



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, May 22, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[17-767](#) May 8, 2017 Finance Committee minutes

Attachments: [MeetingMinutes08-May-2017-10-05-29.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [17-768](#) Request to award Unit E-17 Miscellaneous Concrete & Street Excavation Repair to Fischer-Ulman Construction, Inc. in the amount of \$505,406 with a 5% contingency of \$25,270 for a project total not to exceed \$530,676.

Attachments: [Award of Contract Unit E-17.pdf](#)

- [17-769](#) Request to award Unit J-17 Mini Storm Sewer Construction to Vanco Construction, Inc. in an amount not to exceed \$200,000.

Attachments: [Award of Contract Unit J-17.pdf](#)

- [17-770](#) Request to approve Intergovernmental Agreement with Outagamie County for the purchase of election equipment in 2018 (this item will also appear on the Safety & Licensing agenda).

Attachments: [C. Appleton Letter.pdf](#)
[IGA_C Appleton.pdf](#)

- [17-782](#) Request to award the 2017 Municipal Services Building lighting upgrades project to Northern Electric, Inc. in the amount of \$55,061 with a contingency of \$10,000 for a project total not to exceed \$65,061.

Attachments: [2017 MSB Lighting Replacement.pdf](#)

- [17-790](#) Approval of Gold Cross Agreement to use TRIP to collect unpaid bills.

- [17-792](#) Resolution introduced by Alderpersons Martin, Croatt and Plank at the May 17, 2017 Common Council meeting related to the City Attorney responsibilities:

Resolution #12-R-17 Martin/Croatt/Plank

Whereas, the City Attorney is elected by the voters of Appleton,

And whereas, it is the responsibility of the City Attorney to uphold the constitution of the State of Wisconsin when performing duties of the job he/she is elected to,

And whereas, it is the duty of the Council and Mayor, also elected by the voters, to ensure that the citizens have the legal representation of the Attorney's office in all matters concerning the city,

And whereas, it is critical that the City Attorney be in a work environment that enables and prioritizes that responsibility,

And whereas, State Statute 62.09 (12) states that, "The attorney shall conduct all the law business in which the city is interested",

Therefore be it resolved, the Finance Committee, of which has jurisdiction over the Attorney's office, be charged with creating a policy that reaffirms the City Attorney conducts all legal work when discussing, negotiating, and drafting all agreements and law business the city is a party to, unless special counsel has been retained in circumstances that comply with city policy or State Statute.

6. Information Items

None

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.

For questions on this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Finance Committee

Monday, May 8, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Present: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

3. Approval of minutes from previous meeting

[17-634](#)

April 25, 2017 Finance Committee minutes.

Attachments: [MeetingMinutes25-Apr-2017-04-27-33.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Baranowski, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

4. Public Hearings/Appealances

5. Action Items

[17-549](#)

Request to approve professional services contract with von Briesen & Roper, S.C. for Phase V services related to the financing of the Fox Cities Exhibition Center and approve the related 2017 Budget adjustment below:

Exhibition Center Capital Projects Fund

Consulting Services	+\$462,500
Debt Proceeds/Room Tax	+\$462,500

to provide funding for consulting services related to the financing of the Fox Cities Exhibition Center.

Attachments: [Memo to Finance Von Briesen Phase V Engagement Letter2.pdf](#)
[Engagement Agreement - Loan Documents and Closing.PDF](#)
[FCEC Professional Services Agreement, Phase IV 3-01-2016.pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers,
Alderson Croatt and Alderson Baranowski

[17-632](#)

Request to approve bid packages and project related expenses into the Guaranteed Maximum Price Amendment to Miron Construction for the Fox Cities Exhibition Center for a contract not to exceed \$5,458,967.

Attachments: [2017 Expo Center Bid Package #5 .pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers,
Alderson Croatt and Alderson Baranowski

[17-633](#)

Request to reject bids from H.J. Martin & Sons, Inc. and Bernie's Equipment for not meeting the bidding guidelines. In addition, reject bids from Martell Construction which substantially exceeded our budgeted amount. The scope will be reviewed and modified to rebid.

Attachments: [2017 Expo Center Bid Package #5 \(002\).pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers,
Alderson Croatt and Alderson Baranowski

6. Information Items[17-545](#)

Set Meeting Day and Time

This Presentation was received and filed[17-631](#)

Director's Reports:

Finance

Legal Services

This Presentation was received and filed[17-635](#)

The following 2017 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library +\$26,000

Administration Expenses + \$3,575

Children's Services Expenses +\$14,700

Community Partnership Expenses + \$5,900

Network Services Expenses + \$1,825

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

Reimbursements - OWLS +\$24,500

Training - Administration + \$3,500

Materials - Materials Management +\$21,000

to record funds received from the Outagamie Waupaca Library System (OWLS)

Reimbursements - United Way +\$14,502

Supplies - Children's Services +\$14,502

to record funds received from the United Way

General Fund - Fire Department

Donations + \$684

Equipment + \$684

to record contribution from Winnebago County for rescue equipment

This Presentation was received and filed

7. Adjournment

Aldersperson Croatt moved, seconded by Aldersperson Baranowski, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers,
Aldersperson Croatt and Aldersperson Baranowski

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: ☒ **Finance Committee**
☐ **Municipal Services Committee**
☐ **Utilities Committee**

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:

E-17 Miscellaneous Concrete & Street Excavation Repair

Be awarded to:

Name: Fischer-Ulman Construction, Inc.

Address: 915 S. Midpark Drive

Appleton, WI 54915

In the amount of : \$505,406.25

With a 5 % contingency of : \$25,270.00

For a project total not to exceed : \$530,676.25

**** OR ****

In an amount Not To Exceed : _____

Budget: \$594,400.00

Estimate: \$518,510.00

Committee Date: 05/22/17

Council Date: 06/07/17

MISC CONCRETE & STREET EXCAVATION REPAIRS

BID TABULATION

Unit E-17

May 15, 2017

ITEM	DESCRIPTION	Quantity	Units	Fischer-Ulman		Al Dix Concrete	
				Unit Price	Total	Unit Price	Total
1.	Furnish & Install High Early Concrete, 1 Day	20	cu.yds.	\$20.00	\$400.00	\$20.00	\$400.00
2.	Furnish & Install High Early Concrete, 3 Day	275	cu.yds.	\$14.00	\$3,850.00	\$14.00	\$3,850.00
3.	Furnish & Install 9" Plain Concrete Pavement	50	sq.yds.	\$57.00	\$2,850.00	\$57.00	\$2,850.00
4.	Furnish & Install 8" Plain Concrete Pavement	1,650	sq.yds.	\$49.50	\$81,675.00	\$48.00	\$79,200.00
5.	Furnish & Install 8" Doweled Concrete Pavement - Fire Station #6	1,885	sq.yds.	\$56.00	\$105,560.00	\$53.00	\$99,905.00
6.	Furnish & Install 7" Plain Concrete Pavement	1,500	sq.yds.	\$48.00	\$72,000.00	\$46.00	\$69,000.00
7.	Furnish & Install 6" Asphalt Millings (Fire Station #6)	280	sq.yds.	\$4.25	\$1,190.00	\$50.00	\$14,000.00
8.	Furnish & Install 4" Asphalt Pavement	40	sq.yds.	\$40.00	\$1,600.00	\$45.00	\$1,800.00
9.	Furnish & Install 3" Asphalt Pavement	275	sq.yds.	\$38.00	\$10,450.00	\$42.00	\$11,550.00
10.	Furnish & Install 2" Asphalt Pavement	25	sq.yds.	\$35.00	\$875.00	\$42.00	\$1,050.00
11.	Unclassified Excavation	1,275	cu.yds.	\$11.55	\$14,726.25	\$15.00	\$19,125.00
12.	Furnish & Install Stone Base	475	ton	\$15.00	\$7,125.00	\$14.00	\$6,650.00
13.	Furnish & Install 8" Stone Base - Fire Station #6	2,085	sq.yds.	\$4.75	\$9,903.75	\$8.00	\$16,680.00
14.	Provide Fine Grading - Fire Station #6	2,365	sq.yds.	\$1.75	\$4,138.75	\$1.00	\$2,365.00
15.	Furnish & Install Ground Stabilization Fabric - Fire Station #6	2,085	sq.yds.	\$1.50	\$3,127.50	\$2.00	\$4,170.00
16.	Furnish & Place Aggregate Slurry	10	cu.yds.	\$80.00	\$800.00	\$100.00	\$1,000.00
17.	Furnish & Install 18" Curb & Gutter	185	lin.ft.	\$24.50	\$4,532.50	\$24.00	\$4,440.00
18.	Furnish & Install 30" Curb & Gutter	350	lin.ft.	\$27.00	\$9,450.00	\$27.00	\$9,450.00
19.	Furnish & Install Special Curb	40	lin.ft.	\$40.00	\$1,600.00	\$25.00	\$1,000.00
20.	Furnish & Install 8" Driveway Apron	300	sq.ft.	\$5.25	\$1,575.00	\$5.50	\$1,650.00
21.	Furnish & Install 7" Driveway Apron	650	sq.ft.	\$5.15	\$3,347.50	\$5.40	\$3,510.00
22.	Furnish & Install 5" Driveway Apron	2,250	sq.ft.	\$4.40	\$9,900.00	\$4.50	\$10,125.00
23.	Furnish & Install 8" Concrete Sidewalk	125	sq.ft.	\$5.30	\$662.50	\$5.50	\$687.50
24.	Furnish & Install 7" Concrete Sidewalk	450	sq.ft.	\$5.20	\$2,340.00	\$5.40	\$2,430.00
25.	Furnish & Install 5" Concrete Sidewalk	1,250	sq.ft.	\$4.20	\$5,250.00	\$4.50	\$5,625.00
26.	Furnish & Install 4" Concrete Sidewalk	3,750	sq.ft.	\$4.00	\$15,000.00	\$4.15	\$15,562.50
27.	Furnish & Install 7" Handicap Ramp	400	sq.ft.	\$5.30	\$2,120.00	\$5.50	\$2,200.00
28.	Furnish & Install Truncated Dome	80	sq.ft.	\$29.00	\$2,320.00	\$33.00	\$2,640.00
29.	Concrete Pavement Removal	2,250	sq.yd.	\$2.00	\$4,500.00	\$5.00	\$11,250.00
30.	Asphalt Pavement Removal	2,950	sq.yd.	\$5.00	\$14,750.00	\$5.00	\$14,750.00
31.	Curb & Gutter Removal	350	lin.ft.	\$5.00	\$1,750.00	\$5.00	\$1,750.00
32.	Curb Removal	200	lin.ft.	\$5.00	\$1,000.00	\$5.00	\$1,000.00

MISC CONCRETE & STREET EXCAVATION REPAIRS

BID TABULATION

Unit E-17

May 15, 2017

ITEM	DESCRIPTION	Quantity	Units	Fischer-Ulman		Al Dix Concrete	
				Unit Price	Total	Unit Price	Total
33.	Asphalt/Concrete Driveway Apron Removal	3,200	sq.ft.	\$1.00	\$3,200.00	\$1.00	\$3,200.00
34.	Asphalt/Concrete Handicap Ramp Removal	400	sq.ft.	\$1.00	\$400.00	\$1.00	\$400.00
35.	Asphalt/Concrete Sidewalk Removal	5,500	sq.ft.	\$1.00	\$5,500.00	\$1.00	\$5,500.00
36.	Full Depth Sawcut	7,250	lin.ft.	\$3.75	\$27,187.50	\$3.00	\$21,750.00
37.	Furnish & Install Reinforcing Rod #4's	40	lin.ft.	\$2.00	\$80.00	\$1.50	\$60.00
38.	Furnish & Install Drilled-In Tie Bars	3,300	ea.	\$7.00	\$23,100.00	\$6.00	\$19,800.00
39.	Furnish & Install Smooth Dowels (DOT)	20	ea.	\$15.00	\$300.00	\$12.00	\$240.00
40.	Furnish & Install Dowel Basket Assembly	40	lin.ft.	\$20.00	\$800.00	\$15.00	\$600.00
41.	Furnish Terrace Restoration	140	sq.yds.	\$6.00	\$840.00	\$6.00	\$840.00
42.	Furnish & Install Seed & Fertilizer	140	sq.yds.	\$1.00	\$140.00	\$1.25	\$175.00
43.	Furnish & Install Mulch	140	sq.yds.	\$1.00	\$140.00	\$1.00	\$140.00
44.	Adjust Storm Manhole Casting	6	ea.	\$275.00	\$1,650.00	\$300.00	\$1,800.00
45.	Adjust Storm Inlet Casting	12	ea.	\$275.00	\$3,300.00	\$300.00	\$3,600.00
46.	Adjust Sanitary MH Casting	6	ea.	\$300.00	\$1,800.00	\$300.00	\$1,800.00
47.	Furnish & Install Storm Manhole Casting	2	ea.	\$600.00	\$1,200.00	\$600.00	\$1,200.00
48.	Furnish & Install "C" Inlet Casting	2	ea.	\$600.00	\$1,200.00	\$600.00	\$1,200.00
49.	Furnish & Install "E" Inlet Casting	2	ea.	\$600.00	\$1,200.00	\$700.00	\$1,400.00
50.	Furnish & Install Sanitary Manhole Casting	4	ea.	\$600.00	\$2,400.00	\$600.00	\$2,400.00
51.	Rebuild Inlet	4	ea.	\$2,000.00	\$8,000.00	\$1,800.00	\$7,200.00
52.	Furnish & Install 10", 12" Inlet Lead	30	lin.ft.	\$70.00	\$2,100.00	\$70.00	\$2,100.00
53.	Furnish & Install 6" Storm Lateral	30	lin.ft.	\$40.00	\$1,200.00	\$40.00	\$1,200.00
54.	Furnish & Install 4", 6" Storm Riser	5	lin.ft.	\$80.00	\$400.00	\$80.00	\$400.00
55.	Furnish & Maintain Traffic Controls for Arterial/Collector - Work in Travel Lane	6	ea.	\$900.00	\$5,400.00	\$1,000.00	\$6,000.00
56.	Furnish & Maintain Traffic Controls for Arterial/Collector - Half Road Closure	6	ea.	\$1,000.00	\$6,000.00	\$1,400.00	\$8,400.00
57.	Furnish & Maintain Traffic Control for Detour of Arterial/Collector	4	ea.	\$1,875.00	\$7,500.00	\$2,000.00	\$8,000.00

\$505,406.25

\$521,070.00

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: ☒ **Finance Committee**
☐ **Municipal Services Committee**
☐ **Utilities Committee**

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:

Unit J-17 Mini Storm Sewer Construction

Be awarded to:

Name: Vanco Construction, Inc.
Address: W1988 Twilight Trail
Seymour, WI 54165

In the amount of : _____

With a _____ % contingency of : _____

For a project total not to exceed : _____

**** OR ****

In an amount Not To Exceed : \$200,000.00

Budget: \$200,000.00
Estimate: \$200,000.00
Committee Date: 05/22/17
Council Date: 06/07/17

BID TABULATION

MINI SEWER CONSTRUCTION

UNIT J-16

Item	Description	Qty./	Unit	#1 - Vanco Construction Inc.		#2 - Robert J. Immel Exc., Inc.		#3 - Wood Sewer & Exc., Inc.	
				Unit	Price/\$	Total/\$	Unit	Price/\$	Total/\$
1.	Furnish & Install 6" Storm Sewer	5,585	lin.ft.	\$24.85	\$138,787.25	\$28.50	\$159,172.50	\$26.80	\$149,678.00
2.	Furnish & Install 6" Storm Lateral	750	lin.ft.	\$54.00	\$40,500.00	\$65.00	\$48,750.00	\$60.00	\$45,000.00
3.	Furnish & Install 4" Riser Pipe	625	lin.ft.	\$24.00	\$15,000.00	\$24.50	\$15,312.50	\$31.00	\$19,375.00
4.	Furnish & Install 6" Riser Pipe	650	lin.ft.	\$25.00	\$16,250.00	\$27.00	\$17,550.00	\$32.00	\$20,800.00
5.	Connect Sump Pump Drains	15	ea.	\$50.00	\$750.00	\$60.00	\$900.00	\$85.00	\$1,275.00
6.	Furnish & Install Auger Section	1,700	lin.ft.	\$12.00	\$20,400.00	\$12.00	\$20,400.00	\$16.00	\$27,200.00
7.	Furnish & Construct PVC Yard Drains (Special Provision 5.04.2)	10	ea.	\$300.00	\$3,000.00	\$375.00	\$3,750.00	\$300.00	\$3,000.00
8.	Furnish & Construct Conc. Yard Drain (Special Provision 5.04.1)	1	ea.	\$500.00	\$500.00	\$775.00	\$775.00	\$700.00	\$700.00

TOTAL OF ITEMS 1 THROUGH 8:

\$235,187.25

\$266,610.00

\$267,028.00

May 16, 2017

Kami Lynch, City of Appleton

RE: Outagamie County/Municipal Intergovernmental Agreement – Election Equipment Procurement

Dear Kami:

Enclosed for your municipality approval is the Intergovernmental Agreement (2 copies) for Election Equipment Procurement (IGA) between Outagamie County and your municipality. The IGA provides for a cost sharing arrangement for replacement of legacy election equipment.

Please have your municipal board, commission, council approve the agreement and return both copies to the County Clerk by June 16, 2017. The County will sign the two copies of the IGA and return one copy to your municipality.

Following is background related to the IGA for Election Equipment Procurement.

The Outagamie County Clerk recommended in January to the Outagamie County administration and Finance Committee to procure election equipment countywide. Originally, the County Clerk anticipated the request for new election equipment to occur in 2018 for 2019 deployment. However, the County Clerk recommended new election equipment procurement be moved up to 2017 with deployment early 2018 due to the following:

- **New Technology:** Aging (legacy) election equipment countywide has been deployed in some municipalities for over 15 years. Issues have been reported with feeding ballots and several municipal clerks have reported concerns with the reliability of the legacy equipment. Newer technology provides better security, enhanced communications for providing election night results, and the ability to accommodate early voting or an enhanced in person absentee voting process.
- **Equipment Replacement Responsibility:**
 - Municipal Responsibilities - Municipalities are the responsible entity for equipment procurement, replacement, and maintenance.
 - County Responsibilities - Counties are responsible for the bulk of costs related to programming equipment and printing ballots. Municipalities and schools reimburse for their portion of contests/referenda in spring or special elections.
 - Equipment Replacement Costs – A variety of cost share arrangements for replacement of legacy voting equipment has occurred throughout WI. After the federal Help America Vote Act, federal grant monies were available for providing for ADA compliant equipment. However, no federal or state grant monies have been available since to replace legacy equipment.
 - Wisconsin Counties/Municipal Replacements – As of April 2017, 24 counties have either partially or fully replaced legacy election equipment. Approximately 526 municipalities have completed their replacement of legacy equipment with newer technology. Numerous additional counties/municipalities are either considering or have plans to replace equipment.

- **Various Equipment Platforms vs. One Equipment Platform:** Currently, the 33 municipalities that report election results (2 municipalities do not have voters in the county) do so with the following equipment platforms:
 - Sequoia AVC Edge II (ADA compliant equipment)
 - Optical Scan Equipment:
 - Optech III-P Eagle
 - Optech Insight
 - ES&S M-100 (ADA compliant equipment – Automark)
 - Imagecast Evolution (ICE) – newer equipment – C. New London
 - ES&S DS200 (Automark) – newer equipment – V. Wrightstown
 - Paper Ballots (along with Edge II)

Reducing the various equipment platforms to a single platform for most of the county (C. of New London and V. of Wrightstown have purchased new equipment) provides the benefit of most of the county being on a single platform with the following benefits.

- **Single Equipment Platform Benefits:**
 - Consolidating Equipment/Voting Methods: Lower costs for programming and printing. The largest potential savings countywide is the opportunity to bring election media programming in-house. Programming in-house potentially saves an expenditure of approximately \$100,000 (some of which is passed onto municipalities) in a four-election year cycle.
 - Equipment Sharing: The County will procure two pieces of election equipment that provides redundancy if a piece of equipment fails in the future.
 - Enhanced Election Night Reporting: Numerous election equipment platforms do not provide an opportunity to have modem returns to the county. Modem election returns provides for accuracy and speed. Consolidating under a uniform platform provides the benefit of working with one platform to provide unofficial election returns to the county, which are posted for the public, candidates, and media. The set-up of unofficial election returns posting with modem returns also saves labor at the county level (County Clerk and Planning staffs).
- **Legacy Equipment Issues:**
 - Inaccurate Unofficial Election Night Reports: The County Clerk has experienced numerous election night reporting errors of unofficial returns from municipalities. These errors were particularly notable with the 2016 Presidential Election. While the errors are corrected at the County Board of Canvass and/or at recounts; unfortunately, public perception of election accuracy is substantially reduced, and with it, election integrity is diminished in the public's eyes.
 - 2016 Presidential Election Recount Issues:
 - At the 2016 Presidential Election Recount, ADA (Edge) compliant equipment failed to produce ballots in two municipalities with one of the municipality's equipment screen going blank.
 - At the 2016 Presidential Election Recount, hand counted (paper ballots) election ballots were inaccurately tabulated. Newer election equipment produces an image of every ballot cast, which ensures a ballot comparison to the paper ballots within a container.
 - 2016 Presidential Election Audit Issue (Optech III-P Eagle):
 - Three municipalities were audited within Outagamie County with two municipality audits within acceptable limits.
 - One municipality (7 currently deploy Eagle equipment) has legacy Eagle equipment. The 2016 Presidential Election Eagle audit produced results unacceptable to the WI Elections Commission. The unacceptable results occurred in January. The county and WI Elections Commission also ran audits on the same ballots.

- Because of the problems with the equipment audit, municipalities were required in the Spring 2017 Election to deploy special procedures in using the Eagle equipment.
- When new election equipment is certified by the U.S. Election Assistance Commission, equipment must not have error rates of anything over 1 in 500,000 ballot positions with a target error rate of 1 in 10,000,000 ballot positions.
- **WI Elections Commission Advice:**
 - Replacement Guidance: The Wisconsin Elections Commission (WEC) and former Government Accountability Board (GAB) have maintained that when legacy equipment begins to have errors/failures, equipment replacement should occur. However, neither the WEC nor the GAB have provided decommissioning advice.
 - Equipment Failure Liability: The liability of having equipment failures end up at the municipal and county levels with requests for recounts, open records requests, negative media coverage, and distrust by the public.
- **Unofficial Election Results Reporting New Legislation:** Newer legislation (2015 Act 261) requires unofficial election results to be reported more quickly than in the past and that additional municipal and school contests/referenda be reported. Wis. Statutes read as follows:
 - Municipal Reporting Requirement: Wis. Stat. 7.51(4)(c) On election night the municipalities shall report the returns, by ward or reporting unit, to the county clerk no later than 2 hours after the votes are tabulated.
 - County Reporting Requirement: Wis. Stat. 7.60(1) Keep Office Open. On election night the county clerk shall keep the clerk's office open to receive reports from the ward inspectors and shall post all returns. On election night the clerk shall post all returns, by ward or reporting unit, on an Internet site maintained by the county no later than 2 hours after receiving the returns.
 - Number of Reporting Units Countywide: Due to the time limits now imposed, municipal clerks, election inspectors, and county clerk staffs are pressured to post up unofficial results. In Outagamie County in certain spring elections, the number of reporting units has been as high as 122 reporting units.
- **2018 Elections:**
 - Contests: 2018 elections include spring county supervisory, municipal, school races and the fall Partisan elections, which includes the gubernatorial race.
 - Voter Participation: Voter participation will be higher in 2018 vs. 2019 due to the additional fall Partisan elections. The gubernatorial race has been a considerably higher turnout election in the past several elections.
 - Early Voting or Enhanced Absentee Voting Procedures – Proposals are being circulated by municipal clerks for a possibility of providing an enhanced absentee voting procedure which allows for in person voters to cast their ballot within election equipment that can tabulate and store ballots. Legacy voting equipment does not provide this option. The proposals being submitted are optional for municipalities. Legislators may or may not approve an optional procedure or mandate future legislation. Legislation in the future could possibly require a true early voting option versus the current absentee voting method or the proposed enhanced absentee voting procedure being proposed. New voting equipment provides methods for securing the vote within the equipment either for early voting or for an enhanced in person voting procedure.
 - Election Integrity: To ensure election integrity for the 2018 elections, legacy equipment replacement will enhance the election process with newer technology that ensures votes are counted properly, provides for a PDF of every ballot, accurately reports unofficial elections returns for all races/referenda, and provides cost savings with election equipment programming.

Note that if your municipality does not take advantage of the equipment replacement cost share arrangement, all indications are that the county will not provide the county cost share portion in the future when legacy equipment fails.

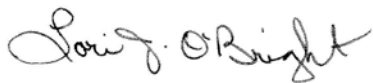
If considering retaining legacy equipment, note that additional election costs will occur with the retention of legacy equipment. Examples of additional costs will include media cost return to the current vendor, larger possibilities of future State equipment audits (as legacy equipment is replaced statewide, the pool of legacy equipment auditable municipalities shrink), and combined maintenance facilitation will need to be provided by the municipality with legacy equipment (possibly increasing future maintenance costs from the vendor).

If you or your municipality would like me to attend your municipal board, trustee, or council meeting, please contact me to schedule my attendance as soon as possible.

Because of the compressed timeframe with procuring election equipment and having it deployed prior to the February 2018 primary, return of the IGA is being requested within one month with the deadline June 16, 2017.

Thank you.

Sincerely,



Lori J. O'Bright
County Clerk

Enc. Intergovernmental Agreement (2 copies – return both to Outagamie County; one copy will be returned when signed by Outagamie County)

Resolution No. 4—2017-2018

pc Town Chairs, Village & Council Presidents (without enclosures)

P.S. Procurement Team:

- If you are a clerk interested in participating in the procurement team, please let me know. Members must be from a municipality who is participating in the IGA.
- If more than one individual from a representative area is interested, a drawing will be conducted to determine the voting member.
- Resolution No. 4—2017-18 (enclosed) specifies the procurement team members as:
 - “a procurement team will be formed consisting of seven (7) members to include
 - three (3) Outagamie County representatives [members: Lori O'Bright, Sara Hickey, IT Shane Polakowski],
 - one (1) City of Appleton representative [member: Kami Lynch],
 - one (1) Fox West area representative,
 - one (1) Heart of the Valley representative, and
 - one (1) representative from the rural municipalities.”
- All clerks with municipalities participating in the IGA will be able to give input on the procurement process; voting members of the team are in accord to Resolution No. 4.

INTERGOVERNMENTAL AGREEMENT

ACKNOWLEDGEMENTS

The County would like to encourage municipalities within Outagamie County to obtain updated and consistent voting machines that will enhance accuracy, timely reporting of results and create an auditable trail of the tabulations.

The County Clerk is undergoing a procurement exercise that includes municipal officials to determine the voting machine that would best suit the needs of municipalities at the most reasonable price.

This intergovernmental agreement sets forth the terms and conditions for a 50-50 cost sharing arrangement between the county and individual municipalities.

As pricing is highly dependent upon the number of units purchased, it is necessary to obtain commitments from municipalities well ahead of any purchase in order to determine an accurate cost estimate.

The Outagamie County Board of Supervisors has adopted a resolution that enables the County Clerk to gauge the degree of interest municipalities have in purchasing new and uniform voting machines on a 50-50 cost share basis. The County Board has not yet appropriated funding for such a purpose until final cost estimates are established. At that time, the board will consider the amount of the county's share as well as the number of municipal participants when it votes on the appropriation.

AGREEMENT

Outagamie County and City of Appleton, Municipality, for good and valuable consideration agree as follows:

1. Outagamie County will purchase the voting machines through a competitive procurement process consistent with Outagamie County purchasing policies. Further guidelines for the procurement are set forth in County Board Resolution No. 4--2017-2018, a copy of which is attached for reference.
2. Municipality agrees to reimburse Outagamie County for 50 percent of the purchase cost by the Municipality. The Municipality shall check one of the following options to reimburse Outagamie County and will be bound by the terms of the chosen payment option:

____ No Financing. Municipality will pay its 50 percent share of the purchase price to Outagamie County in full on July 1, 2018.

____ Five-Year Financing. Municipality will pay its 50 percent share of the purchase price to Outagamie County based upon a five year amortization of the principle amount, plus interest. Interest shall be the same rate of interest the county pays on its debt. Payments will be made annually, commencing on July 1, 2018, and annually thereafter until paid in full.

____ Ten Year Financing. Municipality will pay its 50 percent share of the purchase price to Outagamie County based upon a ten year amortization of the principle amount, plus interest. Interest shall be the same rate of interest the county pays on its debt. Payments will be made annually, commencing on July 1, 2018, and annually thereafter until paid in full.

Failure to pay by above listed July 1 due dates will result in an additional .5% per month charge until such principal and interest amounts due are paid in full.

3. Outagamie County will not participate in this cost sharing arrangement beyond the initial procurement. Municipalities that may decide to purchase voting equipment beyond the initial procurement shall pay 100 percent of the purchase price of those voting machines.

4. Municipalities shall be 100 percent responsible for any equipment and software maintenance, programming and replacement of voting machines procured through this agreement.

5. The number of voting machines that may be purchased through the terms of this agreement shall be determined by the chosen vendor based upon the number of residents in the Municipality or precincts within the Municipality who voted in the 2016 presidential election.

A. If the Municipality wishes to purchase a machine(s) in excess of the number determined by the vendor, the Municipality shall pay 100 percent of the cost of such excess machine(s).

B. Municipalities with multi-county polling locations shall fund 100 percent of machines purchased through this agreement for machines utilized in locations with a majority of non-Outagamie County residents.

6. The County will fund 100 percent of two back-up machines which will be available to municipalities in the event of equipment failure.

7. The terms and conditions of this agreement are contingent upon the Outagamie County Board of Supervisors' appropriation of funds for the purchase of the voting machines. Upon adoption of the appropriating resolution, both parties to this agreement are bound by the terms and conditions contained herein.

Dated this ____ day of _____, 2017.

CITY OF APPLETON

OUTAGAMIE COUNTY

Lori J. O'Bright, County Clerk

Approved to Form: _____
Outagamie County Corporation Counsel

Date

RESOLUTION NO.: 4—2017-18

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The voting machines at various municipalities within Outagamie County are outdated and
2 lack consistency in how votes are tabulated and reported. With the increasingly rigid
3 federal and state election reporting requirements, along with intense scrutiny given to the
4 election process and results, it is desirable for the county's municipalities to have modern
5 and standardized voting machines that can both automatically tabulate votes, and create
6 an audit trail for canvassing purposes. Although the purchase of voting equipment is
7 generally within the purview of individual municipalities, all results are then reported to
8 the County Clerk's office and then becomes a county function to report the outcomes as
9 well as to canvass the results. Given this partnership and the need for accurate, auditable
10 and timely tabulations and results, this resolution seeks authority to commence the
11 procurement process for county-wide voting equipment to determine the cost for such
12 equipment.

13
14 This resolution also authorizes the county clerk to enter into an intergovernmental
15 agreement with municipalities to gauge interest regarding the purchase of such equipment
16 based on a fifty-fifty (50/50) cost share between the municipality and the county. Such
17 agreements would be contingent upon a further county board resolution to fund the
18 county's share once final costs and municipal participation are known. It would be
19 administration's recommendation to bond for the outlay.

20
21 Municipalities would be presented with the following financing options:

- 22
23 1) No financing. The municipality will pay its full share in 2018.
24
25 2) Five-year (5) financing. The municipality will pay its full share over a five-year (5)
26 period, with interest, equivalent to the rate of the county's bond.
27
28 3) Ten-year (10) financing. The municipality pays its full share over a ten-year period
29 (10), with interest, equivalent to the rate of the county's bond.
30

31 These options are a one-time offer. Municipalities that do not to participate from the out-
32 set will not receive county funding should they purchase voting equipment in the future.
33 It is anticipated that the total hardware cost will be in the range of \$500,000 to \$750,000.
34

35 NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption
36 of the following resolution.

Resolution No. 4--2017-18

Page 2

1 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the county
2 clerk to commence the procurement process to determine the cost of the proposed county-wide election
3 equipment purchase, and

4 BE IT FURTHER RESOLVED, a procurement team will be formed consisting of seven (7)
5 members to include three (3) Outagamie County representatives, one (1) City of Appleton
6 representative, one (1) Fox West area representative, one (1) Heart of the Valley representative, and one
7 (1) representative from the rural municipalities, and

8 BE IT STILL FURTHER RESOLVED, that the Outagamie County Board conceptually approves
9 of a fifty-fifty (50/50) cost share arrangement between Outagamie County and each municipality subject
10 to the following:

- 11 1) Municipalities are responsible for 100% of ongoing equipment/software maintenance costs.
- 12 2) The number of voting machines will be determined by the chosen vendor based on the number
13 of residents in each municipality or precincts within a municipality who voted in the 2016
14 presidential election.
- 15 3) The county will fully fund 100% of two (2) back-up machines which will be available to
16 municipalities in the event of equipment failure.
- 17 4) Municipalities who wish to purchase voting machines in excess of the number recommended
18 by the vendor will be responsible for 100% of the machine cost.
- 19 5) Municipalities with multi-county polling locations will fund 100% of machines utilized in
20 locations with a majority of non-Outagamie County voters, and

21 BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
22 authorize the county clerk and corporation counsel to draft an Inter-Governmental Agreement,
23 consistent with the terms of this resolution, for presentation to municipalities to gauge interest level and
24 contingent upon adoption of a subsequent resolution appropriating funds, and

Resolution No. 4--2017-18

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BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Executive, and the Outagamie County Finance Director.

Dated this 18th day of April 2017

Respectfully Submitted,

FINANCE COMMITTEE



Kevin Sturn



Peter Stueck



James Pleuss



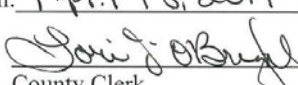
Nadine Miller



Chris Croatt

Duly and officially adopted by the County Board on: April 18, 2017

Signed:

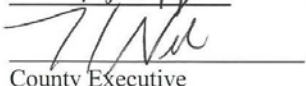

Board Chairperson
County Clerk

Approved:

4.20.17

Vetoed:

Signed:


County Executive

Resolution No. 4--2017-18

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ELECTION EQUIPMENT COST SHARE OPTIONS

Municipalities	50/50 Cost Share		County covers 1st unit, then 50/50 cost share		60/40 Cost Share		40/60 Cost Share	
	County Cost	Municipal Cost	County Cost	Municipal Cost	County Cost	Municipal Cost	County Cost	Municipal Cost
30 - 1 unit municipalities	150,000	150,000 (\$5,000/municipality)	300,000	0	180,000	120,000 (4,000/municipality)	120,000	180,000 (6,000/municipality)
Appleton - 14 units	70,000	70,000	75,000	65,000	84,000	56,000	56,000	84,000
Grand Chute - 4 units	20,000	20,000	25,000	15,000	24,000	16,000	16,000	24,000
Greenville - 3 units	15,000	15,000	20,000	10,000	18,000	12,000	12,000	18,000
Kaukauna - 2 units	10,000	10,000	15,000	5,000	12,000	8,000	8,000	12,000
Little Chute - 3 units	15,000	15,000	20,000	10,000	18,000	12,000	12,000	18,000
*Add'l county costs	100,000		100,000		100,000		100,000	
TOTALS	56	380,000	280,000	105,000	435,000	224,000	324,000	336,000

*Assumes a per unit cost of \$10,000. This considers only the cost of the election units, not additional costs to the county for procurement/programming, etc. or municipal costs for annual maintenance (estimated to be roughly \$650/unit/year). The additional county implementation costs are estimated to be anywhere from \$75,000 - \$150,000, depending on the vendor selected and in-house programming vs. external programming. The annual county costs are estimated to be between \$15,000 - \$50,000.



"...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

DATE: 5/22/2017

RE: Action: Award the "2017 Municipal Services Building Lighting Upgrades Project" to Northern Electric, Inc. in the amount of \$55,060.70 with a contingency of \$10,000 for a project total not to exceed \$65,060.70

The 2017 Capital Improvement Plan includes \$75,000 to upgrade the lighting at MSB. Of that amount, \$8,900 has been utilized for professional services, leaving a balance of \$66,100 for construction. This project includes replacing all the exterior lighting and the lighting in the common workshop. The existing lighting is inefficient and is at the end of its useful life and is in need of replacement.

The bids were received as follows:

Northern Electric, Inc.	\$55,060.70
K&B Electric, LLC.	\$62,600.00
Elmstar Electric Corporation	\$66,242.00

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northern Electric, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Northern Electric, Inc in the amount of \$55,060.70 plus a contingency of \$10,000 only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.