



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, December 10, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[18-1791](#) Finance Committee minutes from November 26, 2018 and December 5, 2018

Attachments: [MeetingMinutes26-Nov-2018-05-38-15.pdf](#)

[MeetingMinutes05-Dec-2018-04-09-02.pdf](#)

4. Public Hearings/Appearances

5. Action Items

[18-1741](#) Request to approve the following 2018 Budget adjustment:

Facilities Capital Projects Fund

Equipment	+\$100,000
Donations	+\$100,000

to record donation from Principal Financial for playground equipment at Jones Park (2/3 vote required)

[18-1792](#) Request approval to award the Municipal Services Building Fuel Site Improvements contract to US Petroleum in the amount of \$141,692 with a 7% contingency of \$9,919 for a project total not to exceed \$151,611

Attachments: [MSB Fuel Site Improvements.pdf](#)

[18-1833](#) The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds concerning the Fox Cities Exhibition Center invoices and reconvene into open session.

[18-1834](#) Request to approve payment of outstanding invoices from von Briesen & Roper, s.c. for services related to the construction of the Fox Cities Exhibition Center

6. Information Items

[18-1793](#) Contract 74-16 was awarded to August Winters & Sons, Inc for \$760,250 with a contingency of \$76,025 for Spartan Sanitary Lift Station. Payments issued to date total \$681,243.75. Request final payment of \$19,006.25

[18-1794](#) Director's Reports:

Finance

- Property Tax Collection
- ERP Project

Facilities Management

- Fall/Winter Monthly Report

Attachments: [2018 - Fall-Winter FMD Report.pdf](#)

[18-1795](#) The following 2018 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Other Reimbursements	+\$399
Purchased Services - Community Partnerships	+\$399

to record grant from UW-Milwaukee to the fund "Knowing News" event

General Fund - Fire Department

Miscellaneous Equipment - Technical Services	+\$4,750
Training - Administration	- \$875
Training - Technical Services	- \$3,875

to transfer funds to purchase front line thermal imaging cameras for fire crews

[18-1805](#) Contract 43-17 was awarded to Kruczek Construction, Inc for \$1,115,115 with a contingency of \$78,058 for Cotter Street Stormwater Improvements & Oneida Street Sewer/Water Construction. Change orders were approved totaling \$18,170. Final contract amount is \$1,133,285 with a contingency of \$59,888. Payments issued to date total \$1,018,810.51. Request final payment of \$51,900.12

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions regarding this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

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Meeting Minutes Finance Committee

Monday, November 26, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

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

Excused: 1 - Alderperson Plank

3. Approval of minutes from previous meeting

[18-1737](#)

Finance Committee minutes for October 22, 2018 and November 7, 2018

Attachments: [MeetingMinutes22-Oct-2018-02-28-03.pdf](#)

[MeetingMinutes07-Nov-2018-02-24-27.pdf](#)

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

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

Excused: 1 - Alderperson Plank

4. Public Hearings/Appearances

5. Action Items

[18-1738](#)

Request to approve Finance Committee Report 5-P-18 for Storm Sewer Construction

Attachments: [Report 5-P-18.pdf](#)

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

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

Excused: 1 - Alderperson Plank

[18-1739](#)

Request to approve Change Order No. 3 to contract 11-18 for Unit Z-18 Sewer and Water Reconstruction No. 2 for adjustment to final earned / measured quantities in the amount of \$3,114.99 resulting in a decrease to contingency from \$21,196.67 to \$18,081.68. No change to overall contract amount

Attachments: [Unit Z-18 Change Order No.3.pdf](#)

Alderson Siebers moved, seconded by Alderson Lobner, 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 Baranowski

Excused: 1 - Alderson Plank

[18-1740](#)

Request to award contract for front-load solid waste trash disposal to Advanced Disposal Services

Attachments: [Trash Disposal Recomm.Memo to FC-2018.pdf](#)

Alderson Croatt moved, seconded by Alderson Lobner, 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 Baranowski

Excused: 1 - Alderson Plank

[18-1748](#)

Request to award Briarcliff and Midway Road Lift Station Improvements project bid to Vinton Construction in the amount of \$194,870 plus a 7.5% contingency of \$14,615 for a total cost not to exceed \$209,485

Attachments: [Briarcliff and Midway Improvements Bid Award_Vinton.pdf](#)
[Award Recommendation.pdf](#)

Alderson Siebers moved, seconded by Alderson Baranowski, 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 Baranowski

Excused: 1 - Alderson Plank

[18-1773](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds concerning the Fox Cities Exhibition Center invoices and reconvene into open session.

Aldersperson Baranowski moved, seconded by Aldersperson Lobner, to convene in Closed Session. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

Excused: 1 - Aldersperson Plank

Aldersperson Lobner moved, seconded by Aldersperson Croatt, to rise and report, returning into open session. Upon vote, motion carried unanimously.

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

Excused: 1 - Aldersperson Plank

6. Information Items

[18-1742](#)

The following 2018 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library	+\$17,000
Supplies - Administration	+\$2,000
Purchased Services - Administration	+\$1,100
Supplies - Childrens Services	+\$3,000
Purchased Services - Childrens Services	+\$2,800
Supplies - Public Services	+\$500
Purchased Services - Public Services	+\$500
Supplies - Community Partnerships	+\$3,000
Purchased Services - Community Partnerships	+\$2,800
Supplies - Materials Management	+\$800
Supplies - Network Services	+\$500

to record 3rd quarter distribution from the Friends of the Appleton Public Library

General Fund - Parks & Recreation

Donations	+\$950
Equipment	+\$950

to record donation from the Foth family for a memorial bench in Telulah Park

General Fund - Fire Department

Donations	+\$474
Equipment	+\$474

to record donation from Friends of the Appleton Fire Department for frieght costs of new gear washers

This Presentation was presented

[18-1744](#)

Contract 35-18 was awarded to Gen Fredrickson Trucking & Excavating, Inc for the "1424 and 1434 Northland Avenue Structure Demolition Project" in the amount of \$41,526 with a contingency of 10%. Once change order was issued in the amount of \$3,615. Payments to date total \$42,884. Request to issue the final contract payment if \$2,275.05

Attachments: [2018 Northland House Demo Final Payment .pdf](#)

This Presentation was presented

[18-1745](#)

Contract 20-18 was awarded to Fischer-Ulman Construction Inc for \$636,000 for Miscellaneous Concrete and Street Excavation Repair. Change orders were approved totaling \$125,000. Final contract amount is \$761,000. Payments issued to date total \$620,540.29. Request final payment of \$8,301.55

This Presentation was presented

[18-1746](#)

Change Order #4 to August Winter and Sons in the amount of \$8,308 for the Iron salt Rehabilitation Project resulting in the construction contract being increased from \$413,333 to \$421,641 with a contingency being reduced from \$45,028 to \$36,720 and extend the final completion date from September 15, 2018 to November 15, 2018

Attachments: [Iron Salt Room Rehab Improvements Change Order 4.pdf](#)
[CO#4_Approved.pdf](#)

This Presentation was presented

[18-1747](#)

Contract 60-17 was awarded to Vinton Construction Company for the 2017 Lutz Park Trail and Riverbank project in the amount of \$305,868 with a contingency of \$21,411. One credit in the amount of \$24,360 was issued. Payments issued to date total \$267,301.17. Request to issue the final contract payment of \$14,206.39

Attachments: [Lutz Park Trail and Riverbank Project Finance Memo Final Pymt.pdf](#)

This Presentation was presented

[18-1750](#)

Change order No. 3 to contract 03-17 for Unit H-17 Northland Pond Construction for additional French drains in unstable slopes and additional excavation and disposal of contaminated soils in the amount of \$39,916 resulting in a decrease to contingency from \$97,381 to \$57,434. No change to overall contract amount.

Attachments: [H-17 Contract Change Order Form 3 11-19-2018.pdf](#)

This Presentation was presented

[18-1743](#)

Letter from von Briesen Roper, S.C. regarding past invoice

Attachments: [Finance Committee - von Briesen 11-9-18.pdf](#)

This Presentation was presented

7. Adjournment

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

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

Excused: 1 - Alderson Plank



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Finance Committee

Wednesday, December 5, 2018

6:45 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order

Meeting called to order at 6:45pm

2. Roll call of membership

Present: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

5. **Action Items**

[18-1788](#)

Request to approve acceptance of a \$25,000 matching grant from I'ACT to provide tools and resources to help individuals cope with emotional stress; and approve the related 2019 Budget adjustment:

General Fund - Police Department

Local Aids - Grant	+\$25,000
Other Contracts/Obligations	+\$25,000

Attachments: [Award Letter.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

6. **Information Items**

None

7. **Adjournment**

Alderperson Baranowski moved, seconded by Alderperson Siebers, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: Finance Committee
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
MSB Fuel Site Improvements

Be awarded to:

Name: US Petroleum Equipment
Address: 425 Better Way
Appleton, WI 54915

In the amount of : 141,692.00
With a 7 % contingency of : \$9,919.00
For a project total not to exceed : \$151,611.00

**** OR ****

In an amount Not To Exceed : _____

Budget: \$175,000.00
Estimate: \$175,000.00
Committee Date: 12/10/18
Council Date: 12/19/18

Exhibit A
Unit Costs and Scope of Work
Improvements to Existing Fuel System

Site Name and Address: City of Appleton, 2625 E. Glendale Avenue, Appleton, Wisconsin

Endpoint Solutions Project Number: 196-003-002

<u>Item Description</u>	<u>Estimated Quantity</u>	<u>Pay Unit</u>	<u>Total Cost</u>
1. Obtain all necessary permits and approvals for proposed work. Arrange performance of necessary inspections for required permit compliance and inspections of installed equipment by third-party, perform third-party system integrity test. Provide Owner with performance bond of 100% of project costs and a bid bond of 5% of project costs.	1	LS	\$ <u>40,500.00</u>
2. Mobilization and demobilization of equipment to and from site.	1	LS	\$ <u>800.00</u>
3. Provide and install a new tank monitor system to monitor product levels in tank and detect liquid in the dispenser and piping sumps. System will also monitor underground product piping and containment sumps for the presence of liquid. The unit will satisfy requirements of ATCP 93.510 and be acceptable for use in the State of Wisconsin. The tank monitor system must be able to provide an acceptable double wall tank and single wall piping integrity test results. The unit must also display a visual and audible alarm when either tank system reaches 90% capacity. The monitor unit will be located in the current tank monitor system location.	1	LS	\$ <u>21,695.00</u>
4. Remove existing dispensers, existing FMU control stations and existing island lights and save for reuse. Remove and replace existing dispenser islands and replace with a new dispenser islands and dispenser crash protection. Contractor will also install dispenser containment tubs below the dispenser positions. The contractor will then reinstall the existing dispenser units, the FMU control stations and the island light poles. The contractor will be responsible for removing and replacing concrete for the dispenser islands. The islands will be redone in pairs in an effort to maintain the availability of the fuel system to service municipal vehicles	1	LS	\$ <u>47,758.00</u>
5. Remove existing tank top fixtures and concrete pads and expose the tank top sufficiently to complete the prescribed work. Design, install and test supplemental cathodic protection for all three tanks. Remove and replace the tank top containment sumps on all three tanks. Install new 42" containment tubs on each tank. Remove and replace the tank fill connection sumps. Install new submersible pumps in each tank. The pumps will be connected to existing piping, each pump will have a flex connector and an isolation valve.	1	LS	\$ <u>55,239.00</u>

<u>Item Description</u>	<u>Estimated Quantity</u>	<u>Pay Unit</u>	<u>Total Cost</u>
6. Connect the two diesel fuel tanks with a 2" siphon bar system to equalize fuel use. The siphon bar will be connected to the center tank submersible pump to provide a source to prime the tank at each use. Fitting can be added to the tank manway to facilitate the siphon bar installation. The siphon bar piping will be double wall fiberglass piping and will have an isolation valve and have flex connectors at each end.	1	LS	\$4,075.00
7. Design, provide and install additional cathodic protection anodes on the three (3) existing UST's to supplement the existing corrosion protections system. The total additional anode quantity should offer 30 years of cathodic protection to the tank systems to match the originally installed anode package on the STI-P3 tanks. The installation will be performed by a qualified NACE individual. The installer will provide proper documentation for the design of the additional cathodic protection.	1	LS	\$10,295.00
8. Install a new remote shutoff for entire dispensing system in accordance with NFPA 30A. Install a new audible and visual overflow alarm annunciator. The new equipment is to be located in the same place as the existing equipment on the building wall southeast of the fuel system.	1	LS	\$780.00
Total Bid (bid items 1 - 8) \$			141,692.00

The Contractor shall have facilities available for fueling within 35 working days of Notice to Proceed. Liquidated damages shall be paid \$500.00 (dollars) per day expired beyond the specified completion date.

The undersigned being familiar with the subject site and local conditions and having studied the attached description of work, hereby proposes to furnish all labor, tools, materials, skills, equipment, and all else necessary to complete the project in accordance with the attached description of work.

All work will be governed by the standardized AGREEMENT.

Bidder Name: U.S. Venture, Inc. dba U.S. Petroleum Equipment

Address: 425 Better Way, Appleton, WI 54915

Phone Number: (920) 830-6388 - U.S. Petroleum Equipment

Printed Name & Title: Elyse Mollner Stackhouse, Secretary & General Counsel

Authorized Signature:  Date: 11/2/18

Note 1: Contractor shall submit with bid manufacturer's descriptions of all components and Wisconsin material approval numbers to be installed as part of this contract.



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City of Appleton

Facilities and Construction Management

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Mission:

In partnership with the Common Council and the Mayor, we will provide a safe and productive working environment, which supports the departments and the community. In a professional manner, we will anticipate and respond to the needs of the community with dignity and respect by proactively and aggressively planning, maintaining, operating and managing all City-owned properties in a safe, accessible and cost effective manner.

Fall/Winter 2018 – Monthly Report

Month in Review

Fall/Winter 2018 - Monthly Report

Our department will provide a report on a regular basis to keep everyone apprised of what's happening in the Facilities and Construction Management Division. The report will be provided as an informational item at Finance Committee. The report may consist of the following:

- A brief overview of the past month(s).
- Project Status for CIP and major facilities projects.
- Data pertaining to the quantity of work orders completed by in-house staff by facility and work order type including related costs.
- Energy Conservation initiatives and information.
- What's going on in the Facilities Management field?
- Other.

Brief Overview

This year zoomed by and as usual the weather did not represent a typical fall/winter so far. Substantial rains led to challenges especially when it came to outdoor projects. Following that we went straight into colder than normal weather. The transition from summer to winter was quick requiring us to quickly adjust accordingly.

The 2019 budget was approved and continue to allow us to be efficient and effective, yet continue to remain under industry benchmarks for operations costs.

A significant amount of the Director's times has been spent working on the bluff site parking ramp project. I am currently working on obtaining DNR approvals for handling of soils, attending design meetings for the ramp itself as well as numerous other tasks required to complete the project.

Below are several pictures of some general and CIP projects.

Fire Station #3 Renovation (Pictures of Flooring Replacements)



TELULAH PARK SMALL PAVILION RESTROOM FLOOR EPOXY PREP



WATER TREATMENT PLANT EXTERIOR PAINTING COMPLETED



Capital Improvement Project Status

Site	Project Description	Budget	Status
City Hall	Renovate the Tube delivery system	\$50,000	Completed
Fire Stations	Upgrade kitchens and Bathroom Areas	\$50,000	Construction
Fire Stations	FS #5 Driveway Reconstruction	\$80,000	Completed
Fire Stations	Replace Flooring	\$25,000	Construction
Fire Stations	FS #1 replace waste lines	\$35,000	Construction
Fire Stations	Replace Roof on FS #5	\$150,000	Completed
Library	Re-Caulk Stone Veneer Panels	\$25,000	Completed
Library	Renovate four service desks	\$50,000	Cancelled per Library
Library	Secure Public Areas	\$40,000	Cancelled per Library
MSB	Electrical Distribution System Testing and Repairs	\$25,000	Completed
MSB	Renovate Bathroom and Lockerroom	\$375,000	Construction
Wastewater	Landscaping (trees, Turf)	\$25,000	Completed
Wastewater	Hardscape Improvements	\$290,000	Completed
Wastewater	HVAC Upgrades (S Building or B-Building Boiler)	\$250,000	Construction
Wastewater	Electrical Distribution Phase 1 Upgrades	\$1,470,750	Completed
Water Treatment	HVAC Upgrades (Future Design)	\$25,000	Completed
Valley Transit	New Generator	\$145,000	Design
Valley Transit	HVAC Upgrades (Bus Garage)	\$30,000	Completed
Various Parks	Field Reconstructions	\$25,000	Completed
City Sites	Landscaping (Trees, Turf)	\$25,000	Completed
City Sites	Hardscape Improvements	\$50,000	Completed
AMP	Scheig Center Phase 3	\$100,000	Completed
Ellen Kort Park	Development of Ellen Kort Park	\$25,000	Design
Jones Park	Development of Jones Park	\$3,545,000	Construction
Mead Park/Pool	Recoat Mead Pool and Paint Slide Tower	\$145,000	Completed
Telulah Park	Riverfront Phase 1	\$765,000	Construction
Vulcan Heritage	Hardscape Improvements – Parking Lot	\$250,000	Completed
Various Parks	Lighting Upgrades (Linwood)	\$50,000	Completed
Various Parks	Security Upgrades at parks (Peabody, Kiwanis)	\$15,000	Completed
Various Parks	ADA Improvements	\$50,000	Completed
Trestle Trails	Design for Edison and Lawe Street Trestles	\$100,000	Design
Lutz Park Trail	Construction of Trail – Lutz Park to Yacht Club	\$375,000	Completed
Various	Statue and Monument Restoration	\$15,000	Planning

Various Project Stages:

1. Planning
2. Design
3. Bidding (or solicitation of quotes, RFP, etc.)
4. Construction
5. Complete

Construction Projects

Jones Park

Construction was slowed do to the 13” of fall rain and the immediate cold temperatures. To ensure quality of concrete we suspended the balance of that until spring in addition to some other misc. work on the site. Work will continue on the performance stage until completed.

Once the turf is established during the 2019 growing season we will look to open the park.



Interior of pavilion which will also serve as the warming shelter in for winter activities.



Looking north from pavilion. The area nearest is the location of the family ice skating rink.



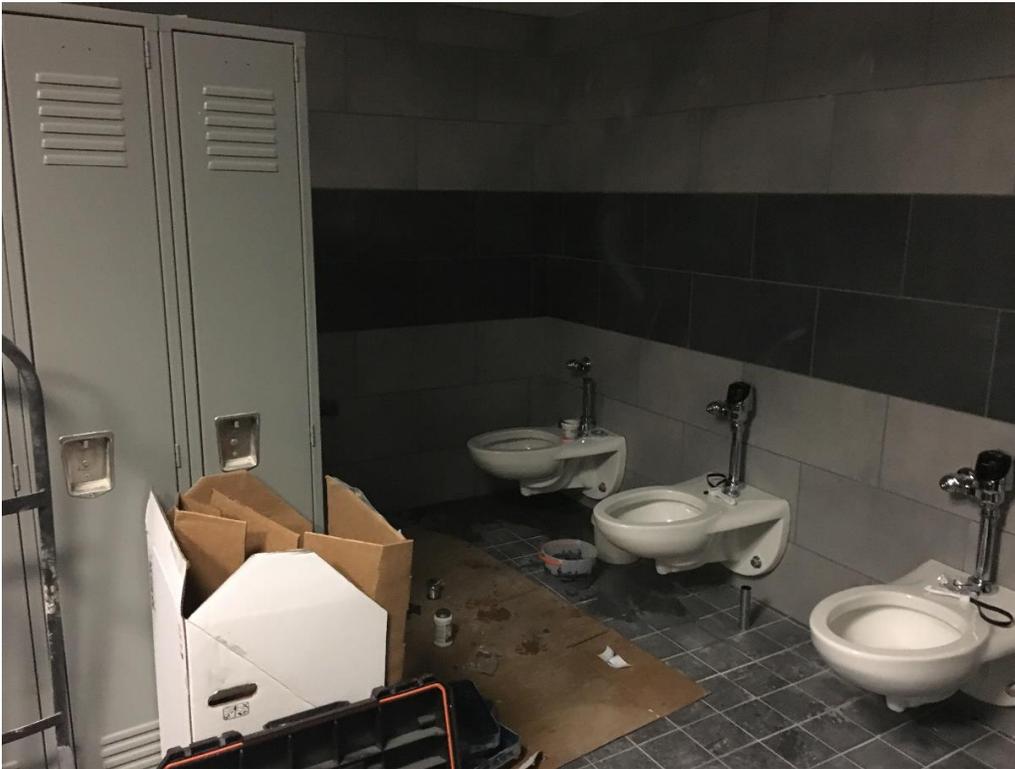
Looking south towards performance stage that is currently under construction.

WWTP Electrical Distribution





MSB Locker Room Renovation





City Hall Pneumatic Tube Replacement



WWTP Bio-Gas Boiler



Telulah Park (Lower)



Work Order Information – By Facility (In-house Staff) – Oct. /Nov.

Facility	WO Qty.
City Hall	17/23
Fire Station #1	10/19
Fire Station #2	5/8
Fire Station #3	6/13
Fire Station #4	6/12
Fire Station #5	9/6
Fire Station #6	6/7
Golf Course	12/9
Library	7/18
MSB	23/29
Police	15/20
Parks & Rec.	46/51
Transit Center	5/11
Valley Transit	11/19
Water Plant	14/25
Water Lake Station	1/4
Wastewater Plant	38/28
Other	3/0
FMD	12/19
Total	246/324

WO Type	WO Qty.
Electrical	45/52
Plumbing	45/41
HVAC	50/78
Building/Structural	36/24
Fire/Life Safety	28/31
Locksmith	3/11
Paint/Carpentry	6/20
Roads/Grounds	2/7
Furniture	8/6
Security	5/6
Other	13/21
Non-Facilities	0/10
Code Compliance	2/2
Overhead Door	3/5
Total	246/324

Various other work was completed by outside contractors such as HVAC Preventive Maintenance, Fire Protection Inspections, Elevator Inspections, Overhead Door Inspections, Pest Control, etc.