



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: March 20, 2024
To: Municipal Services Committee
Finance Committee
From: Mike Hardy, Assistant City Traffic Engineer
Subject: Grant Acceptance Request – Signals and ITS Standalone Program

At the August 21, 2023, Municipal Services Committee (MSC) meeting, approval was given to apply for grant funds through the Wisconsin Department of Transportation (WisDOT) Signals and ITS Standalone Program (SISP). The City owns and maintains 82 signal-controlled intersections. This grant would procure the majority of the software/licensing needs for the City (prorated cost structure), and about 25% of the intersection controllers. The grant would replace 21 existing traffic signal computers/controllers and software along WisDOT connecting highways through Appleton (STH 47 and STH 96). The total estimated cost is \$220,750, of which the City's cost share would be 10% (\$22,075). The Department of Public Works (DPW) received notice on January 11, 2024, that our entire amount requested was approved by WisDOT.

During the month of January, DPW also reviewed 2023 account balances and had discussions with the Community and Economic Development Department regarding the potential to fund all traffic signal controllers/software in year 2024 through ARPA Funds. On January 22, 2024, the Finance Committee reviewed the ARPA fund designation in the amount of \$360,000 to upgrade the traffic equipment. Completing all related work in 2024 is critical to avoid cost increases and to allow coordination of procurement between both funding streams.

DPW is now requesting the approval of:

1. Acceptance of the SISP grant funds in the amount of \$198,675.
 - a. This grant will replace 21 existing traffic signal computers/controllers and software along WisDOT connecting highways through the City of Appleton. The total estimated cost is \$220,750, of which the City's cost share would be 10% (\$22,075).

Below are other funding aspects related to this project that fall under separate Finance Committee Action Items:

1. ARPA MOU in the amount of \$360,000.
 - a. The ARPA funds would allow for the procurement of 61 traffic signal controllers and the related software.
2. Spending authority in the amount of \$22,075 – 2023 Carryover Request.
 - a. Approval of this Special Consideration Carryover Request allows for the project to be completed in one year (2024). The request utilizes unused Capital Projects Funds from 2023.

With acceptance of the grant funding, the entirety of the City's traffic signal controllers and software will be replaced in 2024. The net cost to the City will be \$22,075. This item shows as an action item on both Municipal Services Committee and Finance Committee Agendas.



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

Date: January 4, 2024
 I.D.: 3700-30-62
 Road Name: STH 47, 96, 125
 Title: City of Appleton
 Limits: STH 47, 96, and 125 connecting highway
 County: Outagamie
 Roadway Length: 0.01 mile

The signatory **city of Appleton**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing signals is outdated and obsolete.

Proposed Improvement - Nature of work: This project will replace the 21 existing controllers with Econolite controllers and Centrac control software. These 21 locations are along the existing Connecting Highway routes within the Appleton. The existing locations are Siemens controllers with Tactics control software. This project is to address the combination of aged equipment and shortcoming for Siemens products, equivalent to Wisconsin DOT's recent transitions to Econolite in the Regions.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
ID 3700-30-62	\$ 220,750	\$ 198,675	90%	\$ 22,075	10%
Total Cost Distribution	\$ 220,750	\$ 198,675	90%	\$ 22,075	10%

*Construction **ID 3700-30-62** state funding is limited to \$198,675 (State fiscal year 2025)

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the city of Appleton (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name	Title
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.

- (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (d) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (e) Conditioning, if required, and maintenance of detour routes.
 - (f) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
 - (g) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the state and shall make ample provision for such maintenance each year.
 - (h) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
4. State Disbursements:
- (a) Payment by the State to the Municipality shall be made on a regular basis upon presentation of vouchers for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
 - (b) A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Municipality shall refund to the State upon demand a sum equal to the overpayment.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
7. Basis for local participation:
- (a) Construction: Cost for construction are 90% Federal/State and 10% Municipal up to a maximum of \$220,750. Any overages shall be funded by the Municipality.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated

or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

REQUEST TO APPLY FOR/ACCEPT GRANT FUNDS



PART #1: Request to Apply for Grant Funds

(complete before submission of grant application; email to grants@appleton.org)

APPLICANT DEPARTMENT: DPW

DATE: 08/09/2023

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

COMMITTEE OF JURISDICTION: Municipal Services Committee

NAME OF GRANT/FUNDING SOURCE: SISP / Wisconsin DOT

AMOUNT OF GRANT REQUEST: \$ 220,750

LOCAL MATCH REQUIREMENT: \$ 22,075

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

TIMEFRAME OF GRANT: 07/01/2024 through 06/30/2025

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

PURPOSE OF GRANT (summary): _____
This project will replace the 21 existing traffic signal controllers with Econolite controllers and Centrac control software. These 21 locations are along the existing Wisconsin DOT Connecting Highway routes (Hwy 47, 96 & 125) within the Appleton.

How does the grant meet City/Department/Program goals? Safe & Reliable Transportation

What are the personnel requirements (include both existing and new staff) of the grant? 0.1 FTE

DEPARTMENT HEAD SIGNATURE: _____

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; email to grants@appleton.org)

AMOUNT OF GRANT AWARD: \$ 220,750

FEDERAL/STATE ID #: 3700-30-62

LOCAL MATCH REQUIREMENT: \$ 22,075

Please describe the source of match, if applicable: 2024 DPW Budget Amendment

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

Reimbursements are eligible for purchases made after July 1, 2024, with a reimbursement deadline of December 1, 2025.

PART	TO:	DATE:	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee