



City of Appleton

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

Meeting Minutes Finance Committee

Monday, November 22, 2021

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Ald. VanZeeland appears remotely.

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

3. Approval of minutes from previous meeting

[21-1621](#)

October 25, 2021 Finance Committee minutes

Attachments: [MeetingMinutesOct-25-2021-08-01-00.pdf](#)

**Reed moved, seconded by Meltzer, 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

[21-1622](#)

Request to award the City of Appleton's 2021 Wastewater Lighting Upgrades project to Van Ert Electric Co, Inc in the amount of \$83,450 with a contingency of \$6,000 for a project total not to exceed \$89,450

Attachments: [2021 Wastewater Lighting Upgrades.pdf](#)

Reed 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

[21-1623](#)

Request to award the City of Appleton's Green Ramp Light Fixture Installation project contract to Van Ert Electric Co, Inc in the amount of \$84,500 with a contingency of \$5,507 for a project total not to exceed \$90,007

Attachments: [2021 Green Ramp Light Fixture Installation rev 2.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

[21-1624](#)

Request to approve write-off of obsolete and no longer need parts from inventory

Attachments: [Inventory memo November 2021.pdf](#)

[WW Inventory Write off List.pdf](#)

[Water Inventory Write off List.pdf](#)

Reed 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

[21-1639](#)

Request to approve Contract Amendment / Change Order No. 1 to contract 25-21, Unit W-21 Sewer and Water Reconstruction No. 1 for installation of a water quality storm structure at Reid Golf Course in the amount of \$16,300 resulting in no change to contract contingency. Overall contract increases from \$3,290,297 to \$3,306,597

Attachments: [Unit W-21 Contract Amendment & Change Order No. 1.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

[21-1640](#)

Request to approve Change Order No. 1 to contract 73-21, Unit E-21 Miscellaneous Concrete & Street Excavation Repair, for adjustments to project funding based on final measured quantities in the amount of \$12,977. The change order reduces contingency from \$33,000 to \$20,023. Overall contract amount remains unchanged

Attachments: [Unit E-21 Change Order No. 1.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

[21-1625](#)

Contract 55-21 was awarded to Alfson Excavation LLC for \$200,000 for Mini Storm Sewer Construction. Payments issued to date total \$78,913.65. Request final payment of \$120,410.85

This final contract payment was presented

[21-1626](#)

Contract 33-21 was awarded to Elmstar Electric Corporation for the 2021 Pierce Park Lighting Phase 2 project in the amount of \$113,679 with a contingency of \$11,368. One change order was issued in the amount of \$2,064 to add additional underground utility locates by means of hydro-excavation. Payments to date total \$67,010.78. Request to issue the final contract payment of \$48,731.57

This final contract payment was presented

[21-1627](#)

Contract 110-21 was awarded to Northeast Asphalt, Inc for the 2021 Parks Hardscapes - AMP Roads Reconstruction Project in the amount of \$183,903 with a contingency of \$14,713. One change order was issued in the amount of \$14,388 to add drain tile underneath the pavilion along with additional stormwater connections. No payments have been issued to date. Request to issue the final contract payment of \$198,290.50.

This final contract payment was presented

[21-1631](#)

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

General Fund - Library

Reimbursements - Friends of the Library	+\$30,000
Administration Expenses	+\$ 6,100
Children's Services Expenses	+\$ 7,400
Public Service Expenses	+\$ 500
Community Partnership Expenses	+\$15,000
Materials Management Expenses	+\$ 1,000

to record funds received from the Friends of the Appleton Public Library

General Fund - Library

Reimbursements - OWLS	+\$ 1,909
Community Partners - Supplies	+\$ 844
Children's Services - Supplies	+\$ 1,025
Administration - Training	+\$ 40

to record expense reimbursements from OWLS

General Fund - Library

Grants and Donations	+\$ 2,000
Community Partners - Supplies	+\$ 1,000
Community Partners - Purchased Services	+\$ 1,000

to record WiLS Digital Readiness Grant

General Fund - Library

Grants and Donations	+\$ 1,000
Children's Services - Purchased Services	+\$ 1,000

to record UW-Madison East Asia in Wisconsin Grant

These budget adjustments were presented

[21-1638](#)

Library Design Update

Attachments: [2021 Library Update \(November\).pdf](#)

The Library Design update was presented

7. Adjournment

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

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