



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Minutes - Final Finance Committee

---

Monday, June 9, 2025

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

Chair Firkus called the meeting to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

Aldersperson Van Zeeland joined at approximately 5:34 p.m. and appeared virtually

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

4. Approval of minutes from previous meeting

[25-0613](#)

Finance Committee Meeting Minutes May 12, 2025

**Attachments:** [MeetingMinutes 05-12-25.pdf](#)

Croatt moved, seconded by Hartzheim, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Firkus, Hartzheim, Fenton and Croatt

**Absent:** 1 - Van Zeeland

5. Public Hearing/Appealances

6. Action Items

[25-0614](#)

Request to apply for 2026 a Safe Drinking Water Loan and to approve a Resolution declaring official intent to reimburse expenditures for loan disbursement payments

**Attachments:** [SDWL and Resolution Memo w Resolution.pdf](#)

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

**Aye:** 4 - Firkus, Hartzheim, Fenton and Croatt

**Absent:** 1 - Van Zeeland

[25-0678](#)

Request to approve two resolutions for the development of a corridor study and a comprehensive bike and pedestrian plan in support of SS4A Planning and Demonstration MPO Grant Applications

**Attachments:**     [Memo SS4A resolution of support.pdf](#)  
                              [Bike Ped Plan SS4A resolution of support.pdf](#)  
                              [CTH KK SS4A resolution of support.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, Hartzheim, Van Zeeland, Fenton and Croatt

[25-0618](#)

Request to award sole source purchase of AWWTP Polymer Make-Down Systems to Polydyne Inc for total cost not to exceed \$89,500

**Attachments:**     [250603\\_Finance Memo\\_Sole Source](#)  
                              [PolymerMakedown\\_Polydyne.pdf](#)

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

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

[25-0657](#)

Request to approve a resolution authorizing the Mayor and City Clerk to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the Safe Drinking Water Loan Program and award of \$510,523 for the Project

**Attachments:**     [DNR SDWLP Resolution 2025.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, Hartzheim, Van Zeeland, Fenton and Croatt

[25-0658](#)

Request to approve the following 2025 Budget amendment:

**Water Utility Fund**

Lead Service Replacement	+ \$510,523
Other Reimbursement Revenue	+ \$510,523

To record acceptance of the Principal Forgiven Financial Assistance Loan for private-side lead services replacements (2/3 vote of Council required)

**Attachments:**     [Water Utility Fund 2025 Budget Amendment - LSL Program.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, Hartzheim, Van Zeeland, Fenton and Croatt

[25-0644](#)

Approve Change Order #6 to Rohde Brothers, Inc. contract as part of the

AWWTP Sludge Piping and Digester Heat Exchanger Replacement Project totaling \$111,247 resulting in a decrease in contingency from \$134,357 to \$23,110

**Attachments:** [250603\\_Finance\\_Info\\_Memo\\_AWWTP\\_HEX\\_ReplacementChangeOrderNo6-rev.pdf](#)

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

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

#### [25-0677](#)

Request to approve amendment to increase ARPA Grant Administration contract with Booth Management Consulting, LLC by \$70,000 for an amount not to exceed of \$220,000

**Attachments:** [Memo\\_ARPA\\_BMContractAmendment\\_06052025.pdf](#)

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

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

## 7. Information Items

#### [25-0656](#)

The following 2025 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

##### **Park & Recreation**

Ellen Kort Donations & Memorials	+ \$7,925
Park Maintenance Other Contracts/Obligations	+ \$7,925

To record grant funds to create a native habitat

##### **Wastewater Utility**

2024 Aeration Process Upgrades	- \$7,700
Midway Road Lift Station Valve Vault	+ \$7,700

For professional engineering services

#### [25-0620](#)

Change Orders #2, #3, and #4 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrade Project totalling \$84,851 resulting in a decrease in contingency from \$185,662 to \$100,811

**Attachments:** [250605\\_Finance\\_Memo\\_Phase\\_2\\_BFP\\_Change\\_Orders\\_2-4\\_Staab.pdf](#)

#### [25-0660](#)

Change Order #1 to Contract 16-25 Unit H-25 Lawe Street Bridge over Fox River Repairs Project with Norcon Corporation totaling \$5,961.38 increase for a new not-to-exceed contract total of \$209,907.38 resulting in a decrease in contingency from \$20,394.60 to \$14,433.22

**Attachments:** [H-25\\_Contract\\_Change\\_Order\\_1\\_form.pdf](#)

## 8. Adjournment

Hartzheim moved, seconded by Croatt, that the be adjourned at 5:57pm. Roll Call. Motion carried by the following vote:

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