



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, January 13, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[20-0052](#) December 18, 2019 Finance Committee minutes

Attachments: [MeetingMinutes18-Dec-2019-05-31-35.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1586](#) Request authorization to engage outside counsel for assistance with current labor negotiations

Legislative History

10/21/19	Finance Committee	recommended for denial
11/6/19	Common Council	referred to the Finance Committee
12/9/19	Finance Committee	held

[20-0055](#) Request to approve repealing and recreating Sec.2-1 Destruction of Public Records for the purpose of adopting a general records retention and disposition schedule

Attachments: [Memo re Creation of Schedule and Ordinance Amendment FINAL - 01-07-2020](#)

[20-0056](#) Request to approve Relocation Order for reconstruction of a portion of Prospect Avenue and related storm sewer construction

Attachments: [Prospect Ave - Relocation Order.pdf](#)

[20-0057](#) Request to approve Relocation Order for construction of a storm sewer in the area of Alvin Street

Attachments: [Pathways Church - Relocation Order.pdf](#)

[20-0058](#) Request to approve Relocation Order for reconstruction of a portion of the Calumet Street and Carpenter Street intersection

Attachments: [Calumet and Carpenter - Relocation Order.pdf](#)

[20-0059](#) Request to approve moving the Spartan Drive (Haymeadow to 900' east) from the 2021 Sanitary and Watermain Program to the 2020 Program

Attachments: [Spartan Dr Watermain Program.pdf](#)

[20-0066](#) Request to rescind the following 2019 Real Estate taxes under WI Statute 74.33(l) which allows for the correction of errors.

Parcel 31-2-0662-00 located at 549 N. Clark Street

Parcel 31-1-1353-00 located at 1119 Nawada Court

Attachments: [Property Tax recissions.pdf](#)

[20-0070](#) Request to award the City of Appleton 2019 Wastewater Treatment Plant Water Lateral Upgrades project contract to Degroot, Inc in the amount of \$269,220 with a contingency of \$30,000 for a project total not to exceed \$299,220

Attachments: [2019 AWWTP Water Lateral Replacement.pdf](#)

[20-0071](#) Request to reject bids from PayneCrest Electric, Inc, Van Ert Electric Co. Inc, Pieper Electric, Inc., and Michels Power for the 2019 Appleton Wastewater Treatment Plant Electrical Distribution Main Substation Upgrades project

Attachments: [2019 AWWTP Electrical Distribution Main Substation Upgrades Project \(Reject](#)

[20-0072](#) Request to reject bids from J.F. Ahern Co, EGI Mechanical, Inc, Great Lakes Mechanical, Inc, and Hurkman Mechanical Industries, Inc for the 2019 Appleton Wastewater Treatment Plant HVAC Upgrades project

Attachments: [2019 AWWTP AS Building HVAC Upgrade Project \(Reject Bids\).pdf](#)

[20-0073](#) Request to award the City of Appleton 2019 MSB Acoustical Ceiling Upgrades Phase 1 Project - Acoustical Ceiling Replacement contract to Cardinal Construction, Inc in the amount of \$35,925 with a contingency of \$3,000 for a project total not to exceed \$38,925

Attachments: [2019 MSB Ceiling Replacement Phase 1.pdf](#)

[20-0068](#) Request to award the City of Appleton 2019 MSB Acoustical Ceiling Upgrades Phase 2 Project - Electrical Package contract to VOE Power and Systems, LLC in the amount of \$38,700 with a contingency of \$1,900 for a project total not to exceed \$40,600 and approve the related 2019 Budget adjustment:

Facilities Capital Projects Fund

MSB Ceiling Tile Replacement Project	+\$11,000
MSB Lighting Upgrades Project	- \$11,000

to provide funding to complete the MSB Ceiling Tile Replacement Project (2/3 vote of Common Council required)

Attachments: [2019 MSB Ceiling Replacement Phase 2 - Electrical with Budget Transfer.pdf](#)

6. Information Items

[20-0053](#) Contract 35-19 was awarded to Fischer-Ulman Construction, Inc for \$701,300 for Miscellaneous Concrete and Street Excavation Repair. Change orders were approved totaling \$50,000. Final contract amount is \$751,300. Payments issued to date total \$687,772.94. Request final payment of \$18,782.50

[20-0054](#) Contract 47-19 was awarded to Fischer-Ulman Construction, Inc for \$310,000 for Sidewalk Construction. Payments issued to date total \$278,723.40. Request final payment of \$25,043.87

[20-0060](#) Contract 46-19 was awarded to Miron Construction Co., Inc for the 2019 First Floor Finance Area Remodeling project in the amount of \$194,238 with a contingency of \$6,962. One reduction change order was issued in the amount of \$1,813.42. Payments to date total \$181,515.50. Request to issue the final contract payment of \$10,909.08

[20-0061](#) Contract 33-19 was awarded to Kaschak Roofing, Inc for the 2019 Fire Station #1 Partial Roof Replacement project in the amount of \$137,100 with a contingency of 15%. No change orders were issued. Payments to date total \$78,375. Request to issue the final contract payment of \$58,725

- [20-0062](#) Contract 37-18 was awarded to Miron Construction Co., Inc for the 2018 Wastewater Treatment Plant Electrical Distribution Upgrades Phase 1 project in the amount of \$1,037,026 with a contingency of 10%. Change order #1 was approved to increase the contingency from \$103,703 to \$202,353 and a new overall contract amount of \$1,135,676. Four other change orders were issued in the amount of \$82,825. Payments to date total \$1,206,627.21. Request to issue the final contract payment of \$11,873.90
- [20-0063](#) Contract 15-19 was awarded to Kruczek Construction for \$2,413,413 with a contingency of \$96,537 for Water/Sewer Construction. Payments issued to date total \$2,232,589.80. Request final payment of \$121,940.23
- [20-0064](#) Contract 12-19 was awarded to Vinton Construction for \$4,737,505 with a contingency of \$90,000 for Concrete Pavement Construction. Payments issued to date total \$3,543,749.65. Request final payment of \$960,098.13
- [20-0065](#) Contract 97-19 was awarded to Michels Power for the 2019 Yellow Ramp Lighting Replacement project in the amount of \$60,900 with a contingency of \$10,000. No change orders were issued. Payments to date total \$57,855. Request to issue the final contract payment of \$3,045
- [20-0067](#) Contract 121-19 was awarded to Highway Landscapers, Inc for the 2019 Vulcan Heritage Phase 2 Hardscapes Renovation project in the amount of \$57,000 with a contingency of \$5,000. No change orders were issued. Payments to date total \$54,150. Request to issue the final contract payment of \$2,850
- [20-0069](#) Change Order No. 2 to contract 2-19 for Unit I-18 Oneida Street Bridge Over Jones Park for a reduction in project contingency to offset additional construction managements costs (separate contract) in the amount of \$37,800 resulting in a decrease to contingency from \$99,856 to \$62,056. Overall contract decreases from \$5,560,697 to \$5,522,897
- Attachments:** [Unit I-18 Change Order No. 2.pdf](#)
- [20-0074](#) Contract 45-19 was awarded to Cardinal Construction, Inc for the 2019 Green Parking Ramp Office Remodeling project in the amount of \$203,942 with a contingency of \$12,658. One reduction change order in the amount of \$190 was issued from a surplus in the insulation allowance. Payments to date total \$193,564.40. Request to issue the final contract payment of \$10,187.60

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
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Finance Committee

Wednesday, December 18, 2019

6:30 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order

Meeting called to order at 6:30pm

2. Roll call of membership

Present: 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and
Alderperson Meltzer

Excused: 1 - Alderperson Martin

3. Approval of minutes from previous meeting

[19-1912](#)

December 9, 2019 Finance Committee minutes

Attachments: [MeetingMinutes09-Dec-2019-10-50-03.pdf](#)

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

Aye: 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and
Alderperson Meltzer

Excused: 1 - Alderperson Martin

4. Public Hearings/Appearances

5. Action Items

[19-1930](#)

Request to approve the purchase of property at 3001 E Glendale Avenue for \$455,000 along with an additional \$45,000 for potential site remediation costs and \$3,000 for closing costs, and approve the following related 2019 Budget amendment:

Public Works Capital Projects Fund

Land	+ \$503,000
Asphalt Paving Program	- \$175,000
Bridge Improvement Program	- \$ 75,000
Transfer from Facilities Cap Projects Fund	- \$253,000

Facilities Capital Projects Fund

Transfer to Public Works Cap Projects Fund	+ \$253,000
Blue Ramp Demolition Project	- \$253,000

to provide funding for the purchase of land adjacent to MSB (2/3 vote of Common Council required)

- Attachments:** [3001 E Glendale Purchase memo 12-5-19 FINAL.pdf](#)
 [3001 E Glendale LRR Listing Sheet 11-18-19.pdf](#)
 [3001 E Glendale AO with Counter 1 & 2.pdf](#)

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

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Meltzer

Excused: 1 - Aldersperson Martin

[19-1913](#)

Request to award Contract for North Edgewood Estates sanitary lift station and force main to PTS Contractors in the amount of \$865,737 with a 4.6% contingency of \$40,000 for a project total not to exceed \$905,737

- Attachments:** [Edgewood Estates contract.pdf](#)

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

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Meltzer

Excused: 1 - Aldersperson Martin

6. Information Items

[19-1914](#)

Contract 13-19 was awarded to MCC, Inc for \$1,218,309 with a contingency of \$61,000 for Leona Street Stormwater Pond. Change orders were approved totaling \$12,000. Final contract amount is \$1,230,309 with a contingency of \$49,000. Payments issued to date total \$1,109,523.98. Request final payment of \$91,235.30

This contract was presented

7. Adjournment

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

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Meltzer

Excused: 1 - Aldersperson Martin



LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Members of the Finance Committee

FROM: Christopher R. Behrens, Deputy City Attorney

DATE: January 7, 2020

RE: Creation of a Master Records Retention Schedule and Corresponding Ordinance Amendment

The City of Appleton (and its many departments and personnel) are required to maintain records for specified periods of time to comply with the Wisconsin Open Records Law. Historically, various departments operated with their own policies describing some of the records they generated and the corresponding retention periods. The City Attorney's Office was frequently contacted for guidance regarding records that weren't addressed in these policies. Our office recognized that a comprehensive master records retention schedule would be a valuable resource to City departments and staff. This undertaking evolved into a two-year project requiring meetings with each department to review individual records schedules, a comprehensive review to determine additional records to be included in the master schedule as well as eliminating any redundancies. The ultimate goal being the creation of a user-friendly master records retention schedule. The end result is a schedule consisting of approximately 470 different types of records (including retention periods and disposition instructions). This project also required a two-part approval process from the Wisconsin Public Records Board with the final approval just being issued at the end of 2019.

The next step in this process requires an amendment to Sec. 2-1 of the Municipal Code. This amendment will formalize the adoption of the Master Records Retention and Disposition Schedule. (It should also be noted that the Police Department had already obtained state approval with regard to certain records it generates. Likewise, the Library also operates with a state-approved retention schedule specific to libraries. In both cases, the master schedule will supplement their respective schedules regarding records not covered by their individual schedules.)

As a final step in this process, and to formalize adoption of the General Records Retention and Disposition Schedule, an amendment to the Municipal Code is required. The City Attorney's Office recommends as follows:

BE APPROVED that Sec. 2-1 of Chapter 2 of the Appleton Municipal Code relating to the destruction of public records be repealed and recreated to reflect the adoption of a general city records retention/disposition schedule.

City Law: A18-0034

James P. Walsh
City Attorney

Christopher R. Behrens
Deputy City Attorney

Amanda Abshire
Assistant City Attorney

Darrin M. Glad
Assistant City Attorney

RELOCATION ORDER

The City of Appleton, Outagamie/Calumet/Winnebago Counties, Wisconsin, by its Common Council and for its Relocation Order hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with subsection 32.05(1), Wisconsin Statutes, for the purpose of the within-described public improvement project and it is also a determination of necessity for that project in accordance with subsection 32.07(2), Wisconsin Statutes;
2. That the City of Appleton hereby determines that it is necessary and of public purpose to reconstruct a portion of Prospect Avenue, as well as storm sewer construction, in or near the City of Appleton, Wisconsin.
3. That said roadway will be built within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "A" and is incorporated herein;
4. That said storm sewer will be built within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "B" and is incorporated herein;
5. That the legal description for the acquisition and easement area necessary for this construction are contained in Exhibits "C", and "D" which are also incorporated herein;
6. That the City of Appleton will acquire a fee simple interest in the areas described in the "Legal Description for Acquisition" contained in Exhibit "C" from the present owner.
7. That the City of Appleton will also acquire an Easement for the areas described in the "Legal Description for Easement" in Exhibit "D" from the present owner.

Passed and approved this _____ day of _____, 2020.

I hereby certify that on this _____ day of _____, 2020, that the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the Common Council for the City of Appleton, Wisconsin.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

Record and return to:

City of Appleton – City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

Tax Key Nos. 31-3-0120-00; 31-3-3860-00

City of Appleton

ATTEST:

APPROVED:

Kami Lynch, City Clerk

Timothy M. Hanna, Mayor

Subscribed and sworn to before me
this _____ day of January, 2020.

Jamie L. Griesbach
Notary Public, State of Wisconsin
My commission expires: 11/11/2021

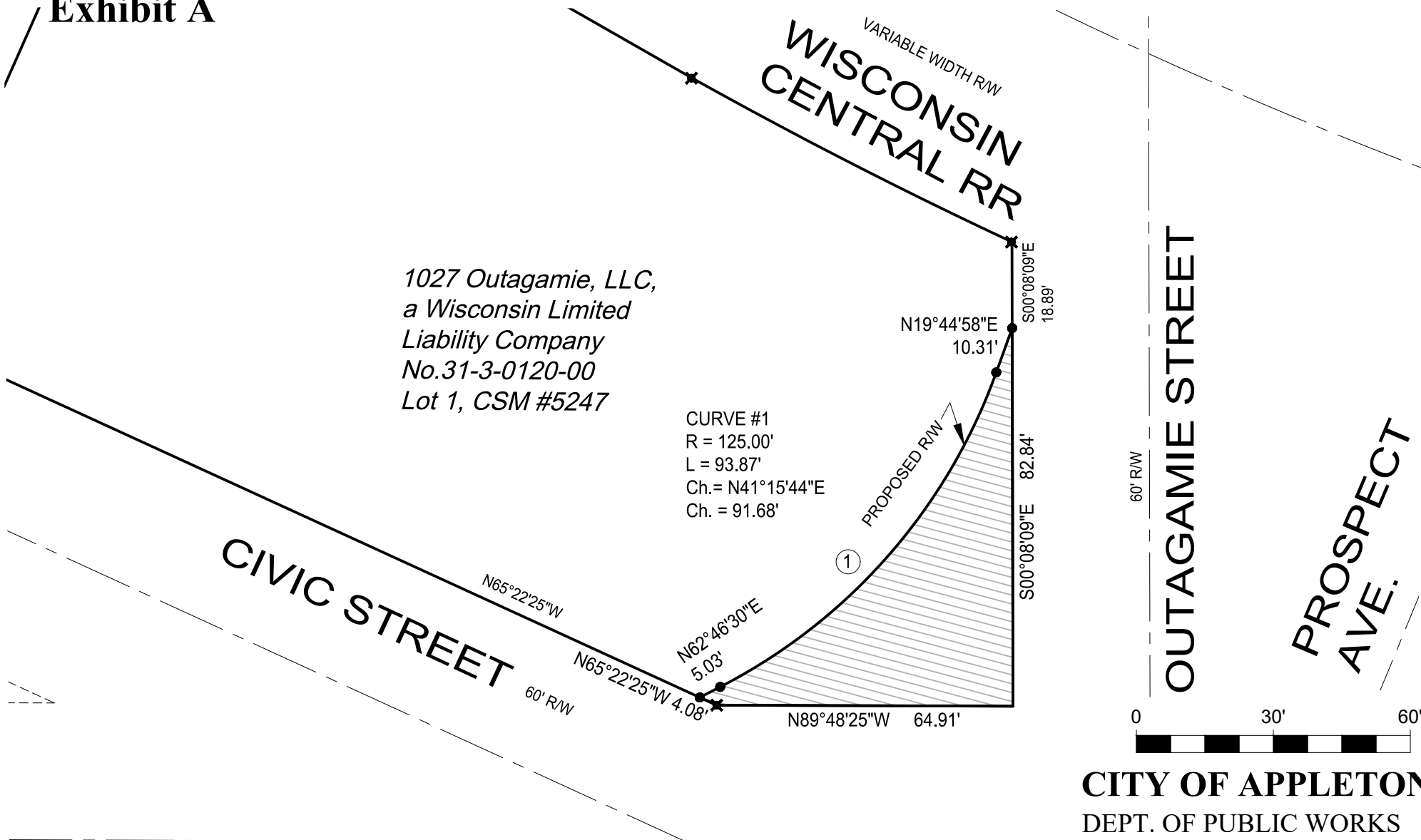
This instrument was drafted by:
James P. Walsh, Appleton City Attorney
City Law: A19-1189

