



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, April 21, 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
[25-0411](#) 04/07/25 Finance Committee meeting minutes
Attachments: [Meeting Minutes040725.pdf](#)

5. Public Hearing/Apearances

6. Action Items

- [25-0416](#) Elect Vice Chair
- [25-0417](#) Elect Tax Appeals Members
- [25-0418](#) Elect CEA Board Member
- [25-0419](#) Set Meeting Time and Date
- [25-0420](#) Designate Contact Person
- [25-0300](#) Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

Attachments: [Not Under Contract 2024-2025 Carryover.pdf](#)
[Special Consideration 2024-2025 Carryover.pdf](#)

Legislative History

- 3/24/25 Finance Committee recommended for approval
Item #25-0300 was split and voted on as follows:
1. *Items not under contract \$13,811,792*
- Hartzheim moved, seconded by Croatt, that the Budget Carryover appropriations for items not under contract \$13,811,792 be recommended for approval. Roll Call. Motion carried by the following vote:*
- Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland*
2. *Items for special consideration - all but Facilities Capital Project amounts of \$127,631*
- Hartzheim moved, seconded by Fenton, that the Budget Carryover appropriations for items for special consideration - all but Facilities Capital Project amounts of \$127,631 be recommended for approval. Roll Call. Motion carried by the following vote:*
- Aye: 5 - Firkus, Croatt, Fenton, Hartzheim, and Van Zeeland*
3. *Items for special consideration consisting of Facilities Capital Project amounts of \$127,631*
- Hartzheim moved, seconded by Croatt, that the Budget Carryover appropriations for items for special consideration consisting of Facilities Capital Project amounts of \$127,631 be recommended for denial. Roll Call. Motion carried by the following vote:*
- Aye: 4 - Firkus, Croatt, Harzheim and Van Zeeland Nay: 1 - Fenton*
- 4/2/25 Common Council approved
Part 1. Items not under contract in the amount of \$13,811,792 was approved. 4-2-2025
- Part 3. The special consideration items in the amount of \$1,015,502 (all but the Facilities Capital Project amount of \$127, 631) is approved.*
- 4/2/25 Common Council referred to the Finance Committee
Part 2. Items requesting special consideration - Facilities Capital Projects amounts of \$127,631 was referred back to the Finance Committee.
- 4/7/25 Finance Committee held
- [25-0412](#) Request to award the 2025 Lundgaard Park Pavilion Project contract to Milbach Construction Services Company in the amount of \$804,440 with a contingency of \$46,944 for a project not to exceed \$851,384.
Attachments: [Lundgaard Park Pavilion Project Finance Memo.pdf](#)
- [25-0413](#) Request to approve additional 2024 - 2025 Budget carryover appropriations for items not under contract in the amount of \$41,800,000. (2/3 vote of Council required)
Attachments: [Not Under Contract 2024-2025 Carryover - Add'l.pdf](#)

- [25-0415](#) Request to approve Unit BB-25 Contract Award with Weinert Roofing for Roof Replacements at Green and Yellow Ramps in the amount of \$176,860, with a contingency of \$15,000 for a total not-to-exceed contract amount of \$191,860.

Attachments: [BB-25 Award-Funding-Bid Tab.pdf](#)

- [25-0441](#) Request to establish a reserve fund for ARPA-related obligations.

Attachments: [ARPA Reserve Fund.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.

For questions on this agenda, please contact Jeri Ohman at (920) 832-5742



City of Appleton

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

Meeting Minutes Finance Committee

Monday, April 7, 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

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

4. Approval of minutes from previous meeting

[25-0339](#)

03/24/25 Finance Committee minutes

Attachments: [Meeting_Minutes032425.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

6. Action Items

[25-0340](#)

Request to approve sole source contract with Truity Partners, LLC in an amount not to exceed \$40,000

Attachments: [Staffing Agency Memo.pdf](#)
[Staffing Agency Sole Source Request.pdf](#)

Fenton 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

[25-0344](#)

Request to award Unit L-24 Site Improvements at 3001 E Glendale Ave to MCC, Inc. in the amount of \$153,858.96 with at 5.2% contingency of \$8,000 for a project total not to exceed \$161,858.96.

Attachments: [Contract Award Form Unit L-24_r1 w Bid Tab.pdf](#)

Croatt moved, seconded by Hartzheim, 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

[25-0300](#)

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

Attachments: [Not Under Contract 2024-2025 Carryover.pdf](#)
 [Special Consideration 2024-2025 Carryover.pdf](#)

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

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

7. Information Items

[25-0341](#)

Contract 131-23 was awarded to Gulf Coast Green Energy for \$373,734 with a contingency of \$32,266 for ORC Generators. Final contract amount is \$373,734. Payment issued to date total \$366,766.50. Request final payment of \$6,967.50.

This item was presented

[25-0342](#)

Contract 59-24 was awarded to AMA Heating & AC for \$467,042 with a contingency of \$37,364 for Fire Station 1 & 6 HVAC improvements. Change orders were approved totaling \$12,418. Final contract amount is \$479,460 with a contingency of \$37,364. Payments issued to date total \$465,288.96. Request final payment of \$14,171.04

This item was presented

[25-0343](#)

Contract 36-24 was awarded to Rohde Brothers for \$807,000.00 with a contingency of \$80,000.00 for Water Dehumidification. Change orders were approved totaling \$(22,693.00). Final contract amount is \$784,307 with a contingency of \$102,693. Payments issued to date total \$762,462.67. Request final payment of \$21,844.33.

This item was presented

8. Adjournment

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

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

2024 - 2025 Budget Carryover Requests - Not Under Contract

		Vendor	Description	Amount	Justification
TIF # 11					
4141	659900		TID #11 Business Enhancement Grants	14,000	Uncommitted TID #11 grant funds from FY2024
TIF # 12					
4151	659900		TID #12 Business Enhancement Grants	22,829	Uncommitted TID #12 grant funds from FY2024
TIF # 13					
4162	680901		G-24 Southpoint Commerce Center	249,900	Temporary Asphalt to be completed in 2025
Public Works Capital Project					
4240	632510		Traffic camera CIP	167,664	Underspent contract in 2024. Adding to 2025 to continue camera replacement.
4240	632507		H-23 Lightning Drive	150,112	Asphalt paving not complete due to road not being complete yet.
4240	680100		H-23 Lightning Drive	43,000	Land acquisition process ongoing
4240	680999	ROW Pend, MSC Approval	Olde Oneida St Bridge of the Power Canal	25,690	Land acquisition, ROW Professionals Amendment
				386,466	
Facilities Capital Project					
FACILITIES	PARKDEVL		Lundgaard Pavilion Construction	46,384	Construction of pavilion in 2025
FACILITIES	PARKAQUA		Mead Pool Coating and Remodeling	330,460	Project was bid out and came in over budget. Working on revising plans and modifying scope to fit within budget. Project is scheduled for construction in fall 2025.
FACILITIES	PAVILIONS		Pierce Pavilion Renovation	22,937	Project was designed in 2024 and bid out in 2025. This money will be used for the Construction Administration aspect of the pavilion remodeling project.
FACILITIES	PARKADA		Park ADA Improvements	19,580	Remaining funds from 2024 ADA Project are needed for 2025 Parks ADA project.
FACILITIES	FACRENO		Fire Station Improvements	77,402	Upgrades began and expected to be completed end of the first quarter.
				496,763	
Parking Utility					
5123	689900		Wayfinding Signs with Marketing Campaign	100,000	RFP being drafted, work to be completed in 2025
5123	680300		Ramp Structural Repairs	45,000	Ramp repair work ongoing
				145,000	
Stormwater Utility					
5221	640400	WisDOT	Lawe Street Bascule Bridge	36,000	Contract delayed to 2025
5221	640800	AECOM Pend. MSC Approval	Bascule Bridge Structural Maint. and Painting	148,500	Project budgeted over multiple years for future design/construction
5230	680904		Glendale - 3001 E Stormwater Mgt	200,000	3001 E Glendale - Review for two budgeted line items - Misc Construction page 531
5230	680904		B-52 Morrison Street Inlets	87,890	B-25 Morrison Street Inlets
5230	680904		W-25	38,967	Additional storm lateral costs for Bell Avenue
5230	680100	TBD	Land Acquisition	350,000	Land Acquisition for Pond Sediment Disposal Site
5230	680904		Flood Reduction Projects	250,000	Flood Reduction Projects continuing through 2025
5230	640400		Flood Reduction Projects	75,000	Flood Reduction Projects continuing through 2025
				1,186,357	
Water Utility					
53206730	640400		Permitting for railroad crossing	10,000	Railroad crossing permit needed for Lawe Street project
53179230	640400		Water Rate Study	27,600	Projected started January 2025, balance of budget for PSC review fees
53206730	680905		Gladiolus St Easement - Plat Line	20,000	Work delayed to coincide with developer schedule, now planned for 2025

2024 - 2025 Budget Carryover Requests - Not Under Contract

		Vendor	Description	Amount	Justification
WTRUTL	NETWORK		Utilities Network Upgrade	98,100	Balance of project budget, hold for construction needs
WTRUTL	CHEMSTORAG		Water Carbon Dioxide Storage	87,800	Balances of consulting budget, construction to start in 2025
WTRUTL	CHEMSTORAG		Water Carbon Dioxide Storage	165,996	McMahon under contract for design
WTRUTL	PUMPING		Check Valve Replacement	9,549	Valve order from Dornier
WTRUTL	PLCSCADA		SCADA server replacement	20,000	SCADA server replacement to be combined with Utilities Network construction
WTRUTL	PLCSCADA		SCADA server replacement	65,000	SCADA server replacement to be combined with Utilities Network construction
WTRUTL	PLCSCADA		SCADA server replacement	30,000	SCADA server replacement to be combined with Utilities Network construction
WTRTOWERS	MATTHIAS		Water Tower Booster Pump	206,101	Construction to bid later in 2025
WTRFMDFAC	HVAC		Dehumindification Kathabar	555,271	Will use to review boiler and pump issues in 2025
				1,295,417	
Wastewater Utility					
5431	640400		Glacier Rdige LS Abandonment	100,000	Project delays due to property owner coordination. Work now planned for 2025
5431	680903		Gladiolus St Easement - Plat Line	20,250	Work delayed to coincide with developer schedule, now planned for 2025
5422	641600		Building Painting	173,259	Additional painting to be completed in 2025
WWUTL	AERATION		Mixed Liquor Channel Blower	61,585	Balance of Mixed Liquor Channel Blower project, construction started January 2025
WWUTL	AERATION		Mixed Liquor Channel Blower	15,260	Balance of Mixed Liquor Channel Blower project, construction started January 2025
WWUTL	NETWORK		Utilities Network Upgrade	1,520,567	Consulting started, need report to determine next steps
WWUTL	PROCEQUIP		Blended Sludge Pipe & Heat Exchange	268,725	Potential project to replace existing pump motors and controls
WWUTL	PROCEQUIP		Blended Sludge Pipe & Heat Exchange	255,331	Potential project to replace existing pump motors and controls
WWUTL	PUMPS		Grit System & Raw Sludge Pump	9,038	Balance of project budget
WWUTL	SLUDGESTOR		Sludge Storage Building Addition	814,725	Balance of project budget to be used for the truck scale and plank storage construction
WWUTL	SLUDGESTOR		Sludge Storage Building Additions Plank Storage & Truck Scale	797,603	Balance of Sludge Storage project budget to fund truck scale and plank storage construction
WWUTL	INSTRUMENT		Phosphorus Analyzer Replacement	30,000	To be purchased in 2025, Equipment trial in progress
WWLIFT	LIFTSTAT		Lift Station PLC Upgrade	7,500	Project needs to be reviewed in 2025
WWLIFT	LIFTSTAT		Lift Station PLC Upgrade	50,000	Project needs to be reviewed in 2025
WWLIFT	WATERLS		Marshal Heights Lift Station	80,000	Move budget from Water Street Lift Station project to Marshal Heights Lift Station project. Construction to be bid in 2025
WWLIFT	WATERLS		Marshal Heights Lift Station	720,000	Move budget from Water Street Lift Station project to Marshal Heights Lift Station project. Construction to be bid in 2025
WWLIFT	MARSHHLS		Summer Street Lift Station	671,690	Summer Street Lift Station upgrade replaced Marshal heights Lift Station upgrade, design work in process for Summer Street Lift Station
WWFMD	ELECTDISTR		Substation Upgrade - Phase 5	67,046	Use for ORC budget shortfall
WWFMD	ELEVATORS		WWTP Elevator Upgrades	8,870	Balance of the elevator consulting project, project to be completed in 2025
WWFMD	ELEVATORS		WWTP Elevator Upgrades	27,070	Balance of the elevator consulting project, project to be completed in 2025
WWFMD	HARDSCAPE		2024 WW Hardscapes	267,676	Construction to be completed in 2025, bid in February 2025. Project delayed due to scope of project expanded
WWFMD	GRANTGEN		WWTP ORC/Biogas	32,055	Balance of project budget, install to be completed in 2025
WWFMD	LIGHTING		WW Lighting Upgrades	57,790	Balance of the project budget additional lighting to be completed in 2025
				6,056,040	

2024 - 2025 Budget Carryover Requests - Not Under Contract

		Vendor	Description	Amount	Justification
Valley Transit					
58073000	680100		Land purchase for Transit Center	175,000	Project incomplete
58072000	680403		Staff vehicle replacement	150,000	Project incomplete
				325,000	
General Administration - General Fund					
12020	664000		State Aid contingency	812,267	Carry forward balance
12020	664000		Fuel Price contingency	137,315	Carry forward balance
12020	664000		Operating contingency	402,298	Carry forward balance
12020	664100		Wage Reserve	1,819,428	Carry forward balance
Information Technology					
13030	632700	CDW		4,000	Unspent 2024 misc hardware dollars for 2025 IT dept computer peripherals
13030	640400	Misc		38,737	Remainder of IT allocation from August 22, 2022 General Fund Balance Policy memo
Legal Services					
14510	620100		Training/Conference	4,300	Additional attorneys to attend the 2025 IMLA conference and have funds available for additional training throughout the year by both Attorney's and Clerk's staff.
14521	640400		Consulting	10,000	There are pending matters where services of outside counsel/consultants are, or may be, engaged in 2025 and these carryover funds will help offset those expenses.
Economic Development					
15010	620100		Development Services Process Improvement - Training	4,000	Delayed due to critical vacancies in DPW Engineering and Com Dev Staff in 2024.
15040	640400		Development Services Process Improvement - Consulting	17,000	Delayed to align consulting efforts with Tyler Munis Com Dev Module Planning & Implementation
DPW					
17031	640800		MSB security cameras	10,000	Working with contractor on details in 2024 and need installation in 2025
17032	640400	WisDOT	Lawe Street Bascule Bridge	4,000	Contract delayed to 2025
17032	640800	AECOM Pend. MSC Approval	Bascule Bridge Structural Maint. and Painting	339,500	Project budgeted over multiple years for future design/construction
Police					
17511	631200	Sunset Law Enforcement	Ammunition	15,000	Availability of ammunition was decreased due to demand
17532	632700	Lenova	Forensic Computer Upgrade	6,000	Evaluation, demonstration, and receiving quotes took longer than expected
Fire					
18024	632400	Various	Medical and Lab Supplies	8,500	Planned upgrade to paramedic engines in 2025. Needed medications would expire if purchased in 2024.
18010	631603	Various	Miscellaneous Supplies	1,675	Donated funds being used for planned updates to the branding items for the AFD.
Total - General Fund				3,634,020	
Grand Total - Not Under Contract				13,811,792	

2024 - 2025 Budget Carryover Requests - Special Consideration

		Vendor	Description	Amount	Justification
Sanitation					
2230	645400	Outagamie County	Tipping Fees	10,000	Increase amount needed for tipping fees in 2025 due to projected estimates
CEA Fund					
6110	630901	TBD	Laptops for Mechanic Shop	5,000	New Asset Management System impacting productivity without proper equipment
Facilities Capital Project					
FACILITIES	ROOFREPLCE		Park Pavilion Roof Replacement	107,625	The Park Pavilion Roof Replacement Project was completed under budget and we are looking to allocate the remaining funds to create a sustainability and climate action master plan. This special consideration carryover will be allocated for hiring a consultant to create a sustainability and climate action plan for Appleton. The consultant will analyze existing reports, update the reports, and create a masterplan document that will provide a clear pathway for the City to achieve its sustainability and climate goals.
FACILITIES	INTERIOR		MSB Furniture Upgrade	7,316	City Center/East/West is updating the building wayfinding as a result of all the new development. This money would be utilized to assist with covering costs associated with new wayfinding signage for City Hall.
FACILITIES	INTERIOR		Fire Station Lighting Upgrades	12,690	City Center/East/West is updating the building wayfinding as a result of all the new development. This money would be utilized to assist with covering costs associated with new wayfinding signage for City Hall.
				127,631	
Stormwater Utility					
5223	641500	Outagamie County	Tipping Fees	10,000	Increase amount needed for tipping fees in 2025 due to projected estimates.
5230	680904	Outagamie County	Tipping Fees	10,000	Increase amount needed for tipping fees in 2025 due to projected estimates.
				20,000	
Water Utility					
WTRUTL	CORROCONTR		Emergency Chemical Tank Replacement	344,800	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	CORROCONTR		Emergency Chemical Tank Replacement	96,250	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	INSTRUMENT		Emergency Chemical Tank Replacement	87,944	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	PUMPING		Emergency Chemical Tank Replacement	38,758	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	CHEMSTOR	Fabrick Power	Generator Control Panel Upgrade	5,204	Positive budget variance to fund change order to 2025 contract
				572,956	
Wastewater Utility					
5422	641800		DAF #3 & Receiving Station #1 Tank Repair	92,432	Positive 5422 O&M budget to be used for needed repair
5422	632601		DAF #3 & Receiving Station #1 Tank Repair	39,048	Positive 5422 O&M budget to be used for needed repair
5422	631603		DAF #3 & Receiving Station #1 Tank Repair	11,148	Positive 5422 O&M budget to be used for needed repair
WWUTL	SLUDGESTOR		Receiving Station offloading pipe, mixers & covers	100,000	Budget request to completed needed pipe and covers

2024 - 2025 Budget Carryover Requests - Special Consideration

		Vendor	Description	Amount	Justification
WWUTL	PROCEQUIP		Belt Filter Polymer System replacement	125,000	Budget request to fund contractor costs to replace polymer feed system as part of the Belt Filter Project
WWFMD	CEILINGS		2025 Hardscape Improvements	21,118	Funding to support hardscape project to be bid spring 2025
				388,746	
Legal					
14521	640400		Consulting	2,000	Additional attorneys to attend the 2025 IMLA conference and have funds available for
Finance					
11510	630100		Supplies	800	Additional supplies to be purchased in 2025
11530	640100		Temp Staffing	3,600	Funding for temp staff needed for multiple vacancies in 2025
11530	640300		Temp Staffing	5,800	Funding for temp staff needed for multiple vacancies in 2025
Police					
17541	632700	Dell	Command Post laptop upgrades	6,600	Laptops require dedicated graphics and upgraded processor to run programs
Total - General Fund				18,800	
Grand Total - Special Consideration				1,143,133	



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

www.appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: April 21, 2025

RE: Action: Award the 2025 Lundgaard Park Pavilion Project contract to Milbach Construction Services Company in the amount of \$804,440 with a contingency of \$46,944 for a project not to exceed \$851,384.

The 2025 CIP includes \$851,384 for the Lundgaard Park Pavilion Project. To date this project has received \$805,000 in private donations. Work includes a new pavilion and restrooms with a serving area, site lighting, and concrete hardscape. Construction is anticipated to be completed by October 2025.

The bids were received as follows:

Milbach Construction Services Company	\$804,440
Cardinal Construction	\$947,295
RJM Construction LLC	\$948,700
Elite Builds, Inc.	\$969,125
8Pine Inc.	\$1,189,120

Our consulting engineer ISG has written the City of Appleton a formal letter of recommendation to award the contract to Milbach Construction Services Company. Therefore, the Parks and Recreation Department recommends awarding the contract to Milbach Construction Services Company in the amount of \$804,440 with a contingency of \$46,944 for a project not to exceed \$851,384.

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

2024 - 2025 Budget Carryover Requests - Not Under Contract (Additional Items)

		Vendor	Description	Amount	Justification
Valley Transit					
58073000	680300		Downtown Appleton Transit Center Project	26,800,000	New project approved in 2024
58073000	680300		Whitman Remodel Phase 2	15,000,000	New project approved in 2024
				41,800,000	
Grand Total - Not Under Contract				41,800,000	

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 BB-25 Parking Structure Roof Replacement

Be awarded to:

Name: Weinert Roofing
Address: 2001 Hyland Avenue
Kaukauna, WI 54130

In the amount of : \$176,860.00

With a 8 % contingency of : \$15,000.00

For a project total not to exceed : \$191,860.00

**** OR ****

In an amount Not To Exceed : \$0.00

Budget: \$200,000.00
Estimate: \$200,000.00
Committee Date: 04/21/25
Council Date: 05/07/25

CITY OF APPLETON
Contract Funding Form

TO: Finance Department

FROM: Mark Lahay - Dept. of Public Works

DATE: 4/21/2025

SUBJECT: Funding for Contract:

BB-25	Parking Structure Roof Replacement
Unit No.	Description

AWARD DATE: 5/7/2025 (Council Date)

AWARD TO: Weinert Roofing

2001 Hyland Avenue

Kaukauna, WI 54130

Funding for the project will be as follows:

Item No.	Account No.	Account Description	Contract Amount	Contingency	Total Contract
1.	5123.6803	Parking Utility	\$176,860.00	\$15,000.00	\$191,860.00
2.					
3.					
4.					
		TOTAL	\$176,860.00	\$15,000.00	\$191,860.00

Public Works	Date
--------------	------

Finance Department	Date
--------------------	------

cc: Project File

BB-25 Parking Structure Roof Replacement (#9600405)
Owner: Appleton WI, City of
Solicitor: Appleton WI, City of
04/07/2025 01:45 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	Weinert Roofing		Crafts Inc.	
					Unit Price	Extension	Unit Price	Extension
BB-25 BASE BID						\$233,440.00		\$333,310.00
	1	Red Ramp - 3 Roof Replacements	lump sum	1	\$56,580.00	\$56,580.00	\$69,852.00	\$69,852.00
	2	Green Ramp - 4 Roof Replacements	lump sum	1	\$60,920.00	\$60,920.00	\$79,463.00	\$79,463.00
	3	Yellow Ramp - 5 Roof Replacements	lump sum	1	\$68,640.00	\$68,640.00	\$98,148.00	\$98,148.00
	4	Yellow Ramp Pedestrian Walkway - 1 Roof Replacement	lump sum	1	\$47,300.00	\$47,300.00	\$85,847.00	\$85,847.00
Base Bid Total:						\$233,440.00		\$333,310.00



CITY OF APPLETON

MEMORANDUM

Date: April 21, 2025

To: Finance Committee

From: Jeri Ohman, Finance Director

Subject: Request to establish a reserve fund for ARPA-related obligations

The American Rescue Plan Act (ARPA) funds received in 2021 and 2022 were deposited into a separate interest-bearing bank account. This account was maintained independently from other City funds to ensure proper tracking and reporting. As eligible expenditures were made, corresponding amounts were transferred from the ARPA account to the City's primary operating account to maintain a clear audit trail.

The interest earned on these funds are not subject to ARPA or federal grant restrictions. Through 2024, the interest accrued amounts to \$1,500,000. City staff recommend establishing a reserve using the accrued interest to cover potential increases in project costs or to fulfill obligations for ARPA-related projects through December 2026.

Contract increases will remain subject to Council approval in accordance with the City's Procurement Policy. At the end of the ARPA expenditure period, any remaining funds in the reserve would be allocated in accordance with the General Fund Excess Fund Balance Policy.

This proposed reserve fund ensures the City takes a fiscally prudent approach and mitigates risk related to the City's portfolio of ARPA-funded projects, with funds derived from ARPA/federal funds, not City funds. Thank you for your consideration of this request. Please feel free to contact me if you have any questions.