMPING		Check Valve Replacement	22,247	Scope of project needs to be finalized
WTRUTL	PUMPING		Check Valve Replacement	141,078	Scope of project needs to be finalized
WTRTOWERS	MATTHIAS		Matthias Tower	45,000	Project on hold for SE Distribution Master Plan results
WTRTOWERS	MATTHIAS		Matthias Tower	210,000	Project on hold for SE Distribution Master Plan results
WTRFMDFAC	HVAC		Kathabar Dehumidification	600,000	Project was bid and will be completed in 2024
				3,092,952	
Wastewater Utility					
5431	640400		Glacier Ridge LS abandonment	25,000	Wetland delineations to be completed in 2024
WWLIFT	LIFTSTAT		Lift Station PLC Upgrade	7,500	Waiting for completion of SCADA Assessment report from Donohue.
WWLIFT	LIFTSTAT		Lift Station PLC Upgrade	50,000	Waiting for completion of SCADA Assessment report from Donohue.
WWUTL	BELTFILTER		Belt Filter (Solids Dewatering)	113,700	Balance of budget to be used for Phase 2 project costs

		Vendor	Description	Amount	Justification
WWUTL		BELTFILTER	Belt Filter (Solids Dewatering) Phase 2	4,600,300	Phase 2 construction to bid later in 2024, estimated completion summer 2025
WWUTL		CHEMSYS	DAF Polymer Feed System	25,000	Planning to bid later in 2024, consulting engineers not available in 2023 to quote
WWUTL		CHEMSYS	DAF Polymer Feed System	200,000	Planning to bid later in 2024, consulting engineers not available in 2023 to quote
WWUTL		NETWORK	WW Network Upgrade	300,000	Working with Information Technology Department to determine next steps
WWUTL		PIPING	2019 Piping Improvement Project	14,018	Final drawings are still needed, working with consultant to complete
WWUTL		PROCEQUIP	Blended Pipe Heat Ex Rplcmt	279,125	Construction has been bid, to be approved March 2024, construction to start summer 2024
WWUTL		PROCEQUIP	Blended Pipe Heat Ex Rplcmt	3,801,195	Construction has been bid, to be approved March 2024, construction to start summer 2024
WWUTL		PUMPS	Final Clarifier Tank Underdrain	70,213	Budget for electrical and safety work still needed
WWUTL		PUMPS	Final Clarifier Tank Underdrain	312,187	Budget for electrical and safety work still needed
WWUTL		PUMPS	Grit System & Raw Sludge Pump Rplcmt	9,038	Balance of project budget, construction to be completed summer 2024
WWUTL		SLUDGESTOR	Sludge Storage Addition	456,289	Stormwater filter to be constructed in 2024 as part of the FMD hardscape project
WWUTL		SLUDGESTOR	Sludge Storage Addition	861,250	Final completion summer 2024, holding budget until complete
WWFMD		BUILDING	F-1 Bldg	14,790	Ramp project and additional design to be bid in 2024
WWFMD		GRANTGEN	AWWTP Waste Heat-to-power Generators	78,742	Construction of equipment started, install later in 2024
WWFMD		GRANTGEN	AWWTP Waste Heat-to-power Generators	396,014	Equipment install to bid in 2024, equipment is construction is started
WWFMD		GRANTGEN	AWWTP Waste Heat-to-power Generators	32,267	Construction of equipment started, install later in 2024
WWFMD		HARDSCAPE		32,273	Balance of project budget, funding needed for future projects
WWFMD		LIGHTING		12,121	Balance of project budget to be used for 2024 projects
WWFMD		ROOFREPLCE		192,487	Balance of project budget to be used for 2024 projects
				11,883,509	
General Administration - General Fund					
12020		664000	State Aid contingency	812,267	Carry forward balance
12020		664000	Fuel Price contingency	137,315	Carry forward balance
12020		664000	Operating contingency	402,298	Carry forward balance
12020		664100	Wage Reserve	1,104,159	Carry forward balance
Information Technology					
13030		640400	Network Security and Systems Remediation	341,000	Ongoing network and systems remediation
Human Resources					
14010		640400	Staffing Study	4,950	Police Department staffing study
Legal					
14510		620100	Training/Conference	5,000	Additional attorneys to attend the 2024 mid-year IMLA conferences in Washington DC and potentially the annual conference in September.
14521		640400	Outside Counsel	5,800	There are pending matters where services of outside counsel are, or may be, engaged in 2024 and these carryover funds will help offset those services.
DPW					
17032		640800	Bascule Bridge Structural/Electrical/Painting Maint. Project	323,000	Project budgeted over multiple years for construction proposed in 2025
Police					
17541		631603	Community Service Funds	3,000	Unspent parking funds for community service needs
Library					
LIB-ROR		MULTIPLE	Reach Out & Read	53,935	Reach Out & Read Clinics funds held by APL for use of purchasing materials
Total General Fund				3,192,724	
Grand Total - Not Under Contract				28,495,054	

2023 - 2024 Budget Carryover Requests - Special Consideration

Subdivision	Vendor	Description	Amount	Justification
4010	680901	Apple Tree Appleton Four LLC Development Agreement	156,199	Payment for development agreement
			156,199	
Information Technology - Capital Projects				
ITCAP	SWITCHES	Endpoint Switches	250,000	New endpoint switch purchase will follow 2024 network remediation
			250,000	
Public Works - Capital Project				
4240	680901	2024 Signal and ITS Standalone Program (SISP) Citywide	22,075	The project was originally planned for 2025. City received notice of grant award from WisDOT in 2024. In order to complete this project most economically and efficiently, the scope of all City existing traffic signal computers/controller and software replacement work should be completed in 2024.
			22,075	
Facilities Capital Project				
FACILITIES	PARKDEVL	Lundgaard Park	11,000	Purchase signage and pavilion equipment
FACILITIES	TRAILDEVEL	Update Comprehensive Outdoor Recreation Park Plan	30,000	DNR requirement every 5 years
FACILITIES	TRAILDEVEL	River Trail Development	28,000	Continue planning and design for river trail development
			69,000	
Parking Utility				
5123	632700	TAPCO	Chip & Tap Readers for Ramps	Quote was received in 2023 after budget submittal. Old technology is unreliable and should not wait until 2025 if avoidable
			100,000	
Stormwater Utility				
5230	680100		Land Dedication Agreement - Apple Tree Appleton Four LL	Payment for agreement - Land Dedication Agreement/Lightning Drive
5230	680901		Apple Tree Appleton Four LLC Development Agreement	Payment for agreement - Development Agreement Apple Ridge
			432,949	
Water Utility				
5320660	640400	TBD by RFP	SE Pressure Zone Study	Continuation of AECOM Distribution Study.
			100,000	
Wastewater Utility				
5427	640400	Aqualis	Sewer Spot Repairs	Retainage for Final close out materials
WWFMD	ROOFREPLCE	Rhode Brothe	B-Bldg HVAC Construction	Amendment to fund full contingency amount of contract approved January 2024
WWUTL	SLUDGESTOR		Roof Replacement Project	Transfer positive variance from Sludge Storage Building Project to Roof Replacement
			116,128	
Legal Services				
15030	630300		Housing Taskforce Implementation	Development services process improvement
15040	640400		Housing Taskforce Implementation	Consulting re: Process Improvement, Communication & Marketing, etc.
DPW				
17022	632800		Sign Shop modernization	Digital Printing System
Parks				
16532	502000		Pierce Park	Donation that donor wants specifically spent at Pierce Park on amenities

16532	502000		Memorial Benches	3,750	Memorial bench donations for Appleton Memorial, Erb, and City Parks
Total General Fund				63,250	
Grand Total - Special Consideration				1,309,601	



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve an agreement with Goodwill Industries for its funding of the Miracle Field Upgrades at Memorial Park.

The Miracle Field was constructed in 2010 at Memorial Park by The Miracle League of the Fox Valley and upgrades are beginning to be needed. After several years of use, the Miracle League Field needs renovations that include replacing the rubberized playing surface, fencing around the field and some leveling of the subsurface.

Goodwill Industries of North Central Wisconsin, Inc. has secured funding for these renovations anticipated not to exceed \$185,650. Because the City of Appleton owns the property the City of Appleton will bid and provide project management for these upgrades. All costs are being paid for by Goodwill Industries of North Central Wisconsin, Inc. The parties are in the process of entering a Memorandum of Understanding outlining details of this funding and process.

We are very appreciative to Goodwill Industries of North Central Wisconsin, Inc. for partnering with the City of Appleton to maintain this wonderful community asset.

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



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

TO: Finance Committee
FROM: Jeri A. Ohman, Finance Director
DATE: March 25, 2024
RE: Request to approve transfers of ARPA funds to the Library project

In 2021, Common Council approved the use of ARPA funds in the amount of \$2,000,000 for the Library project. The following transfers are necessary to allocate the funds to the project following guidance from both our ARPA consultant and the auditors to remain compliant with ARPA guidelines.

ARPA Grant Fund

Transfer Out – General Fund	+ \$2,000,000
Fund Balance Applied	+ \$2,000,000

General Fund

Transfer In – ARPA Grant Fund	+ \$2,000,000
Transfer Out – Facilities Capital Projects	+ \$2,000,000

Facilities Capital Projects Fund

Transfer In – General Fund	+ \$2,000,000
Library Project	+ \$2,000,000

Staff is recommending approval of these transfers. Please feel free to contact me if you have questions.

2023 - 2024 BUDGET CARRYOVER REQUESTS - UNDER CONTRACT

		Vendor	Description	Amount	Justification
Sanitation Fund					
2210	681500	Tyler Technologies	Utility Billing Implementation	14,807	Project to be completed in 2024
2223	632700	Graber Manufacturing	Decorative garbage & Recycling containers	2,836	Bluff site streetscape
				17,643	
Health Grants					
2776	680300	Nordon	Interior Finishes and Furniture Improvements	100,000	Project completion March 2024
				100,000	
ARPA					
2800 & 2801	Various	Scott Lamers Construction	Lead line service replacement	24,897	Project completion in 2024
2800 & 2801	Various	Rise Apartments, LLC	Affordable Housing Project	1,000,000	Project completion in 2024
2800 & 2801	Various	Habitat for Humanity	Affordable Housing Project	200,000	Project completion in 2024
2800 & 2801	Various	BMC	ARPA Consultant	123,190	Project completion in 2024
				1,348,087	
TIF #11					
4141	659900	FA and VB, LLC & J Kippa Law	TID #11 Business Enhancement Grants	14,000	TID Business Enhancement Grants allow for one year after the grant agreement dates for the completion of work. Funding will be paid out in 2024 for the completion of project still in progress as of year-end.
4142	632503	Graber Manufacturing	Decorative garbage & recycling containers	34,025	Bluff site streetscape
4142	640400	Westwood	M-18 Materials Testing	10,457	This is for closing the contaminated soil disposal site from the Oneida Bridge/Rocky Blier Run project, which will first be covered by contaminated soils from the Library project. This will need to be carried over for about a year after library project is complete.
				58,482	
TIF #12					
4151	659900	Serenity Interior Design	TID #12 Business Enhancement Grants	2,447	TID Business Enhancement Grants allow for one year after the grant agreement dates for the completion of work. Funding will be paid out in 2024 for the completion of project still in progress as of year-end.
				2,447	
IT Capital Project Fund					
ITCAP	ERP	Tyler Technologies	EAM Implementation	166,110	EAM was delayed; Implementation in 2024-2025
				166,110	
Public Safety Capital Project Fund					
4210	680401	Motorola Solutions	Radio Communication Project	315,000	Radios ordered in September, receiving in 2024
				315,000	
Public Works Capital Project Fund					
4240	640800	Peters Concrete	H-23 Lightning Dr extension	23,571	Project funded over 2 years, 2023 & 2024
4240	680900	Peters Concrete	H-23 Lightning Dr extension	243,667	Project funded over 2 years, 2023 & 2024
4240	632500	City asphalt crews	H-23 Lightning Dr extension - asphalt paving	92,933	Project funded over 2 years, 2023 & 2024
4240	640400	DOT	Lawe St - College to Summer design	64,740	Multi year design project
4240	680900	Vinton	A-23 Concrete Paving	65,000	Sidewalk on Durkee St postponed to 2024 due to WE Energies work
4240	640400	Westwood	Onieda Street Bridge over Jones Park	24,930	DNR testing and monitoring project site continues into 2024
4240	680999	WisDOT	Lawe Street over the Power Canal	19,099	Construction contract with WisDOT - Waiting for final closeout by WisDOT
4240	680999	WisDOT	Olde Oneida Street over the Power Canal	60,761	Multi year design project
4240	680999	WisDOT	Olde Oneida Street over the Power Canal	48,150	Land acquisition, Contingency
4240	632503	Graber Manufacturing	Decorative garbage & recycling containers	14,177	Bluff site streetscape
4240	632700	SCS Engineers	Mackville Landfill - Gas Extraction System Modifications	10,000	Final construction report submitted to WDNR January 2024, carry over budget to anticipate modifications or clarifications to WDNR comments and questions.

		Vendor	Description	Amount	Justification
4240	632700	WDNR - SCS Engineers	Mackville Landfill - Gas Extraction System Modifications	1,100	Final construction report submitted to WDNR January 2024, WDNR fee to review the report
4240	632510	Tapco	Ethernet POE switches & power supplies	8,240	Ordered in 2023, delivery in 2024
4240	640400	Westwood	M-18 Materials Testing	10,457	This is for closing the contaminated soil disposal site from the Oneida Bridge/Rocky Blier Run project, which will first be covered by contaminated soils from the Library project. This will need to be carried over for about a year after library project is complete.
4240	640400	Westwood	M-23 Materials Testing	5,000	Valley Road closure documentation submitted to WDNR. Carry over requested to address any comments or additional information the WDNR may request before closure is officially accepted.
				691,825	
CEA Replacement					
4320	680403	Service Motors	Kubota Tractor	33,826	Ordered in 2023, delivery in 2024
4320	680403	Olson Trailer	Upfit Equipment	6,325	Ordered in 2023, delivery in 2024
4320	680403	Service Motors	Kubota UTV	18,460	Ordered in 2023, delivery in 2024
4320	680403	Service Motors	Kubota UTV Spare Tire	297	Ordered in 2023, delivery in 2024
4320	680403	Equipment Depot	Forklift	37,825	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	Compact SUV	26,556	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	4x2 Regular Cab Pickup Unit #414	42,880	Ordered in 2023, delivery in 2024
4320	680403	Monroe Truck	Upfit Equipment Unit #414	11,256	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	Chev Malibu	24,872	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	Ford Interceptor SUV	142,217	Ordered in 2023, delivery in 2024
4320	680403	Fast Signs	Squad Decal Wrap	3,285	Ordered in 2023, delivery in 2024
4320	680403	Equipment Depot	Forklift	33,320	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	4x2 Regular Cab Pickup Unit #174	42,880	Ordered in 2023, delivery in 2024
4320	680403	Monroe Truck	Upfit Equipment Unit #174	15,714	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	4x4 Crew Cab Pickup Unit #661	48,307	Ordered in 2023, delivery in 2024
4320	680403	Monroe Truck	Upfit Equipment/Service Body Unit #661	56,021	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	4x4 Super Cab Pickup Unit #660	46,230	Ordered in 2023, delivery in 2024
4320	680403	Monroe Truck	Upfit Equipment Unit #660	17,182	Ordered in 2023, delivery in 2024
4320	680403	Ewalds	4x2 Regular Cab Pickup Unit #652	45,272	Ordered in 2023, delivery in 2024
4320	680403	Monroe Truck	Unfit Equipment Unit #652	10,548	Ordered in 2023, delivery in 2024
4320	680403	Envirotech Equipment	New Way ASL Body	153,995	Ordered in 2022, waiting for the invoice
4320	680403	Ewalds	Chev Malibu	49,743	Ordered in 2023, delivery in 2024
				867,011	
Facilities Capital Project Fund					
Facilities	ELEVATOR	Pfefferle Management	City Hall Elevator Replacement	10,506	Replacements to conclude in 2024
Facilities	GRNDIMPROV	NES - Robet E Lee	Vosters Park Development	5,250	Final seeding completed spring 2024
Facilities	GRNDIMPROV	Rettiler Corporation	Conservancy Master Planning	15,500	Planning completed in 2024
Facilities	HVAC	Donohue & Associates	MSB Shop HVAC Replacement	8,185	Construction to conclude in 2024
Facilities	HVAC	Southport Engineered System	MSB Shop HVAC Replacement	717,714	Construction to conclude in 2024
Facilities	HVAC	Donohue & Associates	Fire Station #6 HVAC	11,442	Construction to conclude in 2024
Facilities	INTEROIR	Milbach	City Hall 5th and 6th Floor Common Space Upgrades	86,885	Finalizing Punchlist Items
Facilities	LIBRARY	SOM Architects	Library Design	806,569	Construction to conclude in 2024
Facilities	LIBRARY	Boldt Construction	Library Construction	12,887,711	Construction to conclude in 2024
Facilities	LIBRARY	E-Cube	Library Commissioning	72,869	Construction to conclude in 2024
Facilities	LIBRARY	LFI	Library Furniture	1,039,543	Construction to conclude in 2024
Facilities	LIBRARY	Thomas	Library Furniture	598,790	Construction to conclude in 2024
Facilities	LIBRARY	EBI	Library Furniture	211,870	Construction to conclude in 2024
Facilities	LIBRARY	System Furniture	Library Furniture	184,017	Construction to conclude in 2024
Facilities	LIBRARY	BSI	Library Furniture	373,182	Construction to conclude in 2024
Facilities	LIBRARY	Nordon	Library Furniture	97,887	Construction to conclude in 2024
Facilities	LIBRARY	Smart Spaces	Library Technology/AV	752,294	Construction to conclude in 2024
Facilities	LIBRARY	Seating Concepts, Inc	Library Signage	195,995	Construction to conclude in 2024
Facilities	PARKDEVLP	ISG	Lundgaard Park - Design	15,647	Phase I - Construction completed in 2024
Facilities	PARKDEVLP	Lee Recreation	Lundgaard Park Playground	596,294	Installation in Spring of 2024
Facilities	PARKDEVLP	Vinton Construction	Lundgaard Park - Construction	377,006	Construction completed in 2024

