



# City of Appleton

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

## Meeting Agenda - Final CEA Review Committee

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Monday, July 11, 2022

4:00 PM

Council Chambers, 6th Floor

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

[22-0842](#) Minutes from April 11, 2022

**Attachments:** [Minutes from April 11, 2022.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[22-0843](#) Request to use replacement reserve funds from van 1002 to upfit van 1001, and keep van 1001 in the REP fleet.

**Attachments:** [CEA Memo Unit 1002 Conversion of 1001 into Crime Scene vehicle.pdf](#)

[22-0844](#) Request for joint purchase and ownership of a new Mobile Command Center with Outagamie County.

**Attachments:** [CEA Memo 2023 CP purchase .pdf](#)

[22-0845](#) Request to downgrade 8 unmarked police cars and upgrade 3 intensive use squad cars.

**Attachments:** [CEA Memo for 2023 Squad Changes .pdf](#)

[22-0846](#) Request to add the replacement for mower 5530 into the CEA fleet.

**Attachments:** [Request to place mower 5530's replacement into CEA fleet.pdf](#)

#### 6. Information Items

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.*

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



# City of Appleton

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

## Meeting Minutes - Final CEA Review Committee

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Monday, April 11, 2022

3:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Doran, Van Zeeland, Ohman and Vandehey

3. Approval of minutes from previous meeting

[22-0459](#)

Minutes from August 23, 2021

**Attachments:** [Minutes from August 23, 2021.pdf](#)

Vandehey moved, seconded by Ohman, that the Minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Van Zeeland, Vandehey and Ohman

**Excused:** 1 - Doran

4. **Public Hearings/Apearances**

5. **Action Items**

[22-0467](#)

Request to downgrade landscape truck #438 and upgrade chipper #443 when they are replaced in 2023.

**Attachments:** [Landscape Truck #438-Chipper #443.pdf](#)

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

**Aye:** 3 - Van Zeeland, Vandehey and Ohman

**Excused:** 1 - Doran

[22-0476](#)

Approve 2022 Seasonal Vehicles.

**Attachments:** [2022 Seasonal Vehicles.pdf](#)

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

**Aye:** 3 - Van Zeeland, Vandehey and Ohman

**Excused:** 1 - Doran

[22-0470](#)

Request to upgrade DPW Traffic sedan #492 to an HEV when it is replaced in 2023.

**Attachments:** [DPW Traffic sedan #492.pdf](#)

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

**Aye:** 3 - Van Zeeland, Vandehey and Ohman

**Excused:** 1 - Doran

[22-0472](#)

Request to purchase Fire Truck via Sole Source and order prior to May 1, 2022.

**Attachments:** [Purchase Fire Truck.pdf](#)

*Amend item 22-0472. Order and pre-pay prior to May 1, 2022*

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

**Aye:** 3 - Van Zeeland, Vandehey and Ohman

**Excused:** 1 - Doran

## 6. Information Items

[22-0473](#)

2022 Equipment Purchase Log.

**Attachments:** [2022 Equipment Purchase Log.pdf](#)

[22-0474](#)

Proposed 2023 Equipment Replacements.

**Attachments:** [2023 Equipment Replacements.pdf](#)

## 7. Adjournment

Vandehey moved, seconded by Ohman, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Van Zeeland, Vandehey and Ohman

**Excused:** 1 - Doran

# Appleton Police Department

INTEROFFICE MEMORANDUM

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Date: June 1, 2022  
To: CEA Committee  
From: Captain Gary Lewis  
Subject: Holding unit 1001 Former Command Post

The ID van or crime scene processing vehicle (1002) was purchased in June of 2013 for \$17,500. The collected CEA funds that are available for replacing this vehicle is currently set at \$22,169. Since the vehicle was purchased used there is not the ability to purchase a like kind replacement for the ID van. The ID van was originally designated for replacement in 2022 however was extended an additional year. The ID van is no longer sustainable as it does not meet the work or space needs for the Forensic Evidence Specialist. A like kind replacement vehicle that would meet the needs of the identification unit would have a replacement cost between \$75,000 and \$100,000.

APD is requesting to maintain the current command post (1001) and converting it to the crime scene processing vehicle. Forensic Evidence Specialist have inspected the vehicle and determined that it will meet their needs for fulfilling the requirements of their job duties while providing adequate space for storage of equipment and movement. 1001 would move into the REP Fleet (meaning it's been replaced; the collection rate will move to 20% and at some point it will get sold and the funds will go to CEA for the salvage value). The \$22,169 collected by CEA for the replacement of the crime scene processing unit would be utilized to upfit 1001 to meet the specific needs of the Identification Unit.

Thank you for your consideration,  
Captain Gary Lewis  
Appleton Police Department

# Appleton Police Department

INTEROFFICE MEMORANDUM

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Date: June 20, 2022

To: CEA Committee

From: Lieutenant Todd Peters

Subject: Mobile Command Center Replacement

The current Police Department Mobile Command Center (MCC) was manufactured in 2001 and purchased by the city in 2008 to replace an aging vehicle that was no longer functional as an MCC. Because of how we now manage critical incidents and special events, the space within the current MCC is insufficient. Additionally, the MCC cannot adequately support the technology needs of current systems, and upgrades would be cost prohibitive.

Recognizing that the purchase of such an important vehicle requires careful thought and research, we began to consider and price potential MCC candidates. It became immediately apparent that the complexity and features of a dedicated MCC to meet the city's needs for the next 15 years exceeded the replacement budget of \$249,666 by at least 50%. Our research of new manufactured MCC's ranged between \$450,000 - \$540,000. This did not include radios and other technology needs required to meet current demands. In the interest of melding functionality and price, we began to research the possibility of a joint purchase with Outagamie County Sheriff's Department. They, too, identified a need for a MCC as their current vehicle would not support the complexities associated with natural disasters, special events and other critical incidents requiring the National Incident Management System and a Unified Command Structure. In today's fiscal setting, we also realized through research that a used MCC was not a practical or fiscal solution. Units that do exist are often comparable to our current unit-at the end of their functional life.

A combined purchase with Outagamie County would allow for the acquisition of a new MCC to sufficiently meet the needs of our community for at least the next 15 years. This combined purchase helps to preserve the city's investment in a state-of-the-art MCC to greatly improve scene management and ultimately the outcome of incidents. A new MCC brings the unified incident command team together into a secured, safe, comfortable area for planning, decision-making and coordinating. In addition, the proposed MCC would include technology advancements to support the components of a 911 center to supplement the existing facility operated by Outagamie County.

Outagamie County has committed the funds for their portion of this project. The City of Appleton and the police department have existing memberships with Omnia Partners and have identified Farber Specialty Vehicles as the preferred vendor for this project. Extensive work has been completed with the Farber sales team to identify the MCC platform that will meet the collective needs of the City of Appleton and Outagamie County. A sales quote has been sent to our respective agencies and principally agreed upon. Utilizing Omnia Partners, the city of Appleton Police Department would purchase the MCC. Guidelines would be established through an inter-agency MOU with Outagamie County regarding shared costs associated with routine and preventative maintenance, use, storage, insurance, and other related expenses. It is anticipated that Outagamie County will be responsible for maintenance of the MCC. A proposed MOU would be like the one currently on file between the City of Appleton and Outagamie County involving the joint acquisition and maintenance of the Caimon Multi-Theater Vehicle (MTV).

The MCC would be stored at the sheriff's department headquarters located at 3030 Goodland Drive in the City of Appleton. The OUSO facility provides a climate-controlled environment and secure 24/7 controlled access. The dimensions of the vehicle would preclude it from being stored at the Appleton Police Department.

This proposal would include removing the MCC from CEA. A replacement cycle of at least 15 years would be based upon a regional funding model involving the City of Appleton, Outagamie County, and possibly other regional partners.

The Appleton Police Department and Outagamie County Sheriff’s Department have a proven history of collaboration and cost sharing involving specialized equipment and other resources. The joint acquisition would allow our agencies to invest in a state-of-the art MCC allowing for the efficient and cost-effective management of emergency, non-emergency, and special events throughout our communities.

**City of Appleton – Outagamie County Shared Cost Proposal**

<b>Source</b>	<b>Budget Allocation</b>	<b>Add'l Allocation for technology needs</b>	<b>Total Contribution</b>
<b>City of Appleton</b>	<b>\$249,666</b>		<b>\$249,666</b>
<b>Outagamie County</b>	<b>\$249,666</b>	<b>**\$46,956</b>	<b>\$296,622</b>
<b>TOTAL</b>	<b>\$499,332</b>	<b>\$46,956</b>	<b>\$546,288</b>
<b>Farber Specialty Vehicles Omnia Partners Quote</b>			<b>\$475,301</b>

\*\* The additional allocation of funds from OUSO would be applied to the investment of technology (connectivity involving applications for voice, video, and data) to support the existing platform.

# Appleton Police Department

INTEROFFICE MEMORANDUM

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Date: June 1, 2022

To: CEA Committee

From: Captain Gary Lewis

Subject: 2023 Squad Purchases

The limited number of vehicle models being produced by manufacturers continues to reduce the options available to CEA and the police department when replacing squads. With those circumstances in mind, there are a couple of squad change requests that are worthy of the committee's attention.

- Eight total unmarked squads in the PD Fleet are due for replacement. The department can satisfy the needs of these officers by purchasing non-police package Ford Escape SUV's instead of the "fleet" equivalent Dodge Charger, the only police package sedan available, thereby reducing the overall cost by approximately \$46,464.
- Three intensive use marked sedans are up for replacement. Given the lack of sedan options in the police market and the limitations of the Dodge Charger police sedan, the only sedan available, the police department would request to use the above savings of \$46,464 to cover the cost of upgrading them to Ford Police Interceptor SUV's. A "like kind" sedan replacement is approximately \$48,320. The cost of an SUV is approximately \$54,675. The difference (\$6,355) brings the total additional expense (for the 3 squads) to \$19,065. This could be covered by the \$46,464 savings mentioned above.
- The three Ford Interceptors will also be upgraded to hybrid for an additional \$4,000 per unit. Total of \$12,000
- The eight mid-sized SUV's mentioned above will all be upgraded to Hybrid units for an additional cost of \$1,580 each. Total of \$12,640.
- The Hybrid upgrade would be initially funded by CEA. Those charges will then be reimbursed back to CEA through a future fuel surcharge. The fuel surcharge will be a fraction of the dollar amount saved from reduced fuel consumption.

**Cost Analysis**

<b>Equipment</b>	<b>Recommendation</b>	<b>Like Kind</b>	<b>Proposed</b>
<b>Unmarked PD Fleet (8) Units</b>	<b>Downgrade</b>	<b>\$229,968</b>	<b>\$183,504</b>
<b>Intensive Use Fleet (3) Units</b>	<b>Upgrade</b>	<b>\$144,960</b>	<b>\$164,025</b>
<b>TOTAL</b>		<b>\$374,928</b>	<b>\$347,529</b>
<b>Hybrid Cost (10) Units</b>			<b>\$24,640</b>

These two equipment changes will result in a savings of approximately \$27,399 and will better help us meet our operational goals. Thank you for your consideration.



PARKS, RECREATION & FACILITIES MANAGEMENT

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To: CEA Review Committee

From: Greg Hoekstra

Date: 6/27/22

Re: Request to place mower 5530's replacement into the CEA Fleet.

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Mower 5530 was damaged when a vehicle jumped the curb and struck it on a terrace. Damage to the mower is \$9,656.17. The insurance company of the damaging party has agreed to pay \$9,656.17 for damages. Rather than repair the mower, PRFMD will pay the difference for a new mower. The purchase price for the new mower is \$11,399. PRFMD requests this new mower be placed into the CEA fleet.

Thank you for your consideration.