



# City of Appleton

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

## Meeting Minutes Finance Committee

---

Monday, October 25, 2021

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

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

2. Roll call of membership

**Present:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

3. Approval of minutes from previous meeting

[21-1458](#)

October 11, 2021 Finance Committee meeting minutes

**Attachments:** [MeetingMinutesOct-11-2021-10-28-07.pdf](#)

**Meltzer moved, seconded by Van Zeeland, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

4. **Public Hearings/Appearances**

5. **Action Items**

[21-1410](#)

Request to approve the use of 2021 American Rescue Plan Act (ARPA) funds and approve the related 2021 Budget amendment:

**ARPA Special Revenue Fund**

Salaries	+\$ 900,000
Fringe Benefits	+\$ 270,000
Miscellaneous Supplies	+\$ 50,000
Medical/Lab Supplies	+\$ 300,000
Miscellaneous Equipment	+\$ 50,000
Consulting Services	+\$ 150,000
Contractor Fee	+\$1,000,000
Other Contracts & Obligations	+\$ 421,841
Grant Payments	+\$ 250,000
Capital Outlay	+\$2,000,000
Transfer Out - Parking Utility	+\$1,500,000
Federal Grants	+\$6,891,841

to record 2021 ARPA funds received and related expenditures (2/3 vote of Council required)

**Attachments:**     [Finance Committee - ARPA Memo.pdf](#)

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1459](#)

Request to award Unit O-21 Stormwater Pond Sediment Removal and Disposal to Veit & Company, Inc in the amount of \$87,000 with a 5.8% contingency of \$5,000 for a project total not to exceed \$92,000

**Attachments:**     [Award of Contract - Unit O-21.pdf](#)

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1460](#)

Request to approve the following 2021 Budget amendment:

**Facilities Management Capital Projects Fund**

Ellen Kort Park Phase I Project	+\$750,645
Nelson River Crossing Project	- \$750,645

to reallocate excess budget funds from the Nelson River Crossing project to the Ellen Kort Park Phase I project (2/3 vote of Council required)

**Attachments:**     [2021 Ellen Kort Park - Phase I .pdf](#)

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1461](#)

Request to approve the following 2021 Budget amendment:

**Facilities Management Capital Projects Fund**

MSB Office Renovation Project	+\$ 40,000
Roof Replacement Project	- \$ 40,000

to reallocate excess budget funds from the roof replacement project to the MSB office renovation project (2/3 vote of Council required)

**Attachments:**     [2021 Municipal Services Budget transfer.pdf](#)

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

**6. Information Items**

[21-1462](#)

Contract 39-20 was awarded to EGI Mechanical, Inc for \$598,435 for WWTP HVAC Bldg A & S. Change orders were approved totaling \$38,511. Final contract amount is \$636,946. Payments issued to date total \$621,022.35. Request final payment of \$15,923.65

**The final contract payment was received and filed**

[21-1463](#)

Contract 21-20 was awarded to Janke General Contractors for the 2020 Lawe Street Trestle Trail Project in the amount of \$1,305,205 with a contingency of \$130,521. Three change orders were issued in the amount of \$24,474 to remove additional railroad track, repair girders and abutments, and add rip rap. Payments to date total \$1,319,679.57. Request to issue the final contract payment of \$10,000.

**This final contract payment was received and filed**

[21-1464](#)

Contract 82-20 was awarded to Radtke Contractors for \$288,260 with a contingency of \$11,740 for Rubyred Bridge. Change orders were approved totaling \$2,500. Final contract amount is \$290,760 with a contingency of \$9,240. Payments issued to date total \$276,222. Request final payment of \$14,538

**This final contract payment was received and filed**

[21-1468](#)

2022 Risk Management Budget

**Attachments:** [2022 Risk Budget.pdf](#)

**This budget was received and filed**

[21-1470](#)

2022 Facilities Management Budget

**Attachments:** [2022 Facilities Management Budget \(Finance Meeting\).pdf](#)

**This budget was received and filed**

[21-1472](#)

2022 Legal Services Budget

**Attachments:** [2022 Legal Services Budget.pdf](#)

**This budget was received and filed**

[21-1523](#)

2022 Finance Budget

**Attachments:** [2022 Finance Budget.pdf](#)

**This budget was received and filed**

[21-1522](#)

The following 2021 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Fire Department**

Supplies - Protective Clothing	+\$ 12,500
Miscellaneous Equipment	+\$ 1,975
Travel & Training	+\$ 14,475

to utilize unused travel, training and tuition funds to purchase needed personal protective and other equipment

**This budget adjustment was received and filed**

7. Adjournment

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland