



City of Appleton

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

Meeting Agenda - Final CEA Review Committee

Monday, October 7, 2024

4:00 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

[24-1270](#) Minutes from May 6, 2024

Attachments: [05-06-24 CEA Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[24-1271](#) Request to Purchase Enclosed Trailer for APD Identification Unit

Attachments: [Memo to Purchase Enclosed ID Trailer.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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100 North Appleton Street
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Meeting Minutes - 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

Present: 4 - Ohman, Public Works Director Block, Van Zeeland and Meltzer

4. Approval of minutes from previous meeting

[24-0545](#)

Minutes from March 11, 2024

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

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

Aye: 4 - Ohman, Public Works Director Block, Van Zeeland and Meltzer

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0546](#)

Election of Chair

Ald. Meltzer unanimously elected as chair.

[24-0547](#)

Election of Vice Chair

Ald. Van Zeeland unanimously elected as 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](#)

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

Aye: 4 - Ohman, Public Works Director Block, Van Zeeland and Meltzer

[24-0566](#)

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

Attachments: [Forklift 1502.pdf](#)

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

Aye: 4 - Ohman, Public Works Director Block, Van Zeeland and Meltzer

[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](#)

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

Aye: 4 - Ohman, Public Works Director Block, Van Zeeland and Meltzer

7. Information Items

8. Adjournment

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

Aye: 4 - Ohman, Public Works Director Block, Van Zeeland and Meltzer

Appleton Police Department

INTEROFFICE MEMORANDUM



Date: September 26, 2024

To: CEA Committee

From: Captain Mike Wallace

Subject: Request to Purchase Enclosed Trailer for Identification Unit

The ID van or crime scene processing vehicle (1002) was purchased in June of 2013 for \$17,500. The collected CEA funds that are available for replacing this vehicle is currently set at \$22,169. Since the vehicle was purchased used there is not the ability to purchase a like kind replacement for the ID van. The ID van was originally designated for replacement in 2022 however has been extended for additional years. The ID van is no longer sustainable as it does not meet the work or space needs for the Forensic Evidence Specialist. A like kind replacement vehicle that would meet the needs of the identification unit would have a replacement cost between \$75,000 and \$100,000.

A request to CEA in 2022 was made to convert the former command post (1001) into a crime scene processing vehicle. CEA approved the use of the \$22,169 replacement fund in 2022 to retrofit the existing command post for identification unit purposes. After exploring this option, extensively, it has been found that this is not a feasible option. None of the money was spent to proceed with this project. Our evidence specialists, despite training, have expressed a lack of comfort in driving such a large vehicle. Their lack of comfort, and the large size of the vehicle, would make it more prone to accidents. The lack of large doors on the command post makes it impossible to transport larger items of evidence that are often required for collection.

After discovering the deficiencies of the old command post, APD began exploring other options that would meet the needs of the identification unit. APD would propose using

the funds available to purchase, and upfit, a 7.5' X 14' enclosed trailer for the identification unit. Several local agencies have already completed transitions to enclosed trailers for this specific purpose.

This trailer would be included in CEA on a 10-year replacement cycle. The cost of the trailer and necessary upfitting would be approximately \$24,683. APD would cover any cost above the \$22,169 replacement funds that had been collected by CEA to replace the original ID van.

Thank you for your consideration,

Captain Mike Wallace
Appleton Police Department