



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Minutes - Final Finance Committee

---

Monday, August 11, 2025

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

Alder Firkus called the meeting to order at 6:06 p.m.

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Excused:** 1 - Hartzheim

4. Approval of minutes from previous meeting

This item was approved

[25-0891](#)

Finance Committee Meeting Minutes July 21, 2025

**Attachments:** [MeetingMinutes 21-July-2025.pdf](#)

Fenton moved, seconded by Croatt, that the Report Action Item be approved.

Roll Call. Motion carried by the following vote:

**Aye:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Absent:** 1 - Hartzheim

5. Public Hearing/Appearances

6. Action Items

[25-0892](#)

Request to approve Riverside Cemetery Association reimbursement request for maintenance of Veteran graves

**Attachments:** [Grave Reimbursment 2024 to 2025.pdf](#)

[Military Report 2024 - 2025.pdf](#)

[VETERANS JULY 2024 - JUNE 2025.docx](#)

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

**Aye:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Excused:** 1 - Hartzheim

[25-0912](#)

Request to approve the 2026 Special Assessment Policy

**Attachments:** [2026 Assessment Policy - 08-20-2025.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:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Excused:** 1 - Hartzheim

[25-0911](#)

Request to approve sole source contract to Nordon Business Environments to purchase new workstations in the amount of \$350,113

**Attachments:** [2025 Community Dev. Furniture Upgrades Sole Source.pdf](#)  
[FMD - Nordon.pdf](#)

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

**Aye:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Excused:** 1 - Hartzheim

[25-0942](#)

Request to award the Mead Pool Coating and ADA Upgrades Project contract to Cardinal Construction Co., Inc. in the amount of \$424,727 with a 7% contingency of \$29,731, for a project total not to exceed \$454,458 along with the following budget amendment (2/3 vote of council required):

**Facilities Capital Projects Fund**

2025 Parks Hardscapes	- \$144,878
Mead Pool Coating & ADA Upgrades	+ \$144,878

**Attachments:** [2025 Mead Pool Coating and ADA Upgrades Project with Budget Transfer.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:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Excused:** 1 - Hartzheim

[25-0956](#)

Request to approve the following Budget amendment:

**Wastewater Utility Fund**

2024 Aeration Process Upgrades	- \$19,845
Phosphorus Analyzer	+\$19,845

To fund the purchase of a Chemsan miniOP phosphorus analyzer (2/3 vote of Council required)

**Attachments:**     [250808\\_Finance\\_Budget\\_Transfer\\_P\\_Analyzer.pdf](#)

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

**Aye:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Excused:** 1 - Hartzheim

## 7. Information Items

- [25-0895](#)     Contract 36-22 was awarded to Van Ert Electric Co. for \$1,595,000 with a contingency of \$159,500 for the Substation Upgrade - Phase 5. Change orders were approved totaling \$35,988.04. Final contract amount is \$1,630,988.04 with a contingency of \$123,511.96. Payments issued to date total \$1,549,438.64. Request final payment of \$81,549.40.
- This item was presented**
- [25-0893](#)     Contract 78-25 was awarded to Norcon Corporation for \$144,842.94 with a contingency of \$5,157.06 for Bridge Deck Sealing. Payments issued to date total \$134,367.47. Request final payment of \$7,071.97.
- This item was presented**
- [25-0894](#)     Contract 15-23 was awarded to Staab Construction Corporation for \$5,063,000 with a contingency of \$759,450 for the Belt Filter Press - Phase 1. Change orders were approved totaling \$238,855. Final contract amount is \$5,301,855 with a contingency of \$520,595. Payments issued to date total \$5,270,917. Request final payment of \$30,938.
- This item was presented**
- [25-0941](#)     Change Order #1 to Contract 46-24 Unit G-24 Southpoint Commerce Park Sewer & Water and Grade & Gravel project with Carl Bowers & Sons Construction Co. totaling \$55,000 resulting in a decrease in contingency from \$65,000 to \$10,000.
- Attachments:**     [G-24 Change Order No 1.pdf](#)
- This item was presented**
- [25-0896](#)     Appleton Water Treatment Facility Bulk Hypochlorite Tank Replacement Tank Purchase Awarded to GPI Corporation in the amount of \$179,540.
- Attachments:**     [250730\\_Finance\\_Info\\_Memo\\_HypoTank\\_Purchase.pdf](#)
- This item was presented**
- [25-0952](#)     Debt Issue Memo
- Attachments:**     [Debt Issue Memo.pdf](#)

This item was presented

[25-0752](#)

2025 Mid Year Risk Report

**Attachments:** [2025 Mid Year Risk Report.pdf](#)

This item was presented

## 8. Adjournment

Fenton moved, seconded by Van Zeeland, that the be adjourned at 6:15 p.m.  
Roll Call. Motion carried by the following vote:

**Aye:** 4 - Firkus, Van Zeeland, Fenton and Croatt

**Excused:** 1 - Hartzheim