



City of Appleton

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

Meeting Agenda - Final CEA Review Committee

Monday, May 6, 2024

3:30 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

[24-0545](#) Minutes from March 11, 2024

Attachments: [03-11-24 CEA Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[24-0546](#) Election of Chair

[24-0547](#) Election of Vice Chair

[24-0548](#) Approve the Sole Source Purchase of Fire Apparatus request from Appleton Fire Department.

Attachments: [04-23-24 Sole Source Apparatus Purchase.pdf](#)
[Appleton Estimate 3195 for PUC engine.pdf](#)

[24-0566](#) Request to hold forklift #1502 and place into Replaced (REP) Fleet.

Attachments: [Forklift 1502.pdf](#)

[24-0567](#) Request to upgrade Utilities Department Truck #1520 to a cargo van KUV-style box in 2025.

Attachments: [Utilities Vehicle Request 1520 Memo.pdf](#)

7. Information Items

8. Adjournment

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

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



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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



CITY OF APPLETON

MEMORANDUM

Date: April 23, 2024
To: CEA Review, Safety & Licensing Committee and Common Council
From: Jeremy Hansen, Fire Chief
Subject: Sole Source Purchase of Fire Apparatus

The Appleton Fire Department (AFD) is requesting to purchase a Velocity PUC Pumper (engine) to avoid subsequent inflationary price increases that may occur later this year. Lead time for delivery of a fire truck has increased dramatically over the past three years. Once ordered, the delivery timeline for the engine is 50-53 months. The delivery timeline does fit into our scheduled vehicle replacement program. Here is a quick cost breakdown:

One (1) Velocity PUC Pumper **\$ 1,122,800.00**

The AFD has purchased the identical PUC Engine in 2017, 2019, and 2022. This would be the fourth nearly identical vehicle purchased. The department has identified that standardizing our fleet will improve efficiencies and safety by providing consistency from one truck to the next for personnel moving from one station to another. Efficiencies will also be gained relating to maintenance of the vehicles. By ordering the same PUC Engine, the department will save significant staff time by eliminating the need to develop new specifications for each truck. The department will also save significant staff time training on the new truck prior to putting it in service.

The AFD has a long-standing relationship with Pierce Manufacturing and has seen the innovation, cooperation, improved pricing, as well as their commitment and direct involvement in the growth of our city. When the department has encountered issues with our vehicles, Pierce Manufacturing has been extremely responsive to our needs.

The AFD requests the approval to order the PUC Engine via sole source with Fire Apparatus & Equipment, Pierce Manufacturing.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.



FIRE APPARATUS AND EQUIPMENT, INC.
5793 W Grande Market Dr., Suite C
Appleton, WI 54913 US
+1 9205743410

ADDRESS

CHIEF JEREMY HANSEN
City of Appleton
PO Box 2428
Appleton, WI 54912-2428

SHIP TO

CHIEF JEREMY HANSEN
Appleton Fire Dept.
700 N. Drew St.
Appleton, WI 54911

Estimate 3195

DATE 03/14/2024

PRODUCT/SERVICE	QTY	RATE	AMOUNT
Truck One (1) Velocity PUC pumper, per department specifications, proposal #1042	1	1,122,800.00	1,122,800.00
PPI Clause If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts the order ("Order Month") and a month 14 months prior to the then predicted Ready For Pickup date ("Evaluation Month"), then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation Month. The seller will document any such updated price for the customer's approval before proceeding and provide an option to cancel the order. Estimated lead time is 50-53 months	1	0.00	0.00
Prepay Discounts are available for any prepayments made before delivery. Please contact me for specific discounts based on payment amounts	1		0.00
TOTAL			\$1,122,800.00

Accepted By

Accepted Date



CITY OF APPLETON

MEMORANDUM

Date: 5/2/24

To: CEA Committee

From: Eric Lom, P.E., City Traffic Engineer

Subject: Request to hold forklift #1502 and place into Replaced (REP) Fleet

The Department of Public Works is requesting permission to hold forklift #1502 when it is replaced in 2024 and to place it in the REP fleet for use in the Traffic Section.

Unit #1502 is a 6,000-pound capacity forklift that was previously assigned to Wastewater. Its replacement was purchased in 2024 and it is currently scheduled to be sold.

As Traffic Section responsibilities and workload have continued to increase over time, a need for an additional forklift at the Municipal Services Building has been clearly identified. This shortage regularly results in significant inefficiencies as employees search for an available forklift, only to often find out that none are available. This often results in our crews needing to waste valuable time waiting for forklifts to free up, and can also force crews to abandon the day's work plan if materials cannot be prepped or loaded in a timely fashion.

Thank you for your consideration.



DEPARTMENT OF
UTILITIES

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

www.appleton.org/government/utilities

MEMORANDUM

Date: April 18, 2024
To: CEA Review Committee
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Accounting Fund Manager
From: Chris Stempa, Utilities Director
Subject: **Request to upgrade Utilities Department Truck #1520 to a cargo van KUV-style box in 2025**

BACKGROUND:

CEA fleet vehicle #1520 is a 2011 Ford F250 Regular cab four-wheel drive pick-up truck with 40,064 miles. It will be 15 years old in May 2025 and has been identified for replacement. This vehicle is assigned to the Utilities Department Master Electrician who works at the Appleton Water Treatment Facility and Appleton Wastewater Treatment Plant facilities. The position also supports all associated satellite facilities which include five elevated water storage sites, two booster pump stations, two pressure reducing valve stations, Lake Winnebago pump station, 14 sewage lift stations, and two stormwater lift stations. The Utilities Department staff are seeking an upgrade to the current vehicle following a needs review.

JUSTIFICATION:

A critical evaluation of job requirements and the available vehicle options was completed to ensure that departmental objectives and priorities would be achieved. This included a meeting with Facilities Management Department staff, who currently utilize the van styles offered through CEA, to discuss the pros and cons of each along with available options and features. Based on that process, the cargo van equipped with a KUV-style box was selected as a preferred replacement option for vehicle #1520 because it offers several advantages over the traditional pickup truck.

The following list includes support for this proposal to transition to a cargo style van with KUV-style box.

1. **Versatility and Adaptability:** The versatility of a cargo van with a KUV-style box enables us to accommodate a wide range of equipment and materials, including large-scale tools, ladders, conduit, and wiring components. This flexibility allows us to meet diverse needs without compromising on storage capacity or accessibility.
2. **Enhanced Storage and Security:** A cargo van with a KUV-style box provides ample enclosed storage space, offering greater security and protection for valuable tools, equipment, and materials compared to an open-bed pickup truck. The lockable compartments and secure storage areas ensure that our assets remain safe and organized, reducing the risk of theft, damage, or loss.

3. **Improved Organization and Accessibility:** The interior layout of a cargo van with a KUV-style box allows for efficient organization and easy access to tools and supplies. With customizable shelving, drawers, and compartments, our team can effectively organize equipment based on usage frequency and accessibility requirements, enhancing productivity and workflow efficiency while on job sites.
4. **Weather Protection and Durability:** The durable construction and weather-resistant design of a KUV-style box ensures that city owned equipment remains protected from the elements. By safeguarding our tools and materials against environmental damage, we can extend their lifespan and minimize maintenance costs over time contributing to long-term cost savings and operational efficiency.
5. **Cost-Effective Solution:** While the initial investment in a cargo van with a KUV-style box is approximately \$13,000 higher than that of a standard pickup truck, the long-term benefits and cost savings associated with improved security, organization, and durability justify the expense. Through this investment, we can optimize our operational efficiency, reduce downtime, and maximize our return on investment over time.

RECOMMENDATION

The estimated cost for the upgrades is \$13,000. If approved, the additional cost for the upgrade will be included in the Utilities Department 2025 budget (split 30% Water and 70% Wastewater) as a transfer to CEA. The operations and maintenance budget for annual replacement cost will also increase for the upgraded equipment.

Please feel free to contact me at 832-2353 with any questions, or by email at chris.stempa@appleton.org.