



City of Appleton

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

Meeting Minutes Finance Committee

Monday, January 8, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

[23-1528](#)

12/11/23 Finance Committee Meeting Minutes

Attachments: [MeetingMinutes Dec-11-2023.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0001](#)

Request to award the City of Appleton's Library Signage Package contract to Seating Concepts Inc., in the amount of \$185,994.61 with a 5% contingency of \$10,000 for a project total not to exceed \$195,994.61.

Attachments: [2023 Library Signage.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 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0002](#)

Request to award the Engineering Contract for the 2023 AWWTP L-Building HVAC Replacement Project to McMahon in the amount of \$156,898 with a 5% contingency of \$7,845 for a total not to exceed project engineering cost of \$164,743.

Attachments: [2023 AWWTP L-Building HVAC Replacement Professional Services.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0003](#)

Request to award the 2023 AWWTP B-Building HVAC Upgrades Project contract to Rohde Brothers, Inc. in the amount of \$720,840 with a 9% contingency of \$64,876 for a project total not to exceed \$785,716, along with the following budget amendment (2/3 vote of Council required):

AWWTP Electrical Distribution Project	- \$54,000
AWWTP HVAC Upgrades Project	+\$54,000

Attachments: [2023 AWWTP B-Building HVAC Upgrades Project with Budget Transfer .pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0004](#)

Request to award the Engineering Contract for the AWWTP MCC Replacement Project Phase 1 to Donohue and Associates in the amount of \$159,420 for data collection and bidding documents along with \$124,719 for bidding and construction oversight services upon approval of funding in the 2025 budget as this is a multiyear project, for a total contract amount of \$284,139, along with the following 2023 budget amendment (2/3 vote of Council required):

AWWTP Electrical Distribution Project	-\$60,000
2023 AWWTP MCC Replacement Project	+\$60,000

Attachments: [AWWTP MCC Replacement Professional Services.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0005](#)

Request to approve the Relocation Order for work at or near 1850 West Wisconsin Avenue.

Attachments: [1234 - Moto Mart - Relocation Order.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0012](#)

Request to approve write off of \$74,881.54 of accounts receivable invoices and \$16,668.36 of personal property taxes (outstanding over one year).

Attachments: [Finance Committee - AR Write-off List 2023.pdf](#)
[Finance Committee - PP Write-off List 2023.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0013](#)

Request to approve Change Order #4 to contract 72-22 for Unit H-21 Redundant Raw Water Line to increase for unanticipated site conditions in the amount of \$176,232.54 resulting in a decrease in contingency from \$244,549.71 to \$0.00. No change to overall contract amount.

Attachments: [H-21 Change Order 4 memo 01-02-2024.pdf](#)
[Unit H-21 Change Order No 4.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0014](#)

Request to award Unit H-23 Lightning Drive Sewer & Water, Grade & Gravel, and Bridge Construction to Triple P Inc., dba Peters Concrete Company, in the amount of \$1,544,853.12 with a 7.5% contingency of \$116,000.00 for a project total not to exceed \$1,660,853.12.

Attachments: [Contract Award Form H-23 w Bid Tabs.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0015](#)

Request to award a sole source contract to McMahon for design, bidding, and construction oversight for the 2024 Wastewater Hardscapes Improvement Project, for a contract fee of \$56,600 and a 5% contingency of \$2,830 not to exceed a total contract amount of \$59,430.

Attachments: [2024 AWWTP Hardscapes Engineering Services \(Sole Source\).pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-0016](#)

Request to award a sole source contract to Nordon Business Environments for the Municipal Services Building Furniture Upgrades in the amount of \$189,135.72.

Attachments: [2024 MSB Furniture Upgrades Sole Source.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 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

7. Information Items

[24-0017](#)

Contract 35-23 was awarded to Scott Lamers Construction LLC for \$400,910 with a contingency of \$99,090 for Y-23 Lead/Galvanized Water Service Replacement. Change orders were approved totaling \$74,193.13. Final contract amount is \$475,103.13 with a contingency of \$24,896.87. Payments issued to date total \$345,594.75. Request final payment of \$129,508.38.

This item was presented.

[24-0018](#)

Contract 124-22 was awarded to Rohde Brothers for \$223,900 with a contingency of \$26,868 for WW F-1 Bldg HVAC. Change orders were approved totaling \$5,447. Final contract amount is \$229,347 with a contingency of \$21,421. Payments issued to date total \$198,222.50. Request final payment of \$31,124.50.

This item was presented.

[24-0019](#)

Contract 43-23 was awarded to Vinton Construction for \$684,731.28 with a contingency of \$27,000 for Asphalt Pavement Reconstruction. Payments issued to date total \$492,066.24. Request final payment of \$55,967.58.

This item was presented.

[24-0020](#)

Contract 56-21 was awarded to ASTI Sawing for \$30,000 for Concrete Sidewalk Sawcutting. Payments issued to date total \$13,226.11. Request final payment of \$16,773.89.

This item was presented.

[24-0021](#)

Contract 65-23 was awarded to Kruczek Construction for \$1,044,444 with a contingency of \$52,222 for X-23 Water Reconstruction No. 2. Payments issued to date total \$682,990.45. Request final payment of \$135,520.83.

This item was presented.

[24-0022](#)

Contract 41-23 was awarded to Vinton Construction Company for \$499,980.65 with a contingency of \$60,000 for WW Hardscape 2023. Change orders were approved totaling \$7,977.55. Final contract amount is \$507,958.20 with a contingency of \$52,022.45. Payments issued to date total \$446,020.61. Request final payment of \$61,937.59.

This item was presented.

[24-0023](#)

Contract 54-23 was awarded to M & E Construction, LLC for \$200,000 for Mini Storm Sewer Construction. No payments issued to date. Request final payment of \$199,925.

This item was presented.

[24-0024](#)

Contract 52-22 was awarded to Triple P Inc. dba Peters Concrete Company for the 2022 Ellen Kort Peace Park River Trail Project in the amount of \$464,131.41 with a contingency of \$46,413. Four change orders were approved totaling \$45,146.69. Payments issued to date total \$504,278.10. Request to issue the final payment of \$5,000.00.

This item was presented.

[24-0033](#)

Change Orders #9, #10, and #11 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$19,646 resulting in a decrease in contingency from \$552,192 to \$532,546.

Attachments: [Finance Memo SSB Addition Miron Change Orders No9-11.pdf](#)

This item was presented.

[24-0037](#)

The following 2023 Budget adjustments were approved by the Finance Director in accordance with Policy:

General Fund - Library

Children's Services - Other Reimbursements	+\$100
Children's Services - Office Supplies ELL	+\$100

Building for Kids

General Fund - Library

Materials Management - Other Reimbursements	+\$50
Materials Management - Books & Library Materials	+\$50

John C. Roberts Donation for Materials

General Fund - Library

Children's Services - Food & Provisions ELL	+\$3,359
Children's Services - Office Supplies ELL	- \$3,359

Move ELL funds to supply line as requested by AC

General Fund - Library

Materials Management - Other Reimbursement	+\$50
Materials Management - Books & Library Materials	+\$50

Cookie Fielkow Donation for Materials

General Fund - Library

Library Admin - Donation	+\$50
Materials Management - Book & Library Materials	+\$50

Donation for purchase of collection materials

General Fund - Library

Community Partnerships - Other Reimbursements	+\$5,000
Community Partnerships - Part Time Wages	+\$5,000

Libraries in Bloom

General Fund - Library

Community Partnerships - Other Reimbursements	+\$10,000
Community Partnerships - Other Contracts	+\$10,000

Entrepreneurs of Color

General Fund - Library

Library Admin - Other Reimbursements	+\$41
Library Admin - Food & Provisions	+\$41

UW System donation for Community Project Powered Expense

General Fund - Library

Children's Services - Other Reimbursements	+\$100
Children's Services - Office Supplies	+\$100

Modern Woodmen of America Donation

General Fund - Library

Children's Services - Other Reimbursements	+\$500
Children's Services - Office Supplies	+\$500

OWLS Donation

General Fund - Library

Library - Reach Out and Read	+\$255
Library Grants - Books	+\$255

UW Brown County

This item was presented.

[24-0038](#)

The following 2023 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy:

General Fund - CED

Miscellaneous Revenue	+\$950
Training/Conferences	+\$950

Travel Stipend received from Smart Growth America for training

This item was presented.

8. Adjournment

Hartzheim moved, seconded by Croatt, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland