



# City of Appleton

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

## Meeting Minutes Finance Committee

---

Monday, May 23, 2022

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

**Meeting called to order at 5:46pm**

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[22-0710](#)

May 9, 2022 and May 18, 2022 Finance Committee meetings minutes

**Attachments:** [MeetingMinutes May 9-2022-12-59-24.pdf](#)

[MeetingMinutes May 18-2022-01-02-51.pdf](#)

**Siebers moved, seconded by Fenton, 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/Apearances

5. Action Items

[22-0711](#)

Request to approve the 2023 Special Assessment Policy

**Attachments:** [2023 Assessment Policy.pdf](#)

**Fenton moved, seconded by Siebers, 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

[22-0712](#)

Request to award Unit H-21 Redundant Raw Water Line to PTS Contractors, Inc in the amount of \$4,875,000 with a 10.3% contingency of \$500,000 for a project total not to exceed \$5,375,000

**Attachments:**     [Award of Contract Unit H-21.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

[22-0713](#)

Request to approve Contract Amendment/Change Order No. 3 to contract 133-21, Unit U-21 Apple Creek Ct & Plamann Park S&W Construction for additional quantities of tree removal and gravel backfill to facilitate sewer construction in the amount of \$64,293 resulting in no change to contract contingency. Overall contract increases from \$3,999,181 to \$4,063,474

**Attachments:**     [Unit U-21 Change Order No. 3.pdf](#)

**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 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

## 6. Information Items

[22-0714](#)

Contract 124-21 was awarded to Merit Construction Services, Inc for \$136,650 with a contingency of \$6,833 for Structural Repairs of the Green Ramp Northwest Stair Tower. Payments issued to date total \$129,817.49. Request final payment of \$6,832.50

**This final contract payment was presented**

[22-0715](#)

Change Order No. 3 to Staab Construction for the DAF Conversion to Receiving Tank Project in the amount of \$10,495 for the replacement of tank carbon steel header to stainless steel resulting in a decrease of contingency from \$13,115 to \$2,620

**Attachments:**     [Change Order 3 DAF to Receiving Station 05-10-22.pdf](#)

**This change order was presented**

[22-0716](#)

Contract 6-21 was awarded to Great Lakes Mechanical, Inc for the MSB Garage HVAC Upgrades project in the amount of \$819,780 with a contingency of \$81,979. Three change orders were issued totaling \$53,696 to modify the roof framing structural steel, add data drops to all control panels, and install two additional IR heaters. Payments to date total \$860,233.47. Request to issue the final contact payment of \$13,242.41

**This final contract payment was presented**

[22-0717](#)

Request to Over Hire Payroll Coordinator (appears on the Human Resources/Information Technology Committee agenda as an action item)

**Attachments:** [Payroll Coordinator - Over-Hire Request.pdf](#)

**This request was presented**

[22-0718](#)

Request to Over Hire Purchasing Manager (appears on the Human Resources/Information Technology Committee agenda as an action item)

**Attachments:** [Purchasing Manager - Over-Hire Request.pdf](#)

**This request was presented**

## 7. Adjournment

**Siebers moved, seconded by Fenton, that the meeting be adjourned. Roll Call.**

**Motion carried by the following vote:**

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