



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

---

Monday, May 6, 2024

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-0563](#) 4/22/24 & 5/1/24 Finance Committee minutes

**Attachments:** [Meeting\\_Minutes042224.pdf](#)

[Meeting\\_Minutes050124.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0564](#) Request to approve a resolution authorizing the City Mayor and City Clerk to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the Safe Drinking Water Loan Program and award of \$611,302 for the Project.

**Attachments:** [DNR Resolution 2024-25.pdf](#)

[24-0565](#) Request to approve the following 2024 Budget amendment:

**Water Utility Fund**

Lead Service Replacement	+ \$611,302
Other Reimbursement Revenue	+ \$611,302

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

**Attachments:** [2024.05.01 Water Utility Fund Budget Amendment.pdf](#)

[24-0548](#) Approve the Sole Source Purchase of Fire Apparatus request from Appleton Fire Department.

**Attachments:** [04-23-24 Sole Source Apparatus Purchase.pdf](#)

[Appleton Estimate 3195 for PUC engine.pdf](#)

[24-0585](#) Resolution #5-R-24 Increasing the Wheel Tax

**Attachments:** [#5-R-24 Resolution to Increase the Wheel Tax.pdf](#)

**7. Information Items**

**8. Adjournment**

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

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

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



# City of Appleton

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

## Meeting Minutes Finance Committee

---

Monday, April 22, 2024

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

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

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Firkus, Fenton, Hartzheim and Van Zeeland

**Excused:** 1 - Croatt

4. Approval of minutes from previous meeting

[24-0500](#)

4/8/24 Finance Committee minutes

**Attachments:** [Meeting\\_Minutes040824.pdf](#)

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

**Aye:** 4 - Firkus, Fenton, Hartzheim and Van Zeeland

**Excused:** 1 - Croatt

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0501](#)

Request to award Contract for Unit O-24 Sanitary and Storm Sewer CIPP Lining to Insituform Technologies USA, LLC in an amount not to exceed \$384,975.43

**Attachments:** [O-24 Award Memo Combined.pdf](#)

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

**Aye:** 4 - Firkus, Fenton, Hartzheim and Van Zeeland

**Excused:** 1 - Croatt

[24-0502](#)

Request to award the City of Appleton's 2024 PRFMD Facility Generator Replacement to Van Ert Electric Co., Inc. in the amount of \$278,579 with a 15% contingency of \$41,787 for a project total not to exceed \$320,366.

**Attachments:**     [2024 PRFMD Generator Replacement 1.pdf](#)

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

**Aye:** 4 - Firkus, Fenton, Hartzheim and Van Zeeland

**Excused:** 1 - Croatt

[24-0504](#)

Elect Vice Chair

**This Report Action Item was held**

[24-0505](#)

Elect Tax Appeals Members

**This Report Action Item was held**

[24-0506](#)

Elect CEA Board Member

**This Report Action Item was held**

[24-0507](#)

Set Meeting Time and Date

*Mondays at 5:30pm.*

[24-0508](#)

Designate Contact Person

*Finance Director Jeri Ohman is unanimously designated as the Contact Person.*

## 7. Information Items

[24-0509](#)

The following 2024 Budget adjustments were approved by the Finance Director in accordance with Policy:

**Library Grant Fund**

Reimbursements - ROR	+ \$	362
Materials Management Expense	+ \$	362

to record United Way support for Reach out and Read program

**General Fund - Library**

Reimbursements Friends	+ \$55,000
Administration Expense	+ \$16,200
Children's Services Expense	+ \$14,000
Community Partnerships Expense	+ \$14,800
Public Service Expense	+ \$ 3,000
Materials Management Expense	+ \$ 2,000
Network Services Expense	+ \$ 5,000

to record disbursement of funds from Friends

**General Fund - Library**

Reimbursements - OWL	+ \$24,000
Administration Expenses	+ \$21,000
Materials Management Expenses	+ \$ 3,000

to record OWL Supporting Funds

**General Fund - Library**

Donations	+ \$	100
Materials Management Expenses	+ \$	100

to record Grace Chapman Donation for Materials

**General Fund - Library**

Reimbursements - OWL	+ \$24,500
Administration Expenses	+ \$ 3,500
Materials Management Expenses	+ \$21,000

to record correction of February Budget Amendment for OWLs Support Funds

**General Fund - Library**

Donation	+ \$	100
Materials Management Expenses	+ \$	100

to record Robert Golz Donation for Materials

**This item was presented.**

8. Adjournment

**Hartzheim moved, seconded by Van Zeeland, that the be adjourned. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 4 - Firkus, Fenton, Hartzheim and Van Zeeland

**Excused:** 1 - Croatt



# City of Appleton

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

## Meeting Minutes Finance Committee

---

Wednesday, May 1, 2024

6:15 PM

Council Chambers, 6th Floor

---

### Special Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

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

#### 4. Public Hearings/Appearances

#### 5. Action Items

[24-0504](#)

Elect Vice Chair

*Ald. Croatt is unanimously elected vice-chair.*

[24-0505](#)

Elect Tax Appeals Members

*Ald. Hartzheim is unanimously elected for Tax Appeal.*

[24-0506](#)

Elect CEA Board Member

*Ald. VanZeelandi is unanimously elected for CEA Board.*

#### 6. Information Items

#### 7. Adjournment

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

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

**RESOLUTION NO. 2024-\_\_\_\_\_**

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

TO THE CITY OF APPLETON COMMON COUNCIL

WHEREAS, the City of Appleton (the "Municipality") wishes to undertake a project to replace private lead service lines at residences, identified as DNR No. 4755-05 (the "Project");

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

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$611,302 that it has identified as being eligible for SDWLP funding;

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

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

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

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

Effective Date: \_\_\_\_\_, 2024.

Submitted By: City of Appleton

By: \_\_\_\_\_  
Jacob A. Woodford, Mayor

Attest: \_\_\_\_\_  
Kami Lynch, City Clerk



DEPARTMENT OF  
**PUBLIC  
WORKS**

**MEMORANDUM**

**Date:** May 1, 2024  
**To:** Finance Committee  
**From:** Danielle Block, P.E. Director of Public Works  
**Subject:** Approve 2024 budget amendment to the Water Utility Fund:  
+611,302 DNR Principal Forgiveness Loan Grant Revenue  
+611,302 Private-Side Lead Service Replacement Expense

---

The Water Division of the Public Works Department has secured a Principal Forgiveness Loan from the Safe Drinking Water Loan Program (SDWLP) in the amount of \$611,302 to cover costs related to private side lead service replacements.

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

Please contact me if you have any questions regarding this budget amendment.



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 23, 2024  
**To:** CEA Review, Safety & Licensing Committee and Common Council  
**From:** Jeremy Hansen, Fire Chief  
**Subject:** Sole Source Purchase of Fire Apparatus

---

The Appleton Fire Department (AFD) is requesting to purchase a Velocity PUC Pumper (engine) to avoid subsequent inflationary price increases that may occur later this year. Lead time for delivery of a fire truck has increased dramatically over the past three years. Once ordered, the delivery timeline for the engine is 50-53 months. The delivery timeline does fit into our scheduled vehicle replacement program. Here is a quick cost breakdown:

**One (1) Velocity PUC Pumper** **\$ 1,122,800.00**

The AFD has purchased the identical PUC Engine in 2017, 2019, and 2022. This would be the fourth nearly identical vehicle purchased. The department has identified that standardizing our fleet will improve efficiencies and safety by providing consistency from one truck to the next for personnel moving from one station to another. Efficiencies will also be gained relating to maintenance of the vehicles. By ordering the same PUC Engine, the department will save significant staff time by eliminating the need to develop new specifications for each truck. The department will also save significant staff time training on the new truck prior to putting it in service.

The AFD has a long-standing relationship with Pierce Manufacturing and has seen the innovation, cooperation, improved pricing, as well as their commitment and direct involvement in the growth of our city. When the department has encountered issues with our vehicles, Pierce Manufacturing has been extremely responsive to our needs.

The AFD requests the approval to order the PUC Engine via sole source with Fire Apparatus & Equipment, Pierce Manufacturing.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.



**FIRE APPARATUS AND EQUIPMENT, INC.**

5793 W Grande Market Dr., Suite C  
Appleton, WI 54913 US  
+1 9205743410

**ADDRESS**

CHIEF JEREMY HANSEN  
City of Appleton  
PO Box 2428  
Appleton, WI 54912-2428

**SHIP TO**

CHIEF JEREMY HANSEN  
Appleton Fire Dept.  
700 N. Drew St.  
Appleton, WI 54911

**Estimate 3195**

**DATE 03/14/2024**

PRODUCT/SERVICE	QTY	RATE	AMOUNT
<b>Truck</b> One (1) Velocity PUC pumper, per department specifications, proposal #1042	1	1,122,800.00	1,122,800.00
<b>PPI Clause</b> If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts the order ("Order Month") and a month 14 months prior to the then predicted Ready For Pickup date ("Evaluation Month"), then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation Month. The seller will document any such updated price for the customer's approval before proceeding and provide an option to cancel the order. Estimated lead time is 50-53 months	1	0.00	0.00
<b>Prepay</b> Discounts are available for any prepayments made before delivery. Please contact me for specific discounts based on payment amounts	1		0.00
<b>TOTAL</b>			<b>\$1,122,800.00</b>

Accepted By

Accepted Date

## **Resolution #5-R-24**

### **Resolution Increasing the Wheel Tax**

Submitted By: *Aldersperson Wolff – District 12; Co-signed by: Aldersperson Firkus – District 3*

Date: *May 1, 2024*

Referred To: *Finance Committee*

#### Summary:

An increase to the wheel tax

WHEREAS, the City of Appleton recognizes the importance of addressing maintaining road ways, and

WHEREAS, inflation has increased the cost of construction and labor, and

WHEREAS, our citizens do not want to see special assessments come back.

NOW, THEREFORE, BE IT RESOLVED, the City of Appleton will raise the wheel tax by \$10 beginning 120 days after the passage by the Common Council.