



City of Appleton

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

Meeting Minutes Finance Committee

Tuesday, September 13, 2016

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting was called to order at 4:30 pm.

2. Roll call of membership

Present: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

3. Approval of minutes from previous meeting

[16-1311](#)

August 9, 2016 and September 7, 2016 Finance Committee minutes

Attachments: [MeetingMinutes09-Aug-2016-10-13-09.pdf](#)

[MeetingMinutes07-Sep-2016-11-49-33.pdf](#)

Alderperson Dannecker moved, seconded by Alderperson Plank, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

4. Public Hearings/Appearances

5. Action Items

[16-1324](#)

Request to reject awarding Water Garden Redevelopment Project at the Scheig Center in Memorial Park to Solutions 101, Inc. for a contract amount of \$164,608.66.

Attachments: [2016 Scheig Center Water Recommendation with Rettler Letter \(8-23-16\).pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

[16-1401](#)

Approve Contract Amendment and Change Order No. 1 to contract 33-16 for Unit X-16 Sewer & Water Reconstruction No.2 for additional stone backfill material required on Glendale Avenue due to extremely unstable soil conditions encountered during construction in the amount of \$60,000 resulting in a decrease to contingency from \$46,000 to \$1,000. Overall contract increased from \$1,721,570 to 1,736,570.

Attachments: [Contract Amendment and Change Order No.1 Unit X-16.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

[16-1402](#)

Award Unit O-16 Sanitary Sewer and Storm Sewer CIPP Lining to Insituform Technologies USA, LLC in the amount of \$121,131.50 with a 10% contingency of \$12,000 for a project total not to exceed \$133,131.50.

Attachments: [Insitute Form Award 2016.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

[16-1403](#)

Award Unit Z-16 Sewer and Water Main Reconstruction No. 3 to Carl Bowers & Sons Construction Co, Inc. in the amount of \$813,365 with a 4.2% contingency of \$34,000 for a project total not to exceed \$847,365.

Attachments: [Bowers Award 2016.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

[16-1404](#)

Request to approve revisions to the Procurement Card Policy.

Attachments: [Procurement Card Policy Changes 2016.pdf](#)

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

Aye: 4 - Alderson Plank, Alderson Dannecker, Alderson Lobner and Alderson Siebers

Excused: 1 - Alderson Martin

[16-1425](#)

Request to award contract for the 2016 Wastewater Hardscape Repairs project to MCC, Inc in the amount of \$118,030.62 with a contingency of \$17,000 for a project not to exceed \$135,030.62.

Attachments: [WW Hardscapes Project.pdf](#)

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

Aye: 4 - Alderson Plank, Alderson Dannecker, Alderson Lobner and Alderson Siebers

Excused: 1 - Alderson Martin

[16-1407](#)

Request to award the contract for the 2016 D-Building Lab Remodel project at the Wastewater Treatment Plant to Cardinal Construction Co, Inc in the amount of \$104,765 with a contingency of \$5,000 for a contract total not to exceed \$109,765, and approve the following 2016 Budget adjustment:

Wastewater Utility Capital Projects

D-Building Lab Remodeling Project	+\$28,000
Belt Filter Press Electrical Improvement Project	- \$21,000
Plumbing Improvement Project	- \$7,000

to transfer positive budget variance from Belt Filter Press and Plumbing projects to the D-Building Lab Remodeling Project.

Attachments: [2016 WW D-Building Lab Remodel award.pdf](#)

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

Aye: 4 - Alderson Plank, Alderson Dannecker, Alderson Lobner and Alderson Siebers

Excused: 1 - Alderson Martin

[16-1408](#)

Request to award contract for the 2016 Parks LED Lighting Upgrade project to Van Ert Electric Company, Inc in the amount of \$87,500 with a contingency of \$4,000 for a contract total not to exceed \$91,500, and approve the following 2016 Budget adjustment:

Facilities Capital Projects

Police Station Deck Repairs Project	- \$18,000
LED Lighting Upgrade Project	+\$18,000

to transfer positive budget variance from the Police Station Deck Repairs project to the LED Lighting Upgrade project.

Attachments: [2016 Parks LED Lighting award.pdf](#)

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

Aye: 4 - Alderson Plank, Alderson Dannecker, Alderson Lobner and Alderson Siebers

Excused: 1 - Alderson Martin

[16-1409](#)

Request to award the contract for 2016 Hardscape Repairs Project to MCC, Inc in the amount of \$118,723.72 with a contingency of \$3,800 for a project not to exceed \$122,523.72.

Attachments: [2016 Hardscapes Project Award.pdf](#)

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

Aye: 4 - Alderson Plank, Alderson Dannecker, Alderson Lobner and Alderson Siebers

Excused: 1 - Alderson Martin

[16-1430](#)

Request to award contract for 2016 Transit Center Roof Repairs project to Northern Metal and Roofing Co, Inc in the amount of \$31,545 with a contingency of \$5,000 for a project not to exceed \$36,545.

Attachments: [2016 Transit Center Roof Replacement.pdf](#)

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

Aye: 4 - Alderson Plank, Alderson Dannecker, Alderson Lobner and Alderson Siebers

Excused: 1 - Alderperson Martin

[16-1433](#)

Request to approve \$1,232,156 advance from the general fund to TIF 6 for 2016 capital costs.

Attachments: [TIF 6 Advance 2016.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

[16-1412](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussions of real estate negotiations regarding the railroad trestles and conferring with legal counsel regarding pending litigation concerning the Town of Harrison pursuant to §19.85(1)(g) and reconvene into open session.

Alderperson Dannecker moved, seconded by Alderperson Lobner, to convene in Closed Session. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

Alderperson Dannecker moved, seconded by Alderperson Lobner, to rise and report, returning into open session. Upon vote, motion carried unanimously.

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

6. Information Items

[16-1399](#)

Change Orders #1, #2, and #3 to August Winter & Sons Inc. contract as part of the AWWTP Digester Improvements Project for contract extension, PLC equipment, and biogas cross-over pipe modification totaling \$14,294 resulting in a decrease in contingency from \$38,000 to \$23,706. No change to overall contract amount.

Attachments: [AWWTP Digester Improvements Change Order.pdf](#)

This Presentation was received and filed

[16-1400](#)

Change Orders #1, #2, and #3 to August Winter & Sons Inc. contract as part of the Scarlet Oak Lift Station Improvements Project for subsurface geotextile, contract extension, and PLC software modification totaling \$1,391 resulting in a decrease in contingency from \$10,460 to \$9,069. No change to overall contract amount.

Attachments: [Scarlet Oak Lift Station Improvements Change Order.pdf](#)

This Presentation was received and filed

[16-1405](#)

The following 2016 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library	+\$25,612
Library Materials and Supplies	+\$15,612
Other Contracts/Obligations	+\$10,000

to record funds received from the Friends of the Appleton Public Library for materials, printing, and supplies for administration, children's services, and community partnership programs

Reimbursements - Friends of the Library/TheDACare	+\$520
Supplies - Children's Services	+\$520

to record donation received from TheDACare for supplies for the Get Ready to Read summer program

Other Reimbursements	+\$10,000
Library Materials	+\$10,000

to record funds received from patrons to replace lost library materials

General Fund - Police Department

Local Aids - Winnebago County	+\$3,000
Supplies	+\$3,000

to record the award of a grant from the Health Preparedness Fund administrated by Winnebago County to purchase equipment for the SWAT Team

Donations	+\$1,000
Supplies	+\$1,000

to record a donation from Wal-Mart for the Neighborhood Watch Program

This Presentation was received and filed

7. Adjournment

Aldersperson Lobner moved, seconded by Aldersperson Plank, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Plank, Aldersperson Dannecker, Aldersperson Lobner and Aldersperson Siebers

Excused: 1 - Aldersperson Martin