



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, April 24, 2023

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[23-0442](#) Finance Committee Minutes

**Attachments:** [MeetingMinutes Apr-10-2023.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

[23-0443](#) Request to approve lease for space at the Northland Mall by the Parks, Recreation and Facilities Management Department contingent on the approval of the Development Agreement with Fox Commons Properties, LLC.

**Attachments:** [2023 Dance Studio Lease.pdf](#)

[23-0444](#) Request to approve staff authorization to acquire Units 50 D and 50 E in the City Center West lower level.

**Attachments:** [2023 Acquisition of Space in City Center West Lower Level.pdf](#)

[23-0445](#) Request to approve an agreement with Goodwill Industries for its funding of the Miracle Field Upgrades at Memorial Park.

**Attachments:** [2023 Miracle League Field.pdf](#)

[23-0446](#) Request to approve Grant Allocation for Energy Efficiency and Conservation Block Grant (EECBG) Program of \$134,180.

**Attachments:** [2023 EECBG Grant Funding.pdf](#)

[23-0448](#) Request to award the American Rescue Plan Act - Affordable Housing Project Grant to Greater Fox Cities Habitat for Humanity, Inc. for an amount of \$200,000.

**Attachments:** [Memo ARPA HousingGrantAward.pdf](#)

[23-0449](#) Elect Vice-Chair

[23-0450](#) Elect Tax Appeals Members

[23-0451](#) Elect CEA Board Member

[23-0452](#) Set Meeting Time and Date

[23-0453](#) Designate Contact Person

## 7. Information Items

[23-0447](#) Request to award Network Managed Services to Heartland Business Systems for an amount of \$126,200 (appears on the Human Resources/Information Technology Committee agenda as an action item).

**Attachments:** [Network Managed Services to Heartland Business Systems.pdf](#)

[23-0454](#) The following 2023 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

### **Reid Golf Course**

Donations	+ \$400
Supplies	+ \$400

To record donation from Jerrod Haessly for tee sign at golf course

## 8. Adjournment

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

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

*Any questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742.*

*\*We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes Finance Committee

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Monday, April 10, 2023

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:30pm**

2. Roll call of membership

**Present:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

3. Approval of minutes from previous meeting

[23-0353](#)

Finance Committee minutes

**Attachments:** [MeetingMinutes Mar-20-2023.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

4. **Public Hearings/Appearances**

5. **Action Items**

[23-0354](#)

Request to approve the following 2023 Budget Amendment

**Water Utility**

Water Lake Station Gate Upgrade	+ \$188,139
Fund Balance	+ \$188,139

to record 2022-23 Budget Carryover that should have been included in request as Under Contract of \$13,814 and Not Under Contract of \$174,325, for the replacement and upgrade of the gate at the Water Lake Station

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0355](#)

Request to approve the AWWTP A&S Buildings Roof Repairs Project Engineering Services Amendment #1, increasing Specialty Engineering Group, LLC's total contract amount by \$39,600 from \$18,500 to \$58,100.

**Attachments:** [2023 AWWTP Roofing Design Contract Ammendment.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0356](#)

Request to award the 2023 AWWTP A-Building Renovation Project contract to RJM Construction, LLC. in the amount of \$262,328 with a contingency of \$36,000 for a project total not to exceed \$298,328.

**Attachments:** [2023 AWWTP A-Building Ceiling Renovation Project.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0357](#)

Request to award Unit J-23 Mini Storm Sewer Construction to M & E Construction, LLC. in an amount not to exceed \$200,000.

**Attachments:** [Contract Unit J-23.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0358](#)

Request to award Unit X-23 Water Main Reconstruction (Rebid) to Kruczek Construction Inc. in the amount of \$1,044,444 with a 5% contingency of \$52,222 for a project total not to exceed \$1,096,666.

**Attachments:** [Contract Unit X-23 \(Rebid\).pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0362](#)

CEA Review Committee Report

**Attachments:** [CEA Review Committee Mtg Minutes 3-20-2023.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

**6. Information Items**

[23-0359](#)

The following 2023 Budget adjustments were approved by the Finance Director in accordance with Policy:

**General Fund - Library**

Reimbursements - Friends of the Library	+ \$35,000
Administration Expenses	+ \$ 9,000
Children's Services Expenses	+ \$ 9,000
Community Partnership Expenses	+ \$15,000
Materials Management Expenses	+ \$ 2,000

to record funds received from the Friends of the Appleton Public Library

**General Fund - Library**

Reimbursements - OWLS	+ \$24,500
Materials Management Materials & Supplies	+ \$21,000
Administration Travel/Training	+ \$ 3,500

to record expense reimbursement from OWLS

**General Fund - Library**

Donations	+ \$771
Materials Management Expenses	+ \$ 51
Administration Expenses	+ \$140
Community Partnership Expenses	+ \$580

to record donation from Brown County United Way and University of Wisconsin Systems

**This item was presented**

[23-0360](#)

Contract 133-22 was awarded to Staab Construction Corporation for \$237,000 with a contingency of \$11,850 for WWTP Aeration Tank Repair. Change orders were approved totaling \$11,064. Final contract amount is \$248,064 with a contingency of \$786. Payments issued to date total \$243,064. Request final payment of \$5,000.

**This item was presented**

**7. Adjournment**

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton



*"...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](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve lease for space at the Northland Mall by the Parks, Recreation and Facilities Management Department contingent on the approval of the Development Agreement with Fox Commons Properties, LLC.

As a result of the planned development of the City Center Plaza, the Dance Studios currently leased by the Parks, Recreation and Facilities Management Department will terminate on June 30, 2023, requiring a new location to provide programming. The City of Appleton and the developers have negotiated a buy-out of our existing lease to allow the development to move forward. The terms of the buyout are to pay for the difference in rental fees through December 31, 2024, and to provide money for moving expenses totaling \$100,000.

Our team identified space within the Northland Mall that will accommodate our needs. We have negotiated a competitive lease for a term of five years with a clause that if the Common Council does not fund the upcoming year in the annual budget, then the lease terminates.

The lease terms are for a gross lease thus paying for all expenses except for utilities and housekeeping. The lease is highly competitive, and we are happy to have found a location that can meet our needs at this cost. The space is 6,649 sq. ft. Our current location is 6,344 sq. ft. at \$7.29 sq. ft. which was a rate that would not be able to be replicated in today's market. The new location also provides benefits for participants such as parking which will be well received.

2023 - \$10.50 sq. ft., \$69,815 annually  
2024 - \$10.50 sq. ft., \$69,815 annually  
2025 - \$11.00 sq. ft., \$73,139 annually  
2026 - \$11.00, sq. ft., \$73,139 annually  
2027 - \$11.50, sq. ft., \$76,464 annually

In addition, the landlord is assisting in replacing all the HVAC rooftop units, providing signage, and assisting with some minor modifications.

We ask for approval to provide us time for the opportunity to move forward with an efficient move in late June or early July.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve staff authorization to acquire Units 50 D and 50 E in the City Center West lower level.

Pfefferle has offered to give the City of Appleton two miscellaneous spaces, at no charge for the property, in the lower level of the City Center West Lower Level. The space consists of two rooms totaling 1,323 square feet that would accommodate storage needs within the building lost by the removal of the blue parking ramp.

Storage within the building is needed for voting equipment, facilities supplies and equipment, workstation parts and pieces and many other needs currently not being stored efficiently.

A cost to the City would include an increase of \$7,753 to our annual condo fee payment. Since City Hall is located within this facility and will be for decades to come, acquiring this space is a great opportunity to solve our current and future needs for storage.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve an agreement with Goodwill Industries for its funding of the Miracle Field Upgrades at Memorial Park.

The Miracle Field was constructed in 2010 at Memorial Park by The Miracle League of the Fox Valley and upgrades are beginning to be needed. After several years of use, the Miracle League Field needs renovations that include replacing the rubberized playing surface, fencing around the field and some leveling of the subsurface.

Goodwill Industries of North Central Wisconsin, Inc. has secured funding for these renovations anticipated not to exceed \$185,650. Because the City of Appleton owns the property the City of Appleton will bid and provide project management for these upgrades. All costs are being paid for by Goodwill Industries of North Central Wisconsin, Inc. The parties are in the process of entering a Memorandum of Understanding outlining details of this funding and process.

We are very appreciative to Goodwill Industries of North Central Wisconsin, Inc. for partnering with the City of Appleton to maintain this wonderful community asset.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve Grant Allocation for Energy Efficiency and Conservation Block Grant (EECBG) Program of \$134,180

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

This grant is an allocation and is rewarded automatically if the government agrees to spend the funding towards a project or initiative as noted above. We simply just need to submit our application by the end of January 2024.

With limited resources and numerous goals to improve our sustainability and resiliency, I encourage you to approve this grant request.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



# MEMORANDUM

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TO: Finance Committee

FROM: Kara Homan, AICP, Director of Community & Economic Development  
Jeri Ohman, Director of Finance

DATE: April 21, 2023

RE: American Rescue Plan Act - Affordable Housing Production Grant;  
Recommendation to Award Greater Fox Cities Habitat for Humanity, Inc.

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The City of Appleton, via its American Rescue Plan Act (ARPA) consultant, Booth Management Consulting (BMC), released an Affordable Housing Production Grant as a first step to allocate the City's \$3 million ARPA Affordable Housing allocation, as previously approved/budgeted. Grants were due December 12, 2022. Two applications were received, requesting a total of approximately \$2 million. Both applications were reviewed by BMC for completeness and ARPA program alignment/regulatory compliance. A \$1,000,000 grant to RISE Apartments, LLC was previously approved by the Common Council on February 1, 2023. City funding for that project (ARPA grant + TIF Incentive) amounted to a contribution of ~\$38,350 per affordable housing unit.

City Finance and Community & Economic Development staff are advancing a recommendation for the second application, summarized below.

**Project Applicant:** Greater Fox Cities Habitat for Humanity, Inc.  
**Project Name:** Habitat for Humanity Scattered Site Homeownership  
**Initial Grant Request:** \$995,105  
**Total Project Cost:** \$1,576,284 (est.)

