



# City of Appleton

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

## Meeting Minutes Finance Committee

---

Monday, October 12, 2020

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

**Meeting called to order at 5:30pm**

**Present:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

2. Roll call of membership

**Present:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

3. Approval of minutes from previous meeting

[20-1305](#)

September 21, 2020 Finance Committee meeting minutes

**Attachments:** [4197\\_M\\_Finance\\_Committee\\_20-09-21\\_Meeting\\_Minutes.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

4. Public Hearings/Appearances

5. Action Items

[20-1308](#)

Request to approve staff recommendations regarding Resolution  
#8-R-20 - City of Appleton Branding Study

**Attachments:** [MEMO Resolution 8-R-20 Brand Study.pdf](#)

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

**Aye:** 4 - Lobner, Coenen, Reed and Siebers

**Excused:** 1 - Meltzer

[20-1309](#)

Request to award the 2020 Interior Finishes and Furniture project to Chet Wesenberg Architect, LLC for a sole-source contract not to exceed \$120,015

**Attachments:** [2020 City Hall Architectural Services.pdf](#)

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

**Aye:** 4 - Lobner, Coenen, Reed and Siebers

**Excused:** 1 - Meltzer

[20-1311](#)

Request to deny request from Mr. Kevin Frey to cancel the sanitary sewer lateral special assessment of \$1,716 for 1105 W. Summer Street

**Attachments:** [Finance Committee - Kevin Frey Special Assessment.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1313](#)

Request to approve the following 2020 Budget adjustment:

**Public Works Capital Projects**

Public Safety Camera Prog-Northland Av/STH 441 Interchn	- \$20,000
Public Safety Camera Prog-College Av/Memorial Dr area	+\$20,000

to reallocate funds in the Public Safety Camera Program from one intersection to another (2/3 vote of Common Council required)

**Attachments:** [Finance Committee - Budget Adjustment.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1343](#)

CEA Review Committee Report

**Attachments:** [CEA Committee Minutes 9-16-20.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1344](#)

Request to approve the use of excess 12/31/2019 General Fund Balance

**Attachments:** [Finance Committee - Fund Balance Policy 2020.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1345](#)

Request to approve Contract Amendment/Change Order No. 1 to Contract No. 67-20, Unit Z-20 Ballard Road Water Main Reconstruction for additional quantities of augered watermain casing pipe, slurry backfill and water services in the amount of \$57,000 resulting in a decrease to contingency from \$44,333 to \$0. Overall contract increases from \$1,152,664 to \$1,165,331

**Attachments:** [Unit Z-20 Change Order No. 1.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1346](#)

Request to reject all bids for Green Parking Ramp Stair Replacement

**Attachments:** [Green Ramp Stair Replacement Bid Rejection Memo.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1348](#)

Request to adopt a resolution waiving the restrictive covenants concerning the redevelopment of the YMCA Soldier's Square Parking Ramp property

**Attachments:** [Memo in Support of Approval of Waiver of Covenants - FINAL.pdf](#)  
[RESOLUTION - City of Appleton - YMCA - Soldiers Square Ramp.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

## 6. Information Items

[20-1306](#)

Contract 27-20 was awarded to DeGroot, Inc for the 2019 Wastewater Water Lateral Replacement project in the amount of \$269,220 with a contingency of \$30,000. One change order was issued in the amount of \$14,036 to add an additional 60LF of 8" water main and two gate valves. Payments to date total \$269,093.24. Request to issue the final contract payment of \$14,162.80

**This contract was presented**

[20-1307](#)

Contract 43-20 was awarded to Bodart Electrical Service for the 2020 Pierce Park Lighting Upgrades Project-Phase One in the amount of \$156,564 with a contingency of 10%. One deduction change order was issued in the amount of \$4,091 because actual conduit and wire quantities were less than required in the bid documents. Payments to date total \$144,849.54. Request to issue the final contract payment of \$7,623.66

**This contract was presented**

[20-1310](#)

Contract 96-20 was awarded to D&M Interiors for the 2020 Fire Station Flooring project in the amount of \$39,083 with a contingency of \$1,953. No change orders issued. There have been no payments made to date. Request for final contract payment of \$39,083

**This contract was presented**

[20-1314](#)

2021 Legal Services Budget

**Attachments:** [2021 Legal Services.pdf](#)

**This Budget was presented**

[20-1315](#)

2021 Facilities and Construction Management Budget

**Attachments:** [2021 Facilities.pdf](#)

**This Budget was presented**

[20-1316](#)

2021 Finance Department Budget

**Attachments:** [2021 Finance Budget.pdf](#)

**This Budget was presented**

[20-1342](#)

2021 Risk Management Budget

**Attachments:** [2021 Risk Management Budget.pdf](#)

**This Budget was presented**

[20-1347](#)

Change Order No. 2 to contract 96-19, Unit Z-19 Sewer & Water - Spartan, Sommers, and Haymeadow, for additional measured quantities of grading and spoils removed in the amount of \$9,500. This change order reduces contingency from \$22,885 to \$13,385. Overall contract amount remains unchanged

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

**This Change order was presented**

[20-1349](#)

The Finance Committee may go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds and real estate negotiations where competitive or bargaining reasons require a closed session concerning the waiver of restrictive covenants concerning the YMCA Soldier's Square Parking Ramp property.

**Committee did not need to go into closed session**

## 7. Adjournment

**Siebers moved, seconded by Reed, that the meetin be adjourned. Roll Call.  
Motion carried by the following vote:**

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers