



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, December 9, 2024

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

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

2. Pledge of Allegiance

3. Roll call of membership

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

4. Approval of minutes from previous meeting

[24-1568](#)

12/04/24 Finance Committee minutes

**Attachments:** [Meeting\\_Minutes120424.pdf](#)

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

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

5. Public Hearing/Appearances

6. Action Items

[24-1569](#)

Request to approve the Relocation Order for the Lawe Street reconstruction project from College Avenue to Spring Street.

**Attachments:** [0515 - Lawe - Relocation Order \(12-02-2024\).pdf.pdf](#)

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

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

[24-1570](#)

Request to approve contract extension for BMC ARPA Grant Administration Contract.

**Attachments:** [MemoContractExtension\\_BMCARPA.pdf](#)

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

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

[24-1571](#)

Request to approve Development Agreement for Lumbini Estates (Saket, LLC).

**Attachments:** [0288 - Lumbini - Development Agreement - Draft 12-03-2024.pdf.pdf](#)  
[LumbiniEstate\\_DAMemo\\_12052024.pdf](#)

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

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

[24-1572](#)

Request to approve write off of \$49,609.68 of accounts receivable invoices and \$23,407.02 of personal property taxes (outstanding over one year).

**Attachments:** [AR Write Off List 2024.pdf](#)  
[PP Write off List 2024.pdf](#)

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

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

## 7. Information Items

[24-1573](#)

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

**General Fund - Library**

Materials Management - Other Reimbursements	+\$985
Materials Management - Books & Library Materials	+\$985

To record David Greene Memorial (Opening Day)

**General Fund - Library**

Library Admin - Other Reimbursements	+\$500
Community Partner - Office Supplies for Cultural Programming	+\$500

To record Fox Cities Kids Expo

**General Fund - Library**

Library Admin - Other Reimbursements	+\$5,000
Community Partner - Office Supplies for Cultural Programming	+\$5,000

To record Fox Cities Book Festival

**General Fund - Library**

Materials Management - Other Reimbursements	+\$11,000
Materials Management - Books & Library Materials	+\$11,000

To record Eloise Blair Donation

**General Fund - Library**

Children's - Other Reimbursements	+\$1,272
Children's - Office Supplies	+\$1,272

To record City of Madison - Children's Devices Reimbursement

**This item was presented**

[24-1574](#)

Contract 115-24 was awarded to Schulze Exteriors, LLC. for the 2024 Park Pavilions Roof Replacement Project in the amount of \$45,775 with a contingency of \$7,000. One change order was issued in the amount of \$4,800 to replace water damaged roof sheeting. No payments were issued to date. Request to issue the final contract payment of \$50,575.

**This item was presented**

8. Adjournment

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

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