



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Finance Committee

Monday, January 20, 2025

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

[25-0019](#) 1/6/25 Finance Committee Minutes

Attachments: [Meeting Minutes010625.pdf](#)

5. Public Hearing/Apearances

6. Action Items

[25-0020](#) Request to approve the following 2025 Budget amendment:

CEA Capital Projects

Federal Grants	+\$134,180
Vehicles	+\$134,180

To record EECGB grant award and associated expense (2/3 vote of council required).

Attachments: [2025 Grant Budget Transfer.pdf](#)

[25-0021](#) Request to accept Non-State Grant Award of \$274,000 and approve the following 2025 Budget Amendment:

Facilities Capital Projects

Misc State Aids	+\$274,000
Library Project	+\$274,000

To record the grant funds and associated project expense (2/3 vote of council required).

Attachments: [NSG Request for Approval 1-8-2025.pdf](#)

- [25-0022](#) Request to award Sole Source Contract to Groome Industrial Services for WWTP Hydroblasting service in the amount not to exceed \$30,000.
Attachments: [Groome 2025 Sole Source - Finance.pdf](#)
[250115_SoleSource_Groome_Hydroblasting.pdf](#)
- [25-0023](#) Request to award Sole Source Purchase of Appleton Water Treatment Facility Emergency Generator Control Equipment to Fabick Power Systems for a cost of \$653,837 with a contingency of \$46,163 for a total not to exceed \$700,000.
Attachments: [Fabick CAT Sole Source - Finance.pdf](#)
[250115_SoleSource_Fabick_Generator_Controls.pdf](#)
- [25-0024](#) Request to award Unit H-25 Lawe Street Bridge over Fox River Repairs project to Norcon Corporation in the amount of \$203,946 with a 10% contingency of \$20,394.60, for a project total not to exceed \$224,340.60.
Attachments: [H-25 Contract Award Form and Bid Tabs.pdf](#)
- [25-0016](#) Request to accept Wisconsin Department of Transportation Signals and ITS Standalone Program (SISP) grant in the amount of \$576,000.
Attachments: [SISP Grant Acceptance Request_RidgeviewRichmond 01-20-2025.pdf](#)

7. Information Items

- [25-0025](#) Contract 25-24 was awarded to Kruczek Construction Inc. for \$1,579,000.00 with a contingency of \$20,000.00 for X-24 Water Reconstruction No. 2. Payments issued to date total \$1,519,437.61. Request final payment of \$38,389.62.
- [25-0026](#) Contract 29-24 was awarded to Vinton Construction Co. for A-24 Concrete Paving in an amount not to exceed \$3,847,407.27 with a contingency of \$50,000. Payments issued to date total \$3,376,047.21. Request final payment of \$278,999.95.
- [25-0027](#) The following 2024 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy:
- | | |
|--------------------------|----------|
| Hazardous Materials | |
| Miscellaneous State Aids | +\$8,200 |
| Training & Conferences | +\$8,200 |
- To record a grant received from the State of Wisconsin for Hazardous Materials Emergency Preparedness for training.
Attachments: [20250114122613599.pdf](#)

[25-0028](#)

Contract 66-24 was awarded to M&E Construction, LLC for the J-24 Mini Storm Sewer Construction in the amount not to exceed \$250,000. Final contract amount is \$203,165, and no payments have been made to date. Request final payment of \$203,165.

8. Adjournment

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

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

For questions regarding this agenda, please contact Jeri Ohman at (920) 832-6438.



City of Appleton

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

Meeting Minutes Finance Committee

Monday, January 6, 2025

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

Alder Fenton attended remotely

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

4. Approval of minutes from previous meeting

[24-1622](#)

12/09/24 Finance Committee Meeting minutes

Attachments: [120924 Meeting Minutes.pdf](#)

**Hartzheim moved, seconded by Croatt, 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**

[24-1625](#)

Ms. Diane Keuther, Commodore of the Appleton Yacht Club to present the Club's financial reports.

Attachments: [Appleton Yacht Club 2024 Annual Report - Summary.pdf](#)
[Appleton Yacht Club 2024 Financial Report.pdf](#)

This Appearance was presented

6. **Action Items**

[24-1623](#)

Request to approve Contract Amendment #1 with Restoration Systems Inc. for Green Ramp Barrier Panel Emergency Repairs Phase 1, in an increase of \$17,225, for a new not-to-exceed contract total of \$64,455.

Attachments: [Finance Memo Green Ramp Phase 1 Repairs Contract Amend 1 01-06-2025.pdf](#)

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

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

[24-1624](#)

Request to award the 2025 Interior Finishes and Furniture Project - Community Development to Chet Wesenberg Architect, LLC. for a sole-source contract not-to-exceed \$67,400.

Attachments: [2025 Community Development AE Services.pdf](#)
[Sole Source Community Dev.pdf](#)

Croatt 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

[24-1626](#)

Contract 53-24 was awarded to Crafts, Inc. for \$1,107,734 with a contingency of \$66,464 for WWTP A, S, & V Roof Repair and Replacement. Change orders were approved totaling \$4,800. Final contract amount is \$1,112,534 with a contingency of \$61,664. Payments issued to date total \$1,078,227.30. Request final payment of \$34,306.70.

This item was presented

[24-1627](#)

Contract 84-22 was awarded to Miron Construction for \$5,330,989 with a contingency of \$799,648 for Sludge Storage Addition. Change orders were approved totaling \$280,400.48. Final contract amount is \$5,611,389.48 with a contingency of \$519,247.52. Payments issued to date total \$5,601,389.48. Request final payment of \$10,000.

This item was presented

[24-1628](#)

Contract 27-24 was awarded to Kruczek Construction Inc. for \$2,959,994.96 with a contingency of \$30,000 for W-24 Sewer & Water Reconstruction No. 1. Payments issued to date total \$2,627,401.62. Request final payment of \$184,731.70.

This item was presented

[24-1629](#)

Contract 116-23 was awarded to Vinton Construction Company for the 2023 Lundgaard Park Phase One Construction Project in the amount of \$911,177.70 with a contingency of \$137,000. Change orders were issued totaling \$14,200.54. Payments to date total \$870,124.10. Request final payment of \$55,254.14.

This item was presented

[24-1630](#)

Contract 108-23 was awarded to Southport Engineered Systems, LLC. for the 2023 MSB CEA Shop HVAC Replacement Project in the amount of \$664,550 with an 8% contingency of \$53,164. Two change orders were issued in the amount of \$35,337. Payments to date total \$682,389.81. Request final payment of \$17,497.19.

This item was presented

[24-1631](#)

Contract 55-24 was awarded to Van Rite Plumbing Inc. for \$524,896.87 for Y-24 Lead/Galvanized Water Service Replacement. Payments issued to date total \$463,762.13. Request final payment of \$55,479.92.

This item was presented

[24-1632](#)

Contract 30-24 was awarded to Advance Construction Inc for Z-24 Water Reconstruction in an amount not to exceed \$980,663. Payments issued to date total \$404,554.52. Request final payment of \$474,764.73.

This item was presented

[24-1633](#)

The following 2024 Budget adjustments were approved by the Finance Director in accordance with Policy:

General Fund - Library

Community Partner - Other Reimbursements	+\$2,000
Community Partner - Supplies	+\$2,000

To record Wild Women in the Kitchen Grant

General Fund - Library

Materials Management - Other Reimbursements	+\$25
Materials Management - Books and Library Materials	+\$25

To record David Greene Memorial (Opening Day)

General Fund - Library

Childrens - Other Reimbursement	+\$100
Childrens - Office Supplies	+\$100

To record ESL Donation

This item was presented

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



CITY OF APPLETON

Department of Parks & Recreation
1819 East Witzke Blvd.
Appleton, WI 54911
p: 920-832-5905
f: 920-993-3103
www.appletonparkandrec.org

TO: Finance Committee
FROM: Dean Gazza
DATE: 1-20-25
RE: EECGB Grant Budget Amendment

The Infrastructure Investment and Jobs Act of 2021 included grant funding allocations for the Energy Efficiency and Conservation Block Grant. The City of Appleton was awarded \$134,180. The grant was approved by the City Council in 2024 and is to be used for seed funding to encourage sustainable actions, create strategies, renewable energy, etc. to government facilities.

Request to approve the following budget amendment:

CEA Capital Projects Fund	
Federal Grants	+ \$134,180
Vehicles	+ \$134,180

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



CITY OF APPLETON

Appleton Public Library
3000 E. College Ave., Suite B
Appleton, WI 54915
p: 920.832.6173
www.apl.org

Memo

To: Appleton Public Library Board of Trustees; City of Appleton Finance Committee

From: Colleen Rortvedt, Library Director

Date: January 8, 2025

Subject: Approval to accept Non-State Grant Award of \$274,000

The Wisconsin Department of Administration (State), through the State Building Commission and the Non-State Grant Award, has awarded a \$274,000 grant to the Appleton Public Library (Library) project to support the transformative renovation of the library building and enhance its role as a community and cultural hub, providing modernized facilities to meet the evolving needs of the Appleton community (Project). Trustee approval is required to accept this grant.

Key Terms of the Agreement:

- The State will reimburse construction expenses up to \$274,000.
- The Library has secured non-state revenue sources covering at least half of the \$40,400,000 total project cost.
- Beyond the grant payment, the State assumes no responsibility for the facility.
- The Library indemnifies the State against liabilities related to the Project.
- The Library accepts a 20-year land use restriction ensuring the property serves the purposes of the Project. If the library building ceases to serve a public purpose, the State retains an ownership interest proportional to the grant amount.
- The Library must adhere to non-discrimination and equal employment opportunities.
- Payments are contingent upon the submission of requisition forms and proof of incurred expenses.

Upon approval, the agreement will be signed, staff will complete the requirements of the grant, and request reimbursement of funds.




SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

PROPOSED DETAILS
Requesting dept: Wastewater Treatment Plant
Product/service: 2025 hydroblasting service
Vendor name: Groome Industrial Service
Total cost: \$2,550 daily rate, not to exceed \$30,000

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

Date 1/7/2025



DEPARTMENT OF
UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915
920-832-5945 tel.
920-832-5949 fax

www.appleton.org/government/utilities

MEMORANDUM

Date: January 15, 2025
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Chris Stempa, Director of Utilities
Kelli Rindt, Enterprise Accounting Fund Manager
From: Ryan Rice, Deputy Director of Utilities
Subject: **Finance Committee Action: Award Sole Source Contract to Groome Industrial Services for WWTP Hydroblasting service in the amount not to exceed \$30,000.**

BACKGROUND:

The Appleton wastewater treatment plant (AWWTP) accepts lime softening residuals from the Appleton water treatment facility (AWTF) which are primarily calcium carbonate. The residuals are transported via forcemain between plants and enter the WWTP at the head of the liquid treatment train where it comingles with influent wastewater from the city sewerage collection system. The comingled waste stream flows through preliminary treatment and then enters the primary clarification process where heavier solids like lime residuals settle out and are pumped into the anaerobic primary digesters with the settled primary sludge.

The residuals continue through the solids treatment process until the digested sludge is dewatered by belt filter press. The dewatered sludge is stored in the sludge storage building and the filtrate water from the belt filter press is captured and piped to the filtrate storage tank for flow equalization before entering the aeration process of the liquid treatment train (approximately 1,200 feet of 12-inch diameter and 10-inch diameter pipe).

The calcium carbonate in the digested sludge forms lime scale on the dewatering equipment and inside the filtrate piping/tank. The progressive formation of lime scale slowly restricts flow through filtrate piping which must be removed every one to two years to maintain effective treatment operations. The primary method of removal is by 10,000 PSI water jetting of the piping, also known as hydroblasting.

The 2025 AWWTP budget approved by Common Council included \$30,000 for contracted hydroblasting service.

PROPOSAL:

Groome Industrial Services provided a quote for hydroblasting services for 2025 with a daily (8 hour) rate of \$2,550.00.

JUSTIFICATION:

Groome (formerly known as H2O Underpressure) has the equipment and experienced personnel necessary to perform this work and successfully performed hydroblasting in 2024 and was asked to provide a quote for hydroblasting in 2025. Groome has consistently been the least cost quote when hydroblasting service has been solicited and their rate quoted for 2025 hydroblasting service is unchanged from the rate quoted in 2023 and 2024.

RECOMMENDATION:

I am recommending the award of a sole source contract to Groome Industrial Services for hydroblasting service in the amount not to exceed \$30,000.

If you have any questions regarding this project, please contact Ryan Rice at 920-832-5945.

Encl: Finance Department Sole Source Request Form



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

PROPOSED DETAILS

Requesting dept: Appleton Water Treatment Facility
Product/service: 2025 Emergency Generator Controls Upgrade
Vendor name: Fabick CAT
Total cost: \$653,837

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.



Purchasing Manager

Date 1/13/2025



DEPARTMENT OF
UTILITIES

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
p: 920-997-4200
f: 920-997-3240

www.appleton.org/government/utilities

MEMORANDUM

Date: January 15, 2025
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Chris Stempa, Director of Utilities
John Pogrnt, Water Operations Supervisor
Kelli Rindt, Enterprise Accounting Fund Manager
From: Ryan Rice, Deputy Director of Utilities
Subject: **Finance Committee Action: Award Sole Source Purchase of Appleton Water Treatment Facility Emergency Generator Control Equipment to Fabick Power Systems for a cost of \$653,837 with a contingency of \$46,163 for a total not to exceed \$700,000.**

BACKGROUND:

The Appleton Water Treatment Facility (AWTF) has two Caterpillar (CAT) diesel powered generators that are utilized for emergency backup power. Each generator is 2,500 horsepower and can generate up 1,850 kilowatts of electricity (each). One generator can supply enough electricity to satisfy all the AWTF operational needs when a disruption of grid power occurs. In May 2024, one of the generators developed an issue within the controls which caused it to fail and couldn't operate. The local CAT dealer and servicer, Fabick Power Systems (Fabick CAT) completed a repair and successfully returned the generator to operation. However, Fabick CAT stated that availability for replacement parts of this equipment vintage is minimal and that our risk exposure would be high if a major component were to fail.

The city has been engaged in contract for capacity with WPPI Energy for nearly 20 years which provides a monthly payment to have our generators "standby ready" when called upon to provide power back to the grid. The type of circumstances that result in us being called upon are related to a loss of power caused by extreme weather-related events or electrical capacity constraints caused by extremely high customer demand. The payment to the city ranges from \$7,400 to \$8,700 each month. It is critical to have the generators fully functional for treatment plant emergency operation but also to satisfy capacity contract obligations and preserve associated revenue that is generated from it each year.

The 2025 AWTF budget approved by Common Council included \$700,000 for replacement of AWTF generator control panels.

QUOTATION

Fabick CAT provided a quote of \$653,837 for replacement of the generators control system which includes:

- System Generator Paralleling Switchgear Controls
- Medium Voltage Switchgear Protective Relays
- Generator Controls
- Integration
- Commissioning & Testing

JUSTIFICATION

Failure of the generators control system in the absence of grid power jeopardizes treatment and risks interruption of City water supply, along with the continuing WPPI payments.

As the original equipment manufacturer (OEM) Fabick CAT, has provided maintenance related contract services on the CAT generators at the Water and Wastewater facilities. Fabick CAT's familiarity with these units and their expertise with the equipment ensures the successful completion of the project and continued reliability of operation.

The quote by Fabick CAT employs the current mechanism of the switchgear and replaces the programming and controls with new equipment.

As part of our due diligence, Fabick CAT was asked to also provide an estimate for new generators, controls, and associated equipment of the same capacity as the current system. If a new installation was chosen, all new wiring, switchgear, and facility considerations would be needed. The estimate is between \$2.7M and \$3.2M not including installation by a mechanical/electrical contractor.

RECOMMENDATION:

I am recommending the approval of a sole source purchase of Appleton Water Treatment Facility Emergency Generator Control Equipment to Fabick Power Systems for a cost of \$653,837 with a contingency of \$46,163 for a total not to exceed \$700,000.

If you have any questions regarding this project, please contact Ryan Rice at 920-832-5945.

Encl: Finance Department Sole Source Request Form

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 H-25 Lawe Street Bridge over Fox River Repairs

Be awarded to:

Name: Norcon Corporation

Address: 5600 Municipal St.

Schofield, WI 54476

In the amount of : \$203,946.00

With a 10 % contingency of : \$20,394.60

For a project total not to exceed : \$224,340.60

**** OR ****

In an amount Not To Exceed : _____

Budget: \$330,000.00

Estimate: \$275,000.00

Committee Date: 01/20/25

Council Date: 01/29/25

H-25 Lawe Street bridge over Fox River repairs (#9448329)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

12/30/2024 01:45 PM CST

Section Title	Line Item	Item Code	Item Description	UofM	Norcon Corporation			LUNDA CONSTRUCTION		Zenith Tech, INC. bridge	
					Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
H-25 BASE BID							\$203,946.00		\$228,822.00		\$298,245.00
	1	202.011	Roadside Clearing	sq. yd	40	\$40.00	\$1,600.00	\$37.00	\$1,480.00	\$30.00	\$1,200.00
	2	203.026	Removing Structure over Waterway Minimal Debris	each	1	\$2,865.00	\$2,865.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
	3	203.0335	Debris Containment over Waterway (P-44-717)	each	1	\$1,975.00	\$1,975.00	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00
	4	502.01	Concrete Masonry Bridges	cu. yd.	2	\$1,550.00	\$3,100.00	\$500.00	\$1,000.00	\$1,500.00	\$3,000.00
	5	502.0180.S	Bridge Deck Crack Sealing	lin. ft.	500	\$6.00	\$3,000.00	\$3.00	\$1,500.00	\$4.50	\$2,250.00
	6	502.3215	Protective Surface Treatment Reseal	sq. yd	2144	\$4.50	\$9,648.00	\$3.00	\$6,432.00	\$12.50	\$26,800.00
	7	509.0301	Preparation Decks Type 1	sq. yd	150	\$210.00	\$31,500.00	\$230.00	\$34,500.00	\$205.00	\$30,750.00
	8	509.0302	Preparation Decks Type 2	sq. yd	38	\$230.00	\$8,740.00	\$325.00	\$12,350.00	\$240.00	\$9,120.00
	9	509.0310.S	Sawing Pavement Deck Preparation Areas	lin. ft.	600	\$12.00	\$7,200.00	\$1.00	\$600.00	\$5.50	\$3,300.00
	10	509.06	Curb Repair	lin. ft.	35	\$86.00	\$3,010.00	\$165.00	\$5,775.00	\$125.00	\$4,375.00
	11	509.15	Concrete Surface Repair	sq. ft.	60	\$362.00	\$21,720.00	\$235.00	\$14,100.00	\$275.00	\$16,500.00
	12	509.2100.S	Concrete Masonry Deck Repair	cu. yd.	15	\$1,250.00	\$18,750.00	\$300.00	\$4,500.00	\$1,500.00	\$22,500.00
	13	509.25	Concrete Masonry Overlay Decks	cu. yd.	2	\$1,250.00	\$2,500.00	\$300.00	\$600.00	\$1,000.00	\$2,000.00
	14	509.9025.S	Epoxy Injection Crack Repair	lin. ft.	200	\$138.00	\$27,600.00	\$102.00	\$20,400.00	\$80.00	\$16,000.00
	15	514.2625	Downspout 6-inch	lin. ft.	24	\$245.00	\$5,880.00	\$233.00	\$5,592.00	\$325.00	\$7,800.00
	16	619.1	Mobilization	each	1	\$27,848.00	\$27,848.00	\$87,985.00	\$87,985.00	\$85,000.00	\$85,000.00
	17	643.5	Traffic Control	each	1	\$6,200.00	\$6,200.00	\$8,480.00	\$8,480.00	\$20,000.00	\$20,000.00
	18	SPV.0060.01	Cleaning and Painting Bearings	each	10	\$625.00	\$6,250.00	\$614.80	\$6,148.00	\$1,000.00	\$10,000.00
	19	SPV.0060.02	Embedded Galvanic Anodes	each	60	\$46.00	\$2,760.00	\$35.50	\$2,130.00	\$65.00	\$3,900.00
	20	SPV.0060.03	Watermain Hanger Relocation	each	1	\$1,450.00	\$1,450.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
	21	SPV.0165.01	Fiber Wrap Reinforcing Non-Structural	sq. ft.	75	\$138.00	\$10,350.00	\$90.00	\$6,750.00	\$150.00	\$11,250.00
Base Bid Total:							\$203,946.00		\$228,822.00		\$298,245.00



CITY OF APPLETON

MEMORANDUM

Date: 01/20/2025
To: Municipal Services Committee
Finance Committee
From: Mike Hardy, P.E., PTOE, Traffic Engineer
Subject: Grant acceptance request for new traffic signal at the Richmond Street (STH 47) / Ridgeview Drive intersection

Grant Acceptance Request

At the August 26, 2024, 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). We received notice on December 17, 2024, that our application was approved. We are now requesting approval to accept the grant funds and proceed with the project.

Our grant application is to install a new permanent traffic signal (and related improvements) at the intersection of State Trunk Highway (STH) 47 (Richmond Street) and Ridgeview Drive in 2026. The total estimated project cost is \$640,000, of which the local cost share would be 10% (\$64,000). Any real estate acquisition would be the City's responsibility, separate from the SISP program (\$25,000).

The City will be the project lead and pay for all upfront costs of the estimated \$640,000, with up to 90% (\$576,000) being eligible for reimbursement. The net balance of cost to the City would be 10% (\$64,000) plus any real estate acquisition. Reimbursements from WisDOT are eligible after July 1, 2026, with a reimbursement deadline of December 1, 2026.

The City will enter into an agreement with the Town of Grand Chute to split evenly the net balance and any real estate acquisition costs through a separate agreement.

There is \$75,000 in the approved 2025 DPW budget for design and real estate. Construction-related costs will be included in the 2026 DPW budget. Construction would be in summer 2026, concurrent with the WisDOT Interstate-41 & Richmond interchange reconstruction.

Project Background

Based on ongoing complaints, the Traffic Section reviewed the operations of the Richmond Street (STH 47) / Ridgeview Drive intersection. The complaints include the prevalence of crashes, long waits on Ridgeview Drive, difficult sight lines for northbound/southbound left turns, and challenges crossing Richmond Street for bicyclists and pedestrians.

Our review determined the traffic volumes are approaching the warrant thresholds, and the crash threshold was met in 2021. The recent development in the Town to the east is a contributing factor. Once the remaining green space in that area is developed, we anticipate the volume threshold will be met.

The scope of the proposed project will include a new permanent traffic signal, geometric improvements to sidewalks to achieve compliance with standards, and aligned left turn lanes for optimal visibility and safety.

Perhaps more pressing, WisDOT will be implementing a temporary traffic signal (with overhead span wire) at this intersection in April 2025 to mitigate traffic rerouting for the I-41 & Ballard Road interchange closure. We feel the temporary traffic signal will establish a precedent and expectation by the public that traffic signal control should remain. We also feel this temporary signal will induce additional traffic on Ridgeview Drive, resulting in additional signal warrants being met. WisDOT has agreed to keep their temporary signal in operation through the summer of 2026 to allow for construction of this new, permanent signal.

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: 08/14/2024

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

COMMITTEE OF JURISDICTION: Municipal Services Committee

NAME OF GRANT/FUNDING SOURCE: SISP / Wisconsin DOT

AMOUNT OF GRANT REQUEST: \$ 640,000

LOCAL MATCH REQUIREMENT: \$ 64,000

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

TIMEFRAME OF GRANT: 07/01/2025 through 06/30/2026

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

PURPOSE OF GRANT (summary): New permanent traffic signal control at State Hwy 47 & Ridgeview Drive

How does the grant meet City/Department/Program goals? Safe and reliable transportation

What are the personnel requirements (include both existing and new staff) of the grant? 0.5 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: \$ 640,000

FEDERAL/STATE ID #: 3700-30-71

LOCAL MATCH REQUIREMENT: \$ 64,000

Please describe the source of match, if applicable: 2025 & 2026 DPW CIP Budget

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

Reimbursements are eligible after July 1, 2025, with a reimbursement deadline of December 01, 2026



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

Date: December 17, 2024
 I.D.: 3700-30-71
 Road Name: STH 47 & Ridgeview Rd
 Title: City of Appleton
 Limits: STH 47
 County: Outagamie
 Roadway Length: 0.1 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: No current traffic signal exist.

Proposed Improvement - Nature of work: Install a new signal with monotubes (signal per lane and FYA), TS2 cabinet, Iteris NEXT detection system, Cobalt controller, and fiber communications at the following intersection: State Highway 47 (Richmond Street) and Ridgeview Drive. Geometric changes are necessary for sidewalks to achieve ADA and MUTCD compliance, along with increasing the NB/SB left turn lane storage necessary for permanent traffic signal control. Additional geometric changes involve tapering the Highway 47 median angle of the left turn lanes for optimal visibility and safety.

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 3700-30-71	\$ 640,000	\$ 576,000	90%	\$ 64,000	10%
Total Cost Distribution	\$ 640,000	\$ 576,000	90%	\$ 64,000	10%

*Construction ID 3700-30-71 state funding is limited to \$576,000 (State fiscal year 2026)

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 \$640,000. 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.

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2024

<u>Budget Description</u>	<u>ORG</u>	<u>OBJECT PROJ (in GL)</u>			<u>Amount</u>
	<u>PROJECT</u>	<u>SEG 1</u>	<u>SEG2</u>	<u>SEG 3</u>	
Hazardous Materials: Miscellaneous State Aids	2090	422400			\$ 8,200
Hazardous Materials: Training & Conferences	2090	620100			\$ 5,950
Hazardous Materials: Training & Conferences	2090	620100			\$ 2,250

For the purpose of:

Receiving a grant from the State of Wisconsin for Hazardous Materials Emergency Preparedness (HMEP) Grant Program in the amount of \$8,200 to provide hazardous materials training for both Appleton Fire Department and county personnel.

Rec'd 4/26

Requested by:



Department Head

10/31/24

Date

Information:

Action:


 Finance Director

1/14/25
 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____

<http://intranet/Appleton/forms/documents/finance/Budget Amendment Request Form.xlsx>

2090.620103



INVOICE

Safeware, Inc.
 Remit To:
 Safeware, Inc.
 P.O. Box 716320
 Philadelphia, PA 19171-6320
 301-683-1234

INVOICE	
30179601	
Invoice Date	Page
02/27/2024 08:49:35	1 of 2
ORDER NUMBER	
10097142	

Bill To:
 City of Appleton
 PO Box 2428
 Appleton, WI 54912

Ship To:
 Appleton Fire Dept
 700 N Drew Street
 ATTN: PO 240175
 Appleton, WI 54911

Ordered By: Joe Kozikowski

Customer ID: 129709

PO Number	Term Description	Net Due Date	Disc Due Date	Discount Amount
240175	Net 30	03/28/2024	03/28/2024	0.00

Order Date	Pick Ticket No	Primary Salesrep Name	Taker
02/22/2024 14:29:05	20118365	Kurt Wilhelm	NBURKE

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Shipped	Remaining	UOM Unit Size	Disp.				

We sincerely thank you for your business. All damages and discrepancies are to be noted on carrier delivery receipt and should be notified to Safeware within 3 days of delivery.
 Contact customer service at 800-331-6707.

Carrier: Onsite Service

Tracking #: Hazard 3 Training

Ordered	Shipped	Remaining	UOM	Unit Size	Disp.	Item ID	Item Description	Pricing	UOM	Unit Size	Unit Price	Extended Price
1.00	1.00	0.00	EA			HZ3 8-OS-RBRBEC		EA			5,950.0000	5,950.00
				1.0		Hazard3 Training, Battery Emergency 8HR	8-hour on-site instructor led training course on Risk-Based Response to Battery Emergencies including classroom and hands-on skill stations. Includes up to 30 students. Additional fee for additional students.			1.0		

PAST DUE ACCOUNTS ARE SUBJECT TO A SERVICE CHARGE OF 1 ½ PER MONTH (18% PER YEAR)

*** REPRINT ***

Federal ID Number 52-1152883



INVOICE

Safeware, Inc.
 Remit To:
 Safeware, Inc.
 P.O. Box 716320
 Philadelphia, PA 19171-6320
 301-683-1234

INVOICE	
30179601	
Invoice Date	Page
02/27/2024 08:49:35	2 of 2
ORDER NUMBER	
10097142	

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Shipped	Remaining	UOM Unit Size	Disp.				

Card: Visa
 Tran Type: Final Sale
 Name:
 Account Number: 1820
 Authorization Number: 026414
 Reference Number: 431951
 Batch Number: 1450
 Merchant ID: ****1060
 Authorization Amount: 5,950.00
 Amount Applied To Invoice: 5,950.00
 Retrieval Number: 344075905

X _____

*I agree to pay above total amount
 according to card issuer agreement*

Total Lines: 1

SUB-TOTAL: 5,950.00
TAX: 0.00
CASH RECEIPTS: 5,950.00
AMOUNT DUE: 0.00

PAST DUE ACCOUNTS ARE SUBJECT TO A SERVICE CHARGE OF 1 ½ PER MONTH (18% PER YEAR)

*** REPRINT ***

Federal ID Number 52-1152883



“Training the Hazmat Community”

Todd Daanen, Owner
Hazard Assessment, LLC
425 Landsborough Ct.
De Pere, WI 54115
920-362-9442
Tdaanen@hazardassessment.net

Invoice # 20240123

Training session “Training the Hazmat Community” for Outagamie County was delivered on 01/23/2024 by Todd Daanen.

Cost of class was \$2250.00

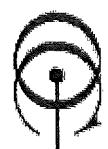
Checks should be made out to:
Hazard Assessment LLC

Mail to:
Hazard Assessment LLC
425 Landsborough Ct.
De Pere, WI 54115

Thank You
Todd Daanen

Account #: 182381230149 MICR Acct #: 182381230149 Check No.: 1180331
Transaction Type: Check Amount: \$8,200.00 Date: 05/10/2024
Sequence Number: 9214367704

Front:



OUTAGAMIE COUNTY
320 SOUTH WALNUT STREET
APPLETON WI 54911

NO. 01180331

DATE
05/03/24

AMOUNT
\$8,200.00

EIGHT THOUSAND TWO HUNDRED AND 00/100 *****

THIS CHECK VOID 90 DAYS FROM DATE OF ISSUE
NOT PAYABLE IN FULL FOR INTEREST BY THE PAYEE/ENDORSEE

CASHIERS
COUNT CLERK
TREASURER
Don Schuler
Pauline Steyer

PAY TO THE ORDER OF
CITY OF APPLETON FINANCE DEPARTMENT
PO BOX 2619
APPLETON WI 54912-2619

⑆01180331⑆ ⑆07500002⑆ ⑆182381230149⑆

Back:

For Deposit Only - JPMc