



City of Appleton

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

Meeting Minutes Finance Committee

Monday, June 24, 2019

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:36 pm

2. Roll call of membership

Present: 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and
Alderperson Meltzer

Excused: 1 - Alderperson Martin

3. Approval of minutes from previous meeting

[19-0812](#)

Finance Committee minutes from June 5, 2019 meeting

Attachments: [MeetingMinutes05-Jun-2019-07-14-04.pdf](#)

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

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

Excused: 1 - Alderperson Martin

4. **Public Hearings/Apearances**

[19-0860](#)

Dave Maccoux, CPA from CLA, LLP presentation of the 2018
Comprehensive Annual Financial Report

Attachments: [2018 Management Communications.pdf](#)

This Appearance was presented

5. **Action Items**

[19-0813](#)

Request to award the City of Appleton 2019 Fire Station #6 Hardscape Phase 1 project contract to Highway Landscapers, Inc in the amount of \$67,342 with a contingency of \$10,000 for a project total not to exceed \$77,342

Attachments: [2019 Fire Station #6 Hardscape Repairs Phase 1.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

Excused: 1 - Alderson Martin

[19-0899](#)

Request to approve anticipated Award of Contract for Unit T-19 Kernan Avenue / East South River Street Storm Sewer Construction (bids to be opened Monday, June 24, 2019).

Attachments: [Contract Award & Bids T-19 Kernan Ave.pdf](#)

Contract awarded to Dorner Inc for \$854,655 with a \$50,000 contingency, for a total contract not to exceed \$904,655.

Alderson Lobner moved, seconded by Alderson Croatt, 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

Excused: 1 - Alderson Martin

[19-0903](#)

Request to award Unit O-19 Sanitary Sewer CIPP Lining to Terra Engineering & Construction Corporation in an amount of \$245,475 with a 1.9% contingency of \$4,547 for a total not to exceed \$250,022.

Attachments: [Contract Award Form O-19.pdf](#)

[Bid Tabs O-19.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

Excused: 1 - Alderson Martin

[19-0902](#)

Request to award Unit J-19 Mini Storm Sewer Construction to Dave Tenor Corporation in an amount not to exceed \$200,000.

Attachments: [Contract Award Form Unit J-19.pdf](#)
[J-19 Bid Tab June 17.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

Excused: 1 - Alderson Martin

[19-0905](#)

Request to approve Amendment and Change Order #1 to contract for Wastewater "2018 Electrical Distribution Upgrades Phase 1 Project" for alternative design of transformer in the amount of \$98,650 resulting in an increase to contingency from \$103,703 to \$202,353. Overall contract increased from \$1,037,025.66 to \$1,135,675.66.

Attachments: [Wastewater Electrical Distribution Change Order.pdf](#)

Alderson Lobner 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

Excused: 1 - Alderson Martin

6. Information Items

[19-0814](#)

Contract 4-18 was awarded to Kruczek Construction, Inc for \$1,323,323 with a contingency of \$66,166 for Sewer/Water Construction project. Payment issued to date total \$1,226,190.93. Request final payment of \$32,833.07

This Presentation was presented

[19-0901](#)

Change Order No. 1 to contract 54-18 for the MSB Fuel Site Improvements Project for identifying the cause of the leaking vent lines and repairing them accordingly in the amount of \$5,337.50 resulting in a decrease to contingency from \$9,919.00 to \$4,581.50. No change to overall contract amount.

Attachments: [CO1_Vent Repair - Appleton 12457218.pdf](#)

This Presentation was presented

[19-0900](#)

Change Order No. 2 to contract 29-19 for Unit X-19 Prospect Avenue Sewer & Water Reconstruction No. 2 for additional quantity of 8" sanitary sewer due to conflict with existing utility in the amount of \$6,500.00 resulting in a decrease to contingency from \$56,121.56 to \$49,621.56. No change to overall contract amount.

Attachments: [Unit X-19 Change Order No.2.pdf](#)

This Presentation was presented

[19-0861](#)

The following 2019 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Other Contracts/Obligations - Administration	+\$20,000
Repairs & Maintenance - Network Services	- \$20,000

to transfer funds for the payment of security guard services

General Fund - Library

Donations	+\$400
Marketing - Administration	+\$40
Supplies - Childrens Services	+\$180
Supplies - Community Partnerships	+\$180

to record donations from the community for the summer library programs

General Fund - Library

Reimbursements - Friends of the Library	+\$32,000
Travel & Training - Administration	+\$500
Supplies - Administration	+\$2,300
Purchased Services - Administration	+\$2,500
Supplies - Childrens Services	+\$5,300
Purchased Services - Childrens Services	+\$5,500
Supplies - Public Services	+\$800
Purchased Services - Public Services	+\$300
Supplies - Community Partnerships	+\$3,000
Purchased Services - Community Partnerships	+\$5,500
Supplies - Materials Management	+\$3,800
Supplies - Network Services	+\$2,500

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

General Fund - Library

Other Reimbursements	+\$166
Supplies - Administration	+\$166

to record petty cash funds receipted for administrative supplies

Reid Golf Course

Donations	+\$860
Equipment	+\$860

to record donation for a memorial bench for Chet and Grace Steiner

Facilities Management Fund

Insurance Proceeds	+ \$2,150
Building Repairs	+ \$2,150

to record insurance proceeds for damage to clearance bar at the Exhibition Center

This Presentation was presented

7. Adjournment

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

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

Excused: 1 - Alderson Martin