



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, August 22, 2022

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

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

2. Roll call of membership

**Present:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

3. Approval of minutes from previous meeting

[22-1066](#)

August 8, 2022 Finance Committee minutes

**Attachments:** [MeetingMinutes Aug 08-2022-02-21-02.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

4. **Public Hearings/Appearances**

5. **Action Items**

[22-1067](#)

Request to reject bids from Cardinal Construction Co, Inc and Frank O Zeise Construction Co, Inc for the 2022 Telulah Pavilion Renovation Project

**Attachments:** [2022 Telulah Pavilion Project \(Reject Bids\).pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1068](#)

Request to reject bid from Cardinal Construction, Inc in the amount of \$631,600 for the Appleton Wastewater Treatment Plant F1-Building Remodeling Project

**Attachments:** [2022 F1-Building Remodeling Project \(Reject Bids\).pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1069](#)

Request to reject bids from Otis Elevator Company and Frank O Zeise Construction Co, Inc for the 2022 Appleton Red Ramp Elevator Upgrades Project

**Attachments:** [2022 Red Ramp Elevator Project \(Reject Bids\).pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1070](#)

Request to reject bid from the Wilson Group, Inc in the amount of \$173,086 for the Appleton Wastewater Treatment Plant 2022 Asbestos Remediation Project

**Attachments:** [2022 AWWTP Asbestos Remediation Project \(Reject Bids\).pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1082](#)

Request to reject bids from B & P Mechanical, Inc, Great Lakes Mechanical, Inc, Rohde Brothers, Inc, August Winter and Sons, Inc and Belonger Corporation, Inc for the 2022 Appleton Wastewater Treatment Plant H & J Buildings HVAC Upgrades Project

**Attachments:** [2022 AWWTP H J Buildings HVAC Upgrades Project \(Reject Bids\).pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1073](#)

Request to approve the Wastewater Treatment Plant's F-1 Building Remodeling Project Engineering Services Amendment #1 increasing the McMahon's total contract amount by \$20,000 from \$24,500 to \$44,500

**Attachments:** [2022 AWWTP F-1 Building Design Contract Ammendment.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1083](#)

Request to award the ARPA Grant Administration contract to Booth Management Consulting, LLC for a project total not to exceed \$150,000

**Attachments:** [ARPA Grant Administration.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1100](#)

Request to approve the allocation of excess General Fund balance at December 31, 2021 and the following related 2022 Budget amendments:

**General Fund**

Transfer Out - IT Capital Projects Fund	+\$ 550,000
Public Works Department	+\$ 150,000
General Administration	+\$ 50,000
Public Works and Park & Recreation Departments	+\$ 150,000
General Fund Balance - Reserve for Contingencies	+\$ 275,000
General Fund Balance	-\$1,175,000

**IT Capital Projects Fund**

Transfer In - General Fund	+\$ 550,000
Machinery & Equipment	+\$ 550,000

to allocate excess general fund balance at 12/31/21 per City Fund Balance Policy (2/3 vote of Council required)

**Attachments:** [2022 Excess Fund Balance Memo.pdf](#)

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

**6. Information Items**

[22-1071](#)

Contract 59-21 was awarded to Cardinal Construction Co for the 2021 AWWTP Lower Substation Building Renovation Project in the amount of \$303,395 with a contingency of \$36,407. Two change orders were issued that total \$30,724 to lower the top elevation of the mixed liquor channel and installing new building windows. Payments to date total \$317,413.42. Request to issue the final contract payment of \$16,705.98

**This final contract payment was presented**

[22-1072](#)

Contract 153-21 was awarded to Van Ert Electric Company, Inc for the Green Ramp Lighting Upgrades Project in the amount of \$84,500 with a contingency of \$5,507. One change order was issued in the amount of \$5,000 to install additional lights on the third floor lobby, fourth floor lobby, and north exterior wall. Payments to date total \$80,275. Request to issue the final contract payment of \$9,225

**This final contract payment was presented**

[22-1074](#)

Contract 1-22 was awarded to Van Ert Electric Co., Inc for the 2021 Lighting Upgrades Project in the amount of \$83,450 with a contingency of \$6,000. One change order was issued in the amount of \$4,241 to install additional light fixtures in the S-Building basement and M-K tunnel. Payments to date total \$81,929.23. Request to issue the final contract payment of \$5,762.06

**This final contract payment was presented**

[22-1075](#)

Contract 59-21 was awarded to Cardinal Construction for \$303,395 with a contingency of \$36,407 for WWTP Electrical E Building. Change orders were approved totaling \$30,724. Final contract amount is \$334,119 with a contingency of \$5,683. Payments issued to date total \$317,413.42. Request final payment of \$16,705.98

**This final contract payment was presented**

## 7. Adjournment

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

**Aye:** 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton