



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, December 9, 2019

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1803](#) Minutes from the November 11, 2019 Finance Committee meeting

Attachments: [MeetingMinutes11-Nov-2019-09-02-07.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

[19-1728](#) Request to approve Land Dedication Agreement with the Evers Family LTD Partnership for Sequoia Drive. In addition, add Sequoia Drive sanitary sewer to the 2020 Budget (page 509) and Sequoia Drive watermain to the 2020 Budget (page 487) as approved projects. No additional spending authority requested.

Attachments: [Evers - Land Dedication Agrm - Revised 11-15-2019.pdf](#)

Legislative History

11/11/19 Finance Committee held

[19-1809](#) Request to approve Amendment to Intergovernmental Cooperation Agreement with the Village of Little Chute

Attachments: [Little Chute Agreement.pdf](#)

[19-1865](#) Request to approve the “2019 North Water Tower Driveway Replacement Project” contract to Northeast Asphalt, Inc. in the amount of \$25,972.50 with a contingency of \$6,000 for a project total not to exceed \$31,972.50.

Attachments: [2019 North Water Tower Driveway Replacement .pdf](#)

[19-1866](#) Request to approve amendment to the Apple Ridge Subdivision Development Agreement.

Attachments: [Apple Ridge Subdivision.pdf](#)

[19-1868](#) Request to approve contract amendment and Change Order No. 1 to contract 36-19 for Unit Y-19 Sewer and Water Reconstruction No. 3 for additional measured sanitary sewer and storm sewer construction quantities in the amount of \$30,000.00 resulting in a reduction in contingency from \$79,088.65 to \$51,901.28. Overall contract increases from \$1,660,861.65 to \$1,663,674.28.

Attachments: [Unit Y-19 Change Order No.1.pdf](#)

[19-1869](#) Request to award City of Appleton “2019 DPW Remodel Project” contract to Milbach Construction Services, Co. in the amount of \$605,630 with a contingency of \$35,000 for a project total not to exceed \$640,630, and related 2020 Budget amendment

Facilities Management Capital Projects Fund

DPW Interior and Workstation Project	+\$390,630
Community Development/Assessors Office Remodel Project	-\$350,000
City Hall Common Space Update Project	-\$40,630

To transfer funds among projects within the 2020 Interior Finishes and Furniture CIP (2/3 Council vote required)

Attachments: [2019 DPW Remodel Project with Budget transfer.pdf](#)

[19-1870](#) Request to award the City of Appleton “Public Works Department Furniture Remodel” contract to Nordon Business Environments in the amount of \$208,300.

Attachments: [2019 DPW Furniture Sole Source.pdf](#)

[19-1874](#) Award the Lawe Street Trestle and Trail project contract to Janke General Contractors, Inc. in the amount of \$1,305,205.25 with a 10% contingency of \$130,520.53 for a project not to exceed \$1,435,725.78

Attachments: [Lawe Street Trestle and Trail Project.pdf](#)

[19-1895](#) Request to award Wireless Phone and Data Services contract for 3 years + one optional two-year extension to U.S. Cellular Corp.

Attachments: [Wireless Phone and Data Service.pdf](#)

6. Information Items

[19-1804](#) Change Order #1 to August Winter and Sons contract as part of the 2017 AWWTP Improvements Projects totaling \$1,565 resulting in a decrease in contingency from \$172,150 to \$170,585

Attachments: [AWWTP Improvements Change Order No1.pdf](#)

[19-1805](#) Contract 29-19 was awarded to Dorner, Inc for \$2,546,184 with a contingency of \$72,057 for Prospect Avenue Sewer/Water Reconstruction #2. Change orders were approved totaling \$22,435. Final contract amount is \$2,568,619 with a contingency of \$49,622. Payment issued to date total \$2,495,412.02. Request final payment of \$12,730.92

[19-1806](#) Contract 31-19 was awarded to Sommers Construction for \$326,917 with a contingency of \$39,230 for WWTP Entrance Gate. Change orders were approved totaling \$16,160. Final contract amount is \$343,077. Payments issued to date total \$209,085.33. Request final payment of \$133,991.94

[19-1807](#)

Contract 44-19 was awarded to RJM Construction, LLC for the 2019 Parks Hardscape Repairs Project - Kiwanis Park in the amount of \$29,801 with a contingency of \$8,000. One change order was issued in the amount of \$7,426. No payments have been issued. Request to issue the final contract payment of \$37,227.40

Attachments: [2019 Parks Hardscape Repairs - Kiwanis - Final payment.pdf](#)

[19-1808](#)

Contract 79-19 was awarded to Highway Landscapers, Inc for the 2019 Fire Station #6 Hardscapes Phase 1 Project in the amount of \$67,342 with a contingency of \$10,000. One deduct change order was issued in the amount of \$452. Payments to date total \$63,545.50. Request to issue the final contract payment of \$3,344.50

Attachments: [2019 Fire Station #6 Hardscape Repairs - Final payment.pdf](#)

[19-1863](#)

Contract 13-19 was awarded to MCC, Inc. for \$1,218,309.00 with a contingency of \$61,000.00 for Leona Street Stormwater Pond. Change orders were approved totaling \$12,000.00. Final contract amount is \$1,230,309.00 with a contingency of \$49,000.00. Payments issued to date total \$1,109,523.98. Request final payment of \$91,235.30.

[19-1875](#)

Contract 36-18 was awarded to H & H Civil Construction, LLC for the 2018 Lower Telulah Redevelopment Project in the amount of \$628,341.00 with a contingency of \$21,662.00. Two change orders in the amount of \$19,246.05 were issued. Request to issue the final contract payment of \$5,000.00.

Attachments: [Lower Telulah Redevelopment Final Pymt.pdf](#)

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.

Questions on agenda contact Director Saucerman at 920-832-6440.



City of Appleton

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

Meeting Minutes Finance Committee

Monday, November 11, 2019

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Present: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

3. Approval of minutes from previous meeting

[19-1689](#)

Minutes from the October 21, 2019 Finance Committee meeting

Attachments: [MeetingMinutes21-Oct-2019-11-23-08.pdf](#)

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

Aye: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

4. **Public Hearings/Appearances**

5. **Action Items**

[19-1724](#)

Request to approve payment to City Center West Condo Association for \$229,253 for replacement of chiller and electrical transformers and related 2019 budget amendment

<u>Facilities Management Capital Projects Fund</u>	
City Center Chiller/Electrical Transformer Project	+\$229,253
Blue Ramp Demolition Project	-\$229,253

To transfer funds from the Blue Ramp project to the City Center condo improvements project (2/3 Council vote required)

Attachments: [2019 City Hall Condominium Improvements.pdf](#)

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

Aye: 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1734](#)

Request to award the City of Appleton "Police Station Light Fixture Replacement" purchase order to Crescent Electric Supply, Co. in the amount of \$43,761

Attachments: [2019 PD Light Fixtures.pdf](#)

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

Aye: 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1726](#)

Request to approve a 21' by 12' Easement with Wisconsin Electric Power Company for two (2) transformers and associated conduit, cable, etc. on parcel 31-2-0272-00 as shown on the attached exhibit.

Attachments: [WeEnergies Easement.pdf](#)

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

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

Nay: 1 - Alderson Martin

[19-1727](#)

Request to approve Three Party Street Vacation Agreement for the Erb Street north of Michigan Street vacation.

Attachments: [Erb Street Three Party Agreement.pdf](#)

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

Aye: 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1728](#)

Request to approve Land Dedication Agreement with the Evers Family LTD Partnership for Sequoia Drive. In addition, add Sequoia Drive sanitary sewer to the 2020 Budget (page 509) and Sequoia Drive watermain to the 2020 Budget (page 487) as approved projects. No additional spending authority requested.

Attachments: [Evers - Land Dedication Agrm.pdf](#)

Alderson Martin moved, seconded by Alderson Lobner, that the Report Action Item be held until the December 9, 2019 meeting. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1733](#)

Request to award the Front-Load Recycling Disposal Contract to Advanced Disposal Services for an amount of \$12,612.

Attachments: [Recycling Disposal Recomm 2019.pdf](#)

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

Aye: 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1725](#)

Request to approve two-year extension of contract with CliftonLarsonAllen LLP for auditing services for the years ended December 31, 2019 and 2020 for \$76,500 and \$77,000, respectively.

Attachments: [Audit Services Extension 2019-2020.pdf](#)

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

Aye: 5 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt, Aldersperson Martin and Aldersperson Meltzer

[19-1690](#)

Request to enter into Intergovernmental Agreement with Appleton Area School District to borrow short term cash in an amount not to exceed \$17,500,000 from time to time as needed. The note shall be dated as of date of issuance, shall bear interest at the rate of 2% above the average Federal Funds rate from its dated date until paid; and shall mature no later than June 30, 2020. Interest on the note shall be paid at maturity or redemption.

