



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, March 21, 2022

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:43pm**

2. Roll call of membership

**Present:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

3. Approval of minutes from previous meeting

[22-0385](#)

March 7, 2022 Finance Committee meeting minutes

**Attachments:** [MeetingMinutes Mar 07-2022-12-30-50.pdf](#)

**Firkus moved, seconded by Van Zeeland, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Absent:** 1 - Reed

4. Public Hearings/Appearances

5. Action Items

[22-0386](#)

Request approval to deed City owned land on Gardenia Drive in the Village of Little Chute to the abutting property owners with no future special assessments for the future street connection

**Attachments:** [Gardenia Dr memo.pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

[22-0393](#)

Request to award the City of Appleton's 2022 AWWTP Hardscape Renovation project to Vinton Construction Co, Inc in the amount of \$335,602 with a contingency of 12% for a project total not to exceed \$375,875, along with the following 2022 budget amendment:

AWWTP Electrical Distribution Upgrades project	- \$ 67,821
AWWTP Hardscape Renovation project	+\$ 67,821

to transfer excess funds from the Electrical Distribution Upgrades project to the Hardscape Renovation project

**Attachments:**     [2022 AWWTP Hardscapes Repairs with Budget transfer.pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

[22-0394](#)

Request to approve the following 2021 Budget amendments:

**Community Development Block Grant Fund**

Federal Grant	+\$292,876
Grant Payments	+\$292,876

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

**Emergency Shelter Grant Fund**

Federal Grant	+\$546,081
Grant Payments	+\$546,081

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

**Housing Rehabilitation Loan Fund**

Federal Grant	+\$107,332
Project Repayments	+\$ 31,631
Grant Payments	+\$138,963

to record additional funds received in the Housing Rehabilitation Loan program (2/3 vote of Council required)

**City Center Capital Projects Fund**

Fund Balance Applied	+\$ 4,158
Machinery & Equipment	+\$ 4,158

to record additional expense related to equipment (2/3 vote of Council required)

**Attachments:**    [2021 Final Budget adjustments\\_.pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

[22-0403](#)

Request to approve appropriate funding authority to pay Parks & Recreation Seasonal Employee incentives (also appears on the Human Resources agenda and the Parks & Recreation agenda as informational items)

**Attachments:** [2022 Seasonal Pay \(Finance\).pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

## 6. Information Items

[22-0387](#)

Contract 109-21 was awarded to IEI General Contractors for the 2021 Water Treatment Plant Gate Upgrades project in the amount of \$186,764 with a contingency of \$28,014. One change order was issued in the amount of \$6,141 for additional excavation/asphalt replacement along with spare conduits and handholes. Payments to date total \$183,259.29. Request to issue the final contract payment of \$9,645.23

**This final contract payment was received and filed**

[22-0388](#)

Contract 67-20 was awarded to Advance Construction for \$1,108,331 with a contingency of \$44,333 for Ballard Road Water Reconstruction. Change orders were approved totaling \$57,000. Final contract amount is \$1,165,331 with a contingency of \$0. Payments issued to date total \$1,043,891.22. Request final payment of \$70,880.66

**This final contract payment was received and filed**

[22-0389](#)

Change Order #1 to Staab Construction for the DAF Conversion to Receiving Tank Project in the amount of \$9,149 for the replacement of tank wall carbon steel resulting in a decrease of contingency from \$24,700 to \$15,551

**Attachments:** [Change Order 1 DAF to Receiving Station 03-09-22.pdf](#)

**This change order was received and filed**

[22-0391](#)

Change Order No. 2 to contract 133-21, Unit U-21 Apple Creek Court and Plamann Park Sewer and Water Construction, to connect new sewer and water to existing park shelters including abandonment of existing septic tanks in the amount of \$36,870. This change order reduces contingency from \$76,600 to \$39,730. Overall contract amount remains unchanged

**Attachments:**     [Unit U-21 Change Order No. 2.pdf](#)

**This change order was received and filed**

[22-0392](#)

The following 2022 Budget amendments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Library**

Reimbursements - Friends of the Library	+\$34,000
Administration Expenses	+\$ 8,000
Children's Services Expenses	+\$ 9,000
Community Partnership Expenses	+\$15,000
Materials Management Expenses	+\$ 2,000

to record funds received from the Friends of the Appleton Public Library

**General Fund - Library**

Donations	+\$ 169
Materials Management	+\$ 150
Children's Services	+\$ 19

to record community donations for materials management and children's services

**Attachments:**     [Library Amendment.pdf](#)

**These budget amendments were received and filed**

[22-0395](#)

The following 2021 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**Police Grants Fund**

Federal Grant	+\$ 8,513
Other Miscellaneous Supplies	+\$ 8,513

to record additional Federal grant funds received

**Room Tax Administration Fund**

Room Taxes	+\$ 6,928
Other Contracts/Obligation	+\$ 6,928

to record additional room taxes received

**Prevention Grant Fund**

Health Grants	+\$ 1,679
Other Miscellaneous Supplies	+\$ 1,679

to record additional Prevention Grant funds received

**These budget adjustments were received and filed**

7. Adjournment

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed