



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Finance Committee

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Monday, August 10, 2020

5:30 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

[20-0900](#)

July 6, 2020, July 15, 2020 and August 5, 2020 Finance Committee meeting minutes

**Attachments:** [MeetingMinutes06-Jul-2020-08-23-20.pdf](#)

[Finance Minutes 7-15-2020.pdf](#)

[MeetingMinutes05-Aug-2020-08-18-25.pdf](#)

4. **Public Hearings/Apearances**

[20-1050](#)

Presentation from the Task Force on Resiliency, Climate Mitigation and Adaptation regarding Resolution #12-R-20 Fossil Fuels

5. **Action Items**

[20-0854](#)

Resolution #12-R-20 - Fossil Fuels

**Attachments:** [#12-R-20 Fossil Fuels SUBSTITUTE version.pdf](#)

**Legislative History**

7/6/20                      Finance Committee                      held

[20-1039](#)

Request to approve the Renaissance/Rennes Settlement Agreements related to claim for excessive assessment

**Attachments:** [Rennes settlement memo for committee.pdf](#)

[2019 tax bill for 301 E Florida.pdf](#)

[2019 tax bill for 325 E Florida.pdf](#)

[20-1041](#)

Request to approve the 2021 Special Assessment Policy

**Attachments:** [2021 Spec Assessment Policy.pdf](#)

- [20-1042](#) RIVERSIDE CEMETERY ASSOCIATION submitting a request for payment for maintenance of Veteran's graves

**Attachments:** [Riverside Cemetery - Veteran Grave Care Reimbursement 2019-2020.pdf](#)

- [20-1052](#) Request to approve Contract Amendment/Change Order No. 1 to Contract No. 86-20, Unit D-20 Sidewalk (Re)construction for additional quantities of green dot sidewalk replacement and the addition of sidewalk/handicap ramp replacement at the Green Parking Ramp in the amount of \$26,100. Project contingency remains unchanged. Overall contract increases from \$310,000 to \$336,100

**Attachments:** [Unit D-20 Change Order No. 1.pdf](#)

- [20-1053](#) Request to approve Contract Amendment/Change Order No. 1 to Contract No. 102-20, Unit O-20 Sanitary & Storm Sewer (CIPP) Lining for the addition of 146 linear feet of 36" diameter CIPP storm sewer liner in the amount of \$26,330. Project contingency remains unchanged. Overall contract increases from \$628,850 to \$655,180

**Attachments:** [Unit O-20 Change Order No. 1.pdf](#)

## 6. Information Items

- [20-0943](#) Contract 47-20 was awarded to R Industries, LLC for \$12,400 for WWTP Filtrate Tank Joint Repair. Change orders were approved totaling \$6,190. Final contract amount is \$18,590. Payments issued to date total \$16,250. Request final payment of \$2,340.

- [20-1040](#) Contract 23-20 was awarded to Blue Sky Contractors for the 2020 Facilities and Grounds Operations Center Modification project in the amount of \$200,529 with a contingency of \$20,000. One change order was issued in the amount of \$17,541. Request to issue the final contract payment of \$29,752.23

- [20-1044](#) July 15, 2020 Routes to Recovery Grant Expense Claims

**Attachments:** [7-15-20 Routes to Recovery Claims.pdf](#)

- [20-0944](#) Legal Services 2020 Mid-Year Report

**Attachments:** [Legal Services 2020 Mid-Year Report - FINAL.pdf](#)

[20-1043](#) Parks, Recreation and Facilities Management 2020 Mid-Year Report

**Attachments:** [2020 PRFMD Mid Year Report.pdf](#)

[20-1045](#) Finance 2020 Mid-Year Report

**Attachments:** [2020 Finance mid-year report.pdf](#)

[20-1046](#) Risk Management 2020 Mid-Year Report

**Attachments:** [2020 Mid Year Risk Management Budget Report.pdf](#)

[20-1049](#) Room Tax Update

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 regarding this agenda, please contact Tony Saucerman at (920) 832-6440.*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes Finance Committee

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Monday, July 6, 2020

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 - Lobner, Coenen, Meltzer, Reed and Siebers

3. Approval of minutes from previous meeting

[20-0825](#)

June 22, 2020 Finance Committee meeting minutes

**Attachments:** [MeetingMinutes22-Jun-2020-06-28-35.pdf](#)

Siebers moved, seconded by Reed, that the Report Action Item be approved.  
Roll Call. Motion carried by the following vote:

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

4. Public Hearings/Apearances

[20-0826](#)

Dave Maccoux, CPA with CliftonLarsonAllen, LLP presentation of the 2019 Audit and Executive Summary

**Attachments:** [Scan of 0002\\_1\\_2019 Executive Summary - City of Appleton.pdf](#)

Presentation was given by Dave Maccoux, CPA of CliftonLarsonAllen, LLP

5. Action Items

[20-0827](#)

Request to award the City of Appleton's 2020 MSB Cold Storage Roof Replacement project contract to Northeastern Roofing, Inc in the amount of \$160,000 with a contingency of 10% for a project total not to exceed \$176,000

**Attachments:** [2020 MSB Cold Storage Roof Repalcement .pdf](#)

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



**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-0828](#)

Request to accept a grant from the *David L and Rita E Nelson Family Fund within the Community Foundation of the Fox Valley Region* in the amount of \$500,000 for the construction of the Edison Trestle

**Attachments:**     [2020 Community Foundation.pdf](#)  
                                 [City of Appleton Grant.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-0843](#)

Request to award the City of Appleton's 2020 Appleton Wastewater Treatment Plant Painting project contract to Berglund Construction, Co in the amount of \$80,000 with a contingency of \$10,000 for a project total not to exceed \$90,000

**Attachments:**     [2020 AWWTP Painting.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-0844](#)

Request to award the 2020 PRFMD Fire Alarm project to VOE Power and Systems, LLC in the amount of \$37,697 with a contingency of 10% for a project total not to exceed \$41,467

**Attachments:**     [2020 PRFMD Fire Alarm.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-0845](#)

Request to approve Contract Amendment/Change Order No. 1 to Contract No. 63-20, Unit E-20 Miscellaneous Concrete & Street Excavation Repair for additional quantities of water related street patches and the addition of Memorial Park Universal Playground sidewalk installations at the request of PRFMD in the amount of \$40,000. Project contingency decreases from \$36,000 to \$26,000. Overall contract increases from \$754,066 to \$784,066

**Attachments:**     [Unit E-20 Change Order No. 1.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-0854](#)

Resolution #12-R-20 - Fossil Fuels

**Attachments:** [#12-R-20 Fossil Fuels.pdf](#)

Lobner moved, seconded by Reed, that the Report Action Item be held until the July 20, 2020 Finance Committee meeting. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

## 6. Information Items

## 7. Adjournment

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers



# City of Appleton

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## Meeting Minutes Finance Committee

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Wednesday, July 15, 2020

6:30 PM

Council Chambers, 6th Floor

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### SPECIAL

1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Lobner, Meltzer, Reed and Siebers

**Excused:** 1 - Coenen

#### 4. Public Hearings/Apearances

[20-0901](#)

Brad Viegut from Robert W Baird & Co presentation on the results of the 2020 General Obligation Notes and Utility Revenue Bonds Sales

#### 5. Action Items

[20-0902](#)

Request to approve a resolution authorizing and providing for the sale and issuance of \$15,000,000 General Obligation Promissory Notes, Series 2020, and all related details

**Attachments:** [Appleton 2020 G.O. Promissory Notes - Award Resolution.pdf](#)

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

**Aye:** 4 - Lobner, Meltzer, Reed and Siebers

**Absent:** 1 - Coenen

[20-0903](#)

Request to approve a resolution authorizing and providing for the sale and issuance of ~~\$6,620,000~~ \$6,865,000 Water System Revenue Bonds, Series 2020, and all related details

**Attachments:** [Appleton 2020 Water Revenue Bonds - Award Resolution.pdf](#)

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

**Aye:** 4 - Lobner, Meltzer, Reed and Siebers

**Absent:** 1 - Coenen

[20-0904](#)

Request to approve a resolution authorizing and providing for the sale and issuance of ~~\$10,995,000~~ \$10,850,000 Sewerage System Revenue Refunding Bonds, Series 2020, and all related details

**Attachments:** [Appleton 2020 Sewer Revenue Refunding Bonds - Award Resolution.pdf](#)

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

**Aye:** 4 - Lobner, Meltzer, Reed and Siebers

**Absent:** 1 - Coenen

[20-0905](#)

Request to approve a resolution authorizing and providing for the sale and issuance of ~~\$2,850,000~~ \$2,965,000 Storm Water System Revenue Bonds, Series 2020, and all related details

**Attachments:** [Appleton 2020 Storm Water Revenue Bonds - Award Resolution.pdf](#)

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

**Aye:** 4 - Lobner, Meltzer, Reed and Siebers

**Excused:** 1 - Coenen

**6. Information Items**

**7. Adjournment**

**Siebers moved, seconded by Reed, that the meeting adjourn be approved.**

**Aye:** 4 - Lobner, Meltzer, Reed and Siebers

**Excused:** 1 - Coenen



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes Finance Committee

---

Wednesday, August 5, 2020

6:45 PM

Council Chambers, 6th Floor

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### SPECIAL

1. Call meeting to order

Meeting called to order at 6:45pm

2. Roll call of membership

**Present:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

4. Public Hearings/Apearances

5. Action Items

[20-0973](#)

Request to award Unit L-20 Bridge Maintenance to Lunda Construction in the amount of \$152,045 with a 4.6% contingency of \$6,955 for a project total not to exceed \$159,000

**Attachments:** [Award of Contract Unit L-20.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

6. Information Items

7. Adjournment

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

**Resolution #12-R-20 – Substitute Version**  
**Resolution urging the United States Congress to enact the**  
**Energy Innovation and Carbon Dividend Act**

*Submitted By: Alderperson Schultz – District 9, Alderperson Fenton – District 6, Alderperson Otis- District 15,  
Alderperson Meltzer-District 4 Date: 7-1-2020 Referred To: Finance Committee*

WHEREAS, an Intergovernmental Panel on Climate Change issued a special report on the impacts of global warming of 1.5°C above pre-industrial levels in October 2018 warning that global warming is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate.

WHEREAS, the United Nations climate science body said in a monumental climate report that we have only until 2030 to make massive and unprecedented changes to global energy infrastructure to limit global warming to moderate levels; and

WHEREAS, the United States government released its Fourth Annual Climate Assessment in November 2018 reporting that the impacts of climate change are already being felt in communities across the country, and that more frequent and intense extreme weather and climate-related events, as well as changes in average climate conditions, are expected to continue to damage infrastructure, ecosystems, and social systems that provide essential benefits to communities; and

WHEREAS, conservative estimates by the world's climate scientists state that, to achieve climate stabilization and avoid cataclysmic climate change, emissions of greenhouse gases (GHGs) must be brought to 80-95% below 1990 levels by 2050; and

WHEREAS, presently the environmental, health, and social costs of carbon emissions are not included in prices paid for fossil fuels, but rather these externalized costs are borne directly and indirectly by all Americans and global citizens; and

WHEREAS, to begin to correct this market failure, Congress can enact **HR763 the Energy Innovation and Carbon Dividend Act** to assess a national carbon fee on fossil fuels based on the amount of CO<sub>2</sub> the fuel will emit when burned and allocate the collected proceeds to all U.S. Households in equal per-capita shares in the form of a monthly dividend; and

WHEREAS, for efficient administration, the fossil fuels fee can be applied once, as far upstream in the economy as practical, or at the port of entry into the United States; and

WHEREAS, the City of Appleton established the Appleton Taskforce on Resiliency, Mitigation and Climate Adaptation to investigate and present scalable strategies to address locally the adverse affects of Climate Change including initiatives to reduce carbon dioxide emissions, increase carbon sequestration and pursue renewable energy targets and energy independence, and

WHEREAS, as stated in **HR763 the Energy Innovation and Carbon Dividend Act**, a national, revenue-neutral carbon fee starting at a relatively low rate of \$15 per ton of CO<sub>2</sub> equivalent emissions and

resulting in equal charges per ton of CO2 equivalent emissions potential in each type of fuel or greenhouse gas should be assessed to begin to lower what are now dangerously high CO2 emissions. The yearly increase in carbon fees including other greenhouse gases, shall be at least \$10 per ton of CO2 equivalent each year, with the provision that the annual increase will be \$15 per ton of CO2 equivalent if statutory goals are not met; and

WHEREAS, the **Energy Innovation and Carbon Dividend Act** specifies that, in order to protect low and middle income citizens from the economic impact of rising prices due to the carbon fee, equal monthly per-person dividend payments shall be made to all American households (one-half payment per child under 19 years old) each month from the fossil fuel fees collected. The total value of all monthly dividend payments shall represent 100% of the net carbon fees collected per month; and

WHEREAS, the **Energy Innovation and Carbon Dividend Act** encourages market-driven innovation of clean energy technologies and market efficiencies which will reduce harmful pollution and leave a healthier, more stable, and more prosperous nation for future generations; and

WHEREAS, the **Energy Innovation and Carbon Dividend Act** will, after 12 years, lead to a decrease in America's CO2 emissions of 40 percent and preserve national employment; and

WHEREAS, border adjustments - carbon content-based levies on products imported from countries without comparable carbon pricing, and refunds to our exporters of carbon fees paid - can maintain the competitiveness of U.S. businesses in global markets; and

WHEREAS, a national carbon fee can be implemented quickly and efficiently, and will respond to the urgency of the climate crisis because the federal government already has in place mechanisms, such as the Internal Revenue Service, needed to implement and enforce the fee, and already collects fees from fossil fuel producers and importers; and

WHEREAS, A national revenue-neutral carbon fee would make the United States a leader in mitigating climate change and in the clean energy technologies of the 21st century and would provide incentive to other countries to enact similar carbon fees, reducing global CO2 emissions without the need for complex international agreements, and

NOW, THEREFORE, BE IT:

RESOLVED, that the Common Council of the City of Appleton, Wisconsin, urges the United States Congress to enact without delay **HR763 the Energy Innovation and Carbon Dividend Act**, and

BE IT FURTHER RESOLVED, that the City Manager or City Clerk, no later than 30 days after passage of this Resolution, shall transmit copies of this resolution to the President and Vice President of the United States, to the Speaker of the House of Representatives, to the Majority Leader of the Senate, to each U.S. Senator and Representative from the State of Wisconsin in the Congress of the United States, and to nearby city and county governments urging that they pass similar resolutions.

RE: Renaissance/Rennes Settlement Agreements  
TO: Finance Committee  
FROM: DeAnn Brosman, City Assessor; Christopher Behrens, City Attorney  
DATE: 08/5/2020

Claims for Excessive Assessment for the 2019 tax year were recently filed with the circuit court for the Renaissance assisted living at 301 E. Florida Avenue and the Rennes nursing home at 325 E. Florida Avenue. The buildings are joined by a walkway and located on parcel 31-6-7504-01 owned by Rennes Development Company LLP and parcel 31-6-7500-02 owned by TDR Properties LLC (a/k/a Timothy Rennes). In the claims, the owners are requesting a 28% overall reduction in the assessments resulting in a 2019 property tax refund of \$81,846 for both parcels.

The assessments were sustained by the 2019 Board of Review and by city council on April 22<sup>nd</sup> of this year because the owner had not provided sufficient evidence. However, since that time the owner has filed the lawsuits and provided more evidence to support reductions. As a result, we are requesting your approval to enter into settlement agreements on each parcel. The settlement agreements will collectively reduce the assessments by 9.6% from \$14,534,800 to \$13,142,000 and provide a total 2019 tax refund of \$27,975.96 for both parcels.

The city's portion of the \$27,975.96 tax refund is approximately 40%. The remainder will be charged back to the other taxing jurisdictions. We have enclosed the original tax bills for your reference. Approving the agreements will maintain assessment equity with the other senior living complexes in the city and avoid further court action. Thank you for your consideration.



Parcel #: **PAY 1<sup>ST</sup> INSTALLMENT - \$ 36,343.74**  
201 316750401  
RENNES D  
**OR**  
**PAY FULL PAYMENT - \$ 145,372.74**  
**Bill #:**  
459291  
**BY** Jan 31, 2020  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



If receipt is needed send a self addressed stamped envelope

Parcel #: **PAY 2<sup>nd</sup> INSTALLMENT - \$ 36,343.00**  
201 316750401  
RENNES D  
**DUE BY** March 31, 2020  
**Bill #:**  
459291  
REMEMBER TO PAY TIMELY  
TO AVOID INTEREST PENALTY  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



If receipt is needed send a self addressed stamped envelope

Parcel #: **PAY 3RD INSTALLMENT - \$ 36,343.00**  
201 316750401  
RENNES D  
**DUE BY** May 31, 2020  
**Bill #:**  
459291  
REMEMBER TO PAY TIMELY  
TO AVOID INTEREST PENALTY  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



If receipt is needed send a self addressed stamped envelope.

Parcel #: **PAY 4TH INSTALLMENT - \$ 36,343.00**  
201 316750401  
RENNES D  
**DUE BY** July 31, 2020  
**Bill #:**  
459291  
REMEMBER TO PAY TIMELY  
TO AVOID INTEREST PENALTY  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



If receipt is needed send a self addressed stamped envelope.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases							
Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends

RENNES DEVELOPMENT COMPANY  
LLP  
Property Address: 301 E FLORIDA AVE

STATE OF WISCONSIN - OUTAGAMIE COUNTY  
REAL ESTATE TAX BILL FOR 2019

Bill No. 459291  
Parcel No. 201 316750401

Assessed Value Land 455,400		Assd. Value Improve 6,785,000		Tot. Assessed Value 7,240,400		Ave. Assmt. Ratio 0.9831295450		Est. Fair Mkt. Land 463,200		Est. Fair Mkt. Improve 6,901,400		Total Est. Fair Mkt. 7,364,600		<div><input type="checkbox"/></div> <div>A star in this box means unpaid prior years taxes</div>	
TAXING JURISDICTION				2018 Est. State Aids Allocated Tax Dist.		2019 Est. State Aids Allocated Tax Dist.		2018 Net Tax		2019 Net Tax		% Tax Change		NET PROPERTY TAX \$ 145,372.74	
STATE				0		0		0.00		0.00					
COUNTY				1,678,697		1,860,714		35,596.38		26,914.38		-24.4%			
LOCAL				11,690,712		11,937,446		66,335.28		60,480.13		-8.8%			
APPLETON SCH				61,110,217		65,339,599		55,493.99		50,507.08		-9.0%			
FOX VALLEY TECH				4,871,658		5,146,020		8,264.16		7,530.22		-8.9%			
TOTAL				79,351,284		84,283,779		165,689.81		145,431.81		-12.2%			
FIRST DOLLAR CREDIT								-60.74		-59.07		-2.7%		Total Due FOR FULL PAYMENT BY Jan 31, 2020 \$ 145,372.74	
LOTTERY AND GAMING CREDIT								0.00		0.00		0.0%			
NET PROPERTY TAX								165,629.07		145,372.74		-12.2%			
School taxes reduced by school levy tax credit \$ 10,753.76				Important: This description is for property tax bill only and may not be a full legal description						Net Assessed Value Rate (Does NOT reflect Credits) 0.02008616		Warning: If not paid by due dates, installments option is lost and total tax is delinquent subject to interest (see reverse).			

TDR/RDC CONDOMINIUM UNIT 2 (DOC 1871461) PRT LOT 1 CSM #6122 (DOC 1870486) PT SE1/4 SEC 14 T21N R17E

PRESORTED  
FIRST CLASS MAIL  
U.S. POSTAGE PAID  
UMS

FROM CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912

ADDRESS SERVICE REQUESTED

IMPORTANT REMINDER  
FIRST INSTALLMENT OR PAYMENT IN FULL

MUST BE MADE BY - Jan 31, 2020

Tax Statement

201 316750401  
RENNES DEVELOPMENT COMPANY  
LLP  
261 FRENCH ST  
PESHTIGO WI 54157

Parcel #: **PAY 1<sup>ST</sup> INSTALLMENT - \$ 36,615.40**  
201 316750002  
TDR PROP **OR**  
**PAY FULL PAYMENT - \$ 146,457.40**  
**Bill #:**  
459286 **BY** Jan 31, 2020  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



If receipt is needed send a self addressed stamped envelope

Parcel #: **PAY 2<sup>nd</sup> INSTALLMENT - \$ 36,614.00**  
201 316750002  
TDR PROP **DUE BY** March 31, 2020  
**Bill #:**  
459286 REMEMBER TO PAY TIMELY  
TO AVOID INTEREST PENALTY  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



If receipt is needed send a self addressed stamped envelope

Parcel #: **PAY 3RD INSTALLMENT - \$ 36,614.00**  
201 316750002  
TDR PROP **DUE BY** May 31, 2020  
**Bill #:**  
459286 REMEMBER TO PAY TIMELY  
TO AVOID INTEREST PENALTY  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



If receipt is needed send a self addressed stamped envelope.

Parcel #: **PAY 4TH INSTALLMENT - \$ 36,614.00**  
201 316750002  
TDR PROP **DUE BY** July 31, 2020  
**Bill #:**  
459286 REMEMBER TO PAY TIMELY  
TO AVOID INTEREST PENALTY  
**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



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FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases							
Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends

TDR PROPERTIES LLC

STATE OF WISCONSIN - OUTAGAMIE COUNTY  
REAL ESTATE TAX BILL FOR 2019

Property Address: 325 E FLORIDA AVE

Bill No. 459286  
Parcel No. 201 316750002

Assessed Value Land 591,400	Assd. Value Improve 6,703,000	Tot. Assessed Value 7,294,400	Ave. Assmt. Ratio 0.9831295450	Est. Fair Mkt. Land 601,500	Est. Fair Mkt. Improve 6,818,000	Total Est. Fair Mkt. 7,419,500	<div><input type="checkbox"/></div> A star in this box means unpaid prior years taxes																																																																		
<table><tr><td></td><td>2018</td><td>2019</td><td>2018</td><td>2019</td><td></td><td rowspan="10">NET PROPERTY TAX \$ 146,457.40</td></tr><tr><td>TAXING JURISDICTION</td><td>Est. State Aids Allocated Tax Dist.</td><td>Est. State Aids Allocated Tax Dist.</td><td>Net Tax</td><td>Net Tax</td><td>% Tax Change</td></tr><tr><td>STATE</td><td>0</td><td>0</td><td>0.00</td><td>0.00</td><td></td></tr><tr><td>COUNTY</td><td>1,678,697</td><td>1,860,714</td><td>35,861.86</td><td>27,115.12</td><td>-24.4%</td></tr><tr><td>LOCAL</td><td>11,690,712</td><td>11,937,446</td><td>66,830.02</td><td>60,931.20</td><td>-8.8%</td></tr><tr><td>APPLETON SCH</td><td>61,110,217</td><td>65,339,599</td><td>55,907.88</td><td>50,883.77</td><td>-9.0%</td></tr><tr><td>FOX VALLEY TECH</td><td>4,871,658</td><td>5,146,020</td><td>8,325.79</td><td>7,586.38</td><td>-8.9%</td></tr><tr><td>TOTAL</td><td>79,351,284</td><td>84,283,779</td><td>166,925.55</td><td>146,516.47</td><td>-12.2%</td></tr><tr><td>FIRST DOLLAR CREDIT</td><td></td><td></td><td>-60.74</td><td>-59.07</td><td>-2.7%</td></tr><tr><td>LOTTERY AND GAMING CREDIT</td><td></td><td></td><td>0.00</td><td>0.00</td><td>0.0%</td></tr><tr><td>NET PROPERTY TAX</td><td></td><td></td><td>166,864.81</td><td>146,457.40</td><td>-12.2%</td></tr></table>								2018	2019	2018	2019		NET PROPERTY TAX \$ 146,457.40	TAXING JURISDICTION	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Net Tax	Net Tax	% Tax Change	STATE	0	0	0.00	0.00		COUNTY	1,678,697	1,860,714	35,861.86	27,115.12	-24.4%	LOCAL	11,690,712	11,937,446	66,830.02	60,931.20	-8.8%	APPLETON SCH	61,110,217	65,339,599	55,907.88	50,883.77	-9.0%	FOX VALLEY TECH	4,871,658	5,146,020	8,325.79	7,586.38	-8.9%	TOTAL	79,351,284	84,283,779	166,925.55	146,516.47	-12.2%	FIRST DOLLAR CREDIT			-60.74	-59.07	-2.7%	LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%	NET PROPERTY TAX			166,864.81	146,457.40	-12.2%
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School taxes reduced by school levy tax credit \$ 10,833.96			Important: This description is for property tax bill only and may not be a full legal description		Net Assessed Value Rate (Does NOT reflect Credits) 0.02008616	<div>Total Due</div> FOR FULL PAYMENT BY Jan 31, 2020 \$ 146,457.40 <div>Warning: If not paid by due dates, installments option is lost and total tax is delinquent subject to interest (see reverse).</div>																																																																			

TDR/RDC CONDOMINIUM UNIT 1 (DOC 1871461) PRT LOT 1 CSM #6122 (DOC 1870486) PT SE1/4 SEC 14 T21N R17E

PRESORTED  
FIRST CLASS MAIL  
U.S. POSTAGE PAID  
UMS

FROM CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912

ADDRESS SERVICE REQUESTED

IMPORTANT REMINDER  
FIRST INSTALLMENT OR PAYMENT IN FULL

MUST BE MADE BY - Jan 31, 2020

Tax Statement

201 316750002  
TDR PROPERTIES LLC  
261 FRENCH ST  
PESHTIGO WI 54157

**CITY OF APPLETON, WI**  
**POLICY FOR SPECIAL ASSESSMENTS 2021 draft 5/21/20**

**I. STREET CONSTRUCTION AND RECONSTRUCTION**

**ADOPTED XX/XX/XXXX**

**A. General Information**

<b>CONCRETE PAVEMENT</b>		<b>R-1 Zoning</b>		<b>R-2 Zoning</b>		<b>All Other Zoning**</b>	
		New	Rural to Urban Conversion	New	Rural to Urban Conversion	New	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	7"	7"	7"	7"	9"	9"
	Assessed at (%)	75%	75%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
( Y=Assessed N=Not Assessed )		<b>New Concrete</b>		<b>Rural to Urban Conversion</b>		<b>Direct Assessments ( in addition to Base Rate )</b>	
<b>Construction Items</b>							
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Concrete Pavement		Y		Y		-	
Curb & Gutter (Integral)		Y		Y		-	
Sawcutting		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Terrace Restoration		Y		Y		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		Y		\$1.00/front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Manhole / Inlet Reconstruction		N		N		-	
Manhole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

\* See Calculation Guidelines

\*\* Residential Use Properties to be Assessed as R-2

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	3"	3"	3"	3"	6"	6"
	Assessed at (%)	25%	0%	25%	0%	25%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
( Y=Assessed    N=Not Assessed )							
Construction Items		Asphalt following G&G		Rural to Urban Conversion		Asphalt Reconstruct / Overlay	Direct Assessments (in addition to Base Rate)
Administrative Fees		Y		Y		N	-
Property Owner Notification		Y		Y		N	-
Asphalt Pavement		Y		Y		N	-
Milling		N		Y		N	-
Sawcutting		N		Y		N	-
Curb & Gutter (New/repair)		N		Y		N	-
Fine Grading		Y		Y		N	-
Seed & Mulch/Sod		N		Y		N	-
Terrace Restoration		N		Y		N	-
Concrete Driveway Apron		N		N *		N *	per bid price
Asphalt (miscellaneous)		N		N		N	-
Geotextile Fabric		N		N		N	-
Stone Base		N		N		N	-
Trees		N		N		N	-
Unclassified Excavation		N		N		N	-
Erosion Control		N		N		N	-
Adjust MH/Inlet Tops		N		N		N	-
Curb Thimbles		N		N		N	-
Drill-in Tie Bars/Dowels		N		N		N	-
Driveway Closure		N		N		N	-
Inlet Leads		N		N		N	-
Manhole / Inlet Reconstruction		N		N		N	-
Manhole/Inlet Castings		N		N		N	-
MH Chimney Seals		N		N		N	-
Pavement Marking		N		N		N	-
Removal - Asphalt		N		N		N	-
Removal - C&G		N		N		N	-
Removal - Concrete		N		N		N	-
Removal - DW Aprons (Conc. & Asp.)		N		N		N	-
Removal - Sidewalk		N		N		N	-
Repair work from permits		N		N		N	-
Repair work from Utility Projects		N		N		N	-
Traffic Signals		N		N		N	-

\* See Calculation Guidelines

\*\* Residential Use Properties to be Assessed as R-2



GRADING & GRAVELING (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion
	Max. Width	35'	35'	35'	35'	51'	51'
	Max. Thickness	-	-	-	-	-	-
	Assessed at (%)	100%	0%	100%	0%	100%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Base assessment Rate		Calculated on an individual street basis based upon bid prices					
( Y=Assessed N=Not Assessed )							
Construction Items		New Street		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Fine Grading		Y		N		-	
Seed & Mulch/Sod		Y		N		-	
Erosion Control		Y		N		-	
Sawcutting		Y		N		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		N		-	
Traffic Signals		N		N		-	

\* See Calculation Guidelines

\*\* Residential Use Properties to be Assessed as R-2

#### B. Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, churches and private schools and other exempt properties will be assessed 100% of the “all other zoning” assessment rate

regardless of the zoning. (BPW 2/2/94) All county, state and federal governments will be exempt from assessment charges. (City Attorney 1/23/14)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. The City assumes the entire cost of permanent pavement for all intersections on new construction in areas platted prior to 1/1/04 or after 12/31/14.
6. Driveway approaches shall be constructed at property owner's expense when:
  - a. When permanent street surfaces are constructed.
  - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
  - c. When ordered installed by the Common Council.
  - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property.  
(S&S 3/3/93 and MSC 9/3/97)

8. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
9. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
10. Assessments for asphalt pavements that are constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
11. Assessments for trees will be included with paving assessments.
12. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
13. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government.  
(BPW 1/7/97)
14. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
  - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.
  - b. The first 120 feet will be charged 25% of the rate calculated in "a" above. The balance of the frontage will be assessed at 100% of the rate calculated in "a" above. (BPW 1/21/98)



15. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
16. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
17. Assessments will only be levied on partial or total street reconstruction for those streets that do not meet current City Street or Drainage standards prior to their reconstruction.
18. Calculation Guidelines:
  - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
  - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
  - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
  - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
  - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the "bulb" according to the number of originally platted lots.
  - f. On "mouse ear" lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.
  - g. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
  - h. Definition of "addressed" side: The street with the house number.
  - i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
19. The Wheel Tax is used for reconstructed asphalt and concrete streets only. Not for rural to urban conversion to concrete pavement.
20. Portions of projects funded by TIF and IPLF are not assessable.

## II. SIDEWALKS

### A. General Information

SIDEWALKS (Not including New subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Width	5'	5'	5'	5'	5'	5'
	Max. Thickness	5"	5"	5"	5"	7"	7"
	Assessed at (%)	100%	125%	100%	125%	100%	125%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.					

(Y=Assessed N =Not Assessed)			
Construction Items	New and Reconstruction not meeting replacement criteria	Reconstruction meeting replacement criteria	Individual Rates (if not included in current Rate above)
Administrative Fees	Y	N	-
Property Owner Notification	Y	N	-
Concrete Sidewalk	Y	N	-
Seed & Mulch (max. of 18" on each side of walk)	Y	N	-
Terrace Restoration	Y	N	-
Sawcutting	N	N	-
Fine Grading	N	N	-
Miscellaneous Asphalt	N	N	-
Stone Base	N	N	-
Driveway Aprons - Removal and Replacement	Y	n/a	-
Unclassified Excavation	N	N	-
Erosion Control	N	N	-
Drill-in Tie Bars/Dowels/Rebar	N	N	-
Removal - Sidewalk	N	N	-

\* See Calculation Guidelines

\*\* Residential Use Properties to be Assessed as R-2

### B. Calculation Guidelines - Sidewalks

- Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
- Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
- There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
- Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request.



5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
  - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
  - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
  - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
  - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
  - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
  - f. Definition of "addressed" side: The street with the house number.

### III. SANITARY SEWER

#### A. General Information

SANITARY SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	12"	12"	12"	12"	12"	12"
	Max. Depth	16'	16'	16'	16'	16'	16'
	% Assessed (Main/Laterals)	33%/50%	0%/50%	33%/50%	0%/50%	33%/50%	0%/50%
	Multiple Frontage Reduction	Yes*	N/A	Yes*	N/A	Yes*	N/A
	Current (33% main) Rate	Actual Cost	N/A	Actual Cost	N/A	Actual Cost	N/A
(Y=Assessed N =Not Assessed) Construction Items		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Sanitary area assessment		Y		N		-	
Sanitary Sewer Main		Y		N		-	
Sanitary Manholes		Y		N		-	
Drop Manholes		Y		N		-	
Manhole Castings		Y		N		-	
Sanitary Laterals (50% Rate)		Y		Y		4" and 6"= \$52.00 >4-6" = Actual Cost	
Private Lateral Televising		N		N		-	
Lateral Connections		Y		N		-	
Pipe Bedding		Y		N		-	
Pipe Backfill Material		Y		N		-	
Terrace Restoration		Y		N		-	
Seed & Mulch		Y		N		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

\* See Calculation Guidelines

\*\* Residential Use Properties to be Assessed as R-2

#### B. Calculation Guidelines – Sanitary Sewer

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for new sanitary sewers will be determined on the basis of actual construction cost up to and including 12" sanitary sewer main and manholes. The assessment rate for new construction in an existing area will be based upon the rates shown in the chart above.
2. Area assessment, where applicable, will be levied in accordance with Section 18-116 of the Municipal Code of the City of Appleton.



3. Any lot or parcel within the corporate limits which has not paid a sanitary sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot assessment and area assessment, will be based on the assessment rates the year the main was installed.
4. When utilities are installed in a street where one side is within the corporate limits but remains undeveloped, assessments will be levied for the utilities that benefit the parcel. The area assessment for sanitary sewer is calculated using a nominal lot depth of 120 feet. The balance of the area assessment will be assessed when the property is developed and charged a connection fee in lieu of assessments.
5. On sanitary relay, where existing laterals meet the sanitary lateral policy and are not re-laid, the cost of reconnecting (including short sections of connecting pipe, usually within the trench area) is absorbed by the City and not assessed to the property owner.
6. Calculation Guidelines (see chart for applicability):
  - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet for each side will be assessed at 0% of the assessment. The balance of the frontage will be assessed at 100% of the assessment rate.
  - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
  - c. Where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
  - d. Assessment for construction of sanitary sewer will be levied against all abutting property frontage regardless if laterals are present, provided that the property is not legally precluded from connecting to the sewer. Amount of assessment will be calculated according to existing policy.
  - e. Cost of sewer and manhole construction deeper than 16 feet shall be borne by the city except where extra depth is required for development of adjacent property.
  - f. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
  - g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
  - h. Assessable footage for sewers constructed within easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 6a. above).
  - i. Sanitary main reconstruction will be borne by the Wastewater Utility.

## IV. SANITARY SEWER LATERALS

### A. General Definition

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing streets will be based upon the rates shown in the chart from Section III above.

### B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section III.A applied to the length of the lateral between the sanitary sewer and the property line. The length of lateral assessed shall not exceed  $\frac{1}{2}$  the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed  $\frac{1}{2}$  the right-of-way width of the street for which the property is addressed.

#### Total Lateral Replacement Program Calculation Guidelines:

- a. For properties electing to participate: No assessments will be levied for the portion of private lateral replaced within the public right-of-way. Property owners will be assessed 50% of the actual cost for lateral replacement on private property.
- b. For properties declining to participate: City will only replace the portion of lateral within the public right-of-way. Property owners will be assessed 100% of the actual cost.

## V. STORMWATER FACILITIES

### A. General Information

STORM SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	-	-	-	-	15"	15"
	Max. Depth	-	-	-	-	10'	10'
	% Assessed (Main/Laterals)	0% / 0% <sup>+</sup>	0% / 0% <sup>+</sup>	0% / 0% <sup>+</sup>	0% / 0% <sup>+</sup>	33%/50%	33%/50%
	Corner Lot Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	\$36.00	Actual Cost	\$36.00	Actual Cost	\$36.00
(Y=Assessed N =Not Assessed)		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Construction Items							
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Regional Stormwater Facilities (built prior to 1/1/02)		Y		Y		See rates Pg. 21	
Regional Stormwater Facilities (built between 1/1/02 and 3/1/06)		Y		Y		See rates Pg. 21	
Regional Stormwater Facilities (built after 3/1/06)		N		N		-	
Local Water Quality Practices		N		N		-	
Storm Sewer Main		Y		Y		-	
Storm Manholes		Y		Y		-	
Inlets		Y		Y		-	
Inlet Leads		Y		Y		-	
Drop Manholes		Y		Y		-	
Manhole Castings		Y		Y		-	
Storm Laterals		Y		Y		6" = \$31.00 8" = \$37.00 10" = \$40.00 12" = \$43.00 Greater than 12" actual cost	
Lateral Connections		N		N		-	
Pipe Bedding		Y		Y		-	
Pipe Backfill Material		Y		Y		-	
Terrace Restoration		Y		Y		-	
Seed & Mulch		Y		Y		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

\* See Calculation Guidelines

\*\* Residential Use Properties to be Assessed as R-2

<sup>+</sup> See Section V.B.3.b. for exceptions



## B. Calculation Guidelines – Stormwater Facilities

1. Stormwater facilities shall be installed as needed to serve properties contributing to the need for, and benefiting from, such facilities. Storm main shall be installed to serve all properties on arterial streets prior to total reconstruction of the pavement.
2. Assessable stormwater facilities under this section include storm sewer, mains and piping, manholes, inlets and inlet leads. Assessments shall also include overhead, property acquisition and financing costs attributable to the facilities.
3. Assessments for storm sewer will be levied according to the front foot dimensions of abutting property.
  - a. R-1, R-2, zoning  
The cost of (re) constructing or relining in existing streets will be borne by the Stormwater Utility.
  - b. The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas zoned R-1 and R-2 annexed after January 1, 1999 will be fully assessable to the abutting property owners.
  - c. All Other Zoning  
The assessment rate for storm sewer (re) construction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), manholes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.
4. Assessments for new developments will be based on the actual construction costs of facilities required by the subdivision and charged on a per lot basis. To calculate an equivalent lot cost for parkland, school properties or other atypical lots, use the average size of a new development lot that abuts the parkland, school property or atypical lot. Example, if a lot is 10,000 square feet and parkland, school property or atypical lot is 100,000 square feet; the charge for that land would be equivalent to 10 lots.
5. Any lot or parcel zoned other than R-1 or R-2, within the corporate limits which has not paid a storm sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. This will be effective the same date as the initial Special Assessment policy for storm sewers. The connection fee, equivalent to the front foot and area assessment, will be based on the assessment rates the year the main was installed.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
7. Calculation Guidelines – (See chart for applicability):
  - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
  - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.

- c. At the completion of the improvements, where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
- d. Assessment for reconstruction or relining of storm sewer will be levied only when the work affects the main to which the property is connected. Amount of assessment will be calculated according to the existing policy.
- e. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to the combination.
- f. New Development - 100% of actual construction costs of facilities required by the development plus area assessment.
- g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
- h. Assessable footage for sewers (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).
- i. Rural to urban conversion shall be assessed as new.

## **VI. STORM SEWER LATERALS**

### **A. General Information**

- 1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
- 2. The assessment rate for reconstruction of laterals and construction of new laterals in existing developed streets will be 50% of the actual construction cost.
- 3. Street Reconstruction:
  - a. Arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties that are not yet served.
  - b. Non-arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties not zoned R-1 or R-2. In addition, laterals shall be installed to residential properties based on needs identified under the mini-sewer and rehabilitation programs.

### **B. Calculation Guidelines**

- 1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section V.A applied to the length of the lateral between the storm sewer and the property line. The length of lateral assessed shall not exceed  $\frac{1}{2}$  the street right-of-way width.
- 2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- 3. The cost of installing new laterals to properties zoned R-1 or R-2 will be borne by the Stormwater Utility unless the property was annexed after January 1, 1999.
- 4. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed  $\frac{1}{2}$  the right-of-way width of the street for which the property is addressed.



## VII. WATERMAINS AND SERVICES

### A. General Information

WATER MAIN (not including New Subdivisions)		R-1,R-2,R-3 Zoning		C-1, C-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	8"	8"	12"	12"	16"	16"
	Max. Depth	-	-	-	-	-	-
	Assessed at (%)	100%	0%*	100%	0%*	100%	0%*
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
(Y=Assessed N =Not Assessed)							
Construction Items		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		N*		-	
Property Owner Notification		Y		N*		-	
Local Water Main		Y		N*		-	
Transmission Main		N*		N*		-	
Valves		Y		N*		-	
Hydrants		Y		N*		-	
Hydrant Leads		Y		N*		-	
1"- 1 1/4" Water Service ( Including connection) In New Street(s)		Y		N*		Actual Cost	
1"- 1 1/4" Water Service ( Including connection) In Existing Street(s)		Y		N*		Actual Cost	
1 1/2" - 2" Water Service ( Including connection) In New Street(s)		Y		N*		Actual Cost	
1 1/2" - 2" Water Service ( Including connection) In Existing Street(s)		Y		N*		Actual Cost	
Pipe Bedding		Y		N*		-	
Pipe Backfill Material		Y		N*		-	
Terrace Restoration		Y		N*		-	
Seed & Mulch		Y		N*		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		Y		N		-	

\* See Calculation Guidelines

\*\* Residential Use Properties to be Assessed as R-2

### B. Calculation Guidelines – Water Mains and Services

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate will be determined on the basis of actual construction cost required by the city for development:
  - a. R-1, R-2 and R-3 zoning. All costs to construct water main up to and including 8" main, hydrants and valves.
  - b. C-1 and C-2 zoning. All costs to construct water main up to and including 12" main, hydrants and valves.



- c. Other zoning. All costs to construct water main up to and including 16" main, hydrants and valves.
  - d. Water main installed for transmission use shall not be assessed, except if no other main is available for service. The property shall be assessed at the rate of the year the main was installed based on zoning at the time of connection.
  - e. All costs to furnish and install hydrants, including leads and valves shall be assessed.
  - f. In-kind water main reconstruction, including hydrants and leads, is not assessed.
  - g. All additional costs to upgrade a water main, including additional valving due to a service and/or fire line, when requested, shall be borne by the property owner.
  - h. New, and/or additional water main(s) installed for circulation and/or looping in a developed area shall not be assessed, except in case of B1.d.
2. Permission to connect to the City water main prior to annexation must be obtained from the Common Council through the Utilities Committee.
  3. Any lot or parcel within the corporate limits which has not paid a water main assessment when the main was installed will, at the time the water lateral permit is taken out, be required to pay the connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot water main assessment, will be based on the assessment rate the year the main was installed. Payment for connection fees may be made in accordance with Section XI.
  4. New Service Installation. The property owner or developer per Schedule Cz-1 (attached) shall pay all installation costs from the main through and including the curb shut-off.
  5. Replacement of Service. All additional cost to upgrade a service (example, 1" copper to 4" service line) shall be borne by the property owner or developer.
  6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city & county governments, churches and private schools and other exempt properties will be assessed 100% of the C-1, C-2 assessment rate regardless of the zoning.
  7. Calculation Guidelines (see chart for applicability):
    - a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
    - b. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
    - c. Where water main exists across an entire parcel frontage, but construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where water main exists along only a portion of the parcel frontage, the entire frontage will be assessed.
    - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
    - e. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
    - f. Assessable footage for water mains (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with service connections to the easement main. The

easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).

- g. Assessments for water services will be based on the unit cost per foot as indicated in the chart in section VII.A applied to the length of the service between the main and the property line. The length of water service assessed shall not exceed  $\frac{1}{2}$  the street right-of-way width.
- h. Assessments for water services within cul-de-sacs will be based on the actual length of service installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- i. Assessments for laterals connected to watermain within easements will be based on actual length of lateral installed, but not to exceed  $\frac{1}{2}$  the right-of-way width of the street for which the property is addressed.

## **VIII. STREET LIGHTING**

### **A. Calculation Guidelines**

- 1. Assessments for non-decorative streetlights will be levied according to the front foot dimensions of abutting property except as noted.
- 2. Assessments will be levied at the time of and in conjunction with the initial street light installation.
- 3. The assessment rate will be based on the actual cost of installation.
- 4. The assessment rate for replacement of existing streetlights will be based upon the additional cost of enhanced features beyond standard street light requirements.

### **B. Assessment Exceptions:**

- a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
- b. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage.



## IX. NEW SUBDIVISIONS

### A. General Information

NEW SUBDIVISION DEVELOPMENT		Subdivisions Platted prior to 1/1/04 or after 12/31/14	Subdivisions Platted between 1/1/04 and 12/31/14
	Funding Mechanisms	Private Contracts / City Funds (Assessable)	Private Contracts /Standby Lines of Credit
	Development Agreement Required?	No	Yes
	Assessed at (%)	100%	100%
	Assessment Rates	Actual Costs Incurred.	Actual Costs Incurred.
Construction Items		(Y=City Funded/Assessable D=Developer Financed)	(Y=City Funded/Escrow Draws D=Developer Financed)
		Platted Prior to 1/1/04	Platted After 12/31/14
City Administrative Fees		Y	Y
Area Assessment - Sanitary		Y	Y
Park Fees		Y	D
Regional Stormwater Facilities		Y	Y
Sewer Televising		Y	Y
Temporary Asphalt Pavement		Y	Y
Concrete Pavement <sup>+</sup>		Y	Y
Sidewalks		Y	Y
Boulevard Trees		Y	Y
Street Name Signs		Y	Y
Traffic Control Signs		Y	Y
Sanitary Sewer		D	D
Sanitary Overbuild		D	D
Storm Sewer		D	D
Storm Overbuild		D	D
Water Main		D	D
Water Main Overbuild		D	D
Sanitary Laterals		D	D
Storm Laterals		D	D
Water Services		D	D
Rear-yard Drains		D	D
Grading & Graveling (Right-of-way)		D	D
Lot Grading		D	D
Private Utilities (Gas, Electric, Telephone, Cable TV)		D	D
Seed & Mulch (Right-of-way)		D	D
Seed & Mulch (Lot areas)		D	D
Street Lights		D	D
Erosion Control		D	D

\* See Calculation Guidelines

<sup>+</sup> See Section IX.B.2 for exceptions

### B. Calculation Guidelines – New subdivisions

1. The City does not provide funding for New Subdivisions platted between January 1, 2004 and December 31, 2014 except as indicated in the chart above. Escrow accounts or

irrevocable lines of credit will be required of developers for all items administered or installed by the City.

2. For subdivisions platted prior to 1/1/04 or after 12/31/14, assessments for concrete pavement shall be levied in accordance with Section I.A. of this policy.
3. Engineering fees for new subdivision developments shall be included in assessments. Included shall be preparation of plans and specifications, consultant fees, material testing fees, field survey, inspection and assessment preparation.
4. Individual lots within but not part of a new development when funded by the city shall be assessed at the current city interest rate.
5. Extraordinary sanitary sewer construction costs not to be assessed include pipes larger than 12" and depths greater than 16' when project funded by the city.
6. Typical residential street lighting will consist of LED cut-off style fixture, mounted 30-feet high on a wooden pole, spaced anywhere from 250 to 300 feet apart.
7. The effective date for interest to begin accumulating on new subdivision developments will be the date of invoice. This includes all city utilities and street work.
8. Storm sewer area assessment for regional facilities built prior to 3-1-2006 shall be based on the cost of storm sewer needed to serve the subdivision and the share of downstream trunk main.

## **X. SPECIAL CHARGES**

### **A. General definition**

1. Special charges shall accrue interest starting 30 days following the invoice date. Interest shall accrue at the same rate as for special assessments. (Board of Public Works, June 6, 1990).

## **XI. METHOD OF PAYMENT**

### **A. General Definition**

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$1000 or less.
3. Five equal annual installments if the assessment is greater than \$1000.
4. Deferred payments will bear an interest at the rate of prime plus 3.00% per annum on the unpaid balance.
5. Separate current year special assessment bills may be combined to establish eligibility for the \$1000 limit for installment payment options. Finance Department must be notified prior to November 1.



## **XII. APPEAL PROCESS**

1. If the governing body decides to reconsider and reopen any assessment, the body may, after giving a public notice as required for the initial assessment, and after a public hearing, amend, cancel or confirm the prior assessment. Any request for a change to the first assessment, must be made within 30 days of the passage of the original final resolution. The Clerk shall publish a notice of any resolution changing the assessment, as was done with the original assessment.

## **XIII. MISCELLANEOUS**

1. Deferred payment of special assessments is not permitted. (See WI Statutes Chapter 74.)
2. Any construction project where right-of-way acquisition would contribute to 25% or more of the assessment rate shall be brought to the Board of Public Works for review and establishment of an appropriate assessment rate. In establishing this rate, the Board will consider assessment rates for similar projects and any other information it considers relevant.

## **XIV. REFERENCED ITEMS**

### **1/17/83 Street and Sanitation Committee #3**

The following policy concerning sump pump discharges adopted, "When streets are paved where storm sewer laterals exist, curb openings for sump pump discharges or surface drainage shall not be allowed."

### **7/06/83 Street and Sanitation Committee #6**

Most of this information has been put in Appendix IX Stormwater/Clear Water Discharges

### **3/03/93 Street and Sanitation Committee #10**

Any driveway adjacent to a street paving project that is not used will be closed with curb and gutter and will have the terrace reseeded in conjunction with the street paving. The cost of this work is to be included with the assessment for curb and gutter on the project.

Any driveway aprons without improved surfaces shall be either paved with permanent surface or abandoned and closed in conjunction with a street paving project. The cost of either option will be assessed to the property.

### **2/02/94 Board of Public Works Report - This was adopted as part of the assessment policy.**

"Publicly owned property, including lands under the jurisdiction of the Board of Education, Park Board, Water Department and other branches of city, state or county governments, and churches and private schools be assessed 100% of the assessment rate.

### **11/16/94 Municipal Services Committee #2 - "Resolved, that when a property asks for a second curb cut, the two neighboring properties to each side of the requesting property be notified and asked if they have any problems with the curb cut. If any of the four (4) properties are against the second curb cut, the request must be brought to Municipal Services Committee and Council for approval, thus all neighbors have an avenue for input."**

### **1/18/95 Board of Public Works #3 - The Board reaffirms its previous recommendation that: The special assessment policy for stormwater that recovers 75% of costs from new developers and 40% from existing benefiting owners be approved. Existing is defined as that**

a building permit has been issued at the time of adoption of the policy by the Common Council.

1/17/96 Board of Public Works – This was adopted with the assessment policy.

Sidewalks B.2 – The assessment rate for reconstruction of sidewalks will be 125% of the rate of new sidewalks.

9/03/97 Municipal Services Committee – Amended Driveway Opening Policy “Any driveway adjacent to a street reconstruction project that is not used will be permanently paved or closed with curb and gutter and will have terrace reseeded in conjunction with the street work.

3/03/99 Board of Public Works – “Resolved, that the repair and replacement of existing sidewalks in the green dot program be paid by the general fund after green dot has gone through the City once. All hazardous sidewalks as defined by City criteria will be replaced at City cost.”

5/15/13 Board of Public Works – Prime plus 3% will be the rate set for the 5-year payment option.

## XV. SPECIAL ASSESSMENT RATES

Sanitary Sewer Laterals Reconstruction	4" and 6" > 4-6"	\$52.00/ft actual cost
Storm Sewer Reconstruction up to & including 15" main:		\$36.00/ft
Storm Sewer Laterals Reconstruction	6" 8" 10" 12" > 12"	\$31.00/ft \$37.00/ft \$40.00/ft \$43.00/ft actual cost
New Water Main - Zoning R1, R2, R3	up to & including 8" main:	actual cost
Zoning C1, C2	up to & including 12" main:	actual cost
Other Zoning	up to & including 16" main:	actual cost

### Rates for previous Stormwater Detention Basins (Cost per ERU's)

SE Basin	75% of cost	\$173.25
AAL Basin	75% of cost	\$430.20
Meade Pond		\$797.04
Holland Pond		\$345.78
Ashbury Pond		\$593.76
Mud Creek South Pond		\$815.00 (2002 basin rate)
Cost for 2003 basins		\$860.00

Southpoint Commerce Park Pond North (K2a), Plank Road West

Cost for 2004 basins \$915.00  
Southpoint Commerce Park Pond South (K2B)

Cost for 2005 basins \$1,104.00  
Plank Road Northwest Pond

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Sheet No. 1 of 1  
Schedule No. Cz-1  
Amendment No. 64

RATE FILE  
Public Service Commission of Wisconsin  
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE
-----------------------------------

Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be charged.

Billing: Same as Schedule Mg-1.

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EFFECTIVE: December 30, 2010  
PSCW AUTHORIZATION: 190-WR-112



NAME OF CEMETERY: Riverside Cemetery

LOCATION OF CEMETERY: 714 N. Owaissa Street, Appleton, WI 54911  
(Street/Road Address and Town, Village or City)

CONTACT PERSON: LeAnne Plumb 920-733-5629  
(If questions regarding this submittal) (Name) (Phone)

1. Is perpetual care included in a lot purchase in your cemetery?  
(Please attach a copy of the perpetual care agreement) YES NO
2. How many of the veteran graves **DO NOT** include a perpetual care agreement? \_\_\_\_\_
3. If perpetual care is not included, is **care cost charged to all grave lot owners**? YES NO
  1. \*Cost per grave upkeep per grave lot  
(Eligible costs divided by total # of grave lots within entire cemetery) \$ 3.00
  2. Number of soldier's graves not covered under perpetual care  
(Including spouses & women's auxiliary) X 597
  3. Requested reimbursable expense for care of soldier's graves  
(Including spouses & women's auxiliary) \$ 1791.00
  4. Did you provide an up-dated listing of the veteran's names? Yes X No \_\_\_\_\_

We, the officers of Riverside Cemetery Association, hereby certify that the upkeep and care of each grave is \$ 3.00, that the assessment is in compliance with ss 157.11(7)(a), and ss157.11(7)(b), and is no more than the charge made for the care of other graves, and that such graves are receiving proper care.

It is further certified that suitable care of said graves has not been provided by perpetual care, private funds, or the cost for grave upkeep has not been collected as part of the funeral expenses, or otherwise.

7-31-2020 Chris Hartwig  
Date Cemetery Association President

Charles Siekman  
Cemetery Association Secretary

Mark Savides  
Cemetery Association Treasurer

At a regular meeting of the Town, Village, City of \_\_\_\_\_ held on \_\_\_\_\_, the above charges were approved for payment.

\_\_\_\_\_  
Municipal Clerk Date

Send Check to: Riverside Cemetery  
714 N. Owaissa Street  
Appleton, WI 54911

\*Cost includes maintenance of grave and tombstone; i.e. grass cutting, weed trimming, leveling of tombstone.



**Burial Report**

Date Printed: 07/30/2020

<u>BURIAL ID</u>	<u>LOCATION</u>	<u>TYPE</u>	<u>BURIAL DATE</u>	<u>INTERRED</u>	<u>FILE NUMBER</u>
BUR-1-005-4765	U 2 X 21	Standard	08/16/2019	Derks, Larry R.	2146
BUR-1-005-4810	21 21 X 3	Cremation (In-Ground)	09/11/2019	Metko, Ronald	
BUR-1-005-4811	9 9 E 5	Cremation (In-Ground)	09/24/2019	Felzer, Theodore "Ted"	169
BUR-1-005-4821	M 81 X 180	Cremation (In-Ground)	10/04/2019	Carroll, Bret C.	1814
BUR-1-005-4891	15 6 X 8	Cremation (In-Ground)	11/08/2019	Perry, Norman R.	529
BUR-1-005-4931	V 22 X 7	Standard	12/21/2019	Vanden Boomen, Arnold	2375
BUR-1-005-4983	E 2-4-5 X 16	Cremation (In-Ground)	02/07/2020	Koleske, James	1270
BUR-1-005-5003	32 34 X 12	Standard	02/15/2020	Svetlauskas, James	690-B
BUR-1-005-5091	M 81 X 184	Cremation (In-Ground)	05/20/2020	Cook, Allen	1814
BUR-1-005-5160	S 28 X 11	Cremation (In-Ground)	06/12/2020	Buss, Rick Thomas	200-B
BUR-1-005-5235	S 14 W 3	Cremation (In-Ground)	06/18/2020	Boldt, Oscar C.	2315

TOTAL BURIALS: 11

**CONTRACT AMENDMENT AND CHANGE ORDER**Change Order No. 1Date 08/06/20Contract No 86-20 for the following public work Unit D-20 Sidewalk (Re)constructionbetween Fischer Ulman Construction Inc., 915 S. Midpark Drive Appleton, WI 54915  
(Contractor Name) (Contractor Address)and the City of Appleton dated: 5/6/2020 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	4010.680902	\$10,000.00	\$0.00	\$0.00		\$10,000.00	\$0.00
2	17015.680902	\$300,000.00	\$0.00	\$25,000.00		\$325,000.00	\$0.00
3	5123.641600	\$0.00	\$0.00	\$1,100.00		\$1,100.00	\$0.00
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
	Total	\$310,000.00	\$0.00	\$26,100.00	\$0.00	\$336,100.00	\$0.00

Reason for Change: Addition of \$25,000 of available unused sidewalk replacement funds from Unit E-20.Addition of \$1,100 from Parking Utility Ramp Maintenance Funds for sidewalk/ramp replacement at the Green Parking Ramp.The Contract Time will be (increased / ~~decreased~~ / unchanged) by this Change Order: 7 DaysThe Date of Completion as of the date of this Change Order therefore is: 09/25/20Finance Committee Agenda Date: 08/10/20Date approved by Council: 08/19/20

**CONTRACT AMENDMENT AND CHANGE ORDER**Change Order No. 1Date 08/05/20Contract No 102-20 for the following public work Unit O-20 Sanitary & Storm Sewer (CIPP) Liningbetween Visu-Sewer, Inc. , W230 N4855 Betker Drive, Pewaukee, WI 53072  
(Contractor Name) (Contractor Address)and the City of Appleton dated: 4/22/2020 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	5230.680904	\$90,600.00	\$4,530.00	\$26,330.00		\$116,930.00	\$4,530.00
2	5431.680903	\$538,250.00	\$26,920.00			\$538,250.00	\$26,920.00
3						\$0.00	\$0.00
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
	Total	\$628,850.00	\$31,450.00	\$26,330.00	\$0.00	\$655,180.00	\$31,450.00

Reason for Change: Due to existing conditions, storm MH-94 on item 8, is buried and would require heavy equipment for access. To avoid this conflict we will now  
CIPP line 146 feet of Corrugated Metal Pipe down stream at the unit bid rate. This will avoid additional costs and disruption to homeowner  
properties in the Ravine off Ravina Place and Memorial Drive.

The Contract Time will be (increased / ~~decreased~~ / ~~unchanged~~) by this Change Order: 30 DaysThe Date of Completion as of the date of this Change Order therefore is: 10/25/20Finance Committee Agenda Date: 08/10/20Date approved by Council: 08/19/20

SANITARY STORM SEWER (CIPP) LINING, UNIT O-20  
Appleton, WI

Change Proposal #1  
Storm Liner - Ravinia Pl 30" Add-On Lines for Item 8

Install CIPP Liner from MH FF-94 to FF-95 to FF-96	\$26,330.00
(146' - 30" Storm Sewer Lining / LUMP SUM)	
Total	\$26,330.00

City of Appleton  
Routes to Recovery Grant  
Expense Claims - Submitted 7/15/20

Date Paid	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Amount Paid
6/30/2020	OUTAGAMIE COUNTY	2 - PPE	Sanitizer, Masks, Face shields	\$ 5,144.86
6/30/2020	LAFORCE, INC.	2 - PPE	Foot door pulls	\$ 735.00
6/30/2020	GUNTA LAW OFFICES, S	1 - EMG OPS	Legal svcs; lawsuit	\$ 340.00
6/29/2020	Sticker Mule	1 - EMG OPS	Signs	\$ 90.50
6/29/2020	Signs.Com	1 - EMG OPS	Signs	\$ 530.76
6/22/2020	ULINE	1 - EMG OPS	Signs	\$ 222.15
6/15/2020	S.I. Metals	2 - PPE	Mtls for barriers	\$ 118.00
6/15/2020	FASTSIGNS	1 - EMG OPS	Signs	\$ 255.90
6/11/2020	N/A	3 - SUPP & SVC	staff overtime costs for COVID-1 mitigation efforts	\$ 57.75
6/10/2020	NORDON, INC.	2 - PPE	Loftwall shields	\$ 4,010.00
6/9/2020	CLEAN POWER, LLC	3 - SUPP & SVC	Level 1 Disinfection Clean	\$ 830.55
6/8/2020	TRI CITY GLASS AND D	2 - PPE	Mtls for barriers	\$ 775.87
6/8/2020	FASTSIGNS	1 - EMG OPS	Signs	\$ 470.45
6/8/2020	ULINE	2 - PPE	Cleaning supplies	\$ 320.73
6/8/2020	AMAZON	2 - PPE	Face masks	\$ 599.80
6/3/2020	NORDON, INC.	2 - PPE	Loftwall shields	\$ 2,284.00
5/28/2020	N/A	1 - EMG OPS	staff overtime costs for emergency operation activities	\$ 174.23
5/27/2020	UNITED PARCEL SERVIC	2 - PPE	Shipping - cylinder repair/test	\$ 0.34
5/26/2020	Amazon	1 - EMG OPS	Social distancing floor stick	\$ 45.99
5/26/2020	Amazon	1 - EMG OPS	Social distancing signs	\$ 17.90
5/26/2020	Amazon	1 - EMG OPS	Social distancing floor graph	\$ 99.95
5/26/2020	Amazon	1 - EMG OPS	Social distancing signs	\$ 99.99
5/26/2020	S.I. Metals	2 - PPE	Signs	\$ 96.00
5/26/2020	Wisconsin Building Supply	2 - PPE	Mtls for barriers	\$ 445.40
5/20/2020	BELSON COMPANY	2 - PPE	hand sanitizer dispenser	\$ 575.60
5/20/2020	UNITED PARCEL SERVIC	2 - PPE	Shipping - cylinder repair/test	\$ 3.97
5/20/2020	CLEAN POWER, LLC	3 - SUPP & SVC	ch level 2 disinfection cl	\$ 1,428.75
5/18/2020	TRI CITY GLASS AND D	2 - PPE	Mtls for barriers	\$ 976.32
5/18/2020	AMAZON	9 - TELEWRK	Webcam	\$ 42.07
5/18/2020	CDW GOVERNMENT, INC.	9 - TELEWRK	Computer mice	\$ 3,828.75
5/18/2020	VORPAHL FIRE AND SAF	2 - PPE	Sanitizing wipes	\$ 465.00
5/18/2020	SP* Display Connection	2 - PPE	hand sanitizer dispenser	\$ 264.26
5/14/2020	N/A	3 - SUPP & SVC	staff overtime costs for COVID-1 mitigation efforts	\$ 28.78
5/11/2020	Cornerstone Team Sports	2 - PPE	hand sanitizer	\$ 2,939.79
5/11/2020	Home Depot	1 - EMG OPS	Signs	\$ 43.83
5/11/2020	AMAZON	2 - PPE	hand sanitizer dispenser	\$ 35.92
5/11/2020	GRAINGER, INC.	2 - PPE	Face masks	\$ 253.68
5/11/2020	ACE HARDWARE OF APPL	2 - PPE	Mtls for barriers	\$ 34.52
5/11/2020	TRI CITY GLASS AND D	2 - PPE	Mtls for barriers	\$ 1,178.96
5/11/2020	AMAZON	2 - PPE	hand sanitizer dispenser	\$ 26.67
5/11/2020	STATE INDUSTRIAL PRO	2 - PPE	Disinfectant	\$ 741.20
5/11/2020	SUPERIOR CHEMICAL CO	2 - PPE	hand sanitizer	\$ 1,081.50
5/11/2020	Industrial Safety Inc	2 - PPE	Safety glasses	\$ 18.00
5/11/2020	Home Depot	1 - EMG OPS	Signs	\$ 8.82
5/11/2020	SP* I-GOGS	2 - PPE	Goggles	\$ 29.98
5/11/2020	Amazon	2 - PPE	Foam soap dispenser	\$ 19.98
5/11/2020	Cornerstone Team Sports	2 - PPE	hand sanitizer	\$ 2,939.79
5/5/2020	CLEAN POWER, LLC	3 - SUPP & SVC	touch point sanitizing cov	\$ 280.00
5/5/2020	CLEAN POWER, LLC	3 - SUPP & SVC	touch point sanitizing cov	\$ 280.00
5/4/2020	TRI CITY GLASS AND D	2 - PPE	Mtls for barriers	\$ 318.56
5/4/2020	S.I. Metals	2 - PPE	Mtls for barriers	\$ 101.00
5/4/2020	Cornerstone Team Sports	1 - EMG OPS	Hand sanitizer	\$ 2,969.78
5/4/2020	SAM'S CLUB	1 - EMG OPS	Bags for curb-side pickup	\$ 69.90
5/4/2020	TRI CITY GLASS AND D	2 - PPE	Mtls for barriers	\$ 1,001.80
5/4/2020	FASTENAL COMPANY	2 - PPE	Sign/barrier hdwr	\$ 113.26
5/4/2020	SQ*Pro Ex Extrusion, Inc.	2 - PPE	Face shields	\$ 2,000.00

City of Appleton  
Routes to Recovery Grant  
Expense Claims - Submitted 7/15/20

Date Paid	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Amount Paid
5/4/2020	Cornerstone Team Sports	1 - EMG OPS	Hand sanitizer	\$ 2,969.78
5/4/2020	Motion Industries	2 - PPE	Sanitizing wipes	\$ 6,980.25
5/4/2020	Vallen-Belmont	2 - PPE	hand sanitizer	\$ 2,607.57
5/4/2020	ULINE	2 - PPE	Cleaning supplies	\$ 90.42
5/4/2020	AMAZON	2 - PPE	Gloves	\$ 45.85
4/27/2020	CDW GOVERNMENT, INC.	9 - TELEWRK	Keyboards	\$ 3,562.50
4/27/2020	WINZER CORPORATION	2 - PPE	Face masks	\$ 199.98
4/27/2020	Clarey's Safety Equipment	2 - PPE	Coveralls	\$ 548.54
4/27/2020	AMAZON	2 - PPE	Gloves	\$ 32.75
4/27/2020	MOTION INDUSTRIES, I	2 - PPE	hand sanitizer	\$ 2,052.45
4/27/2020	PCARD ONE TIME PAY	2 - PPE	Handheld UVC	\$ 663.57
4/27/2020	Amazon	2 - PPE	Anti-fog wipes	\$ 227.70
4/27/2020	FASTSIGNS	1 - EMG OPS	Signs	\$ 358.53
4/20/2020	Bulk Apothecary	2 - PPE	Hand sanitizer	\$ 292.98
4/20/2020	Bulk Apothecary	2 - PPE	Hand sanitizer	\$ 292.98
4/20/2020	GRAINGER, INC.	2 - PPE	Disposable Respirators	\$ 548.48
4/20/2020	TARTAN SUPPLY CO., I	2 - PPE	Cleaning supplies	\$ 1,116.08
4/20/2020	DJ Ger - Lighting	2 - PPE	Hand sanitizer	\$ 179.99
4/20/2020	Splastop.com	9 - TELEWRK	Remote desktop s/w	\$ 203.47
4/20/2020	GRAINGER, INC.	2 - PPE	Return of Masks	\$ 148.72
4/20/2020	Cozzoo.com	2 - PPE	hand sanitizer dispenser	\$ 136.15
4/20/2020	Amazon	2 - PPE	Alcohol wipes	\$ 539.98
4/20/2020	Magid Glove Safety	2 - PPE	Sanitizing wipes	\$ 15.29
4/20/2020	TARTAN SUPPLY CO., I	2 - PPE	hand sanitizer	\$ 318.88
4/20/2020	FASTSIGNS	1 - EMG OPS	Signs	\$ 320.50
4/20/2020	TESCH CHEMICAL COMPA	2 - PPE	Hand sanitizer	\$ 103.74
4/20/2020	GRAINGER, INC.	2 - PPE	Disposable Respirators	\$ 137.12
4/20/2020	TARTAN SUPPLY CO., I	2 - PPE	Sanitizer products	\$ 83.72
4/20/2020	TARTAN SUPPLY CO., I	2 - PPE	Disinfecting supplies	\$ 364.23
4/20/2020	GRAINGER, INC.	2 - PPE	Disposable Respirator	\$ 171.40
4/20/2020	MENARDS	2 - PPE	Mtls for barriers	\$ 131.07
4/20/2020	Splastop.com	9 - TELEWRK	Remote desktop s/w	\$ 153.95
4/20/2020	TARTAN SUPPLY CO., I	2 - PPE	hand sanitizer	\$ 229.96
4/16/2020	N/A	3 - SUPP & SVC	staff overtime costs for COVID-1 mitigation efforts	\$ 6,393.67
4/13/2020	OLSEN SAFETY EQUIPME	2 - PPE	Gloves	\$ 29.36
4/13/2020	ACE HARDWARE OF APPL	2 - PPE	Funnel	\$ 2.99
4/13/2020	Quill Corp	1 - EMG OPS	Office supplies - EOC	\$ 54.04
4/13/2020	Discount Mugs	2 - PPE	Face masks	\$ 1,050.00
4/13/2020	MENARDS	2 - PPE	Mtls for barriers	\$ 9.95
4/13/2020	Splastop.com	9 - TELEWRK	Remote desktop s/w	\$ 258.82
4/13/2020	Gordon Food Service	2 - PPE	Sanitizing wipes	\$ 1,223.48
4/13/2020	AMAZON	2 - PPE	Finger guards	\$ 78.24
4/13/2020	ACE HARDWARE OF APPL	2 - PPE	Basketball ct signs	\$ 26.58
4/8/2020	CLEAN POWER, LLC	3 - SUPP & SVC	touch point sanitizing COV	\$ 280.00
4/8/2020	Woodmans	2 - PPE	Hand sanitizer	\$ 191.57
4/6/2020	TRI CITY GLASS AND D	2 - PPE	Face shields	\$ 960.25
4/6/2020	MENARDS	2 - PPE	Polling barriers	\$ 596.62
4/6/2020	MENARDS	2 - PPE	Spray Bottle	\$ 6.00
4/6/2020	OFFICE DEPOT	1 - EMG OPS	Labels - EOC	\$ 81.59
4/6/2020	Sangrias	1 - EMG OPS	EOC meals	\$ 279.95
4/6/2020	GLOBAL EQUIPMENT COM	2 - PPE	Germicidal Cleaner	\$ 671.80
4/6/2020	Office Max	1 - EMG OPS	Office supplies - EOC	\$ 49.98
4/6/2020	TRI CITY GLASS AND D	2 - PPE	Face shields	\$ 1,152.30
4/6/2020	Detroit Industrial Tool	2 - PPE	Goggles	\$ 720.00
4/6/2020	Discount Mugs	2 - PPE	Face masks	\$ 3,042.00
4/6/2020	Walmart	2 - PPE	Sanitizing wipes	\$ 35.36

City of Appleton  
Routes to Recovery Grant  
Expense Claims - Submitted 7/15/20

Date Paid	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Amount Paid
4/6/2020	Cousins Subs	1 - EMG OPS	EOC meals	\$ 72.49
4/6/2020	Walmart	4 - HOUSING	Supplies for temporary isolation	\$ 565.80
4/6/2020	AMAZON	2 - PPE	Spray Bottles	\$ 159.12
4/6/2020	TRI CITY GLASS AND D	2 - PPE	Face shields	\$ 325.44
4/6/2020	Target.com	1 - EMG OPS	Frames for signs	\$ 15.66
4/6/2020	AMAZON	2 - PPE	Face mask	\$ 19.57
4/6/2020	OFFICE DEPOT	1 - EMG OPS	Labels - EOC	\$ 81.59
4/6/2020	Amazon	2 - PPE	Adj face shields	\$ 174.42
4/6/2020	Amazon	2 - PPE	Thermometers	\$ 1,196.28
4/6/2020	AMAZON	2 - PPE	Adj face shields	\$ 202.64
4/6/2020	Discount Mugs	2 - PPE	hand sanitizer	\$ 2,771.00
4/6/2020	AMAZON	9 - TELEWRK	Phone headset	\$ 21.90
4/6/2020	OFFICE DEPOT	1 - EMG OPS	Labels - EOC	\$ 59.99
4/6/2020	TRI CITY GLASS AND D	2 - PPE	Face shields	\$ 976.32
4/6/2020	MENARDS	2 - PPE	Polling barriers	\$ 131.17
4/2/2020	N/A	3 - SUPP & SVC	staff overtime costs for COVID-1 mitigation efforts	\$ 1,357.57
3/30/2020	Stucs Pizza	1 - EMG OPS	EOC meals	\$ 59.27
3/30/2020	MENARDS	2 - PPE	Cleaning supplies	\$ 48.75
3/30/2020	AMAZON	1 - EMG OPS	Office supplies - EOC	\$ 938.21
3/30/2020	ACE HARDWARE OF APPL	2 - PPE	Measuring cup	\$ 7.59
3/30/2020	Home Depot	1 - EMG OPS	Hand sanitizer	\$ 1,063.09
3/30/2020	TARTAN SUPPLY CO., I	2 - PPE	Disinfectants/gloves	\$ 1,395.12
3/30/2020	MENARDS	2 - PPE	Disinfecting fogger	\$ 119.98
3/30/2020	OFFICE DEPOT	1 - EMG OPS	Printer cartridges - EOC	\$ 65.15
3/30/2020	HALLMAN LINDSAY PAIN	2 - PPE	Cleaning supplies	\$ 14.36
3/30/2020	Stucs Pizza	1 - EMG OPS	EOC meals	\$ 58.27
3/30/2020	VORPAHL FIRE AND SAF	2 - PPE	N95 respirators	\$ 41.50
3/30/2020	Ebay	2 - PPE	Thermometers	\$ 602.91
3/30/2020	Sangrias	1 - EMG OPS	EOC meals	\$ 83.19
3/30/2020	Home Depot	2 - PPE	Sprayer	\$ 112.00
3/30/2020	Bazils Pub	1 - EMG OPS	EOC meals	\$ 71.75
3/30/2020	AMAZON	2 - PPE	Face mask	\$ 18.65
3/30/2020	FactoryOutletStoreLLC	1 - EMG OPS	Phone headset	\$ 126.55
3/30/2020	Amazon	2 - PPE	Thermometers	\$ 353.97
3/30/2020	VORPAHL FIRE AND SAF	2 - PPE	Welding respirators	\$ 199.50
3/30/2020	SIGN A RAMA	1 - EMG OPS	Signs	\$ 1,005.00
3/30/2020	TARTAN SUPPLY CO., I	2 - PPE	Disinfectant	\$ 2,349.67
3/30/2020	NORTHSIDE HARDWARE,	2 - PPE	Cleaning supplies	\$ 20.66
3/30/2020	Splastop.com	9 - TELEWRK	Remote desktop s/w	\$ 544.50
3/30/2020	TARTAN SUPPLY CO., I	2 - PPE	Wipes/Disinfectant	\$ 172.94
3/30/2020	Amazon	2 - PPE	Face shields	\$ 29.92
3/25/2020	BAGELICIOUS	1 - EMG OPS	EOC meals	\$ 66.55
3/24/2020	Walmart	2 - PPE	Respirator cartridges	\$ 277.89
3/24/2020	VORPAHL FIRE AND SAF	2 - PPE	disinfecting wipes	\$ 186.00
3/24/2020	FASTSIGNS	1 - EMG OPS	Signs	\$ 62.00
3/24/2020	SID TOOL CO., INC.	2 - PPE	Face shields	\$ 623.00
3/24/2020	Tropical Smoothie Café	1 - EMG OPS	EOC meals	\$ 64.71
3/24/2020	Amazon	2 - PPE	N95 respirators	\$ 397.80
3/24/2020	Amazon	2 - PPE	N95 respirators	\$ 1,109.70
3/24/2020	MENARDS	1 - EMG OPS	Totes	\$ 49.95
3/24/2020	OFFICE DEPOT	1 - EMG OPS	EOC SUPPLIES - C/MINGES	\$ 74.23
3/24/2020	Magid Glove Safety	2 - PPE	Germicidal Cleaner	\$ 228.00
3/24/2020	Amazon	2 - PPE	Hand sanitizer	\$ 572.15
3/24/2020	Durawear Glove & Safety	2 - PPE	Respirator cartridges	\$ 230.45
3/24/2020	Sherwood Elevator	2 - PPE	N95 respirators	\$ 68.97
3/24/2020	OFFICE DEPOT	1 - EMG OPS	Printer cartridges - EOC	\$ 136.56

City of Appleton  
Routes to Recovery Grant  
Expense Claims - Submitted 7/15/20

Date Paid	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Amount Paid
3/24/2020	GRAINGER, INC.	2 - PPE	Boot covers	\$ 61.11
3/24/2020	VORPAHL FIRE AND SAF	2 - PPE	Sanitizer, Masks, Face shields	\$ 208.50
3/24/2020	Amazon	2 - PPE	Plastic Seat covers	\$ 76.99
3/24/2020	Airgas	2 - PPE	Respirator cartridges	\$ 2,091.54
3/16/2020	ULINE	2 - PPE	Cleaning supplies	\$ 2,093.00
3/16/2020	AMAZON	2 - PPE	disinfecting wipes	\$ 81.22
3/16/2020	Amazon	2 - PPE	disinfecting wipes	\$ 1,064.98
3/2/2020	TARTAN SUPPLY CO., I	2 - PPE	Disinfectant	\$ 514.43
<b>TOTAL</b>				<b>\$ 112,862.88</b>



## **LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW**

All figures through June 30, 2020

### **Significant 2020 Events:**

#### **City Attorney's Office**

The Legal Services Department has been engaged in a number of matters through the first half of 2020. Below are some of the highlights for the first half of the year:

- Represented the City in traffic and ordinance related matters in 2019 including 5,435 scheduled initial court appearances, 59 scheduled jury and court trials and 2,047 scheduled pre-trials/jury trial conferences or motion hearings. 2020 statistics are significantly lower due to the courts being closed for the COVID-19 pandemic.
- Actively engaged in litigation including defense of a variety of lawsuits. In early 2020 we received a favorable decision from the State for an alleged discrimination matter that occurred at the Scheig Center. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge.
- In the first six months of 2020, the Attorney's Office has processed a total of 250 agreements/contracts. We also worked with City departments to review the contracting process and requirements.
- Implemented an electronic signature and routing process for contracts due to COVID-19.
- Completed a 2-year project to create a City-wide master record retention schedule that was approved by the State and adopted by the Common Council.
- Initial bids for a WWTP electrical distribution project came in almost \$1 million over budget. The equipment supplier offered a modest reduction but all bids were rejected at the advice of this office. The specs were modified and rebid resulting in a savings of over \$1.3 million. (The savings were more than the 2020 budget for the Legal Services Department.)

#### **City Clerk's Office:**

- Safely and successfully administered the Spring Election during the height of a health pandemic and also prepared for summer/fall election administration with expectations that the health pandemic may still be active.
- Processed and mailed a record number of absentee ballots.
- Verified nomination papers for 11 mayoral candidates for the Spring Primary.
- Worked closely with other departments, specifically the first floor Finance Department to administer operations of the office while closed to the public- process license applications, conduct bid openings, register voters.

- Continued to process mail for the City, while changing procedures to adapt to being closed and having minimal staff at City offices.
- Worked with IT, the Mayor's office, and Council to hold Council meetings with the option to appear remotely.
- Coordinated a process for meeting agendas to process items through a Committee of the Whole at Council.

### **Performance Data:**

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Administration</u>	<u>Client Benefits/Impacts</u>					
	Timely legal information is provided upon which Alderpersons and staff members can make decisions. Meet time frame of requester.	100%	100%	100%	100%	100%
	Contracts are reviewed in a timely manner to allow performance to proceed. # of performances delayed due to review not being completed.	0	0	0	0	0
	<u>Outputs</u>					
	Written opinions issued.	44	55	25	75	40
	Ordinances reviewed.	125	109	100	81	100
	# of real estate transactions.	17	13	20	6	15
	Staff training; # of hours of staff training	70	75	75	24	40

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Litigation</u>	<u>Client Benefits/Impacts</u>					
	Active consultation with City depts. re: potential claims filed will mitigate damages and identify areas of risk # of claims filed against the City.	70	63	<100	15	<100
	Total # of lawsuits filed against the City	5	8	4	4	6
	<u>Outcome</u>					
	Minimize cost of settlements. Total amount demanded	\$417,178	\$206,133	\$107,018	\$107,018	\$125,000
	\$ value of settlements and judgments paid	\$2,283	\$32,805	\$0	\$0	\$42,000
	<u>Outputs</u>					
	# of claims and lawsuits resolved with no settlement or judgment paid					
	# of lawsuits filed after claim denied	2	4	1	1	1
	# of non-claim related lawsuits filed against the City	3	4	3	3	3

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Recordkeeping</u>	<u>Client Benefits/Impacts</u>					
	Retrieval of information. % of same day responses	98%	95%	95%	95%	98%
	1 week retrieval for detailed requests	2%	5%	5%	5%	5%
	<u>Outcome</u>					
	Legal requirements are met # of legal challenges sustained	0	0	0	0	0
	<u>Outputs</u>					
	# hours maintaining records	1,060	800	850	200	700
	# of requests for information	98	10	80	3	50
	# of publication notices	195	190	200	109	200
	# of ordinances adopted	123	108	100	79	100

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Licensing</u>	<u>Client Benefits/Impacts</u>					
	# Licenses sent for Committee/Council approval	New PM – no data	1,617	870	271	300
	# of licenses issued within time specified on application	New PM – no data	99%	100%	98%	98%
	<u>Outcome</u>					
	Statutory and ordinance compliance of all licenses issued. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	License applications processed. # of beer/liquor licenses issued	211	207	215	197	208
	# of operator licenses issued	764	911	750	276	900
	# of general licenses issued	463	448	475	211	150

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Elections</u>	<u>Client Benefits/Impacts</u>					
	# of voter status changes	7,287	4,497	7,500	4,430	7,000
	# of voter registrations processed	6,794	1,698	6,900	3,970	5,000
	# of absentee ballots issued	10,224	1,546	13,000	26,992	45,00
	<u>Outcome</u>					
	Fair and accurate election process. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	# of election votes cast	54,776	13,834	57,000	31,509	61,000
	Avg # of registered voters per election	37,825	37,263	41,000	41,067	41,000
	# of election administered	6	3	4	2	4
	% of staff trained at each election	98%	99%	100%	67%	100%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Mail/Copy Services</u>	<u>Client Benefits/Impacts</u>					
	Accurate photocopy services. Remake of request	0%	0%	0%	0%	0%
	<u>Strategic Outcomes</u>					
	Reduce costs # of piece of mail returned to departments for reconciliation	New PM – no data	#	50	16	40
	<u>Outputs</u>					
	# of pieces of outgoing mail	111,231	85,982	120,000	85,265	150,000
	# of packages handled	131	55	125	19	50
	# of copies made in mail center	745,807	622,977	600,000	210,033	500,000

### **Areas of Primary Concentration for the remainder of 2020:**

We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.

The City Attorney's Office will continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.

We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.

Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.

Work diligently to safely and accurately administer the Partisan Primary and General Election.

Continue to process unprecedented numbers of absentee ballots.

### **Budget Performance Summary**

<u>Account Description</u>	<u>Original Approp</u>	<u>Revised Budget</u>	<u>YTD Expended</u>	<u>% Used</u>
<b>14510: Administration</b>	\$355,143	\$355,143	\$166,045	46.8%
<b>14521: Litigation</b>	\$193,645	\$193,645	\$103,820	53.6%
<b>14530: Recordkeeping</b>	\$90,578	\$90,578	\$51,193	56.5%
<b>14540: Licensing</b>	\$69,558	\$69,558	\$32,468	46.7%
<b>14550: Elections</b>	\$243,762	\$243,762	\$75,602	31%
<b>14560: Mail/Copy</b>	\$149,898	\$149,898	\$113,329	75.6%
<b>Revenue Total</b>	\$0	\$0	\$0	0%
<b>Expense Total</b>	\$1,102,584	\$1,102,584	\$542,457	49.2%
<b>Grand Total</b>	\$1,102,584	\$1,102,584	\$542,457	49.2%

# **PARKS, RECREATION AND FACILITIES MANAGEMENT**

## **MID-YEAR REVIEW**

July 20, 2020

This mid-year report attempts to summarize the majority of initiatives completed or in-progress during the first half of this year. Thank you for taking the time to review the efforts being made to make the City of Appleton the best that it can be. If you have any questions, don't hesitate to contact our Manager's, Deputy Director or myself.

### **Recreation Division**

#### **Program Development:**

- 2020 started out with a lot of excitement around the opening of the Jones Park skate rinks. While we were not able to open them as early as we would have liked, the public really responded in a positive way once they were open. There was particularly a lot of camaraderie with the hockey rink at Jones and a solid group who continually showed up and were willing to modify the level of play so all could be involved.
- The first quarter started out strong for the Recreation Division with a solid showing in our programs across the board. The repurposing of our Appleton preschool program has proven to be the right change as our classes continue to grow in participation. Our adult programs and adult fitness programs also saw increases the first quarter. Some program areas did reflect declines due to the challenge of the COVID-19 (and facility closings and cancellations) including our aquatics programs and special events. Overall, we saw a decline of 9% in participation compared to the first quarter in 2019.
- For the first time in recent history our department was faced with the challenge of dealing with a nationwide pandemic. There were many trials with this including having an entire team working from home, having virtual meetings, and trying to find our new "normal". The Recreation team was very proactive in creating engagement with the public, developing content to keep the community active and invested through social media posts, events, story walk, emergency preparedness focused scavenger hunt, website resources, etc.
- The first program initiative we kicked off over the stay at home order was our activity of the day on Facebook. This ran from March 20 through May 13 and included fun challenges, virtual field trips, arts and crafts, and more. Over a couple month period there was an overwhelming amount of content thrown at parents. Our goal was to try and minimize that and keep it simple by offering one new program per day that families that could focus on.





- Another significant initiative of ours in the second quarter was the development of our virtual recreation center on our website. The team created categories like get creative, stay active, missions/challenges, go on a hunt, etc. We wanted to create a resource for families in order to keep them active, connected with nature, and continuing to utilize their educational skills.
- Recreation Division staff spent a considerable amount of time developing contingency plans for all spring and summer programs, leagues, and events. Once final decisions were made regarding programs, we provided high level communication to our residents, staff, and community partners.



- One special event we were able to successfully offer was our virtual 50K in May titled Going the “Social” Distance. This was an event where participants had to complete a 50K in the month of May. They could do so by walking, running, biking, swimming, roller blading, etc. We had 412 participants take place in this new event. All participants were awarded a race medal at the completion of the event.
- With many of our programs canceled for the summer we came up with the “APRD Summer 2020 Reimagined theme”. This program will run the entire summer. Each

week has a theme, a fun challenge with prizes, trivia, engaging activities, etc. Again, our goal during all this is to continue to provide recreational opportunities/experiences for the community.

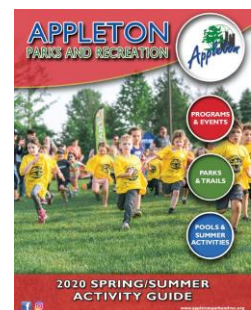
- In light of everything we are experiencing with the COVID-19 pandemic, our Children’s Week committee determined it was more important than ever to continue the Children’s Week tradition. We are grateful to have seen the majority of our sponsors return in 2020. The committee has worked diligently to come up with a line-up of activities for kids/families to enjoy the last full week of July. Some of our signature events will include the Parade of Yards (a reimagined children’s parade), a drive-in movie at Fox Cities Stadium parking lot, an emergency preparedness scavenger hunt, story walk, Kids Fitness Challenge, and more! Check out the video collaboration for the scavenger hunt performed by City staff:

<https://www.facebook.com/watch/?v=589997711634776>



### **Marketing:**

- In February we distributed our third Appleton Parks and Recreation Activity Guide with the new format. Overall, we have found that transitioning to this new publication has been very positive. The public has been very receptive to the new format.
- We renewed our relationship with WSCO Radio to provide quarterly advertisements to promote our youth sports programs. We did this throughout the first quarter but have since put this on hold until further notice.



- In the first quarter we were able to participate as a monthly guest on the WHBY radio show “Focus Fox Valley” to discuss youth sports related topics and speak as a regional leader in youth sports programming.
- In response to the COVID-19 pandemic the recreation division worked to develop an “Activity of the Day” on our Facebook page. This was very popular, and people seemed to really be enjoying the activities we put out. It is overwhelming for those staying at home trying to work, trying to homeschool kids, and find fun/engaging activities for kids/families to participate in. It was our way of staying connected and showing our community we are still thinking of them. Even though these ended on May 13 all the activities are posted on our website.
- Staff worked with the dance instructors to craft a video that we put out during recital week that included photos taken during picture week. The video has inspirational messages from the instructors to the participants telling them how proud they are of all the hard work they have put in this year.
- We were a guest speaker on Hayley Tenpas’s radio show called Focus Fox Valley to talk about ways to keep kids engaged during this time and what we are doing at APRD to keep people active.
- Staff worked to create content for our fall/winter guide. The decision was made to do the guide virtually this time around (with all the program changes occurring weekly) but to send a postcard out in the mail to let people know of the plans. The postcard was mailed early July.
- The Recreation Division staff attended a social media training. This is our yearly marketing training and it was put on by BConnected Marketing. They review our social media accounts and website and then come in with recommendations for us on how to improve and to talk about trends. We were looking to specifically target our Instagram account and increase our followers.
- Our Administrative Assistant has been helping Reid Golf Course with promotions since they opened. Examples of this include constant contact mass emails, videos, website updates, creating signage, social media posts, etc.
- Once the decision was made to cancel youth programs for the summer the team met to develop a program plan for the summer. We decided to move forward with a #APRDsummerreimagined focus. Our goal is to let the community know we are still here and providing opportunities/experiences for them during this time. We created weekly themes with challenges, events, active ideas, creative ideas, outdoor adventure ideas, recipe sharing, etc.
- On Friday, April 17 we launched our virtual recreation center on our website. This site has categories for visitors to search through that give them ideas for fitness, crafts, educational, etc.



- The Recreation Division staff created a video message put out via constant contact and social media talking about how we are still working hard to serve the community and how we will be here for them when we are out of this.  
<https://www.facebook.com/watch/?v=360315794915780>
- On April 30 we were a guest speaker on the Hayley Tenpas show on WHBY to talk about the 50K virtual event, our virtual recreation center and the status of parks/amenities.
- Staff met at Erb on May 22 to record a video with P-Recx regarding the opening of the parks. Check out the video here:  
<https://www.facebook.com/AppletonParkRec/videos/633950007334779/>

### **Community Partnerships:**

- This spring we partnered with the Appleton Public Library to offer our first Story Walk program located on the trails behind the Scheig Center.
- We continue to partner with the Fox River Hurling Club. This year's camp was canceled due to COVID-19. We plan on offering an adult drop-in program beginning in July.
- We partnered with the Mayor, Police, Fire and Public Health department to offer a Free Educational Scavenger Hunt in the parks focusing on Emergency Preparedness. The city received a \$3000 grant which is being used to provide GO BAGS full of emergency supplies for the first 250 families that register.
- Continue work with Neenah and Menasha Parks and Recreation Departments and the YMCA of Fox Cities for the annual senior games (which was renamed A Day at the Park for the Young at Heart). The original plan to offer a Bingo event in August has now been pushed to September as live music/box lunch event.
- Fleet Feet Sports – we continue to partner with Fleet Feet Sports and Community First Fox Cities Marathon on the Appleton Kids Fun Runs. These events were canceled this summer due to COVID-19; however, we have reimaged this event to a Kids Fitness Challenge that will help raise money for the Snow Drop Foundation of Wisconsin.
- We continue to partner with Debbie Daanen Photography to offer adult photography classes. This year's classes were postponed to July due to COVID-19.
- We would have been in our fifth year partnering with Backyard Hackers, where kids ages 5-14 sign up to learn about code by coding, scratch, app creation, Minecraft (computer programming type programs). Due to COVID-19 we had to cancel these programs.
- We continue to partner with Appleton United Lacrosse to offer an introduction to lacrosse camp for kids at the Scheig Center Event Grounds. Due to COVID-19, we had to cancel this program.
- Our continued partnership with NEST (North East Skateboarding Trust) offers skateboard classes that focused on smaller group sessions with more instructions. Classes were scheduled to begin June 9; however, due to COVID-19, we had to cancel all classes.
- This year we are continuing our partnership with the Building for Kids and the Appleton YMCA to host the 11<sup>th</sup> annual "reimagined" Children's Week.
- We continue our partnership with the Fox Valley Rowing Club to offer Learn to Row Classes held at the Telulah Park Boat Launch. Due to COVID-19, the rowing club made the decision to cancel our rowing program this summer.

- Continued partnership with Joy Jordan to offer Mindfulness classes for adults. Although our mindfulness programs were canceled due to COVID-19, Joy Jordan has provided guided meditation videos for our health smart team and APRD Virtual Recreation Center.
- We continue to partner with Budding Chefs to offer kid's cooking class for ages 7 and up. Due to COVID-19, we had to cancel all spring/summer classes. Although we canceled programming with Budding Chefs, Deb provided an online virtual kid's food class for our Virtual Recreation Center.
- Partnered with the Seed Guild to offer outdoor gardening / nature-based programming. Due to COVID-19 all programs were canceled in the second quarter.
- Partnered with the S.W.A.T. to provide a workout once again. Due to COVID-19, we made the decision to cancel this class.
- Partnered with Navah Mirage to offer adult belly dance classes. She ended up teaching virtually independently, but we had 5 people signed up.
- We renewed the MOU with Fox Valley Athletics for adult softball leagues at Appleton Memorial Park for a three-year term. We did have some guidelines we developed for the leagues in order to keep everyone safe.
- Partnered with Lorrie Formella to instruct an online Tai Chi retreat scheduled for July.
- Our summer basketball camps in partnership with the Milwaukee Bucks were canceled due to COVID-19.
- Our summer soccer camps in partnership with Chicago Fire were canceled due to COVID-19.
- The adult band and orchestra program in partnership with NEW Horizons Fox Valley was canceled due to COVID-19.
- New partnership was developed with Tanya Rosenthal to teach babysitting classes. Our first class was scheduled for Tuesday, April 7 but was cancelled due to COVID-19.

#### **Community Outreach:**

- On February 8, the Appletots teachers attended the Appleton Farmer's market located at the Expo Center and provided fun craft ideas to help market our Appletots Learning Center and other APRD programs.
- Staff gave a presentation at B.A.B.E.S. which is an organization committed to the prevention of child abuse. They have a group of young mothers they are working with to provide support and encourage them through schooling. I spoke mostly about our free programs/events we offer as well as the fee waiver program.

#### **Parks and Grounds Division**



## Contracted Projects

- Scheig Phase 5, which included a new parking lot, Veterans Memorial, sidewalks and trail connections to Witzke Boulevard and the pond pavilion is completed.



- The surfacing for the Pierce Park playground was installed, finishing the project.



- New road, playground, and parking lot lighting installed at Pierce Park
- Northland Recreation was selected as the vendor and installer for the new Universal Playground in Memorial Park. Demolition of the old playground began July 6, with grading and new concrete to follow and the new playground structure installation is scheduled for early August.
- Linwood Park tennis and basketball courts were colored and striped finishing the project
- The Lawe Street trestle, trail, and Metamorphosis projectd nears completion



- Applied Ecological Services performed 125 hrs. of invasive removal at Pierce Park. Grounds staff chipped the brush that A.E.S generated
- B&V Maintenance was contracted for weed mowing
- Tru Green was contracted for herbicide application of the Fire Stations and other highly visible boulevard sites
- Bluemels performed warranty work at Kiwanis, Erb and Jones for Playworld playground equipment
- All City Mud jacking raised slabs at Erb and the Transit Center
- Geese were removed from Lutz Park by the USDA

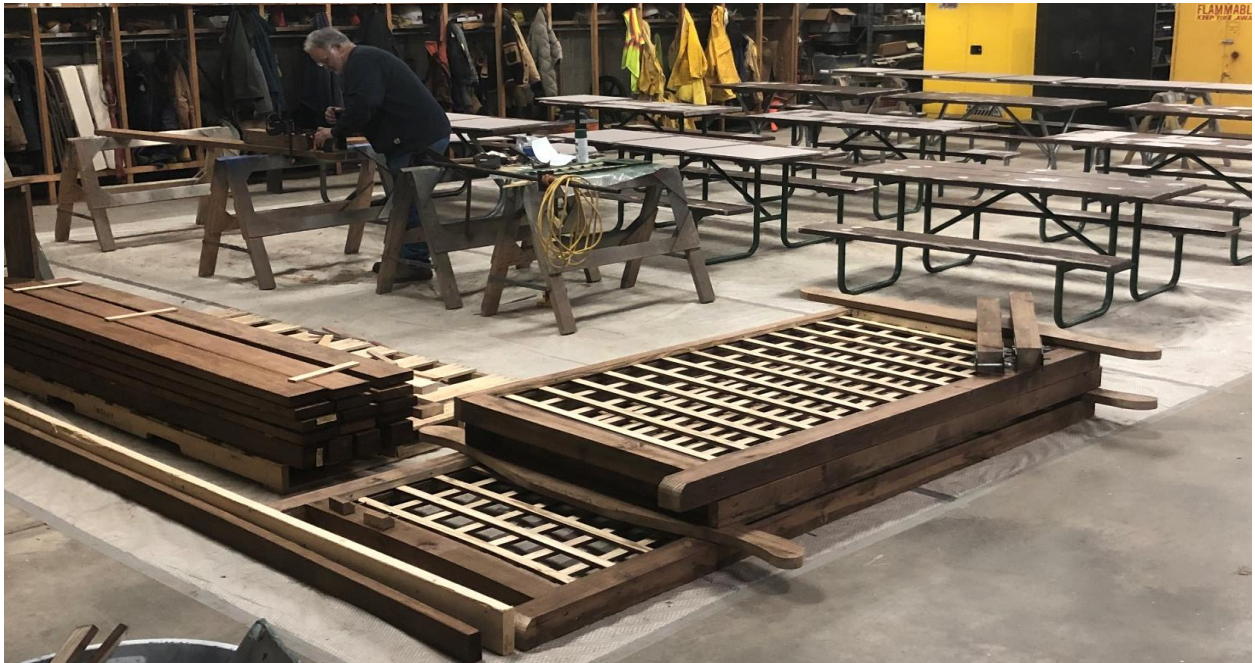
### **In-house projects**

- Drainage was installed at the Telulah ball diamond to facilitate removing water from the outfield
- Drainage was installed at Highview Park to address an area where water sheets across the sidewalks. The past two wet years cause the sidewalks to remain wet enough for algae to grow on them making them a safety hazard
- Drainage was installed on the Providence Trail to address an area where water pooled on the trail
- The area along the Scheig lot entrance was brushed out and landscaped with fill from the parking lot
- Landscaping at Valley Transit
- Landscaping and repairs to the turf at Fire Station 3
- Removed one volleyball court from Jaycee Park.
- Stand-alone slides were removed from Colony Oaks and Green Meadows Parks. Both had issues that made them unsafe
- Replaced the composite decking on the overlooks at Vulcan Heritage Park
- Sanitizing pavilions and bathrooms for Covid 19.
- Installation and replacement of Covid 19 signs throughout the park system.
- The Jones hockey rink was regraded in a couple of spots and then sodded

- New sod installed at Jones Park



- Several trellises and arbors from the Scheig were rebuilt over the winter



- The rose garden at the Scheig was replanted with new roses in the spring
- Four park signs were constructed over the winter
- Twenty-two signs were built for a Recreation story board project
- Ten new picnic tables were assembled. Old tables were refurbished
- Five memorial benches with slabs were installed





- A scoreboard was installed on Field 7 at Memorial Park
- Telulah skate park shade arbor and furnishings were installed
- The cold storage area and stockade at the PRFMD was cleaned up and equipment and supplies were moved to the Northeast Asphalt site for the PRFMD construction project
- Due to Covid 19 the Corrections crew which was scheduled to help with demo work on Scheig 5 and the Universal playground cancelled, requiring grounds staff to do the work themselves
- The Scheig well power was installed deeper to accommodate the new parking lot project
- The Lindberg Water Tower site was landscaped after contractor work rutted up the site
- Several yews were replaced at the Police Department
- Fencing installed along the Cedar St. Trail

## **Annual Responsibilities**

- Maintained 610 acres of turf
- Maintained 11.4 miles of trails
- Snow removal for Fire Stations, Wastewater, park lots, sidewalks and trails
- Maintained ice rinks at Pierce, Erb, Colony Oaks, Highview and Jones Parks
- Groomed skate and traditional cross-country skiing trails at Reid and traditional cross country and fat tire bike trails at Appleton Memorial Park
- Repaired plow damage
- Cleaned 23 pavilions and restrooms
- Cold patched park lots and roadways
- Installed the bases and prepared and maintained 17 ball diamonds for play
- Installed nets and kept surfaces repaired and free from debris on 14 tennis courts
- Performed monthly inspections and maintenance on twenty-nine playgrounds
- Fertilized athletic fields
- Cleaned twenty-two pavilions and bathrooms
- Ongoing invasive removal of buckthorn, teasel, Japanese knot weed, poison hemlock and garlic mustard
- Planted annual beds
- Developed 2021 operational and capital improvement program budgets
- Hired and trained 16 seasonal employees

## **Special Events**

The Grounds Division works with many special event organizers to make their event successful for residents and visitors

- Due to Covid 19 all Special Events were cancelled for the first half of 2020

## **Grounds Division Collaborative and Volunteer Projects**

- The Friends of the Memorial Park Gardens continued relationship for labor and expertise in maintaining the gardens
- Coordinated workdays with the various Adopt a Park groups
- Coordinated with school groups, Fleet Feet, and scouting troops to pick up litter, sticks, trail clean up and Eagle Scout projects
- Working with Lawrence University with their bee project
- Continued sharing of equipment with the Department of Public Works

## **Reid Golf Course**



## Season Overview

- Golf course opened for walking only on Friday April 24<sup>th</sup>, unfortunately this spring brought great weather and could have opened on or around April 1<sup>st</sup> if not for COVID-19, leaving three plus weeks of revenue unearned.
  - Carts were allowed on April 30<sup>th</sup> for single riders and the range opened with the clubhouse on May 16<sup>th</sup>. Preparing procedures for operations during COVID-19 was difficult as it was similar to hitting a moving target for a few weeks.
  - Reid staff worked with Golfnow, our POS provider, to get an online payment portal up and running while golfers were not allowed in the clubhouse. Also, an additional phone was also brought into the clubhouse to help with the high call demand of people calling to check in and make payments over the phone.



Opening day rules and 6' visual for golfer's awareness posted at #1 (pictured), 4, 7, 9, 10, 13 & 16 tees.





**Pool noodles inside the cup to keep golfers from touching the flagstick, Reid no longer uses a pool noodle but has plastic covers which sit on top of the cup providing the same service but have a distinct sound that golfers were missing.**

- Due to the Safer at Home order from Governor Evers and not knowing when the golf course was going to open this year staff made the decision to cancel the parking lot resurfacing in 2020 and move to 2021.
- During Safer at Home shutdown only fulltime staff continued to minimally maintain the golf course, including training Clubhouse Manager Brian Hansen on equipment to mow.
- All leagues returned except one Tuesday night league to Reid in 2020. Most leagues began their schedule as normal once Reid was allowed to open. Monday's leagues held off to June 1<sup>st</sup> before starting league play.
- The first two family days have continued to be successful filling up the tee sheet from 2:00pm to twilight accounting for 92 golfers compared to 51 in 2019 (better weather this year).
- Junior Lesson Program was revamped to have two four week sessions instead of one eight week session. Registration was going extremely well prior to the onset of COVID-19, through the end of March 34 kids were registered before the program was cancelled in conjunction with all Appleton Recreation activities. Families are being reimbursed.
- The 3-4-5 tournament was tentatively moved from May 17<sup>th</sup> to June 7<sup>th</sup> in hopes of having the event. Staff decided being a shotgun event it was in the best interest of all parties to cancel the event for 2020 due to COVID-19.

- City Tournament participation was a bright spot this year with 63 players participating in the 75<sup>th</sup> annual event. Hard to compare with 2019 when the weather rained both days of the tournament and only 33 players participated, but it is a step in the right direction and there was one more player this year than in 2018's five year high of participants.
- Course Superintendent Jeff attended the 2020 Golf Industry Show in Orlando, three common themes came up throughout the educational sessions: Mental Health, Labor and Autonomous Mowers. The technology is improving greatly with robotic mowers but at this time they would not save Reid time or money to utilize them. Jeff had not attended the national convention since taking over his role for the City of Appleton.
- The first half of 2020 has had great weather compared to the past two record setting precipitation years.
  - Precipitation on 32% of days the course has been open for play, +4.18" compared to historical average, but 1.06" below Reid's past five year average.
  - Course closed or no carts available on 24% of days since opening compared to 34% in 2019. Take away the COVID-19 restrictions on carts and the cart restricted or closed day's drops to 18% or open days.
- New offerings at Reid this year include:
  - Plexiglas barriers to protect staff and customers during the COVID-19 Pandemic.



**New Plexiglas installed at counter for staff and customer safety, similar sections were added in pro shop.**

- New fleet of rental and beverage carts with Yamaha, it is a six year agreement which began this year after our previous 5 year lease expired.



Taking delivery of new cart fleet, delivery was delayed as vendor's operations were shut down due to COVID-19.

### Financial Breakdown (through June 30<sup>th</sup>)

- **\$350,665.18 has been run through our POS**
  - Annual Passes - \$81,140
    - Pass sales have decreased by 2 this year, with everything that has transpired with the pandemic this is a very encouraging number. Revenues have increased by 3.2% overall on pass sales though.
    - Most passes are similar in pass amounts over last year, except Associate passes increased from 6 to 10 this year.
    - For the first time since introducing the Business Pass sales reached our goal of 10.
    - One area of decline is discount card sales, down 61 from 2019. Many of the same golfers continue to play Reid but did not purchase discount cards this year. The uncertainty of this year is probably what led to the fewer sales.
    - The final revenue portion comes from coupon book sales. \$3,180 in revenue YTD.
  - Green Fees - \$148,938
    - Rounds are up from 12,104 in 2019 to 12,946 in 2020 and revenues are 12.76% higher than last year. This can be attributed to great prolonged weather and lack of other recreational opportunities during the pandemic.
    - No team rounds were played in the spring due to COVID-19, Appleton East and North boy's teams and Lawrence University club did not utilize Reid. This accounts for \$3750 in lost revenue.

- Passholder rounds have increased significantly to 3,364 compared to 2,660.
- Weekday, weekend and twilight rounds are all up while promotional rounds have been down. The high demand for golf has led to less promotions to fill unused tee times.
- Cart fees - \$56,592
  - Daily cart rentals are up 34.7% or \$11,825 in 2020. A direct relation to being busier and having weather to allow cart traffic consistently.
  - Annual cart passes decreased by 3 to \$10,724.
  - A dilemma with COVID-19 was single rider carts, an additional 20 carts were rented for May to sustain needs, in June only 10 additional carts were added for the month. To date staff does not force double ridership onto anyone but allows the golfer to make the decision which many are riding together now.
- Range - \$10,945
  - Compared to 2019 range revenues are down \$6,274 to the same date. The major issue was not opening the range until May 16<sup>th</sup> due to Governor Evers mandates, early season is the busiest time for the range as golfers are shaking the rust off.
  - Similar range promotions were utilized this year to boost sales at the range.
  - Annual range passes decreased by 4.
- Merchandise - \$7,609
  - Sales are down 9.6% compared to 2019, not bad considering most sales come from golfers who walk in and the pro shop was not open until May 16<sup>th</sup>.
  - Reid has run into supply issues for golf balls and scorecards this year due to COVID-19, but have seen better response from vendors in the past month.
  - New merchandise brought in for 2020 include ¼ zip pullovers, t-shirts, long sleeve t-shirts. sleeveless ladies polos and a wider variety of sunglasses.
- Food and Beverage - \$34,876
  - Food and beverage is down 14.2% this year over last year. The lounge remains at 24 person capacity (roughly 25% capacity) without bar stools and did not open for walk in customers until May 16<sup>th</sup>. Prior to May 16<sup>th</sup> staff was delivering food and drinks to the golf course or utilizing a banquet table in front of the clubhouse for contactless pick up.
  - Food, alcoholic and non-alcoholic categories are all down for the year.

## **Marketing efforts in 2020 to date**

- A comprehensive 52 week marketing plan was developed as a template for the calendar year. This is a fluid document and changes constantly, with greater demand and less inventory to start the year fewer promotions have been run this year compared to past years.
- Community Color Mailer offering specials to get people to the course was scheduled for delivery in May, but they contacted Reid and cancelled the mailing due to COVID-19. Our agreement was for three mailings this year, we will still have two and the third can carry into 2021 if we want or it will be cancelled.
- Radio ads have been used multiple times throughout the year to promote tournaments, course opening, family days, etc. Jeff has also have had multiple opportunities to join BJ and The Bear morning show and discuss golf and coming events at the course.
- Constant Contact email marketing continues in 2020, Reid's email blast list has grown to 3,852 currently. The use of email marketing has been very economical and beneficial to Reid. On average three email marketing blasts get produced monthly.
- Reid Golf Course attended the Fox Cities Golf Expo with great response and feedback by those who attended. This year it was located in Osh Kosh which staff felt was a good opportunity to expand into a different market. Weather Sunday was horrible with a snowstorm but Friday and Saturday attendance was similar.
- Reid Golf Course was also included in the Valpak Spring Golf Flyer throughout the Valley. These promotions were tiered to get people in the door right away and keep them coming throughout the year. The mail date was pushed back with COVID-19 restrictions to golf.
- Continued use of Golfnow Reservations and teeoff.com as third party online tee time reservation sites to increase our presence and fill slow periods on the tee sheet. Both of these platforms are national brands and can be seen on TV ads during every televised golf tournament.

## **Staffing update**

- Most of the pro shop staff returned for another year, only needing to hire and train two individuals on the POS, one of our long time working retirees did not feel comfortable returning to work due to the pandemic this year. Other staff did express some concerns whether to return but when they understood our procedures their concerns were put to rest. The returning experience helps with tee sheet maximization and POS comfort which was necessary with the amount of phone calls early in the season.
- The Food and Beverage staff saw minimal turnover this season as well. Only two new employees were hired for the 2020 golf season.



- The grounds staff returned 5 employees from 2019, this accounts for roughly 70% of staff.
- It has been increasingly difficult to find the shoulder month employees, but the retired demographic has been a great resource for Reid. Their reliability and readiness to work early in the morning helps keep operations running smoothly throughout the year.

## **Grounds**

- Golf Course made it through winter with no significant winter damage. A very mild winter allowed for a couple of melts throughout the winter restarting the turf clock which can lead to ice damage.
- Staff spiked and seeded all saturated kill areas from 2019 by mid-May and the areas are filling in. The worst of the areas have been or will be sodded to help level off.
- Irrigation startup in 2020 was extremely smooth with only 3 leaks to fix. That compares with over 35 leaks that were fixed in the spring of 2019 to get the system up and running.
- Through the end of June 2,300,000 gallons of water was irrigated, compared to 250,000 in 2019. The weather has been very cooperative this year and allows superintendent to control water inputs!
- The nice spring weather, no golf due to being closed for COVID-19 made all pre-emergent applications very easy this year. New for 2020 crabgrass pre-emergent was sprayed around the fairway perimeter with one sprayer swath, half on the fairway and half in the rough to help with some crabgrass areas in 2019.
- A couple items of note for the golf course through June:
  - Crabgrass applications are holding up well, but untreated areas are beginning to show breakthrough.
  - Weeds are prevalent this year despite treating the majority of the rough. This is due to the past wet seasons.
  - Almost no disease to speak of even with the extremely high disease pressure at the end of June.
- Grounds projects beyond routine maintenance finished in first half of 2020:
  - All bunkers were edged and is necessary to do once per year, once complete staff can keep a nice edge throughout season with string trimming.
  - All tee markers were refinished this winter and are holding up quite well. The refinishing added new life to them and will hopefully delay the need for purchasing new.
  - Rake handles had VinylGuard added to the handles to keep them from splintering.
  - A new drain tile was run on #14 fairway, it has taken two years for the area to dry out enough to allow for efficient work in the area.



**Utilizing the new topdresser/material hauler to back trench with pea gravel on #14.**

- A Memorial Bench was installed near #11 tee box, another was donated for #8 tee and will get installed in early July.
- Grounds projects completed during COVID-19 shutdown, utilizing only fulltime staff:
  - 40 tons of screenings were added to cart paths to raise low areas, level off swales and improve overall path quality. Cart paths took a beating with the copious amounts of rain in 2018 and 2019.
  - 23 tons of bunker sand was added to bunkers, proper bunker depths keeps drainage working properly, improves consistency and playability.



### **Facilities Management Division**

### **Projects and Successes**

- Completed the 2019 MSB Ceiling Tile Replacement Project.
- Completed the 2019 MSB Lighting Project.
- Completed the 2019 Police Station Lighting Project.
- Completed the 2019 Wastewater Treatment Lighting Project.
- Completed the 2019 Valley Transit Generator Replacement Project.
- Completed 2020 Pierce Park Lighting Upgrades Project.
- Completed 2020 Wastewater Water Lateral Project.
- Completed Wastewater Electrical Distribution Upgrades Phase 2 Project.
- Currently working on the Wastewater Electrical Distribution Upgrades Phase 3 and Phase 4 Projects. Phase 3 is scheduled to be completed in November 2020. Phase 4 is scheduled to be completed in August 2021.
- Currently working on the 2020 Fire Station #1 Bathroom Remodeling Project. Work is scheduled for October 2020. Project is in final design.
- Currently working on the 2020 MSB Exterior Improvements Project. Project is in design and scheduled to be completed in November 2020
- Currently working on 2020 Wastewater Painting Project. Project has been bid and construction will begin in September 2020.
- Currently working on 2019 Fire Station #4 HVAC Upgrades Project. Project is in construction and scheduled to be completed in September 2020.
- Currently working on MSB Garage HVAC Upgrades Project. Project is in design and scheduled to be completed in 2021.
- Currently working on Wastewater A-Building HVAC Upgrades Project. Construction is scheduled to begin in September 2020.
- Currently working on 2019 Water Plant HVAC Upgrades Project. Project is in construction and is scheduled to be completed in October 2020.
- Currently working on 2020 MSB Cold Storage Bays 9 & 10 Insulation Project. Project is in construction and scheduled to be completed in July 2020.
- Currently working on Valley Transit Whitman Ave Facility Master Planning Project. Project is in design and scheduled to be completed in December 2020.
- Currently working on Wastewater D-Building HVAC Upgrades Project. Project is design and scheduled to be completed in January 2021.
- Currently working on MSB Cold Storage Building Roof Replacement Project. Project is construction and scheduled to be completed in October 2020.
- Currently working on PRFMD Fire Alarm Replacement Project. Project is in construction and scheduled to be completed in December 2020.
- Currently working on Wastewater Water Asbestos Remediation Project. Project is in design and scheduled to be completed in 2020.
- Currently working on Fire Station #6 Classroom Furniture replacement. Scheduled to be completed by the end of August.

- Currently working on Fire Station #6 Flooring replacement. Scheduled to be completed in August.
- Completed Library furniture replacement.
- Currently working on Library carpet replacement.
- Completed Police Station furniture replacement in lower level conference room.
- Completed Park Safety & Security improvements include installing cameras at Scheig Center parking lot, Peabody Park pavilion, Highview Park pavilion, Kiwanis Park pavilion, and additional cameras at Mead Pool and Pierce Park.
- Completed Park HVAC upgrades at Scheig Center and Pierce Park restroom building.
- Fire Station #5 HVAC upgrades was bid and construction delayed until Fall due to COVID-19.
- Currently working on 2020 Fire Station additional generator circuits. Project is in Design and scheduled to be completed by December 2020.

### **Staffing, Training, and Safety**

All existing facilities management staffing has remained. One summer seasonal staff started in the month of May.

One work related injury occurred with a minor laceration to leg from a grinder.

Facilities Management staff attended the following training:

- City General Safety Training attended by facility maintenance staff.
- Facility Electricians attended annual code training.
- Facility Manager attended HVAC Fundamentals training at UW-Madison.
- Facility Manager and Projects Manager completed OSHA-30 training.
- Facility Management Support Specialist earned IFMA FMP credential.
- Facility Manager earned ProFM credential.
- The following scheduled trainings were cancelled due to COVID-19:
  - City General Employee Training.
  - New Employee Orientation for Master Electrician.
  - City Confined Space Entry Training.

### **Budget**

- Year to Date and Facilities Monthly Billings completed and reviewed monthly.
- Annual Department budget meetings conducted in April virtually due to COVID-19.
- 2021 Facilities and Construction Management budget submitted.
- 5-year CIP plan updated and submitted.

### **Operations & Maintenance Summary**

- **COVID-19**
  - Staff ordered and delivered PPE and hygiene supplies to departments.
  - Staff constructed hand sanitizer stations and delivered to departments.
  - Staff constructed 45 voting barriers for spring elections.

- Staff constructed and installed social distancing barriers for employee workstations and customer service work stations at MSB, City Hall Council Chamber, Clerk's Office, DPW, Golf Course, Library, Transit Center, Valley Transit, and Police Station.



*Voting barriers constructed for elections.*



*Social distancing barriers installed in the Council Chambers*





*Social distancing barriers installed for MSB customer workstations.*



*Social distancing barriers installed for Golf Course Clubhouse food and beverage service*



*Social distancing barriers constructed and installed for Library service desks.*



*Social distancing barriers installed for Valley Transit*

- **City Hall**
  - City Center West electrical service replacement completed by Pfefferle.
  - Attorney's Offices received furniture updates.
  - IT server room cooling system experience repairs in spring due to failed components.
  - IT server room cooling system design upgrades in progress.
- **Dance Studio:**
  - **Studio I:** Dance floor resurfaced.
- **Facilities & Grounds Operations Center**
  - Overhead door WOH-1 door panels struck by vehicle and replaced.
  - Overhead door EOH-2 had a broken spring replaced.
  - Vehicle garage lighting upgraded to LED fixtures.
  - Vehicle garage IR heater upgrades and venting improvements completed.
  - CEA Mechanic shop lighting upgraded to LED fixtures.
  - New conference room monitor installed.
  - Cooling system installed in maintenance staff breakroom.
  - Fuel dispenser electrical underground conduit and wiring replaced.
- **Fire Stations**
  - **Fire Station #1:**
    - Air conditioning units #1 & #2 received multiple repairs.
    - Overhead door 109 cable repairs.
    - New airline and hose reel installed in rig room.
  - **Fire Station #2:**

- Electrical service upgrades in progress including installing main electrical disconnect and new main panel.
  - Overhead door 202 had a broken spring replaced.
- **Fire Station #3:**
  - Received warranty roof repairs.
- **Fire Station #4:**
  - Overhead doors 401 and 402 received new door panels.
- **Fire Station #5:**
  - Overhead door 501 operator replaced.
  - Received warranty roof repairs.
- **Fire Station #6:**
  - Exterior sign replaced.
  - Furnace #2 heat exchanger replaced.
  - Overhead door 603 operator replaced.
  - Rig Room exterior doors replaced.
- **Golf Course**
  - Clubhouse East elevation exterior window protection replaced.
  - Clubhouse touch up painting completed.
  - Clubhouse appliances inspected.
  - Clubhouse exterior doors painted.
  - Maintenance Building exhaust fans inspected.
  - Maintenance Building East overhead door had a broken spring replaced.
- **Lake Station**
  - Facility Management staff reviewed Utilities Department's renovation plans for the Lake Station.
  - Facility Manager conducted hazardous material assessment and hazardous material remediation.
  - Entrance gate card reader struck by vehicle and replaced.
- **Library**
  - Lower level meeting room walls patched and painted.
  - Security improvements made to multiple service doors.
  - Operations staff office area painted, outlets installed, and floor polished.
  - New Security Manager Office renovated and supplied with new wall painting and furniture.
  - New Social Worker Office renovated and supplied with new carpeting, furniture, and HVAC adjustments.



- New shelving installed in Children's storage room.
- Children's Supervisor Office painted.
- Roof access safety railing installed.
- **MSB**
  - Traffic Engineer workstation ergonomic improvements in design phase.
  - Mechanic Shop lighting upgraded to LED fixtures.
  - Overhead door W-1 had a broken spring replaced.
  - Overhead door W-1 had broken cables replaced.
  - Overhead door W-1 received torsion assembly upgrades.
  - Overhead door W-1 operator limit switch failed and replaced.
  - Overhead door W-2 had broken cables replaced.
  - Overhead door W-5 operator replaced.
  - Overhead door I-4 had broken spring replaced.
  - Overhead door I-6 operator replaced.
  - Overhead door I-7 operator replaced.
  - Mackville Storage Building broken into the weekend of February 8<sup>th</sup>.
  - In-house staff replaced CEA shop air compressor.



*MSB CEA Mechanic Shop new LED fixtures installed*

- **Parks and Park Facilities**
  - Parks prepped for opening of parks season by turning water on in April.
  - Park pavilions opening to the public delayed until May 20<sup>th</sup> due to COVID-19.
  - Park underground utility locate maps being created.
  - Park pavilion condition assessment reviewed and updated.
  - Park pavilion doors in poor condition painted in spring.
  - Park pavilion vandalism increased significantly in June.

- Park pavilion restroom hand soap dispensers installed in all park pavilion restrooms.
- AMP Ball diamond #5 scoreboard wiring repaired.
- AMP Ball diamond #7 scoreboard wiring installed.
- AMP Ball diamond #7 lighting inspection completed.
- AMP Miracle League electrical service pedestal repaired from being struck.
- AMP Parking Lot West & East lighting upgrade cost estimate completed.
- AMP Pavilion furnace replacement completed.
- AMP Pavilion restroom walls painted and epoxy floor replaced.
- AMP Pathway lighting to pavilion replaced.
- AMP Scheig Center entrance driveway lighting replaced.
- AMP Scheig Center sump pump replaced.
- AMP Scheig Center irrigation well electrical replaced.
- AMP McDonald St. Trail lighting cost estimated created.
- City Park fountain started up in April for season. Fountain was shut down one weekend in June due to public foaming the fountain. Fountain resumed weekend operations in July.
- City Park pavilion considered for painting with Habitat for Humanity Rock the Block event in September.
- City Park fiber installation feasibility in progress.
- Derks Park pavilion received a new ADA drinking fountain.
- Green Meadows site lighting poles replaced.
- Houdini Plaza fountain started up in April for season. Fountain was shut down consecutive weekends in June due to public foaming the fountain. Fountain resumed weekend operations in July.
- Jones Park assets reviewed and PMs created.
- Jones Park pavilion exterior outlets placed on individual circuits.
- Jones Park site decorative lighting warranty repairs in progress.
- Jones Park drinking fountain tied into adjacent storm sewer.
- Linwood Park pavilion electrical panel replaced.
- Lions Park pavilion experienced a sanitary drain back up.
- Kiwanis Park pavilion kitchen restroom renovated.
- Kiwanis Park & Lift Station fiber installation feasibility completed.
- Pierce Park fiber installation feasibility in progress.
- Peabody Park pavilion received a new ADA drinking fountain.
- Peabody Park pavilion experienced a sanitary drain back up.
- Schaefer Park pavilion roof inspected. Roof deficiency corrections in progress.
- Telulah Park fiber installation feasibility in progress.
- Trail lighting inventory in progress.
- North Island Trail lighting upgrade cost estimate in progress.
- Union Spring Well annual water test completed and passed inspection.



*City Park fountain turned on in April*

- **Aquatic Facilities**

- **Mead Pool:**

- 5/28: City of Appleton announced pools will not open to the public for the 2020 season due to COVID-19.
    - Pool buildings, tanks, and decks cleaned and prepped.
    - Pool tanks filled with water to prevent ground water pressure popping tank out of ground.
    - All bath house flooring epoxy flooring replaced in-house.
    - New shower stall installed on men's and women's locker rooms.
    - Appliances inspected.
    - Annual slide inspection completed.
    - Electrical power board constructed to provide additional outlets when using portable generator.
    - Concession building grill exhaust hood cleaned.
    - Surge pit cleaned.
    - Slide waxed.
    - Garbage cans cleaned and painted.



*Mead Pool Bathhouse new epoxy flooring*

- **Erb Pool:**
  - 5/28: City of Appleton announced pools will not open to the public for the 2020 season due to COVID-19.
  - Pool buildings, tanks, and decks cleaned and prepped.
  - Pool tanks filled with water to prevent ground water pressure popping tank out of ground.
  - Leisure Pool tile repairs completed.
  - Bathhouse domestic hot water supply circulation pump installed.
  - Appliances inspected.
  - Annual slide inspection completed.
  - Electrical power board constructed to provide additional outlets when using portable generator.
  - Additional generator circuit engineering and costs estimate in progress.
  - Concession window broken on 06.23.20. Replacement in progress.
  - Multiple bathhouse and equipment building exterior doors painted.
- **Police Station**
  - One of two water heaters and mixing valve replaced.
  - Lower level vehicle garage speed door springs replaced.
  - Lower level corridor painting in progress.
  - Shelving installed for taser and body cameras.
  - Sally Port exit overhead door struck by vehicle and repaired by EZ Glide.
  - Additional generator circuit engineering and costs estimate in progress.





*Police Station water heater, mixing valve, and piping replacement*

- **Transit Center**
  - Exterior door ADA operators replaced on west side of building.
  - Exterior lighting assessment completed.
  - Exterior north side lower masonry metal protective barrier installed.
  
- **Valley Transit**
  - Bus garage north service door replaced.
  - Mechanic shop west side south service door replaced.
  - Mechanic shop overhead door replacement cost assessment completed.
  - Breakroom hallway to Men's Locker Room and Mechanic Shop was painted.
  - Bus garage light failed causing minor fire. All bus garage lamps replaced due to incident.
  - Roof access safety railing installed.
  
- **Wastewater Treatment Plant**
  - Service door replacement project went out for bids. LaForce was awarded contract and to complete work by end of Fall.
  - Methane boilers received annual inspection and cleaning by in-house HVAC technician.
  - Water main break on 3/19 and isolated. Repaired as part of water main replacement project.
  - Water main break on 3/27 and isolated. Repaired as part of water main replacement project.
  - A-bldg Technical Services Manager workstation reconfigured.
  - B-bldg heating system expansion tank replaced.

- B-bldg floor drain piping replaced.
- B-bldg abandoned hot water circulation pumps removed.
- D-bldg abandoned hot water circulation pumps removed.
- F1-bldg exterior hand railing repaired.
- F2-bldg floor drain piping replaced.
- FG-bldg card access panel control board replaced.
- L-bldg (2) exterior emergency eyewash and shower stations replaced.
- L-bldg heating system reheat valve improvements completed.
- L-bldg heating system piping insulation repaired.
- L-bldg records room dehumidifier replaced.
- L-bldg exhaust fan #4 replaced.
- L-bldg exhaust fan #6 replaced.
- K-bldg experienced water damage from process tank overflowing resulting in multiple elevator components failing. Elevator repairs are in progress.
- K-bldg exhaust fan replaced.
- S-bldg Women's Locker Room space converted to a mother's room.
- S-bldg parking lot lighting electrical repairs completed during parking lot replacement project.
- S-bldg HVAC return fan replaced.
- S-bldg overhead door S-4 struck by vehicle. Damaged door panels replaced.
- T-bldg emergency eyewash and shower replaced.
- T-bldg methane gas sensor installed.
- V-bldg loading dock transition improvements completed.
- V-bldg interior hand railing repaired.
- V-bldg freight elevator received repairs.
- V-bldg fire alarm panel control board replacement in progress.
- V2-bldg east and west overhead door quotes received and to be replaced in August.
- (3) Site lights in poor condition replaced.
- (12) Tritium exit lights replaced with 110v hard wired exit lights.

- **Water Treatment Plant**

- Electrical substation meters replaced.
- Electrical substation spare relay purchased.
- Front entrance and lobby interior lighting upgrades to LED.
- Chiller alarm monitoring system replaced.
- Lab flooring replacement design completed and scheduled to be replaced in fall.
- Locker room shower tile repairs completed.
- Unit heater motors replaced in lower gallery and high service pump room.
- (2) HVAC control panel replacements on hold due to COVID-19.
- Multiple roof leaks reported in June, repairs are in progress.

- **AEDs:**

- All AEDs and components scheduled to be replaced in 2020 have been replaced.
- **Asset Management System:**
  - Facilities Management Support Specialist made progress on updating asset management system.
- **Backup Batteries:**
  - All backup batteries scheduled to be replaced in 2020 were replaced in March.
- **Elections**
  - Staff assisted with spring absentee voting setup with COVID-19 restrictions.
  - Staff constructed and delivered 45 voting barriers.
- **Emergency Notification Sirens**
  - 5/20: 1000 N Mason St siren batteries replaced.
  - 7/10: Madison Middle School siren communication failure.
  - 7/13: WHBY Radio siren communication failure.
- **Exterior Lighting Survey:** Semi-annual exterior facility and parks lighting survey completed in spring.
- **Generator Maintenance:**
  - Monthly generator inspections completed.
  - Annual generator maintenance completed.
- **HVAC Air Handling Unit Assessment:** Facilities Controls Technician is working on air handling unit assessment for all facilities.
- **HVAC Building Automation System:** HVAC BAS server failed. System was down for the month of May. IT Department replaced server.
- **Vehicles and Equipment:**
  - CEA delivered new work vehicle for Facilities Technician.
- **Contracted Services:**
  - New custodial services provider, CleanPower, began cleaning City facilities January 1<sup>st</sup>.
  - New UPS service provider, TriStar, began annual UPS inspection in spring.
  - Annual overhead door inspection completed by Arbon.
  - Quarterly, semi-annual, and annual fire suppression and fire detection inspections completed by Summit.
  - Erb Pool and Mead Pool annual security alarm testing completed.

- Erb Pool and Mead Pool pest control inspections began April 1<sup>st</sup>-October.
- Monthly pest control services by Valley Pest Control completed.
- Pool water management agreement executed in spring for 2020 pool season.
- Library fire and security alarm inspection and testing completed by TECC security.
- HVAC service provider, EC&D, completed quarterly inspections.
- Emergency notification sirens received annual inspection and testing in March by Faith Technologies.
- Elevator annual inspections delayed until late May due to COVID-19.

### **Work Order Performance**

DATE	CREATED		CLOSED	
	'19-Q2	'20-Q2	'19-Q2	'20-Q2
January	284	291	246	283
February	262	255	252	213
March	344	305	320	235
April	286	298	301	312
May	301	265	341	248
June	230	214	253	242
TOTAL	1,707	1,628	1,713	1,533
AVERAGE	285	271	285	256

### **Emergencies**

Emergency maintenance is any activity that requires immediate repair because of impending danger to the occupants, business processes, the building or a building system. Total of 15 after business hour emergencies occurred that required attention from Facilities Management personnel. The 2020 emergencies consist of a variety of overhead door repairs, fire and security alarms, power outages, HVAC and plumbing repairs.

Emergency Maintenance Quantity			
	2018	2019	2020
January	2	5	4
February	3	1	3
March	6	7	1
April	4	1	4
May	2	0	2
June	0	2	1
TOTAL	17	16	15

### **Energy Use & Efficiency**

Utility bills for facility electric and natural gas use and cost have been entered on a monthly

basis. Natural gas usage is down by about 41%. Through the month of May, heating degree days are up 8% compared to 2019. This savings is largely due to the new bio methane gas boiler and compressor that was installed at the WWTP in 2019. The overall electric usage is down about 3%.

**Performance Data:**

**PARKS & RECREATION:**

<b><u>Program</u></b>	<b><u>Criteria</u></b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Target 2020</b>	<b>Projected Actual 2020</b>
<b>Parks &amp; Grounds</b>	<b>Client Benefits/Impact</b>				
	Provide a proactive grounds program:				
	% of internal satisfied customers	99%	99%	100%	99%
	% of external satisfied customers	99%	99%	100%	99%
	<b>Strategic Outcomes</b>				
	Service performed as scheduled:				
	Work completed in time scheduled	95%	95%	99%	97%
	Qty. of code, safety, etc., citations	0	0	0	0
	<b>Work Process Outputs</b>				
	Cost of service (Pop. 74,739):				
	Per capita	\$24.22	\$25.53	\$24.74	\$25.27
	Quantity of Park Acreage:				
	Community parks acres/1,000	4.8	4.8	4.8	4.8
	Neighborhood parks acres/1,000	2.4	2.4	2.4	2.4

<b><u>Program</u></b>	<b><u>Criteria</u></b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Target 2020</b>	<b>Projected Actual 2020</b>
<b>Recreation Service</b>	<b>Client Benefits/Impacts</b>				
	Timely and organized program delivery:				
	% of customers who were satisfied with the services provided	96%	96%	100%	90%
	<b>Strategic Outcomes</b>				
	Customer Experience:				
	% of programs with >80% enrollment	95%	95%	100%	90%
	# of new programs offered	11	20	5	6
	<b>Work Process Outputs</b>				



	Number of recreation opportunities:				
	# of programs offered	189	209	219	215
	# of collaborations	101	107	101	107
	Net Cost of service (Population 74,739):				
	Recreation (per capita)	\$12.04	\$12.68	\$13.33	\$13.62

### **FACILITIES MANAGEMENT:**

<b><u>Program</u></b>	<b><u>Criteria</u></b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Target 2020</b>	<b>Projected Actual 2020</b>
<b>Administration</b>	<b>Client Benefits/Impacts</b>				
	Timely and organized support of departments:				
	% of customers who were satisfied with services provided	99%	99%	100%	99%
	<b>Strategic Outcomes</b>				
	Facilities projects completed in year scheduled	99%	98%	100%	98%
	<b>Work Process Outputs</b>				
	# of projects completed	46	31	44	44

<b><u>Program</u></b>	<b><u>Criteria</u></b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Target 2020</b>	<b>Projecte d Actual 2020</b>
<b>Facilities Maintenance</b>	<b>Client Benefit/Impacts</b>				
	Provide a proactive maintenance program:				
	% of satisfied customers	99%	99%	100%	99%
	<b>Strategic Outcomes</b>				
	Services performed as scheduled:				
	Cost per square foot maintained	\$1.94	\$1.98	\$2.06	\$2.06
	Work completed in time scheduled	98%	98%	100%	100%
	Quantity of code, safety, etc. citations	0	0	0	0
	<b>Work Process Outputs</b>				
	Service Performed:				
	# of facilities and park structures maintained	70	70	70	70
	# of pools and fountains maintained	4	4	4	4
	Square feet of facilities maintained	1,266,848	1,266,848	1,272,527	1,272,527

### **REID GOLF COURSE:**

<b><u>Program</u></b>	<b><u>Criteria</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Target</b>	<b>Projected</b>
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		2018	2019	2020	Actual 2020
<b>Admin.</b>	<b>Client Benefits/Impacts</b>				
	Recreation opportunities				
	Rounds of golf played annually	30,884	30,069	35,000	12,946
	Annual youth pass holders	44	33	50	29
	Family pass holders	10	10	15	7
	<b>Strategic Outcomes</b>				
	Electronic communications with Golfers				
	% of golfers with email addresses	40%	40%	43%	40%
	# of emails receiving by-weekly message	3,171	3,620	4,250	3,852
	# of rounds generated through email messages	250	300	250	200
	% of golfers who rate conditions at good or better	98%	98%	100%	100%
	<b>Work Process Outputs</b>				
	Greens are mowed daily	98%	98%	100%	100%
	Tees and fairways – mowed 2 times per week (May-Aug.)	98%	98%	100%	100%
	Rough – mowed weekly	100%	100%	100%	100%
	Bunkers – raked weekly	100%	100%	100%	100%
	Tees and fairways – mowed 2 times per week (Spring/Fall)	95%	95%	100%	100%

### **Budget Performance Summary (Parks & Recreation)**

*This section is to follow the year to date budget report of program revenues and expenses and is to present a discussion of budget variances.*

Description	Year to Date	Full Year Amended Budget	Percent of Amended Budget
PARK & RECREATION			
16532 Park Maintenance – Revenues	112,062	193,642	58%
16532 Park Maintenance – Expenses	770,329	2,042,573	38%
16532 Park Maintenance – Net Exp.	658,267	1,848,931	36%
16541 Recreation Programs – Revenues	47,201	859,662	6%
16541 Recreation Programs – Expenses	537,014	1,856,235	29%
16541 Recreation Programs – Net Exp.	489,813	996,573	49%

**Budget Performance Summary (Facilities Management)**

<b>Description</b>	<b>Year to Date</b>	<b>Full Year Amended Budget</b>	<b>Percent of Amended Budget</b>
Facilities Administration	160,061	350,402	45.7%
Facilities Maintenance	1,198,397	2,596,640	46.2%
Total – Facilities Mgmt. Internal Service	1,358,458	2,947,042	46.1%

**Budget Performance Summary (Reid Golf Course)**

<b>Description</b>	<b>Year to Date</b>	<b>Full Year Amended Budget</b>	<b>Percent of Amended Budget</b>
Reid Golf Course			
Reid Golf Course – Revenues	414,234-	885,936-	46.7%
Reid Golf Course – Expenses	371,221	874,120*	42.5%
Reid Golf Course – Net Exp.	43,013-	11,816	364%

\*\$150,000 Parking Lot Project Removed from Amended Budget

Again, please feel free to contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.

Sincerely,  
Dean Gazza

# FINANCE DEPARTMENT

## MID-YEAR REVIEW

All figures through June 30, 2020

### Significant 2019 Events:

Worked with other City departments and developers in finalizing or amending development agreements for TIF projects.  
Worked with FMD staff and contractors to complete the 1st floor remodeling project.  
Completed preparation of the 2020 Budget.  
Completed implementation of the ERP system HR / Payroll and cash receipting modules and began implementation of Property Tax module and new parking software, both expected to go live in 2020.  
Issued \$18,660,000 of General Obligation notes.  
Renewed short-term loan agreement with the Appleton Area School District.  
Participated in ongoing discussions with US Venture regarding the potential location of their new headquarters in downtown Appleton.  
Worked with the Economic Development and Public Works Departments in acquiring land adjacent to the municipal services building for possible future expansion.  
Worked with the Facilities Management Department in providing the City's portion of funding for chiller replacement and electrical upgrades at the City Center complex.  
Selected consultant to prepare Wastewater Rate Study and began work on the project.  
After 19 years with Cellcom, solicited and implemented a new contract for Citywide cellular phone and data service with US Cellular, resulting in projected savings of approximately \$3,000/month plus other incentives.

### Significant 2020 Events:

Completed the 2019 annual audit with an unqualified opinion and no audit findings.  
Worked with consultant to update arbitrage reports for outstanding Wastewater debt issues.  
Completed and filed the State annual, TIF, hotel room tax, and Public Service Commission (water utility) reports.  
Continued discussions with US Venture regarding their potential downtown headquarters.  
Issued \$15 million of G.O. notes, \$6.865 million of Water and \$2.965 million of Stormwater revenue bonds and \$10.85 million of Wastewater refunding bonds.  
Completed RFP process to select vendor for printing and mailing services for City service invoices.  
Began testing of v2019 for Munis upgrade and continued work on Property Tax module implementation and integration of cashiering module with DPW parking software.

### In response to the COVID-19 pandemic:

Finance Director continues to serve as Finance Section Chief in the City's Emergency Operations Center (EOC).  
Coordinated the relocation of non-essential staff from the office setting to working at home to mitigate virus spread potential.  
Continued operations at the first-floor customer service area and coordinated package/mail collection/delivery and other City Hall customer service processes normally performed on the fifth and sixth floors.  
Established procedures and processes to track City-wide COVID-19 mitigation costs.  
Researched, communicated and categorized various COVID-19 grant or other funding opportunities and related expense requirements.  
Initiated change in business license ordinance to allow businesses an extension of time to pay outstanding obligations in order to obtain their licenses.  
Worked with other City department directors to explore potential alternate care sites.  
Modified utility billing system to wave late fees per PSC order due to COVID-19 health emergency.  
Filed monthly lost revenue and additional expense report with the PSC.

**FINANCE DEPARTMENT**  
**MID-YEAR REVIEW**  
All figures through June 30, 2020

**Major objectives for the remainder of 2020:**

- Complete the 2021 budget
- Continue to monitor the COVID-19 virus environment and takes steps necessary to mitigate the risk and ensure staff safety to the extent possible
- Continue to explore funding opportunities and related grant requirements related to COVID-19 mitigation expenses and complete necessary funding requests
- Complete the upgrade of the Tyler Munis ERP system to the latest version, the conversion of property tax collection from the legacy system to the ERP system, and integration of the parking enforcement software with the cashiering module
- Complete the Wastewater rate study and present results to Council
- Complete transition of in-house printing/mailing of City Service invoices to third party provider

**Comments on performance measures:**

Several measures, specifically those related to staff training and updating manuals, continue to be below targets directly as a result of the transition to the new ERP software. These measures are improving as staff continue to gain fluency in the new system and we expect them to attain targeted levels soon. With respect to timely closing of accounting periods, the ERP system differs from the legacy accounting program in ways that make this no longer a valid measure and it will be replaced.

**Budget Performance Summary**

<b><u>Program</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>%</u></b>
Administration	166,681	109,870	65.90
Customer Service	93,908	31,449	33.50
Support Service	632,245	351,769	55.60
Total	892,834	493,088	55.20

The Administration and Customer Service year to date expenses reflect a change in payroll allocation with the implementation of the ERP system payroll module. The Support Services year to date expenses do not yet include the allocation of the 2019 audit fees to the other City funds. Once this allocation is performed, the Support Services expenses will be reduced to be more consistent with the 2020 Budget.



	2018	2019	2020		
<b><u>Program/Criteria</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Target</u></b>	<b><u>1st Half</u></b>	<b><u>Projected Actual</u></b>
<b><u>Administration</u></b>					
<b><u>Client Benefits/Impacts</u></b>					
Trained staff					
% of staff adequately trained	90%	86%	100%	86%	90%
<b><u>Strategic Outcomes</u></b>					
Improved program performance					
# of recommendations implemented	3	2	5	2	4
<b><u>Work Process Outputs</u></b>					
Procedure manuals updated					
% of manuals rated current	84%	80%	95%	80%	95%
<b><u>Billing &amp; Collection Svc</u></b>					
<b><u>Client Benefits/Impacts</u></b>					
Accurate, understandable statements					
Billing adjustments required	785	725	900	305	750
<b><u>Strategic Outcomes</u></b>					
Asset safeguarding					
Receivables/Receivables Aging, % current	65%	.85%	65%	53%	65%
Service turnoffs	13	18	50	4	15
<b><u>Work Process Outputs</u></b>					
Financial transaction processing					
Receipts posted	199,726	187,674	210,000	92,882	210,000
Manual	152,320	131,338	168,000	64,257	168,000
Automated	47,406	56,336	42,000	28,625	42,000
Automated receipts, % of total	24%	30%	20%	31%	20%
Credit card payments received					
Property Tax	1,241	1,717	n/a	1,152	2,500
Parking Citations	6,586	7,497	n/a	2,117	4,500
Utility Billing	10,803	14,345	n/a	8,627	17,000
Information response					
% staff trained in customer service	90%	95%	100%	95%	100%
<b><u>Support Services</u></b>					
<b><u>Client Benefits/Impacts</u></b>					
Accurate and timely financial statements					
% months closed within 10 working days	83%	0	92%	0	0
# of items received after cutoff	30	n/a	10	n/a	n/a
<b><u>Strategic Outcomes</u></b>					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
G.O. Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
<b><u>Work Process Outputs</u></b>					
Financial transaction processing					
Avg. # journal entries made monthly	235	249	250	169	250
Avg. # of A/P checks issued monthly	508	453	550	411	450

# RISK MANAGEMENT

## 2020 REVIEW

All figures through June 30, 2020

### **Significant 2020 Events:**

#### **Property & Liability-**

- Processed 29 risk claims received year to date
- Processed 20 new WC claims for 2020
- Reviewed 20 special events for liability exposures and insurance

#### **Loss Control-**

- 5 safety training sessions for DPW, Parks, Utilities and F&C field staff (21 topics covered)
- Development and implementation of Seasonal Onboarding
- Implementation of seasonal training classes online using the Onboard module, including supervisor training on tool and expectations
- 2 training sessions DPW, Parks Utilities and F&C field staff (one topic covered)
- 2 training sessions (Utilities only) – one topic covered
- Conducted OSHA 30 Hour Class (19 separate topics were covered) for various supervisory staff (7 total)
- Risk Manager completed 5 Safety inspections

### **Performance Data:**

<u>Program</u>	<u>Criteria</u>	Actual 2017	Actual 2018	Actual 2019	Projected 2020	YTD 2020
<b>6210</b>	<b><u>Client Benefits/Impacts</u></b>					
	Average workers compensation cost per claim	\$6785	\$3305	\$14,289	\$7000	\$6470
	Average cost per general liability claim	\$187.55	\$58	\$114	\$400	\$23
	Average cost per auto liability claim	\$1616.01	\$1,261	\$2,223	\$2000	\$260
	<b><u>Strategic Outcomes</u></b>					
	\$ value of claims paid	\$47,788 GL + \$ 413,930 WC	\$34,151 GL + \$132,227 WC	\$33,907 GL/AL + \$900,252 WC	\$450,000	\$25,302 GL/AL + \$209,241 WC
	\$ value of subrogation recovery	\$20,541.88	\$16,125	\$31,985	\$25,000	\$7,775
	<b><u>Work Process Outputs</u></b>					
	# of insurance policy renewals	9	10	10	10	10
	# of new insurance policies purchased	2	0	1	0	1
	# of claims filed:					
	General Liability	48	45	44	45	12
	Auto Liability	24	25	13	25	4
	Worker's comp – lost time	6	3	5	5	1
	Worker's comp – medical only	55	37	58	40	19
	Number of special events reviewed	New measure			100	20

	Number of contracts reviewed	New measure			200	131
<b>6220</b>	<b><u>Client Benefits/Impacts</u></b>					
	Total OSHA Recordable Incident Rate (# of recordable work injuries per 100 employees)	New	5.8	10.4	4.5	15.1
	<b><u>Strategic Outcomes</u></b>					
	Total OSHA Recordable Incidents with Days Away from Work, Job Transfer or Restriction (per every 100 employees)	new	2.5	3.2	2.1	7.9
	<b><u>Work Process Outputs</u></b>					
	# of topics covered during each safety class	21	18	21	20	20
	# of people who attended safety training classes		178	177	165	112
	# of safety inspections conducted		129	133	130	5
	# of respirator fit tests conducted	New Measure			110	0
	# of respirator medical exams conducted	New Measure			45	0
	# of hearing audiograms conducted	New Measure			265	0
	# of safety committee meetings attended or facilitated	New Measure			60	12
	# of safety/loss prevention policies reviewed	New Measure			5	2

### **Areas of Primary Concentration for 2020**

Continue to monitor all areas of insurance to make sure the City is adequately covered for all potential losses. Work with Finance to determine appropriate level of property coverage to help mitigate increase in premiums for 2021 contract renewal. Continue to have safety training sessions and safety inspections to make sure all areas are in compliance. Handle all worker's compensation claims as they come in and report to the state. Continue to have central safety meetings. Continue to process and investigate all claims that come into the City. Handle all issues with special events, insurance certificates and contracts. Complete our annual hearing and respirator testing for all applicable positions. Continue involvement in the EOC team working through all aspects of committee requirements.

### **Budget Performance Summary**

The Property & Liability budget currently is at 100% spent. The majority of this status comes from our insurance premiums which are paid in full in January and enterprise departments only paying 6 months of expenses back. The Loss Control budget is fine at 40.1% spent.