Attachments: [AASD 2019-2020 Master Note Agreement.pdf](#)
 [AASD 2019-2020 Bond Council Letter.pdf](#)

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

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

Abstained: 1 - Aldersperson Lobner

6. Information Items

None

7. Adjournment

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

Aye: 5 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt, Aldersperson Martin and Aldersperson Meltzer

**LAND DEDICATION AGREEMENT
EVERS DEVELOPMENT**

This Agreement is made by and between the Evers Family LTD Partnership (“Evers”) and the City of Appleton (“City”).

WHEREAS, Evers is the owner of certain lands; and

WHEREAS, the City and Evers desire to set forth their respective duties and responsibilities with respect to the development of the land and construction of Sequoia Drive; and

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties agree as follows:

1. CITY

1.1 City shall be responsible for the installation of sanitary sewer, storm sewer and watermain in the Sequoia Drive right-of-way in 2020 as indicated by Area 1 “ROW” on the attached Exhibit A. The properties adjacent to Sequoia Drive shall not be assessed by the City for any costs for the installation of sanitary sewer, storm sewer or watermain infrastructure within the right-of-way of Sequoia Drive.

1.2 If Area 2 is served or annexed by City, and the City pays for the installation of sanitary sewer on the Evers property outside of Sequoia Drive as indicated conceptually by Area 2 “ROW” on attached Exhibit A to serve the area east of Sequoia Drive, then the costs would be recovered through connection fees at the time of development per the Assessment Policy in effect at the time of development.

1.3 City shall construct Sequoia Drive from the North Edgewood Estates Development to Broadway Drive with grade, gravel and temporary asphalt pavement in 2020 as indicated by Area 1 “ROW” on attached Exhibit A. The properties adjacent to Sequoia Drive shall not be assessed by the City for any costs for the grade, gravel and temporary asphalt to construct Sequoia Drive.

1.4 City shall construct stormwater conveyance in Area 1 east of Sequoia Drive and a stormwater pond on land south of the Evers property sized to address stormwater management water quality and peak flow control for Sequoia Drive and Evers property as shown as Area 1 on attached Exhibit A.

1.5 City shall assess for concrete pavement and sidewalk installation when such construction occurs, according to the City's Special Assessment Policy in effect at the time of construction. Concrete street paving will not be installed until over 75% of the developable lots abutting the street have homes constructed on them.

2. EVERS

2.1 Evers shall dedicate all land necessary for the 70' right-of-way extension of Sequoia Drive as indicated by Area 1 "ROW" on attached Exhibit A. Dedication of said land shall be at no cost to the City.

2.2 Evers shall grant to the City all easements necessary to construct stormwater conveyance to stormwater pond referenced in Section 1.4, as deemed necessary by the City.

2.3 If Area 2 is served by the City, then Evers shall dedicate to the City all land necessary for the City to construct sanitary sewer outside of Sequoia Drive right-of-way as indicated conceptually by Area 2 "ROW" on attached Exhibit A, as deemed necessary to facilitate development of the Evers property east of the quarry.

2.4 Evers shall pay for any and all costs associated with constructing an additional stormwater pond to serve land beyond that outlined in section 1.4 above.

2.5 Evers shall pay all costs associated with sanitary laterals, storm laterals and water services necessary to serve any development adjacent to Sequoia Drive. Upon request by Evers the City could install laterals in conjunction with work described in sections 1.1 and 1.2 above with all costs paid by Evers at the time of installation.

2.6 If Evers desires sewer service before 7/1/2026 for Area 1 "Developable (A)" including existing home at 3839 East Broadway Drive prior to sanitary sewer installation in Area 2 "ROW" as described in Section 1.2, then Evers shall be responsible for all costs associated with temporary lift station and forcemain. After 7/1/2026 the City would be responsible for all costs. City would maintain said lift station and forcemain until gravity system installed.

2.7 Evers shall annex all property per the Appleton/Little Chute Boundary Agreement as land is platted for development.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

CITY OF APPLETON

By: _____
Timothy M. Hanna, Mayor

ATTEST:

By: _____
Kami Lynch, City Clerk

STATE OF WISCONSIN)
 : ss.
OUTAGAMIE COUNTY)

Personally came before me this ____ day of _____, 2019, Timothy M. Hanna, Mayor and Kami Lynch, City Clerk, of the City of Appleton respectively, to me known to be the persons who executed the foregoing instrument and acknowledged the same in the capacity and for the purposes therein intended.

Printed Name: _____
Notary Public, State of Wisconsin
My commission is/expires: _____

APPROVED AS TO FORM:

James P. Walsh, City Attorney
City Law: A19-0841
Last Update: 11/14/2019

EVERS FAMILY LTD PARTNERSHIP

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

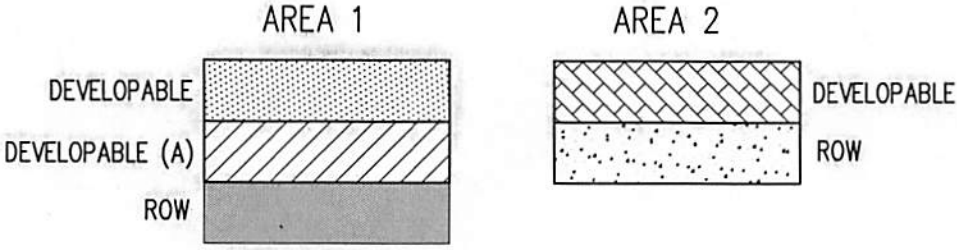
STATE OF WISCONSIN)
 : ss.
_____ COUNTY)

Personally came before me this _____ day of _____, 2019,
_____ and _____, to me known to
be the persons who executed the foregoing instrument and acknowledged the same in the
capacity and for the purposes therein intended.

Printed Name: _____
Notary Public, State of Wisconsin
My commission is/expires: _____

EXHIBIT A

LEGEND



**CITY OF APPLETON
and
VILLAGE OF LITTLE CHUTE**

**Amendment to Intergovernmental Cooperation Agreement
Wisconsin State Statute §66.30**

PARTIES: The City of Appleton, a duly organized and established Wisconsin Municipal Corporation, located within the counties of Outagamie, Winnebago and Calumet, hereinafter referred to as APPLETON,

and

The Village of Little Chute, a duly organized and established Wisconsin Corporation, located within the County of Outagamie, hereinafter referred to as LITTLE CHUTE,

WHEREAS, Little Chute and Appleton are a party to an Intergovernmental Cooperation Agreement dated March 28, 1996 as to the City of Appleton and April 1, 1996 as to the Village of Little Chute; and

WHEREAS, the parties have worked cooperatively on matters pursuant to said Cooperation Agreement; and

WHEREAS, the City of Appleton has been requested to annex a portion of the town of Grand Chute into the city of Appleton for the purpose of development; and

WHEREAS, the property owner in the area described in Exhibit A wishes to annex to the city of Appleton for the purposes of receiving municipal services; and

WHEREAS, the Village of Little Chute does not currently have municipal services to said area; and

WHEREAS, the City of Appleton will be able to provide municipal utility services to said described area in the near future; and

WHEREAS, the City of Appleton has constructed Cherryvale Avenue and Golden Gate Drive within the city limits of the city of Appleton; and

WHEREAS, the City has installed sewer and water infrastructure into the Cherryvale Avenue and Golden Gate Drive street rights-of-way, which said services provide service into adjacent areas of the village of Little Chute; and

WHEREAS, the Village of Little Chute, pursuant to Public Service Commission regulations is required to own the water infrastructure in Cherryvale Avenue and Golden Gate Drive; and

WHEREAS, the City of Appleton is willing to transfer ownership of said infrastructure to the Village of Little Chute at no cost to the Village;

NOW, THEREFORE, pursuant to mutual consideration, the parties heretofore agree to amend the City of Appleton and Village of Little Chute Intergovernmental Cooperation Agreement dated March 28, 1996 and April 1, 1996 as follows:

1. The mutually agreeable future common municipal boundary between the municipalities of Appleton and Little Chute within the towns of Grand Chute and Vandebroek, Outagamie County, shall be defined and established by the parties in concept as shown on Exhibit A. Actual new boundary description to be determined at the time property is platted and mutually agreed upon by both parties.
2. Appleton shall not provide municipal services to any property east of amended boundary, without prior approval from Little Chute.
3. Appleton agrees to take all steps necessary to transfer ownership of the water and sanitary sewer infrastructure located within the right-of-way of Cherryvale Avenue from a point where the city of Appleton corporate limits intersect with the village of Little Chute corporate limits and Apple Creek Corridor; and Golden Gate Drive from Cherryvale Avenue east to the Little Chute corporate limits. In addition, Appleton shall grant Little Chute a permanent occupancy permit located within the rights-of-way of Cherryvale Avenue and Golden Gate Drive for the purpose of maintaining said infrastructure.
4. All other terms and conditions of the Intermunicipal Agreement between Appleton and Little Chute shall remain in full force and effect.

ACCEPTANCE CONTINUES ON THE FOLLOWING PAGE

ACCEPTANCE

Dated this _____ day of November, 2019, as to the **City of Appleton:**

By: _____
Timothy M. Hanna, Mayor

Attest: _____
Kami Lynch, City Clerk

Approved as to form and content:

James P. Walsh, City Attorney

Dated this _____ day of November, 2019, as to the **Village of Little Chute:**

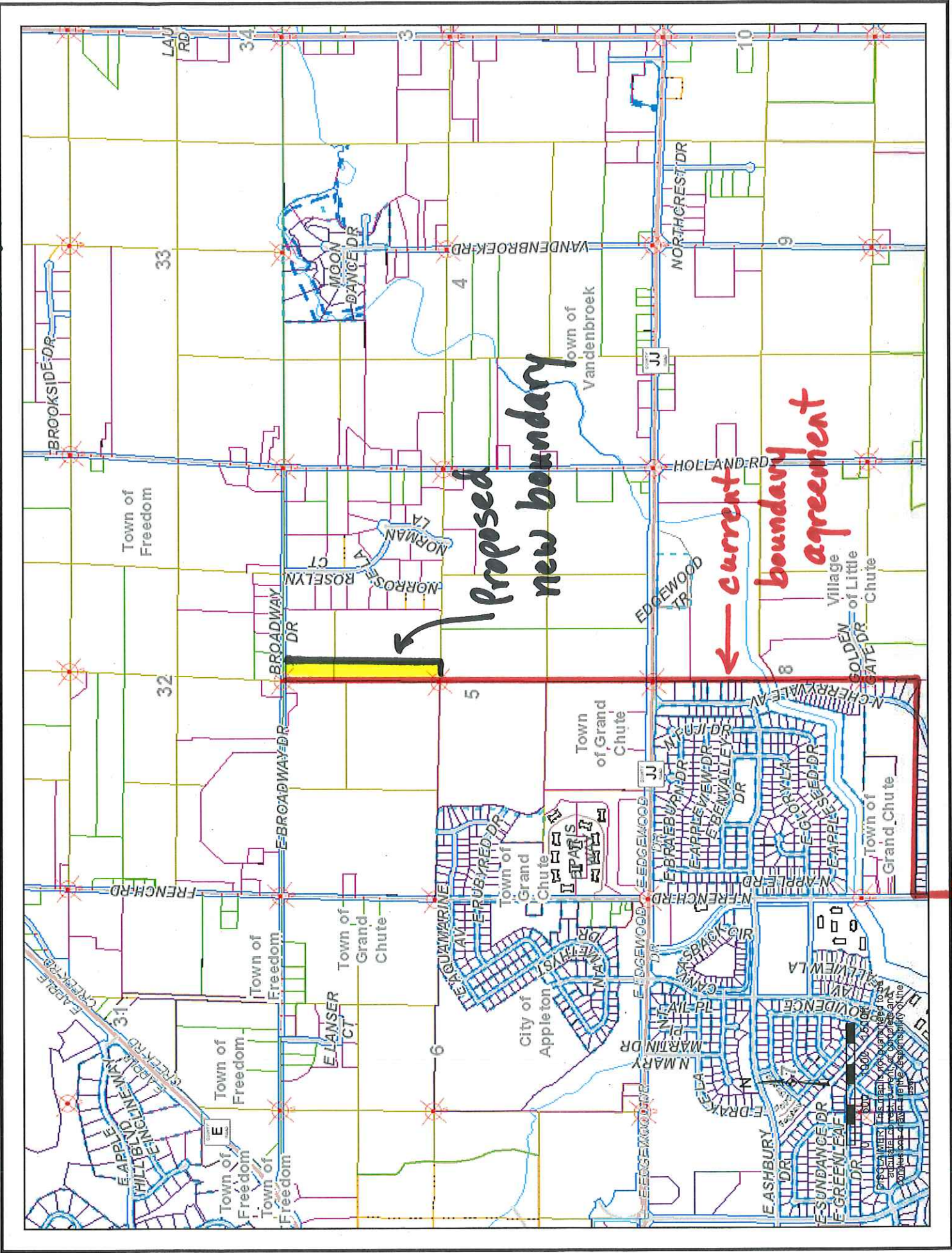
By: _____
Michael Vanden Berg, Village President

Attest: _____
James Fenlon, Village Administrator

Approved as to form and content:

Village Attorney
City Law A19-0785
Updated: 11/11/2019

Exhibit A





"...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: 12/09/2019

RE: Action: Award the "2019 North Water Tower Driveway Replacement Project" contract to Northeast Asphalt, Inc. in the amount of \$25,972.50 with a contingency of \$6,000 for a project total not to exceed \$31,972.50.

The 2019 Capital Improvement Plan includes \$65,000 to repair hardscapes at various water tower sites. Of that amount, \$12,000 has been allocated to for design, leaving a balance \$53,000 for construction. This project includes replacing the asphalt driveway that leads to the water tower. The recommendations for repairs was determined by our consulting engineer after a hardscape audit was completed at all the sites. The balance of the 2019 hardscape budget has been allocated to the hardscape repairs at the Mathias Water Tower site.

The bids were received as follows:

Northeast Asphalt., Inc.	\$25,972.50
MCC, Inc.	\$31,475.00

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northeast Asphalt, 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 Northeast Asphalt, Inc. in the amount of \$25,972.50 plus a contingency of \$6,000 only to be utilized as needed.

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



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DEPARTMENT OF PUBLIC WORKS - Engineering Division

MEMO

TO: Finance Committee

FROM: Ross Buetow, Deputy Director of Public Works

SUBJECT: Amendment to Development Agreement – Apple Ridge Subdivision

DATE: December 4, 2019

As part of the Apple Ridge Subdivision, a 10-foot wide sidepath is required along certain streets within the development. In the short-term, while the streets are in a temporary asphalt condition, the grass terraces and temporary driveway aprons adjacent to the sidepaths would be excessively steep. For this reason, we are proposing an amendment to the existing Development Agreement to delay the installation of the 10-foot wide sidepaths until the time of concrete street paving.

To accomplish this, the following revisions to Section 10.3 of the Development Agreement are requested:

Existing Language:

Section 10 – Streets

10.3 Property owners shall install 5-foot sidewalk/10-foot sidepath within six months of issuance of certificate of use and occupancy permit. The City shall contribute \$80,000 toward the 10-foot sidepath.

Proposed Language:

Section 10 – Streets

10.3 In areas with 5-foot sidewalk, property owners shall install sidewalk within six months of issuance of certificate of use and occupancy permit. In areas with 10-foot sidepath, the City shall install the sidepath at the time of concrete street paving. Property owners will be assessed at that time, the equivalent cost of a 5-foot sidewalk in accordance with the City's Policy for Special Assessments.

Thank you for your consideration of this amendment.

CONTRACT AMENDMENT & CHANGE ORDER

Change Order No. One

Date 11/27/19

Contract No. 36-19 for the following public work: Sewer & Water Reconstruction #3
 between Van Straten Construction Co., Inc. 2117 S. Oneida St., Green Bay, WI 54304
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 3-Apr-19 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	53206730.680905	\$788,678.16	\$39,433.91			\$788,678.16	\$39,433.91
2	5431.690803	\$549,347.42	\$27,467.37	\$15,000.00	-\$15,000.00	\$564,347.42	\$12,467.37
3	5230.680904	\$243,747.42	\$12,187.37	\$15,000.00	-\$12,187.37	\$258,747.42	\$0.00
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
	Total	\$1,581,773.00	\$79,088.65	\$30,000.00	-\$27,187.37	\$1,611,773.00	\$51,901.28

Reason for Change: 5431 - Additional quantities on Randall St, Henry St., & Harriet Street

5320 - Additional quantities for storm laterals on Randall St.; Backflow Preventer on Pershing St.; Inlet replacement not scheduled.

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: N/A

Finance Committee Agenda Date: 12/07/19

Date approved by Council: 12/18/19



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**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: 12/9/2019

RE: Action: Award the City of Appleton "2019 DPW Remodel Project" contract to Milbach Construction Services, Co. in the amount of \$605,630 with a contingency of \$35,000 for a project total not to exceed \$640,630.

Action: Approve 2020 Budget transfer of \$350,000 from the Community Development/Assessors Office Remodeling project and \$40,630 from the City Hall Common Space Updates Project to the DPW Interior and Workstation Upgrade project.

The 2019 Capital Improvement Plan included \$505,000 to upgrade the interior finishes, workstations, and furniture within the 5th floor Department of Public Works. When the budget was initially estimated, it was done not knowing the full scope of work required. The initial estimate included replacing carpeting, ceiling tiles and lighting, painting, relocating a conference room, and replacing outdated furniture. However, during planning, it was identified that various HVAC, electrical and plumbing work would also be required. In addition, phasing of the construction was going to be necessary to ensure the department could fully continue to serve its customers throughout the construction. Due to these factors, the total cost to complete the project in a competent and responsible manner, including architect and engineering fees (\$45,000), furniture (\$210,000), and contingencies (\$35,000), increased to an estimated \$895,630.

Although the scope and cost of the project has increased substantially, I feel it is essential that the project move forward. The DPW area has not received any major upgrades since City Hall opened in 1994. In many areas, the carpet, furniture and systems are outdated and in dire need of renovation. Additionally, work spaces need to be upgraded to provide ergonomic benefits, conference rooms need to be updated, and the overall office area has to be reconfigured in order to provide the most efficient use of the space and enhance work flow.

In order to fund the budget shortfall, I am requesting to delay the upgrades to the Community and Economic Development/Assessors Office that were included in the 2020 Budget and use those funds (\$350,000) to fund the improvements to the DPW Department. Additionally, if necessary, I would look to use funds from the City Hall Common Space Update project in the 2020 Budget to fund the remaining \$40,630.

Bids for project management were opened on November 21st in which the lowest bid was provided by Milbach Construction for \$605,630. The bids received were as follows:

Milbach Construction (low bid)	\$605,630
RJM	\$680,800
Immel	\$731,000
Miron	\$617,445
IEI	\$651,700
Northcentral	\$826,499
MJI	\$770,140

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Milbach Construction. 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 Milbach Construction in the amount of \$605,630 plus a contingency of \$35,000 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, Director of Parks, Recreation and Facilities Management

Date: December 9, 2019

Re: Action: Award "Public Works Department Furniture Remodel" to Nordon Business Environments in the amount of \$208,300.

This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations and storage cabinets for the Department of Public Works Department. The 2019 Capital Improvement Plan includes \$275,000 for this initiative.

The City has adopted a standard of using Haworth workstations at City Hall. By developing a standard, components can be modified or reused as changes are made in the future. Some departments had adopted other workstations brands, such as Herman Miller or Knoll. In those cases, we follow the standard for that department/facility. Overall, it is a general practice for any organization to adopt a standard to allow for maximum flexibility and usage of the investment since this modular workstation furniture can be set-up in various configurations and components can be deleted/added as needed.

The City of Appleton also is eligible to obtain government pricing which this project qualifies for, therefore ensuring we are getting the lowest possible pricing available through the US Communities Government Purchasing Alliance Contract, Haworth Contract #4400003402. Additional, work within this CIP will include signage and misc. furniture for conference areas.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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**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: December 9, 2019

RE: Action: Award the Lawe Street Trestle and Trail project contract to Janke General Contractors, Inc. in the amount of \$1,305,205.25 with a 10% contingency of \$130,520.53 for a project not to exceed \$1,435,725.78.

The 2019/2020 Capital Improvement Plans include \$1,800,000.00 for the redevelopment of the Lawe Street Trestle and construction of a multi-use trail from Lawe Street to the Eagle Point Senior Living Complex. We anticipate construction will be completed by August 28, 2020.

The bids were received as follows:

Janke General Contractors, Inc.	\$1,305,205.25
Pheifer Brothers Construction Company	\$1,381,007.54
Lunda Construction Company	\$1,459,573.18
Zenith Tech, Inc.	\$1,719,428.96

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Janke General Contractors, Inc. Therefore, the Parks, Recreation, and Facilities Management Department recommends awarding the contract to Janke General Contractors, Inc. in the amount of \$1,305,205.25 with a 10% contingency of \$130,520.53 for a project not to exceed \$1,435,725.78.

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



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FINANCE DEPARTMENT
100 N. APPLETON STREET
APPLETON, WI 54911

MEMO

To: Alderperson Christopher Croatt and Members of the Finance Committee

From: Jeff Fait, Purchasing Manager

Date: 12/5/2019

Re: Request to award Wireless Phone and Data Services contract for 3 years + one optional two-year extension to U.S. Cellular Corp.

An interdepartmental team of five (5) City employees has completed a detailed RFP (Request For Proposals) process for the City’s wireless phone and data service needs. Six (6) qualified providers submitted proposals, which were scored by the team on a 500 point scale on the basis of technical quality, service and cost. A summary of the scoring follows:

	Technical & Service (350 pts. available)	Price/Cost (150 pts. available)	Total Score	Rank
U.S. Cellular	264	150	414	1
Cellcom, Inc.	306	106	412	2
Verizon Wireless	258	94	352	3
Sprint	250	81	331	4
AT&T	241	84	325	5
T-Mobile	191	102	293	6

Nearly all providers offered additional incentives in the way of invoice credits, free periods of service, low or no cost phones, and other discounts, which were also taken into account. U.S. Cellular combined a generous invoice credit per phone line with iPhones for \$.01 and a package of aggressively priced rate plans. They are an established mid-sized provider with solid local coverage, priority service for first responders, and a good reputation. The projected monthly cost of this service would be approximately \$7,462/month, which is over \$3,000 lower than the next lowest proposer.

It should be noted that Cellcom has served the City for 19 years through several contract cycles. They have given superior service and helped control our wireless costs. They have set the bar high and this is a difficult decision and not taken lightly. However, the evaluation team could not overlook the potential cost savings for City departments.

Recommendation:

On behalf of City of Appleton departments, the evaluation team requests your consideration and approval of a contract for a base period of 3 years with one optional two-year extension possible, to U.S. Cellular Corp.

If you have any questions or concerns, please contact me at ext. 6311.



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Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Finance Committee Chairperson Chris Croatt and Members of the Finance Committee

From: Chris Stempa, Utilities Deputy Director

cc: Chris Shaw, Utilities Director
Kelli Rindt, Enterprise Fund Accounting Manager

Date: November 7, 2019

Re: *Change Order #1 to August Winter and Sons contract as part of the 2017 AWWTP Improvements Projects totaling \$1,565 resulting in a decrease in contingency from \$172,150 to \$170,585*

On January 7, 2019 Common Council approved contract for the 2017 Appleton Wastewater Treatment Plant (AWWTP) Improvements Project to August Winter and Sons Inc. in the amount of \$1,721,500 plus a 10% contingency of \$172,150 for a total cost not to exceed \$1,893,650.

The formal construction change order submitted for authorization is attached to this memorandum and is also summarized below.

CO#	Cost	Description
CO#1	\$1,565	Remove asbestos insulation in lower level of F-1 Building; modify steel framing wall connection in F-2 Building

Total \$1,565
Contingency \$172,150
Remaining \$170,585

If you have any questions regarding the project or this change order please contact Chris Stempa at 832-2353.



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To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: December 9, 2019

Re: Informational: Contract 44-19 was awarded to RJM Construction, LLC. for the "2019 Parks Hardscape Repairs Project – Kiwanis Park" in the amount of \$29,801.10 with a contingency of \$8,000. One change order was issued in the amount of \$7,426.30. No payments have been issued. Request to issue the final contract payment of \$37,227.40.

The 2019 Capital Improvement Plan includes \$200,000 to repair hardscapes at various city parks. Contract 44-19 was awarded to RJM Construction, LLC. for the "2019 Parks Hardscape Repairs Project – Kiwanis Park" in the amount of \$29,801.10 with a contingency of \$8,000. One change order were issued that totaled \$7,426.30 for adding an additional storm inlet south of the pavilion. This contract is now complete as all punchlist items have been completed. No payments have been issued.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to RJM Construction, LLC., in the amount of \$37,227.40.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: December 9, 2019

Re: Informational: Contract 79-19 was awarded to Highway Landscapers, Inc. for the "2019 Fire Station #6 Hardscapes Phase 1 Project" in the amount of \$67,342 with a contingency of \$10,000. One deduct change order was issued in the amount of (\$452). Payments to date total \$63,545.50. Request to issue the final contract payment of \$3,344.50.

The 2019 Capital Improvement Plan includes \$80,000 to repair hardscapes at Fire Station #6. Contract 79-19 was awarded to Highway Landscapers, Inc. for the "2019 Fire Station #6 Hardscapes Phase 1 Project" in the amount of \$67,342 with a contingency of \$10,000. One deduct change order was issued in the amount of (\$452) for a reduction in stone quantities. This contract is now complete as all punchlist items have been completed. Payments to date total \$63,545.50.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to Highway Landscapers, Inc., in the amount of \$3,344.50.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: December 9, 2019

Re: Informational: Contract 36-18 was awarded to H & H Civil Construction, LLC for the 2018 Lower Telulah Redevelopment Project in the amount of \$628,341.00 with a contingency of \$21,662.00. Two change orders in the amount of \$19,246.05 were issued. Request to issue the final contract payment of \$5,000.00.

The 2018 Capital Improvement Plan included \$765,000 for Lower Telulah Park to construct a river trail, trailhead parking area, and ADA accessible canoe/kayak launch and fishing deck. Of that amount, \$104,612.70 was used for professional services, contaminated soil management plan, environmental report, DNR fees, and electrical service. Construction contract 22-18 was issued to H & H Civil Construction LLC for \$628,341.00. Two change orders in the amount of \$19,246.05 were issued for the addition of shoreline riprap, drain tile, and sanitary sewer connection. The final contract total for this project is \$647,587.05. This contract is now complete as all punchlist items have been completed.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to H & H Civil Construction, LLC in the amount of \$5,000.00.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.