# City of Appleton

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

## Meeting Agenda - Final

## Appleton Redevelopment Authority

**Wednesday, April 14, 2021** | **9:00 AM** | **Council Chambers, 6th Floor**

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

21-0407 ARA Minutes from 1-13-21

***Attachments:*** ARA Minutes 1-13-21.pdf

**4. Public Hearings/Appearances**

**5. Action Items**

21-0414 Request to approve reappointments to the ARA Exhibition Center Advisory Committee

***Attachments:*** ARA ECAdvCom Comm Member Re-Appt Memo 4-14-21.pdf
ARA Exhibition Center Advisory Committee 2016 Appointments-Feb 2021.pdf

**6. Information Items**

21-0416 Report on March 2, 2021 meeting of the ARA Exhibition Center Advisory Committee

***Attachments:*** ARA Exhibition Center Advisory Committee Minutes 3-2-21.pdf
FCEC ARA Board Presentation March 2021.pdf
FCEC 2020 Year to Date Performance to ARA dec 2020.pdf
Destination_Analysts_DI_MeetingPlannerSurvey_2.2021.pdf

21-0408 Welcome new appointment, Amanda Stuck, to the ARA

***Attachments:*** Committee Appts 1-20-21.pdf

21-0409 Redevelopment of 318 W. College Avenue, including construction and traffic update

***Attachments:*** Memo to ADI + Businesses Owners_318 W. College Ave.pdf

21-0410 Overview of request for proposals to create a College Avenue North Neighborhood Plan

***Attachments:*** Overview of RFP for College Ave North Neigh Plan Memo 4-14-21.pdf

21-0411 Update on Library redesign request for proposals process

***Attachments:*** 2021 Library Architect and Engineers.pdf
SOM Letter to Appleton Community_3-8-2021.pdf

21-0437 Overview of Downtown development projects

***Attachments:*** DT Overview Map 3-3-21.pdf

21-0413 Update on 222 N. Oneida Street

***Attachments:*** 222 N Oneida St Update Memo 4-14-21.pdf
OMNNI Contract Memo_222 N Oneida_3-5-18.pdf
OMNNI Site Investigation Proposal_222 N Oneida.pdf
OMNNI Contract Amendment Memo_222 N Oneida_12-7-18.pdf
OMNNI_Amendment001_222 N Oneida.pdf
Procurement+Contract Management Policy_10-7-15.pdf
222 N Oneida St Cost Estimates 6-24-20.pdf
222 N Oneida_Wells_Map.pdf
222 N Oneida Update Memo_10-3-19.pdf
Site Status Update From Omnni_222 N Oneida St_10-2-19.pdf

21-0433 Update on City-wide ARA Business Enhancement Grants

***Attachments:*** ARA Business Enhancement Grant Update Memo 4-14-21.pdf

21-0417 Virtual community input meeting on Proposed Downtown Streetscape Design Guide on April 15, 2021 from 6:00 - 8:00 p.m.

***Attachments:*** Downtown Streetscape Design Community Input Press Release.pdf
Downtown Streetscape Design Community Input Invite.pdf

## 7. 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.*

*Any questions about items on this meeting are to be directed to Karen Harkness, Director, Community and Economic Development Department at 920-832-6468.*

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

# City of Appleton

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## Meeting Minutes - Final
## Appleton Redevelopment Authority

**Wednesday, January 13, 2021** | **9:00 AM** | **Council Chambers, 6th Floor**

1. Call meeting to order

**Meeting called to order at 9:01 a.m.**

2. Roll call of membership

**Present:** 4 - Alderperson Downs, Fisher, Van Dyke and Brokl

**Excused:** 2 - Thao and Higgins

3. Approval of minutes from previous meeting

21-0024 ARA Minutes from 11-11-20

***Attachments:*** ARA Minutes 11-11-20.pdf

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

**Aye:** 4 - Alderperson Downs, Fisher, Van Dyke and Brokl

**Excused:** 2 - Thao and Higgins

**4. Public Hearings/Appearances**

**5. Action Items**

**6. Information Items**

21-0025 Update on City-wide ARA Business Enhancement Grants

***Attachments:*** ARA Business Enhancement Grant Update Memo 1-13-21.pdf

**This item was presented.**

21-0026 Presentation on Development Updates and Opportunities

***Attachments:*** 2020 Updates_Resources_Opportunities_1-13-21.pdf

**This item was presented and discussed.**

## 7. Adjournment

**Fisher moved, seconded by Brokl, that the meeting be adjourned at 9:29 a.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderperson Downs, Fisher, Van Dyke and Brokl

**Excused:** 2 - Thao and Higgins

# M E M O R A N D U M

"…*meeting community needs…enhancing quality of life*."

TO: Appleton Redevelopment Authority (ARA)

FROM: Karen Harkness, Director of Community & Economic Development

DATE: April 14, 2021

RE: Exhibition Center Advisory Committee of the Appleton Redevelopment Authority

There are two (2) re-appointments needed to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority (named below) that are appointed by Chairperson Downs and approved by ARA.

Re-Appointment & ARA Approval of Community Member:
**Maria Van Laanen**

Re-Appointment & ARA Approval of Hotelier:
**Laura Dietz**

Below are two excerpts from the Creation Documents adopted by ARA on 12/3/2014:

**ARTICLE 2 – PURPOSE AND ORGANIZATION**

**SECTION 1. Purpose** - The general purpose of the Exhibition Center Advisory Committee is to represent, inform, engage and make recommendations on behalf of the stakeholders in the greater Fox Valley about the Exhibition Center Project as well as operations and management of the Exhibition Center "Center". The Committee shall strictly serve in an advisory capacity to the Appleton Redevelopment Authority ("ARA" or "Authority").

**SECTION 2. Membership** - The Exhibition Center Advisory Committee shall include the following: one representative from each municipality collecting hotel room tax used in part to fund the exhibition center operations [appointed by the municipality], two (2) hoteliers collecting room tax used in part to fund the exhibition center [appointed by the ARA Chairperson and approved by ARA], two (2) community members residing within a community collecting room tax used in part to fund the exhibition center operations [appointed by the ARA Chairperson and approved by ARA], one (1) member of the ARA [appointed by the ARA Chairperson] and the Executive Director of the Convention and Visitors Bureau, or designee. The City of Appleton Community and Economic Development Director, or designee thereof, shall also be a non-voting, advisory member of the Committee. The Chair and Vice-Chair of the Committee shall be designated by ARA and shall serve one year terms that may be renewed at the discretion of ARA. Committee members, with the

exception of the Executive Director of the Convention and Visitors Bureau and City of Appleton Community and Economic Development Director, or designees thereof, shall serve terms of two (2) years and may serve up to three (3) consecutive terms. However, upon establishment of this committee, the following shall serve an initial term of three years: (list half of the participating municipalities), one of the hotelier representatives and one of the community members.

# ARA Exhibition Center Advisory Committee Appointments Updated February 2021

| Term Started | Term Expires | Committee Member | Represents | Address | Phone | Email |
|---|---|---|---|---|---|---|
| March 2016 | 2 years January 2022 | Dana Reader | City of Appleton | 110 N. Richmond St. Appleton WI 54911 | 920-735-9500 920-730-8300 | goodcompanyltd@aol.com |
| January 2016 | 3 years (initial) January 2021 | Bob Buckingham | Town of Grand Chute | 1900 W. Grand Chute Blvd. Grand Chute WI 54913 | 920-832-1599 | robert.buckingham@grandchute.net |
| January 2016 | 3 years (initial) January 2021 | Dean Kaufert | City of Neenah | 211 Walnut St. Neenah WI 54956 | 920-886-6104 | dkaufert@ci.neenah.wi.us |
| January 2016 | 3 years (initial) January 2021 | Chuck Kuen | Village of Kimberly | 132 S. Willow St. Kimberly WI 54136 | 920-716-4502 | ckuen@valleymanagement.com |
| January 2016 | 2 years January 2022 | Mike Coenen | City of Kaukauna | 2808 Glenview Ave. Kaukauna WI 54130 | 920-759-9776 920-841-6081 | mike.coenen@wsinc.com |
| January 2016 | 2 years January 2020 | Mike Vanden Berg | Village of Little Chute | 427 Sanitorium Rd. Kaukauna WI 54130 | 920-851-4983 | presidentvandenberg@littlechutewi.org |
| January 2016 | 3 years (initial) January 2023 | Thomas Wilde | Town of Neenah | 163 Kuettel Ct. Neenah WI 54956 | 920-725-0014 | twilde@new.rr.com |
| January 2016 | 2 years January 2022 | George Dearborn | Village of Fox Crossing | 2000 Municipal Dr. Neenah WI 54956 | 920-720-7105 | gdearborn@foxcrossingwi.gov |
| January 2016 | 3 years (initial) January 2019 | Chuck Gifford Comfort Suites | City of Menasha | 1229 Beechwood La. Menasha WI 54952 | 920-730-3800 | cgifford@wiscohotels.com |
| January 2016 | 2 years January 2022 | Bob Benz | Village of Sherwood | N7639 Lower Cliff Rd. Sherwood WI 54169 | 920-989-1760 | bobmarbenz7@aol.com |
| January 2016 | 3 years (initial) January 2021 | Laura Dietz Country Inn & Suites | Hotelier | 355 Fox River Dr. Grand Chute WI 54913 | 920-830-3240 | laura.dietz@countryinn.com |
| February 2016 | 2 years January 2022 | Amanda Hedtke Fairfield Inn & Suites | Hotelier | Grand Chute WI 54913 | 920-418-0288 | amanda.hedtke@brandthg.com |
| January 2016 | 3 years (initial) January 2021 | Maria Van Laanen President of PAC | Community Member | 400 W. College Ave. Appleton WI 54911 | 920-730-3787 | mvanlaanen@foxcitiespac.com |
| January 2016 | 2 years January 2022 | Walter Rugland Ret. COO of AAL | Community Member | 1225 W. Cedar Street Appleton WI 54914 | 920-830-9999 | walterrugland@gmail.com |
| January 2016 | 2 years January 2022 | Marissa Downs (Vice Chair) | ARA Member | 2520 E. Apple Hill Blvd. Appleton WI 54913 | 920-602-6679 | marissadowns@gmail.com |
| | | Pam Seidl | FCCVB Executive Director | 3433 W. College Ave. Appleton WI 54914 | 920-734-3358 | pseidl@foxcities.org |
| Non-voting Advisory member | | Karen Harkness | Community/Econ Dev Director | 100 N. Appleton St. Appleton WI 54911 | 920-832-6408 | karen.harkness@appleton.org |
| Non-voting Advisory member | | Jake Woodford (Chair) | Appleton Mayor | 100 N. Appleton St. Appleton WI 54911 | 920-832-6400 | jake.woodford@appleton.org |

# City of Appleton

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## Meeting Minutes - Final

## Appleton Redevelopment Authority
## Exhibition Center Advisory Committee

**Tuesday, March 2, 2021** | **1:00 PM** | **Council Chambers**

1. Call meeting to order

**Meeting called to order at 1:00 p.m.**

2. Roll call of membership

**Present:** 15 - Harkness, Mayor Woodford, Wilde, Kuen, Kaufert, Buckingham, Reader, Vanden Berg, Dearborn, Benz, Hedtke, Rugland, Downs, Coenen and Seidl

**Excused:** 3 - Gifford, Dietz and Van Laanen

*Others present:*
*Linda Garvey, Red Lion Hotel Paper Valley*
*Pete Korsos, Regional Director*
*Kaylene Kloehn, Controller*
*Scott Knops, Executive Housekeeper*
*Joel Morgan, Facility Manager*
*Erin Donner, Human Resource Director*
*Gina Hartl, Sales Manager*

3. Approval of minutes from previous meeting

21-0218 ARA Exhibition Center Advisory Committee Minutes from 9-1-20

***Attachments:*** ARA Exhibition Center Advisory Committee Minutes 9-1-20.pdf

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

**Aye:** 13 - Wilde, Kuen, Kaufert, Buckingham, Reader, Vanden Berg, Dearborn, Benz, Hedtke, Rugland, Downs, Coenen and Seidl

**Excused:** 3 - Gifford, Dietz and Van Laanen

**4. Public Hearings/Appearances**

21-0219 Any Public Participation

**There was no public participation.**

21-0220 Linda Garvey of the Red Lion Hotel Paper Valley presenting the Fox Cities Exhibition Center booking summary and feedback received from groups that have used the Fox Cities Exhibition Center

***Attachments:*** FCEC ARA Board Presentation March 2021.pdf
FCEC 2020 Year to Date Performance to ARA dec 2020.pdf
Destination_Analysts_DI_MeetingPlannerSurvey_2.2021.pdf

**This Appearance was presented and discussed.**

## 5. Action Items

## 6. Information Items

21-0221 Fox Cities Exhibition Center and COVID-19

**This item was presented and discussed.**

21-0222 Reappointments to the ARA Exhibition Center Advisory Committee needed for those members with expiring terms

***Attachments:*** ARA Exhibition Center Advisory Committee 2016 Appointments-Feb 2021.pdf

**This item was presented.**

21-0223 Upcoming Meeting Date and Time
Tuesday, September 7, 2021 at 1:00 p.m.

**This item was presented.**

## 7. Adjournment

**Hedtke moved, seconded by Kuen, that the meeting be adjourned at 1:45 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Wilde, Kuen, Kaufert, Buckingham, Reader, Vanden Berg, Dearborn, Benz, Hedtke, Rugland, Downs, Coenen and Seidl

**Excused:** 3 - Gifford, Dietz and Van Laanen


FOX CITIES EXHIBITION CENTER

# 2020 Recap

- 22 total events with 20 of them prior to Covid-19 restrictions
- Contributed 1466 room nights to Paper Valley Hotel
- Unknown exact figure for contribution at surrounding hotels

FOX CITIES
EXHIBITION
CENTER

# 2021 Recovery

- Community Covid-19 testing started Jan. 11, 2021
- Community Covid-19 Vaccination Clinic started Feb. 1, 2021
- Monthly Rental
- Contracted through the end of July with high potential of extending month by month
- Prospected events for August and beyond
- Definite Large Convention in October

FOX CITIES EXHIBITION CENTER

# Major Upside to the Community Clinic

- Thousands of individuals from the Tri-County area seeing the facility for the first time.
- Doing our part to heal the country and bring travel back!

FOX CITIES
EXHIBITION
CENTER

# 2022 Outlook

- 5 signed contracts with contribution of approximately 2802 nights.
- 1 tentative agreement with contribution of approximately 400 nights.
- 11 prospect holds with 2265 room nights

FOX CITIES
EXHIBITION
CENTER

# Where we were…

We were ramping up nicely with 57 events in 2018 and 72 events in 2019, while 4050 room nights and 5500 room nights, respectively.

FOX CITIES EXHIBITION CENTER

# So what's next?

- Marketing, marketing, marketing!  Re-Design of artwork
- Re-launch of hotel space pending future announcement.  The Re-launch will affect the future of our Marketing Campaign.
- Publications for 2021 –
  - Wisconsin Meetings
  - Appleton Downtown Inc.
  - Fox Cities Convention & Visitors Bureau
  - Midwest Meetings

FOX CITIES EXHIBITION CENTER

# Social Media

- The Fox Cities Exhibition Center Facebook Page currently has 1,242 likes and 1,334 people follow our page.  Once groups return to the Center, there will continue to be 1-3 posts per week promoting public events, basic information of the facility and pictures from previous events.  The goal is to increase page likes and followers to 2,000 by end of 2021 by using Facebook Advertising and boosting posts to qualified potential meeting planners.

FOX CITIES
EXHIBITION
CENTER

# ELECTRONIC MARKETING CAMPAIGN – ESPECIALLY DUE TO COVID

- Re-launch of hotel space pending future announcement. The re-launch will affect the future of our Marketing Campaign. Email blasts will go out to all planners in Delphi monthly noting progression of renovation.
- Consider creating an FCEC Booking Package for groups booked in 2021 for 2022. Reduced rate package for groups booked at the FCEC in 2021 for 2022.
- Survey Monkey to Meeting Planners through Constant Contact. Meeting Planning Post Covid. How are they researching and planning for future years, when are they rebooking in-person meetings, etc. Send 5,000 emails in March.
- Create an electronic marketing campaign to those on the Knowland Report that the Fox Cities Convention & Visitors Bureau provided. Amy Rivera and Gina Hartl have split up the potential contacts so that we can get through the list as quickly as possible. Weekly 2-hour research and reach out sessions to potential clients.
- Market the “Bring It Home” campaign through the Fox Cities Convention & Visitors Bureau. Send out their “Keep it Local” flyer to our local contacts to ask them to suggest the FCEC to the organizations that they are part of, either through work, church, or other personal affiliations.

# Business Sources

- Dig into current advertising and the traffic it is generating.
- Where is business coming and how do we target it further?
- Is our current publication set effective?
- Where do we need to add digital, print, outdoor advertising?
- Sales Manager generated leads, what is the closure rate?
- Fox Cities Convention and Visitors Bureau Leads

FOX CITIES
EXHIBITION
CENTER


FOX CITIES EXHIBITION CENTER
JONES PARK
Re-Opening 2019
JONES PARK
Re-Opening 2019

**Fox Cities Exhibition Center**
**Year to Date Performance and Prior Year Variance**

**As of December 2020**

| | YTD 2019 Actual# of Events | YTD 2020 Actual# of Events | Actual YTD as of Dec. 31, 2019 | Actual YTD as of Dec 31, 2020 | YOY Variance |
|---|---|---|---|---|---|
| ***REVENUES:*** | | | | | |
| *Events* | 35 | 22 | $237,326 | $111,668 | -$125,658 |
| *Ancillary* | | | $131,950 | $95,126 | -$36,824 |
| ***TOTAL OPERATING REVENUES:*** | | | **$369,276** | **$206,794** | **-$162,482** |
| ***EXPENDITURES:*** | | | | | |
| *Operational Expense* | | | $186,787 | $91,037 | -$95,750 |
| *Admin. & General* | | | $92,310 | $22,651 | -$69,659 |
| *Sales & Marketing* | | | $71,151 | $25,437 | -$45,714 |
| *Property Maintenance* | | | $121,001 | $90,176 | -$30,825 |
| *Utilities / Energy* | | | $120,614 | $90,527 | -$30,087 |
| ***TOTAL OPERATING EXPENDITURES:*** | | | **$591,863** | **$319,828** | **-$272,035** |
| ***Net Operating Income**** | | | **$(222,587)** | **$(113,034)** | **$109,553** |

The entire facility went dark in March with the Safer at Home order from Governor Evers. All groups and functions had already started to cancel at the on-set of the global pandemic known as Covid-19. An exception was made for a blood drive in June and again in December.

Top expenses associated with the facility in 2020:

Utilities: $90,527

Snow Removal: Approximately $40,000

Otis Elevator and Escalator: $46,045.32

All employees related to the Fox Cities Exhibition Center were released by the end of May as we realized the pandemic was going to have a long term impact on group gatherings.

Commitments for future functions have resumed with anticipated non-essential activity targeted for the end of Q3 and Q4.

*Net operating income anticipated to be greater than -$300,000 during planning and approval process. This operating loss is funded by Red Lion Hotel Paper Valley. These numbers have not been independently audited.

# THE CVB & THE FUTURE OF THE MEETINGS INDUSTRY

*Marketing & Advertising Strategy Edition 2021*

## PRESENTATION OF FINDINGS

February 2021

Destination Analysts


Destination Analysts

RESEARCH CONDUCTED
BY DESTINATION
ANALYSTS, INC.
FOR THE DMO INDUSTRY
IN PARTNERSHIP WITH:

digitaledge

miles
PARTNERSHIP

# THE RESEARCH

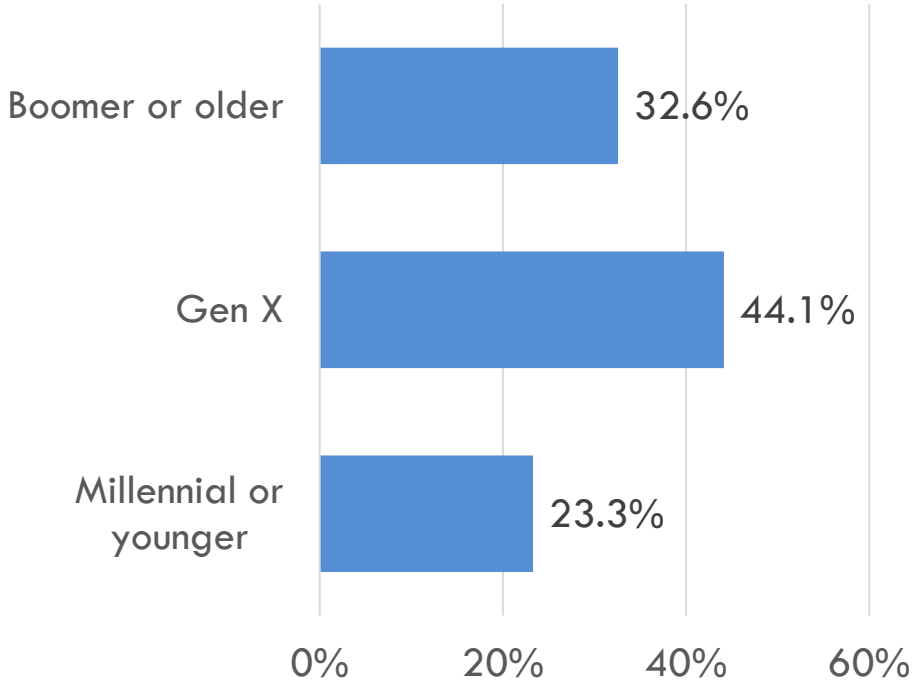
- Survey of Meeting Planners
- First launched in 2017
- Fielded 2x this year: June 2020 and October 2020
- 528 completed surveys this wave

# AGENDA

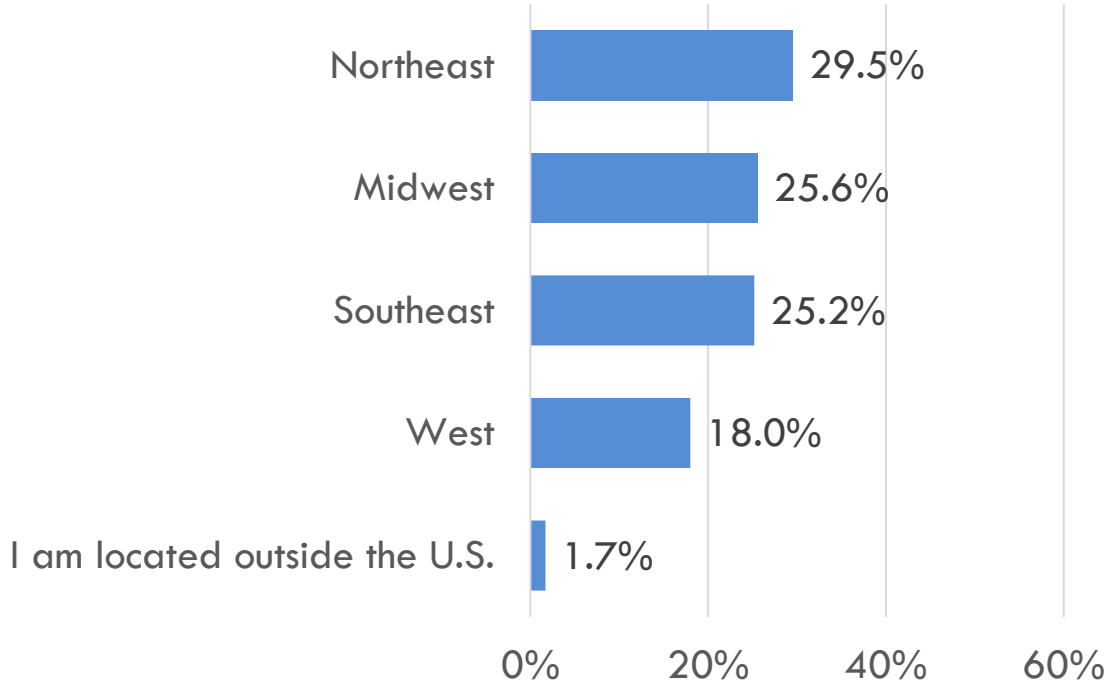
- Meeting Planner Profile
- Looking Ahead for the Meetings Industry
- Meeting Planners & The CVB
- Marketing Your Destination for Meetings

# MEETING PLANNER PROFILES

# GENERATION & REGIONAL LOCATION

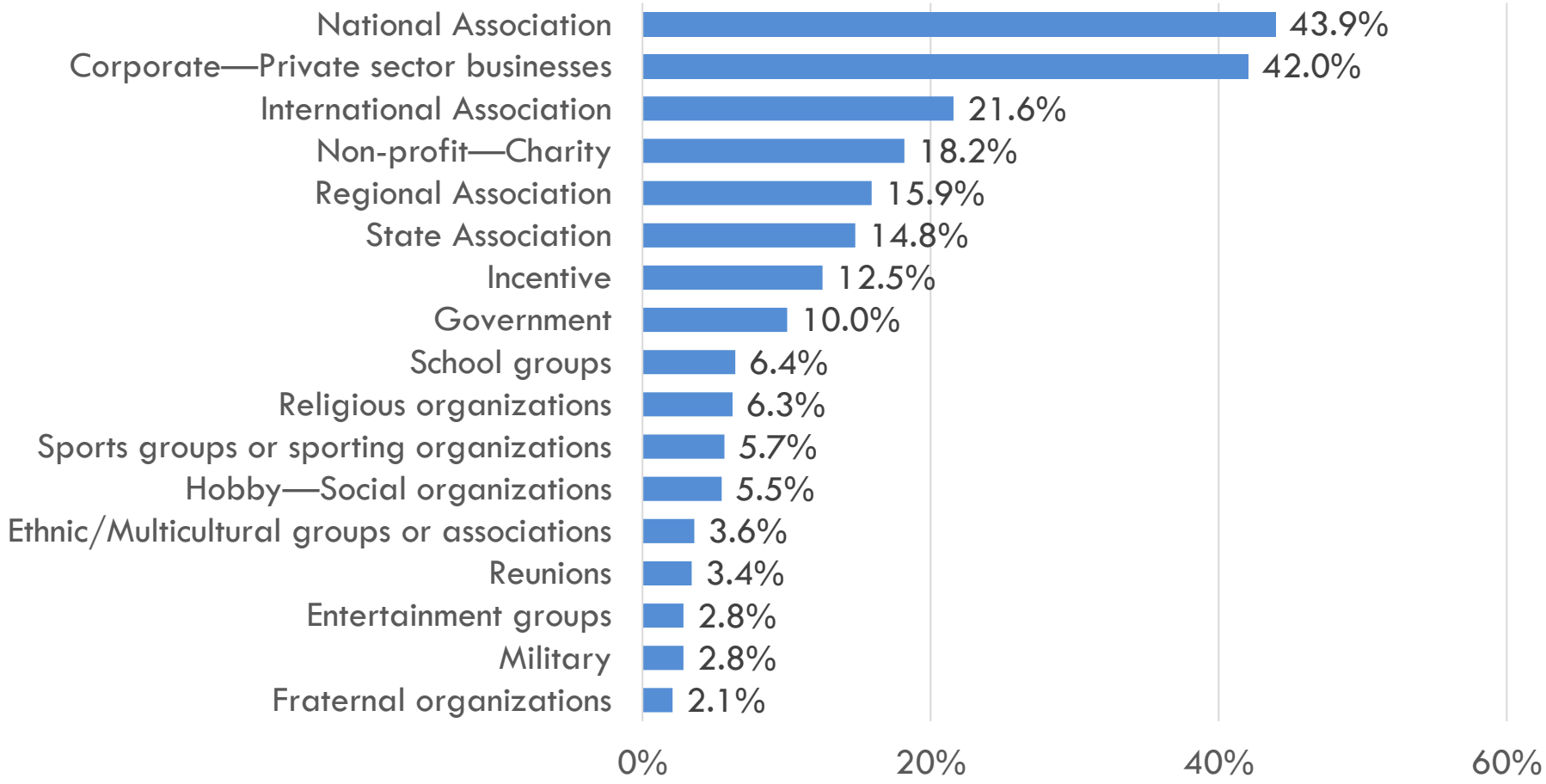



Question: Which generation do you belong to?
Base: All respondents. 528 completed surveys.



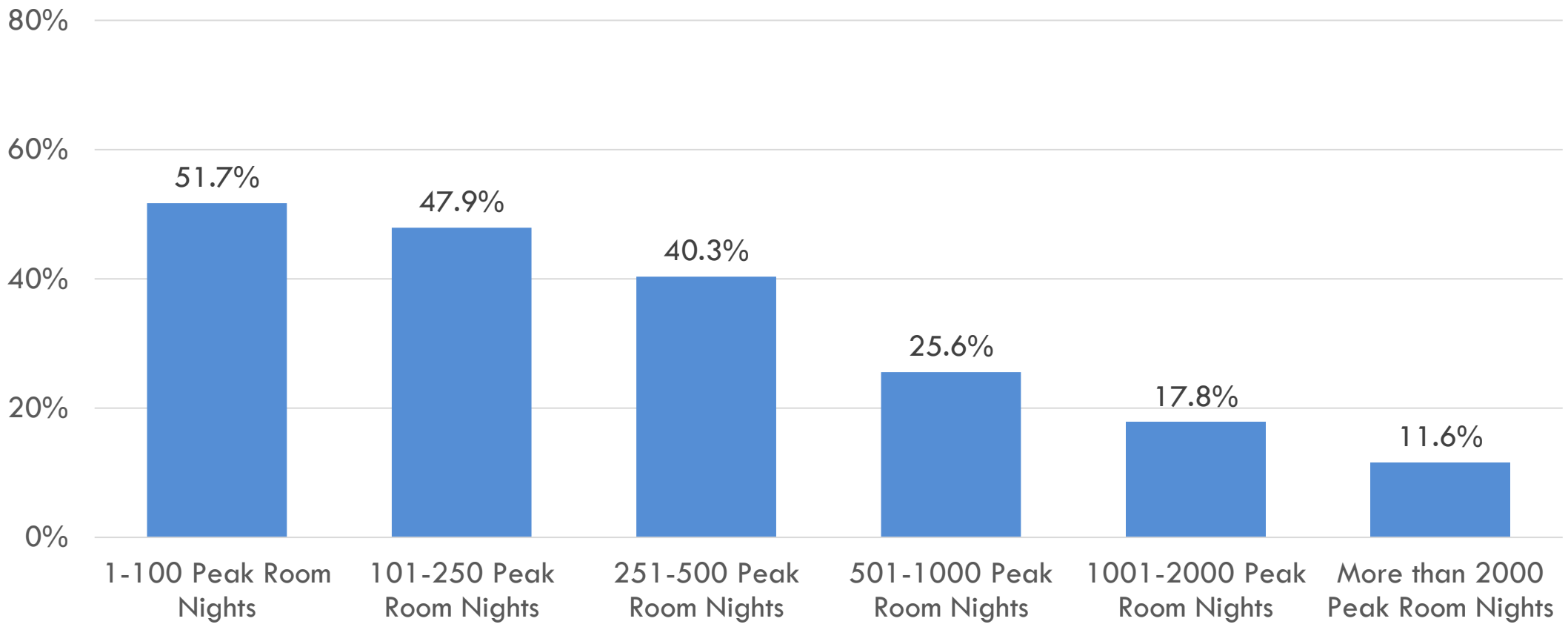

Question: Which area of the United States are you located in?
Base: All respondents. 528 completed surveys.

# TYPES OF BUSINESS/GROUPS



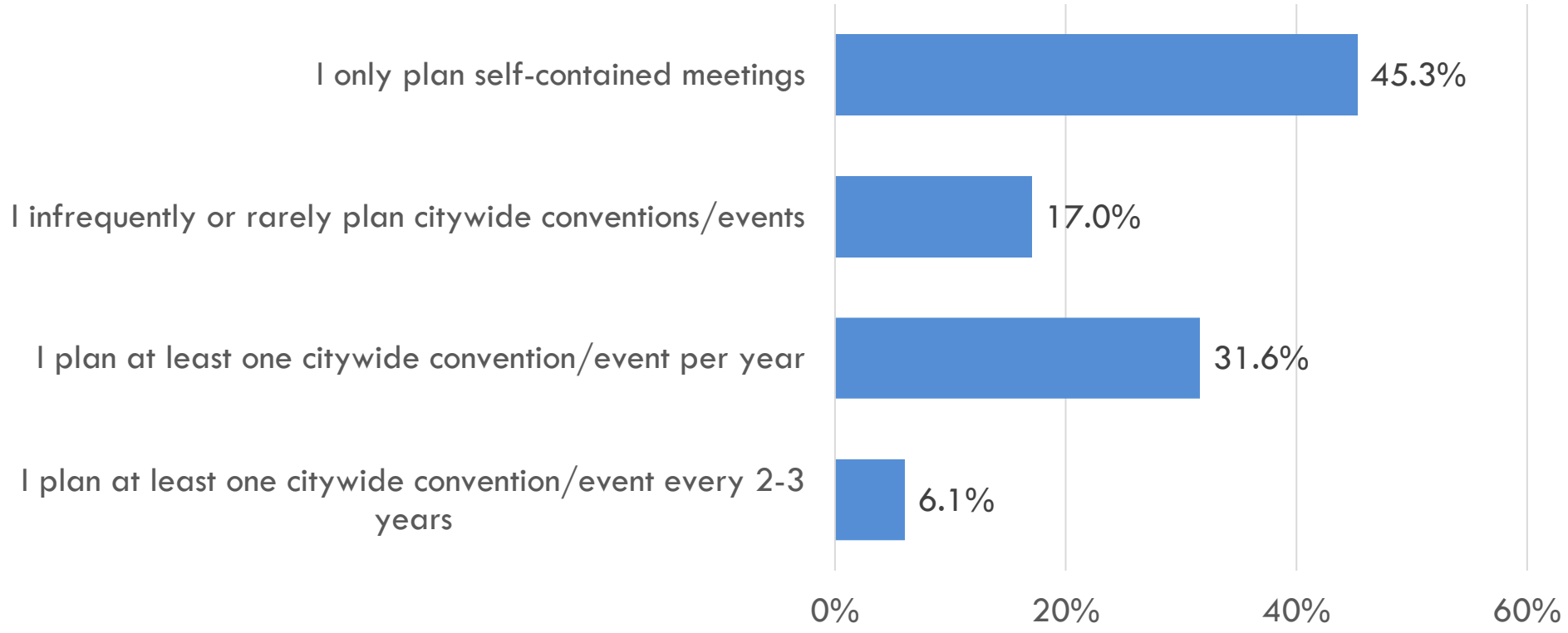

Question: Which types of these groups do you most typically plan meetings for? (Select all that apply)
Base: All respondents. 528 completed surveys.

# TYPICAL MEETINGS SIZES




Question: How large are the meetings you typically plan (in peak room nights)? (Select all that apply)
Base: All respondents. 528 completed surveys.

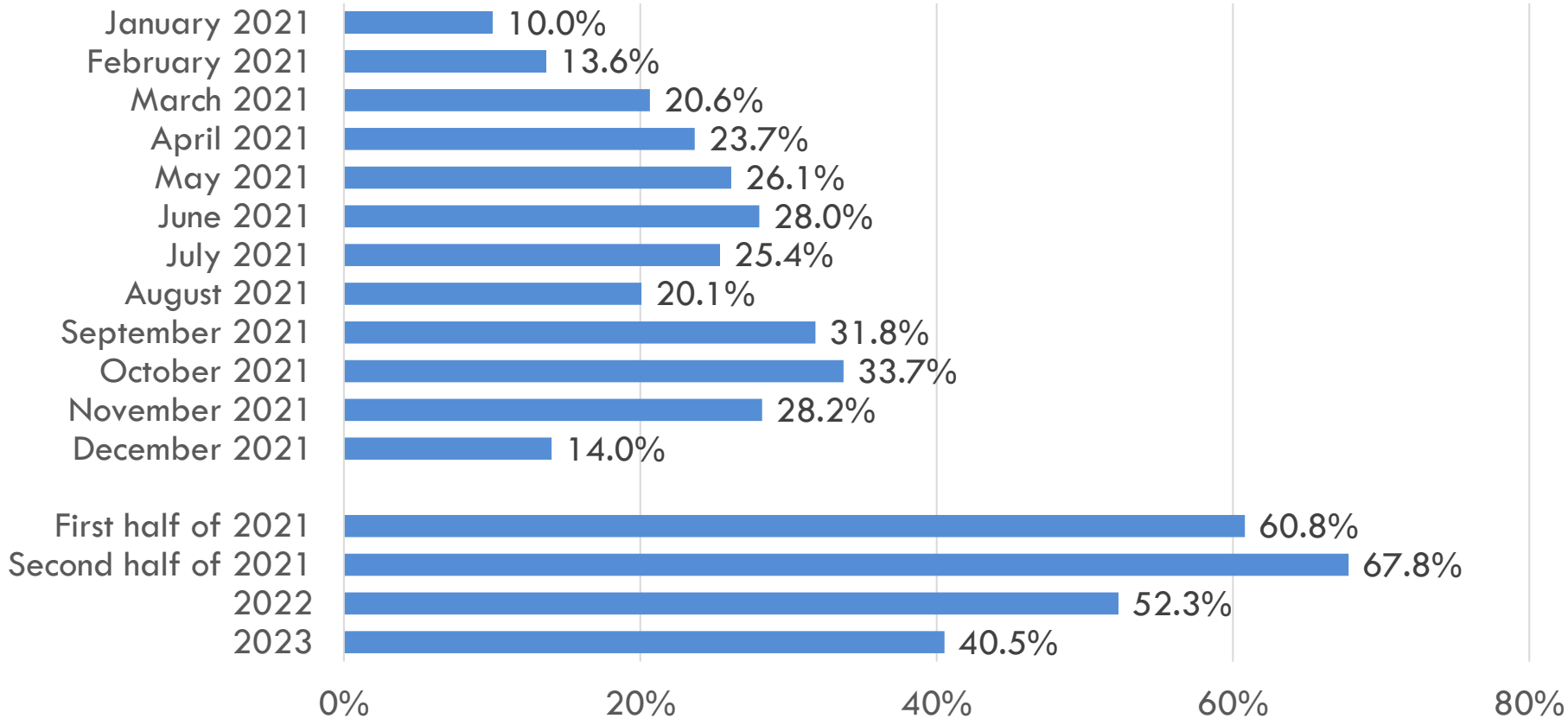
# FREQUENCY OF CITY-WIDE CONVENTIONS/EVENTS PLANNING




Question: Which best describes how frequently you plan city-wide conventions and/or events? (Select one)
Base: All respondents. 528 completed surveys.

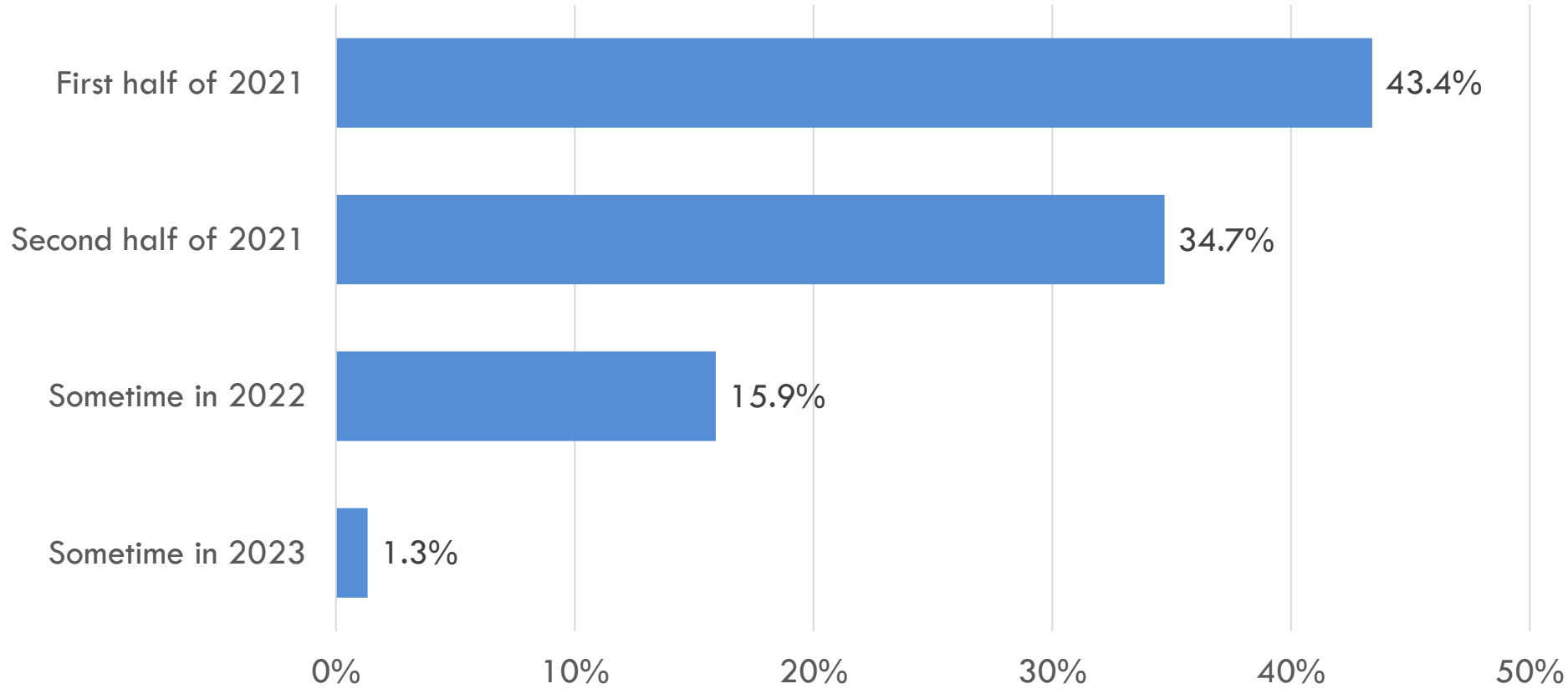

LOOKING AHEAD

# TIMING OF CURRENT BOOK OF BUSINESS (LIVE EVENTS)



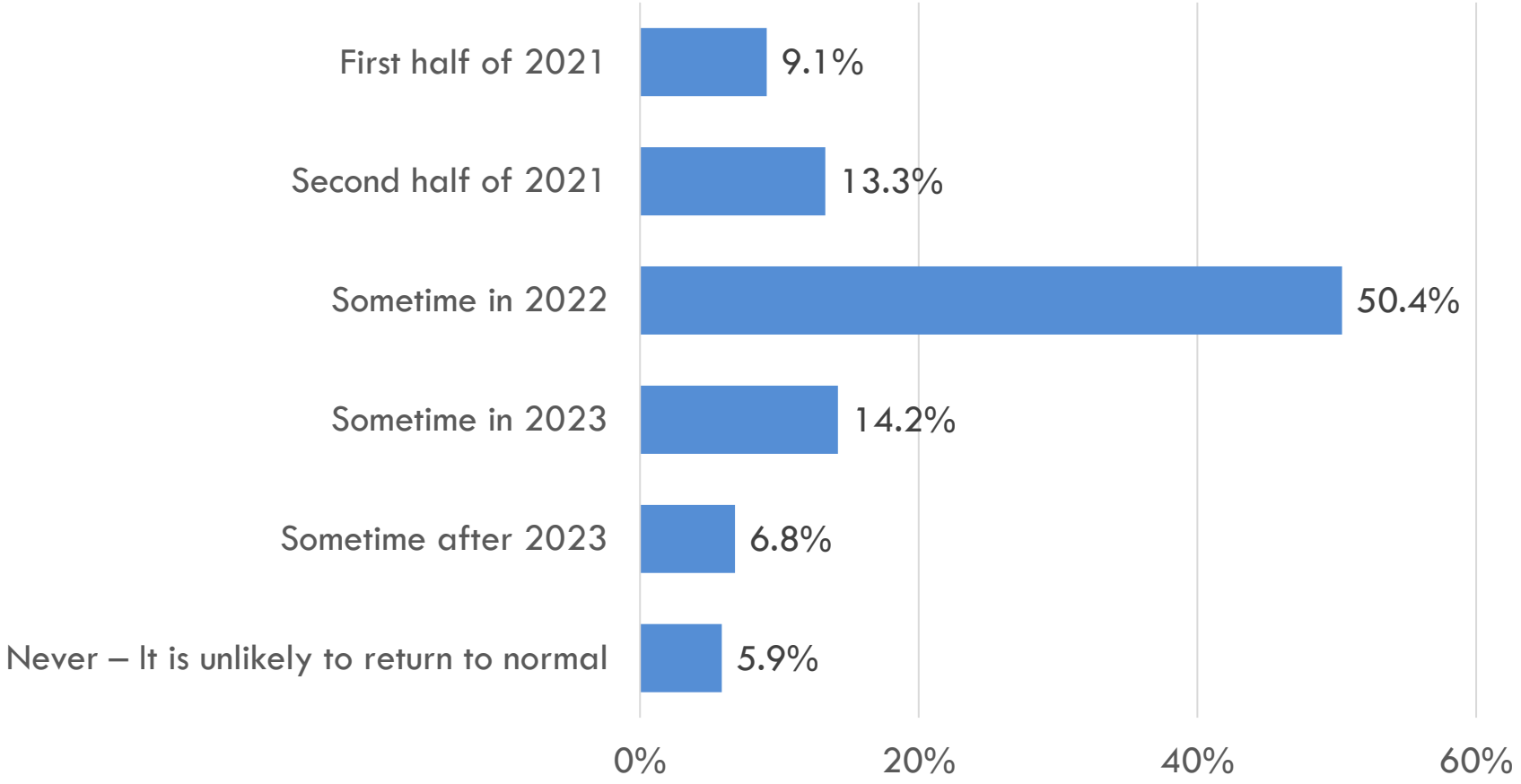

Question: Please tell us about the live meetings and events you currently have on the books. In which months and years do you have live meetings or events scheduled? (Select all that apply) Base: All respondents. 528 completed surveys.

# ADVISED PERIOD FOR HOLDING LIVE MEETINGS OR EVENTS



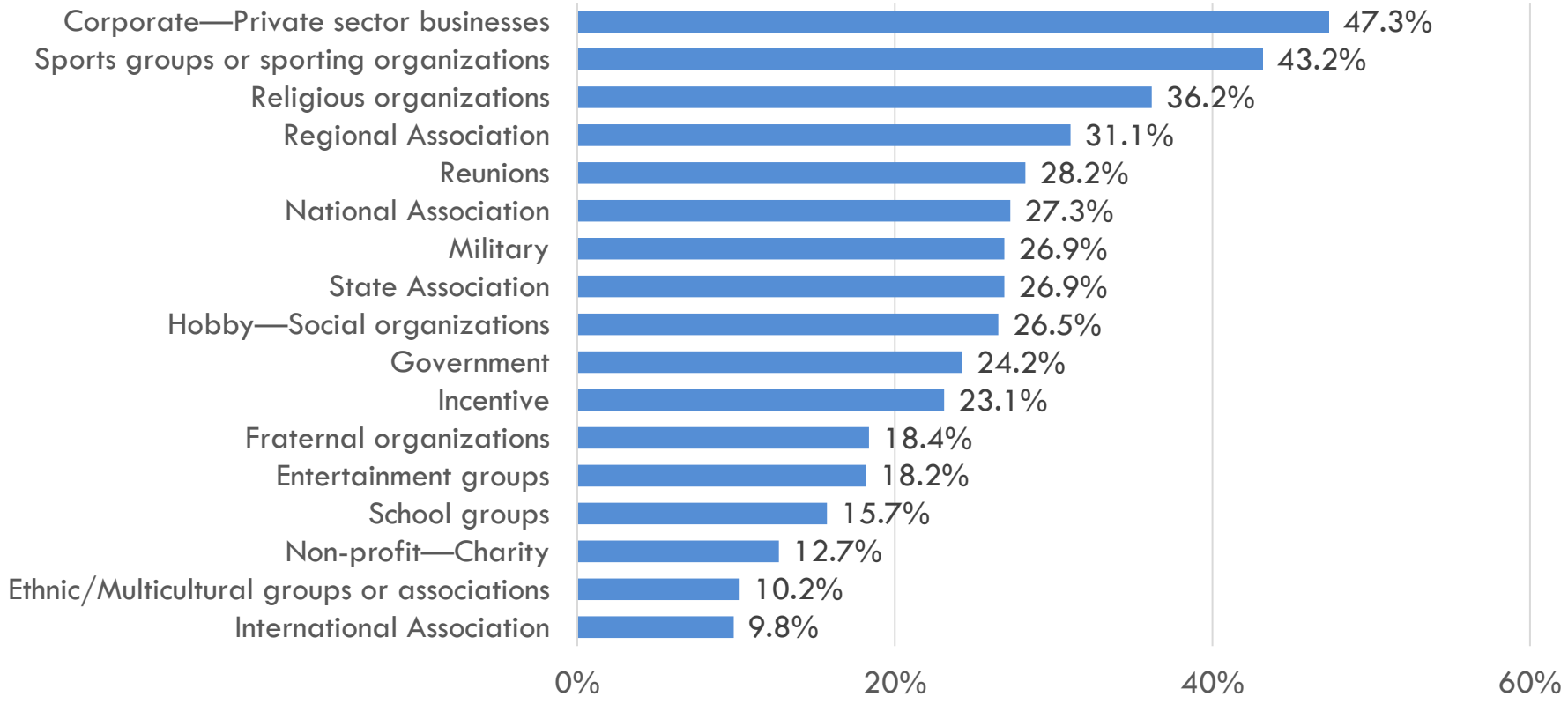

Question: Please think about your expectations for the meetings and events industry. If you were advising on the timing of holding a live/in-person meeting or event, which month would you say is the soonest they should consider holding their live event? (Select one)
Base: All respondents. 528 completed surveys.

# INDUSTRY'S EXPECTED RETURN TO NORMALCY



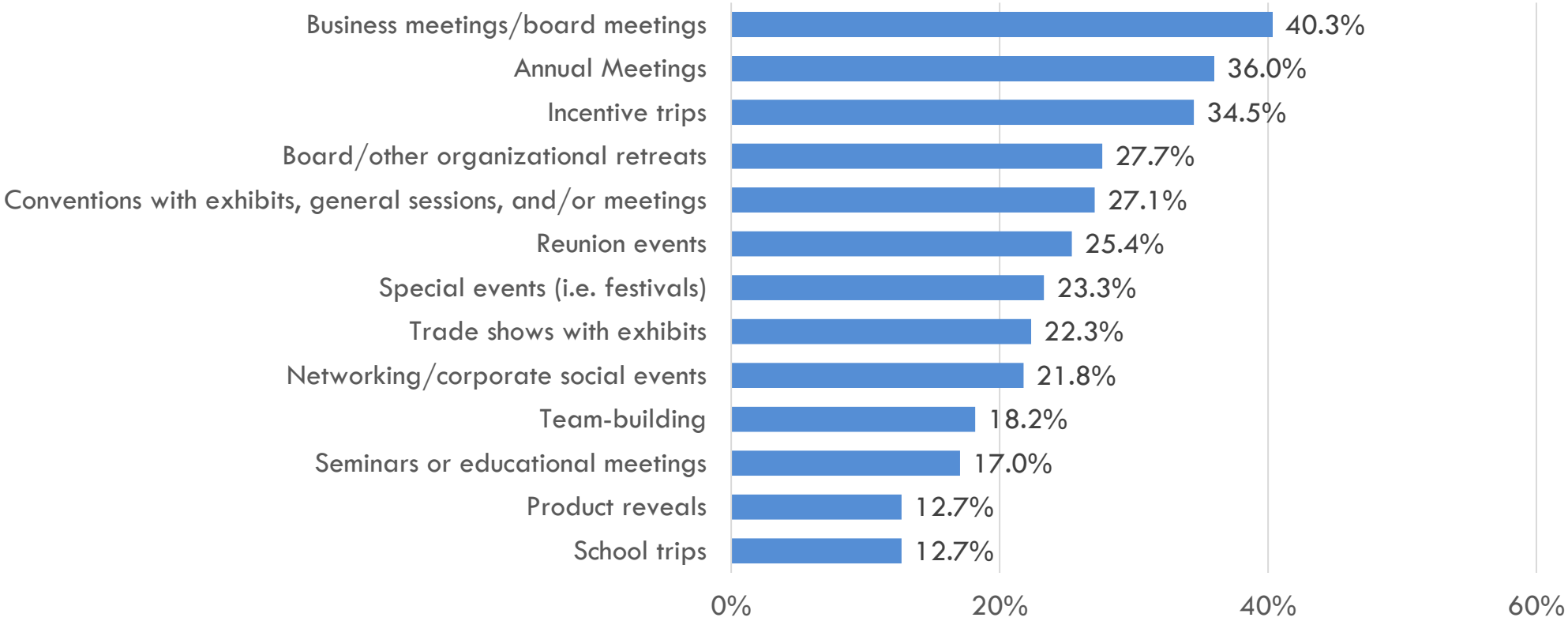

Question: If you had to predict, when do you think the meetings and events business will return to normal (or near normal) levels? Please consider normal to be the volume of live events and attendees being back to pre-pandemic levels. Base: All respondents. 528 completed surveys.

# GROUPS THAT WILL REMAIN FACE-TO-FACE



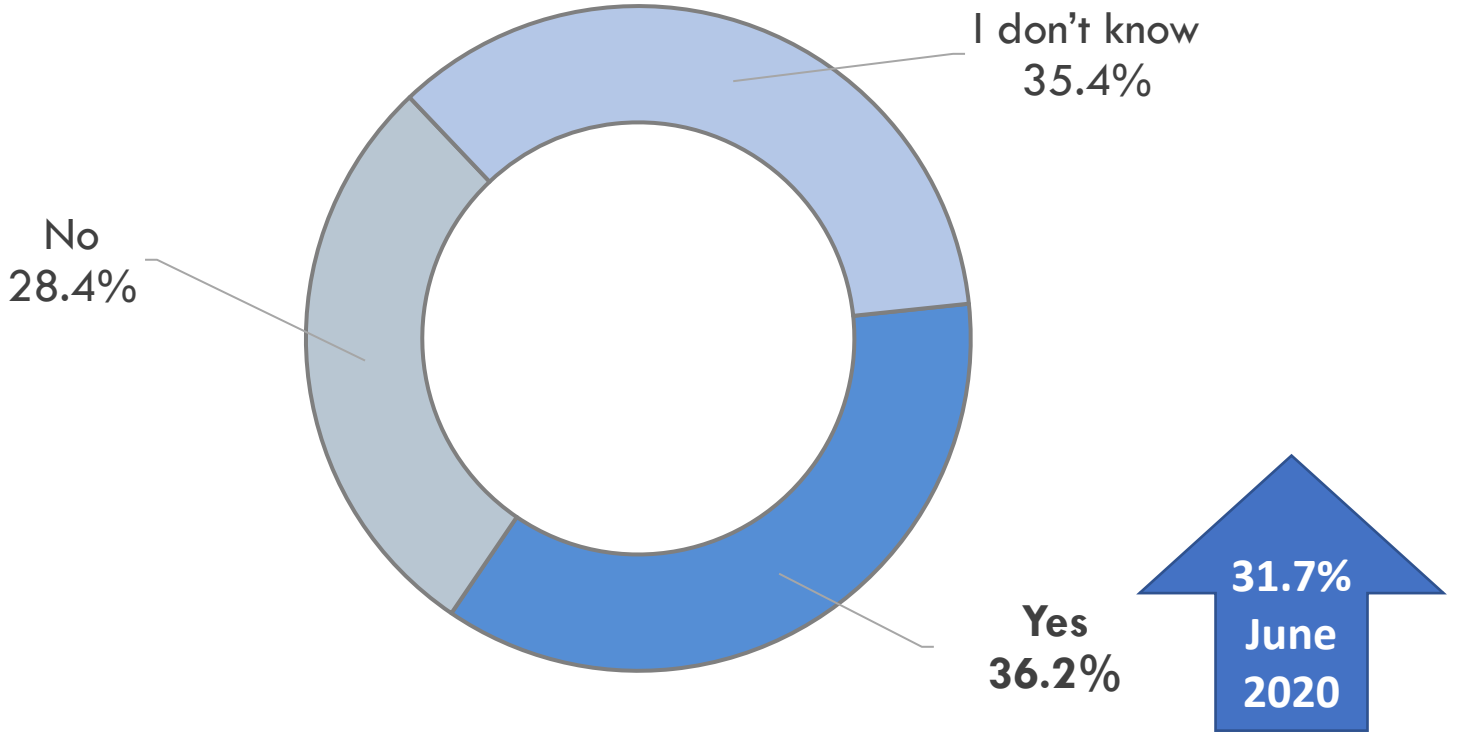

Question: In the current environment, what groups do you believe will remain meeting primarily face-to-face? (Select all that apply)
Base: All respondents. 528 completed surveys.

# PROGRAMS THAT WILL REMAIN FACE-TO-FACE



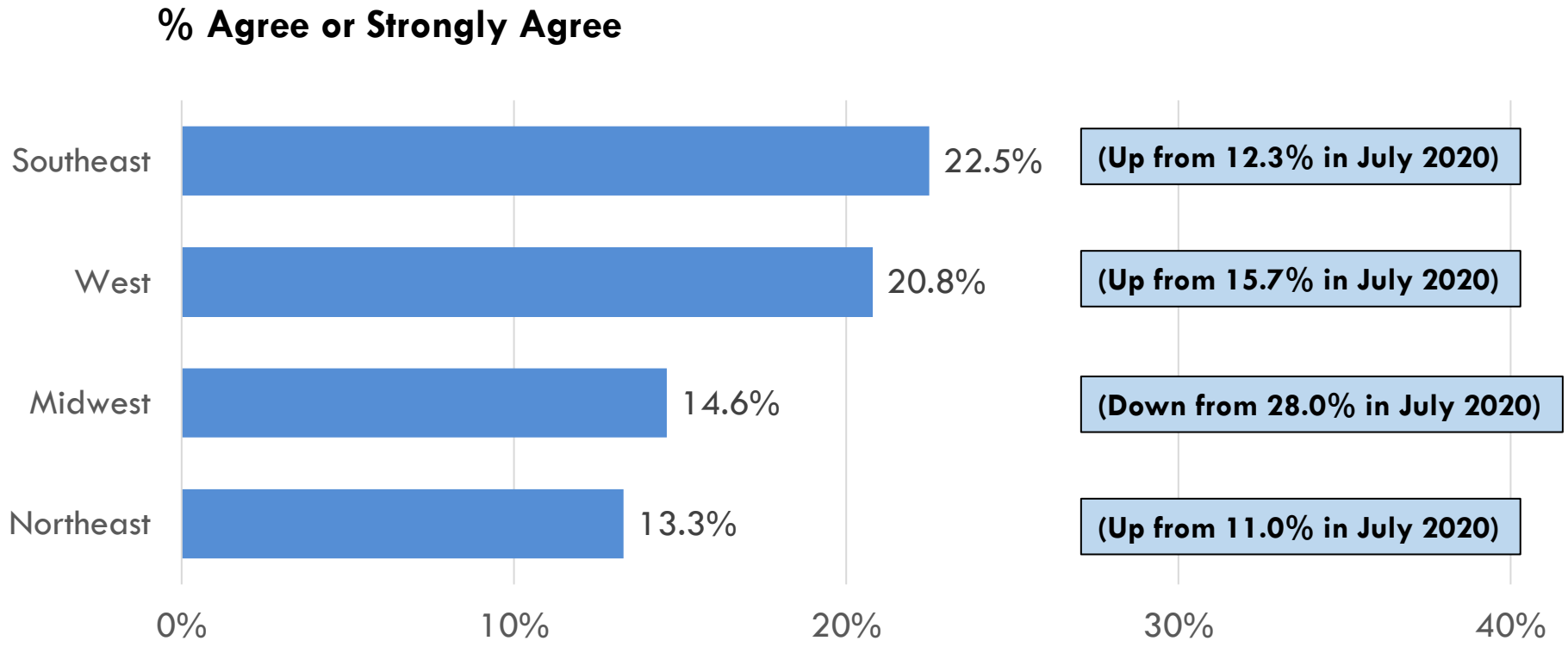

Question: In the current environment, what type of programs do you believe will remain primarily face-to-face? (Select all that apply)
Base: All respondents. 528 completed surveys.

# EXPECTATION OF CHANGES TO DESTINATION TYPES SOURCED



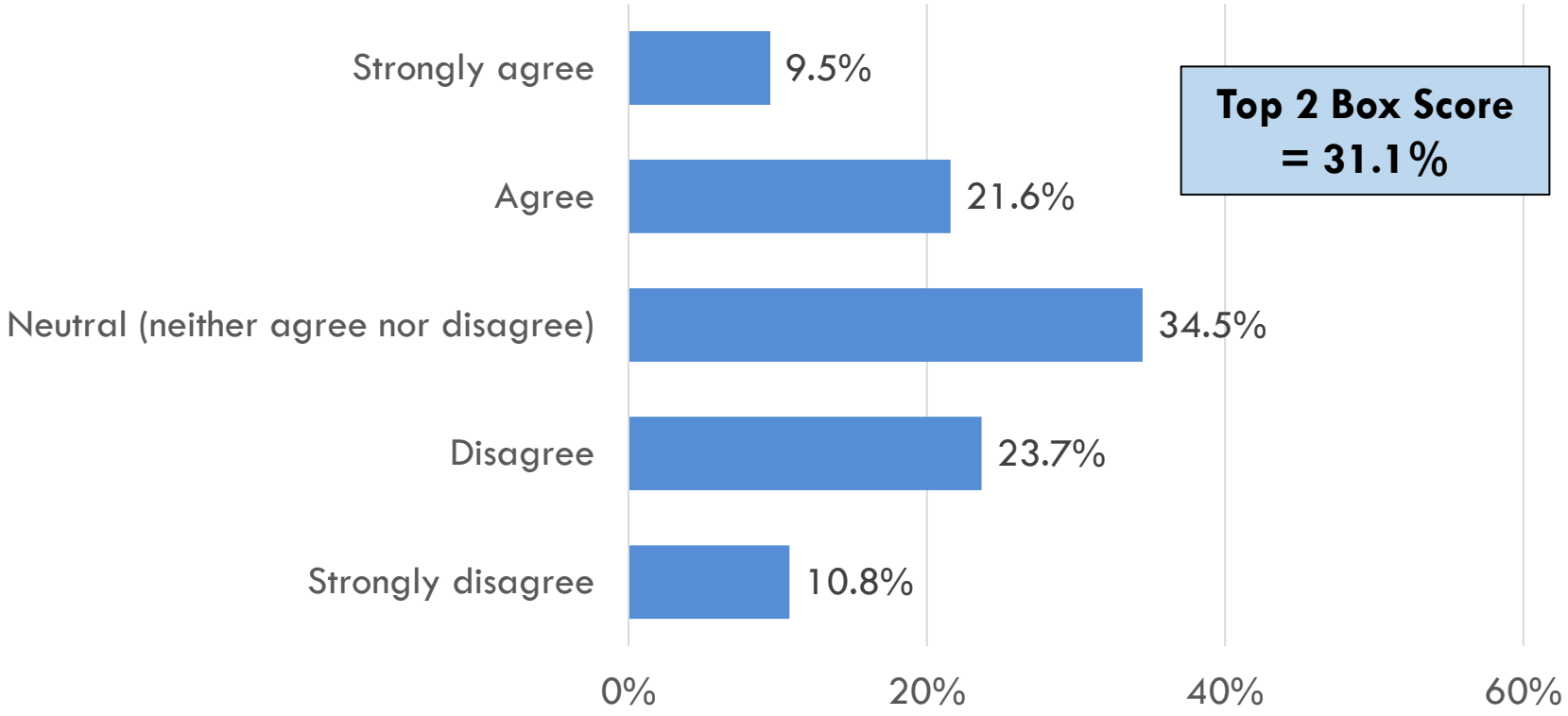

Question: Do you expect that the types of destinations that are selected for your meetings and events will change over the next 12 months? Base: All respondents. 528 completed surveys.

# REGIONS MORE ATTRACTIVE FOR MEETINGS NOW



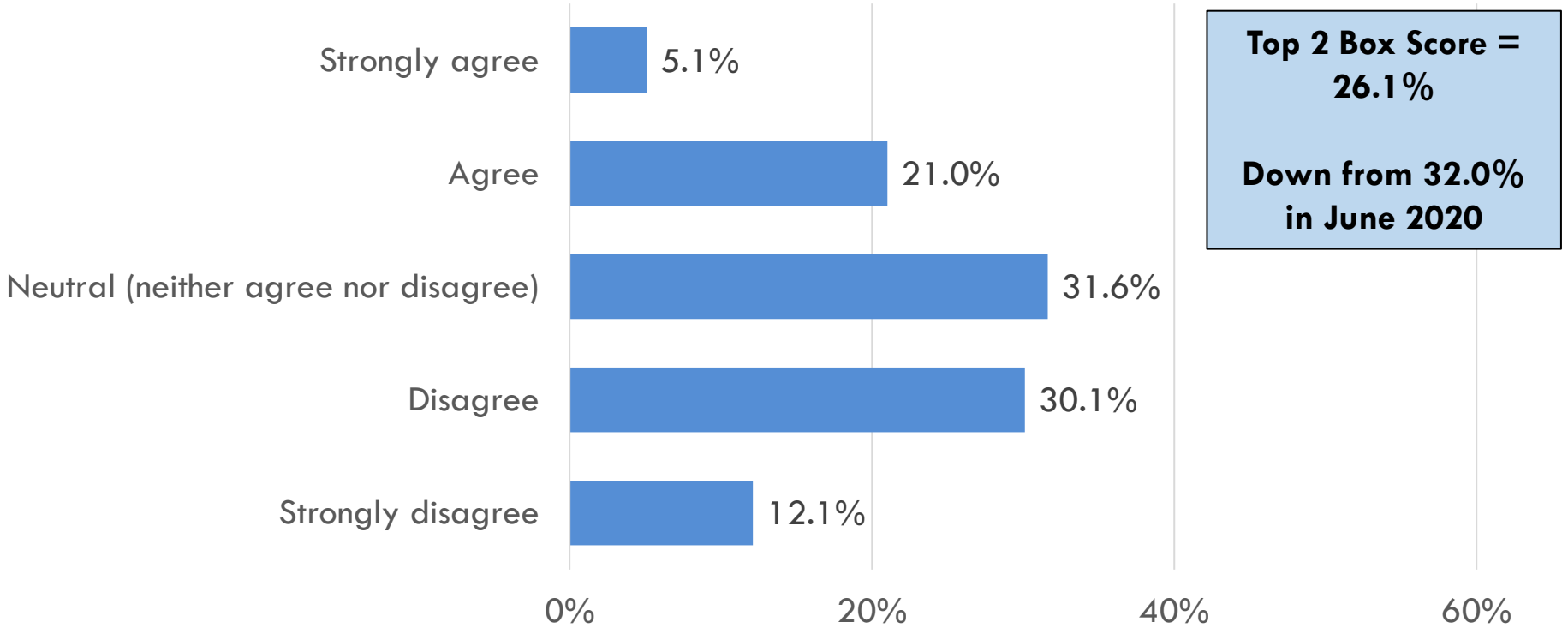

Question: Please rate your level of agreement with each statement: The US West / Midwest / Northeast/ Southeast is a more attractive region for meetings now.
Base: All respondents. 528 completed surveys.

# BREAKING UP LARGER MEETINGS INTO SMALLER REGIONALS




Question: Please rate your level of agreement with each statement: In the next 12 months I am likely to break up larger meetings into smaller regional meetings.
Base: All respondents. 528 completed surveys.

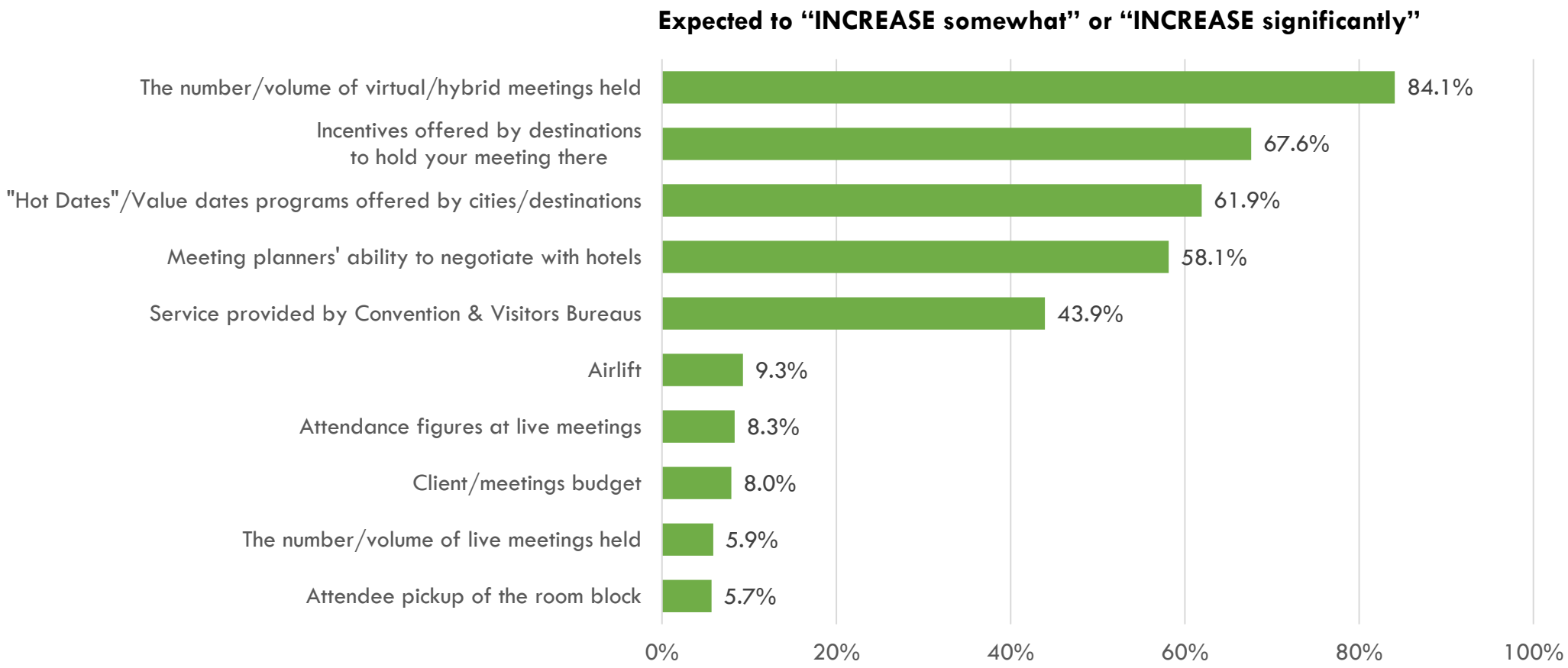
# LIKELIER TO USE MULTIPLE HOST PROPERTIES




Question: Please rate your level of agreement with each statement: For live meetings, I am more likely to use multiple host hotels/properties to account for capacity limitations.
Base: All respondents. 528 completed surveys.

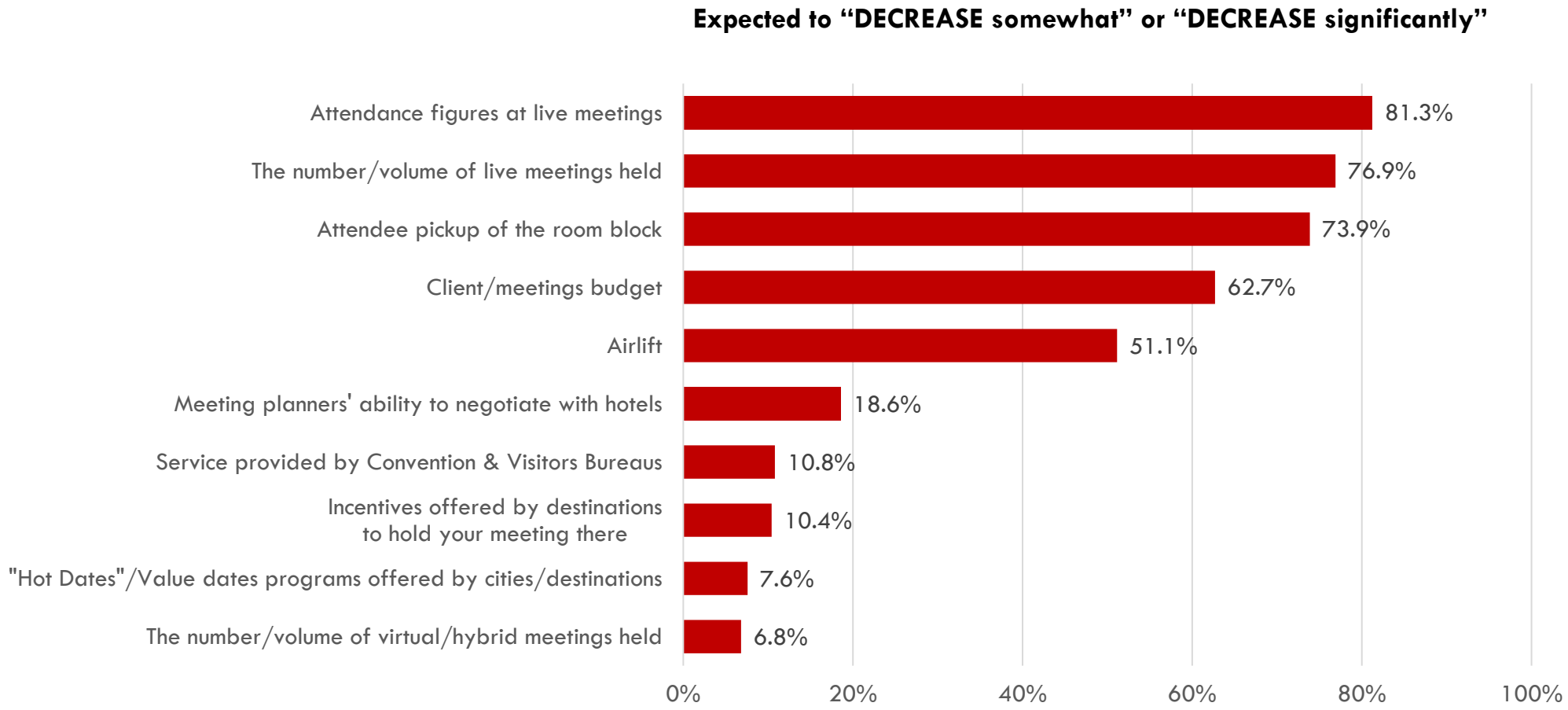
Thinking about the future of the meetings industry, in the next 3 years, **how do you expect the following factors related to the meetings industry to change** (if at all)?

# EXPECTED CHANGES TO MEETINGS INDUSTRY (NEXT 3 YEARS)




Question: Thinking about the future of the meetings industry, in the next 3 years, how do you expect the following factors related to the meetings industry to change (if at all)? (Select one) Base: All respondents. 528 completed surveys.

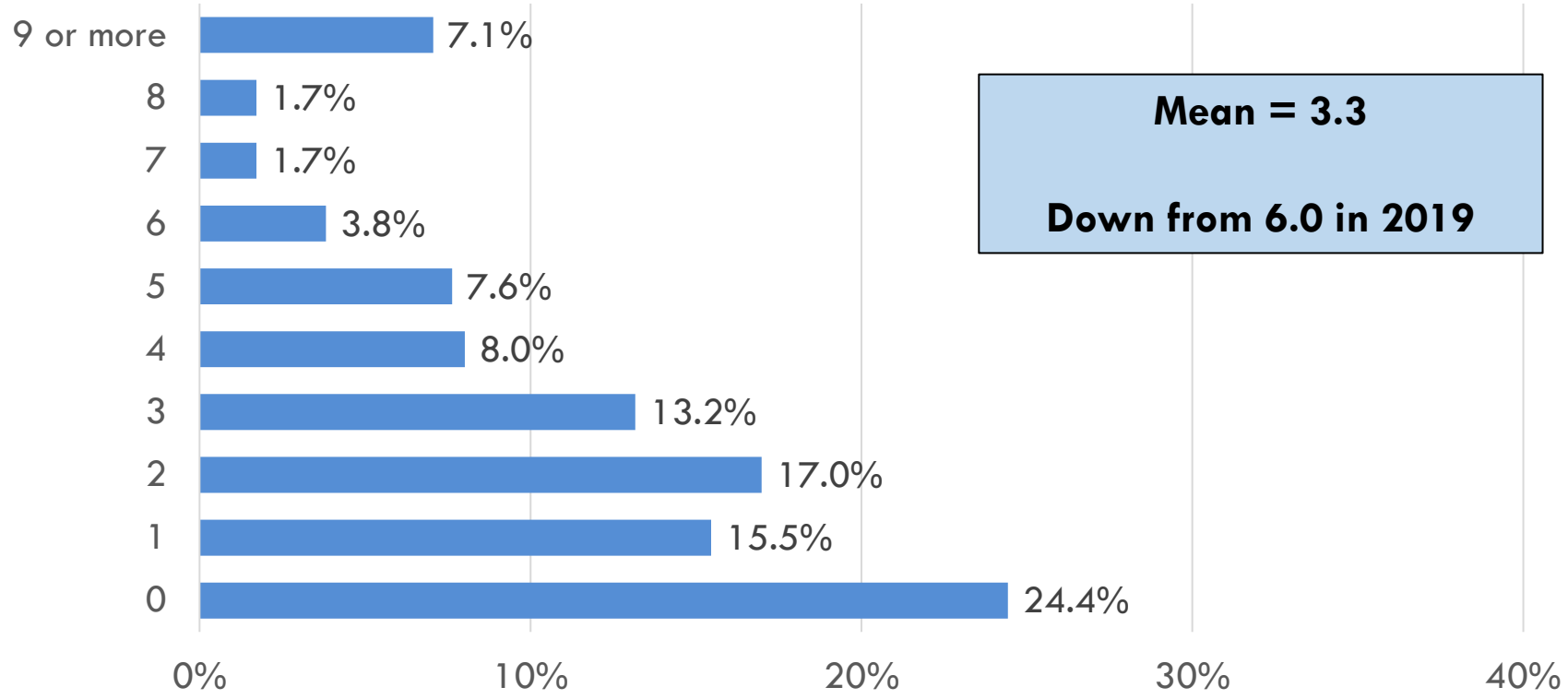
# EXPECTED CHANGES TO MEETINGS INDUSTRY (NEXT 3 YEARS)




Question: Thinking about the future of the meetings industry, in the next 3 years, how do you expect the following factors related to the meetings industry to change (if at all)? (Select one) Base: All respondents. 528 completed surveys.

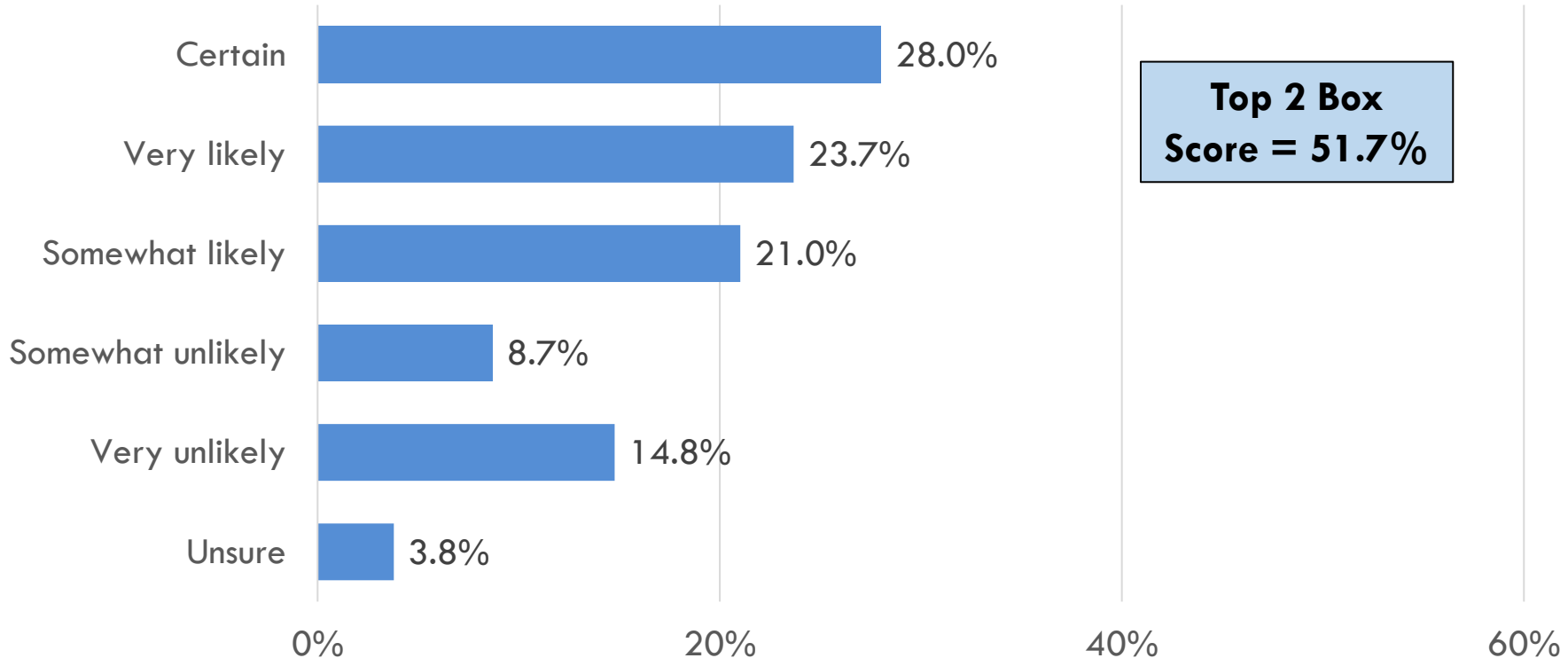
# THE MEETING PLANNER & THE CVB

# CVBs USED (PAST 12 MONTHS)



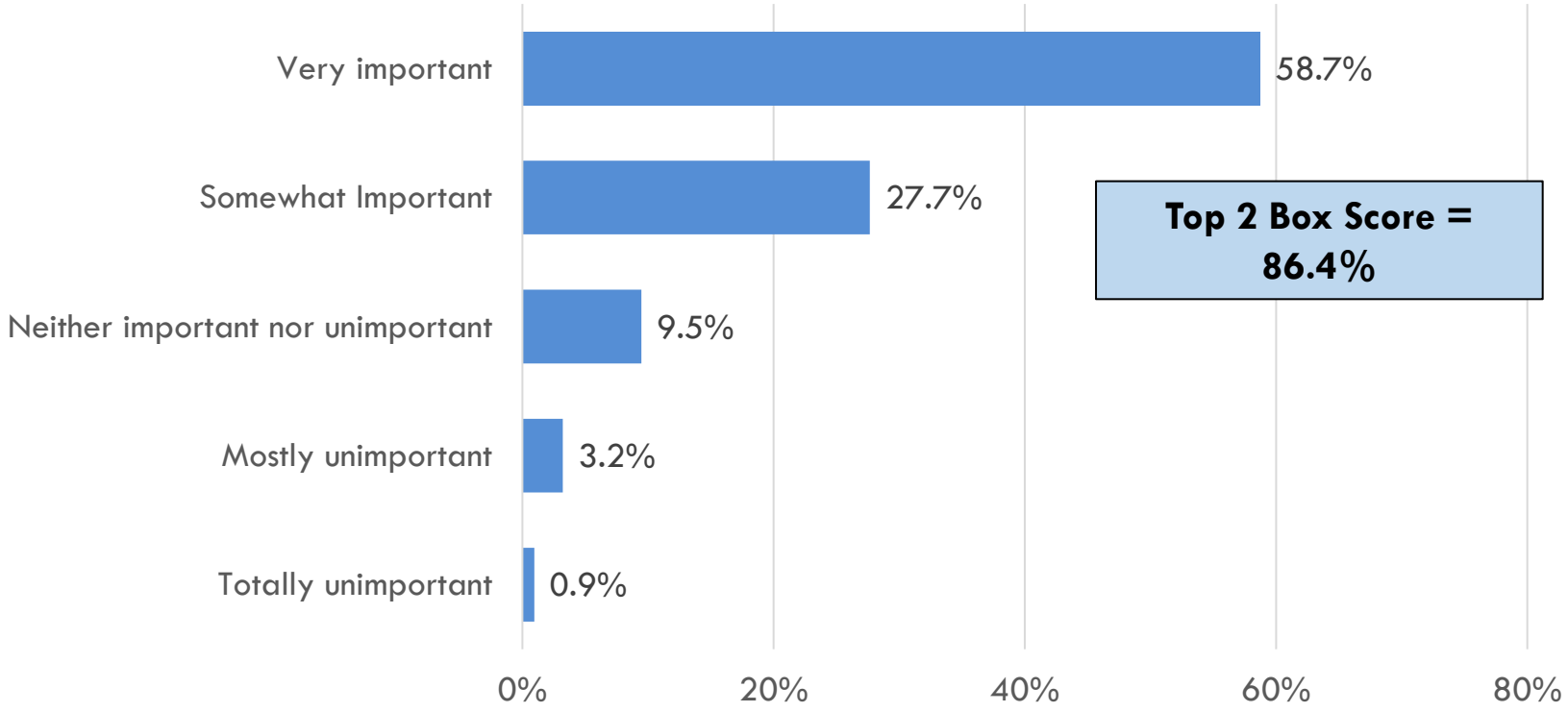

Question: How many different CVBs/DMOs have you contacted for any assistance planning your meetings or events in the PAST 12 MONTHS?
Base: Planners who have heard of CVBs prior to taking the survey. 524 completed surveys.

# LIKELIHOOD TO USE CVBs (NEXT 12 MONTHS)



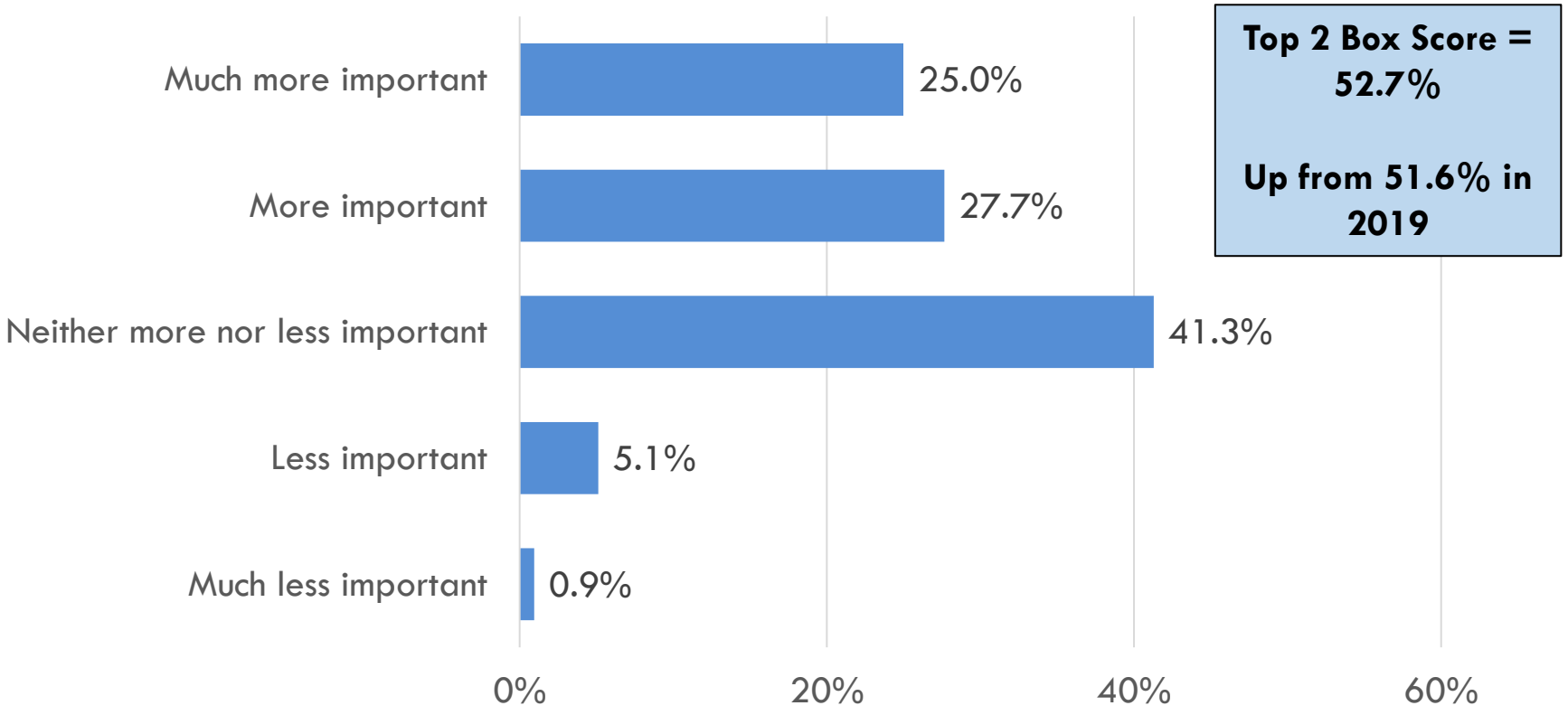

Question: How likely are you to use Convention & Visitors Bureaus (CVBs) as a meeting and event planning resource in the next 12 months? (Select one)
Base: All respondents. 528 completed surveys.

# IMPORTANCE OF CVBs TO MEETINGS INDUSTRY




Question: In terms of their overall importance to the meetings industry, how important are CVBs? Base: All respondents. 528 completed surveys.

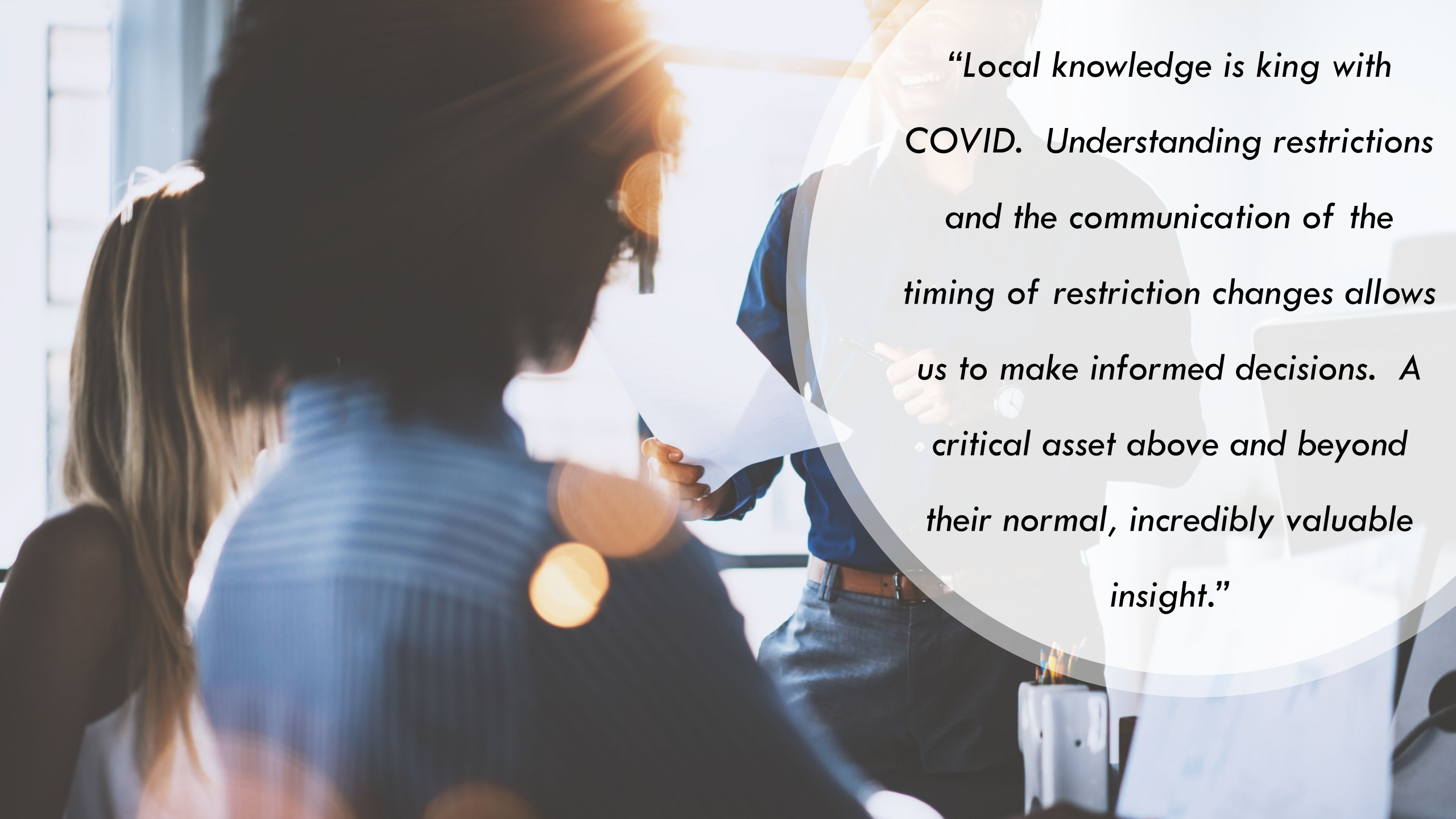
# THE CHANGING IMPORTANCE OF CVBs




Question: In terms of their overall importance to the meetings industry, are CVBs becoming more or less important? (Select one) CVBs are generally becoming ____.
Base: All respondents. 528 completed surveys.

## *Why CVBs are Becoming More Important*

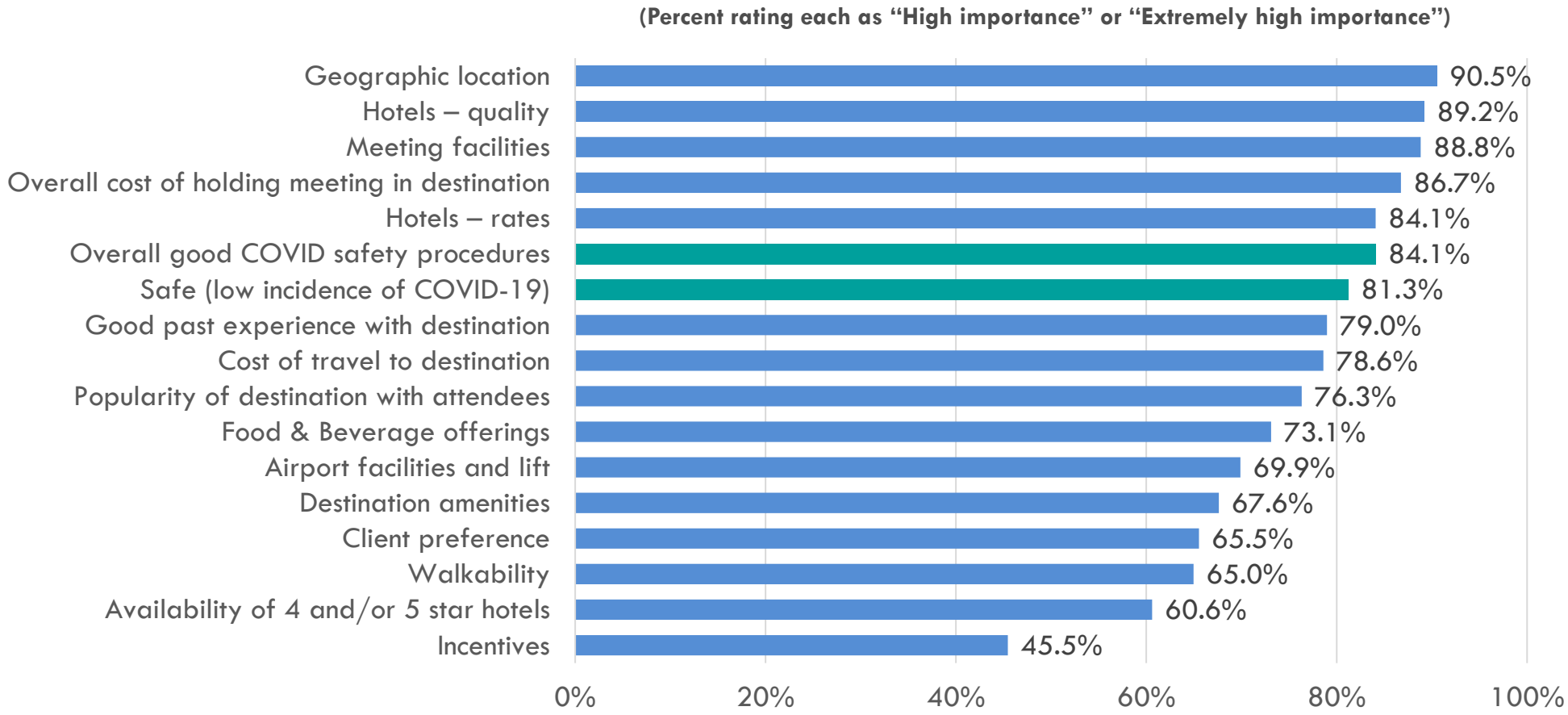
*"As a meeting planner, I am really going to need an advocate to help smooth over the changed landscape with hotel partners. I also will need help getting out the word that it is safe to attend meetings again."*



*"Local knowledge is king with COVID. Understanding restrictions and the communication of the timing of restriction changes allows us to make informed decisions. A critical asset above and beyond their normal, incredibly valuable insight."*

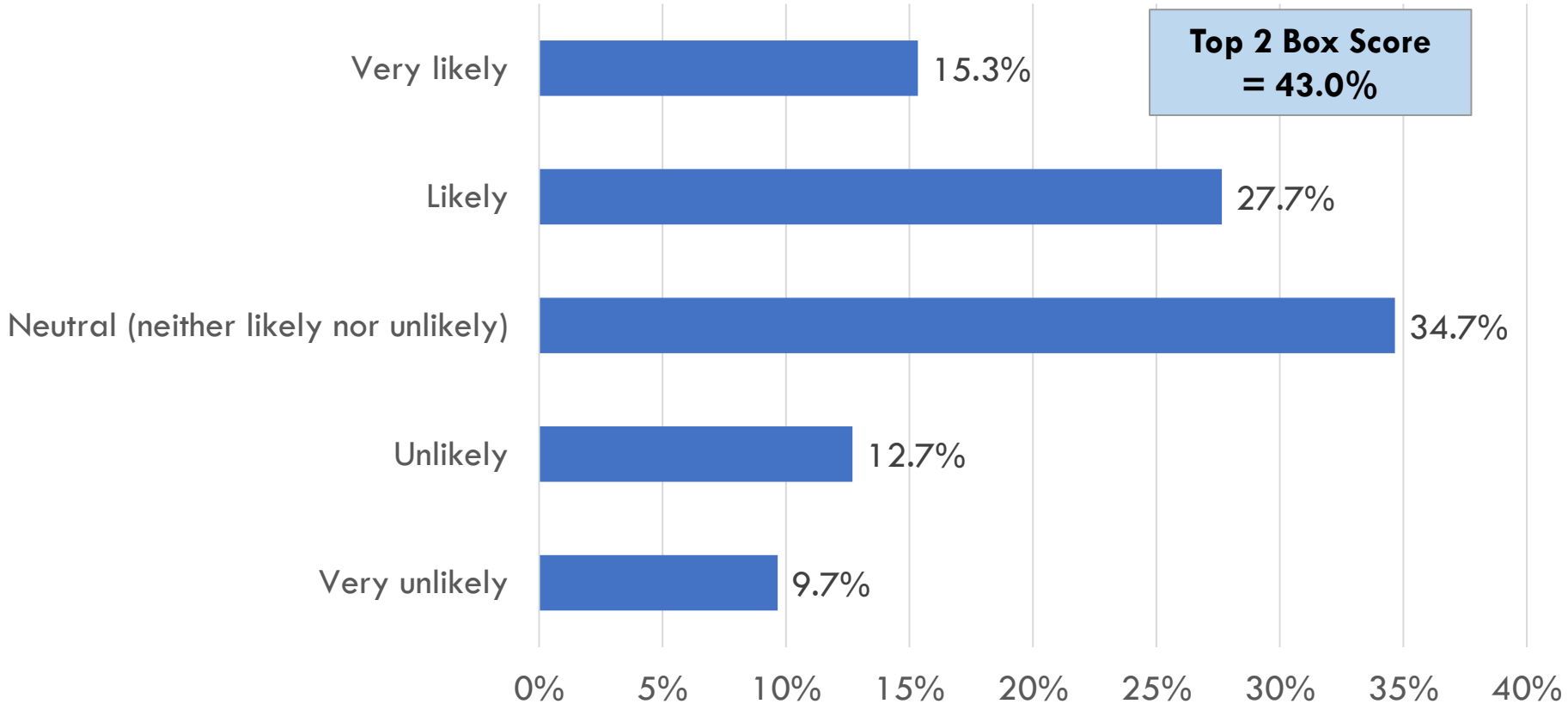
# MARKETING TO MEETING PLANNERS

# IMPORTANCE OF ATTRIBUTES IN DESTINATION SELECTION



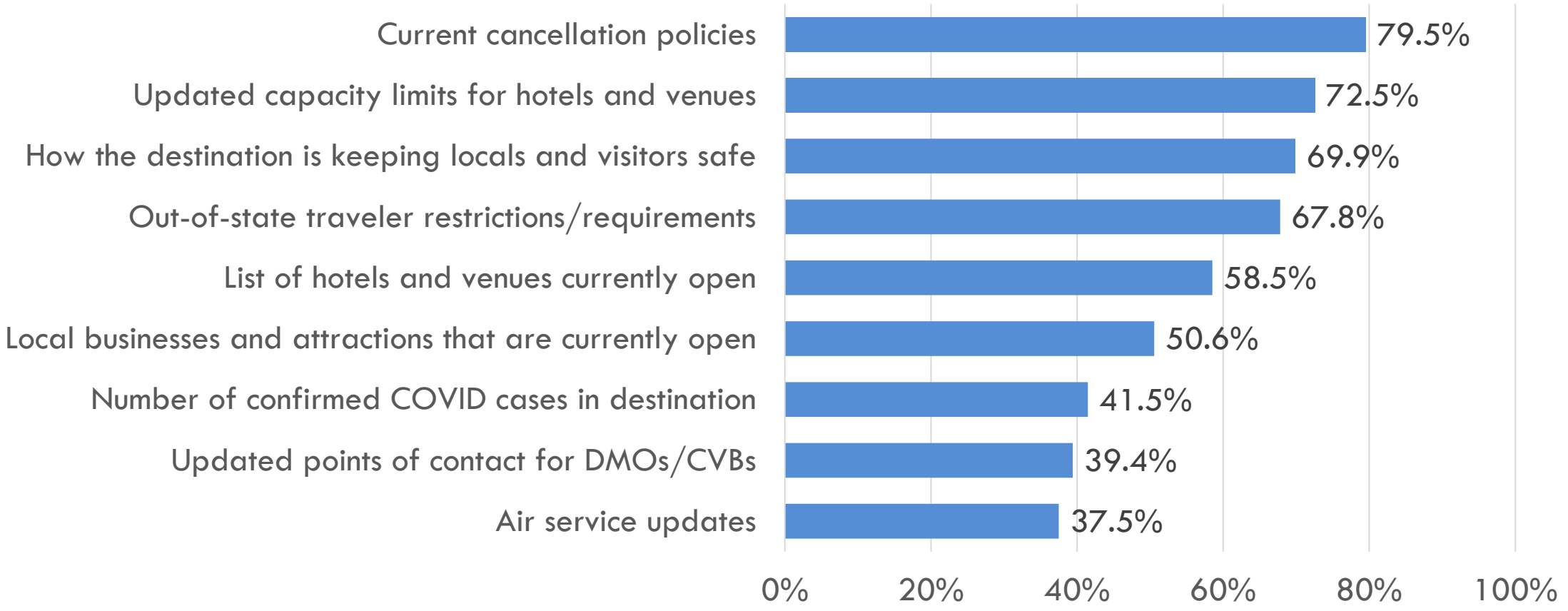

Question: In general, how important are each of the following in determining the destination in which you hold your in-person meetings? Please use the scale from "Extremely low importance" to "Extremely high importance" to rate how important each factor generally is to your meetings destination decision.
Base: All respondents. 528 completed surveys.

# LIKELIHOOD TO ENGAGE IN VIRTUAL FAMs & ONLINE SITE TOURS



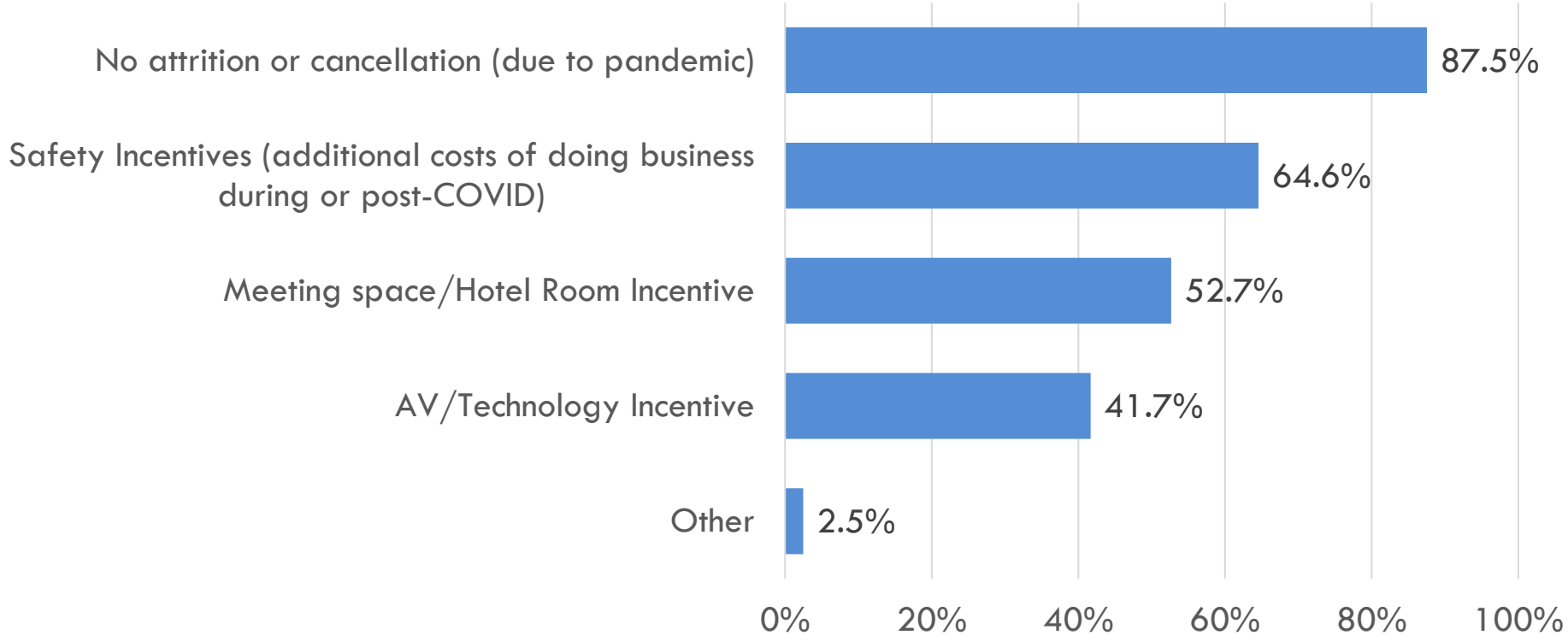

Question: How likely are you to engage in Virtual FAMS and online site tours?
Base: All respondents. 528 completed surveys.

# DESIRED INFORMATION IN DESTINATION ADVERTISING




Question: What information do you want communicated or advertised to you right now? (Select all that apply)
Base: All respondents. 528 completed surveys.

# TYPES OF PACKAGES AND INCENTIVES CVBs SHOULD OFFER




Question: What type of packages or incentives would you recommend CVBs offer based on the current environment?
Base: All respondents. 528 completed surveys.

# The CVB & The Future of the Meetings Industry–Marketing & Advertising Edition

## FULL REPORT AVAILABLE NOW:

**DestinationAnalysts.com/MeetingsReport**

# MORE RESEARCH WE CAN PROVIDE

- Visitor & Target Audience Profiles
- Audience Persona Identification
- Brand Performance
- Visitor Activity Analysis & Segmentation
- Resident + Stakeholder Research
- Advertising Testing

info@destinationanalysts.com

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@DestinationAnalysts

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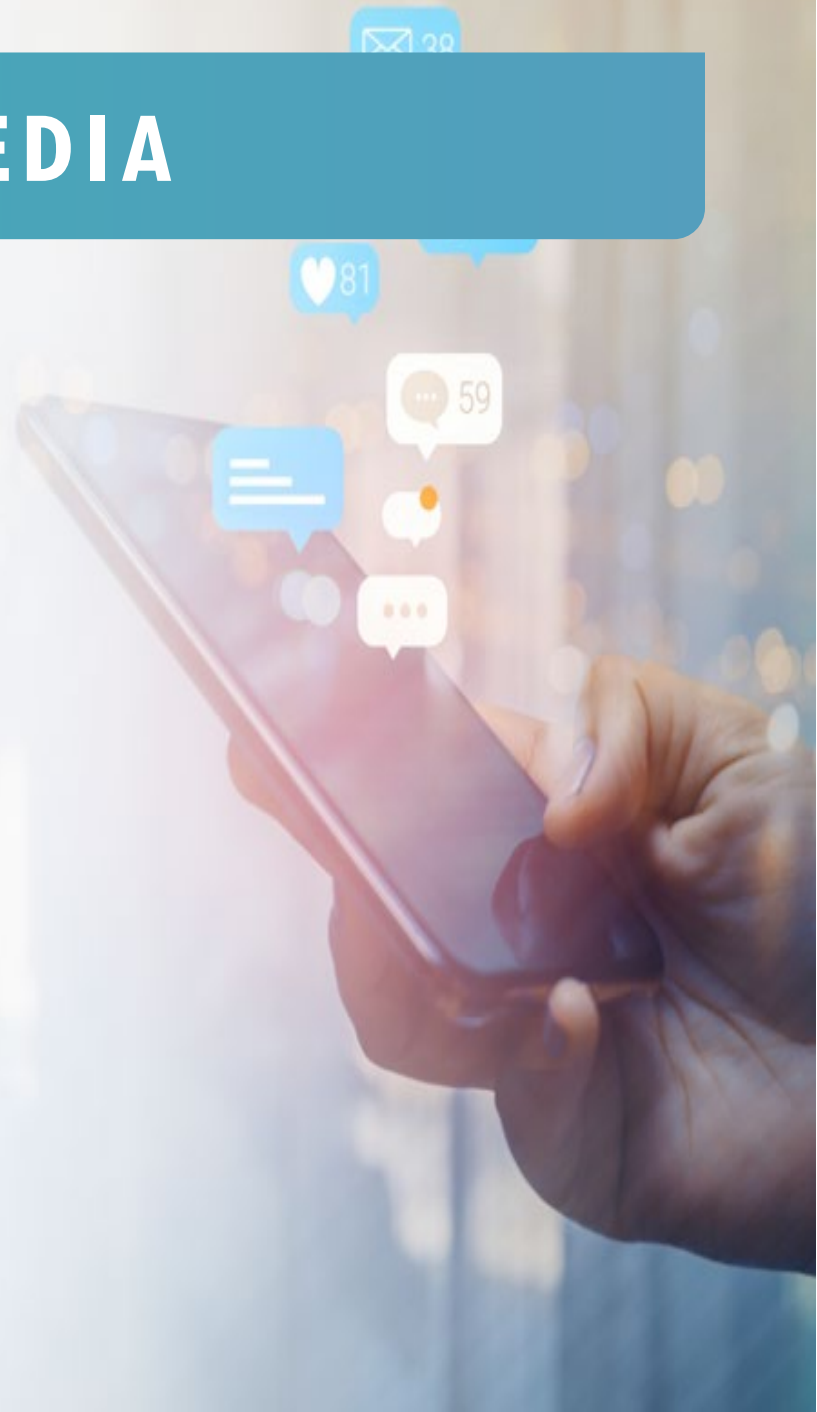

"...meeting community needs...enhancing quality of life."

**OFFICE OF THE MAYOR**
Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911-4799
Phone: (920) 832-6400
Email: Mayor@Appleton.org

**TO:** Members of the Common Council

**FROM:** Mayor Jacob A. Woodford

**DATE:** January 15, 2021

**RE:** Appointments to Committees, Authorities, Boards, Commissions, and Taskforces

It is with pleasure that I present the following appointments for your confirmation at the January 20, 2021 Common Council meeting.

**APPLETON PUBLIC ARTS COMMITTEE**

| | | |
|---|---|---|
| Kim Kolbe Ritzow | 3 Year Term | Term to Expire October 2023 |
| Luis Fernandez | 2 Year Term | Term to Expire October 2022 |

Kim is involved in several community organizations and projects, including the PAC Board, the Community Foundation Scholarship Committee, etc., and is passionate about the arts and the role they play in community wellbeing.

Luis has an extensive background in music instruction. He is currently Assistant Professor of Strings and Music Education at UW-Green Bay. During the summer months, Luis instructs violin students and coaches chamber music at Blue Lane Fine Arts Camp.

**APPLETON REDEVELOPMENT AUTHORITY**

| | | |
|---|---|---|
| Amanda Stuck | 5 Year Term | Term to Expire November 2024 |

Amanda was most recently a member of the Wisconsin State Assembly for District 57. She is also a former housing specialist for the Appleton Housing Authority.

**BICYCLE & PEDESTRIAN ADVISORY COMMITTEE**

| | | |
|---|---|---|
| Benjamin Desotell | 3 Year Term | Term to Expire December 2023 |

Benjamin is an avid bicyclist interested in supporting Appleton's bikeability.

**BOARD OF HEALTH**

| | | |
|---|---|---|
| Kathleen Fuchs | 2 Year Term | Term to Expire April 2022 |

Kathleen is a retired mental health services practitioner with an interest in public health.

**BOARD OF REVIEW**

| | | |
|---|---|---|
| Sean Morgan | 1 Year Term | Term to Expire April 2022 |

Sean is a Project Manager with Associated Appraisal Consultants. He has a thorough understanding of the assessment process and is a State Certified Assessor Levels 2 and 3.

**CITY PLAN COMMISSION**

| | | |
|---|---|---|
| Isaac Uitenbroek | 3 Year Term | Term to Expire April 2023 |
| Andrew Dane | Remaining Term | Term to Expire April 2021 |

Isaac has an extensive background in land use planning and regulation within both public and private sectors.

Andrew owns Neighborhood Planners, a firm which specializes in land use, economic development, and sub area planning.

**LIBRARY BOARD**

| | | |
|---|---|---|
| Lisa Nett | 3 Year Term | Term to Expire June 2020 |

Lisa has an affinity for community library quality, finds inspiration in library spaces, and believes citizens should be engaged in stewarding community resources.

**TASKFORCE ON RESILIENCY, CLIMATE MITIGATION, AND ADAPTATION**

| | | |
|---|---|---|
| Heather McCombs | 3 Year Term | Term to Expire January 2022 |

Heather is an Assistant Director for sustainable design at Lawrence University. She ensures that sustainable design, materials, and practices are integrated into campus operations, maintenance, and new construction projects. She teaches a sustainable management course and is an author of the LEED Green Associate Exam Preparation Guide.

# MEMORANDUM

"…meeting community needs…enhancing quality of life."

TO: Appleton Downtown Inc. (ADI)
Business Owners in 300 Block of West College Avenue

FROM: Karen Harkness, Director of Community & Economic Development
Paula Vandehey, Director of Public Works

DATE: April 6, 2021

RE: 318 W. College Avenue Construction and Traffic Update

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318 College Ave LLC (Developer) received City of Appleton Council approval on March 17, 2021 for Tax Increment Financing (TIF) Pay-As-You-Go investment to support a mixed-use project. 318 W. College Avenue is also known as "The Park Central Property" and is located in the heart of the CBD Central Business District in Appleton.

318 W. College Avenue has been vacant for many years. This recently approved development will offer another opportunity for residential living in our Central Business District. This project is targeted to support the City's Comprehensive Plan goal of increasing the quantity and variety of housing product offered in Downtown Appleton.

Beginning in April 2021 and continuing approximately through September 2022, the Developer plans to transform this property into a state-of-the-art, 75,000 sq. ft. building with over 16,500 square feet of Class A commercial space subdivided for multiple business occupants. The mixed-use improvements to Park Central will include a redeveloped second floor and an additional three floors of new construction slated for rental apartment use. The new apartments will offer a mix of one, two and three-bedroom units, yielding a total of 51 bedrooms in 39 apartments. Through careful planning, design and the use of quality construction techniques and premium building materials, including glass, steel, brick and high-end finishes, they will provide modern, luxurious, yet affordable, residential units and commercial spaces serving Appleton residents and businesses.

The City of Appleton (COA) staff reviewed construction set up and traffic control for this site and the project overall. After thorough review and discussion, the COA has directed Blue Sky (General Contractor for this project) to utilize the rear area of their property for their crane staging. Materials will be delivered in the rear alley and will be hoisted to the top level of the Green Parking Structure for storage and distribution. A flag person will be required to be stationed in the rear alley to keep traffic moving. The COA will allow the College Ave. sidewalk realignment and a construction tunnel, with details yet to be determined. We believe this staging option will best serve the overall needs of the downtown in the safest and most efficient manner possible. The City will work with Businesses, Blue Sky and the Developer to address and find effective resolutions to the concerns expressed.

Please call or email either of us if you have any questions or concerns. Thank you.
Karen Harkness – 920-832-6468 – karen.harkness@appleton.org
Paula Vandehey – 920-832-6474 – paula.vandehey@appleton.org

# MEMORANDUM

"…meeting community needs…enhancing quality of life."

TO: Appleton Redevelopment Authority (ARA)

FROM: Karen Harkness, Director of Community & Economic Development

DATE: April 14, 2021

RE: High Level Overview of RFP to Create a College Ave. North Neighborhood Plan

---

The City of Appleton plans to issue a Request for Proposals (RFP) in early summer to build upon the vision and goals of the City's Comprehensive Plan, identify and respond to current conditions and issues, provide an analysis, redevelopment alternatives, implementation plans and strategies to deliberately shape and stimulate design and development north of College Avenue.

This area north of College Avenue includes the Appleton Public Library, Transit Center (the central hub of a regional transit system serving a 117 square-mile area with over 200,000 residents), churches, residential, commercial and privately owned surface parking, as well as a parking structure owned by the City. Two Tax Incremental Financing Districts (TIF 3 & 11) are already established in this area. Additionally, much of the area located north of College Avenue is located in an Opportunity Zone. Strategic and ongoing investment in Downtown remains a top priority for the City, as does invigorating public and private investment.

The process will be interactive and engage in a highly collaborative approach to create a *College Avenue North Neighborhood Plan* (herein after "the Plan") which would provide a framework for future development that facilitates greater connectivity between the City, adjacent neighborhoods, existing businesses, and not-for-profits while recognizing the influences between buildings, social settings and the surrounding environment.

The goal of this Plan is to complement and build from the previous work completed in identifying a vision for the Downtown. The Plan will also help guide private development, public investment and improvements for the next 5 to 10 years in accordance with identified vision, goals and prioritize competing goals.

*"…meeting community needs…enhancing quality of life."*

**PARKS, RECREATION & FACILITIES MANAGEMENT**
**Dean R. Gazza, Director**
1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 3/8/2021

RE: Action Item: Award contract to Skidmore, Owings & Merrill for design and engineering services for the Appleton Public Library for a contract of $2,721,389 and a 5% design contingency of $137,744 for a contract not to exceed $2,857,459 and approve the related 2021 Budget amendment.

On February 4, 2021, Proposals were received from 11 architectural firms for design and engineering services to redesign the Appleton Public Library (APL). After review of the proposals by an 11-person panel of City staff, elected officials and citizens, two of those firms were chosen and subsequently interviewed on February 23, 2021. Upon conclusion of the interviews, reference calls, and discussion among the panel, the firm of Skidmore, Owings & Merrill (SOM) was unanimously selected by the review team to be recommended for award of the contract.

The process to get to this step began during the 2020 city budget process when the Common Council approved funding to begin the design to address the community's longstanding library This was after a dozen years of planning and studies that provided valuable information to help define the needs of the Library. Since the adoption of the 2021 budget, which included $26.4M for the overall Library project spread across three fiscal years, the following events have occurred:

- December 9, 2020 – Public Listening Session conducted to obtain input into the Request for Proposals (RFP) to hire a consultant for architectural and engineering services. Holding a public listening session at the RFP stage was a new addition to the City's standard process.
- December 15, 2020 – RFP Draft reviewed with the Library Board.
- December 16, 2020 – RFP Draft reviewed with the Common Council.
- December 17, 2020 – Final RFP released and advertised including updates based on feedback provided by the public, Library Board and Common Council.
- February 4, 2021 – Proposals received from 11 firms.
- March 3, 2021 – 11-member review team recommends Skidmore, Owings, & Merrill upon reviewing proposals and performing reference checks.

The Proposal review team consisted of City Departmental Directors, Deputy Directors and staff representing Facilities & Construction Management, Library, Community & Economic Development and Public Works Friends of the Library, Library Board, Common Council and the Mayor.

Proposals were evaluated based on the terms put forth in the RFP: relevant experience, project success, project team, project understanding/study methodology, project schedule, and cost. It was important that the firms clearly demonstrated experience in the design of libraries as well as an understanding of and ability to articulate the important role of the public library in our community. Additionally, the firms had to present a commitment to listening and the ability to foster strong, representative public engagement throughout the design process resulting in meaningful input into the eventual library design.

Specifically, SOM demonstrated an understanding and approach to the project that illustrated their depth of experience, knowledge in library design and construction, listening skills and importance of garnering meaningful public input and building trust throughout the process. In addition, they have significant experience in building re-use, equity and inclusion, sustainability, technology, operational efficiency, and many important key factors necessary for a successful library.

SOM is a passionate collective of architects, designers, engineers, and planners, dedicated to designing treasured public buildings and have significant experience in library design. Established in 1936, SOM brings a global perspective with Midwest roots. They are known as a leader in design with extensive experience and is often selected for significant projects. Currently, SOM is the selected firm to design the Mulva Cultural Center in DePere, WI. SOM made the decision to propose on our project realizing Appleton is a vibrant community and this a unique project that combines a newly updated facility that will have a significant impact on the neighborhood and residents.

SOM is a firm with a significant depth of skills and experience and the team they have assembled for Appleton is highly skilled and experienced in award-winning design. In addition to their impressive credentials, they have demonstrated an open, curious and down-to-earth style that was reinforced in conversations with their references. They are known for balancing design, functionality, and the technical needs of a project to provide spaces that serve generations.

Therefore, based on a careful review of the information provided, and subsequent personal interviews of firm representatives, the review team respectfully and unanimously recommends awarding a contract to the architectural firm of Skidmore, Owings & Merrill for $2,721,389 with a design contingency of 5% for a contract total not to exceed $2,857,459. Note that both reimbursable and contingency expenses are only utilized as needed and allowed per contract and authorization by the project manager.

The fees provided by the firms interviewed averaged $2,612,533. Though the request for proposal was very specific, firms varied in what was included and/or did not meet completely meet the requirements in the RFP. SOM's proposal was very extensive and included all services requested which is reflected in their pricing.

The 2021 Budget includes $2,400,000 for library design services. It was anticipated design would begin in 2021 and construction would begin in 2022. This contract also includes construction administration services to be completed in 2022. Rather than creating two separate contracts, it is standard practice to issue one contract to include all services. In order to provide the additional spending authority for the anticipated cost of this contract, a 2021 Budget amendment is also being

proposed for $457,459, which will be deducted from the existing project total of $26.4 million as approved in the 2021 Budget and Service Plan. It is anticipated that any budgeted funds related to this contract that are not expended in 2021 would be carried over to 2022.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

SKIDMORE, OWINGS & MERRILL LLP
224 SOUTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60604

SOM

March 5, 2021

Dear Appleton Community,

On behalf of the entire SOM team, we are absolutely thrilled to be selected as the design firm for your new library, and we consider it a privilege to work with you to realize a new, specially-designed building that will serve the Appleton community for the next generation and beyond.

To achieve this goal, we will welcome engagement and input from various stakeholders from the city and Library staff, the Library Board of Trustees, City of Appleton Common Council, to Friends of the Appleton Public Library, community groups, and the public. We are committed to engaging a wide range of voices and an inclusive process to create a design reflective of your diverse community. Listening to you and understanding your goals as a community will be the driving force of our design—we won't begin designing until we hear from you! Our mission is to create a design that successfully meets your needs and aspirations and that appropriately reflects the culture of the Appleton community. We will set out to design a space that enriches the environment, fulfills the Library's operational needs, and instills a sense of pride for the community.

We understand the responsibility that comes with publicly-funded civic projects. We realize that we are entrusted with a community facility that has served this community for 40 years and are shaping investments in the future of Appleton. We will strive to maximize the benefit and reach of these investments. To this end, we will give serious consideration to the possibility of adaptively reusing the existing structure—and the benefits offered—versus creating an entirely new building. Our focus is finding creative, cost-effective, project-specific solutions that respond to your needs. We are not just working for you—we become a part of your team.

We regularly take on projects of all shapes and types, public and private, near home and abroad. Our design philosophy is rooted in pragmatism with a diverse portfolio of projects ranging from small renovations to large mixed-use developments. Our work in the public sector ranges from libraries and schools to plazas and parks, and

Chinatown Public Library, Chicago, Illinois

Little Italy Branch Library, Chicago, Illinois

represents our firm's commitment to creating spaces that enhance the lives of the communities they serve. Visiting our recently completed library projects in Chicago and around the country provides a sense of accomplishment seeing the librarians at work, patrons engaged, and children at play—reading, learning, and interacting. They represent places for everyone.

In your project we recognize an exciting design opportunity to create a unique project that requires bold, creative thinking grounded in practicality. We've identified several key focus areas for the new library and will use these as the guiding principles in our process: establish a nucleus for Appleton; feature upgraded, state-of-the-art technology; create an open, inviting space filled with natural light; employ sustainable, energy efficient strategies; foster a welcoming and safe environment; lead an inclusive, community-driven process; and craft flexible, adaptable spaces.

To bring your vision to life, we have thoughtfully curated a team with experience working in Wisconsin, most recently for the Mulva Cultural Center, just a few miles down the Fox River in De Pere. The knowledge we have gained in local culture, climate, and construction strategies, along with a respect for Wisconsin's history of craftsmanship, will allow us to hit the ground running on your behalf.

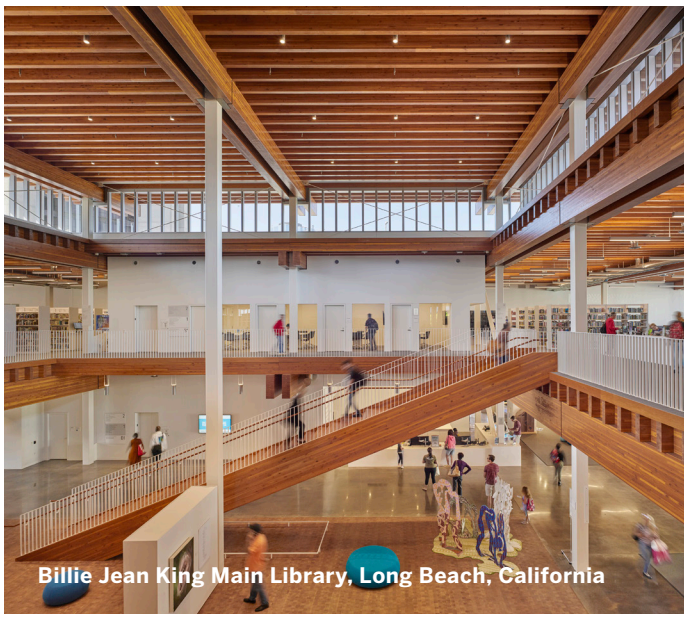
It is an honor to support the Library and its mission by designing a civic gem and an extraordinary place of education and culture that will serve Appleton for generations to come. We are excited to get started and we look forward to working with you.

With sincere gratitude for the opportunity,

Adam Semel
Partner

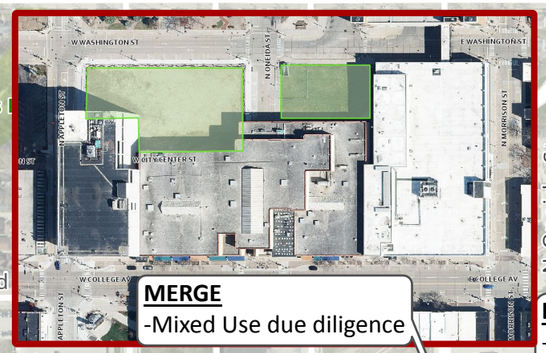
Scott Duncan
Partner

West Loop Branch Library, Chicago, Illinois


Billie Jean King Main Library, Long Beach, California

# Downtown Development Overview

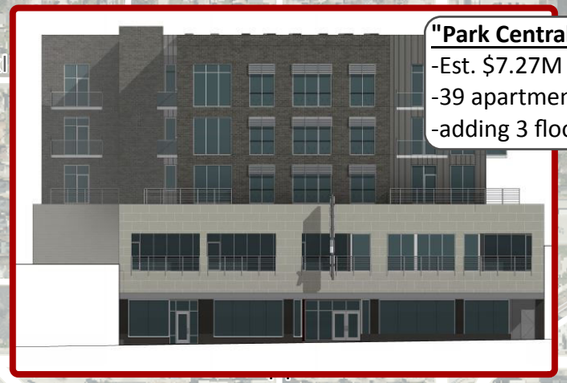

**Crescent Lofts**
-WHEDA tax credit
-Historic Tax Credit
-69 apartments total
- 58 Low to Moderate Income
- 11 Market Rate




**MERGE**
-Mixed Use due diligence


**Library Site**
-Planning/Design 2021
-Construction start 2022


**Avant Apartments**
-33 market rate residential units

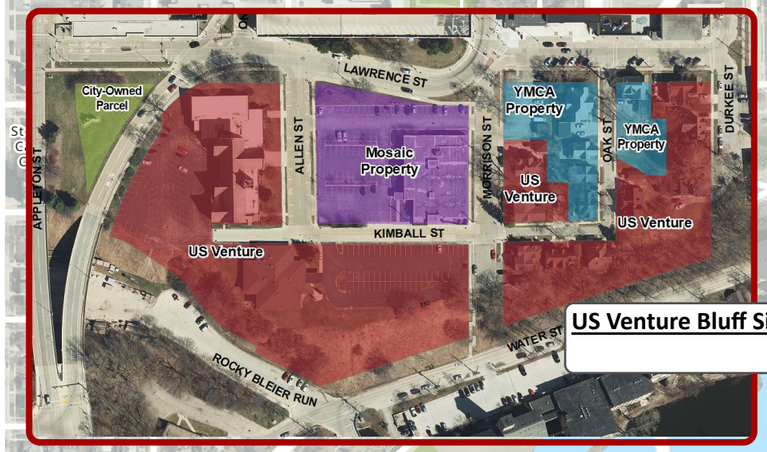


**"Park Central"**
-Est. $7.27M Mixed Use
-39 apartments
-adding 3 floors


**320 E College**
-39 apartments
-44 parking stalls

**Gabriel Furniture Redevelopment**
-6,912 sq ft first floor commercial
-21 market rate residential units
-21 parking stalls

**800 Block, LLC**
-1st Floor commercial
-20 Market Rate Units


**US Venture Bluff Site**

**YMCA Ramp Rebuild**
-Plan Pending

0 200 400
FEET
N
3/3/2021

# MEMORANDUM

"…meeting community needs…enhancing quality of life."

TO: Appleton Redevelopment Authority

FROM: Matt Rehbein, Economic Development Specialist

DATE: April 14, 2021

RE: Update on Site Investigation and Remedial Activities at 222 N. Oneida Street Appleton, WI

---

The Appleton Redevelopment Authority (ARA) acquired the property located at 222 N. Oneida Street in Appleton, WI on December 21, 2017. As part of the due diligence, a Phase I and Phase II environmental report was completed by OMNNI Associates. As required by law, OMNNI notified the Wisconsin Department of Natural Resources (DNR) of findings of exceedances for polycyclic aromatic hydrocarbon (PAH) and volatile organic compound (VOC) levels in the soils. ARA received a "Responsible Party" letter from the DNR on January 24, 2018 outlining the responsibilities as owner of a contaminated parcel. ARA approved a contract with OMNNI Associates authorizing spending up to $25,260.40 on March 14, 2018 (memo and contract attached), and authorized spending up to an additional $14,835 in a contract amendment approved December 7, 2018 (memo and contract attached). As of November 4, 2020, $9,348.06 remains of those approved amounts (cost estimate attached).

Per the amended contract, three (3) additional test wells were established to identify end points of the contamination (map attached). Delineation of the extent of the 1,2-DCE (dichloroethane) was identified, which is the objective we were going for. However, in sampling the furthest north well (the back of curb on E. Franklin Street) an enforcement standard exceedance for benzene was identified. A second round of sampling was completed July 1, 2019 which indicated increased levels of benzene in monitoring wells (MW) 2 and 4 and increased levels of 1,2-DCE in MW4 with exceedances identified in MW4.

Of the options available, staff has determined exercising our rights under the local government unit (LGU) status was the most prudent (per memo of 10-3-19). Once we have a clearer picture of how this land will be developed, we can take the appropriate steps to continue monitoring and/or establish endpoints.

The only activity on-site since the October 3, 2019 update has been maintenance and repair to well-heads to minimize damage from mowing equipment due to settling soils.

# MEMORANDUM

"…meeting community needs…enhancing quality of life."

TO: Appleton Redevelopment Authority

FROM: Matt Rehbein, Economic Development Specialist

DATE: March 5, 2018

RE: OMNNI Associates, Inc. Contract for Site Investigation and Remedial Activities at 222 N. Oneida Street in Appleton, WI

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The Appleton Redevelopment Authority (ARA) acquired the property located at 222 N. Oneida Street in Appleton on December 21, 2017. As part of the due diligence, a Phase I and Phase II environmental report was completed by OMNNI Associates, Inc. As required by law, OMNNI notified the Wisconsin Department of Natural Resources of findings of exceedances for polycyclic aromatic hydrocarbons (PAHs) and volatile organic compounds (VOCs) in the soils. ARA received a "Responsible Party" letter from the DNR on January 24, 2018 outlining the responsibilities as owner of a contaminated parcel.

Staff asked OMNNI to prepare a proposal to assist with any further site investigation, remedial activities and guidance through the demolition of the structure on the property (attached).

The City's Procurement & Contract Management Policy (attached) requires soliciting competitive proposals/quotes for professional services [Sec. IV.C.(3)]. The City has already solicited competitive proposals for a Master Contract which is currently held with OMNNI Associates, Inc. Because the total cost of this project is anticipated to be over $25,000, staff is seeking authority to proceed with the proposed contract.

*Staff Recommendation:*

Award site investigation and remedial activities proposal for 222 N. Oneida Street to OMNNI Associates, Inc. in the amount of $22,964.00 with a 10% contingency of $2,296.40 for a project total not to exceed $25,260.40 **BE APPROVED**.

ENGINEERING
ARCHITECTURE
ENVIRONMENTAL

OMNNI ASSOCIATES

OMNNI ASSOCIATES, INC.
ONE SYSTEMS DRIVE
APPLETON, WI 54914-1654
1-800-571-6677 920-735-6900
FAX 920-830-6100

February 14, 2018

Matthew Rehbein
Economic Development
City of Appleton
100 North Appleton Street
Appleton, WI 54911-4799

**Re: Proposed Site Investigation and Remedial Activities at the 222 N. Oneida Street property in Appleton, WI.**

Dear Mr. Rehbein:

Thank you for the opportunity to present this proposal and cost estimate to provide a site investigation and remedial activities for the 222 N. Oneida Street property. This proposal is intended to present a work scope and cost estimate for our services.

## PROJECT INFORMATION

Previously OMNNI Associates conducted a Phase I environmental site assessment (ESA) of the property at 222 N. Oneida Street, Appleton, WI to identify potential areas of contamination from current or previous uses of the property. The Phase I ESA identified a potential for underground storage tanks to still be present on the property as well as a concern for contamination associated with those underground storage tanks.

A Phase II ESA was also conducted at the property to determine if the tanks remain or if there was any contamination as a result of the prior history of the property. It was discovered that the property had multiple exceedances in soil and groundwater for their respective limits. It was recommended at that time that a notification of release be completed.

OMNNI proposes to conduct a site investigation to define the extent of the contamination and assist with remedial actions during the demolition at the property in order for the City of Appleton to pursue beneficial reuse of the property.

## PROPOSED SCOPE OF WORK

We propose the following scope of work:

1. Obtain bids from geoprobe contractors and select suitable contractor to perform activities.

2. Create a site work plan and submit the plan to the DNR.

3. Submit previously obtained analytical data to licensed landfill to obtain approval for the disposal of the impacted material that will be removed from the site. It is anticipated that the soil will go to Outagamie County Landfill or Waste Management's Whitelaw facility.

4. Develop a health and safety plan for OMNNI staff who will be on site for the remedial activities.

5. Assist the City of Appleton with their request for quote (RFQ) for the demolition and excavation related to the property.

6. Provide direction to the contractor to dig up to five test pits and give direction if the soil needs to be disposed of, due to contamination.

7. OMNNI will be on site during the excavation of the parking lot area to document soil conditions and assist with delivery of waste manifests to the contractor. Additionally, OMNNI will be available on an "On-Call" basis for the building demolition if any contamination is identified within or below the building footprint.

8. Obtain confirmatory soil samples at the base of the excavated soil for VOCs and/or PAHs depending on the location, and deliver to a certified laboratory for analysis.

9. Once site activities allow, OMNNI will coordinate the installation of two NR 141 groundwater monitoring wells to a depth of 15 feet. Wells will be placed in the vicinity of TW09 and TW06. These wells will be developed and sampled for volatile organic compounds (VOCs) and polycyclic aromatic hydrocarbons (PAHs).

10. Abandon the remaining temporary wells on site in compliance with DNR requirements.

11. Evaluate data collected and prepare a site investigation report including OMNNI's interpretation of information gathered. The report would include a summary of all of the efforts to date at the site, the degree and extent of contamination, and would present recommendations to the DNR based upon the data collected.

**NOT INCLUDED IN THIS SCOPE OF WORK**

The following items are not included within this agreement, but are available at the request of the client. Consultant will not proceed with additional work without verbal or written confirmation from client.

1. Applicable DNR review fees. A site investigation review fee is anticipated to be $1,500, plus additional applicable site closure review fee which could be an additional $1,050 plus any continuing obligation fees listed within NR 749.

2. Any additional sampling beyond two rounds of groundwater sampling and all laboratory samples are based on a standard turn around.

3. Site closure documentation preparation and submittal is not part of this current scope of work, but is anticipated to be approximately $5,000. However, this is variable as it is dependent on the results of the site investigation.

4. No landfill tipping fees are part of this scope of work.

5. This scope does not address any sampling that may be needed as a result of importing fill into the site.

**CITY'S RESPONSIBILITY**

Our proposal assumes the City will provide the following services:

1. Provide access to the subject property.

**PROPOSED SCHEDULE**

The proposed schedule for the work would be as follows:

- We understand that the City of Appleton is in the process of submitting an RFQ for the demolition of the building to take place before May 1, 2018. OMNNI would be able to start work on the project and work concurrently with the building demolition activities.
- It is OMNNI's intent to submit the site investigation report within 30 days of obtaining the results from the groundwater wells. The groundwater wells are anticipated to be installed after major demolition activities have been finished.

**COST ESTIMATE**

Our cost estimate is based on assumed time-and-materials requirements, and our existing fee schedule with the City for our consulting costs. Costs for geoprobe contractors, lab fees, and landfill administrative fees will be billed out at actual costs. The cost estimates are as follows: consulting fees of $18,864, geoprobing subcontractor fees of $2,600, landfill administrative fee of $175, and environmental laboratory fees of $1,325. The overall estimated costs including subcontractor fees is $22,964.

**CONDITIONS**

Upon acceptance of this proposal, OMNNI Associates would begin this project under our existing 2018 Contaminated Soils & Materials Testing contract.

If you have any questions regarding this proposal, please do not hesitate to contact me. Your signature below will authorize us to proceed.

Sincerely,
OMNNI Associates, Inc.

Christopher J. Rogers P.G.
*Hydrogeologist / Project Manager*

| City of Appleton<br>(Client) | OMNNI Associates, Inc.<br>(Consultant) |
| --- | --- |
| Matthew Rehbein<br>*Economic Development Specialist* | Phillip T. Roberts, P.E.<br>*Engineering Services Manager* |
| Date: | February 14, 2018 |

# MEMORANDUM

"…meeting community needs…enhancing quality of life."

TO: Appleton Redevelopment Authority

FROM: Matt Rehbein, Economic Development Specialist

DATE: December 7, 2018

RE: OMNNI Associates, Inc. Contract Amendment for Site Investigation and Remedial Activities at 222 N. Oneida Street in Appleton, WI

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The Appleton Redevelopment Authority (ARA) acquired the property located at 222 N. Oneida Street in Appleton on December 21, 2017. As part of the due diligence, a Phase I and Phase II environmental report was completed by OMNNI Associates. Inc. As required by law, OMNNI notified the Wisconsin Department of Natural Resources of findings of exceedances for polycyclic aromatic hydrocarbons (PAHs) and volatile organic compounds (VOCs) in the soils. ARA received a "Responsible Party" letter from the DNR on January 24, 2018 outlining the responsibilities as owner of a contaminated parcel. ARA approved a contract with OMNNI Associates, Inc. authorizing spending up to $25,260.40 on March 14, 2018 (memo and contract attached). To date, $21,908 has been spent.

Based upon additional contamination and further information identified during completion of this work, three (3) additional test wells are recommended to try to establish end points of the contamination and to allow for closure of the site. Staff asked OMNNI to prepare a contract amendment for drilling and testing of these wells. Work identified in the original proposal, but not included since it was difficult to accurately predict at the beginning of the project, is included in this request.

The anticipated cost for the three (3) test wells with sampling is $4,000, the total of DNR fees is estimated at $2,900, and other OMNNI work to prepare the closure request is $6,000, for a total cost of $12,900.

The City's Procurement & Contract Management Policy (attached) requires soliciting competitive proposals/quotes for professional services [Sec. IV.C.(3)]. The City has already solicited competitive proposals for a Master Contract which is currently held with OMNNI Associates, Inc. Because the total cost of this project is anticipated to be over $25,000, staff is seeking authority to proceed with the proposed amendment.

*Staff Recommendation:*

Staff is authorized to amend the contract incorporating the scope of services proposed by OMNNI Associates, Inc. in the Amendment dated December 6, 2018 for an amount not to exceed $14,835 ($12,900 + 15% contingency of $1,935) **BE APPROVED**.

# AMENDMENT TO AGREEMENT

This Amendment, Number 001, to the AGREEMENT FOR CONSULTING SERVICES, dated March 22, 2018 (the Agreement), between Appleton Redevelopment Authority (Client) and OMNNI Associates, Inc. (Consultant) is made effective as of the 6th day of December ,2018.

1. Consultant shall perform the following Services:

Based on groundwater results at the 222 N. Oneida Street project site during the site investigation, the Department of Natural Resources is requesting three additional groundwater wells to be installed and sampled. These costs are in addition to the original agreement and are depicted below. Additionally, the costs associated with site closure (if favorable groundwater results are attained from sampling the new wells) are also depicted below.

- Develop and submit a work plan to the Department of Natural Resources to install three new monitoring wells;
- Mobilize to the site, drill, and conduct one round of groundwater sampling for three monitoring wells;
- Deliver samples to Synergy laboratory for analysis;
- Document and interpret results and package together with the Site Investigation Report currently being developed;
- Applicable DNR review fees. A site investigation review fee is anticipated to be $1,500 (if required), plus additional applicable site closure review fee and groundwater database fee of $1,400;
- Site closure documentation preparation and submittal (if groundwater sampling results of new wells are below Wisconsin Enforcement Standards).

2. In conjunction with the performance of the foregoing Services, Consultant shall provide the following submittals/deliverables (Documents) to Client:

- Results and interpretation shall be documented in the Site Investigation Report;
- If results of groundwater sampling are below Wisconsin Enforcement Standards, a request for closure will be prepared as part of the deliverables.

3. Consultant shall perform the Services and deliver the related Documents (if any) according to the following schedule:

- It is anticipated Drilling to be scheduled in early 2019.

4. In return for the performance of the foregoing obligations, Client shall pay to Consultant the amount of $12,900 of which $2,900 are DNR fees, payable according to the following terms:

- Standard Terms and Conditions are outlined in the existing 2018 Contaminated Soils & Materials Testing contract for the City of Appleton.

5. Except to the extent modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

If you have any questions regarding this proposal, please do not hesitate to contact me. Your signature below will authorize us to proceed.

Sincerely,
OMNNI Associates, Inc.

Christopher J. Rogers P.G.
*Hydrogeologist / Project Manager*

CLIENT:
Appleton Redevelopment Authority

By: _____
(Signature)

Name: Karen Harkness
(Type or Print)

Title: Executive Director

Date: _____

CONSULTANT:
OMNNI Associates

By: _____
(Signature)

Name: Phillip T. Roberts, P.E.
(Type or Print)

Title: Engineering Services Manager

Date: 12/6/18

# EXHIBIT A

| CITY OF APPLETON POLICY | TITLE: PROCUREMENT AND CONTRACT MANAGEMENT POLICY | | |
|---|---|---|---|
| ISSUE DATE: 09/01/10 | LAST UPDATE: 10/07/15 | SECTION: Finance | FILE NAME: |
| POLICY SOURCE: Finance Department | | | TOTAL PAGES: 18 |
| Reviewed by Attorney's Office Date: 09/10/15 | Finance Committee Approval Date: 08/25/10 Date: 08/08/12 Date: 09/26/12 Date: 09/22/15 | | Council Approval Date: 09/01/10 Date: 08/15/12 Date: 10/03/12 Date: 10/07/15 |

## I. PURPOSE

Procurement Policy – To allow the City to acquire, on a competitive basis, all goods and services at the best value possible and to operate in a manner that maximizes the effectiveness and efficiency of services provided by and for the City.

Contract Management Policy – To allow for the City to manage all contracts, and change orders associated with all contracts, in a manner that maximizes the effectiveness and efficiency of those contracts and change orders while ensuring adequate internal controls are followed.

## II. POLICY

This policy establishes a Purchasing Office, Purchasing Manager and a contract management process. The Purchasing Office will have the responsibility to institute and maintain an effective and economical program for the purchase of goods and services. The Purchasing Manager, acting as a representative of the Mayor and reporting to the Finance Director, will ensure the proper and efficient administration of this program, and monitor compliance with these procedures, rules and regulations throughout City operations.

The purpose of the purchasing program is to enable departments to acquire needed equipment, materials, supplies and services of suitable quality for the purpose intended from the lowest priced responsible and responsive bidder while enhancing competition and providing fair opportunity and equitable treatment for all vendors.

This will be accomplished by utilizing a combined effort between City departments and the Purchasing Office. The Purchasing Office will concentrate efforts on standardizing and centralizing purchases of common use items among all departments while enlisting individual departments' expertise in purchasing specialized items unique to their departments. When purchasing these specialized items, the individual department becomes responsible for ensuring that the provisions of this policy are followed.

The policy pertains to all agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Failure to comply with this policy may result in loss of individual purchasing authority and/or disciplinary action up to and including discharge.

## III. DEFINITIONS

***Auction Administrator.*** An individual assigned by the City to assist departments in selecting an auction type and venue, establish procedures and responsibilities, and conduct online auctions for the sale of surplus supplies or equipment.

***Bid.*** A formal price solicited from a vendor for a good or service. Bids are required to conform to specific terms and well defined specifications contained in the solicitation documents. A sealed written bid is required with public notice setting a specific time and place to open all bids received for any project defined as public construction.

***Change Order.*** Change Order is defined as any increase or decrease in an approved contract amount or time necessary to complete the approved project.

***City.*** The City of Appleton, WI.

***Contract Amendment.*** A change in the contract scope which results in a change in the amount payable to the contractor/consultant/vendor, either increasing or decreasing the amount due.

***Committee of Jurisdiction.*** A sub-committee of the Appleton Common Council with authority to hear and act upon a particular scope of subject matter.

***Contract.*** An agreement between two (2) or more parties to do something or provide specific goods or services.

***Contract Cost.*** Total cost of a contract, whether for one or more years.

***Contract with Contingency.*** This is a contract entered into for a specific dollar amount for a specific scope of work. A contingency amount is approved at the time of the contract approval with the contingency amount set aside for unforeseen conditions or design shortfalls identified after a construction project begins.

***Contractual Services.*** Includes, but may not be limited to: telephone, gas, water, electric light, power and heating services; towel and cleaning services; leases for grounds, buildings, equipment, office or other space required by the user department; and the rental, repair or maintenance of equipment, machinery or other property owned by the City.

***Council.*** The Common Council of the City of Appleton.

***Critical timing issues.*** Critical timing issues are those where a decision must be made on a timely basis to avoid sources of significant costs.

***Department.*** All agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

***Invitation for Bid (IFB).*** The documents used to solicit bids from vendors.

***Lump Sum Contract.*** A contract entered into for a specific dollar amount which will be paid for all of the work required by the contract, regardless of the actual costs incurred. A contract amendment will only be considered when there is either an increase or decrease in the scope of work required.

***Procurement Card.*** A credit card issued by the City to an employee for the purpose of facilitating primarily low-cost purchases and to reduce associated administration.

***Professional Services.*** Services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include, but shall not be limited to those customarily rendered by architects, engineers, surveyors, real estate appraisers, certified public accountants, attorneys, financial advisors, medical and social service providers, computer software applications, systems development/implementation, management and other consultants, promotional programs such as marketing and advertising, and such other specific services as determined by the Mayor or his/her designee.

***Project Upgrade.*** A project upgrade is considered to be either a new item not necessary to the functioning of the project or a significant change in quality.

***Proposal.*** A plan received from a vendor and the related cost of implementing the plan. Proposals are usually requested when the specifications or scope of the services needed cannot be adequately prepared to provide all prospective vendors a complete and accurate description of the work to be performed. Vendors are asked to propose their best solution to the needs defined in the solicitation. Proposals are often requested when soliciting costs for professional services, high-tech equipment, other specialized equipment and research and development expenditures.

***Public Construction.*** Substantial repairs, remodeling, construction or other changes to any City-owned land or building (Wisconsin Statute §62.15).

***Quotation.*** An informal type of bid received from a vendor offering to sell a product or service. The quotation will contain specified pricing, terms and conditions of sale. The quotation may be either in writing (including a price list or catalog) or verbal, depending upon the dollar value as outlined in IV.C (2) (3).

***Request for Proposal (RFP).*** All documents, whether attached or incorporated by reference, used for soliciting proposals for professional services.

***Request for Qualifications (RFQ).*** All documents, whether attached or incorporated by reference, used for soliciting statements of qualification for professional services.

***Request for Quotations (RFQ).*** A written request for informal bids or quotes.

***Service.*** The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than usual reports, materials or drawings which are the end result of and incidental to the required performance.

***Unit Price Contract.*** A contract in which a fixed sum is paid for each completed unit of work.

## IV. PROCEDURES

### A. PURCHASING MANUAL

The Purchasing Manager shall prepare and maintain a Purchasing Manual setting forth the authorized purchasing procedures and the rules and regulations in connection therewith which shall be approved by Council.

### B. DEPARTMENT SPECIFIC PURCHASES

In order to take advantage of the technical expertise within the various City departments, department personnel will have the authority to purchase specialized items unique to their operations. The Purchasing Office will be available to serve in an advisory capacity. However, if the department wishes, the responsibility for the purchase of these specialized items may be turned over to the Purchasing Office. Certain departments employ individuals whose duties include routine purchasing of non-specialized goods and services. These individuals retain such authority at the discretion of the Finance Director, and shall execute their purchasing responsibilities in accordance with all provisions of this policy and under the general oversight of the Purchasing Office. The individual coordinating the purchase will be responsible for ensuring that all provisions of the Procurement Policy are followed. Upon request of the Purchasing Manager, departments will furnish copies of quotes and other documentation to show compliance with the procurement policy.

### C. PURCHASING AND CONTRACTING LEVELS

Purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids/quotations whenever practical subject to the following spending guidelines. However, for all purchases the Purchasing

Manager reserves the right to coordinate the purchase of like items where such purchase is beneficial and practical to the City.

(1) *Purchases up to $ 2,000* may be made based on the best judgment of the department making the purchase, except as section IV.D applies. However, it is recommended to seek competition for these purchases for the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a purchase under $2,000 the department is encouraged to seek competition from as many sources *as reasonable* to assure best price and delivery.

(2) *Purchases of $ 2,000 or more but less than $ 7,500* require the solicitation of two (2) or more quotes, which may be written or verbal, but documented in either case. When verbal quotes are received, all pertinent details of the quote should be documented in writing by the department and retained on file.

(3) *Purchases of $ 7,500 or more* require that a minimum of three (3) written quotations be solicited. Additionally, any new contracts or agreements for services or equipment with an anticipated contract cost of $ 25,000 or more require the recommendation of the Committee of Jurisdiction and the approval of the Common Council prior to execution. New contracts or agreements shall be defined as those which:

a. are for services or equipment procured on a special or one-time basis; or

b. are *not* for the renewal or reaward of existing, previously approved and budgeted, ongoing operational requirements (i.e., existing maintenance agreements, fuel, salt); or

c. are not defined by either (a) or (b), but have an anticipated total contract cost in excess of $100,000 (i.e., janitorial services, uniforms, etc.)

(4) *Public Construction Projects.* In accordance with Wisconsin Statute §62.15, all such projects for which the cost is expected to be greater than $25,000 must be competitively bid. The City Attorney's Office will determine the applicability of this statute to individual projects.

The bidding and awarding processes are detailed in Wisconsin Statute §66.0901. All public works bids and staff recommendations shall be submitted through the Finance Committee for Common Council approval.

## D. STANDARD CONTRACTS

When the Purchasing Manager has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

## E. COOPERATIVE PURCHASING

The Purchasing Manager and other authorized City personnel shall have authority to join with other units of government, with quasi-government agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served. Competitively bid cooperative purchasing contracts onto which the City "piggybacks" must contain language specifically allowing participation by other government agencies. They are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

## F. PURCHASING FROM GOVERNMENT UNITS

Materials, supplies, machinery and equipment offered for sale by the federal or state government or by any municipality may be purchased without bids at prices to be agreed upon between the Purchasing Manager and the respective department for which the item is to be acquired. Expert assistance for appraisal of such items may be employed at the discretion of the Purchasing Manager.

## G. SOLE SOURCE

Purchases of goods or services under $25,000 may be made without competition when it is agreed in advance between the department and the Purchasing Office that there is a valid reason to purchase from one source or that only one source is available.

For sole source purchases over $2,000 but less than $7,500, the department shall obtain verbal approval from the Purchasing Office, and document the reasons and agreement at the department level. The Purchasing Manager may suggest or assist in locating additional competitive sources.

(1) For sole source purchases over $7,500 but less than $25,000, a written justification shall be forwarded to the Purchasing Manager, who will either concur with the sole source or assist in locating additional competitive sources.

(2) Any sole source purchase of $25,000 or more must have a recommendation by the Committee of Jurisdiction and an approval of the Common Council.

(3) The use of the sole source exception to the competitive bidding process will expire on an annual basis.

(4) A sole source purchase may be allowed when a needed item becomes available on a one-time basis at an "exceptionally advantageous" price. The buyer must be able to show that the purchase price of the item presents a unique and temporary opportunity for significant savings relative to its market value. Examples include auctions, used equipment offerings, liquidations, etc. Approval procedures G.(1) through G.(3) above still apply.

## H. EMERGENCY PURCHASES

Any City department or agency may purchase in the open market, without filing a requisition or estimate, or receiving competitive bids, any supplies, materials or equipment for immediate delivery to meet emergencies arising from unforeseen causes. The following situations constitute an emergency under this provision of the policy:

(1) Any situation in which there exists immediate and substantial danger to the health, life or property of any person or any situation in which there exists potential for increased damage to City property if the situation is not immediately remedied;

(2) Any situation where the normal operation of any City department or Agency is seriously impaired or is in jeopardy of being seriously impaired; or

(3) When the Mayor's Office declares an emergency.

## I. PURCHASE OF RECYCLED MATERIALS

The Purchasing Manager will ensure that the average recycled content of all paper purchased by the City measured as a proportion, by weight, of the fiber content of all paper products purchased in the year is not less than those percentages specified in Wisconsin Statute §66.0131(3)(a)(2).

## J. PURCHASE ORDERS

Purchase orders should be issued for all purchases of goods and services unless such payment is covered by an existing contract or other agreement. However,

purchase orders should not be issued when a City issued procurement card is used to facilitate the purchase.

## K. PROCUREMENT CARDS

A City issued procurement card should be used whenever practicable for purchases of low dollar items ($1,000 or less) in accordance with the limitations imposed on the cardholder and following the City's procurement card use policies. Authorized transactions greater than $1,000 are still subject to the quote requirements of this policy. See the City of Appleton Procurement Card Policy for complete rules of use.

## L. SERIAL CONTRACTING

No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing a series of purchase orders to the same vendor for the same commodity or service in any 90-day period in order to avoid the requirements of the Procurement Policy.

## M. APPROPRIATIONS

All purchases shall be made in accordance with the appropriations (budgets) that have been approved by the Council for the operation of the respective City departments. The responsibility for not exceeding existing appropriations rests with the department head making the requisitions or purchases. Contracts or agreements extending beyond one year should contain language allowing for termination in the event funding is not appropriated in subsequent fiscal years.

## N. LOWEST RESPONSIBLE BIDDER AND BEST VALUE CONCEPT

All open market orders or contracts shall be awarded to the lowest priced responsible bidder taking into consideration the following factors: the qualities of the articles to be supplied; conformity with specifications; product compatibility; maintenance costs; vendor support after the purchase, and delivery terms. Where appropriate, life cycle costing or TCO (total cost of ownership) concepts should be used to determine and evaluate cost components beyond the base purchase price.

If two or more qualified bids are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder. Where this is not practical, the contract will be awarded to one of the bidders by drawing lots in public.

## O. CONTRACT APPROVAL

Contract recommendation by Committee and approval by Council shall be approved with the following language:

**Lump sum or unit price contract:**

Award "Project Name" to "Vendor" in an amount not to exceed $XX,XXX.XX.

**Contract with contingency:**

Award "Project Name" to "Vendor Name" in the amount of $XXX,XXX with a XX% contingency of $XX,XXX for a project total not to exceed $XXX,XXX.

## P. CHANGE ORDER PROCEDURE

Change orders to contracts shall be governed by this procedure, unless an exception to the procedure has been previously approved by Council. This procedure may be modified by the Common Council and Committee of Jurisdiction for larger Public Construction contracts. Under no circumstances shall a change order be split to fall within a desired category. Where feasible, critical timing issues may be addressed by scheduling a special committee meeting. Emergency actions affecting the health or safety of the community will be addressed in accordance with the existing emergency policy.

(1) EXPLANATION

a. All Change Order approval requests will include a brief description of the change being made and the reason supporting the need for the change.

(2) CHANGE ORDER APPROVAL

a. For projects with a contracted cost less than $500,000, Change Orders of less than $15,000 within contingency may be approved by the department head, and the item brought to the Committee of Jurisdiction as an informational item prior to issuing final payment.

b. On projects with a contracted amount of $500,000 or greater, Change Orders for less than $50,000 within contingency, may be approved by the department head. The Change Order shall be reported out to the Committee of Jurisdiction as an informational item at its next regularly scheduled meeting or within thirty (30) days, whichever is sooner. Additionally, a project summary detailing the total cost of the project,

including Change Orders, shall be reported as an informational item to the Committee of Jurisdiction prior to issuing final payment.

c. All Change Orders not included in either of the paragraphs above must be recommended by the Committee of Jurisdiction and approved by the City Council prior to the contractor being authorized to begin work.

d. If approval of the Change Order results in the contract amount exceeding the remaining contingency and/or the project budget, recommendation of the contract amendment must be obtained from the Finance Committee, Committee of Jurisdiction, and approved by the Common Council prior to beginning any work under the Change Order.

e. If, in the determination of the Mayor, the work called for under a proposed Change Order is a Critical Timing situation, the Change Order may be authorized by the Mayor, in consultation with Department Head and Director of Finance. Any such approval shall be reported to the Common Council as an informational item at its next regularly scheduled meeting or within thirty (30) days, whichever is sooner.

(3) REPORTING

a. Change orders required to be recommended by Committee and approved by Council shall be submitted to Committee with the following language:

**Change Order within contingency:**

Approve Change Order # X to contract XXXXXX for "Project Name" to increase (decrease) for "description of why" in the amount of $XX,XXX resulting in a(n) decrease (increase) to contingency from $XX,XXX to $XX,XXX. No change to overall contract amount.

**Change Order outside of contingency:**

Approve Amendment and Change Order # X to contract XXXXXX for "Project Name" to increase for "description of why" in the amount of $XX,XXX resulting in a(n) decrease (increase) to contingency from $XX,XXX to $XX,XXX. Overall contract increased from $XXX,XXX to $XXX,XXX. (THIS MAY REQUIRE A BUDGET ADJUSTMENT IF

PROJECT BUDGET IS EXCEEDED – IF BUDGET ADJUSTMENT REQUIRED, IT MUST ALSO BE CONTINGENT UPON FINANCE COMMITTEE APPROVAL OF FUNDING.)

(4) Change Orders not required to be recommended by Committee and approved by Council shall be reported out informationally to the Committee of Jurisdiction prior to the Finance Department issuing final payment.

## Q. PROCUREMENT OF SERVICES

Whenever practical, the purchase of all services should be based on competitive bids/quotations/proposals subject to the spending guidelines noted in Procedure IV(C) of this policy. This includes, but is not limited to, the following categories of services:

***Professional Services.*** Consulting and expert services provided by an organization or individual.

***Contractor Services.*** The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance.

***Client Services.*** Those services provided directly to individuals on behalf of the City.

***Construction Services.*** Services provided in the construction of roads, buildings or other infrastructure.

***Technology Services.*** Services provided in the design, development, installation, and/or operation or maintenance of automated computer systems, including hardware and software.

If it is estimated that the service being solicited has a total cost of over $ 25,000 and the value of the service is substantially measured by the professional competence of the providers rather than cost alone, it is recommended that a Request for Proposal (RFP) or Request for Qualifications (RFQ) be used to solicit vendor responses. The Purchasing Office is available to assist in these situations.

Exceptions to competition for procurement of services shall only be made in accordance with the City's Sole Source policy (see section IV.G.).

## R. PROHIBITED BUSINESS TRANSACTIONS

(1) Employees are not allowed to participate directly or indirectly in a purchase when the employee, or a member of the employee's family, has a financial interest in the purchase or the employee, or a member of the employee's family, is negotiating or has an arrangement concerning prospective employment with the supplier.

(2) Purchases for services or goods should not be made from employees of the City unless the employee can be considered an independent contractor as defined by the Internal Revenue Service.

(3) Employees of the City are not allowed to use City negotiated discounts or the City's tax exempt status to purchase goods or services for their own personal use or gain. Employee discount programs offered by vendors may be used by employees only when the discount is available to all City employees regardless of position, and is also offered to other organizations or companies of similar size.

(4) The City of Appleton Code of Conduct Policy shall be referenced regarding receipt of gifts. Employees who receive offers of gifts or other improper attempts to influence purchasing decisions should report this to their supervisor and/or the Purchasing Manager, who will in turn consult with the City Attorney's Office to determine the appropriate course of action.

## S. SURPLUS OR OBSOLETE SUPPLIES OR EQUIPMENT

Disposal of City-owned supplies or equipment that are no longer required or serving a useful purpose shall be handled in a manner that is:

- economically feasible;
- in compliance with all applicable laws, regulations and policies;
- environmentally responsible; and
- deemed to be in the best interest of the City.

Departments should contact the Purchasing Manager for assistance in determining the most appropriate and beneficial method of disposal. There are several approved methods for disposal of surplus, including:

1) A live auction conducted by the City or other government agency;
2) Internet-based auctions or selling tools (i.e., eBay);
3) Sale to the general public via advertised, sealed bidding;
4) Trade-in on new supplies or equipment;
5) Transfer to another City department;
6) Direct sale to an interested firm or individual;

7) Donation to approved non-profit organizations;
8) Sale, trade, transfer or donation to an outside publicly funded agency;
9) Recycling and/or sale as scrap;
10) Discarding as trash; and
11) Other methods which may be recommended on a case by case basis by the Finance Committee and approved by the Common Council, or the Library Board.

Which method of disposal is most appropriate will depend upon several factors, including:

- The condition, location and physical characteristics of the item(s);
- The amount of time, effort, administration and expense required for the method relative to the potential value received;
- The public benefits and/or liabilities associated with the method.

The City will assign one or more Auction Administrators to facilitate sale by auction when appropriate. He or she shall assist departments in selecting an auction type and venue, establish procedures and responsibilities and conduct online auctions.

Disposing of items or groups of items with an estimated value of $500 or more using methods other than 1 through 5 in the approved methods list above shall require a recommendation of the Finance Committee and approval by the Common Council. Exception: method #6 (direct sale) may be used at the discretion of the Department, with agreement of the Purchasing Manager, on direct sale of items up to $2500 to an interested firm or individual, when it is determined that one or more of the following is true:

- the item is so specialized that broader interest is unlikely;
- due diligence in locating other interested parties has been done;
- a pending offer for the item is deemed so advantageous that the City's best interest is only served by its timely acceptance.

For items or groups of items with an estimated value of less than $50, departments may, at their discretion, utilize any of the approved methods listed, provided the disposal meets the general criteria listed at the beginning of this section. For estimated values over $50, departments should contact the Purchasing Manager for assistance in determining the most appropriate and beneficial method of disposal.

All proceeds received from the sale of City surplus property shall be reported and delivered to the Accounting Manager of the Finance Department for deposit and application to the proper account(s).

City owned supplies or equipment shall not be taken by, given to, or sold to City employees except by public auction or competitive bidding, regardless of their apparent value or condition, unless a specific exception is granted by the Common Council.

## T. INSURANCE REQUIREMENTS

A vendor's Certificate of Insurance is required in conjunction with many contracts for services or goods. A valid certificate must be received and approved by the Risk Management office prior to executing or beginning performance under the contract. Employees can check if a vendor has a Certificate of Insurance on file by accessing the Metafile system. Additionally, employees should consult with Risk Management when developing RFPs and IFBs to determine the appropriate levels of insurance and include the requirements as part of the solicitation documents.

## U. OPEN RECORDS/PUBLIC INFORMATION

With few exceptions, records related to governmental purchasing are subject to public access under Wisconsin's Open Records Law. This includes, but is not limited to, quotes, bids, proposals, purchase orders and related correspondence. While employees may ask that open records requests be made in writing, the requestor is not required to do so.

(1) When conducting public bid openings, the names of the bidders and certain bid details, including price shall be read aloud. In the case of proposal (RFP) openings, only the names of the proposers shall be read aloud. In either case, copies of the bids or proposals are not made available, nor is inspection of the documents permitted, until contract award has been submitted for recommendation to the Committee of Jurisdiction.

(2) Vendors requesting confidentiality of their quotes, bids, proposals or portions thereof must identify the confidential materials as such and state the specific, legitimate reason(s), i.e., trade secret, propriety customer list.

(3) Questions regarding compliance with an open records request should be referred to the City Attorney's Office. Also consult the City of Appleton Public Records Policy for more detail.

## V. INFORMATION TECHNOLOGY RELATED EQUIPMENT AND SUPPLIES

In order to ensure compatibility and maintain standards for the City's information systems, all purchases of information technology equipment, supplies and

services must be initiated by and acquired through the Information Technology (IT) Department. This includes, but is not limited to, computers, software, printers, copiers, inks, toners, repair parts, support and maintenance services, telephone equipment, scanners or any peripheral device which interfaces with any part of the City's information systems. IT staff should be the primary vendor point of contact for all information technology needs. In turn, the IT Department is responsible for adhering to the provisions of this policy when conducting such procurement activities.