		Vendor	Description	Amount	Justification
Facilities	SAFE SECURE	Donohue & Associates	PRFMD Generator Replacement	24,980	Construction to conclude in 2024
Facilities	TRAILDEVEL	Oshkosh AAP	Southpoint Commerce Park	23,700	Land purchase for powerline trail in 2024
Facilities	TRAILDEVEL	New Morning	Southpoint Commerce Park	5,275	Land purchase for powerline trail in 2024
Facilities	TRAILDEVEL	Ayres	Vulcan Heritage Park Boardwalk	24,710	Phase II - Planning completed in 2024
				19,143,821	
Parking Utility					
5123	680300	Restoration Systems Inc	2023 Ramp Repairs and Maintenance	508,306	Work began late 2023, to be completed in 2024
5123	640400	Desman	Parking Structure Design/CRS Contract	29,966	Work began late 2023, to be completed in 2024
5123	680200	Boldt	Reconst of Library Parking Lot (Parking Util Portion)	561,253	APL Parking Lot Delayed into 2024
				1,099,525	
Stormwater Utility					
5210	681500	Tyler Technologies	Utility Billing Implementation	14,807	Project to be completed in 2024
5210	640400	Westwood	Illicit Discharge Field Screening	4,269	Field work completed in 2023 report being finished in 2024
5210	640400	Brown & Caldwell	2023A Plan Review	12,315	Plan reviews started in 2023 still under review
5210	640400	Brown & Caldwell	2022J Conkey Regional Pond model updates	9,978	Work started in 2023, to be completed in early 2024
5210	640400	Brown & Caldwell	2022E I41 Reconstruction Stormwater Assistance	18,440	Work started in 2023 on going oper WisDOT schedule
5210	640400	Brown & Caldwell	2023C I41 Reconstruction Stormwater Assistance	50,000	Need for additional assistance identified based on 2023 work
5210	640400	raSmith	2023B Plan Review	32,535	Projects started in 2023 potentially for review include Valley Transit, 3001 Glendale, Appleton West HS
5210	640400	raSmith	2021K Horizon Plaza Pond	8,345	Waiting for property owner to remove sediment before certify pond
5222	640400	Aqualis	Sewer Spot Repairs	8,413	Retainage for final close out materials
5230	680900	Peters Concrete	H-23 Lightning Dr extension	1,094,704	Project funded over 2 years, 2023 & 2024
5230	680904	Visu-Sewer	Sewer Liner Project	19,998	Close out and Project Restoration
5230	640400	Westwood	M-23 Materials Testing	12,500	Ongoing site investigation/feasibility study at MCC Timm's Quarry Site.
5230	640400	raSmith	Lightning Drive CRS	81,510	Construction in 2024
5230	640400	raSmith	Lightning Drive 100% design	18,371	Includes obtaining NOI for H-23 and LOMR after construction complete
5230	640400	McMahon Associates	French Road Urbanization Stormwater Study	6,954	85% completed in 2023. Finishing final report
5230	640400	McMahon Associates	2019K Stormwater Plan downtown streets	20,834	2024 work to model asbuilt conditions of 2023 construction
5230	640400	Westwood	M-23 Materials Testing	24,900	Odyssey Development (Former Blue Ramp) Contamination investigation and cleanup Phase 1
5230	680900	NES	K-23 Native Landscaping	12,287	Site conditions did not allow 2023 completion. Work to be completed 2024.
5230	680900	NES	Native Landscaping	60,000	Work started in 2023, to be completed in 2024
				1,511,160	
Water Utility					
53179230	681500	Tyler Technologies	Utility Billing Implementation	14,807	Project to be completed in 2024
53206730	680900	Peters Concrete	H-23 Lightning Dr extension	89,500	Project funded over 2 Years, 2023 & 2024
53246630	632700	Badger Meter	6" water meters	18,396	Ordered in 2023, delivery 2024
53336400	640400	McMahon Associates	Water Treatment Facility CO2 Storage and Feed Systems Assessment	7,500	Report to issued summer 2024
53346720	640400	McMahon Associates	Water Facility North & South Clear Wells & Lindbergh Standpipe Inspections	31,930	Construction will start summer 2024
WTRUTL	CORROCONTR	McMahon Associates	Corrosion Control - Phosphoric	6,650	Construction completed February 2024
WTRUTL	CORROCONTR	August Winter & Sons	Corrosion Control - Phosphoric	214,875	Construction completed February 2024
WTRUTL	PUMPING	McMahon Associates	Compressed Air Replacement	350	Construction is complete, waiting final invoice
WTRUTL	PUMPING	McMahon Associates	Check Valve High Service Pump	1,000	Project on hold, determining next steps
WTRUTL	PUMPING	Rhode Brothers	Compressed Air Replacement	41,322	Construction is complete, waiting final invoice
WTRFMDFAC	HVAC	Donohue & Associates	Kathabar Dehumidification	11,367	Contract approved by Council January 2024
				437,697	
Wastewater Utility					
5412	681500	Tyler Technologies	Utility Billing Implementation	14,807	Project to be completed in 2024
5422	640400	McMahon Associates	WWTP Submersible Pumps Lift Station	2,000	Report delivered January 2024
5422	640400	Donohue & Associates	WWTP SCADA Assessment	7,701	Draft report delivered January 2024
5431	680900	Peters Concrete	H-23 Lightning Dr extension	87,750	Project funded over 2 years, 2023 & 2024
5431	640400	McMahon Associates	Lawe Street Forcemain	85,341	Multi year design project

		Vendor	Description	Amount	Justification
5431	680903	Visu-Sewer	Sewer Liner Project	11,013	Close out and Project Restoration
WWUTL	BELTFILTER	McMahon Associates	Belt Filter (Solids Dewatering) Phase 1	122,098	Estimated completion date in Summer of 2024
WWUTL	BELTFILTER	McMahon Associates	Belt Filter (Solids Dewatering) Phase 2	186,300	Construction to bid Spring 2024
WWUTL	BELTFILTER	Staab Construction Corp	Belt Filter (solids Dewatering) Phase 1	4,216,496	Estimated completion date in Summer 2024
WWUTL	CLARIFIER	Sabel Mechanical	Final Clarifier Tank Underdrain	51,073	Contract awarded February 2024
WWUTL	FIREPROTEC	Faith Technologies	L-Bldg Fire System	28,160	L-Bldg Fire Alarm 1 year lead time for equipment
WWUTL	PROCEQUIP	McMahon Associates	Blended Pipe Heat Ex Rplcmt	53,038	Construction bid January 2024, construction to start summer 2024
WWUTL	PUMPS	August Winter & Sons	Grit System & Raw sludge Pump Rplcmt	608,983	Construction to be completed summer 2024
WWUTL	SLUDGESTOR	Miron Construction Co	Sludge Storage Addition	690,930	Final completion summer 2024
WWUTL	SLUDGESTOR	Applied Technologies	Sludge Storage Addition	51,815	Final completion summer 2024
WWFMD	CEILINGS	RJM Construction	A-Bldg Painting & Ceilings	128,566	Construction completed January 2024
WWFMD	CEILINGS	Martenson & Eisele, Inc	A-Bldg Painting & Ceilings	2,270	Construction completed January 2024
WWFMD	ELECTDISTR	Patrick Engineering	Electrical Distribution - Phase 5	7,788	Construction to be completed in 2024
WWFMD	ELECTDISTR	Van Ert Electric Co	Electrical Distribution - Phase 4	117,145	Construction to be completed, final review of project to be completed in early 2024
WWFMD	ELECTDISTR	Van Ert Electric Co	Electrical Distribution - Phase 5	148,701	Construction to be completed in 2024
WWFMD	GRANTGEN	Donohue & Associates	AWWTP Waste Heat-to-power Generators	21,717	Construction of equipment started, install later in 2024
WWFMD	GRANTGEN	Gulf Coast Green Energy, LLC	AWWTP Waste Heat-to-power Generators	334,383	Construction of equipment started, install later in 2024
WWFMD	HVAC	Rhode Brothers	B-Bldg HVAC Construction	764,985	Contract approved by Council January 2024
WWFMD	HVAC	Donohue & Associates	B-Bldg HVAC Design	17,757	Construction to start spring 2024, construction contract approved January 2024
WWFMD	HVAC	Rhode Brothers	Bio-Gas Boiler	153,769	Contract approved by Council January 2024
WWFMD	MCC	Donohue & Associates	MCC Replacement Phase 1	159,420	Contract approved by Council January 2024
				8,074,006	
Mayor					
10520	640400	Green Bicycle Co.	Housing Policy Guide	12,800	Remaining balance on the contract that will be performed in 2024
DPW					
17014	632503	Graber Manufacturing	Decorative garbage & recycling containers	8,507	Bluff site streetscape
17014	680901	WI DOT	Oneida Skyline Bridge/Prospect Ave Intersection	3,000	Construction contract with WisDOT - Waiting for final clocout by WisDOT
17032	640400	AECOM	Movable Bridge Inspections	12,418	5 year inspection contract
17022	632510	Mobotrex	Iteris detection systems	53,805	Ordered in 2023, delivery in 2024
17032	632510	Neher Electric Supply	Street light fixtures	53,805	Ordered in 2023, delivery in 2024
17022	641800	Mobotrex	Tactics support renewal	7,500	Ordered in 2023, delivery in 2024
17022	532510	Tapco	Power supply and transfer switch	2,599	Ordered in 2023, delivery in 2024
17022	640800	ALTA Planning +Design	Complete Streets Study	21,730	Project was not completed in budget year (2023)
17022	632510	Neenah Foundry	Tree Grate	1,827	Ordered in 2023, delivery in 2024
17031	640400	Westwood	M-23 Materials Testing	20,000	3001 Glendale Site investigation report and closure packet needs to be prepared and submitted to the WDNR. Monitoring wells to be abandoned.
Police					
17511	631200	Rieckmann	Range/gun/ammo storage units	6,700	Project was not completed in 2023 as anticipated
17541	632700	Streichers	SWAT equipment	3,522	Ordered in 2023 - pending delivery in 2024
17541	632700	Baycom	Radio Replacements	10,636	Ordered in 2023 - pending delivery in 2024
Fire					
18021	632101	Industrial Safety	Turnout Gear for New Hires (6 sets)	22,896	Placed order upon hire in May. Supply chain delays with manufacturer
18021	632101	Clarey's Safety Equipment	Investigation Coveralls (12 Pair)	12,172	Ordered in last quarter of 2023. Items didn't arrive until 1/4/24
Total General Fund				253,917	
Grand Total - Under Contract				34,086,731	

2023-2024 Budget Carryover Requests - Non-Lapsing

		Vendor	Description	Amount	Justification
Hazmat Contract					
209			Non-lapsing fund balance	298,979	Carryover available fund balance.
Community Development Block Grant					
210			Non-lapsing fund balance	46,991	Carryover available fund balance.
ESG					
214			Non-lapsing fund balance	2,465	Carryover available fund balance.
HOME Homeowner Grant					
216			Non-lapsing fund balance	342,485	Carryover available fund balance.
Housing Rehab Loan Program					
217			Non-lapsing fund balance	144,283	Carryover available fund balance.
Business & Neighborhood Revitalization Program					
218			Non-lapsing fund balance	770	Carryover available fund balance.
Lead Hazard Control Grant					
219			Non-lapsing fund balance	22,270	Carryover available fund balance.
Library Grants					
2550		United Way	Reach Out and Read program	51,223	United Way support for Reach Out and Read program
2550		Various clinics	Reach Out and Read program	53,935	Program revenues for materials
ALA-LBB	LBB		Libraries Build Business grant from American Library Assn.	2,683	Granted funds from ALA to support Business programs
				107,841	
Health Grants					
27X			Non-lapsing fund balance	3,015	Carryover available fund balance.
ARPA Grant					
28X			Non-lapsing fund balance	916,810	Carryover available fund balance.
Library					
16021	630100		Appleton Ready to Read	904	Granted funds from the community for Appleton Ready to Read
16021	630100		ELL Programming	2,320	Granted funds from the community for ELL programming
16024	610800		Library's in Bloom	2,320	Granted funds from Library's in Bloom
16024	503500		UCLA/RLI	10,000	Granted funds from UCLA/RLI Grant
LIB-FRIEND	MULTIPLE		Friends of Appleton Public Library	35,731	Granted funds from the Friends of APL
				51,275	
Grand Total - Non-lapsing				1,937,184	