RIGHT OF WAY EXHIBIT MAP

Exhibit A

1027 Outagamie, LLC,
a Wisconsin Limited
Liability Company
No.31-3-0120-00
Lot 1, CSM #5247

CURVE #1
R = 125.00'
L = 93.87'
Ch. = N41°15'44"E
Ch. = 91.68'



HASKELL STREET

CITY OF APPLETON
DEPT. OF PUBLIC WORKS
ENGINEERING DIVISION
100 NORTH APPLETON STREET
APPLETON, WI 54911
920-832-6474
DRAFTED BY: T. KROMM

BEARINGS ARE REFERENCED TO
THE WISCONSIN COUNTY
COORDINATE SYSTEM, OUTAGAMIE
COUNTY, SOUTH LINE OF THE NW 1/4
OF SECTION 34-21-17 RECORDED AS
S.89°45'50"E.

H:\Acad\RightofwayAcq\2019\
Haskel_Outagamie_Civic_0905_2019

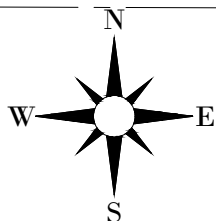
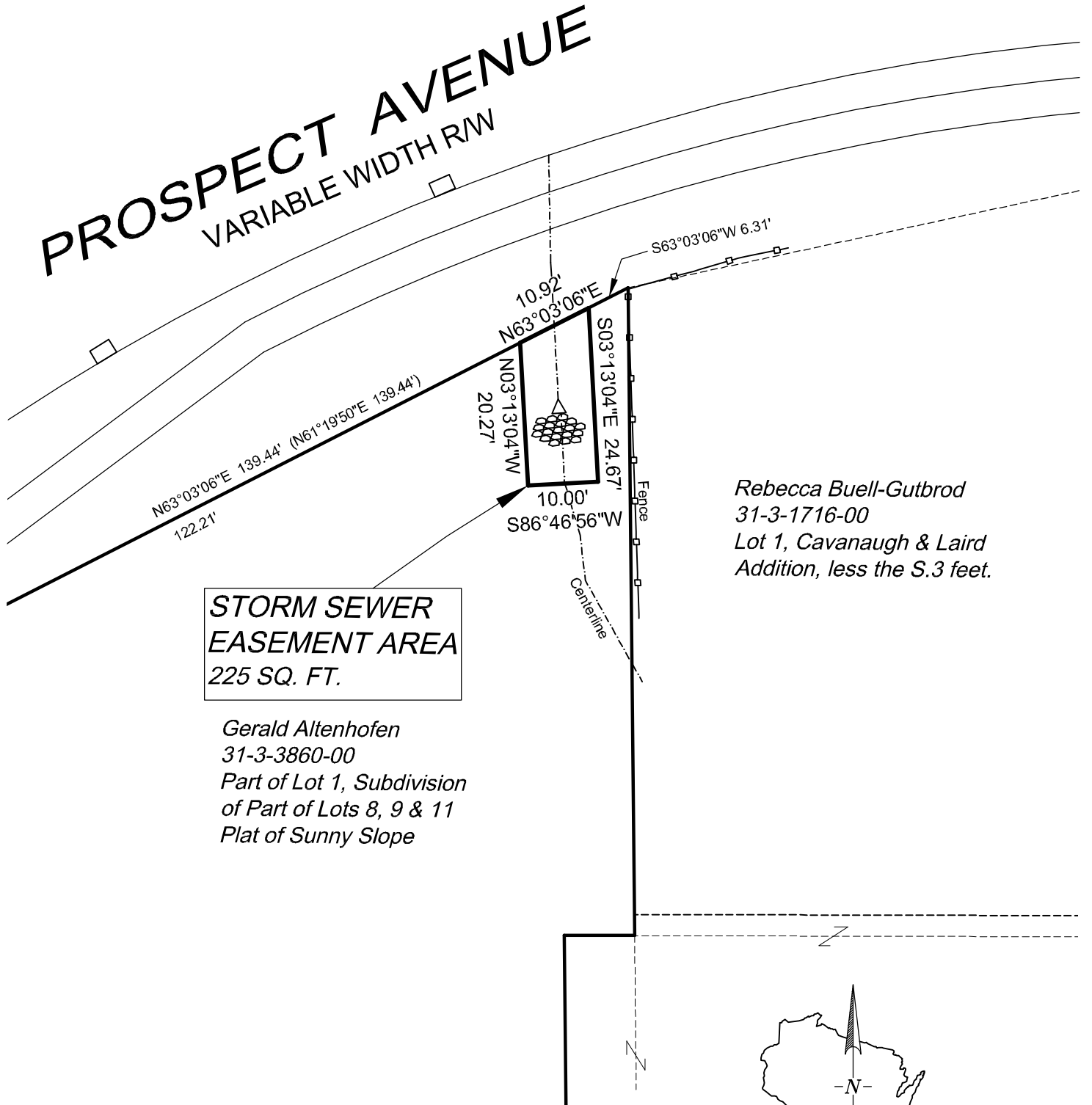


EXHIBIT "B"

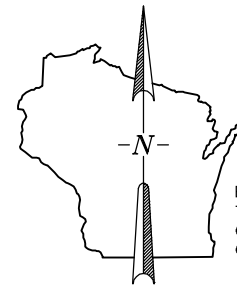
Part of Lot One (1) of the **SUBDIVISION OF PART OF LOTS 8, 9 & 11 PLAT OF SUNNY SLOPE**, located in the East One-half (E 1/2), of the Southeast Quarter (SE 1/4) (aka Gov't Lot 1) of Section 33, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin.



CITY OF APPLETON
DEPT. OF PUBLIC WORKS
ENGINEERING DIVISION

100 NORTH APPLETON STREET
APPLETON, WISCONSIN. DWN. BY:TMK

H:\Acad\Easement\Storm\2019\Prospect_co_SunnySlope_1217_2019



BEARINGS ARE REFERENCED
TO WISCONSIN COUNTY
COORDINATE SYSTEM,
OUTAGAMIE COUNTY

SCALE IN FEET

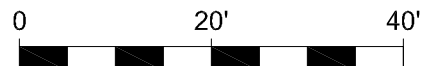


EXHIBIT C

Legal Description for Acquisition 1027 OUTAGAMIE LLC

TAX PARCEL: 31-3-0120-00

Owner: 1027 Outagamie, LLC, a Wisconsin Limited Liability Company

Fee Interest: 2,085 sf

All those lands of the owner within the following described traverse: Being a part of Lot 1 of Certified Survey Map No. 5247, located in and being a part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 34, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 2,085 Square Feet of land and described as follows:

Commencing at the most South and East corner of said Lot 1 and being the point of beginning;
Thence North $89^{\circ}48'25''$ West 64.91 feet along the North line of Civic Street and being coincident with South line of said Lot 1;
Thence North $65^{\circ}22'25''$ West 4.08 feet along the Northerly line of Civic Street and being coincident with the Southerly line of said Lot 1;
Thence North $62^{\circ}46'30''$ East 5.03 feet;
Thence Northeasterly 93.87 feet along the arc of a curve to the left having a radius of 125.00 feet and the chord of which bears North $41^{\circ}15'44''$ East 91.68 feet;
Thence North $19^{\circ}44'58''$ East 10.31 feet to the West line of Outagamie Street and being coincident with the East line of said Lot 1;
Thence South $00^{\circ}08'09''$ East 82.84 feet along the West line of Outagamie Street and being coincident with the East line of said Lot 1 to the Point of Beginning.

SEE ALSO ATTACHED EXHIBIT "A"

EXHIBIT D

Legal Description for Easement GERALD AND ROCHELLE ALTENHOFEN

DESCRIPTION OF 10' WIDE STORM SEWER EASEMENT:

Part of Lot 1 of the Subdivision of part of Lots 8, 9 & 11 of Sunny Slope, located in the East One-half (E 1/2) of the Southeast Quarter (SE ¼) (aka Gov't Lot 1) of Section 33, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 225 square feet of land and being described by:

Commencing at the Northeast corner of said Lot 1;

Thence S63°03'06"W 6.31 feet along the Northwesterly line of said Lot 1 and being coincident with the Southeasterly line of Prospect Avenue to the point of beginning;

Thence S03°13'04"E 24.67 feet;

Thence S86°46'56"W 10.00 feet;

Thence N03°13'04"W 20.27 feet to the Northwesterly line of said Lot 1;

Thence N63°03'06"E 10.92 feet along the Northwesterly line of said Lot 1 and being coincident with the Southeasterly line of Prospect Avenue to the point of beginning.

SEE ALSO ATTACHED EXHIBIT "A"

RELOCATION ORDER

The City of Appleton, Outagamie/Calumet/Winnebago Counties, Wisconsin, by its Common Council and for its Relocation Order hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with subsection 32.05(1), Wisconsin Statutes, for the purpose of the within-described public improvement project and it is also a determination of necessity for that project in accordance with subsection 32.07(2), Wisconsin Statutes;
2. That the City of Appleton hereby determines that it is necessary and of public purpose to construct a storm sewer in the area of Alvin Street in or near the City of Appleton, Wisconsin.
3. That said storm sewer will be built within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "B" and is incorporated herein;
4. That the legal description for the easement area necessary for this construction are contained in Exhibit "A" which is also incorporated herein;
5. That the City of Appleton will acquire a permanent easement in the area described in the "Legal Description for Easement" contained in Exhibit "A" from the present owner.

Record and return to:

City of Appleton – City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

Tax Key No. 31-6-4500-00

Passed and approved this _____ day of _____, 2020.

I hereby certify that on this _____ day of _____, 2020, that the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the Common Council for the City of Appleton, Wisconsin.

City of Appleton

ATTEST:

APPROVED:

Kami Lynch, City Clerk

Timothy M. Hanna, Mayor

Subscribed and sworn to before me
this _____ day of January, 2020.

Jamie L. Griesbach
Notary Public, State of Wisconsin
My commission expires: 11/11/2021

This instrument was drafted by:
James P. Walsh, Appleton City Attorney
City Law: A19-1191

EXHIBIT A

Legal Description for Easement PATHWAYS CHURCH INC.

TAX PARCEL: 31-6-4500-00

Owner: Pathways Church, Inc.

The Servient Property Is Described As:

Part of the Northeast ¼ of the Northwest ¼ and the Northwest ¼ of the Northwest ¼ of Section 14, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin and more fully described in a Warranty Deed recorded as Document No.1759035 in the Outagamie County Register of Deeds Office. Also known as City of Appleton tax parcel 31-6-4500-00.

The Easement Area Is Described As:

Permanent Easement Area:

A strip of land being a part of the Northwest ¼ of the Northwest ¼ of Section 14, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 22,153 square feet of land and being all those lands of the owner within the following described area:

Commencing at the Northwest corner of said Section 14;

Thence South 89°51'46" East 604.24 feet coincident with the North line of the NW ¼ of said Section 14 to the Northerly extension of the East line of Alvin Street;

Thence South 00°08'06" West 564.96 feet coincident with the Northerly extension of the East line of Alvin Street and the East line thereof to the point of beginning;

Thence South 89°55'39" East 93.91 feet;

Thence South 23°35'00" East 122.51 feet m/l to a point 35.00 feet East of, as measured at a right angle to, a West line of lands described in a Warranty Deed recorded as Document No.1759035 in the Outagamie County Register of Deeds Office;

Thence South 00°14'18" East 270.06 feet m/l parallel to said West line to a point 25.00 feet North of, as measured at a right angle to, the Northerly line of Interstate 41;

Thence South 83°27'53" East 264.53 feet;

Thence South 06°32'07" West 25.00 feet to the Northerly line of said Interstate 41;

Thence North 83°27'53" West 296.81 feet m/l coincident with the Northerly line of said Interstate 41 to a West line of lands described in said Document No.1759035;

Thence North 00°14'18" West 296.46 feet m/l coincident with the West line of lands described in said Document No.1759035;

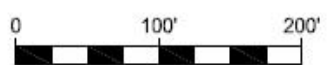
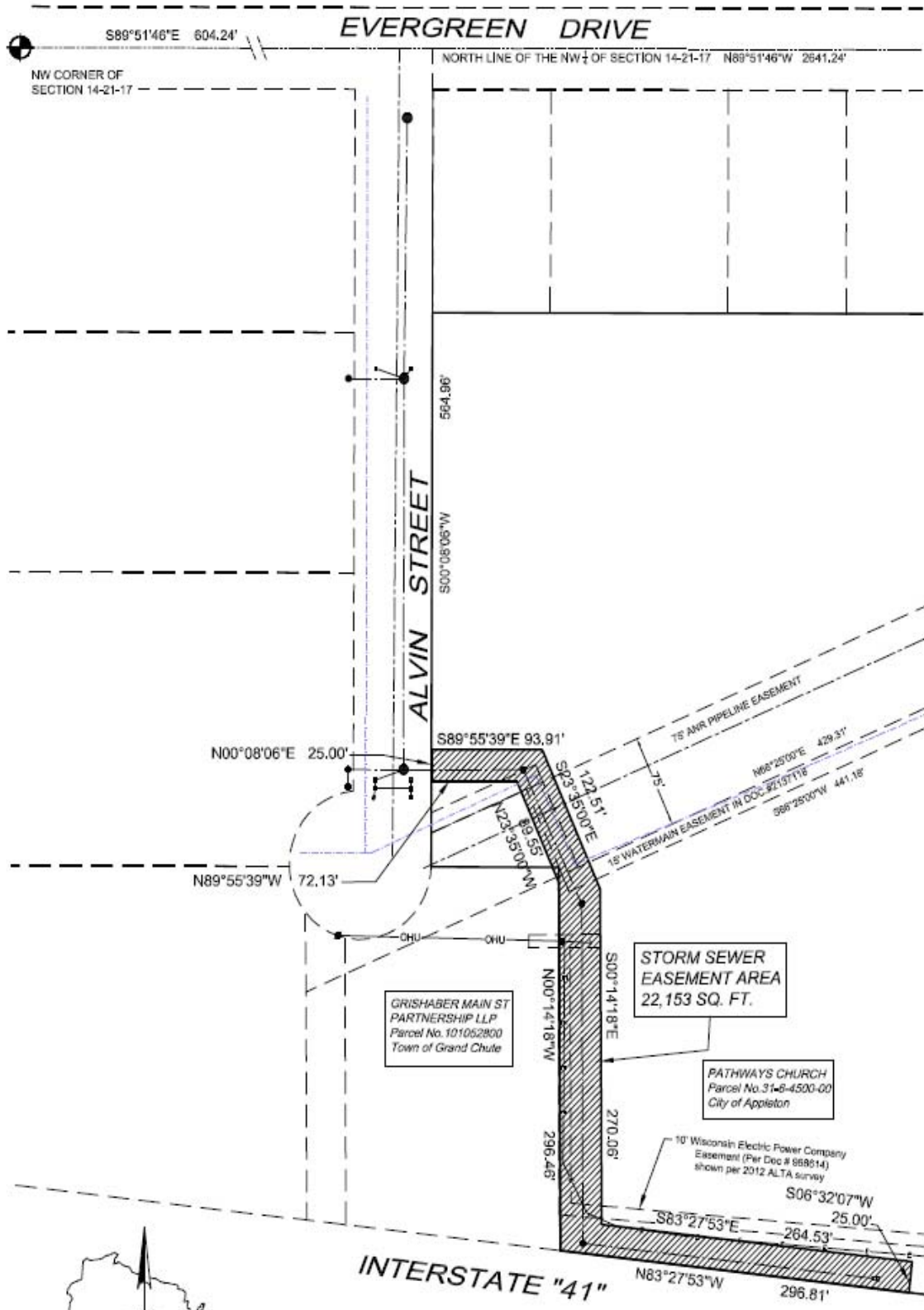
Thence North 23°35'00" West 89.55 feet;

Thence North 89°55'39" West 72.13 feet to the East line of Alvin Street;

Thence North 00°08'06" East 25.00 feet coincident with the East line of Alvin Street to the point of beginning.

SEE ALSO ATTACHED EXHIBIT "B"

EXHIBIT "B"



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, OUTAGAME COUNTY, NORTH LINE OF THE NW 1/4 SECTION 14, T21N, R17E RECORDED AS S89°51'46"E, H5Acad2Baseline02St0012019/PathwaysChurch_41_Alt_2007_2019

CITY OF APPLETON
 DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911
 920-832-6474
 DRAFTED BY: T. KROMM

RELOCATION ORDER

The City of Appleton, Outagamie/Calumet/Winnebago Counties, Wisconsin, by its Common Council and for its Relocation Order hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with subsection 32.05(1), Wisconsin Statutes, for the purpose of the within-described public improvement project and it is also a determination of necessity for that project in accordance with subsection 32.07(2), Wisconsin Statutes;
2. That the City of Appleton hereby determines that it is necessary and of public purpose to reconstruct a portion of the Calumet Street and Carpenter Street intersection in or near the City of Appleton, Wisconsin.
3. That said roadway will be built within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "A" and is incorporated herein;
4. That the legal description for the acquisition areas necessary for this construction are contained in Exhibits "B", "C" and "D" which are also incorporated herein;
5. That the City of Appleton will acquire a fee simple interest in the areas described in the "Legal Description for Acquisition" contained in Exhibits "B", "C", and "D" from the present owner.

Passed and approved this _____ day of _____, 2020.

I hereby certify that on this _____ day of _____, 2020, that the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the Common Council for the City of Appleton, Wisconsin.

City of Appleton

ATTEST:

APPROVED:

Kami Lynch, City Clerk

Timothy M. Hanna, Mayor

Subscribed and sworn to before me
this _____ day of January, 2020.

Jamie L. Griesbach
Notary Public, State of Wisconsin
My commission expires: 11/11/2021

Record and return to:

City of Appleton – City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

Tax Key Nos. 31-4-0772-10; 31-9-0780-00; and
31-9-0784-00

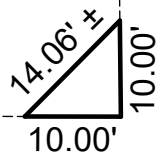
This instrument was drafted by:
James P. Walsh, Appleton City Attorney
City Law: A19-1190

EXHIBIT "A"

CALUMET STREET AND CARPENTER STREET

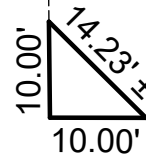
A portion of land for street right way, located in the Southwest ¼ of the Southwest ¼ of Section 36, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin and the Northwest Quarter (NW ¼) of the Northeast Quarter (NE ¼) of Section 6, Township 20 North, Range 18 East, City of Appleton, Calumet County, Wisconsin.

Owners: Joseph and
Brenda Mlinar
Parcel 31-4-0772-10
730 E. Calumet Street



**CARPENTER
STREET** 60' R/W

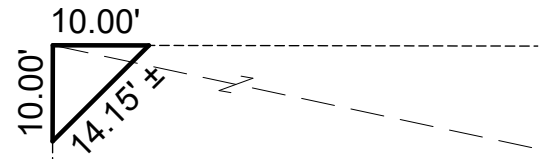
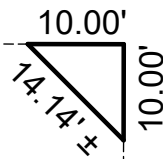
Owners: City of Appleton
Parcel 31-4-0920-00
1000 E. Calumet Street



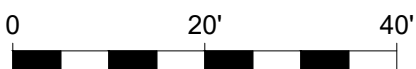
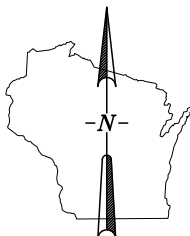
CALUMET

STREET 66' R/W

Owners: Roger and
Nancy Miller
Parcel 31-9-0780-00
745 E. Calumet Street



Owners: AASD
Parcel 31-9-0784-00
2020 S. Carpenter Street



CITY OF APPLETON

DEPT. OF PUBLIC WORKS
ENGINEERING DIVISION

100 NORTH APPLETON STREET
APPLETON, WI 54911

920-832-6474

DRAFTED BY: T. KROMM

H:\Acad\row acq\2020\Carpenter_St_at_Calumet_1202_2019

EXHIBIT B

Legal Description for Acquisition JOSEPH AND BRENDA MLINAR

TAX PARCEL: 31-4-0772-10

Owners: Joseph and Brenda Mlinar

Fee Interest: 50 sf

Fee Simple Interest:

A portion of land for street right way, being a part of Lot Ten (10), in Block Thirty-Seven (37), **EDWARD WEST'S PLAT**, City of Appleton, Outagamie County, Wisconsin, according to the recorded Assessor's Map of said City, located in the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 36, Township 21 North, Range 17 East, containing 50 Square Feet (0.0011 Acres) of land and described as follows:

Commencing at the Southeast corner of said Lot 10 and being the point of beginning;

Thence West 10.00 feet along the South line of said Lot 10 and being coincident with the North line of Calumet Street;

Thence Northeasterly 14.06 feet m/l to a point on the East line of said Lot 10, said point being 10.00 feet North of the point of beginning;

Thence South 10.00 feet along the East line of said Lot 10 and being coincident with the West line of Carpenter Street to the point of beginning.

SEE ALSO ATTACHED EXHIBIT "A"

EXHIBIT C

Legal Description for Acquisition ROGER AND NANCY MILLER

TAX PARCEL: 31-9-0780-00

Owners: Roger and Nancy Miller

Fee Interest: 50 sf

Fee Simple Interest:

A portion of land for street right way, being part of Lot One (1), Block One (1), **HANSON PLAT**, located in the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 6, Township 20 North, Range 18 East, City of Appleton, Calumet County, Wisconsin, containing 50 Square Feet (0.0011 Acres) of land and described as follows:

Commencing at the Northeast corner of said Lot 1 and being the point of beginning;

Thence South 10.00 feet along the East line of said Lot 1 and being coincident with the West line of Carpenter Street;

Thence Northwesterly 14.14 feet m/l to a point on the North line of said Lot 1, said point being 10.00 feet West of the point of beginning;

Thence East 10.00 feet along the North line of said Lot 1 and being coincident with the South line of Calumet Street to the point of beginning.

SEE ALSO ATTACHED EXHIBIT "A"

EXHIBIT D

Legal Description for Acquisition APPLETON AREA SCHOOL DISTRICT

TAX PARCEL: 31-9-0784-00

Owners: Appleton Area School District

Fee Interest: 50 sf

Fee Simple Interest:

A portion of land for street right way, being part of a Vacated Public Park and part of Vacated Calumet Drive of the **HANSON PLAT**, located in the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 6, Township 20 North, Range 18 East, City of Appleton, Calumet County, Wisconsin, containing 50 Square Feet (0.0011 Acres) of land and described as follows:

Commencing at the Northwest corner of said Vacated Public Park and being the point of beginning;
Thence East 10.00 feet along the North line of said Vacated Public Park and being coincident with the South line of Calumet Street;
Thence Southwesterly 14.15 feet m/l to a point on the East line of Carpenter Street, said point being 10.00 feet South of the point of beginning;
Thence North 10.00 feet along the East line of Carpenter Street to the point of beginning.

SEE ALSO ATTACHED EXHIBIT "A"



MEMO

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: January 9, 2020

SUBJECT: Request to move the Spartan Drive (Haymeadow to 900' east) from the 2021 Sanitary and Watermain Program to the 2020 Program.

The Common Council approved the Clearwater Creek Development Agreement in June, 2019. The 2019 – 2023 Capital Improvement Program already included the Sanitary and Watermain Projects for Spartan Drive from Haymeadow to 900' east in the 2021 Program. (See attached 3rd Addition to Clearwater Creek Engineering Feasibility). However, with the approval of the Development Agreement, these projects were supposed to move to the 2020 Program. I missed moving those projects up as part of the 2020 Budget process.

Therefore, in order to fulfill the Development Agreement, we request that Spartan Drive (Haymeadow to 900' east) Sanitary and Watermain Projects get moved up to the 2020 Program. Because it is so early in the year, I am not requesting a budget adjustment at this time. Instead, we will bid all of our projects and determine at a future date if a budget adjustment request is necessary.

Attachment

C: Tony Saucerman, Finance Director
Lisa Lau, Managerial Accounting Coordinator

ENGINEERING FEASIBILITY

3RD ADDITION TO CLEARWATER CREEK

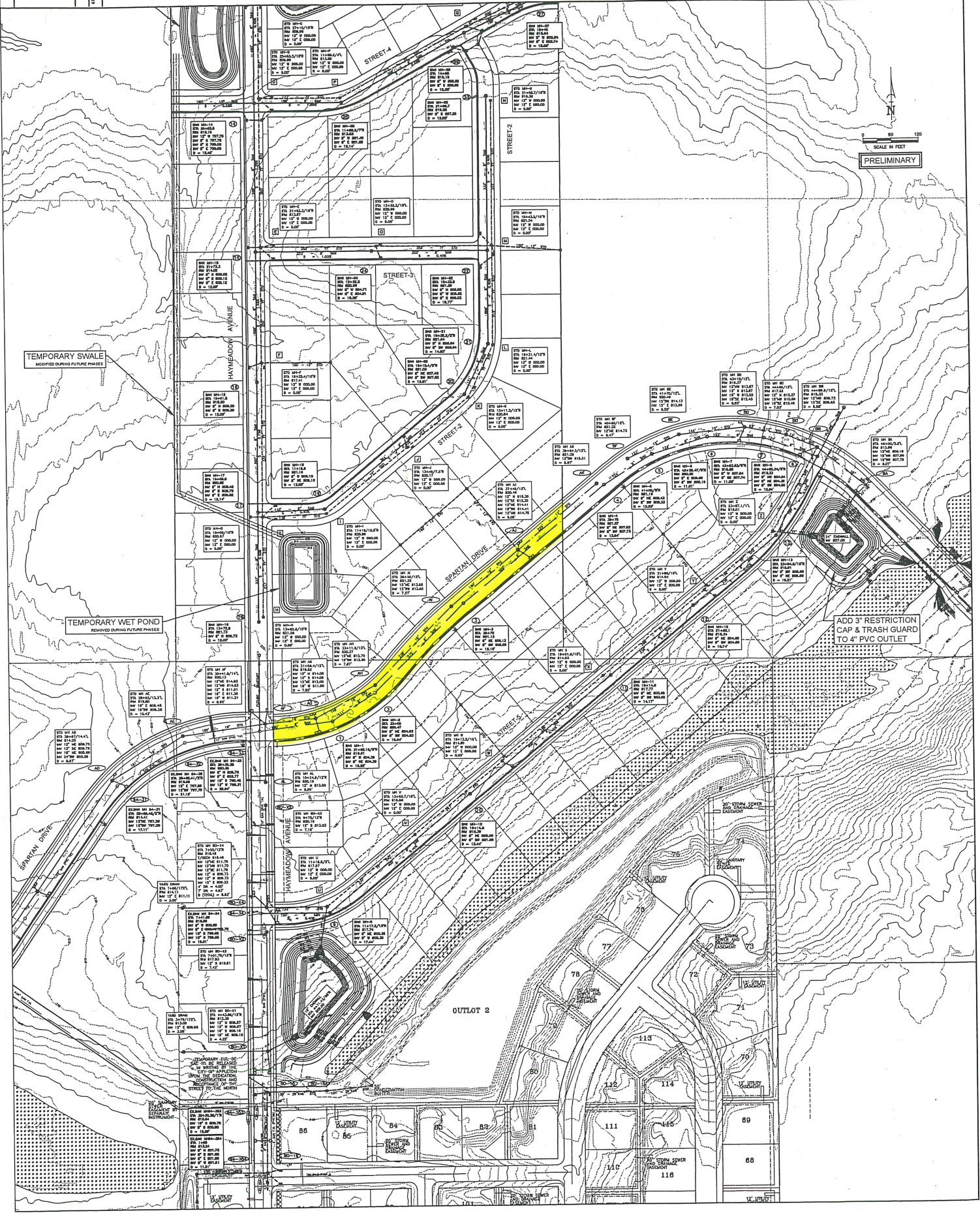
CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

NO.	DATE	CHECKED	APPROVED

Martenson & Eisele, Inc.
 1377 N. Main Street
 Appleton, WI 54912
 www.martensoneisele.com
 info@martensoneisele.com
 920.731.0281 1.800.236.0281

Planning
 Environmental
 Surveying
 Engineering
 Architecture

NO.	DATE	BY	DESCRIPTION



SCALE IN FEET
 0 60 120

PRELIMINARY

MEMO: Property Tax bill corrections
DATE: January 8, 2020
TO: Finance Committee
FROM: DeAnn Brosman, City Assessor

Please rescind the following 2019 Real Estate taxes under WI Statute 74.33 (1) which allows for the correction of errors.

Parcel 31-2-0662-00 located at 549 N. Clark Street. Outagamie County took ownership of this home in August, 2018 due to delinquent taxes. The county sold it to a private owner on January 10th, 2019. The county treasurer informed the buyer that no tax bill would be issued for 2019. The property was owned by a government entity on January 1st, and it is therefore tax exempt under WI Statute 70.11 for the entire 2019 year. Please cancel the \$1,477.52 tax bill.

Parcel 31-1-1353-00 located at 1119 Nawada Court. The 2019 assessed value of \$112,600 was reduced to \$102,400 during the Assessor's Open Book session and confirmed by the Board of Review. However the reduction did not get entered into our computer system due to the heavy volume of Open Book and Board of Review traffic. This has resulted in a tax overage of \$204.88 which needs to be rescinded. Please make this correction.

Approximately 50% of these rescinded amounts can be recovered from the other taxing jurisdictions through the charge-back process. Thank you for your assistance.

Parcel #: PAY 1ST INSTALLMENT - \$ 370.52

201 312066200
CARLSON OR

PAY FULL PAYMENT - \$ 1,477.52

Bill #: 443329 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 2ND INSTALLMENT - \$ 369.00

201 312066200
CARLSON

DUE BY March 31, 2020

Bill #: 443329 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 - \$ 369.00

201 312066200
CARLSON

DUE BY May 31, 2020

Bill #: 443329 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 - \$ 369.00

201 312066200
CARLSON

DUE BY July 31, 2020

Bill #: 443329 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			Year Increase	Taxing Jurisdiction	Total Additional Taxes			Year Increase
	Taxes	Applied to Property	Ends			Taxes	Applied to Property	Ends	

RICHARD CARLSON
SUSAN CARLSON
Property Address: 549 N CLARK ST

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

Bill No. 443329
Parcel No. 201 312066200

Assessed Value Land	Assd. Value Improve	Tot. Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improve	Total Est. Fair Mkt.	<input type="checkbox"/> A star in this box means unpaid prior years taxes	
12,500	64,000	76,500	0.9831295450	12,700	65,100	77,800		
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 \$	
STATE		0	0	0.00	0.00		1,477.52	
COUNTY		1,678,697	1,860,714	376.10	284.37	-24.4%		
LOCAL		11,690,712	11,937,446	700.88	639.02	-8.8%		
APPLETON SCH		61,110,217	65,339,599	586.33	533.64	-9.0%		
FOX VALLEY TECH		4,871,658	5,146,020	87.32	79.56	-8.9%		
TOTAL		79,351,284	84,283,779	1,750.63	1,536.59	-12.2%		
FIRST DOLLAR CREDIT				-60.74	-59.07	-2.7%		
LOTTERY AND GAMING CREDIT				-147.50	0.00	-100.0%		
NET PROPERTY TAX				1,542.39	1,477.52	-4.2%	Total Due FOR FULL PAYMENT BY	
School taxes reduced by school levy tax credit \$ 113.62							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).	

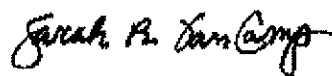
SECOND WARD PLAT 2WD N46FT OF E85FT OF LOT 9 BLK 64

State Bar of Wisconsin Form 3-2003
QUIT CLAIM DEED

Document Number

Document Name

Document #: **2152045**
Date: **01-11-2019** Time: **02:17 PM**
Pages: **1** Fee: **\$30.00**
County: **OUTAGAMIE COUNTY** State: **WI**
Exempt Code: **4**



SARAH R VAN CAMP, REGISTER OF DEEDS
Returned to: **OUTAGAMIE CO CORP COUNSEL**

THIS DEED, made between Outagamie County, a Municipal Corporation

("Grantor," whether one or more), and Richard Carlson and Susan Carlson, as husband and wife

("Grantee," whether one or more).
Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Outagamie County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

The North 46 feet of the East 85 feet of Lot Nine (9) in Block Sixty-four (64), SECOND WARD PLAT, City of Appleton, Outagamie County, Wisconsin, according to the recorded Assessor's Map of said City.

Recording Area

Name and Return Address

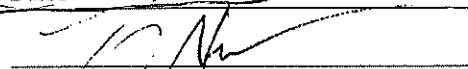
Attorney Joseph P. Guidote, Jr.
Outagamie County Corporation Counsel
320 S. Walnut Street, Appleton WI 54911

312066200

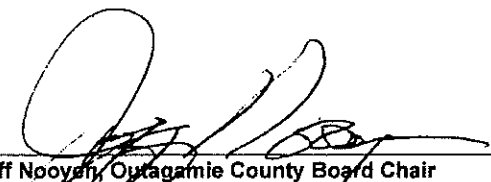
Parcel Identification Number (PIN)

This is homestead property.
(is) (is not)

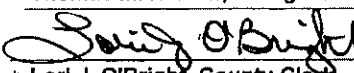
Dated January 10, 2019



(SEAL) * Thomas M. Nelson, Outagamie County Executive



(SEAL) * Jeff Nooyen, Outagamie County Board Chair




(SEAL) * Lori J. O'Bright, County Clerk

(SEAL) *

AUTHENTICATION

Signature(s) Thomas M. Nelson, Jeff Nooyen and Lori J. O'Bright
authenticated on January 10, 2019



* Joseph P. Guidote, Jr., Corporation Counsel
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. § 706.06)

ACKNOWLEDGMENT

STATE OF _____)
_____) ss.
_____ COUNTY)

Personally came before me on _____,
the above-named _____
to me known to be the person(s) who executed the foregoing
instrument and acknowledged the same.

* _____
Notary Public, State of _____
My commission (is permanent) (expires: _____)

THIS INSTRUMENT DRAFTED BY:
Attorney Joseph P. Guidote, Jr.
Outagamie County Corporation Counsel

(Signatures may be authenticated or acknowledged. Both are not necessary.)
NOTE: THIS IS A STANDARD FORM. ANY MODIFICATION TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

QUIT CLAIM DEED

©2003 STATE BAR OF WISCONSIN

FORM NO. 3-2003

*Type name below signatures.

WisForms

www.wisforms.com

Parcel #: **PAY 1ST INSTALLMENT - \$ 552.63**
 201 311135300
 VERKUILE **OR**

PAY FULL PAYMENT - \$ 2,202.63
 Bill #: 438314 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 3RD INSTALLMENT - \$ 550.00**
 201 311135300
 VERKUILE

DUE BY May 31, 2020
 Bill #: 438314 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 2ND INSTALLMENT - \$ 550.00**
 201 311135300
 VERKUILE

DUE BY March 31, 2020
 Bill #: 438314 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 - \$ 550.00**
 201 311135300
 VERKUILE

DUE BY July 31, 2020
 Bill #: 438314 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

BRUCE J VERKUILEN
 LINDA M VERKUILEN

Property Address: 1119 NAWADA CT

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

Bill No. 438314
 Parcel No. 201 311135300

Assessed Value Land	Assd. Value Improve	Tot. Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improve	Total Est. Fair Mkt.	<input type="checkbox"/> A star in this box means unpaid prior years taxes
22,600	90,000	112,600	0.9831295450	23,000	91,500	114,500	
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 \$
STATE		0	0	0.00	0.00		2,202.63
COUNTY		1,678,697	1,860,714	399.70	418.56	4.7%	
LOCAL		11,690,712	11,937,446	744.86	940.56	26.3%	
APPLETON SCH		61,110,217	65,339,599	623.13	785.47	26.1%	
FOX VALLEY TECH		4,871,658	5,146,020	92.80	117.11	26.2%	
TOTAL		79,351,284	84,283,779	1,860.49	2,261.70	21.6%	
FIRST DOLLAR CREDIT				-60.74	-59.07	-2.7%	Total Due FOR FULL PAYMENT BY Jan 31, 2020 \$ 2,202.63
LOTTERY AND GAMING CREDIT				0.00	0.00	0.0%	
NET PROPERTY TAX				1,799.75	2,202.63	22.4%	
School taxes reduced by school levy tax credit	\$ 167.24	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).	

BEVERLY PLAT 1WD LOT 8 BLK 2

Notice of Board of Review Determination

Under state law (sec. 70.47(12), Wis. Stats.), your property assessment for the current year 2019 as finalized by the Board of Review (BOR) is listed below.

Property owner	General information
----------------	---------------------

Bruce & Linda VerKuilen
 1124 E Glendale
 Appleton, WI 54911

Date issued 10 - 18 - 19
 Parcel no: 31-1-1353-00
 Address 1119 Nawada Court
 Legal description BEVERLY PLAT 1WD LOT 8 BLK 2

Town Village City

Municipality Appleton

Assessment information			
2019 Original Assessment		2019 Final Assessment <small>(determined by BOR)</small>	

2019 Original Assessment		2019 Final Assessment <small>(determined by BOR)</small>	
Land	\$ 22,600	Land	\$ 22,600
Improvements	\$ 79,800	Improvements	\$ 79,800
Personal property	\$	Personal property	\$
Personal property	\$	Personal property	\$
Personal property	\$	Personal property	\$
Total personal property	\$ 0	Total personal property	\$ 0
Total all property	\$ 102,400	Total all property	\$ 102,400

Appeal information

If you are not satisfied with the BOR's decision, there are appeal options available. **Note:** Each appeal option has filing requirements. For more information on the appeal process, review the Property Assessment Appeal Guide. Visit revenue.wi.gov and search keyword "Assessment Appeal."

Appeal to:

Department of Revenue (DOR) – must file within 20 days after receipt of the BOR's determination notice or within 30 days after the date specified on the affidavit if there is no return receipt. A \$100 filing fee is required. The fair market value of the items or parcels cannot exceed \$1 million dollars. DOR may revalue the property any time before November 1 of the assessment year or within 60 days after receiving the appeal, whichever is later. If adjusted, the value is substituted for the original value and taxes paid accordingly. (sec. 70.85, Wis. Stats.)

Circuit Court - Action for Certiorari – must file within 90 days after receiving the determination notice. The Court decides based on the written record from the BOR. You cannot submit new evidence. (sec. 70.47(13), Wis. Stats.)

Municipality - Excessive Assessment – must first appeal to the BOR and have not appealed the BOR's decision to Circuit Court or to DOR. You cannot claim an excessive assessment under sec. 74.37, Wis. Stats., unless the tax is timely paid. A claim under section 74.37 must be filed with the municipality by January 31 of the year the tax is payable.



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/13/2020

RE: Action: Award the City of Appleton's "2019 Wastewater Treatment Plant Water Lateral Upgrades Project" contract to Degroot, Inc. in the amount of \$269,220.17 with a contingency of \$30,000 for a project total not to exceed \$299,220.17.

The 2019/2020 Capital Improvement Plan includes \$475,000 to replace the Weimar Court water lateral. Of that amount, \$27,355 was spent on design leaving a balance of \$447,645 for construction. The current water lateral from Weimar Court to the B-Building is original from 1935 and is in need of replacement.

The bids were received as follows:

Degroot, Inc. (low bid)	\$269,220.17
Dorner, Inc.	\$317,620.00
PTS Contractors, Inc.	\$326,487.00
Advance Construction, Inc.	\$348,427.00

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Degroot, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Degroot, Inc. in the amount of \$269,220.17 plus a contingency of \$30,000 only to be utilized as needed.

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



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/13/2019

RE: Action: Reject bids from PayneCrest Electric, Inc., Van Ert Electric Co., Inc., Pieper Electric, Inc., and Michels Power for the 2019 Appleton Wastewater Treatment Plant Electrical Distribution Main Substation Upgrades Project.

The 2019/2020 Capital Improvement Plan includes \$4,000,000 to upgrade the Main Electrical Substation at the Appleton Wastewater Treatment Plant. This is the third-phase of a five-phase project. Of that amount \$296,500 has been utilized for design leaving a balance of \$3,703,500 for construction. Bids were opened on December 18, 2019 for the Main Electrical Substation at the Appleton Wastewater Treatment Plant.

The bids received were as follows:

PayneCrest Electric, Inc.	\$3,875,979.00
Van Ert Electric Co, Inc.	\$3,994,000.00
Pieper Electric, Inc.	\$4,009,881.00
Michels Power	\$4,569,595.16

The bids exceeded our project budget and after conferring with our consulting engineer (Patrick Engineering), the Parks, Recreation and Facilities Management Department is recommending rejecting the bids and re-bidding with updated specifications.

The Parks, Recreation and Facilities Management Department recommends rejecting these bids. Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/13/2019

RE: Action: Reject bids from J.F. Ahern Co., EGI Mechanical, Inc., Great Lakes Mechanical, Inc., and Hurkman Mechanical Industries, Inc. for the 2019 Appleton Wastewater Treatment Plant HVAC Upgrades Project.

The 2019/2020 Capital Improvement Plan includes \$750,000 to upgrade the HVAC systems at the Wastewater Treatment Plant within the A-Building and S-Building HVAC systems. Of that, \$41,200 has been utilized for design leaving a balance of \$708,800 for construction. Bids were opened on December 18, 2019 for the A-Building and S-Building HVAC upgrades.

The bids received were as follows:

Hurkman Mechanical Industries, Inc.	\$1,098,900
Great Lakes Mechanical, Inc.	\$1,110,600
J.F. Ahern Co.	\$1,121,000
EGI Mechanical, Inc.	\$1,175,000

The bids exceeded our project budget and after conferring with our consulting engineer (Performa), the Parks, Recreation and Facilities Management Department is recommending rejecting the bids and re-bidding as two separate projects.

The Parks, Recreation and Facilities Management Department recommends rejecting these bids. Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/13/2020

RE: Action: Award the City of Appleton's "2019 MSB Acoustical Ceiling Upgrades Phase 1 Project - Acoustical Ceiling Replacement" contract to Cardinal Construction, Inc. in the amount of \$35,925 with a contingency of \$3,000 for a project total not to exceed \$38,925.

The 2019 Capital Improvement Plan includes \$75,000 to replace several areas of acoustical ceiling at the Municipal Services Building. Of that amount, \$8,475 was spent on design leaving a balance \$66,525 for construction. This project was bid in two different phases to maximize the dollars spent. This phase of the project was to install the acoustical grid and panels. The remaining items within the project scope were bid in an electrical package and will be in a separate memo.

The bids were received as follows:

Cardinal Construction, Inc. (low bid)	\$35,925
MJI Building Services, LLC.	\$36,850
KSW Construction Corporation	\$41,245

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Cardinal Construction, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Cardinal Construction, Inc. in the amount of \$35,925 plus a contingency of \$3,000 only to be utilized as needed.

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



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/13/2020

RE: Action: Award the City of Appleton “2019 MSB Acoustical Ceiling Upgrades Phase 2 Project – Electrical Package” contract to VOE Power and Systems, LLC. in the amount of \$38,700 with a contingency of \$1,900 for a project total not to exceed \$40,600.

Action: Approve balance transfer of \$11,000 from the “2019 MSB Lighting Upgrades Project” to “2019 MSB Ceiling Tile Replacement Project.”

The 2019 Capital Improvement Plan includes \$75,000 to replace several areas of acoustical ceiling at the Municipal Services Building. Of that amount, \$8,475 was spent on design leaving a balance \$66,525 for construction. This project was bid in two different phases to maximize the dollars spent. The first phase of this project was to install the acoustical grid and panels which totaled \$35,925 leaving a balance of \$30,600. The remaining items within the project scope were bid in Phase 2 - Electrical Package. The Phase 2 Electrical Package includes all the electrical aspects of the acoustical ceiling replacement along with items from the 2019 MSB Lighting Upgrades CIP, which is the basis for the budget transfer.

The bids were received as follows:

VOE Power and Systems, LLC. (low bid)	\$38,700
Northern Electric, Inc.	\$40,075
Floske Electrical Services, LLC.	\$68,749

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to VOE Power and Systems, LLC. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer’s recommendation. Therefore, we recommend awarding the contract to VOE Power and Systems, LLC. in the amount of \$38,700 plus a contingency of \$1,900 only to be utilized as needed.

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

Department of Public Works – Engineering Division

MEMO

TO: Finance Committee

FROM: Chad M. Weyenberg, Project Engineer

DATE: January 13, 2020

RE: Informational Change Order for Pheifer Brothers to reduce the contingency by an amount of \$37,800

The reduction in unused contingency funds of \$37,800 will be added to the Patrick Engineering contract for construction management, which are reflected in the January 13, 2020 Municipal Services Committee amendment request.

We are requesting additional funds for Patrick Engineering to continue to manage the project through the updated May 22th project completion. The updated construction schedule includes items such as concrete staining, railings, concrete pavement, concrete sidewalk, slope paving, ditch restoration, pavement markings, final restoration, and punch list.

CONTRACT CHANGE ORDER

Change Order No. 2

Date 01/13/20

Contract No. 2-19 for the following public work: Oneida Street Bridge over Jones Park

between Pheifer Brothers Construction, Inc. (Contractor Name), 599 Bondow Drive, Neenah, WI 54956 (Contractor Address)

and the City of Appleton dated: 1/16/2019 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	4240.640800.3510	\$4,655,144.22	\$99,855.78		-\$37,800.00	\$4,655,144.22	\$62,055.78
2	4142.680901	\$307,422.00				\$307,422.00	\$0.00
3	4142.680902	\$30,000.00				\$30,000.00	\$0.00
4	4142.680903	\$32,025.00				\$32,025.00	\$0.00
5	4142.680904	\$350,000.00				\$350,000.00	\$0.00
6	4142.680905	\$86,250.00				\$86,250.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
Total		\$5,460,841.22	\$99,855.78	\$0.00	-\$37,800.00	\$5,460,841.22	\$62,055.78

Reason for Change: Reduction in contingency is to help offset additional costs for construction management.

The Contract Time will be (increased / decreased / unchanged) by this Change Order: 0 Days

The Date of Completion as of the date of this Change Order therefore is: 10/15/2019

Finance Committee Agenda Date: 01/13/20

Date approved by Council: 01/22/20