**Project Description:** Initial grant application proposed construction of 7 homes for low-to-moderate income households (below 65% of AMI) in high opportunity areas. Four homes would be constructed on existing Habitat for Humanity-owned sites (530 N. Locust St, 2501 N. Meade St, 1630 S. Mayfair Dr., and 2322 ½ Prospect Ave), and three on lots to be purchased in the future. The request as submitted amounts to a contribution of ~\$142,158 per unit.

Staff has proactively worked with Habitat for Humanity to discuss a partial award that would bring the city's contribution more closely in alignment with the per unit city-contribution of funding that occurred for the RISE Apartments affordable housing project (City funding = ARPA + TIF Incentive). The city's contribution for that project amounted

to ~\$38,350 per affordable housing unit (43 in total). Habitat for Humanity is agreeable to accept the modified award described below.

**Modified Proposal:** Construct 4 new homes; 3 at Habitat for Humanity-owned sites (530 N Locust, 2501 N. Meade St, and 2322 ½ Prospect Ave) and 1 at a to-be-determined site to be purchased in the future.

**Proposed Grant Award:** \$200,000

**Total Project Cost:** \$875,823 (est.)

**Per unit City contribution:** \$50,000 per affordable housing unit

**Staff Recommendation:**

Staff recommends **APPROVAL** of an ARPA Affordable Production Housing grant allocation of \$200,000 to Greater Fox Cities Habitat for Humanity, Inc, to construct 4 homes for low-to-moderate income qualified households (65% AMI); one (1) at a future, to-be-determined site, and 3 at the following locations:

- 530 N Locust St
- 2501 N Meade St
- 2322 ½ W Prospect Ave

# CITY OF APPLETON

## INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street  
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



[helpdesk@appleton.org](mailto:helpdesk@appleton.org)

To: Finance Committee, HR/IT Committee, and Common Council  
From: Corey Popp, Information Technology Director  
Date: April 24, 2023  
Re: Recommendation to Award Network Managed Services to Heartland Business Systems

### Background

On March 16, 2022, the Appleton Common Council approved \$60,000 (22-0297) to have Heartland Business Systems perform an IT network assessment for the City's I.T. Department. As a result of the assessments, the 2023 I.T. budget, adopted by the Council on November 9, 2022, included \$75,000 to place the City's network and data center under managed service agreements.

### RFP Process

I published two RFPs, one for Network Managed Services and a second for Data-Center Managed Services, on December 1, 2022. The City received three proposals by February 13, 2023. All three proposals greatly exceeded the budgeted dollars for the managed services.

After consideration of how to proceed, I offered all three suppliers an opportunity to resubmit bids, this time splitting one-time remediation costs from ongoing annual maintenance costs in the hopes of reducing the recurring expense. One supplier respectfully declined my offer to resubmit, while the other two suppliers resubmitted bids. Both bids still exceeded the City's budget, but this time by a manageable amount.

### Panel Review

The I.T. Department proceeded with a three-member panel review of the proposals based upon pre-established criteria covering Project Specifications and Requirements, Qualifications and Experience, Terms and Conditions, Appleton/Fox Valley Business Advantage, and Price Proposal. Proposals were scored and ranked according to total score as follows (300 pts. possible):

	<b>Data Center Managed Service</b>	<b>Network Managed Service</b>
<b>Heartland Business Systems (HBS)</b>	263 points	284 points
<b>Spectrum Enterprises</b>	Not submitted	216 points

The costs of the proposals are:

	<b>Remediation (1x)</b>	<b>Annual Recurring</b>
<b>HBS (Network and Data Center)</b>	\$126,200	\$94,467
<b>Spectrum (Network only)</b>	Not submitted	\$142,008

## Recommendation

Following the proposal evaluations, the panel arrived at the decision to award a portion of the RFPs to Heartland Business Systems, subject to final contract negotiations and Common Council approval.

The panel's specific recommendations are as follows:

1. Proceed with the one-time data center and network remediations for \$126,200
2. Proceed with the annual Network Managed Service agreement for \$41,267
3. Decline the annual Data Center Managed Service agreement for \$53,200
  - a. With the February 2023 conversion of the City's ERP system to Software as a Service (SaaS), and with consideration of another 13 SaaS conversions either currently in transition, under review, or in the I.T. project pipeline, the panel determined that Data Center management can remain in house, while supplementing it with separately budgeted consulting dollars as needed.

## Financing

With a 2023 annual budget of \$75,000 for managed services, the IT department will be left with a \$33,733 budget surplus by approving only the Network Managed Service, while declining the Data-Center Managed Service.

The one-time remediation cost of \$126,200 will be covered by \$90,000 already held in the 2020 Excess General Fund Balance specifically for network remediation, plus an additional \$36,200 from the remaining \$399,474 being held in the 2021 Excess General Fund Balance for I.T.

Director Ohman has reviewed the financing portion of this memo for accuracy of the fund balances and their allocations.

If you have any questions regarding this recommendation, please contact Corey Popp at [corey.popp@appleton.org](mailto:corey.popp@appleton.org) or 832-5892. Thank you for your consideration.