



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, June 9, 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

[25-0613](#) Finance Committee Meeting Minutes May 12, 2025

Attachments: [MeetingMinutes 05-12-25.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[25-0614](#) Request to apply for 2026 a Safe Drinking Water Loan and to approve a Resolution declaring official intent to reimburse expenditures for loan disbursement payments

Attachments: [SDWL and Resolution Memo w Resolution.pdf](#)

[25-0678](#) Request to approve two resolutions for the development of a corridor study and a comprehensive bike and pedestrian plan in support of SS4A Planning and Demonstration MPO Grant Applications

Attachments: [Memo SS4A resolution of support.pdf](#)

[Bike Ped Plan SS4A resolution of support.pdf](#)

[CTH KK SS4A resolution of support.pdf](#)

[25-0618](#) Request to award sole source purchase of AWWTP Polymer Make-Down Systems to Polydyne Inc for total cost not to exceed \$89,500

Attachments: [250603_Finance Memo_Sole Source PolymerMakedown_Polydyne.pdf](#)

[25-0657](#) Request to approve a resolution authorizing the Mayor and City Clerk to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the Safe Drinking Water Loan Program and award of \$510,523 for the Project

Attachments: [DNR SDWLP Resolution 2025.pdf](#)

[25-0658](#)

Request to approve the following 2025 Budget amendment:

Water Utility Fund

Lead Service Replacement	+ \$510,523
Other Reimbursement Revenue	+ \$510,523

To record acceptance of the Principal Forgiven Financial Assistance Loan for private-side lead services replacements (2/3 vote of Council required)

Attachments: [Water Utility Fund 2025 Budget Amendment - LSL Program.pdf](#)

[25-0644](#)

Approve Change Order #6 to Rohde Brothers, Inc. contract as part of the AWWTP Sludge Piping and Digester Heat Exchanger Replacement Project totaling \$111,247 resulting in a decrease in contingency from \$134,357 to \$23,110

Attachments: [250603_Finance Info Memo AWWTP HEX ReplacementChangeOrderNo6-rev.1](#)

[25-0677](#)

Request to approve amendment to increase ARPA Grant Administration contract with Booth Management Consulting, LLC by \$70,000 for an amount not to exceed of \$220,000

Attachments: [Memo ARPA BMCCContractAmendment_06052025.pdf](#)

7. Information Items

[25-0656](#)

The following 2025 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

Park & Recreation

Ellen Kort Donations & Memorials	+ \$7,925
Park Maintenance Other Contracts/Obligations	+ \$7,925

To record grant funds to create a native habitat

Wastewater Utility

2024 Aeration Process Upgrades	- \$7,700
Midway Road Lift Station Valve Vault	+ \$7,700

For professional engineering services

[25-0620](#)

Change Orders #2, #3, and #4 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrade Project totalling \$84,851 resulting in a decrease in contingency from \$185,662 to \$100,811

Attachments: [250605_Finance Memo_Phase 2 BFP Change Orders 2- 4_Staab.pdf](#)

[25-0660](#)

Change Order #1 to Contract 16-25 Unit H-25 Lawe Street Bridge over Fox River Repairs Project with Norcon Corporation totaling \$5,961.38 increase for a new not-to-exceed contract total of \$209,907.38 resulting in a decrease in contingency from \$20,394.60 to \$14,433.22

Attachments: [H-25 Contract Change Order 1_form.pdf](#)

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.



City of Appleton

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

Meeting Minutes - Final Finance Committee

Monday, May 12, 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: 4 - Firkus, Hartzheim, Van Zeeland and Croatt

Excused: 1 - Fenton

4. Approval of minutes from previous meeting

[25-0494](#)

4/21/25 Finance Committee minutes

Attachments: [4-21-25 Finance Comm Minutes.pdf](#)

Hartzheim moved, seconded by Van Zeeland, that the Minutes be approved.

Roll Call. Motion carried by the following vote:

Aye: 4 - Firkus, Hartzheim, Van Zeeland and Croatt

Excused: 1 - Fenton

5. Public Hearing/Appealances

6. Action Items

[25-0495](#)

Request to approve the following 2024 Budget amendments:

Emergency Shelter Grant

Miscellaneous State Aids +\$19,500

Other Grant Payments +\$19,500

to record additional funds received for Emergency Shelter Grant Program
(2/3 vote of council required)

Continuum of Care Grant

Miscellaneous State Aids +\$18,220

Other Grant Payments	+\$18,220
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to record additional funds received for Continuum of Care Grant Program
(2/3 vote of council required)

Police Grants

Federal Grants	+\$37,353
Miscellaneous State Aids	+\$ 7,311
Miscellaneous Local Gov't Aids	+\$14,835
Overtime wages	+\$28,293
Training/Conferences	+\$ 4,082
Other Misc Supplies	+\$ 8,564
Miscellaneous Equipment	+\$18,560

to record additional funds received for Police Grant (2/3 vote of council required)

Room Tax Fund

Room Taxes	+\$89,114
Other Contracts/Obligations	+\$81,814
Transfer Out - General Fund	+\$ 7,300

to record additional room taxes received (2/3 vote of council required)

Wheel Tax Fund

Wheel Tax	+\$54,449
Transfer Out - General Fund	+\$54,449

to record additional wheel taxes received (2/3 vote of council required)

Health BOTS Grant

Health Grants & Aids	+\$ 2,422
Other Misc Supplies	+\$ 2,422

to record additional funds received for BOTS Grant Program (2/3 vote of council required)

Health Prevention Grant

Health Grants & Aids	+\$ 6,217
Consulting Services	+\$ 6,217

to record additional funds received for Prevention Grant (2/3 vote required)

Health Communicable Disease Grant

Health Grants & Aids	+\$ 5,720
Salaries	+\$ 4,862
Fringe	+\$ 581
Training/Conferences	+\$ 277

to record additional funds received for Communicable Disease Grant Program (2/3 vote of council required)

Public Health Infrastructure Grant

Health Grants & Aids	+\$17,788
Salaries	+\$13,318
Fringe	+\$ 3,573
Training/Conferences	+\$ 897

to records additional funds received for Public Health Infrastructure Grant Program (2/3 vote of council required)

Health Immunization Grant

Health Grants & Aids	+\$ 645
Fringe	+\$ 492
Medical/Lab Supplies	+\$ 153

to record additional funds received for Immunization Grant Program (2/3 vote of council required)

Health COVID-19 Vaccination Grant

Health Grants & Aids	+\$ 750
Other Contracts/Obligations	+\$ 750

to record additional funds received for COVID-19 Vaccination Grant Program (2/3 vote of council required)

Health DHS ARPA Grant

Health Grants & Aids	+\$19,814
Salaries	+\$11,888
Fringe	+\$ 7,926

to record additional funds received for DHS ARPA Grant Program (2/3 vote of council required)

TIF #7

Property Tax	+\$10,702
Other Contracts/Obligations	+\$10,702

to record payment required by developer agreement (2/3 vote of council

required)

Facilities Capital Projects

Donations & Memorials	+\$7,950,747
Buildings	+\$7,950,747

to record donations from Friends of Appleton Library for building project
(2/3 vote of council required)

Facilities Management

General Charges for Services	+\$92,860
Building Maint/Janitorial	+\$21,442
Building Repairs & Maint	+\$71,418

to record additional costs for janitorial services and building repairs and
maintenance (2/3 vote of council required)

General Fund

Salaries/Fringe Benefits-Public Health	+\$ 8,319
Salaries/Fringe Benefits-Human Resources	+\$16,330
Wage Reserve	- \$24,649

to allocate wage reserve funds (2/3 vote of council required)

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

Aye: 4 - Firkus, Hartzheim, Van Zeeland and Croatt

Excused: 1 - Fenton

25-0514

Request to award project CC-25 Bridge Deck Sealing to Norcon
Corporation in the amount of \$144,482.94 with a contingency of
\$5,157.06 for an amount not to exceed \$150,000.

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

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

Aye: 4 - Firkus, Hartzheim, Van Zeeland and Croatt

Excused: 1 - Fenton

25-0515

Request to approve Change Order No. 3 as an amendment to contract
21-24 for H-23 Lightning Drive Extension in the amount of \$115,622.36
with no change to the contingency of \$20,104.82. Overall contract
increases from \$1,695,191.12 to \$1,810,813.48.

Attachments: [H-23 Change Order 3 Form.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Van Zeeland and Croatt

Excused: 1 - Fenton

7. Information Items

[25-0496](#)

Change Order #1 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$29,457 resulting in a decrease in contingency from \$215,119 to \$185,662.

Attachments: [250430 Finance Memo Phase 2 BFP Change Order 1 Staab .pdf](#)

This item was presented

[25-0497](#)

Change Order #11 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling \$36,938 resulting in a decrease in contingency from \$557,533 to \$520,595.

Attachments: [250502 Finance Memo Phase 1 BFP Change Order 11 Staab .pdf](#)

This item was presented

[25-0498](#)

Request to approve Finance Department reorganization and position reclassifications. (This item appears as an action item on the Human Resources & Information Technology Committee agenda)

Attachments: [Finance Dept Staffing.pdf](#)

[Finance Department draft 050525.pdf](#)

[Customer Service Supervisor Job Description - Final.pdf](#)

[Staff Accountant - Property Tax Specialist Job Description - Final.pdf](#)

This item was presented

[25-0499](#)

Contract 69-24 was awarded to Insituform Technologies for \$383,640.70 with a contingency of \$1,334.73 for Sewer Cleaning & Televising. Payments issued to date total \$299,870.10. Request final payment of \$60,180.73.

This item was presented

8. Adjournment

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

Aye: 4 - Firkus, Hartzheim, Van Zeeland and Croatt

Excused: 1 - Fenton



DEPARTMENT OF
**PUBLIC
WORKS**

Date: June 2, 2025

To: Finance Committee

From: Laura Jungwirth, Director of Public Works
Jeri Ohman, Director of Finance

Subject: Request to apply for a Safe Drinking Water Loan and
Approve a Resolution declaring official intent to reimburse
expenditures for loan disbursement payments

The Wisconsin Department of Natural Resources Safe Drinking Water Loan Program (SDWLP) has made funding available for the 2026 state fiscal year to municipalities for assisting property owners with costs associated with the replacement of private lead service lines (LSL's). This funding will be made available to municipalities in the form of a loan with a percentage of the loans issued qualifying for principal forgiveness.

The SDWLP Priority Evaluation Ranking Formula (PERF) is used to determine projects that are eligible for principal forgiveness funding and standard loan funding. The PERF is based on several factors including census tract data. The City of Appleton currently has some census tracts with the city limits that may qualify for the principal forgiveness program. The Department of Public Works is requesting to apply for this program to secure funding to replace LSL's in designated census tract areas and will only accept funding if principal forgiveness loans are awarded.

A condition of the SDWLP loan application is that a resolution must be passed that ensures any funds received from the SDWLP loan will be utilized for reimbursement of project costs.

Therefore, staff recommends approval to apply for a Safe Drinking Water Loan and approval of Resolution Declaring Official Intent to Reimburse Expenditures from Loan Disbursement Payments.

RESOLUTION NO.

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM LOAN DISBURSEMENT PAYMENTS

TO THE CITY OF APPLETON COMMON COUNCIL

WHEREAS, the City of Appleton (the "Municipality") plans to undertake a project to replace private lead service water lines servicing City of Appleton customers (the "Project");

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which a portion of the principal will be forgiven at the time loan disbursements are made to the Municipality;

WHEREAS, the Municipality expects to finance the entirety of the Project using the funds made available through the SDWLP;

WHEREAS, because the loan funds will not be disbursed prior to completion of work, the Municipality must provide interim financing to cover the costs of the Project incurred prior to receipt of the disbursements of the loan; and

WHEREAS, it is necessary, desirable, and in the best interest of the Municipality to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the loan funds are issued.

NOW THEREFORE, BE IT RESOLVED by Mayor Jacob A. Woodford and City Clerk Kami Lynch of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Loan disbursements become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent to reimburse said expenditures with disbursements of the Loan, the principal amount of which is not expected to exceed \$820,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Loan are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at City Hall within 30 days of its approval in compliance with applicable State law governing the availability of records of official acts and shall remain available for public inspection until the Loan is disbursed.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Effective Date: _____, 2025.

Submitted By: City of Appleton

Signed: _____
Jake Woodford, Mayor

Kami Lynch, City Clerk



CITY OF APPLETON

MEMORANDUM

Date: June 9, 2025
To: Finance Committee
From: Lindsey Smith, Principal Planner and Eric Lom, Traffic Engineer
Subject: SS4A Planning and Demonstration MPO Grant Application

Background & Analysis: East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a Comprehensive Safety Action Plan (CSAP) 1-25-2024 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs). <https://www.ecwrpc.org/wp-content/uploads/2024/04/Comprehensive-Safety-Action-Plan.pdf>, and it was amended on 3-28-2024 to align with newer requirements of the Safe Streets and Roads for All (SS4A) program. The CSAP identifies High-Injury Networks (HIN) for each MPO and individual municipalities that pinpoint dangerous road corridors and intersections based on crash analysis modeling that indexes crashes resulting in fatalities or serious injuries and environmental factors that increase crash risk. The County Highway (CTH) KK corridor was identified on page 335 in the CSAP as the top priority project with 823 crashes: 9 serious injuries and 3 fatalities, between 2018 and 2022. The CTH KK corridor study will span four and a half miles between East John Street and STH 55. The issues on CTH KK are attributed to congestion due to State Highway 441 and considerable development along the corridor. It's expected that congestion will worsen with known planned developments, which will exacerbate existing problems due to high traffic volumes.

The CTH KK corridor is the boundary between two counties, Calumet and Outagamie; and stretches through four municipalities; the City of Appleton, the Village of Harrison, the Town of Buchanan, and the City of Kaukauna; and is considered to be of regional importance for the transportation network. ECWRPC will apply for funds to develop a corridor study to include an updated road safety audit and recommendations for a roadway safety plan to prevent transportation-related deaths and injuries along the CTH KK corridor. The estimated project cost for the corridor study is \$800,000.

Additionally, the CSAP identified 6,425 crashes occurring in the City of Appleton between 2018 and 2022, representing 25% of the total crashes in the MPO. Between 2018-2022, 128 crashes resulted in a person being killed or seriously injured, with 25 of them involving a pedestrian or bicyclist. City staff have identified the need for the development of a bike and pedestrian plan that provides a comprehensive audit of existing pedestrian and bicycle infrastructure. This plan will identify gaps in the existing network and highlight opportunities for connectivity and safety improvements. The development of a bike and pedestrian plan will allow for further insight into crash trends involving bicyclists and pedestrians.

The City currently has an on-street bicycle plan that was adopted in 2010 and trails master plan from 2017. A consolidated bike and pedestrian plan will provide city staff, elected officials, developers, residents, and stakeholders a clear direction on planning bike and pedestrian facilities throughout the City and further implement the complete street design guide and complete street policy.

As part of the bike and pedestrian planning efforts, the City will acquire a demonstration kit to perform safety and accessibility audits at high-risk intersections and corridors during the bike and pedestrian plan as field-based extension of the planning activities, enabling us to test context-sensitive strategies and gather real time data on road user behavior and safety. The estimated project cost to develop a bike and pedestrian plan and purchase a demonstration kit is \$200,000.

Therefore ECWRPC, as the MPO for the Appleton (Fox Cities) planning area, intends to apply for a \$1,000,000 SS4A Transportation Grant which provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance. The SS4A program includes funding for Planning and Demonstration projects.

The SS4A grant program will fund projects at up to 80% of the cost, requiring a local match of at least 20%, which may be higher if the awarded amount is less than 80%. ECWRPC is committed to writing and submitting the grant application and documentation as well as overseeing the grant management and reporting. Additionally, ECWRPC may provide updated traffic counts, crash data analysis and a speed study for the corridor study. This will be in the form of staff time that cannot be used as match due to MPO staff time being federally funded. Therefore, each county will provide 25% of the local match, the remaining 50% local match will be divided among the four municipalities based on road frontage as indicated in the chart below. The City of Appleton will be responsible for the 20% local match, \$40,000 for the Bike and Pedestrian Master Plan and demonstration kit.

	PERCENT	AMOUNT				
TOTAL PROJECT COST		\$ 800,000				
FED	80%	\$ 640,000				
LOCAL MATCH	20%	\$ 160,000				
LOCAL MATCH PRORATION						
OUTAGAMIE	25%	\$ 40,000				
CALUMET	25%	\$ 40,000				
		\$ 80,000				
				%	Length (Miles)	MCD
APPLETON	11.5%	\$ 18,348		22.9%	2.074182	City of Appleton
HARRISON	17.6%	\$ 28,089		35.1%	3.175418	Village of Harrison
BUCHANAN	16.6%	\$ 26,488		33.1%	2.994444	Town of Buchanan
KAUKAUNA	4.4%	\$ 7,075		8.8%	0.799757	City of Kaukauna
		\$ 80,000		100%	9.043801	

Receipt of a 2025 SS4A Planning and Demonstration Grant will allow the MPO to enter into a contract on a road corridor study, bike and pedestrian plan, and purchase a demonstration kit. The findings of these studies will support applying for future implementation funding to advance the recommendations of the studies. Both the road corridor study and bike and pedestrian plan are viewed as catalysts for future studies and projects that can be utilized throughout the region as an example of best practices to increase safety for all roadway users.

Staff Recommendation: Staff recommends approval of the resolutions of support for SS4A Planning and Demonstration MPO Grant Application.

RESOLUTION NO. _____

**RESOLUTION OF SUPPORT FOR FFY 2025 SAFE STREETS AND ROADS FOR ALL (SS4A)
GRANT APPLICATION**

WHEREAS the Safe Streets and Roads for All (hereafter, SS4A) Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance; and

WHEREAS eligible projects for Federal Fiscal Year 2025 SS4A Grants Program include Planning and Demonstration projects to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land; and

WHEREAS the East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a Comprehensive Safety Action Plan (CSAP) 1-25-2024 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) and was amended on 3-28-2024 to align with newer requirements of the SS4A program; and

WHEREAS the CSAP identifies High-Injury Networks (HIN) for each MPO and individual municipalities that pinpoint dangerous road corridors and intersections based on crash analysis modeling that indexes crashes with fatalities or serious injuries and environmental factors that increase crash risk; and

WHEREAS , the CSAP identified 6,425 crashes occurring in the City of Appleton between 2018 and 2022, representing 25% of the total crashes in the region. Between 2018 and 2022, 128 crashes resulted in person being killed or seriously injured, with 25 of them involving a pedestrian or bicyclist. The City experiences significantly higher rate of bicycles and pedestrians killed or seriously injured compared to the MPO indicating a disproportionate vulnerability for these road users in the City; and

WHEREAS the ECWRPC, as the MPO, intends to apply for a \$200,000 SS4A grant for the development of a comprehensive bike and pedestrian plan and purchase a demonstration kit to perform safety and accessibility audits at high-risk intersections and corridors, which will take a systemic approach to improving safety and reducing transportation-related deaths and injuries for non-motorized users; and

WHEREAS the City of Appleton will provide 20%, \$40,000 in local match funding required by the SS4A Grant Program; and

NOW THEREFORE BE IT RESOLVED that City of Appleton supports and approves the application towards FY 2025 SS4A Planning and Demonstration funding and directs ECWRPC staff to submit the application.

Dated this _____ day of _____, 2025

RESOLUTION NO. _____

**RESOLUTION OF SUPPORT FOR FFY 2025 SAFE STREETS AND ROADS FOR ALL (SS4A)
GRANT APPLICATION**

WHEREAS the Safe Streets and Roads for All (hereafter, SS4A) Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance; and

WHEREAS eligible projects for Federal Fiscal Year 2025 SS4A Grants Program include Planning and Demonstration projects to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land; and

WHEREAS the East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a Comprehensive Safety Action Plan (CSAP) 1-25-2024 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) and was amended on 3-28-2024 to align with newer requirements of the SS4A program; and

WHEREAS the CSAP identifies High-Injury Networks (HIN) for each MPO and individual municipalities that pinpoint dangerous road corridors and intersections based on crash analysis modeling that indexes crashes with fatalities or serious injuries and environmental factors that increase crash risk; and

WHEREAS the County Highway (CTH) KK corridor was identified on page 335 in the CSAP as the top priority project with 823 crashes: 9 serious injuries and 3 fatalities, between 2018 and 2022; and

WHEREAS the CTH KK corridor is the boundary between two counties; Calumet and Outagamie, and stretches through four municipalities: the City of Appleton, the Village of Harrison, the Town of Buchanan, and the City of Kaukauna; and

WHEREAS the ECWRPC, as the MPO, intends to apply for an \$800,000 SS4A grant for the development of a corridor study to include an updated road safety audit and recommendations for a roadway safety plan to prevent transportation-related deaths and injuries along the CTH KK corridor; and

WHEREAS each municipality will provide their portion of local match funding as indicated in the chart below, of the 20% required by the SS4A Grant Program; and

	PERCENT	AMOUNT					
TOTAL PROJECT COST		\$ 800,000					
FED	80%	\$ 640,000					
LOCAL MATCH	20%	\$ 160,000					
LOCAL MATCH PRORATION							
OUTAGAMIE	25%	\$ 40,000					
CALUMET	25%	\$ 40,000					
		\$ 80,000					
				%	Length (Miles)	MCD	
APPLETON	11.5%	\$ 18,348		22.9%	2.074182	City of Appleton	
HARRISON	17.6%	\$ 28,089		35.1%	3.175418	Village of Harrison	
BUCHANAN	16.6%	\$ 26,488		33.1%	2.994444	Town of Buchanan	
KAUKAUNA	4.4%	\$ 7,075		8.8%	0.799757	City of Kaukauna	
		\$ 80,000		100%	9.043801		

NOW THEREFORE BE IT RESOLVED that City of Appleton supports and approves the application towards FY 2025 SS4A Planning and Demonstration funding and directs ECWRPC staff to submit the application.

Dated this _____ day of _____, 2025



DEPARTMENT OF UTILITIES

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

www.appleton.org/government/utilities

MEMORANDUM

Date: June 3, 2025
To: Chairperson Brad Firkus and Members of the Finance Committee
From: Chris Stempa, Utilities Director
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Fund Accounting Manager
Subject: **Award Sole Source Purchase of Appleton Wastewater Treatment Plant Polymer Make-Down Systems to Polydyne Inc. for a total cost not to exceed \$89,500**

BACKGROUND:

The existing polymer make-down system at the AWWTP which services the belt filter press equipment has been in service for over 20 years. The two different vintage make-down systems are dissimilar in design, operation, and parts. A request was made to replace both present-day systems with one that equals current performance while offering expanded remote functionality with use of the existing Supervisory Control and Data Acquisition (SCADA) system. The current system has reached its useful life, with increasing maintenance issues, outdated components, and a growing risk of operational failure that threatens process performance and compliance.

JUSTIFICATION FOR SOLE SOURCE:

We are requesting sole source approval to procure a new polymer make-down system due to the following:

1. **Standardization:** The selected system matches the standardized polymer equipment recently adopted across our facilities, ensuring compatibility, simplified training, spare parts commonality, and operational consistency.
2. **Proprietary Equipment:** The selected vendor is the sole authorized supplier of the current dewatering polymer and of the proprietary technology used for the type of polymer products they provide. Although other manufacturers provide polymer make-down systems, they may not deliver the same performance or be cost competitive. Note that a quote was sought by another reputable equipment manufacture totaling \$132,000.
3. **Operational Efficiency:** This system offers proven performance specific to our plant's polymer and process needs, reducing the risk of product mismatch or integration issues.
4. **Long-Term Cost Savings:** Standardizing on this system reduces inventory needs, simplifies maintenance contracts, and improves staff proficiency, resulting in long-

term savings despite higher upfront investment.

Vendor: Polydyne Inc.

Quoted Cost: \$89,500

RECOMMENDATION:

I recommend approving this sole source purchase to ensure timely replacement of critical infrastructure in conjunction with the current Phase II Belt Filter Press Equipment Upgrades Project, maintain operational reliability, and align with the department's standardization strategy.

If you have any questions or require additional information regarding this project, please contact Chris Stempa 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

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PROPOSED DETAILS
Requesting dept: Wastewater Treatment Plant
Product/service: Polymer Make-Down System Replacement
Vendor name: Polydyne Inc.
Total cost: Total not to excel \$89,500

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

Jennifer Huss
Purchasing Manager

06/03/2025
Date

RESOLUTION NO. 2025-____

Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

TO THE CITY OF APPLETON COMMON COUNCIL

WHEREAS, the City of Appleton (the "Municipality") wishes to undertake a project to replace private lead service lines at residences, identified as DNR No. 4755-06 (the "Project");

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement;

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$510,523.00 that it has identified as being eligible for SDWLP funding;

NOW THEREFORE, the following resolution is presented by the City of Appleton to the City of Appleton Common Council.

RESOLVED, the City Mayor Jacob A. Woodford and City Clerk Kami Lynch are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project.

FURTHER RESOLVED, the Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

FINALLY RESOLVED, the City Clerk be directed to forward a copy of the signed Resolution to the Department of Natural Resources.

Effective Date: _____, 2025.

Submitted By: City of Appleton

By: _____
Jacob A. Woodford, Mayor

Attest: _____
Kami Lynch, City Clerk



DEPARTMENT OF
**PUBLIC
WORKS**

Date: June 2, 2025
To: Finance Committee
From: Laura Jungwirth, P.E. Director of Public Works
Subject: Approve 2025 Budget Amendment to the Water Utility Fund
+ \$510,523 WDNR Principal Forgiveness Loan Grant Revenue
+ \$510,523 Private-Side Lead Service Replacement Expense

The Water Division of the Public Works Department has secured a Principal Forgiveness Loan from the Wisconsin Department of Natural Resources Safe Drinking Water Loan Program (SDWLP) in the amount of \$510,523 to cover costs related to private side lead service replacements.

This budget amendment is being requested to increase the budget to allow the contractor to complete the private side lead replacements and to record the revenue to be received from the principal forgiveness SDWLP Loan that will be used to fund the costs of the private side lead replacements under the contract.



DEPARTMENT OF UTILITIES

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

www.appleton.org/government/utilities

MEMORANDUM

To: Chairperson Brad Firkus and Members of the Finance Committee

From: Chris Stempa, Utilities Director

CC: Kelli Rindt, Enterprise Fund Accounting Manager
Ryan Rice, Utilities Deputy Director

Date: June 3, 2025

Re: **Action: Change Order #6 to Rohde Brothers, Inc. contract as part of the AWWTP Sludge Piping and Digester Heat Exchanger Replacement Project totaling \$111,247 resulting in a decrease in contingency from \$134,357 to \$23,110**

BACKGROUND:

On September 6, 2023 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Sludge Piping and Digester Heat Exchanger Replacement Base Bid with Alternate Bid to Rohde Brothers Inc. in the amount of \$1,612,000 with 15% contingency of \$241,800 for a project total not to exceed \$1,853,800. The change order task described below represents work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

CHANGE ORDER #5 – INFORMATIONAL

Change Order #5 reflects labor and equipment costs to provide a sludge piping flushing connections with associated valving, and fire hose adaptor fittings (\$1,856); replacement service saddle (\$432); and two sections of stainless steel sludge pipe extending from the circulation sludge pump room through the adjacent concrete wall to each anaerobic digester (\$13,435). Total cost was \$15,723.

CHANGE ORDER #6 – ACTION

Change Order #6 reflects labor and equipment costs to provide disconnects for sludge recirculation pumps in MK tunnel (\$12,075); demolish unused sludge transfer pump, pump base, and associated piping (\$7,475); provide new seal water booster pump to support digester sludge circulation pumps (\$19,705); demolish existing pneumatic operated 3-way hot water blend valves and provide new electric actuated 3-way hot water blend valves for the Blended Sludge Heat Exchanger and the two Primary Digester Heat Exchangers that are integrated with the AWWTP SCADA computer system (\$71,992); extend final completion to October 25, 2025 (\$0). Total cost was \$111,247.

Table 1: Change Order (CO) Summary

CO#	Cost	Description
CO#1	\$9,730	Provide and install three (3) additional plug valves
CO#2	\$33,220	Fabricate shell and tube primary digester heat exchanger in lieu of inner tube only.
CO#3	\$17,501	Demo existing fiberglass insulation and provide new rigid insulation (\$3,516); Replace 10 butterfly valves (\$13,985)
CO#4	\$31,269	Patch spalled concrete, inject cracks, and paint ceiling of MK Tunnel
CO#5	\$15,723	Replace Flushing valve (\$1,856); provide new replacement saddle (\$432), and replace existing ductile iron sludge pipe sections with new stainless steel spool sections between lower digester circulation pump room and lower elevation beneath each anaerobic digester (\$13,435).
CO#6	\$111,247	Provide disconnects for sludge recirculation pumps in MK tunnel; demolish unused sludge transfer pump and piping; provide new seal water booster pump, and replace heat exchanger hot water 3-way blend valves with new electric actuated valves; no cost change extend final completion to October 25, 2025.

TOTAL \$218,690

The \$218,690 through Change Order #6 represents 90% of the \$241,800 of approved contingency and less than 14% of the originally awarded \$1,612,000 contract. Project final completion is currently projected to occur by late October 2025.

Please contact me at 920-832-5945 if you have any questions or require additional information regarding this project.



CITY OF APPLETON

MEMORANDUM

Date: June 5, 2025

To: Finance Committee

From: Kara Homan, AICP, Director of Community Development
Jeri Ohman, Director of Finance

Subject: Request to approve contract amendment for BMC ARPA Grant Administration
Contract with funding from ARPA reserve amounts

Background

In August 2022, the Common Council approved awarding a contract to Booth Management Consulting, LLC (BMC) to provide ARPA Grant Administration services for an amount not to exceed \$150,000, with an original expiration date of December 31, 2024. Last December, the Common Council approved an extension to the contract performance date to December 31, 2026 (to align with the US Treasury ARPA reporting period). Since our last extension, we've gone through several quarters of ARPA grant subrecipient and city-led department project reporting, and have exhausted the existing contract budget. Quarterly reporting, due to the level of technical assistance needed to ensure compliance for our internal and external projects, has proven to be more time intensive than initially estimated at the time of our first contract amendment (which did not change the contract budget).

We have worked with our consultant to estimate a new contract amount that is needed to complete the ongoing compliance and reporting work for internal and external grant recipients, and to assist the Finance Director with ARPA closeout reporting.

Recommendation

Staff requests that an amendment to the Booth Management Consulting, LLC ARPA Grant Administration contract not to exceed contract amount be increased by \$70,000, for a total amount not to exceed of \$220,000. We request this be funded by the ARPA reserve amounts, ensuring no fiscal impact on the city's general fund.



DEPARTMENT OF UTILITIES

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MEMORANDUM

Date: June 5, 2025
To: Chairperson Brad Firkus and Members of the Finance Committee
From: Chris Stempa, Utilities Director
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Fund Accounting Manager
Subject: **Information: Change Orders #2, #3, and #4 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$84,851 resulting in a decrease in contingency from \$185,662 to \$100,811**

BACKGROUND:

On June 24, 2024 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Phase 2 Belt Filter Press Equipment Upgrades Project to Staab Construction in the amount of \$4,627,000 with 4.65% contingency of \$215,119 for a project total not to exceed \$4,842,119. The change order tasks summarized within Table 1 represent work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

CHANGE ORDER #2

Change Order #2 reflects the labor and material costs to demolish two remnant large fiberglass-reinforced plastic bulk chemical storage tanks, concrete tank bases, concrete secondary containment walls, unused chemical feed pumps, and nonfunctional HVAC system within the former dewatering chemical room located between the dewatering building and sludge storage building. Costs also include concrete floor restoration where tank and pump bases were removed. This space will be used for storage of pumping equipment and miscellaneous supplies. Total cost \$28,148.

CHANGE ORDER #3

Change Order #3 reflects the labor and material costs to install four 6-inch diameter wafer pressure sensors with local analog pressure indication (\$13,616) on sludge feed pipes; install two stainless steel industrial type wash sink in former Operator office rooms (\$3,507); and install hire hose connection on BFP platform for future maintenance cleaning activities. Total cost \$17,946

CHANGE ORDER #4

Change Order #4 reflects the labor and material costs to demo the existing polymer make-down systems and install new Polydyne Inc. manufactured units. Costs also include electrical and controls integration for SCADA connectivity. Total cost \$38,757.

Table 1: Change Order (CO) Summary

CO#	Cost	Description
CO#1	\$29,457	Replace existing beam smoke detector with linear heat wire fire protection system because of conflicts with new HVAC ductwork.
CO#2	\$28,148	Demo unused fiberglass-reinforced plastic bulk chemical storage tanks, concrete tank bases, concrete secondary containment walls, pumps, and nonfunctional HVAC system within the former dewatering chemical room.
CO#3	\$17,946	Install four pressure sensors with local analog pressure indication (\$13,616) on sludge feed pipes; install two stainless steel wash sink in former Operator office rooms (\$3,507); and install fire hose connection on BFP platform for future maintenance cleaning activities.
CO#4	\$38,757	Demo the existing polymer make-down systems and install new Polydyne Inc. manufactured units. Costs also include electrical and controls integration for SCADA connectivity.

Total \$114,308

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-5945.

CONTRACT CHANGE ORDERChange Order No. 1Date 05/28/25Contract No. 16-25 for the following public work : Unit H-25 Lawe Street Bridge over Fox River Repairsbetween Norcon Corporation 5600 Municipal St., Schofield, WI 54476
(Contractor Name) (Contractor Address)

and the City of Appleton dated: _____ is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	4240.640800.3510	\$20,394.60	\$2,039.46	\$596.14	-\$596.14	\$20,990.74	\$1,443.32
2	5230.640800	\$183,551.40	\$18,355.14	\$5,365.24	-\$5,365.24	\$188,916.64	\$12,989.90
3						\$0.00	\$0.00
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
Total		\$203,946.00	\$20,394.60	\$5,961.38	-\$5,961.38	\$209,907.38	\$14,433.22

Reason for Change: Final measured pay quantities increased compared to base bid quantities. Final quantities fall within contract contingency amount.

_____The Contract Time will be increased by this Change Order: 0 DaysThe Date of Completion as of the date of this Change Order therefore is: 6/27/2025Finance Committee Agenda Date: 06/09/25Date approved by Council: 06/18/25