## W. VALLEY TRANSIT

Procurement activities by or for Valley Transit are subject to the provisions of the Federal Transit Administration "Appendix A of Procurement Policies." A current version of this Appendix is available upon request to Valley Transit Administrative Services. The Appendix and its certifications, affidavits, and other requirements must be incorporated into all formal solicitation documents when the procurement is funded in whole or in part with federal monies. In addition, agencies issuing paratransit service contracts through Valley Transit will complete a procurement checklist, attach the appropriate documentation and submit it to the Valley Transit General Manager or his/her designee for review to ensure federal compliance.

## X. LOCAL PROCUREMENT

Since there are often cost and service related advantages associated with buying from local sources, the Common Council has adopted the following resolution:

"Resolved, that where not prohibited by law, the City of Appleton include in the evaluations of all bids, proposals and quotations for goods and/or services (except public construction) where the value of such goods or services is expected to exceed $5,000, evaluation criteria which favorably and accurately assess the relevant cost and service advantages of procurement from local sources. Where point based systems are used for proposal evaluation and award, the points available for this purpose shall be determined prior to proposal opening and shall not exceed 5% of the total points available."

The Purchasing Manager is available to assist departments in applying this policy resolution to specific procurement situations. Note regarding Valley Transit: The Federal Transit Administration has ruled that this resolution is a prohibited geographical preference which may not be applied when the procurement will be funded in whole or in part with federal monies.

## Y. OWNER DIRECT PURCHASING

Owner direct purchasing refers to a tax exempt entity (City) directly buying and furnishing materials, equipment or components of a construction project to the contractor in order to save the sales tax that contractor normally would have paid

and included in their bid. While this method can be advantageous in certain cases, it also can be administratively complex and present risks that could offset the intended savings. Generally, owner direct purchasing should only be considered when:

(1) The estimated sales tax savings exceeds $1,000;

(2) The item(s) to be directly purchased can be easily identified, quantified and separated from the bill of materials;

(3) The original bid request documents, contractor's bid, and the resulting contract specifically provide for the direct purchase; and

(4) Established administrative procedures are followed in the execution of the direct purchase. Contact the Purchasing Manager to obtain a copy of the procedures. The City Attorney's Office should be consulted on any legal questions or issues that could potentially impact the process.

The owner direct purchasing process does not relieve the City from other applicable requirements of the Procurement Policy; for example, documentation of quotes or bids for the item(s) purchased, sole source justification, Common Council approval, etc., as well as compliance with State Statutes regarding public construction projects.

## Z. ENVIRONMENTALLY PREFERABLE PROCUREMENT

The City of Appleton recognizes that it is a large consumer of goods and services. All of its purchases have an environmental impact resulting from the combined effects of a product's manufacture, use and disposition. By including environmental considerations in purchasing decisions, along with traditional concerns of price, performance and availability, the City will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, conserve natural resources, and reward manufacturers and vendors that reduce the adverse environmental impact of their production and distribution systems.

"Environmentally preferable" goods and services have reduced adverse effects on human health and the environment when compared with competing products and services that serve the same purpose. This comparison considers all phases of the product's life cycle, including raw materials, manufacturing, packaging, distribution, operation, maintenance and disposal, including potential for reuse or ability to be recycled.

When determining whether a product is environmentally preferable, buyers should consider attributes including, but not necessarily limited to, the following:

| | |
|---|---|
| Bio based | Biodegradable |
| Carcinogen-free | Chlorofluorocarbon (CFC) –free |
| Compostable | Durable |
| Energy or fuel efficient | Heavy metal free (i.e., no lead, mercury, cadmium) |
| Less hazardous | Locally manufactured (less transportation) |
| Organic | Low-toxicity |
| Recycled content | Low volatile organic compound (VOC) content |
| Reduced packaging | Not persistent, bio-accumulative toxic (PBT) |
| Reduced greenhouse gas emissions | Refurbished |
| Reusable | Upgradeable |
| Multi-use | Water efficient |

Certified (i.e., Green Seal, EcoLogo, Energy Star, EPEAT).

Nothing in this policy shall be construed as requiring a buyer to procure products that do not perform adequately for their intended use, that exclude adequate competition, or are not available at a competitive price or in a reasonable period of time. However, when substantive, measurable environmental advantages can be identified for a product, any associated cost savings over the life cycle of the product should be considered when evaluating price.

## AA. DOCUMENT RETENTION

Procurement-related documents shall be retained by the originating department as follows:

Bids, proposals and quotations (successful) –
Seven (7) years from contract expiration

Bids, proposals and quotations (unsuccessful) –
Two (2) years from award of contract

Purchase orders and related requisitions and invoices –
Seven (7) years from date of completion

Procurement card purchase receipts, statements and related documents –
Seven (7) years from date of transaction

Ref.: Appleton Municipal Code Sec. 2-1(a)(8)

## BB. BONDING AND LEGAL REVIEW

(1) The Purchasing Office along with the City Attorney's Office shall have the authority to require a performance bond or other similar

instrument of surety in such amount as is reasonably necessary to protect the best interest of the City before entering into a contract.

(2) Contracts must be approved as to form and sufficiency by the Office of the City Attorney, and routed for signatures in accordance with the City of Appleton Contract Routing procedure, as follows:

a) City Attorney
b) Mayor
c) Finance Director
d) HR/Risk (review insurance requirements)
e) City Clerk (filing of one original document)

## CC. PAYMENTS IN ADVANCE

The City's policy is to avoid making advance (down) payments whenever practicable, except under certain conditions and with proper approval. When a vendor insists upon advance payment(s) prior to shipment or performance, the department shall submit a written request to the Finance Director or designee, including the amount requested, and the reason(s) why the purchase from the requesting vendor is necessary. The Finance Department will investigate and advise whether the payment may be made, taking into account any factors which may impact the City's financial interest.

**222 N. Oneida Cost Estimates**

| Purpose | Estimate | Source | Amount Paid | Date | Account Used |
|---|---|---|---|---|---|
| Purchase | 250,000 | OTP | 250,000 | 12/21/2017 | 5500.6803 Sub 1616 |
| Phase I | 2,400 | OMNNI | 2,400 | 10/12/2017 | 5500.6803 Sub 1616 |
| Phase II | 15,371 | OMNNI | 10,710 | 12/14/2017 | 5500.6803 Sub 1616 |
| Remediation Activities | 22,964 | OMNNI | 1,853 | 6/14/2018 | 5500.6803 Sub 1616 |
| | | | 9,976 | 7/24/2018 | 5500.6803 Sub 1616 |
| | | | 6,296 | 8/20/2018 | 5500.6803 Sub 1616 |
| | | | 1,632 | 9/17/2018 | 5500.6803 Sub 1616 |
| | | | 1,280 | 10/12/2018 | 5500.6803 Sub 1616 |
| | | | 871 | 12/3/2018 | |
| | 12,900 | OMNNI Amend12-12-18 | | | |
| | | | 1,965 | 3/4/2019 | 5500.680300 |
| | | | 2,341 | 4/23/2019 | 5500.680300 |
| | | | 1,356 | 8/6/2019 | 5500.680300 |
| | | | 1,295 | 11/12/2019 | 5500.680300 |
| | | | 1,377 | 12/11/2019 | 5500.680300 |
| | | | 505 | 6/24/2020 | 5500.680300 |
| | | | | | |
| Demo | 57,694 | GFT | 57,694 | 6/18/2018 | 5500.6803 Sub 1616 |
| Soils Transport/Fill | 15,225 | GFT | 41,304 | 6/18/2018 | 5500.6803 Sub 1616 |
| Tipping Fees* | 24,400 | Waste Mgmt. | 100 | 6/14/2018 | 5500.6803 Sub 1616 |
| | | | 54,415 | 6/26/2018 | 5500.6803 Sub 1616 |
| | | | | | |
| Pre-Demo Environmental | 3,665 | Eagle | 4,040 | 2/27/2018 | 5500.6803 Sub 1616 |
| Abatement | 20,000 | AAR | 19,730 | 4/30/2018 | 5500.6803 Sub 1616 |
| Gas Disconnect | 500 | | 1,132 | 5/7/2018 | 5500.6803 Sub 1616 |
| Electrical Disconnect | 500 | | 0 | | N/A |
| DNR Review Fees | 2,900 | OMNNI (Est.) | | | |
| | $428,519 | | $472,272 | | |

(This is the amt. pd., but check is different due to cl. costs)

*To Waste Management Whitelaw facility

Remaining Authorized to Spend

| | | | |
|---|---|---|---|
| $ | 18,187.40 | 12/12/2018 | |
| $ | 1,965.00 | 3/4/2019 | Inv. |
| $ | 2,341.00 | 4/23/2019 | |
| $ | 1,356.00 | 8/6/2019 | |
| $ | 1,295.00 | 11/12/2019 | |
| $ | 1,377.00 | 12/11/2019 | |
| $ | 505.34 | 6/24/2020 | |

$9,348.06 Remaining 6/24/2020

| | | |
|---|---|---|
| ARA Balance Dec. 12, 2018 | 116,356.78 | |
| | 3,352.40 | Remaining OMNNI Contract approved March 14, 2018 |
| | 14,835.00 | Remaining OMNNI Contract Amendment approved Dec. 12, 2018 |
| | 98,169.38 | Estimated ARA Balance at project end |


Note:
2014 orthophoto basemap shown. Existing building was demolished prior to site excavation.

N
W E
S

Project Manager:
Project Engineer: JCW
Drawn By:
Checked By: CJR
Date: 4/25/2019

*222 N ONEIDA STREET INVESTIGATION*

# DETAILED SITE MAP

CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

OMNI ASSOCIATES
ONE SYSTEMS DRIVE APPLETON, WI 54914
PHONE (920) 735-6900
FAX (920) 830-6100

SCALE:
1 " = 10 '

PROJECT NO.
**N2214K18**

FIGURE NO.
**2**

F:\ENVIRO\N2214G17 (222 N. Oneida Phil)\GIS\222Wells.mxd

# MEMORANDUM

"…meeting community needs…enhancing quality of life."

TO: Appleton Redevelopment Authority

FROM: Matt Rehbein, Economic Development Specialist

DATE: October 3, 2019

RE: Update on Site Investigation and Remedial Activities at 222 N. Oneida Street Appleton, WI

---

The Appleton Redevelopment Authority (ARA) acquired the property located at 222 N. Oneida Street in Appleton, WI on December 21, 2017. As part of the due diligence, a Phase I and Phase II environmental report was completed by OMNNI Associates. As required by law, OMNNI notified the Wisconsin Department of Natural Resources (DNR) of findings of exceedances for polycyclic aromatic hydrocarbon (PAH) and volatile organic compound (VOC) levels in the soils. ARA received a "Responsible Party" letter from the DNR on January 24, 2018 outlining the responsibilities as owner of a contaminated parcel. ARA approved a contract with OMNNI Associates authorizing spending up to $25,260.40 on March 14, 2018 (memo and contract attached), and authorized spending up to an additional $14,835 in a contract amendment approved December 7, 2018 (memo and contract attached). As of October 3, 2019, $12,525 remains of those approved amounts (cost estimate attached).

Per the amended contract, three (3) additional test wells were established to identify end points of the contamination (map attached). Delineation of the extent of the 1,2-DCE (dichloroethane) was identified, which is the objective we were going for. However, in sampling the furthest north well (the back of curb on E. Franklin Street) an enforcement standard exceedance for benzene was identified. A second round of sampling was completed July 1, 2019 which indicated increased levels of benzene in monitoring wells (MW) 2 and 4 and increased levels of 1,2-DCE in MW4 with exceedances identified in MW4.

In speaking with OMNNI, there are three (3) scenarios that the DNR would likely find acceptable:

1) Exercise our rights under local government unit (LGU) status and cease further activities until we have a better sense of the future for this property. This provides ARA with an exemption from additional testing. There would be no cost implications for this approach; however, we would have to take future action whenever we have an intended use for this site.

2) Continue with quarterly monitoring of the wells to better define the extent of the benzene and 1,2-DCE impacts at the site. Cost for this approach would be approximately $2,000 per event, or roughly $8,000 per year. Because we have not yet identified the source of the contaminates, we do not know if the concentrations are likely to go down over time.

3) Putting a monitoring well in the right-of-way, north of the site, with the objective of identifying the northern boundary of the contaminates. Once northern boundary is established, we can apply for "site closure" from the DNR. Cost to establish the well and complete one round of sampling would be approximately $7,000. If contaminates are still detected, more wells may be called for. This would also involve another entity as we would be going beyond the boundary of the parcel owned by ARA.

Of these three options, staff has determined exercising our rights under the LGU status (Option 1) is the best at this time. Once we have a clearer picture of how this land will be developed, we can take the appropriate steps to continue monitoring and/or establish endpoints. This option also contains costs for ARA.

ENGINEERING
ARCHITECTURE
ENVIRONMENTAL

OMNNI ASSOCIATES
a Westwood company

ONE SYSTEMS DRIVE
APPLETON, WI 54914-1654
1-800-571-6677
920-735-6900
FAX 920-830-6100

October 2, 2019

Ms. Jennifer Borski
Hydrogeologist
Wisconsin Department of Natural Resources
625 East County Road Y, Suite 700
Oshkosh, Wisconsin 54901-9731

**Re: Site Status Update for Valley Premier Property (Former) – BRRTS #02-45-580876**
**OMNNI Project Number: N2214K18**

Dear Ms. Borski:

OMNNI Associates, Inc. (OMNNI) performed an additional round of groundwater sampling on July 1, 2019 (Third Quarter) the Valley Premier Property (former) site located at 222 N. Oneida Street in Appleton, Wisconsin (Figure 1 – Site Location Map, attached). The following is an update of the work completed, discussion, and summary of results.

**Background:**

The March 2019 sampling event detected volatile organic compounds (VOCs) exceeding the Wisconsin Administrative (Wis. Adm.) Code NR 140 Preventive Action Limit (PAL) and Enforcement Standards (ES) in four of the six wells that were sampled. Based on the analytical results from March 2019 sampling event, OMNNI and the DNR discussed the need to obtain additional groundwater samples from monitoring wells with VOC exceedances. The groundwater monitoring wells with exceedances included MW2, MW3, MW4, and MW5 which were recommended for an additional round of sampling for VOCs (see Figure 2 – Detailed Site Map, attached).

**Work Conducted:**

On July 1, 2019, OMNNI mobilized to the site to collect groundwater samples from monitoring wells MW2, MW3, MW4 and MW5. The wells were purged prior to sample collection (see Groundwater Sampling Records, Water Level Elevations, attached). All purged groundwater was containerized in 55-gallon drums pending disposal. The groundwater samples were sent to Synergy Environmental Lab, Inc. for VOC analysis (see Laboratory Analytical Results, attached).

**Results & Discussion:**

Laboratory analytical data revealed detections for VOCs in each of the groundwater monitoring wells sampled during the July 1, 2019 sampling event except for MW5 (see Figure 3 – Isoconcentration Map, attached). 1,2-dichloroethene (1,2 DCE) was detected in monitoring wells MW2 (3.2 micrograms per liter (ug/L)), exceeding the preventive action limit (PAL), and at MW4 (5 ug/L) and MW3 (6.8 ug/L) exceeding the enforcement standard (ES) (see Table 1 – Groundwater Analytical Results, and Laboratory Analytical Results, attached). Benzene was detected at MW2 (1 ug/L), MW3 (0.77 ug/L) exceeding the PAL, and at MW4 (8.9 ug/L) exceeding the ES (see Table 1 – Groundwater Analytical Results, and Laboratory Analytical Results, attached).

Based on a review of the data from the site, it appears that 1,2-DCE decreased in concentration from the March 2019 sampling event in monitoring wells MW2, MW3, and MW5. The concentration of 1,2-DCE increased slightly from the March 2019 sampling event at MW4. This is likely attributed to seasonal variation.

Benzene concentrations from the March 2019 sampling event decreased in monitoring wells MW3 and MW5. However, the concentration of benzene increased from the March 2019 sampling event in monitoring wells MW2 and MW4. This can also be attributed to seasonal variation. However, the result confirmed the presence of benzene on the site at levels above the enforcement standard in monitoring well MW4.

The groundwater flow during the March 2019 event had a south-southwest flow direction (see Figure 4a – Groundwater Flow Direction Map, and Table 2 – Water Level Elevations, attached). Due to the abnormal water level elevations during the March 2019 event, OMNNI collected water level elevations on May 15, 2019 which indicated a south-southwest flow direction (see Figure 4b – Ground Water Flow Direction Map, and Water Level Elevations, attached). Groundwater flow direction at the site during the July sampling event was also in a south-southwest direction towards the Fox River (see Figure 4c – Groundwater Flow Direction Map, and Water Level Elevations, attached).

**Conclusion:**

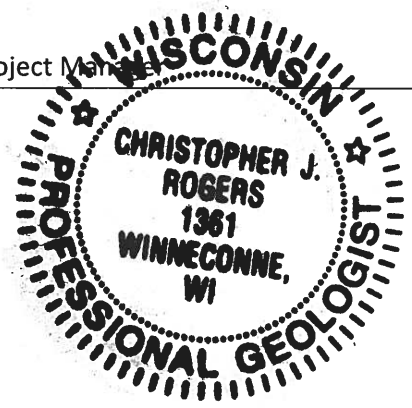
Based on the results from the July sampling event, the groundwater impacts for benzene and 1,2, DCE has not been fully delineated. An upgradient monitoring well defining the northern extent of benzene and 1,2 DCE impacts will likely be necessary to achieve closure.

The site has obtained an LGU exemption, and therefore quarterly groundwater sampling events are not required. However, OMNNI will be discussing options with the City of Appleton to close this case. Options to be discussed are: continuing quarterly monitoring to better define the degree and extent of benzene and 1,2-DCE impacts at the site. Additionally, OMNNI will discuss the installation of one upgradient NR 141 groundwater monitoring well to define the northern extent of benzene and 1,2 DCE groundwater impacts.

**Professional Certification:**

"I, Christopher J. Rogers, hereby certify that I am a hydrogeologist as that term is defined in s. NR 712.03(1), Wis. Adm. Code, am registered in accordance with the requirements of ch. GHSS 2, Wis. Adm. Code, or licensed in accordance with the requirements of ch. GHSS 3, Wis. Adm. Code, and that, to the best of my knowledge, all of the information contained in this document is correct and the document was prepared in compliance with all applicable requirements in chs. NR 700 to 726, Wis. Adm. Code."

| | | |
|---|---|---|
| | Hydrogeologist/Project Manager | 10/2/2019 |
| Signature | Title | Date |




Sincerely,

Christopher J. Rogers P.G.
*Hydrogeologist / Project Manager*

Enclosure(s)

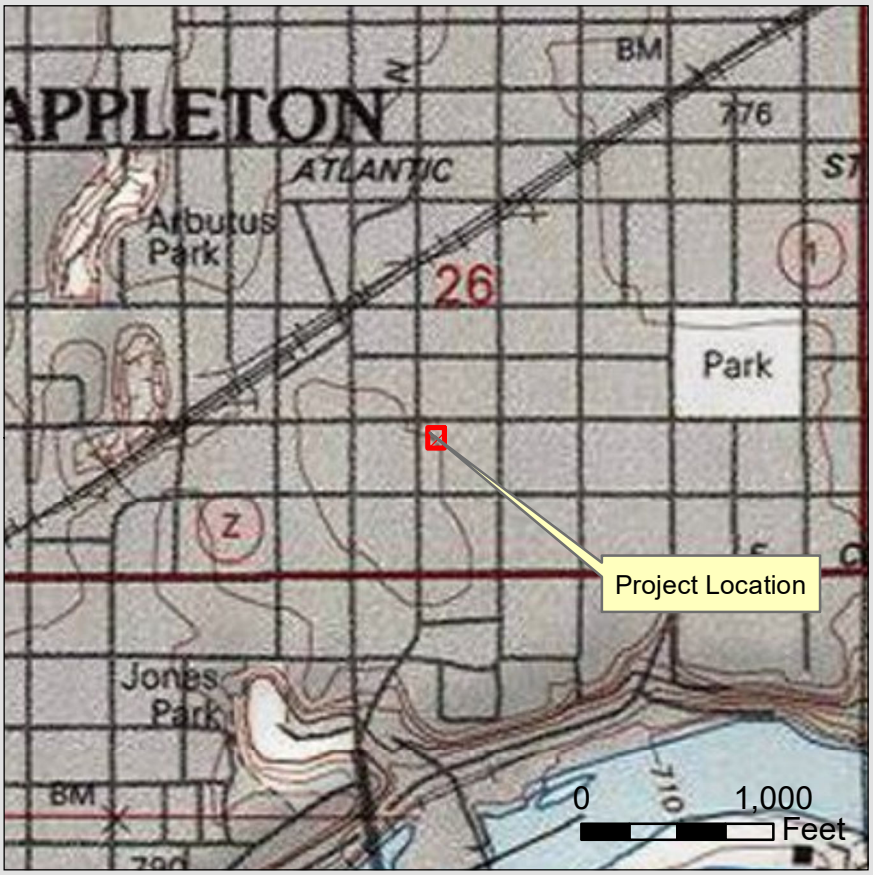
Figure 1 – Site Location Map
Figure 2 – Detailed Site Map
Figure 3 – Isoconcentration Map
Figure 4a – Groundwater Flow Map (3/28/19)
Figure 4b – Groundwater Flow Map (5/15/19)
Figure 4c – Groundwater Flow Map (7/1/19)
Table 1 – Groundwater Analytical Table
Table 2 – Water Level Elevations
Groundwater Sampling Record
Laboratory Analytical Results

cc: Matt Rehbein – City of Appleton (via email)

**WDNR BRRTS #:** 0245580876
**Site Name:** VALLEY PREMIER PROPERTY (FRMR)

**WDNR Facility ID:** N/A
**PLSS:** NE ¼ of SW ¼ S26 T21N R17E
**Parcel No.:** 312038400

| | | |
|---|---|---|
| **Lat/Long:** | 44° 15' 49.651" N | 88° 24' 20.394" W |
| **Dec. Long/Lat:** | -88.405665 | 44.263792 |
| **WTM91 (m):** | 647,257 | 422,405 |
| **County Coord (ft):** | 827,714 | 562,958 |





Note:
The City of Appleton has a municipal water supply system. There are no known potable wells within 1200 feet of the project location.

OMNNI ASSOCIATES
ONE SYSTEMS DRIVE PHONE (920) 735-6900
APPLETON, WI 54914 FAX (920) 830-6100

N W E S

*222 N ONEIDA ST INVESTIGATION*

# LOCATION MAP

CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

| | | | |
|---|---|---|---|
| SCALE: AS SHOWN | | BRRTS NO. | **0245580876** |
| Drawn By: | JCW | OMNNI PROJECT NO. | **N2214K18** |
| Checked By: | BDW | | |
| Date: | 10/1/2019 | FIGURE NO. | **1** |

*F:\ENVIRO\N2214G17 (222 N. Oneida PhII)\GIS\Closure B1a Location Map.mxd*


OMNI ASSOCIATES
ONE SYSTEMS DRIVE PHONE (920) 735-6900
APPLETON, WI 54914 FAX (920) 830-6100

N W E S

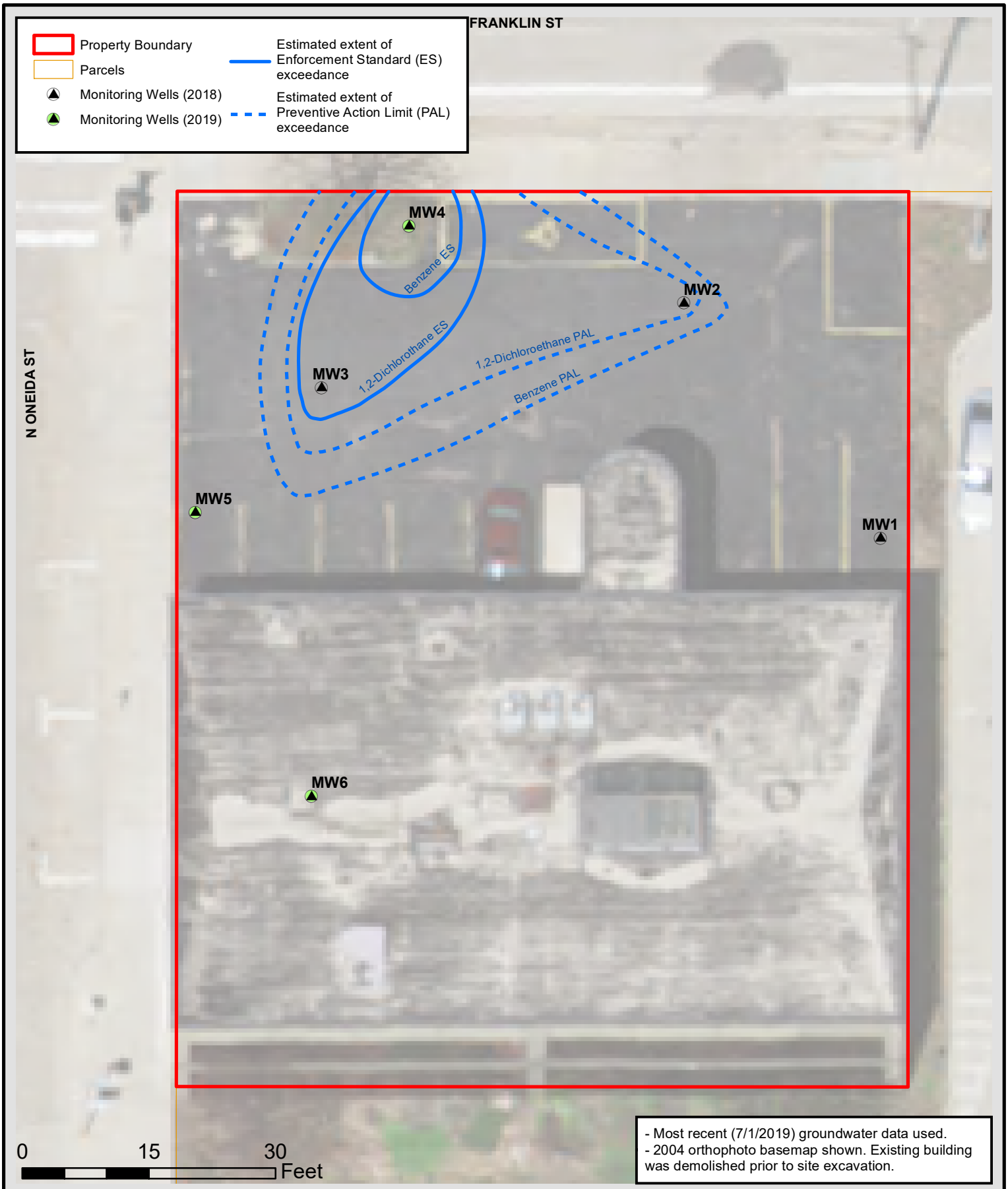
*222 N ONEIDA STREET INVESTIGATION*

# DETAILED SITE MAP

CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

| | |
|---|---|
| Project Manager: | SCALE: 1 " = 20 ' |
| Project Engineer: | |
| Drawn By: JCW | PROJECT NO. **N2214K18** |
| Checked By: | |
| Date: 10/1/2019 | FIGURE NO. **2** |

*F:\ENVIRO\N2214G17 (222 N. Oneida PhII)\GIS\DetailedSiteMap_A.mxd*




OMNI ASSOCIATES
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APPLETON, WI 54914 FAX (920) 830-6100

N
W E
S

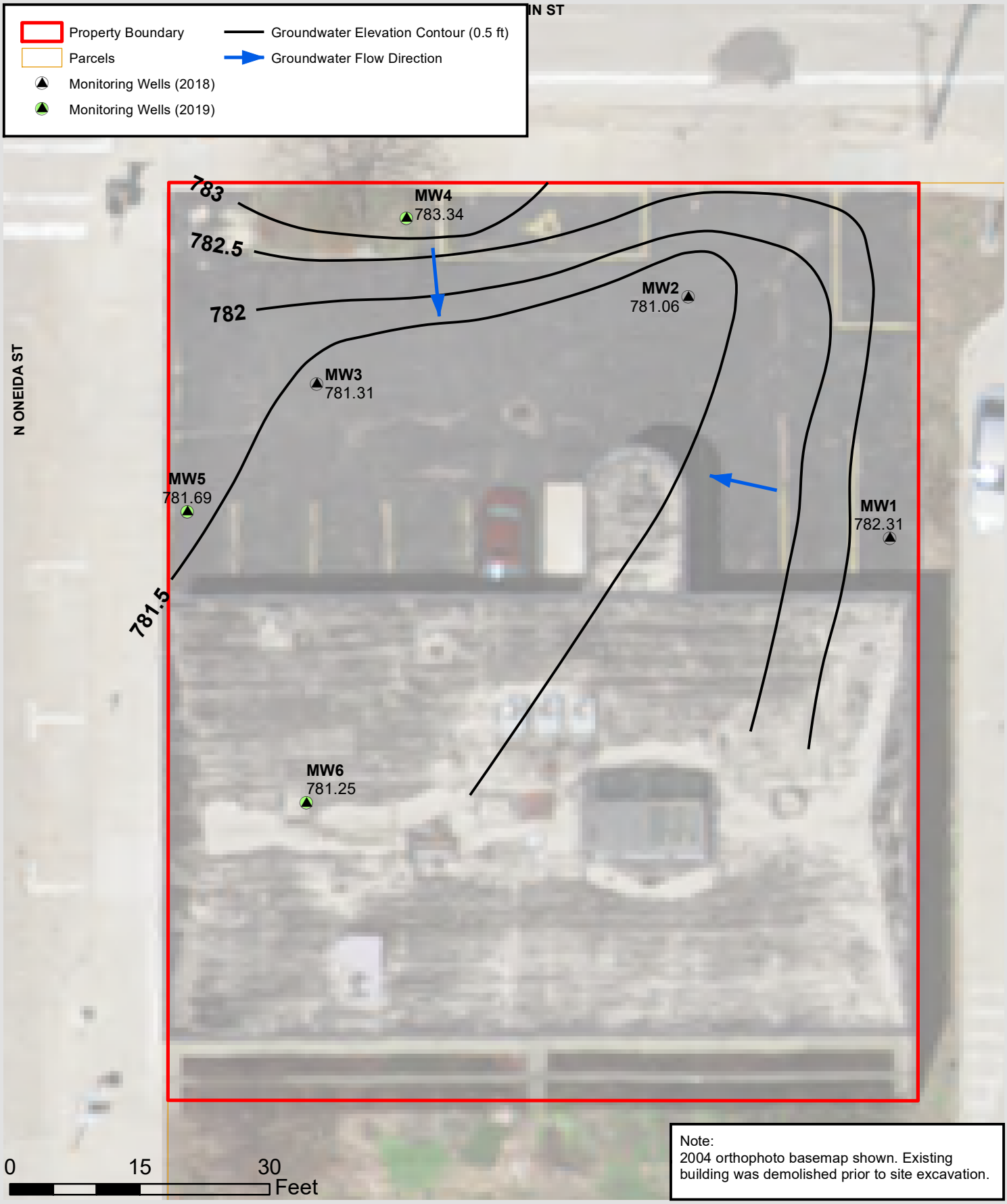
*222 N ONEIDA STREET INVESTIGATION*

# GROUNDWATER ISOCONCENTRATION MAP

CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

| | |
|---|---|
| Project Manager: | SCALE: 1 " = 15 ' |
| Project Engineer: | |
| Drawn By: JCW | PROJECT NO. N2214K18 |
| Checked By: | |
| Date: 10/1/2019 | FIGURE NO. 3 |

F:\ENVIRO\N2214G17 (222 N. Oneida PhII)\GIS\GWIsoconentrationMap_A.mxd

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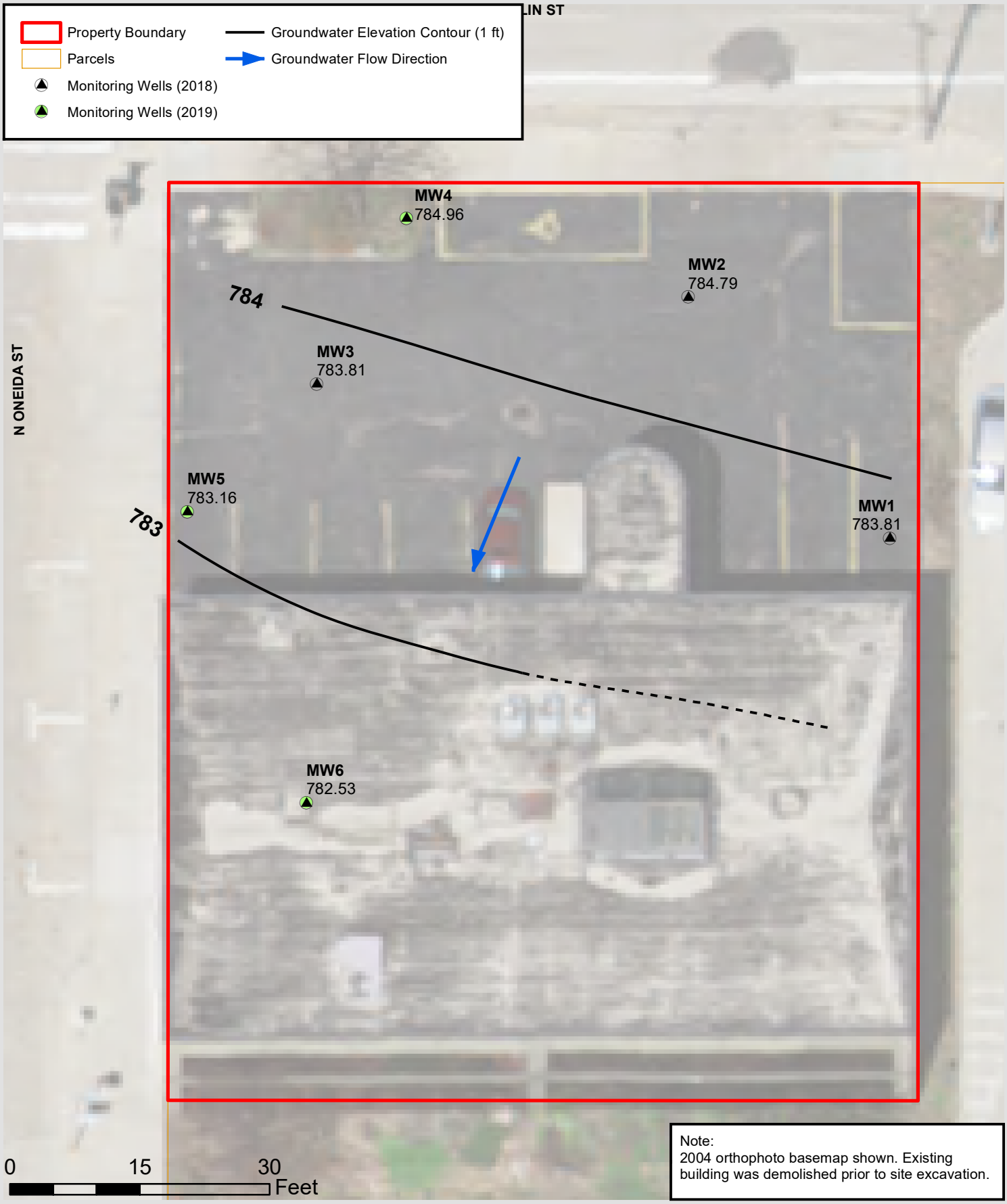
*222 N ONEIDA STREET INVESTIGATION*

# GROUNDWATER FLOW DIRECTION (3/28/2019)

CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

| | | | |
|---|---|---|---|
| Project Manager: | | SCALE: | 1 " = 15 ' |
| Project Engineer: | | | |
| Drawn By: | JCW | PROJECT NO. | **N2214K18** |
| Checked By: | | | |
| Date: | 10/1/2019 | FIGURE NO. | **4a** |

*F:\ENVIRO\N2214G17 (222 N. Oneida PhII)\GIS\GroundwaterFlow_190328_A.mxd*

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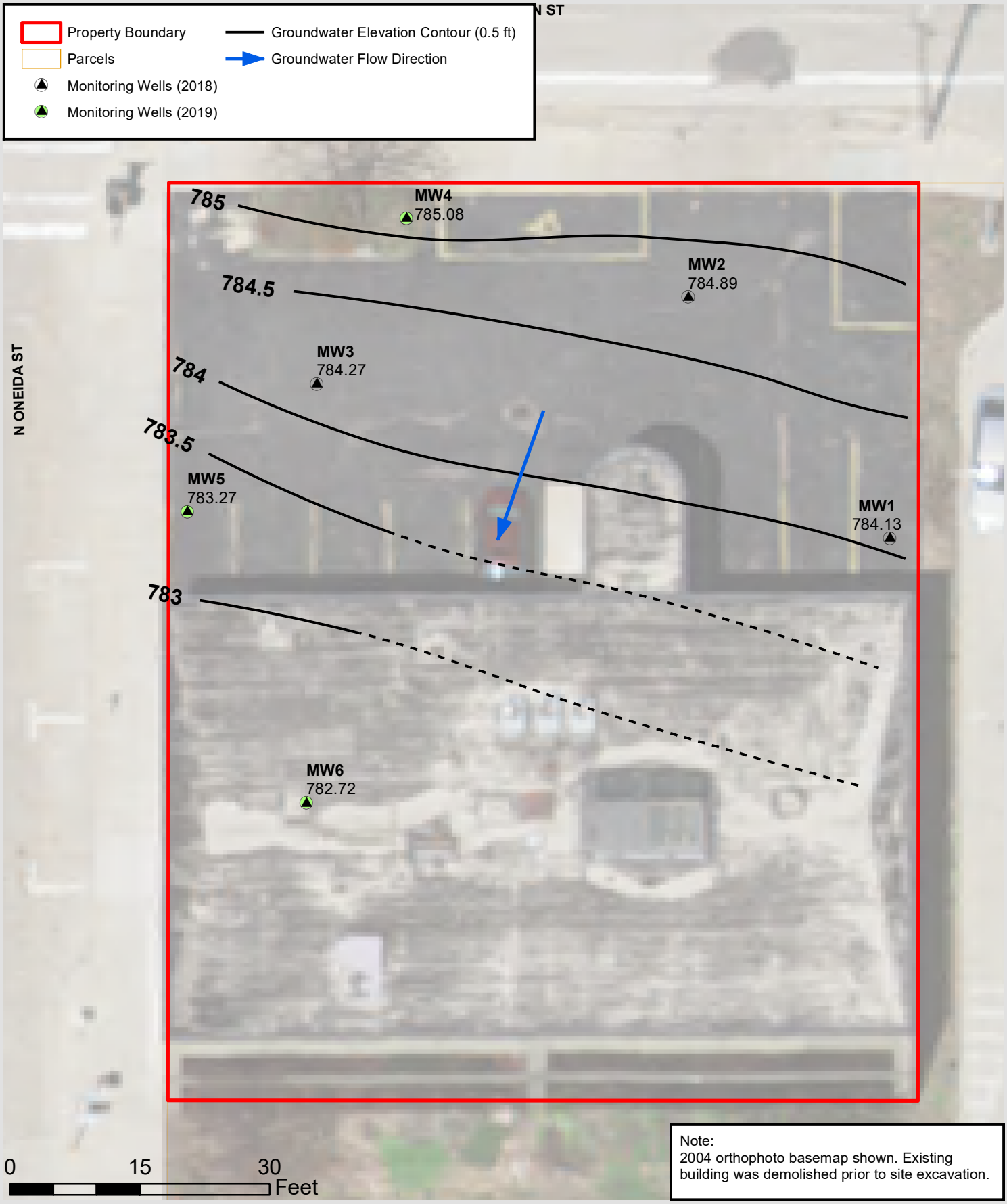
*222 N ONEIDA STREET INVESTIGATION*

# GROUNDWATER FLOW DIRECTION (5/15/2019)

CLIENT NAME
CITY, STATE

| | |
|---|---|
| Project Manager: | SCALE: 1 " = 15 ' |
| Project Engineer: | |
| Drawn By: JCW | PROJECT NO. N2214K18 |
| Checked By: | |
| Date: 10/1/2019 | FIGURE NO. 4b |

F:\ENVIRO\N2214G17 (222 N. Oneida PhII)\GIS\GroundwaterFlow_190515_A.mxd

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N
W E
S

*222 N ONEIDA STREET INVESTIGATION*

# GROUNDWATER FLOW DIRECTION (7/1/2019)

CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

| | | |
|---|---|---|
| Project Manager: | | SCALE: 1 " = 15 ' |
| Project Engineer: | | |
| Drawn By: | JCW | PROJECT NO. N2214K18 |
| Checked By: | | |
| Date: | 10/1/2019 | FIGURE NO. 4c |

F:\ENVIRO\N2214G17 (222 N. Oneida PhII)\GIS\GroundwaterFlow_190701_A.mxd

**222 N. Oneida Street**

Table 1 - Groundwater Analytical Table

Detected Volatile Organic Compounds (VOC) (µg/L)

| Chemical Name | | | Ethylbenzene | n-Propylbenzene | n-Butylbenzene | 1,2-Dichloroethane | Di-isopropyl ether | 1,3,5-Trimethylbenzene | Toluene | Methyl tert-butyl ether (MTBE) | m&p-Xylene | Benzene | Dichlorodifluoromethane | 1,2,4-Trimethylbenzene | Isopropylbenzene | p-Isopropyltoluene |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ES (µg/L) | | | 700 | | | 5 | | | 1000 | 60 | | 5 | 1000 | | | |
| PAL (µg/L) | | | 140 | | | 0.5 | | | 200 | 12 | | 0.5 | 200 | | | |
| *strWellName* | *SampleID* | *Date* | *100-41-4* | *103-65-1* | *104-51-8* | *107-06-2* | *108-20-3* | *108-67-8* | *108-88-3* | *1634-04-4* | *179601-23-1* | *71-43-2* | *75-71-8* | *95-63-6* | *98-82-8* | *99-87-6* |
| TW-06 | TW-06 | 11/3/2017 | < 0.2 | < 0.19 | < 0.34 | < 0.45 | < 0.26 | < 0.91 | < 0.67 | < 0.82 | < 1.56 | < 0.17 | < 0.38 | < 1.14 | < 0.29 | < 0.28 |
| TW-8 | TW-8 | 11/3/2017 | < 0.2 | < 0.19 | < 0.34 | < 0.45 | < 0.26 | < 0.91 | < 0.67 | < 0.82 | < 1.56 | < 0.17 | < 0.38 | < 1.14 | < 0.29 | < 0.28 |
| TW-09 | TW-09 | 11/6/2017 | < 0.2 | < 0.19 | < 0.34 | ***31.4*** | < 0.26 | < 0.91 | < 0.67 | < 0.82 | < 1.56 | < 0.17 | < 0.38 | < 1.14 | < 0.29 | < 0.28 |
| TW-10 | TW-10 | 11/6/2017 | < 0.2 | < 0.19 | < 0.34 | *4.3* | < 0.26 | < 0.91 | < 0.67 | < 0.82 | < 1.56 | < 0.17 | < 0.38 | < 1.14 | < 0.29 | < 0.28 |
| MW1 | MW1 | 8/6/2018 | < 0.26 | < 0.61 | < 0.71 | < 0.25 | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | < 0.22 | < 0.32 | < 0.8 | < 0.78 | < 0.24 |
| MW1 | MW1 | 3/28/2019 | < 0.26 | < 0.61 | < 0.71 | < 0.25 | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | < 0.22 | < 0.32 | < 0.8 | < 0.78 | < 0.24 |
| MW2 | MW2 | 8/6/2018 | 0.29 J | < 0.61 | < 0.71 | *2.69* | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | < 0.22 | < 0.32 | < 0.8 | < 0.78 | < 0.24 |
| MW2 | MW2 | 3/28/2019 | 1.84 | 3.8 | < 0.71 | *3.6* | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | *0.81* | < 0.32 | < 0.8 | 3.8 | 0.26 J |
| MW2 | MW2 | 7/1/2019 | 1.56 | 2.96 | < 0.71 | *3.2* | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | *1* | < 0.32 | < 0.8 | 2.98 | < 0.24 |
| MW3 | MW3 | 8/7/2018 | < 0.26 | < 0.61 | < 0.71 | ***37*** | 0.32 J | < 0.63 | < 0.19 | 0.64 J | < 0.43 | < 0.22 | < 0.32 | < 0.8 | < 0.78 | < 0.24 |
| MW3 | MW3 | 9/27/2018 | < 0.26 | < 0.61 | < 0.71 | ***28.5*** | 0.22 J | < 0.63 | < 0.19 | < 0.28 | < 0.43 | < 0.22 | < 0.32 | < 0.8 | < 0.78 | < 0.24 |
| MW3 | MW3 | 3/28/2019 | < 0.26 | < 0.61 | < 0.71 | ***7.2*** | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | *1.66* | 2.14 | < 0.8 | < 0.78 | < 0.24 |
| MW3 | MW3 | 7/1/2019 | < 0.26 | < 0.61 | < 0.71 | ***6.8*** | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | *0.77* | 0.8 J | < 0.8 | < 0.78 | < 0.24 |
| MW4 | MW4 | 3/28/2019 | 2.01 | 0.98 J | 0.72 J | *2.52* | < 0.21 | 7.3 | 0.31 J | < 0.28 | 2.1 | ***6.3*** | < 0.32 | 5.2 | < 0.78 | < 0.24 |
| MW4 | MW4 | 7/1/2019 | 5 | 2.42 | < 0.71 | ***5*** | < 0.21 | 3.6 | 0.45 J | < 0.28 | 3.05 | ***8.9*** | < 0.32 | 7.2 | 1.83 J | 0.25 J |
| MW5 | MW5 | 3/28/2019 | < 0.26 | < 0.61 | < 0.71 | 0.25 J | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | *1.71* | < 0.32 | < 0.8 | < 0.78 | < 0.24 |
| MW5 | MW5 | 7/1/2019 | < 0.26 | < 0.61 | < 0.71 | < 0.25 | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | < 0.22 | < 0.32 | < 0.8 | < 0.78 | < 0.24 |
| MW6 | MW6 | 3/28/2019 | < 0.26 | < 0.61 | < 0.71 | < 0.25 | < 0.21 | < 0.63 | < 0.19 | < 0.28 | < 0.43 | < 0.22 | < 0.32 | < 0.8 | < 0.78 | < 0.24 |

BOLD entries indicate concentration detected above NR 140 Enforcement Standard (ES)

Italic entries indicate concentration above NR 140 Preventive Action Limit (PAL)

J = Analyte detected between the limit of detection and limit of quantitation.

All concentrations in µg/L.

Detect in groundwater exceeding ES

Detect in groundwater exceeding PAL

Detect in groundwater between LOD and PAL

**222 N. Oneida Street**

Table 1 - Groundwater Analytical Table

Detected Polycyclic Aromatic Hydrocarbons (PAH) (µg/L)

| Chemical Name | | | Anthracene | Pyrene | Benzo(g,h,i)perylene | Indeno(1,2,3-cd)pyrene | Benzo(b)fluoranthene | Fluoranthene | Benzo(k)fluoranthene | Acenaphthylene | Chrysene | Benzo(a)pyrene | Benzo(a)anthracene | Acenaphthene | Phenanthrene | Fluorene | 1-Methyl naphthalene | Naphthalene | 2-Methylnaphthalene |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ES (µg/L) | | | 3000 | 250 | | | 0.2 | 400 | | | 0.2 | 0.2 | | | | 400 | | 100 | |
| PAL (µg/L) | | | 600 | 50 | | | 0.02 | 80 | | | 0.02 | 0.02 | | | | 80 | | 10 | |
| *strWellName* | *SampleID* | *Date* | *120-12-7* | *129-00-0* | *191-24-2* | *193-39-5* | *205-99-2* | *206-44-0* | *207-08-9* | *208-96-8* | *218-01-9* | *50-32-8* | *56-55-3* | *83-32-9* | *85-01-8* | *86-73-7* | *90-12-0* | *91-20-3* | *91-57-6* |
| TW-06 | TW-06 | 11/3/2017 | 0.072 | 0.132 | 0.046 J | 0.037 J | *0.08* | 0.184 | 0.0293 J | < 0.019 | *0.063 J* | *0.048 J* | 0.054 J | 0.05 J | 0.304 | 0.049 J | < 0.024 | 0.0302 J | < 0.024 |
| TW-8 | TW-8 | 11/3/2017 | 0.062 J | 0.059 J | < 0.025 | < 0.023 | *0.0238 J* | 0.094 | < 0.016 | < 0.019 | < 0.02 | < 0.02 | 0.0268 J | 0.056 | 0.245 | 0.0305 J | 0.063 J | 0.098 | 0.097 |
| TW-09 | TW-09 | 11/6/2017 | 0.065 | 0.211 | 0.065 J | 0.063 J | *0.15* | 0.292 | 0.046 J | < 0.019 | *0.118* | *0.089* | 0.063 | 0.063 | 0.33 | 0.056 J | 0.144 | 0.213 | 0.081 |
| TW-10 | TW-10 | 11/6/2017 | 0.038 J | 0.117 | 0.032 J | 0.0313 J | *0.068* | 0.176 | 0.0275 J | < 0.019 | *0.056 J* | *0.037 J* | 0.0314 J | 0.077 | 0.255 | 0.044 J | 0.032 J | 0.052 J | 0.047 J |
| MW1 | MW1 | 8/6/2018 | < 0.009 | < 0.03 | < 0.011 | < 0.012 | < 0.02 | < 0.031 | < 0.014 | < 0.009 | < 0.019 | < 0.017 | < 0.017 | < 0.008 | < 0.025 | < 0.011 | < 0.0239 | 0.0239 J | < 0.0236 |
| MW1 | MW1 | 3/28/2019 | < 0.015 | < 0.0121 | < 0.0142 | < 0.0121 | < 0.016 | < 0.0088 | < 0.0146 | < 0.0156 | < 0.0157 | < 0.0167 | < 0.0131 | < 0.0094 | < 0.0143 | < 0.0079 | < 0.0191 | < 0.026 | < 0.0186 |
| MW2 | MW2 | 8/6/2018 | < 0.009 | < 0.03 | < 0.011 | < 0.012 | < 0.02 | < 0.031 | < 0.014 | < 0.009 | < 0.019 | < 0.017 | < 0.017 | < 0.008 | < 0.025 | < 0.011 | 0.032 J | 0.075 | < 0.0236 |
| MW2 | MW2 | 3/28/2019 | < 0.015 | < 0.0121 | < 0.0142 | < 0.0121 | < 0.016 | < 0.0088 | < 0.0146 | < 0.0156 | < 0.0157 | < 0.0167 | < 0.0131 | < 0.0094 | < 0.0143 | < 0.0079 | 0.35 | 0.108 | 0.05 J |
| MW3 | MW3 | 8/7/2018 | < 0.009 | < 0.03 | < 0.011 | < 0.012 | < 0.02 | < 0.031 | < 0.014 | < 0.009 | < 0.019 | < 0.017 | < 0.017 | < 0.008 | < 0.025 | < 0.011 | < 0.0239 | 0.0297 J | < 0.0236 |
| MW3 | MW3 | 9/27/2018 | < 0.009 | < 0.03 | < 0.011 | < 0.012 | < 0.02 | < 0.031 | < 0.014 | 0.0142 J | < 0.019 | < 0.017 | < 0.017 | 0.0096 J | < 0.025 | 0.0146 J | < 0.0239 | < 0.023 | < 0.0236 |
| MW3 | MW3 | 3/28/2019 | < 0.015 | < 0.0121 | < 0.0142 | < 0.0121 | < 0.016 | 0.0099 J | < 0.0146 | < 0.0156 | < 0.0157 | < 0.0167 | < 0.0131 | 0.0205 J | < 0.0143 | 0.0082 J | < 0.0191 | 0.052 J | < 0.0186 |
| MW4 | MW4 | 3/28/2019 | < 0.015 | < 0.0121 | < 0.0142 | < 0.0121 | < 0.016 | < 0.0088 | < 0.0146 | < 0.0156 | < 0.0157 | < 0.0167 | < 0.0131 | 0.0097 J | < 0.0143 | < 0.0079 | 0.183 | 0.67 | 0.083 |
| MW5 | MW5 | 3/28/2019 | < 0.015 | < 0.0121 | < 0.0142 | < 0.0121 | < 0.016 | < 0.0088 | < 0.0146 | < 0.0156 | < 0.0157 | < 0.0167 | < 0.0131 | < 0.0094 | < 0.0143 | < 0.0079 | < 0.0191 | 0.034 J | < 0.0186 |
| MW6 | MW6 | 3/28/2019 | 0.046 J | < 0.0121 | < 0.0142 | < 0.0121 | < 0.016 | < 0.0088 | < 0.0146 | 0.0269 J | < 0.0157 | < 0.0167 | < 0.0131 | 0.145 | 0.0218 J | 0.082 | 0.147 | 0.082 J | < 0.0186 |

BOLD entries indicate concentration detected above NR 140 Enforcement Standard (ES)

Italic entries indicate concentration above NR 140 Preventive Action Limit (PAL)

J = Analyte detected between the limit of detection and limit of quantitation.

All concentrations in µg/L.

Detect in groundwater exceeding ES

Detect in groundwater exceeding PAL

Detect in groundwater between LOD and PAL

## 222 N. Oneida Street

Table 1 - Groundwater Analytical Table

Detected RCRA Metals and Other Tested Compounds (µg/L)

| Chemical Name | | | Lead, Total | Cadmium, Total |
|---|---|---|---|---|
| ES (µg/L) | | | 15 | 5 |
| PAL (µg/L) | | | 1.5 | 0.5 |
| *strWellName* | *SampleID* | *Date* | *7439-92-1* | *7440-43-9* |
| TW-06 | TW-06 | 11/3/2017 | < 0.9 | *0.6 J* |
| TW-8 | TW-8 | 11/3/2017 | *10* | *0.6 J* |
| TW-09 | TW-09 | 11/6/2017 | 1 J | *0.7 J* |
| TW-10 | TW-10 | 11/6/2017 | < 0.9 | 0.5 J |

BOLD entries indicate concentration detected above NR 140 Enforcement Standard (ES)

Italic entries indicate concentration above NR 140 Preventive Action Limit (PAL)

J = Analyte detected between the limit of detection and limit of quantitation.

All concentrations in µg/L.

Detect in groundwater exceeding ES

Detect in groundwater exceeding PAL

Detect in groundwater between LOD and PAL

**Table 2 - Water Level Elevations**

| Well I.D. | Top of Casing Elevation (ft-msl) | Top of Screen Elevation (ft-msl) | Date | Depth to Groundwater (ft) | Groundwater Elevation (ft-msl) | Min. (ft-msl) | Max. (ft-msl) | Avg. (ft-msl) |
|---|---|---|---|---|---|---|---|---|
| **MW1** | 786.67 | 776.67 | 7/13/2018 | 6.33 | 780.34 | 780.066 | 784.976 | 783.05 |
| | | | 7/16/2018 | 3.86 | 782.81 | | | |
| | | | 7/30/2018 | 3.46 | 783.21 | | | |
| | | | 8/2/2018 | 3.49 | 783.18 | | | |
| | | | 8/6/2018 | 3.48 | 783.19 | | | |
| | | | 8/21/2018 | 3.78 | 782.89 | | | |
| | | | 8/27/2018 | 2.91 | 783.76 | | | |
| | | | 9/6/2018 | 1.69 | 784.98 | | | |
| | | | 9/18/2018 | 2.51 | 784.16 | | | |
| | | | 9/27/2018 | 2.73 | 783.94 | | | |
| | | | 2/27/2019 | 6.60 | 780.07 | | | |
| | | | 3/28/2019 | 4.36 | 782.31 | | | |
| | | | 5/15/2019 | 2.86 | 783.81 | | | |
| | | | 7/1/2019 | 2.54 | 784.13 | | | |
| **MW2** | 786.53 | 781.53 | 7/13/2018 | DRY | DRY | 780.62 | 784.885 | 783.11 |
| | | | 7/16/2018 | 5.91 | 780.62 | | | |
| | | | 7/30/2018 | 3.11 | 783.42 | | | |
| | | | 8/2/2018 | 4.51 | 782.02 | | | |
| | | | 8/6/2018 | 3.97 | 782.56 | | | |
| | | | 8/21/2018 | 3.85 | 782.68 | | | |
| | | | 8/27/2018 | 3.27 | 783.26 | | | |
| | | | 9/6/2018 | 2.47 | 784.06 | | | |
| | | | 9/18/2018 | 2.24 | 784.29 | | | |
| | | | 9/27/2018 | 2.10 | 784.43 | | | |
| | | | 2/27/2019 | 4.14 | 782.39 | | | |
| | | | 3/28/2019 | 5.47 | 781.06 | | | |
| | | | 5/15/2019 | 1.74 | 784.79 | | | |
| | | | 7/1/2019 | 1.64 | 784.89 | | | |
| **MW3** | 787.14 | 782.14 | 7/13/2018 | DRY | DRY | 772.97 | 784.429 | 779.06 |
| | | | 7/16/2018 | DRY | DRY | | | |
| | | | 7/19/2018 | 14.17 | 772.97 | | | |
| | | | 7/30/2018 | 7.74 | 779.40 | | | |
| | | | 8/2/2018 | 11.81 | 775.33 | | | |
| | | | 8/3/2018 | 13.37 | 773.77 | | | |
| | | | 8/6/2018 | 11.92 | 775.22 | | | |
| | | | 8/7/2018 | 13.65 | 773.49 | | | |
| | | | 8/21/2018 | 5.85 | 781.29 | | | |
| | | | 8/27/2018 | 7.73 | 779.41 | | | |
| | | | 9/6/2018 | 2.71 | 784.43 | | | |
| | | | 9/18/2018 | 3.68 | 783.46 | | | |
| | | | 9/27/2018 | 5.73 | 781.41 | | | |
| | | | 2/17/2019 | 5.60 | 781.54 | | | |
| | | | 3/28/2019 | 5.83 | 781.31 | | | |
| | | | 5/15/2019 | 3.33 | 783.81 | | | |
| | | | 7/1/2019 | 2.87 | 784.27 | | | |

| Well I.D. | Top of Casing Elevation (ft-msl) | Top of Screen Elevation (ft-msl) | Date | Depth to Groundwater (ft) | Groundwater Elevation (ft-msl) | Min. (ft-msl) | Max. (ft-msl) | Avg. (ft-msl) |
|---|---|---|---|---|---|---|---|---|
| **MW4** | 787.01 | 782.01 | 2/19/2019 | 5.93 | 781.08 | 780.51 | 785.08 | 782.96 |
| | | | 2/27/2019 | 6.50 | 780.51 | | | |
| | | | 3/19/2019 | 4.18 | 782.83 | | | |
| | | | 3/28/2019 | 3.67 | 783.34 | | | |
| | | | 5/15/2019 | 2.05 | 784.96 | | | |
| | | | 7/1/2019 | 1.93 | 785.08 | | | |
| **MW5** | 787.09 | 782.09 | 2/19/2019 | 6.82 | 780.27 | 780.25 | 783.273 | 781.51 |
| | | | 2/27/2019 | 6.84 | 780.25 | | | |
| | | | 3/19/119 | 6.69 | 780.40 | | | |
| | | | 3/28/2019 | 5.40 | 781.69 | | | |
| | | | 5/15/2019 | 3.93 | 783.16 | | | |
| | | | 7/1/2019 | 3.82 | 783.27 | | | |
| **MW6** | 787.15 | 782.15 | 2/19/2019 | 6.69 | 780.46 | 780.41 | 782.72 | 781.33 |
| | | | 2/27/2019 | 6.74 | 780.41 | | | |
| | | | 3/19/2019 | 6.53 | 780.62 | | | |
| | | | 3/28/2019 | 5.90 | 781.25 | | | |
| | | | 5/15/2019 | 4.62 | 782.53 | | | |
| | | | 7/1/2019 | 4.43 | 782.72 | | | |

OMNNI ASSOCIATES

**Groundwater Sampling Log**

**Project information:**

| Project Name: 222 N. Oneida Street | Well ID: MW2 | Date: 7/1/2019 |
|---|---|---|

OMNNI Project Number: N2214K18

Project Address: 222 N. Oneida Street

OMNNI Representative: Quin Lenz

Water Quality Meter (Make, Model, S/N): Horiba U-52, HGS NO. YYK5E939

**Water Level Information:**

| Total Well Length: | 16.0 | Length of Water Column: | 14.36 |
|---|---|---|---|
| Depth of Water (ft. bgs): | 1.64 | Well Volume (c*0.165[for 2" dia. Pipe]): | 2.36 |

**Well Purging Data:**

Purge Method: Low flow

Minimum required purge volume (4 well volumes): 9.47 3 well vol = 7.08

**Water Quality Parameters:**

| Time | Gallons | Temp (°C) | pH | ORP (mV) | DO (ppm) | COND (uS/cm) | TDS (ppm) | TURB (NTU) | Notes |
|---|---|---|---|---|---|---|---|---|---|
| 9:29 | initial | 16.56 | 6.92 | -79 | 3.57 | 2180 | 1.40 | 0.0 | clear slight petro odor |
| 9:35 | 0.75 | 16.30 | 7.00 | -84 | 3.59 | 2010 | 1.29 | 0.0 | " " |
| 9:45 | 1.75 | 17.47 | 7.01 | -54 | 3.76 | 1960 | 1.25 | 0.0 | " " |
| 9:52 | 2.5 | 16.98 | 6.98 | -50 | 3.30 | 2030 | 1.03 | 0.0 | " " |
| 10:07 | 4.0 | 17.17 | 6.95 | -72 | 2.94 | 2200 | 1.41 | 0.0 | " " |
| 10:16 | 4.5 | 17.12 | 7.03 | -79 | 3.85 | 2240 | 1.43 | 0.0 | " " |
| 10:28 | 6.0 | 15.97 | 7.03 | -85 | 3.86 | 2300 | 1.47 | 0.0 | " " |
| 10:37 | 6.5 | 15.44 | 7.01 | -84 | 3.90 | 2300 | 1.47 | 0.0 | " " |
| 10:35 | 7.5 | 15.27 | 7.00 | -83 | 4.01 | 2270 | 1.45 | 0.6 | " " |

Temp = Degrees Celsius

ORP = Oxidation Reduction Potential

DO = Dissolved Oxygen

COND = Electrical conductivity

TDS = Total Dissolved Solids [expressed as electrical conductivity]

TURB = Turbidity [LED transmission/front 30° scattering method]

Method of sampling: Low flow

Sample ID: MW2

Analysis: VOC

Sample Time: 10:50

Have groundwater parameters been met?

(Yes) No

Explanation:

Additional Comments: went dry after 7.5-gallons

OMNNI Representative Signature

Date 7/1/19

OMNNI ASSOCIATES

**Groundwater Sampling Log**

**Project information:**

| Project Name: 222 N. Oneida Street | Well ID: MW3 | Date: 7/1/2019 |
|---|---|---|

OMNNI Project Number: N2214K18

Project Address: 222 N. Oneida Street

OMNNI Representative: Quin Lenz

Water Quality Meter (Make, Model, S/N): Horiba U-52, HGS NO. YYK5E939

**Water Level Information:**

Total Well Length: 16.0 Length of Water Column: 13.13

Depth of Water (ft. bgs): 2.87 Well Volume (c*0.165[for 2" dia. Pipe]): 2.16

**Well Purging Data:**

Purge Method: Low flow

Minimum required purge volume (4 well volumes): 8.66 3 well vol. = 6.48

**Water Quality Parameters:**

| Time | Gallons | Temp (°C) | pH | ORP (mV) | DO (ppm) | COND (uS/cm) | TDS (ppm) | TURB (NTU) | Notes |
|---|---|---|---|---|---|---|---|---|---|
| 10:25 | initial | 17.37 | 7.33 | -125 | 3.55 | 4670 | 2.99 | 18.3 | clear |
| 10:34 | 1.0 | 17.17 | 7.22 | -109 | 3.39 | 4520 | 2.89 | 16.0 | " " |
| 10:42 | 2.0 | 17.03 | 7.20 | -114 | 3.68 | 4190 | 2.68 | 8.5 | " " |
| 10:01 | 3.5 | 17.60 | 7.28 | -77 | 3.78 | 4600 | 2.94 | 0.0 | " " |
| 11:08 | 4.0 | 16.37 | 7.19 | -59 | 3.72 | 4660 | 2.98 | 0.0 | " " |
| 11:23 | 5.0 | 16.79 | 7.38 | -128 | 4.30 | 4740 | 3.03 | 4.9 | " " |
| 11:31 | 5.5 | 16.22 | 7.29 | -118 | 4.55 | 4760 | 3.04 | 5.1 | " " |
| 11:38 | 6.0 | 16.21 | 7.23 | -88 | 4.81 | 4730 | 3.02 | 0.0 | " " |
| 11:44 | 6.5 | 15.89 | 7.20 | -77 | 4.90 | 4670 | 2.99 | 0.6 | " " |

Temp = Degrees Celsius

ORP = Oxidation Reduction Potential

DO = Dissolved Oxygen

COND = Electrical conductivity

TDS = Total Dissolved Solids [expressed as electrical conductivity]

TURB = Turbidity [LED transmission/front 30° scattering method]

Method of sampling: Low flow

Sample ID: MW3

Analysis: VOC

Sample Time: 11:49

Have groundwater parameters been met?

Yes No

Explanation:

Additional Comments: -well dry @ 5-gallons moved ~~tubing~~ down well slightly

OMNNI Representative Signature

Date 7/1/19

OMNNI ASSOCIATES

**Groundwater Sampling Log**

**Project information:**

| Project Name: 222 N. Oneida Street | Well ID: MW4 | Date: 7/1/2019 |
|---|---|---|

OMNNI Project Number: N2214K18

Project Address: 222 N. Oneida Street

OMNNI Representative: Quin Lenz

Water Quality Meter (Make, Model, S/N): Horiba U-52, HGS NO. YYK5E939

**Water Level Information:**

| Total Well Length: | 15.0 | Length of Water Column: | 13.07 |
|---|---|---|---|
| Depth of Water (ft. bgs): | 1.93 | Well Volume (c*0.165[for 2" dia. Pipe]): | 2.15 |

**Well Purging Data:**

Purge Method: Low flow

Minimum required purge volume (4 well volumes): 8.62 3 well vol = 6.45

**Water Quality Parameters:**

| Time | Gallons | Temp (°C) | pH | ORP (mV) | DO (ppm) | COND (uS/cm) | TDS (ppm) | TURB (NTU) | Notes |
|---|---|---|---|---|---|---|---|---|---|
| 11:04 | initial | 16.40 | 7.01 | -53 | 4.77 | 3810 | 2.44 | 2.7 | clear |
| 11:11 | 1.0 | 16.42 | 6.99 | -60 | 3.42 | 3740 | 2.39 | 0.0 | " " |
| 11:27 | 2.0 | 17.32 | 7.09 | -73 | 3.39 | 3170 | 2.03 | 0.0 | " " |
| 11:33 | 3.0 | 17.12 | 7.09 | -81 | 3.57 | 3110 | 1.99 | 0.0 | " " |
| 11:40 | 3.5 | 16.95 | 7.07 | -76 | 3.85 | 3360 | 2.15 | 0.0 | " " |
| 11:58 | 5.0 | 18.00 | 7.03 | -48 | 3.51 | 3740 | 2.39 | 0.0 | " " |
| 12:10 | 6.0 | 17.63 | 7.07 | -19 | 3.77 | 3710 | 2.37 | 0.0 | " " |
| 12:19 | 7.0 | 17.54 | 7.08 | -15 | 3.12 | 3700 | 2.36 | 12.3 | " " |
| 12:23 | 7.25 | 16.89 | 6.99 | -15 | 3.57 | 3680 | 2.35 | 13.9 | " " |
| 12:27 | 7.5 | 16.33 | 7.01 | -4 | 3.98 | 3700 | 2.36 | 13.3 | |

Temp = Degrees Celsius

ORP = Oxidation Reduction Potential

DO = Dissolved Oxygen

COND = Electrical Conductivity

TDS = Total Dissolved Solids [expressed as electrical conductivity]

TURB = Turbidity [LED transmission/front 30° scattering method]

Method of sampling: Low flow

Sample ID: MW4

Analysis: VOC

Sample Time: 12:30

Have groundwater parameters been met?

(Yes) No

Explanation:

Additional Comments:

OMNNI Representative Signature

Date 7/1/19

OMNNI ASSOCIATES

**Groundwater Sampling Log**

**Project information:**

| Project Name: 222 N. Oneida Street | Well ID: MW5 | Date: 7/1/2019 |
|---|---|---|

OMNNI Project Number: N2214K18

Project Address: 222 N. Oneida Street

OMNNI Representative: Quin Lenz

Water Quality Meter (Make, Model, S/N): Horiba U-52, HGS NO. YYK5E939

**Water Level Information:**

Total Well Length: 15.0 Length of Water Column: 11.18

Depth of Water (ft. bgs): 3.82 Well Volume (c*0.165[for 2" dia. Pipe]): 1.84

**Well Purging Data:**

Purge Method: Low flow

Minimum required purge volume (4 well volumes): 7.37 3 well vol.= 5.52

**Water Quality Parameters:**

| Time | Gallons | Temp (°C) | pH | ORP (mV) | DO (ppm) | COND (uS/cm) | TDS (ppm) | TURB (NTU) | Notes |
|---|---|---|---|---|---|---|---|---|---|
| 8:56 | initial | 17.70 | 6.41 | 205 | 3.84 | 2170 | 1.39 | 0.0 | clear |
| 9:08 | 1.0 | 17.84 | 7.00 | -11 | 3.10 | 2110 | 1.35 | 0.0 | clear |
| 9:18 | 2.0 | 17.91 | 7.20 | -47 | 3.80 | 1980 | 1.27 | 0.0 | clear |
| 9:25 | 2.5 | 17.64 | 7.26 | 17 | 4.48 | 1970 | 1.26 | 0.0 | clear |
| 9:31 | 3.0 | 16.92 | 7.20 | -84 | 4.14 | 1980 | 1.26 | 0.0 | " " |
| 9:42 | 4.0 | 17.57 | 7.27 | -68 | 3.86 | 1950 | 1.25 | 0.0 | " " |
| 9:48 | 4.5 | 17.43 | 7.24 | -69 | 4.23 | 1960 | 1.26 | 0.0 | clear |
| 9:55 | 5.0 | 17.22 | 7.24 | -70 | 4.39 | 1980 | 1.27 | 0.0 | " " |
| 10:03 | 5.5 | 18.50 | 7.35 | 13 | 4.13 | 2020 | 1.29 | 0.0 | " " |

Temp = Degrees Celsius

ORP = Oxidation Reduction Potential

DO = Dissolved Oxygen

COND = Electrical conductivity

TDS = Total Dissolved Solids [expressed as electrical conductivity]

TURB = Turbidity [LED transmission/front 30° scattering method]

Method of sampling: Low flow

Sample ID: MW5

Analysis: VOC

Sample Time: 10:10

Have groundwater parameters been met?

(Yes) No

Explanation:

Additional Comments:

OMNNI Representative Signature

7/1/19

Date

**CHAIN OF CUSTODY RECORD**

# Synergy Environmental Lab, Inc.

1990 Prospect Ct. • Appleton, WI 54914
920-830-2455 • FAX 920-733-0631

Chain # Nº 3278

Page 1 of 1

**Sample Handling Request**
_____ Rush Analysis Date Required _____
**(Rushes accepted only with prior authorization)**
X Normal Turn Around

| | |
|---|---|
| Lab I.D. # | |
| Account No.: 8295 | Quote No.: |
| Project #: N2214K18 | |
| Sampler: (signature) | |
| Project (Name / Location): 222 N. Oneida Appleton WI | |
| Reports To: Chris Rogers | Invoice To: |
| Company OMNNI Associates | Company |
| Address 1 N. Systems Dr. | Address SAME |
| City State Zip Appleton WI 54914 | City State Zip |
| Phone (920) 735-6900 | Phone |
| FAX | FAX |

| Lab I.D. | Sample I.D. | Collection Date | Collection Time | Comp | Grab | Filtered Y/N | No. of Containers | Sample Type (Matrix)* | Preservation | DRO (Mod DRO Sep 95) | GRO (Mod GRO Sep 95) | LEAD | NITRATE/NITRITE | OIL & GREASE | PAH (EPA 8270) | PCB | PVOC (EPA 8021) | PVOC + NAPHTHALENE | SULFATE | TOTAL SUSPENDED SOLIDS | VOC DW (EPA 524.2) | VOC (EPA 8260) | 8-RCRA METALS | PID/ FID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 503623 A | Trip Blank | 7/1 | 8:00 | | x | N | 1 | | HCl | | | | | | | | | | | | | X | | |
| B | MW2 | | 10:50 | | | | 3 | GW | | | | | | | | | | | | | | X | | |
| C | MW3 | | 11:49 | | | | 3 | GW | | | | | | | | | | | | | | X | | |
| D | MW4 | | 12:30 | | | | 3 | GW | | | | | | | | | | | | | | X | | |
| E | MW5 | | 10:10 | | | | 3 | GW | | | | | | | | | | | | | | X | | |

Comments/Special Instructions (*Specify groundwater "GW", Drinking Water "DW", Waste Water "WW", Soil "S", Air "A", Oil, Sludge etc.)

Sample Integrity - To be completed by receiving lab.
Method of Shipment: client
Temp. of Temp. Blank ___ °C On Ice: Y
Cooler seal intact upon receipt: ___ Yes ___ No

| Relinquished By: (sign) | Time | Date | Received By: (sign) | Time | Date |
|---|---|---|---|---|---|
| | 9:00 | 7/2/19 | | | |
| | | | | | |
| | | | | | |

Received in Laboratory By: [signature] Time: 9:30 Date: 7-2-19

# *Synergy Environmental Lab, INC*

**1990 Prospect Ct., Appleton, WI 54914 *P 920-830-2455 * F 920-733-0631**


CHRIS ROGERS
OMNNI ASSOCIATES INC
ONE SYSTEMS DRIVE
APPLETON WI 54914-1654

**Report Date** *16-Jul-19*

**Project Name** 222 N. ONEIDA
**Project #** N2214K18

**Invoice #** E36423

**Lab Code** 5036423A
**Sample ID** TRIP BLANK
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| Organic | | | | | | | | | | |
| VOC's | | | | | | | | | | |
| Benzene | < 0.22 | ug/l | 0.22 | 0.71 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromobenzene | < 0.44 | ug/l | 0.44 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromodichloromethane | < 0.33 | ug/l | 0.33 | 1.06 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromoform | < 0.45 | ug/l | 0.45 | 1.44 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| tert-Butylbenzene | < 0.25 | ug/l | 0.25 | 0.8 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| sec-Butylbenzene | < 0.79 | ug/l | 0.79 | 2.53 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Butylbenzene | < 0.71 | ug/l | 0.71 | 2.25 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Carbon Tetrachloride | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chlorobenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroethane | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroform | < 0.26 | ug/l | 0.26 | 0.82 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloromethane | < 0.54 | ug/l | 0.54 | 1.72 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 2-Chlorotoluene | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 4-Chlorotoluene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dibromo-3-chloropropane | < 2.96 | ug/l | 2.96 | 9.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dibromochloromethane | < 0.22 | ug/l | 0.22 | 0.69 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,4-Dichlorobenzene | < 0.7 | ug/l | 0.7 | 2.22 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichlorobenzene | < 0.85 | ug/l | 0.85 | 2.7 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichlorobenzene | < 0.86 | ug/l | 0.86 | 2.74 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dichlorodifluoromethane | < 0.32 | ug/l | 0.32 | 1.02 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloroethane | < 0.25 | ug/l | 0.25 | 0.78 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethane | < 0.36 | ug/l | 0.36 | 1.14 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethene | < 0.42 | ug/l | 0.42 | 1.34 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,2-Dichloroethene | < 0.37 | ug/l | 0.37 | 1.16 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,2-Dichloroethene | < 0.34 | ug/l | 0.34 | 1.07 | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423A
**Sample ID** TRIP BLANK
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1,2-Dichloropropane | < 0.44 | ug/l | 0.44 | 1.39 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichloropropane | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,3-Dichloropropene | < 0.32 | ug/l | 0.32 | 1.01 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,3-Dichloropropene | < 0.26 | ug/l | 0.26 | 0.81 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Di-isopropyl ether | < 0.21 | ug/l | 0.21 | 0.66 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| EDB (1,2-Dibromoethane) | < 0.34 | ug/l | 0.34 | 1.09 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Ethylbenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Hexachlorobutadiene | < 1.34 | ug/l | 1.34 | 4.28 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Isopropylbenzene | < 0.78 | ug/l | 0.78 | 2.47 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| p-Isopropyltoluene | < 0.24 | ug/l | 0.24 | 0.76 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methylene chloride | < 1.32 | ug/l | 1.32 | 4.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methyl tert-butyl ether (MTBE) | < 0.28 | ug/l | 0.28 | 0.89 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Naphthalene | < 2.1 | ug/l | 2.1 | 6.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Propylbenzene | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2,2-Tetrachloroethane | < 0.3 | ug/l | 0.3 | 0.97 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1,2-Tetrachloroethane | < 0.35 | ug/l | 0.35 | 1.13 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Tetrachloroethene | < 0.38 | ug/l | 0.38 | 1.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Toluene | < 0.19 | ug/l | 0.19 | 0.6 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trichlorobenzene | < 1.15 | ug/l | 1.15 | 3.67 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,3-Trichlorobenzene | < 1.71 | ug/l | 1.71 | 5.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1-Trichloroethane | < 0.33 | ug/l | 0.33 | 1.05 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2-Trichloroethane | < 0.42 | ug/l | 0.42 | 1.32 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichloroethene (TCE) | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichlorofluoromethane | < 0.35 | ug/l | 0.35 | 1.1 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trimethylbenzene | < 0.8 | ug/l | 0.8 | 2.55 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3,5-Trimethylbenzene | < 0.63 | ug/l | 0.63 | 2 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Vinyl Chloride | < 0.2 | ug/l | 0.2 | 0.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| m&p-Xylene | < 0.43 | ug/l | 0.43 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| o-Xylene | < 0.29 | ug/l | 0.29 | 0.93 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Toluene-d8 | 119 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Dibromofluoromethane | 84 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 4-Bromofluorobenzene | 156 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 1,2-Dichloroethane-d4 | 49 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 6 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423B
**Sample ID** MW2
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| Organic | | | | | | | | | | |
| VOC's | | | | | | | | | | |
| Benzene | 1.0 | ug/l | 0.22 | 0.71 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromobenzene | < 0.44 | ug/l | 0.44 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromodichloromethane | < 0.33 | ug/l | 0.33 | 1.06 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromoform | < 0.45 | ug/l | 0.45 | 1.44 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| tert-Butylbenzene | < 0.25 | ug/l | 0.25 | 0.8 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| sec-Butylbenzene | < 0.79 | ug/l | 0.79 | 2.53 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Butylbenzene | < 0.71 | ug/l | 0.71 | 2.25 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Carbon Tetrachloride | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chlorobenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroethane | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroform | < 0.26 | ug/l | 0.26 | 0.82 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloromethane | < 0.54 | ug/l | 0.54 | 1.72 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 2-Chlorotoluene | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 4-Chlorotoluene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dibromo-3-chloropropane | < 2.96 | ug/l | 2.96 | 9.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dibromochloromethane | < 0.22 | ug/l | 0.22 | 0.69 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,4-Dichlorobenzene | < 0.7 | ug/l | 0.7 | 2.22 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichlorobenzene | < 0.85 | ug/l | 0.85 | 2.7 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichlorobenzene | < 0.86 | ug/l | 0.86 | 2.74 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dichlorodifluoromethane | < 0.32 | ug/l | 0.32 | 1.02 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloroethane | 3.2 | ug/l | 0.25 | 0.78 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethane | < 0.36 | ug/l | 0.36 | 1.14 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethene | < 0.42 | ug/l | 0.42 | 1.34 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,2-Dichloroethene | < 0.37 | ug/l | 0.37 | 1.16 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,2-Dichloroethene | < 0.34 | ug/l | 0.34 | 1.07 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloropropane | < 0.44 | ug/l | 0.44 | 1.39 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichloropropane | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,3-Dichloropropene | < 0.32 | ug/l | 0.32 | 1.01 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,3-Dichloropropene | < 0.26 | ug/l | 0.26 | 0.81 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Di-isopropyl ether | < 0.21 | ug/l | 0.21 | 0.66 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| EDB (1,2-Dibromoethane) | < 0.34 | ug/l | 0.34 | 1.09 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Ethylbenzene | 1.56 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Hexachlorobutadiene | < 1.34 | ug/l | 1.34 | 4.28 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Isopropylbenzene | 2.98 | ug/l | 0.78 | 2.47 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| p-Isopropyltoluene | < 0.24 | ug/l | 0.24 | 0.76 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methylene chloride | < 1.32 | ug/l | 1.32 | 4.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methyl tert-butyl ether (MTBE) | < 0.28 | ug/l | 0.28 | 0.89 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Naphthalene | < 2.1 | ug/l | 2.1 | 6.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Propylbenzene | 2.96 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2,2-Tetrachloroethane | < 0.3 | ug/l | 0.3 | 0.97 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1,2-Tetrachloroethane | < 0.35 | ug/l | 0.35 | 1.13 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Tetrachloroethene | < 0.38 | ug/l | 0.38 | 1.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Toluene | < 0.19 | ug/l | 0.19 | 0.6 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trichlorobenzene | < 1.15 | ug/l | 1.15 | 3.67 | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423B
**Sample ID** MW2
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1,2,3-Trichlorobenzene | < 1.71 | ug/l | 1.71 | 5.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1-Trichloroethane | < 0.33 | ug/l | 0.33 | 1.05 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2-Trichloroethane | < 0.42 | ug/l | 0.42 | 1.32 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichloroethene (TCE) | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichlorofluoromethane | < 0.35 | ug/l | 0.35 | 1.1 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trimethylbenzene | < 0.8 | ug/l | 0.8 | 2.55 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3,5-Trimethylbenzene | < 0.63 | ug/l | 0.63 | 2 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Vinyl Chloride | < 0.2 | ug/l | 0.2 | 0.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| m&p-Xylene | < 0.43 | ug/l | 0.43 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| o-Xylene | < 0.29 | ug/l | 0.29 | 0.93 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 1,2-Dichloroethane-d4 | 98 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 4-Bromofluorobenzene | 98 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Dibromofluoromethane | 101 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Toluene-d8 | 102 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423C
**Sample ID** MW3
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| Organic | | | | | | | | | | |
| VOC's | | | | | | | | | | |
| Benzene | 0.77 | ug/l | 0.22 | 0.71 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromobenzene | < 0.44 | ug/l | 0.44 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromodichloromethane | < 0.33 | ug/l | 0.33 | 1.06 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromoform | < 0.45 | ug/l | 0.45 | 1.44 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| tert-Butylbenzene | < 0.25 | ug/l | 0.25 | 0.8 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| sec-Butylbenzene | < 0.79 | ug/l | 0.79 | 2.53 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Butylbenzene | < 0.71 | ug/l | 0.71 | 2.25 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Carbon Tetrachloride | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chlorobenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroethane | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroform | < 0.26 | ug/l | 0.26 | 0.82 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloromethane | < 0.54 | ug/l | 0.54 | 1.72 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 2-Chlorotoluene | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 4-Chlorotoluene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dibromo-3-chloropropane | < 2.96 | ug/l | 2.96 | 9.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dibromochloromethane | < 0.22 | ug/l | 0.22 | 0.69 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,4-Dichlorobenzene | < 0.7 | ug/l | 0.7 | 2.22 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichlorobenzene | < 0.85 | ug/l | 0.85 | 2.7 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichlorobenzene | < 0.86 | ug/l | 0.86 | 2.74 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dichlorodifluoromethane | 0.80 "J" | ug/l | 0.32 | 1.02 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloroethane | 6.8 | ug/l | 0.25 | 0.78 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethane | < 0.36 | ug/l | 0.36 | 1.14 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethene | < 0.42 | ug/l | 0.42 | 1.34 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,2-Dichloroethene | < 0.37 | ug/l | 0.37 | 1.16 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,2-Dichloroethene | < 0.34 | ug/l | 0.34 | 1.07 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloropropane | < 0.44 | ug/l | 0.44 | 1.39 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichloropropane | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,3-Dichloropropene | < 0.32 | ug/l | 0.32 | 1.01 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,3-Dichloropropene | < 0.26 | ug/l | 0.26 | 0.81 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Di-isopropyl ether | < 0.21 | ug/l | 0.21 | 0.66 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| EDB (1,2-Dibromoethane) | < 0.34 | ug/l | 0.34 | 1.09 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Ethylbenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Hexachlorobutadiene | < 1.34 | ug/l | 1.34 | 4.28 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Isopropylbenzene | < 0.78 | ug/l | 0.78 | 2.47 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| p-Isopropyltoluene | < 0.24 | ug/l | 0.24 | 0.76 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methylene chloride | < 1.32 | ug/l | 1.32 | 4.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methyl tert-butyl ether (MTBE) | < 0.28 | ug/l | 0.28 | 0.89 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Naphthalene | < 2.1 | ug/l | 2.1 | 6.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Propylbenzene | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2,2-Tetrachloroethane | < 0.3 | ug/l | 0.3 | 0.97 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1,2-Tetrachloroethane | < 0.35 | ug/l | 0.35 | 1.13 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Tetrachloroethene | < 0.38 | ug/l | 0.38 | 1.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Toluene | < 0.19 | ug/l | 0.19 | 0.6 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trichlorobenzene | < 1.15 | ug/l | 1.15 | 3.67 | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423C
**Sample ID** MW3
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1,2,3-Trichlorobenzene | < 1.71 | ug/l | 1.71 | 5.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1-Trichloroethane | < 0.33 | ug/l | 0.33 | 1.05 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2-Trichloroethane | < 0.42 | ug/l | 0.42 | 1.32 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichloroethene (TCE) | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichlorofluoromethane | < 0.35 | ug/l | 0.35 | 1.1 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trimethylbenzene | < 0.8 | ug/l | 0.8 | 2.55 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3,5-Trimethylbenzene | < 0.63 | ug/l | 0.63 | 2 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Vinyl Chloride | < 0.2 | ug/l | 0.2 | 0.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| m&p-Xylene | < 0.43 | ug/l | 0.43 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| o-Xylene | < 0.29 | ug/l | 0.29 | 0.93 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 4-Bromofluorobenzene | 94 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Dibromofluoromethane | 101 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 1,2-Dichloroethane-d4 | 107 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Toluene-d8 | 101 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423D
**Sample ID** MW4
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| Organic | | | | | | | | | | |
| VOC's | | | | | | | | | | |
| Benzene | 8.9 | ug/l | 0.22 | 0.71 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromobenzene | < 0.44 | ug/l | 0.44 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromodichloromethane | < 0.33 | ug/l | 0.33 | 1.06 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromoform | < 0.45 | ug/l | 0.45 | 1.44 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| tert-Butylbenzene | < 0.25 | ug/l | 0.25 | 0.8 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| sec-Butylbenzene | < 0.79 | ug/l | 0.79 | 2.53 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Butylbenzene | < 0.71 | ug/l | 0.71 | 2.25 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Carbon Tetrachloride | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chlorobenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroethane | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroform | < 0.26 | ug/l | 0.26 | 0.82 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloromethane | < 0.54 | ug/l | 0.54 | 1.72 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 2-Chlorotoluene | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 4-Chlorotoluene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dibromo-3-chloropropane | < 2.96 | ug/l | 2.96 | 9.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dibromochloromethane | < 0.22 | ug/l | 0.22 | 0.69 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,4-Dichlorobenzene | < 0.7 | ug/l | 0.7 | 2.22 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichlorobenzene | < 0.85 | ug/l | 0.85 | 2.7 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichlorobenzene | < 0.86 | ug/l | 0.86 | 2.74 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dichlorodifluoromethane | < 0.32 | ug/l | 0.32 | 1.02 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloroethane | 5.0 | ug/l | 0.25 | 0.78 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethane | < 0.36 | ug/l | 0.36 | 1.14 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethene | < 0.42 | ug/l | 0.42 | 1.34 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,2-Dichloroethene | < 0.37 | ug/l | 0.37 | 1.16 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,2-Dichloroethene | < 0.34 | ug/l | 0.34 | 1.07 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloropropane | < 0.44 | ug/l | 0.44 | 1.39 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichloropropane | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,3-Dichloropropene | < 0.32 | ug/l | 0.32 | 1.01 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,3-Dichloropropene | < 0.26 | ug/l | 0.26 | 0.81 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Di-isopropyl ether | < 0.21 | ug/l | 0.21 | 0.66 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| EDB (1,2-Dibromoethane) | < 0.34 | ug/l | 0.34 | 1.09 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Ethylbenzene | 5.0 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Hexachlorobutadiene | < 1.34 | ug/l | 1.34 | 4.28 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Isopropylbenzene | 1.83 "J" | ug/l | 0.78 | 2.47 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| p-Isopropyltoluene | 0.25 "J" | ug/l | 0.24 | 0.76 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methylene chloride | < 1.32 | ug/l | 1.32 | 4.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methyl tert-butyl ether (MTBE) | < 0.28 | ug/l | 0.28 | 0.89 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Naphthalene | < 2.1 | ug/l | 2.1 | 6.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Propylbenzene | 2.42 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2,2-Tetrachloroethane | < 0.3 | ug/l | 0.3 | 0.97 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1,2-Tetrachloroethane | < 0.35 | ug/l | 0.35 | 1.13 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Tetrachloroethene | < 0.38 | ug/l | 0.38 | 1.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Toluene | 0.45 "J" | ug/l | 0.19 | 0.6 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trichlorobenzene | < 1.15 | ug/l | 1.15 | 3.67 | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423D
**Sample ID** MW4
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1,2,3-Trichlorobenzene | < 1.71 | ug/l | 1.71 | 5.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1-Trichloroethane | < 0.33 | ug/l | 0.33 | 1.05 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2-Trichloroethane | < 0.42 | ug/l | 0.42 | 1.32 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichloroethene (TCE) | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichlorofluoromethane | < 0.35 | ug/l | 0.35 | 1.1 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trimethylbenzene | 7.2 | ug/l | 0.8 | 2.55 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3,5-Trimethylbenzene | 3.6 | ug/l | 0.63 | 2 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Vinyl Chloride | < 0.2 | ug/l | 0.2 | 0.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| m&p-Xylene | 3.05 | ug/l | 0.43 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| o-Xylene | < 0.29 | ug/l | 0.29 | 0.93 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 1,2-Dichloroethane-d4 | 101 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 4-Bromofluorobenzene | 96 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Dibromofluoromethane | 99 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Toluene-d8 | 102 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423E
**Sample ID** MW5
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| Organic | | | | | | | | | | |
| VOC's | | | | | | | | | | |
| Benzene | < 0.22 | ug/l | 0.22 | 0.71 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromobenzene | < 0.44 | ug/l | 0.44 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromodichloromethane | < 0.33 | ug/l | 0.33 | 1.06 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Bromoform | < 0.45 | ug/l | 0.45 | 1.44 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| tert-Butylbenzene | < 0.25 | ug/l | 0.25 | 0.8 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| sec-Butylbenzene | < 0.79 | ug/l | 0.79 | 2.53 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Butylbenzene | < 0.71 | ug/l | 0.71 | 2.25 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Carbon Tetrachloride | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chlorobenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroethane | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloroform | < 0.26 | ug/l | 0.26 | 0.82 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Chloromethane | < 0.54 | ug/l | 0.54 | 1.72 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 2-Chlorotoluene | < 0.31 | ug/l | 0.31 | 0.98 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 4-Chlorotoluene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dibromo-3-chloropropane | < 2.96 | ug/l | 2.96 | 9.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dibromochloromethane | < 0.22 | ug/l | 0.22 | 0.69 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,4-Dichlorobenzene | < 0.7 | ug/l | 0.7 | 2.22 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichlorobenzene | < 0.85 | ug/l | 0.85 | 2.7 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichlorobenzene | < 0.86 | ug/l | 0.86 | 2.74 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Dichlorodifluoromethane | < 0.32 | ug/l | 0.32 | 1.02 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloroethane | < 0.25 | ug/l | 0.25 | 0.78 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethane | < 0.36 | ug/l | 0.36 | 1.14 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1-Dichloroethene | < 0.42 | ug/l | 0.42 | 1.34 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,2-Dichloroethene | < 0.37 | ug/l | 0.37 | 1.16 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,2-Dichloroethene | < 0.34 | ug/l | 0.34 | 1.07 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2-Dichloropropane | < 0.44 | ug/l | 0.44 | 1.39 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3-Dichloropropane | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| trans-1,3-Dichloropropene | < 0.32 | ug/l | 0.32 | 1.01 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| cis-1,3-Dichloropropene | < 0.26 | ug/l | 0.26 | 0.81 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Di-isopropyl ether | < 0.21 | ug/l | 0.21 | 0.66 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| EDB (1,2-Dibromoethane) | < 0.34 | ug/l | 0.34 | 1.09 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Ethylbenzene | < 0.26 | ug/l | 0.26 | 0.83 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Hexachlorobutadiene | < 1.34 | ug/l | 1.34 | 4.28 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Isopropylbenzene | < 0.78 | ug/l | 0.78 | 2.47 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| p-Isopropyltoluene | < 0.24 | ug/l | 0.24 | 0.76 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methylene chloride | < 1.32 | ug/l | 1.32 | 4.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Methyl tert-butyl ether (MTBE) | < 0.28 | ug/l | 0.28 | 0.89 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Naphthalene | < 2.1 | ug/l | 2.1 | 6.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| n-Propylbenzene | < 0.61 | ug/l | 0.61 | 1.95 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2,2-Tetrachloroethane | < 0.3 | ug/l | 0.3 | 0.97 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1,2-Tetrachloroethane | < 0.35 | ug/l | 0.35 | 1.13 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Tetrachloroethene | < 0.38 | ug/l | 0.38 | 1.21 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Toluene | < 0.19 | ug/l | 0.19 | 0.6 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trichlorobenzene | < 1.15 | ug/l | 1.15 | 3.67 | 1 | 8260B | | 7/12/2019 | CJR | 1 |

**Project Name** 222 N. ONEIDA **Invoice #** E36423
**Project #** N2214K18

**Lab Code** 5036423E
**Sample ID** MW5
**Sample Matrix** Water
**Sample Date** 7/1/2019

| | Result | Unit | LOD | LOQ | Dil | Method | Ext Date | Run Date | Analyst | Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1,2,3-Trichlorobenzene | < 1.71 | ug/l | 1.71 | 5.43 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,1-Trichloroethane | < 0.33 | ug/l | 0.33 | 1.05 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,1,2-Trichloroethane | < 0.42 | ug/l | 0.42 | 1.32 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichloroethene (TCE) | < 0.3 | ug/l | 0.3 | 0.94 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Trichlorofluoromethane | < 0.35 | ug/l | 0.35 | 1.1 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,2,4-Trimethylbenzene | < 0.8 | ug/l | 0.8 | 2.55 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| 1,3,5-Trimethylbenzene | < 0.63 | ug/l | 0.63 | 2 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| Vinyl Chloride | < 0.2 | ug/l | 0.2 | 0.65 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| m&p-Xylene | < 0.43 | ug/l | 0.43 | 1.38 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| o-Xylene | < 0.29 | ug/l | 0.29 | 0.93 | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Toluene-d8 | 104 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 1,2-Dichloroethane-d4 | 101 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - 4-Bromofluorobenzene | 96 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |
| SUR - Dibromofluoromethane | 98 | REC % | | | 1 | 8260B | | 7/12/2019 | CJR | 1 |

"J" Flag: Analyte detected between LOD and LOQ LOD Limit of Detection LOQ Limit of Quantitation

| *Code* | *Comment* |
|---|---|
| 1 | Laboratory QC within limits. |
| 6 | The surrogate recovery not within established limits. |

All solid sample results reported on a dry weight basis unless otherwise indicated. All LOD's and LOQ's are adjusted for dilutions but not dry weight. Subcontracted results are denoted by SUB in the analyst field.

**Authorized Signature**

# MEMORANDUM

"…meeting community needs…enhancing quality of life."

TO: Appleton Redevelopment Authority

FROM: Matt Rehbein, Economic Development Specialist

DATE: April 14, 2021

RE: Appleton Redevelopment Authority (ARA) Business Enhancement Grant Update

The Appleton Redevelopment Authority (ARA) allocated $80,000 toward Business Enhancement Grants to support façade improvements City-wide on July 15, 2020, and an additional $50,000 was allocated by Council in October 2020. These grants were modeled on the successful Business Enhancement Grant program available since 2018 in Tax Incremental Financing Districts #11 and #12.

Staff created the program guidelines, application and launched the program on August 25, 2020.

To date, there are nine (9) approved grants with $47,023.26 in grant funds allocated and four (4) completed projects totaling $17,538.38. This grant funding has leveraged $80,405.37 in owner investment for a total investment of $144,967.01 in property improvements (details below).

| Business | Address | Estimated Total Project | Estimated ARA Grant Commitment | Owner Investment |
|---|---|---|---|---|
| ***Fitzgerald Law Firm*** | 304 N. Appleton St. | $14,316.00 | $7,000.00 | $7,316.00 |
| ***Simple Simon*** | 218 E. Wisonsin Ave. | $7,030.00 | $3,515.00 | $3,515.00 |
| ***Little Diner Xpress*** | 1939 N. Richmond St. | $6,421.30 | $3,210.65 | $3,210.65 |
| ***Outer Edge Stage*** | 303 N. Oneida St. | $2,509.38 | $1,254.69 | $1,254.69 |
| ***Daily Care, LLC*** | 323 N. Morrison St. | $13,235.83 | $6,617.92 | $6,617.91 |
| ***920 Home Pro, LLC*** | 625 W. Lawrence | $8,850.00 | $4,425.00 | $4,425.00 |
| ***Randercom Properties, LLC*** | 311 W. Packard St | $21,515.00 | $7,000.00 | $14,515.00 |
| ***Fitzgerald Law Firm*** | 300 N. Appleton St. | $14,175.00 | $7,000.00 | $7,175.00 |
| ***Grishaber Service*** | 1404 E. South River St. | $21,025.00 | $7,000.00 | $14,025.00 |
| | | | | |
| ***Paid/Closed:*** | | | | |
| ***Red Ox Seafood and Steakhouse*** | 2318 S. Oneida St. | $10,226.86 | $5,113.43 | $5,113.43 |
| ***Chain Reaction Cyclery*** | 818 N. Superior St. | $4,900.00 | $2,450.00 | $2,450.00 |
| ***Grumpys Pub*** | 1501 N. Richmond St. | $8,267.14 | $3,727.20 | $4,539.94 |
| ***Marks East Side*** | 1405 E. Wisconsin Ave. | $12,495.50 | $6,247.75 | $6,247.75 |
| | | | | |
| | | | | |
| | Subtotal of ARA Funds Committed/Spent: | | **$64,561.64** | **$80,405.37** |
| | *Balance of ARA Grant Funds:* | | *$65,438.36* | |

Staff continues to receive inquiries, and interest is strong in the program. Marketing of the program is made via direct contact with businesses, word of mouth, referrals from contractors, real estate brokers, lenders and others.

FOR IMMEDIATE RELEASE: City Of Appleton To Host Community Input Meeting On Downtown Streetscape Design Guide

Media Contact:
Sheng Lee Riechers
Senior Communications Specialist
City of Appleton - Office of the Mayor
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 419-0292
Email: sheng.riechers@appleton.org

# CITY OF APPLETON TO HOST COMMUNITY INPUT MEETING ON DOWNTOWN STREETSCAPE DESIGN GUIDE

APPLETON, Wis., April 6, 2021 – The City of Appleton will host a virtual meeting on the proposed Downtown Streetscape Design Guide developed by the City in conjunction with Alta Planning + Design, Inc. The community input meeting will be held on Thursday, April 15 from 6 to 8 p.m.

Project consultants from Alta will present a final draft document. Following the presentation, participants will have the opportunity to ask questions and share comments. Community members are invited to participate in the Zoom meeting by registering online.

The Downtown Streetscape Design Guide builds upon recommendations found in the City's Comprehensive Plan. The guide offers further details for varying street types throughout downtown. Streetscape elements, such as decorative lighting, benches, and special paving, can help to create an inviting atmosphere and improve walkability. The guide is intended to inform decisions as future street reconstruction projects occur, with the final design of each project being reviewed on a case-by-case basis.

###

# Join Us!

You are invited to the City of Appleton's virtual community input meeting.

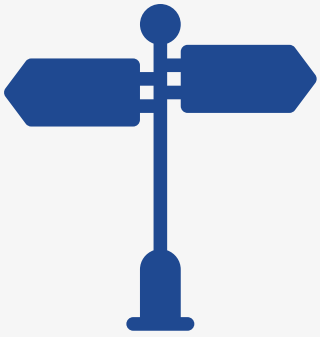
**Click here to register!**

## Topic:

Downtown Streetscape Design Guide, developed by the City of Appleton in conjunction with Alta Planning & Design, Inc.

## Date & Time:

Thursday, April 15th
6 to 8 p.m.



Please share this opportunity with your contacts. Thank you!