



City of Appleton

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

Meeting Minutes Finance Committee

Wednesday, December 11, 2013

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting was called to order at 4:30 pm.

2. Roll call of membership

Present: 5 - Alderperson Greg Dannecker, Alderperson Joe Martin, Alderperson Kathleen Plank, Alderperson Peter Stueck and Alderperson Curt Konetzke

3. Approval of minutes from previous meeting

[13-1808](#)

Minutes from previous meetings of October 23, 2013, November 6, 2013 and December 4, 2013.

Attachments: [MeetingMinutes23-Oct-2013-02-33-03.pdf](#)
[MeetingMinutes06-Nov-2013-02-34-23.pdf](#)
[MeetingMinutes04-Dec-2013-03-21-43.pdf](#)

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

Aye: 5 - Alderperson Dannecker, Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

4. **Public Hearings/Appeances**

[13-1802](#)

Members of the Appleton Yacht Club.

Attachments: [Appleton Yacht Club.pdf](#)

This Appearance was presented

5. **Action Items**

[13-1793](#)

Request to write off \$14,767.47 of accounts receivable invoices and \$25,301.59 of personal property taxes (outstanding over one year).

Attachments: [List of accounts to be written off.pdf](#)

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

Aye: 5 - Alderperson Dannecker, Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

[13-1800](#)

Anticipated Award of Unit Y-13 WWTP Storm Sewer Reconstruction (Bids to be opened on Monday, December 9, 2013).

This Report Action Item was held until the next Finance Committee meeting.

[13-1804](#)

Request Approval to Apply for the Assistance to Firefighters Grant from the Federal Emergency Management Agency for the purchase of three facility emergency generators (also appears on the Safety and Licensing Committee agenda).

Attachments: [Notification of Grant Funds.pdf](#)

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

Aye: 5 - Alderperson Dannecker, Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

[13-1817](#)

Request to approve the purchase of the self-contained breathing apparatus and associated equipment from Five Alarm Fire and Safety for an amount not to exceed \$415,938 (also appears on the Safety and Licensing Committee agenda).

Attachments: [Fire Equipment Purchase request.pdf](#)

Moton to Amend by Alderperson Konetzke, seconded by Alderperson Martin, to include the language from File #13-1818 as follows - "Request to approve the purchase of the respirator fit testing equipment from TSI Incorporated for an amount not to exceed \$15,000 (also appears on the Safety and Licensing Committee agenda.)" Roll Call vote on amendment carried unanimously 5 to 0.

Alderperson Konetzke moved, seconded by Alderperson Martin, that the Report Action Item be recommended for approval, as amended. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Dannecker, Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

6. Information Items

[13-1754](#)

Change Order Number 1 to contract "Washington Place Building Demolition" with Statewide Razing, Inc. for remediation of asbestos in the amount of \$4,286.75 resulting in a decrease to contingency from \$49,440 to \$45,153.25. No change to overall contract amount.

Attachments: [Washington Place Building Demo Final Payment.doc](#)

This Presentation was received and filed

[13-1755](#)

Contract 5-13 was awarded to Statewide Razing "Washington Place Demolition" \$494,400 with a contingency of \$49,400. One change order was issued for \$4,286.75. Final contract amount is \$498,686.75 with remaining contingency of \$45,153.25. Payments issued to date totals \$427,500. Request to issue the final contract payment of \$71,186.75.

Attachments: [Washington Place Building Demo Final Payment.doc](#)

This Presentation was received and filed

[13-1446](#)

Change Order Numbers 1 - 4 for \$23,443.30 to Contract 15-12, "Houdini Plaza Construction", resulting in a decrease to contingency from \$61,013.44 to \$37,570.14. No change to overall contract amount.

Attachments: [Change Order #1-4 Houdini Plaza Project.pdf](#)

This Presentation was received and filed

[13-1757](#)

Change Order Number 5 to contract "Houdini Plaza Construction" with Boldt Construction, Inc. for utility pole relocation in the amount of \$621.50 resulting in a decrease to contingency from \$37,570.14 to \$36,948.64. No change to overall contract amount.

Attachments: [Change Oorder #5 Houdini Plaza.pdf](#)

This Presentation was received and filed

[13-1759](#)

Contract 15-12 was awarded to Boldt Construction "Houdini Plaza Construction" \$1,220,268 with a contingency of \$61,013.44. Five change orders were issued totaling \$24,064.80. Final contract amount is \$1,244,332.80 with remaining contingency of \$36,948.64. Payments issued to date totals \$1,182,116.16. Request to issue the final contract payment of \$62,616.64.

Attachments: [Contract 15-12 Boldt Construction.pdf](#)

This Presentation was received and filed

[13-1761](#)

Contract 19-13 was awarded to Vanco Construction, Inc. for \$200,000.00 without a contingency for mini storm sewer construction. No change orders were approved. Final contract amount is \$200,000.00 without a contingency. Payment issued to date totals \$161,454.50. Request to issue the final contract payment of \$36,361.00.

This Presentation was received and filed

[13-1763](#)

Contract 14-12 was awarded to Veit and Company for \$117,966.00 with a contingency of \$12,000.00 for Prospect Avenue water reservoir demolition. No change orders were approved. The final contract amount is \$117,966.00 with a contingency of \$12,000.00. Payments issued to date total \$101,894.00. Request to issue the final contract payment of \$3,500.00.

This Presentation was received and filed

[13-1764](#)

TIF #4 Escrow Closeout.

Attachments: [TIF #4 Closeout.pdf](#)

This Presentation was received and filed

[13-1765](#)

TIF #2 Closeout.

Attachments: [TIF #2 Closeout.pdf](#)

This Presentation was received and filed

[13-1794](#)

Contract 13-13 was awarded to Murphy Concrete and Construction Inc. "Summit Park Tennis Court Project" for \$88,646.52 with a contingency of \$4,400. One change order was issued for (\$2,325). The final contract amount \$86,321.52 with a remaining contingency of \$4,400. Payments issued to date total \$52,186.44. Request to issue the final contract payment of \$34,135.08.

Attachments: [Summit Tennis Court.docx](#)

This Presentation was received and filed

[13-1795](#)

Contract 8-13 was awarded to Vinton Construction Company for \$892,403.70 with a contingency of \$40,000.00 for asphalt pavement (re)construction. No change orders were approved. Final contract amount is \$892,403.70 with a contingency of \$40,000.00. Payments issued to date total \$813,983.26. Request to issue the final contract payment of \$11,637.89.

This Presentation was received and filed

[13-1796](#)

Contract 16-13 was awarded to Northern Metal & Roofing Co, Inc. "Mead Pool Pumphouse Roof Replacement" \$24,360 with a contingency of \$2,436. No change orders were issued. Final contract amount is \$24,360 with remaining contingency of \$2,436. Payments issued to date total \$0. Request to issue the final contract payment of \$24,360.

Attachments: [Mead Pool House.doc](#)

This Presentation was received and filed

[13-1797](#)

Change Order No. 1 to Contract "MSB Building Roof Replacement" with Northeastern Roofing, Inc. for removal of a couple of drains and curbs no longer needed in the amount of \$685 resulting in a decrease to contingency from \$16,058.80 to \$15,373.80. No change to overall contract amount.

Attachments: [MSB.doc](#)

This Presentation was received and filed

[13-1798](#)

Contract 14-13 was awarded to Northeastern Roofing, Inc. "MSB Building Roof Replacement" \$160,588 with a contingency of \$16,058.80. One change order was issued totaling \$685. Final contract amount is \$161,273 with remaining contingency of \$15,373.80. Payments issued to date totals \$152,558.60. Request to issue the final contract payment of \$8,714.40.

Attachments: [MSB.doc](#)

This Presentation was received and filed

[13-1801](#)

Change Order No. 2 to Contract 20-13 for Unit BB-08 RiverHeath Way / Newberry Street sewer, water and street excavation & graveling with Vinton Construction Company to increase for labor, equipment and disposal costs related to the removal of existing clay soils and rock fragments encountered in large diameter (60-inch) storm sewer in the amount of \$14,562.00 resulting in a decrease to contingency from \$103,435.86 to \$88,873.86. No change to overall contract amount.

Attachments: [Unit BB-08 Contract Change Order No.2.pdf](#)

This Presentation was received and filed

[13-1803](#)

Presentation by the Appleton Yacht Club.

This Presentation was received and filed

[13-1805](#)

Contract 1-13b- fix was awarded to Midwest Industrial Coatings, Wisconsin for \$90,000.00 without a contingency to repair the work of contract 1-13b on the Appleton east stormwater storage. No change orders were approved. Final contract amount is \$90,000.00 without a contingency. Payments issued to date total \$87,000.00. Request to issue the final contract payment of \$3,000.00

This Presentation was received and filed

[13-1807](#)

The following 2014 Budget adjustments were approved by the Mayor and Finance Director in accordance with policy

Golf Course	
Salaries	- \$6,047
Fringe Benefits	+\$11,367
Contractor Fees	- \$5,320

To fund the increase of the Golf Course Superintendent position from .85 FTE to 1.00 FTE. Anticipated start date 3/1/14.

Facilities & Construction Management Fund	
Salaries	+\$1,255
Fringe Benefits	+\$7,364
Contractor Services	-\$10,650

To transfer amounts to fund upgrade of the Master Electrician and Facilities Worker positions

Attachments: [Golf Course Superintendent 2014 Budget Adjustment.doc](#)
[2014 Facilities Reorganization Memo for finance agenda.pdf](#)

This Presentation was received and filed

[13-1894](#)

The following 2013 Budget Adjustment has been approved by the Mayor and Finance Director in accordance to policy:

Hazardous Material Fund - Fire	
Miscellaneous State Aids	+\$13,780
Haz-Mat Miscellaneous Supplies	+\$13,780

to record receiving grant funds to purchase supplies for the "Sample/Evidence Collection Process" training from the Wisconsin Haz-Mat Response Network.

This Presentation was received and filed

[13-1818](#)

Request to approve the purchase of the respirator fit testing equipment from TSI Incorporated for an amount not to exceed \$15,000 (also appears on the Safety and Licensing Committee agenda).

Attachments: [Fire Equipment Purchase request.pdf](#)

This File 13-1818 was added into File 13-1817 and acted upon as an amendment.

7. Adjournment

A motion was made by Alderperson Greg Dannecker, seconded by Alderperson Joe Martin, that this meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Alderperson Dannecker, Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke