



City of Appleton

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

Meeting Minutes Finance Committee

Monday, January 24, 2022

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:32pm

2. Roll call of membership

Present: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

3. Approval of minutes from previous meeting

[22-0032](#)

January 10, 2022 Finance Committee minutes

Attachments: [MeetingMinutes Jan-10-2022-10-15-49.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

4. **Public Hearings/Appearances**

5. **Action Items**

[22-0059](#)

Request to approve the following 2022 Budget amendment:

General Fund - Human Resources Department

Consulting Services	+\$ 35,000
2021 Carryover Funds (General Fund Balance)	-\$ 35,000

to fund the cost of professional recruitment fees for the Public Works Director position (2/3 vote of Council required)

Attachments: [HR Memo.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1787](#)

Request to award contract for brand development services of \$58,700 and additional development and implementation preparation services of \$30,140 to Unlisted, LLC as part of the City's brand study, and approve the related 2022 Budget amendment

General Fund - Mayor's Office

Consulting Services	\$ 88,840
Fund Balance - Reserve for Brand Study	-\$ 88,840

To allocate funding for initial costs related to the City's brand study.

Attachments: [Memo to Finance Committee Re Brand RFP 01172022.pdf](#)
[Brand Study Recommendation Memo.pdf](#)
[CoA RFP for Rebranding Positioning and Marketing Services Final.pdf](#)

Siebers/Meltzer Motion to Amend by substitution: Adopted language proposed in 1/17/22 memo from Mayor Woodford except June 1, 2022 (or earlier) is date of an expected RFP. (Failed 3-2).

Van Zeeland moved, seconded by Meltzer, that the Report Action Item be held indefinitely. Roll Call. Motion carried by the following vote:

Aye: 3 - Meltzer, Firkus and Van Zeeland

Nay: 2 - Reed and Siebers

[22-0054](#)

#2-R-22 Improve Communication, Technology, and Pedestrian Safety

Attachments: [#2-R-22 Communication, Technology Ped. Safety.pdf](#)

Siebers moved, seconded by Reed, that the Report Action Item be held to the next Finance Committee meeting on February 7, 2022.. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Siebers and Firkus

Nay: 1 - Van Zeeland

[22-0038](#)

Request to award the City of Appleton's 2022 Pierce Park Hardscapes Reconstruction Project contract to Vinton Construction Co., in the amount of \$628,036 with a contingency of 11% for a project total not to exceed \$697,120

Attachments: [2022 Pierce Park Hardscape Renovation Project.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[22-0053](#)

Request to award the City of Appleton's 2022 City Hall Common Space Remodel contract to Milbach Construction Services, Co in the amount of \$1,535,058 with a contingency of 10% for a contract total not to exceed \$1,688,564

Attachments: [2022 City Hall Remodel Project.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

6. Information Items

[22-0033](#)

Contract 74-21 was awarded to Green Bay Pipe & TV for \$272,500 for Sewer Cleaning & Televising. Payments issued to date total \$244,854.52. Request final payment of \$27,207.82

This final contract payment was presented

[22-0034](#)

Contract 61-21 was awarded to Schulze Exteriors, LLC for the 2021 Park Pavilions Roof Replacement Project in the amount of \$106,374 with a contingency of \$10,000. One change order was issued in the amount of \$9,958 to reconfigure downspouts and replace the rotten wood under the shingles. Payments to date total \$111,561.45. Request to issue the final contract payment of \$4,410.55

This final contract payment was presented

[22-0035](#)

Change Order #5 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$15,110 resulting in a decrease in contingency from \$251,110 to \$236,000

Attachments: [220114_Finance Memo 2019 AWWTP Improvements Staab Change Order No5.pdf](#)
[2019 AWWTP Improvements Staab Change Order No5.pdf](#)

This change order was presented

7. Adjournment

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland