



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, March 25, 2024

5:30 PM

Council Chambers, 6th Floor

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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

[24-0344](#)

3/11/24 Finance Committee minutes

**Attachments:** [Meeting\\_Minutes031124.pdf](#)

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

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

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0345](#)

Request to award Unit J-24 Mini Storm Sewer Construction to M&E Construction in a total amount not to exceed \$250,000.

**Attachments:** [Contract Award Form Unit J-24.pdf](#)  
[J-24 bid tab.pdf](#)

**Fenton 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

[24-0346](#)

Request to award Unit C-24 Sidewalk Sawcutting to ASTI Sawing, Inc. in a total amount not to exceed \$30,000.

**Attachments:**     [Contract Award Form Unit C-24.pdf](#)  
[C-24 bid tab.pdf](#)

**Croatt 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

[24-0347](#)

Request to accept Signals and ITS Standalone Program Grant funding from the Wisconsin DOT to replace signal equipment at controlled intersections. (This item shows as an action item on both Municipal Services Committee and Finance Committee Agendas)

**Attachments:**     [2024.03.25 SISP Grant Request.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

[24-0348](#)

Request to award the City of Appleton AWWTP 2024 Light Fixture Replacement purchase order to Werner Electric Supply, Co. in the amount of \$81,467.14

**Attachments:**     [2024 AWWTP Light Fixtures.pdf](#)

**Fenton 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

[24-0349](#)

Request to award the 2024 AWWTP Roof Replacement Project contract to Crafts, Inc. in the amount of \$1,107,734 with a 6% contingency of \$66,464 for a project total not to exceed \$1,174,198.

**Attachments:**     [2024 AWWTP Roofing Project .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

[24-0350](#)

Request to award the Fire Station #6 and Fire Station #1 HVAC Upgrades Project contract to AMA Heating & Air Conditioning, Inc. in the amount of \$467,042 with an 8% contingency of \$37,364 for a project total not to exceed \$504,406, along with the following budget amendment (2/3 vote of Council required):

2024 Telulah Park Pavilion Renovation Project	- \$50,000
2024 Fire Station #1 HVAC Upgrades Project	+\$50,000

**Attachments:** [2024 Fire Station #1 and #6 HVAC Upgrades with Budegt Transfer.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

[24-0351](#)

CEA Review Committee Report

**Attachments:** [CEA Minutes 3-11-24 CEA.pdf](#)

**Croatt moved, seconded by Hartzheim, 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

[24-0352](#)

Request to approve the execution of MOUs for the following projects using ARPA funding, thus obligating the funds per ARPA requirements:

Safe and Secure Cities Program	\$ 40,000
Neighborhood Watch Programming Integration	\$ 50,000
APD Basic Needs Team Space Remodel	\$ 50,000
Traffic Signal Control Safety Enhancements	\$ 360,000
Downtown Lighting Enhancements	\$ 15,000
Comprehensive Plan Updates & Sub-area Planning	\$ 400,000
Neighborhood Leadership Academy	\$ 100,000
Appleton Transit Center Renovation	\$ 1,800,000

**Attachments:** [ARPA MOU Memo.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

[24-0353](#)

Request to approve the 2023-2024 Budget carryover appropriations (2/3 vote of Council required):

- 1. Items not under contract \$28,495,054
- 2. Items requesting special consideration \$1,309,601

**Attachments:**     [Not Under Contract 2023-2024 Carryover.pdf](#)  
                               [Special Consideration 2023-2024 Carryover.pdf](#)  
                               [Special Consideration 2023-2024 Carryover - Corrected 3-25-24.pdf](#)

*The committee noted an error within the group headings on the special consideration list, the heading of Legal Services should have been Community & Economic Development.*

**Van Zeeland 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

[24-0354](#)

Request to approve the following 2024 Budget amendments:

**Facilities Capital Projects**

Donations & Materials	+\$279,800
Land Improvements	+\$279,800

To record donation from Goodwill to cover 100% costs to remove existing surface and replace with a new ADA rubber surface at the Miracle League Field in Memorial Park. Agreement with Goodwill was approved at the May 3, 2023 Common Council meeting (2/3 vote of Council required).

**Attachments:**     [2023 Miracle League Field \(1\).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

[24-0359](#)

Request to approve the following transfers of ARPA grant funds to the Library project (2/3 vote of council required)

**ARPA Grant Fund**

Transfer Out - General Fund	+ \$2,000,000
Fund Balance Applied	+ \$2,000,000

**General Fund**

Transfer In - ARPA Grant Fund	+ \$2,000,000
Transfer Out - Facilities Capital Projects	+ \$2,000,000

**Facilities Capital Projects Fund**

Transfer In - General Fund	+ \$2,000,000
Library Project	+ \$2,000,000

**Attachments:** [Finance Committee - 2024 Library Project ARPA.pdf](#)

**Van Zeeland moved, seconded by Hartzheim, 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

[24-0356](#)

Request to approve the following 2023 Budget amendments:

**Community Development Block Grant Fund**

Federal Grants	+ \$102,294
Grant Payments	+ \$102,294

to record additional federal funds received in the Community Development Block Grant program (2/3 vote of Council required)

**Police Grants Fund**

Federal Grant	+ \$ 63,232
Misc State Aids	+ \$101,641
Misc Local Govt Aids	+ \$ 29,977
Overtime Wages	+ \$136,139
Training/Conferences	+ \$ 22,479
Other Misc Supplies	+ \$ 4,998
Protective Clothing	+ \$ 4,760
Misc Equipment	+ \$ 26,474

to record additional funds received for Police Grant programs (2/3 vote of Council required)

**Room Tax Administration Fund**

Room Taxes	+ \$76,608
Other Contracts/Obligation	+ \$76,608

to record additional room taxes received (2/3 vote of Council required)

**Wheel Tax Fund**

Wheel Tax	+ \$29,821
Transfer Out - General Fund	+ \$29,821

to record wheel taxes received (2/3 vote of Council required)

**Health COVID-19 ELC Grant Fund**

Health Grants	+ \$11,458
Salaries/Fringe	+ \$11,458

to record additional COVID-19 ELC Grant funds received (2/3 vote of Council required)

**Health COVID-19 PHEP Workforce Grant Fund**

Health Grants	+ \$19,021
Salaries/Fringe	+ \$19,021

to record additional COVID-19 PHEP Workforce Grant funds received (2/3 vote of Council required)

**Debt Service Fund**

Premium on Debt Issue	+ \$41,862
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Consulting Services + \$41,862

to record additional expense related to the 2023 debt issue (2/3 vote of Council required)

**TIF #12 Fund**

Fund Balance Applied + \$60,323  
Other Contracts/Obligations + \$60,323

to record payment required by developer agreement (2/3 vote of Council required)

**TIF #13 Fund**

Sale of City Property + \$28,364  
Recording Fees + \$ 1,000  
Salaries/Fringe + \$26,864  
Streets + \$ 500

to record expense for recording fees, salary and fringe costs, and infrastructure after creation of TID (2/3 vote of Council required)

**General Fund**

Salaries/Fringe Benefits-Human Resources + \$ 41,797  
Salaries/Fringe Benefits-Parks & Rec + \$130,993  
Wage Reserve - \$172,790

to allocate wage reserve funds (2/3 vote of Council required)

**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

**7. Information Items**

[24-0355](#)

The following 2023-2024 Budget carryover appropriations were approved in accordance with Policy:

- 1. Amount under contract \$34,086,731
- 2. Non-Lapsing Funds \$1,937,184

**Attachments:** [Under Contract 2023-2024 Carryover.pdf](#)  
[Non-Lapsing 2023-2024 Carryover.pdf](#)

**This item was presented.**

[24-0357](#)

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

**Lead Grant Fund**

Health Grants	+ \$829
Salaries/Fringe	+ \$829

to record additional Lead Grant funds received

**Health COVID-19 Vaccination Grant Fund**

Health Grants	+ \$980
Medical/Lab Supplies	+ \$980

to record additional Health COVID-19 Vaccination Grant funds received

**This item was presented.**

8. Adjournment

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

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