



City of Appleton

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

Meeting Minutes Finance Committee

Monday, December 12, 2022

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30 pm

2. Roll call of membership

Present: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

3. Approval of minutes from previous meeting

[22-1588](#)

November 21, 2022 Finance Committee Minutes

Attachments: [MeetingMinutes Nov 21-2022-02-08-49.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

4. **Public Hearings/Appearances**

[22-1589](#)

Ms. Diane Keuther, Commodore of the Appleton Yacht Club to present the Club's financial reports.

Attachments: [AYC Dec 2021 Financials.pdf](#)
[AYC Oct 2022 Financials.pdf](#)

This Appearance was presented

5. **Action Items**

[22-1576](#)

Resolution #12-R-22 Elimination of Council Parking Passes

Attachments: [#12-R-22 Eliminate Council Parking Passes for 2023.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1590](#)

Request to approve resolution to terminate Tax Incremental District #6.

Attachments: [TIF 6 Termination Memo.pdf](#)
 [TID 6 Termination Resolution.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 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1591](#)

Request to award the AWWTP H & J-Building HVAC Upgrades Project contract to Great Lakes Mechanical, Inc. in the amount of \$232,000 with a 12% contingency of \$27,840 for a project total not to exceed \$259,840.

Attachments: [2022 AWWTP HJ HVAC Upgrades Project .pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1592](#)

Request to approve a sole source contract to McMahon for bidding and construction related services needed to complete the 2023 Wastewater Hardscapes Improvement Project, for a contract fee of \$36,000 and a 10% contingency of \$3,600 for a project total not exceed \$39,600.

Attachments: [2023 AWWTP Hardscapes Construction Services \(Sole Source\).pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1593](#)

Request to award Unit Z-23 Watermain Reconstruction to Kruczek Construction Inc. in the amount of \$2,919,000 with a 5.1% contingency of \$150,000 for a project total not to exceed \$3,069,000.

Attachments: [Award of Contract Unit Z-23.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1594](#)

Request to approve Contract Change Order No. 1 to contract 63-22, Unit Y-22 Lead/Galvanized Water Service Replacement for additional properties added to our 2022 program for removal and replacement of private-side lead water services in the amount of \$53,762.13 resulting in a reduction in contingency from \$56,450.00 to \$2,687.87. Overall contract amount remains unchanged.

Attachments: [Unit Y-22 Change Order No. 1.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 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1595](#)

Request to approve write off of \$44,867.60 of accounts receivable invoices and \$10,073.42 of personal property taxes (outstanding over one year).

Attachments: [Finance Committee - AR Write-off List 2022.pdf](#)

[Finance Committee - PP Write-off List 2022.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

6. Information Items

[22-1596](#)

Change Order #1 to Staab Construction Company in the amount of \$11,064 for Pump Pipe and Rail Replacement resulting in the reduction of contingency from \$11,850 to \$786.

Attachments: [Aeration Tank #1 Change Order 1.pdf](#)

This item was presented

[22-1597](#)

Contract 62-22 was awarded to Alfson Excavation LLC for \$200,000 for Mini Storm Sewer Construction. Payments issued to date total \$85,227. Request final payment of \$112,473.65.

This item was presented

[22-1598](#)

The following 2022 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Parks

Insurance Proceeds	+\$9,656
Miscellaneous Equipment	+\$9,656

to record insurance proceeds from a car accident damaging a lawn mower

General Fund - Library

Reimbursements	+\$9,286
Supplies	+\$6,465
Training/Travel	+\$2,171
Part-time wages	+\$650

to record reimbursement from Northern Waters Library Service for Community Powered Initiative

General Fund - Fire

Donations	+\$1,000
Protective Clothing	+\$1,000

to record donations from the Community Foundation for the Bill & Ann Guyon charitable fund for protective clothing purchase

Reid Gold Course

Donations	+\$2,257
Supplies	+\$2,257

to record donations for bench at golf course and tee sign

This item was presented

[22-1599](#)

Contract Change Order No. 1 to contract 72-22, Unit H-21 Redundant Raw Water Line for a change at the connection point at the lake pumping station requiring a special fitting to be fabricated in the amount of \$25,000 resulting in a reduction in contingency from \$500,000 to \$475,000. Overall contract amount remains unchanged.

Attachments: [Unit H-21 Change Order No. 1.pdf](#)

This item was presented

[22-1602](#)

Change Orders #6, #7 and #8 to Sabel Mechanical contract as part of the 2021 Secondary Clarifier Drive Removal, Rebuild, and Reinstallation Project totaling \$5,546.88 resulting in a decrease in contingency from \$39,060.06 to \$33,513.18

Attachments: [221209 Finance Memo SecondaryClariferDrive Sabel Change Orders No6-8.pdf](#)

This item was presented

7. Adjournment

**Siebers moved, seconded by Van Zeeland, that this meeting be adjourned.
Roll Call. Motion carried by the following vote:**

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton