



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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