



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, August 12, 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

[24-1062](#) 7/22/24 and 8/7/24 Finance Committee minutes

Attachments: [Meeting_Minutes072224.pdf](#)

[Meeting_Minutes080724.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

[24-0972](#) Resolution #8-R-24 to Require a Super Majority Vote on Wheel Tax or Wheel Tax Related Fee Increases

Attachments: [#8-R-24 Require Super Majority Vote on Wheel Tax Fee Changes.pdf](#)

Legislative History

7/22/24 Finance Committee held

[24-1063](#) Request to approve to de-obligate a portion of two existing ARPA fund allocations and re-obligate to Human Resources Strategic Planning Project

Attachments: [Finance Committee Memo - HR Strategic Planning ARPA.pdf](#)

[24-1064](#) Request to approve State/Municipal Financial Agreement for I-41/Ballard Interchange Project (2025 City Cost Share \$435,200).

Attachments: [I-41 Ballard SMFA Finance Memo w Attachment 08-12-2024.pdf](#)

[24-0976](#) Authorization to Accept Fiscal Year 2024 Federal 5339 (b) Funds for \$12,000,000 for the Whitman Facility Remodel Phase 2

Attachments: [FY24 Bus Grant Award for Appleton - Congratulations! email .pdf](#)

Legislative History

7/23/24 Fox Cities Transit Commission recommended for approval
Proceeds to Council on August 21, 2024.

[24-0977](#)

Authorization to Accept Fiscal Year 2024 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant for \$25,000,000 for the Downtown Appleton Regional Transit Multimodal Hub

Attachments: [2024 RAISE Grant Award letter.pdf](#)

Legislative History

7/23/24 Fox Cities Transit Commission recommended for approval
Proceeds to Council on August 21, 2024.

[24-1069](#)

Request to approve the following budget amendments:

Valley Transit Fund

Federal Grants (RAISE)	+\$25,000,000
Federal Grants (ARPA)	+\$ 1,800,000
Buildings	+\$26,800,000

To fund Transit Center reconstruction project with grant funds (2/3 vote of Council required)

Valley Transit Fund

Federal Grants (Section 5339b)	+\$15,000,000
Buildings	+\$15,000,000

To fund Whitman facility remodel with grant funds (2/3 vote Council required)

Valley Transit Fund

Federal Grants (Cares Act)	+\$4,191,645
Buildings	+\$4,191,645

To fund Whitman facility remodel with grant funds (2/3 vote of Council required)

[24-1068](#)

The Finance Committee may go into closed session according to State Statute §19.85(1)(e) for the purposes of deliberating or negotiating an agreement and the investing of public funds regarding a public property located in the downtown district.

7. Information Items

[24-1065](#)

2024 Risk Management Mid-Year Report

Attachments: [2024 Mid Year Risk Report.pdf](#)

[24-1067](#)

Contract 28-24 was awarded to MRJ INC. dba Joski Sewer, for the U-24 Lead/Galvanized Water Service Replacements in an amount not to exceed \$611,302. Two amendments were made to the contract. The first was issued to adjust the contract to reflect the Contractor's bid price of \$445,583.80. The second was issued to incorporate a change order in the amount of \$76,987.91, bringing the final contract amount to \$522,571.71. Payments to date total \$425,129.19. The final contract payment is to be issued in the amount of \$97,442.52.

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
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Meeting Minutes Finance Committee

Monday, July 22, 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: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

[24-0955](#)

7/8/24 Finance Committee minutes

Attachments: [Meeting_Minutes070824.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

5. **Public Hearing/Appearances**

[24-0956](#)

Brad Viegut from Baird presentation on the 2024 General Obligation Notes and Sewerage System Revenue Bond Sales

Attachments: [prs financing plan_appleton finance committee 07.22.24.pdf](#)

This Appearance was presented

6. **Action Items**

[24-0957](#)

Request to approve Riverside Cemetery Association reimbursement request for maintenance of Veteran graves.

Attachments: [RS cemetery grave reimbursment 2024_1-1.pdf](#)
[Copy of Military Report 2023 - 2024.pdf](#)
[VETERANS JULY 2023 - JUNE 2024.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

[24-0958](#)

Request to reject bid from Neumann Pools Inc. for the Mead Pool Plastering Project.

Attachments: [2024 Mead Pool Re-Coating Project \(reject bids\).pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

[24-0959](#)

Request to approve Change Order No. 2 to contract 21-24 for H-23 Lightning Drive Extension Phase 1 for added drain tile and earthwork, in the amount of \$72,830.00 resulting in a decrease in contingency from \$92,934.82 to \$20,104.82. Overall contract increases from \$1,622,361.12 to \$1,695,191.12.

Attachments: [H-23 Change Order 2 Finance Memo Final.pdf](#)
[Copy of H-23 Change Order 2 Final.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

[24-0960](#)

Request to award the 2024 Police Station Gun Range Door Project to IEI general contractor in the amount of \$44,838 with a 10% contingency of \$4,484 for a project total not to exceed \$49,322, along with the following budget amendment (2/3 vote of Council required):

2024 Fire Station Alarm Upgrade Project	- \$3,502
2024 Police Station Gun Range Door project	+\$3,502

Attachments: [Police Station Firing Range Door.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

[24-0961](#)

Request to reject base bid from August Winter & Sons in the amount of \$2,617,900 for the Appleton Wastewater Treatment Plant Primary Clarifier #1 - #4 Rehabilitation Project.

Attachments: [PrimClarifer1-4 Rehab_Bid rejection memo.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

[24-0962](#)

Request to approve Change Order #1 to Sabel Mechanical as part of the AWWTP Final Clarifier Tank Underdrain and Tank Drain Rehabilitation Contract Project totaling \$8,837 resulting in a decrease in contingency from \$6,662 to \$0.00 with the balance of \$2,175 covered by available project funds.

Attachments: [240719 Finance Memo Change Order 1 Sabel amended.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

[24-0972](#)

Resolution #8-R-24 to Require a Super Majority Vote on Wheel Tax or Wheel Tax Related Fee Increases

Attachments: [#8-R-24 Require Super Majority Vote on Wheel Tax Fee Changes.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland

7. Information Items

[24-0964](#)

Contract 77-23 was awarded to Masonry Restoration, Inc. for \$162,675 with a contingency of \$15,000 for WWTP Exterior Repairs. Change orders were approved totaling \$6,425. Final contract amount is \$169,100 with a contingency of \$8,575. Payments issued to date total \$152,190. Request final payment of \$16,910.

This item was presented

[24-0965](#)

The following 2024 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Police

Miscellaneous Revenue + \$7,131

Miscellaneous Supplies + \$7,131

Crisis Response Team Pilot Program surplus to be used for crisis response supplies

This item was presented

[24-0966](#)

Change Orders #1 and #2 to August Winter and Sons, Inc. contract as part of the AWWTP Grit System & Raw Sludge Pump Replacement Project totaling \$18,959 resulting in a decrease in contingency from \$57,336 to \$38,377.

Attachments: [AWWTP GirtProj_ChangeOrders No1-2.pdf](#)

This item was presented

[24-0967](#)

Change Orders #1 to Rohde Brothers, Inc. contract as part of the AWWTP Sludge Piping and Digester Heat Exchanger Replacement Project totaling \$9,730 resulting in a decrease in contingency from \$241,800 to \$ 232,070.

Attachments: [AWWTP HEX ReplacementChangeOrderNo1.pdf](#)

This item was presented

[24-0968](#)

Change Orders #1 to August Winter and Sons, Inc. contract as part of the Clearwell Repairs Project totaling \$8,814 resulting in a decrease in contingency from \$48,400 to \$39,586.

Attachments: [AWTF Clearwell_Change Orders No1.pdf](#)

This item was presented

[24-0969](#)

2024 Facilities and Construction Management Mid-Year Report

Attachments: [2024 Facilities and Construction Management Mid-Year Report.pdf](#)

This item was presented

[24-0970](#)

2024 Finance Mid-Year Report

Attachments: [2024 Finance Mid-Year Report.pdf](#)

This item was presented

[24-0971](#)

2024 Legal & Administrative Services Mid-Year Report

Attachments: [2024 Legal Admin Mid Year Report.pdf.pdf](#)

This item was presented

8. Adjournment

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

Aye: 3 - Firkus, Croatt and Fenton

Excused: 2 - Hartzheim and Van Zeeland



City of Appleton

100 North Appleton Street
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Meeting Minutes Finance Committee

Wednesday, August 7, 2024

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**

[24-1013](#)

Brad Viegut from Baird presentation on the results of the 2024 General Obligation Notes and Sewerage System Revenue Bonds Sales

This Appearance was presented

6. **Action Items**

[24-1014](#)

Request to approve a resolution authorizing and providing for the sale and issuance of \$13,500,000 General Obligation Promissory Notes, Series 2024 and all related details.

Attachments: [Appleton 2024 GO Promissory Notes - Award Resolution.pdf](#)
[Appleton 2024 G.O. Promissory Notes - Award Resolution FINAL.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

[24-1015](#)

Request to approve a resolution authorizing and providing for the sale and issuance of ~~\$12,910,000~~ \$12,630,000 Sewerage System Revenue Bonds, Series 2024 and all related details.

Attachments: [Appleton 2024 Sewer Revenue Bonds - Award Resolution.pdf](#)
[Appleton 2024 Sewer Revenue Bonds - Award Resolution FINAL.pdf](#)

Amount changed to 12,630,000

Hartzheim moved, seconded by Van Zeeland, 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

[24-1016](#)

Resolution for Emergency Green Ramp Repairs and Reconstruction

Attachments: [0360 - Finance Memo - Emergency Green Ramp Repairs - FINAL.pdf](#)
[0360 - Resolution - Emergency Green Ramp Repairs - FINAL.pdf](#)

Van Zeeland 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

[24-1017](#)

Request to approve sole source contract with Restoration Systems, Inc. to complete Phase 1 of the Green Ramp Barrier Panel Emergency Repair in an amount not to exceed \$47,230.

Attachments: [Finance Award Memo Green Ramp Phase 1 Shoring Installation Contract RSI FINAL.pdf](#)

Fenton moved, seconded by Van Zeeland, 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 Van Zeeland, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

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

Resolution #8-R-24
**Resolution to Require a Super Majority Vote on Wheel Tax or Wheel
Tax Related Fee Increases**

Date: Wednesday July 17th, 2024

Submitted By: Alderperson Christopher Croatt – District 14

Referred To: Finance Committee

RESOLUTION SUMMARY

Require a super majority vote (2/3) of the Common Council on any change to the City of Appleton wheel tax or wheel tax related fees proposed by the city or part of a resolution submitted by an Alderperson or Alderpersons.

FULL RESOLUTION

Whereas tax and fee increases can have a direct financial impact on the citizens of Appleton, and;

And Whereas tax and fee changes can have an impact on departmental budgets, capital projects, borrowing obligations, service levels, and operations, and;

And Whereas certain transactions such as transfer of funds, special use permits, and some other important financial impact votes require a super majority vote of the Common Council, and;

And Whereas important votes on tax and fee increases should be held to the same higher threshold for approval as other finance-based matters with the potential for direct financial implications to taxpaying citizens, now;

Therefore, Be It Resolved the City of Appleton requires a super majority vote defined as a 2/3 vote of the members of the Common Council on all wheel tax and wheel tax related fee changes, including increases and decreases.



CITY OF APPLETON

MEMORANDUM

Date: August 12, 2024
To: Finance Committee
From: Jay Ratchman, Director of Human Resources
Olivia Galyon, Community Development Specialist
Subject: ARPA Funds De-obligation and Re-obligation to Human Resources
Strategic Planning Project

City staff are bringing forward a request to deobligate a portion of two existing ARPA allocations for projects that will not need their entire allocated budget and reallocate those available funds to a Human Resources Department project. Appleton Common Council approved funding for two American Rescue Plan Act (ARPA) projects, the Neighborhood Leadership Academy and Comprehensive Plan Update, on April 3, 2024, following a recommendation of approval from the Finance Committee. The Neighborhood Leadership Academy was originally allocated \$100,000, and the Comprehensive Plan Update was originally allocated \$400,000. These projects are each being carried out by the Community Development Department, which is contracting with professional services firms to provide the necessary services to implement these projects.

Following the release of an RFP for each project and firm interviews and proposal refinement, firms were recommended for selection, and Community Development Committee and Common Council approved the consultants and contract totals. SmithGroup was selected for the Comprehensive Plan Update for a total contract amount of \$375,000. NeighborWorks Green Bay was selected for the Neighborhood Leadership Academy proposal for a total contract amount of \$80,000. Both projects came in under their originally allocated amounts, providing the opportunity for de-obligation of the remaining \$25,000 from the Comp Plan project and \$20,000 from the Neighborhood Leadership Academy project. The total \$45,000 remaining from these projects is available to be re-obligated to the Human Resources Department for their Strategic Planning project. The Strategic Planning project has been reviewed for ARPA eligibility and approved by the City's consultants at Booth Management and Consulting.

The Strategic Planning project will serve as a context for City strategic decisions and actions for years to come. The project will include an organizational assessment, creation of a core mission and guiding principles, core values, and identification of top priorities based on customer data and feedback. The development of this internal strategic plan will be coordinated with the update of the City's external comprehensive plan update to ensure alignment of the internal and external plans. This project is vital for ensuring that the vision,

mission, guiding beliefs and core values are clearly identified and conveyed to employees and the community, and that City strategies and projects align to ultimately meet community needs of our citizens and visitors.

Staff have two recommendations for committee and council to enable the HR Strategic Planning ARPA project to proceed. First, staff recommend that committee de-obligate the remaining \$25,000 from the Comprehensive Plan project that will not be used, as well as \$20,000 from the Neighborhood Leadership Academy project. If approved, staff will make edits to the MOUs that obligated these funds. Second, staff recommend that committee approve the re-obligation of these funds to the HR Strategic Planning project for a total of \$45,000.



CITY OF APPLETON

MEMORANDUM

Date: 08/12/2024
To: Finance Committee
From: Pete Neuberger, Deputy Director of Public Works
Subject: Request to Approve State/Municipal Financial Agreement for I-41/Ballard Interchange Project (2025 City Cost Share \$435,200).

The Department of Public Works (DPW) is requesting authorization for the City of Appleton to enter into a State/Municipal Financial Agreement (SMFA) for the I-41/Ballard Interchange Project. The SMFA is attached.

- Per SMFA page 2, total project cost estimate is \$23.87 Million, including:
 - \$23.02 Million State/Federal funds
 - \$411,015 Outagamie County funds
 - \$435,200 City of Appleton funds
- Project bid letting is scheduled for October 2024.
- Start of construction is scheduled for spring of 2025.
- WisDOT intends to issue an SMFA update as needed based on actual bids received.
- WisDOT requests local partners enter into the SMFA at this time to allow for an orderly and efficient bidding and award process this fall.
- City Cost Share is included in DPW's 2025 CIP budget request.

Thank you for your consideration.



**ORIGINAL
STATE/MUNICIPAL
FINANCIAL AGREEMENT FOR
A STATE – LET HIGHWAY
PROJECT**

Date: 6/20/2024
 ID: 1130-65-76 (Design: 1130-63-01)
 Road Name: IH 41
 Title: Appleton – De Pere
 Limits: Ballard Road (CTH E) Interchange
 County: Outagamie
 Roadway Length: 0.51 Miles

The signatories City of Appleton and Outagamie County, 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 IH 41 Project corridor, which has four travel lanes – two in each direction – is congested and sees a higher rate of crashes than similarly configured freeways in Wisconsin. By federal standards, the project area has multiple roadway design deficiencies, and much of its pavement and several bridges are nearing the end of their useful lives and must be replaced.

Much of the original pavement in the corridor was built in the 1960s and has reached the end of its useful life, meaning further rehabilitations are no longer cost-effective. The project corridor also has narrow road shoulders, outdated ramp designs, and interchanges spaced too closely to one another – deficiencies that can contribute to safety and operational problems.

Proposed Improvement – Nature of work:

WisDOT identified the diverging diamond interchange as the preferred alternative for the County E interchange. At the County E interchange, the diverging diamond interchange (DDI) is the safest interchange option, has the best traffic operations, and has the support of the Municipality. Impacts between alternatives considered are not substantially different.

County E will be reconstructed, and bike lanes will be added from Capitol Drive to Evergreen Drive. Sidewalk and shared use paths impacted by reconstruction will be replaced. New storm sewer will be installed within the project limits. The existing structures carrying County E over IH 41 will be replaced with structures B-44-0324 and B-44-0325. Retaining walls R-44-0040 and R-44-0041 will be constructed. Sign structures S-44-0367, S-44-0369, S-44-0370, S-44-0371, S-44-0372, and S-44-0373 will be constructed. New traffic signals will be installed at the IH 41/County E ramp terminals. MUTCD compliant signing and pavement markings will be installed with the project

The trees in the Ballard Interchange median will be replaced with the project.

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:

The core and west approach to the County E/ Capitol Drive intersection will be reconstructed to allow for the addition of an eastbound left turn lane (two total eastbound left turn lanes after reconstruction). Bike lanes will be constructed on both sides of the Capitol Drive. Sidewalk will be replaced on the north side of Capitol Drive. The limits of the reconstruction of Capitol Drive extend from the core of the County E/ Capitol Drive intersection to 250 ft west of Commerce Court.

Work along Capitol Drive and Ballard and Capitol Drive intersection core will also include storm sewer installation, erosion control, fertilizer/seed/mulch, permanent signing, traffic signals, pavement marking and temporary traffic

control.

Landscaping elements such as trees, bushes, and grass will be added to the medians and islands of the IH 41 and Ballard Road diverging diamond interchange (DDI).

City of Appleton Intelligent Transportation Systems (ITS) infrastructure will be added to the IH 41 and Ballard Road DDI

SUMMARY OF COSTS

Phase ¹	Total Est. Cost	Federal/State Funds	%	City of Appleton	%	County of Outagamie	%
Design Engineering	N/A	N/A	100%	\$0	0%	\$0	0%
Real Estate Acquisition	N/A	N/A	100%	\$0	0%	\$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	\$0	0%	\$0	0%
Construction ²:							
Category 1000 – Roadway	\$23,000,000.00	\$23,000,000.00	100%	\$0	0%	\$0	0%
Category 16XX – 100% Outagamie County Funded	\$15.00	\$0	0%	\$0	0%	\$15.00	100%
Category 18XX – 100% State Funded	\$1,000.00	\$1,000.00	100%	\$0	0%	\$0	0%
Category 20XX – B-44-0324			100%	\$0	0%	\$0	0%
Category 20XX – B-44-0325			100%	\$0	0%	\$0	0%
Category XXXX – Ballard and Capitol Intersection	\$618,000.00	\$0	0%	\$309,000.00	50%	\$309,000.00	50%
Category XXXX – Ballard Rd Interchange Landscaping (CSS)	\$200,000.00	\$0	0%	\$100,000.00	50%	\$100,000.00	50%
Category XXXX – Ballard Rd Tree Replacement (18 Trees)	\$20,000.00	\$16,000.00	80%	\$2,000.00	10%	\$2,000.00	10%
Category XXXX – City of Appleton ITS	\$24,000.00	\$0	0%	\$24,000.00	100%	\$0	0%
Category XXXX – City of Appleton Sanitary Manhole Adjustments	\$2,000.00	\$1,800.00	90%	\$200.00	10%	\$0	0%
Subtotal	\$23,865,015.00	\$23,017,800.00		\$435,200.00		\$411,015.00	
Total Est. Cost Distribution	\$23,865,015.00	\$23,017,800.00		\$435,200.00		\$411,015.00	

¹. Costs shown are estimates only and may be updated as design progresses

². Estimates include construction engineering, estimated at 15%.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [3] – [7]); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, upon fully executed signature of applicable State Municipal Maintenance Agreement 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	
Name <small>(print)</small>	Title
Signature	Date
Signed for and in behalf of Outagamie County	
Name <small>(print)</small>	Title
Signature	Date
Signed for and in behalf of the State	
Name <small>(print)</small>	Title
Signature	Date

(please sign in blue ink)

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.
 - (k) WisDOT will replace the existing trees located in the median of the Ballard Road interchange
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) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance with state and federal regulations.
 - (h) Ballard and Capitol Intersection costs.
 - Compensable utility adjustment and railroad force work necessitated for the project.
 - The grading, base, pavement, curb and gutter, and structure costs to State standards
 - 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.
 - Signing and pavement marking necessitated for the safe and efficient flow of traffic.
 - 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.
 - Replacement of existing driveways, in kind, necessitated by the project.
 - New installations or alteration resulting from roadway construction of standard street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
 - (i) Ballard Road Interchange Landscaping (CSS)
 - (j) City of Appleton Intelligent Transportation System (ITS)

4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State on behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements 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 project.
8. Basis for local participation:

Design Engineering, Real Estate Acquisition, Utility Coordination:

The State will pay 100% of the cost for design engineering, real estate acquisition, and utility coordination.

Costs for design engineering, real estate acquisition, and utility coordination are shown as not applicable (N/A) in the summary of costs table due to the complexities of isolating individual Let Project costs from the Appleton-Green Bay corridor wide design ID (1130-63-01) and this information is not relevant to the municipal construction cost share.

Construction ID: 1130-65-76

The Project Agreement will be revised, if necessary, as the project progresses. All costs shown are approximate and subject to final audit.

Category 1000 – Roadway Items

The State will pay 100% of the construction costs under Category 1000 – Roadway Items unless otherwise noted.

Category 16XX – Outagamie County

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	\$13	\$13.00

1130-65-76 Construction Total	\$13.00
15% Construction Engineering	\$2.00
1130-65-76 Project Total	\$15.00

Category 18XX – 100% State Funded

The State will pay 100% of the construction costs under Category 18XX – 100% State Funded Items unless otherwise noted.

Category 20XX – B-44-0324

The State will pay 100% of the construction costs under Category 20XX – B-44-0324 unless otherwise noted.

Category 20XX – B-44-0325

The State will pay 100% of the construction costs under Category 20XX – B-44-0325 unless otherwise noted.

Category XXXX – Ballard and Capitol Intersection

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Category XXXX - Ballard Rd Interchange Landscaping (CSS)

In accordance with the Local Participation Policy Section 3-25-5 of the State’s Program Management Manual Wis. Stat. 85.0205 (1m) prevents the use of improvement funds on elements of a highway improvement project that are determined to be primarily related to the aesthetic preferences of communities adjacent to the improvement. These aesthetic preferences are commonly called community sensitive solutions (CSS) or community sensitive design (CSD).

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Category XXXX - Ballard Rd Tree Replacement

In accordance with the Local Participation Policy Section 3-25-15 of the State’s Program Management Manual landscaping replacement in the median or terrace area that is approved by WisDOT is eligible for WisDOT participation.

Landscaping is 80 percent eligible for WisDOT participation when placement is in the right-of-way or when the municipality or WisDOT legally arranges for placement on private property in cases where there is insufficient space in the right-of-way.

Landscaping will be consistent with the adopted WisDOT standards (limited to trees and shrubs as appropriate), provided the municipality or property owner accepts responsibility for the maintenance of the landscaping items.

Category XXXX - City of Appleton Intelligent Transportation System (ITS)

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Category XXXX – City of Appleton Sanitary Manhole Adjustments

Wisconsin State Statute 84.295 (4m) Municipal Utility Relocation; Freeway Construction

- (a) The state shall pay 90 percent of the eligible costs of the relocation or replacement of any municipal utility facilities required by the construction of any freeway undertaken by the department. The affected municipal utility shall pay the balance of such costs.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
SPV.0060	Special 1200. Adjusting Sanitary Manhole	EACH	1	\$1,739	\$1,739

1130-65-76 Construction Total	\$1,739
15% Construction Engineering	\$261
1130-65-76 Project Total	\$2,000
10% Municipal Participation	\$200

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.

From: [Debra Ebben](#)
To: [Debra Ebben](#)
Subject: FW: FY24 Bus Grant Award for Appleton - Congratulations!
Date: Thursday, July 18, 2024 3:29:38 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

From: Garg, Ajay (FTA) <ajay.garg@dot.gov>
Sent: Tuesday, July 9, 2024 10:53 AM
To: Ronald C. McDonald <Ronald.McDonald@Appleton.org>
Cc: Brookins, Kelley (FTA) <kelley.brookins@dot.gov>
Subject: FY24 Bus Grant Award for Appleton - Congratulations!

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Mr. McDonald,

Congratulations on your Award!

Today, FTA is announcing the grant awards for the FY24 Low and No Emission (Low-No) and Bus and Bus Facilities (Bus) grant programs.

Combined, the FY24 Low-No and Bus grants will provide nearly \$1.5 billion in competitive funding for 117 projects in 47 states, resulting in approximately 1,100 new buses on the nation's streets.

I'm happy to say that your agency will receive \$12.0M for modernize of bus maintenance facility project.

We are excited to help you deliver on this important endeavor, which will improve transit service for your community while creating American jobs.

We would greatly appreciate it if you publicized this grant award on your social media channels! This email includes materials to assist you, such as a sample press release, media advisory, and customizable social media graphics.

Please include #busmonth in any social media items and be sure to tag FTA. Our social media handles can be found [here](#).

For additional guidance, please visit FTA's [Social Media Toolkit](#) webpage. I can also connect you to FTA's public affairs office as needed.

Feel free to mention elements of your award in your external press, such as the facility to be replaced, equity, air quality, workforce development, etc.

If applicable: A particular focus this year is streamlining the procurements of buses funded through these awards, for example, by reducing customizations and using

standardized bus models as much as possible.

If you are considering holding an event in the coming weeks, please let us know. We would be happy to participate.

If you have any questions about how to complete your application in TrAMS, please do not hesitate to contact us.

Again, congratulations – this is a great day for investing in American infrastructure!

Regards,



**U.S. Department
of Transportation
Federal Transit
Administration**

Ajay Garg
Deputy Regional Administrator
Region V
200 West Adams, Suite 320
Chicago, IL 60606
T 312.353.2790
E ajay.garg@dot.gov



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Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



U.S. Department of Transportation

June 26, 2024

Congratulations! The project below was selected to receive an FY 2024 RAISE grant.

Project Name: Downtown Appleton Regional Transit Multimodal Hub

Applicant: Valley Transit

State: WI: Wisconsin

RAISE Grant Award Amount: \$25,000,000

Estimated Total Project Costs: \$26,800,000

Project Description: The project will reconstruct the Valley Transit Center with expanded passenger amenities, ADA features, and transit facilities, as well as improved transit operations. The project plans to build affordable housing units above the new transit center in a future phase of the project.

All grantees must execute a grant agreement with the USDOT. The FY 2024 grant agreement templates are available for preview and download through this [link](#). Grantees will receive a partially prepopulated draft from the RAISE Program Office within the next month, but are welcome to begin reviewing the template. The Department expects all RAISE funding to be obligated no later than September 30, 2028 and expended by September 30, 2033.

The USDOT Operating Administration (e.g. FAA, FHWA, FRA, MARAD, FTA) overseeing your project will contact you in the coming weeks regarding next steps to complete the relevant requirements before executing a grant agreement.

This letter does not authorize the applicant to incur costs to carry out the project. The execution of the grant agreement will obligate RAISE grant funding, making it available to reimburse eligible expenses for the awarded project. Unless authorized by USDOT in writing, any costs incurred prior to that obligation of funds for a project (i.e., "pre-award costs") are ineligible for reimbursement and may be ineligible to count towards non-Federal match requirements. This letter does not authorize pre-award costs to be eligible.

If you have any questions, please contact the RAISE Grants Team at RAISEgrants@dot.gov

Sincerely,

A handwritten signature in black ink that reads "John Augustine".

John Augustine
Director, Office of Infrastructure Finance and Innovation
Office of the Secretary

RISK MANAGEMENT 2024 MID-YEAR BUDGET REVIEW

Property & Liability Management & Loss Control Notable Items Completed (1st half-2024):

- Continued to log safety data sheets and audit the system.
- Annually required hearing tests, respirator fit tests and respirator medical evaluations are completed in the late summer to ensure compliance with our respiratory protection and hearing conservation program.
- As of July 1, 2024, reviewed 73 special events to assure adequate risk transfer to the event sponsor.
- As of July 1, 2024, reviewed around 117 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.
- Reviewed and suggested changes to the following policies: Blood Borne Pathogens (annually required review), Vehicle Use, Fall Protection (re-wrote entire police), Asbestos Safety, City Hall Closure-Incident Weather Procedures, Security Access Badge and Visitor Access Policy. Policies to be reviewed yet during 2024 includes: Generative AI Use and Accident/Incident Reporting and Investigation.
- Assisted with emergency procedures for Parks & Recreation new dance studio location.
- Completed building safety audits at the following locations (as of June 1, 2024): Library (temporary location), Water Plant, Wastewater Plant, Parks & Recreation Maintenance Building, Fire Stations #1 and #6 and Erb Pool.
- Assisted the Utility's Department with hire of new Safety and Training Coordinator position.
- Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2024, \$15,408 has been recovered for losses that occurred in 2023 and 2024.
- Facilitated both Central and City Hall safety committee meetings as well as the City Hall security committee meetings. Attended several departmental safety committee meetings on a regular basis.
- Continued working with departments on root cause analysis of city accidents/incidents.
- Completed the following safety training during 2024: OSHA 30-hour course for various city supervisory staff, confined space training for DPW, Utilities and Parks & Recreation employees, OSHA 10-hour course for city employees from various departments, and silica safety training during DPW's multiple training days.
- Coordinated with CVMIC loss control representative on the following items: DPW and PRFM jobsite safety visits, fume hood inspections for Utilities and Police, multiple training sessions during DPW's safety training days, and worksite inspections for DPW.
- Participated in several new employee training sessions where various risk management topics were covered.
- Completed safety culture survey with city leadership with several recommended actionable items to improve our safety culture.
- Coordinated and compiled information to have biennial actuary analysis performed of our risk management program.