



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, May 12, 2025

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

Meeting called to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Firkus, Hartzheim, Van Zeeland and Croatt

**Excused:** 1 - Fenton

4. Approval of minutes from previous meeting

[25-0494](#)

4/21/25 Finance Committee minutes

**Attachments:** [4-21-25 Finance Comm Minutes.pdf](#)

Hartzheim moved, seconded by Van Zeeland, that the Minutes be approved.

Roll Call. Motion carried by the following vote:

**Aye:** 4 - Firkus, Hartzheim, Van Zeeland and Croatt

**Excused:** 1 - Fenton

5. Public Hearing/Appearances

6. Action Items

[25-0495](#)

Request to approve the following 2024 Budget amendments:

**Emergency Shelter Grant**

Miscellaneous State Aids	+\$19,500
Other Grant Payments	+\$19,500

to record additional funds received for Emergency Shelter Grant Program  
(2/3 vote of council required)

**Continuum of Care Grant**

Miscellaneous State Aids	+\$18,220
Other Grant Payments	+\$18,220

to record additional funds received for Continuum of Care Grant Program  
(2/3 vote of council required)

**Police Grants**

Federal Grants	+\$37,353
Miscellaneous State Aids	+\$ 7,311
Miscellaneous Local Gov't Aids	+\$14,835
Overtime wages	+\$28,293
Training/Conferences	+\$ 4,082
Other Misc Supplies	+\$ 8,564
Miscellaneous Equipment	+\$18,560

to record additional funds received for Police Grant (2/3 vote of council required)

**Room Tax Fund**

Room Taxes	+\$89,114
Other Contracts/Obligations	+\$81,814
Transfer Out - General Fund	+\$ 7,300

to record additional room taxes received (2/3 vote of council required)

**Wheel Tax Fund**

Wheel Tax	+\$54,449
Transfer Out - General Fund	+\$54,449

to record additional wheel taxes received (2/3 vote of council required)

**Health BOTS Grant**

Health Grants & Aids	+\$ 2,422
Other Misc Supplies	+\$ 2,422

to record additional funds received for BOTS Grant Program (2/3 vote of council required)

**Health Prevention Grant**

Health Grants & Aids	+\$ 6,217
Consulting Services	+\$ 6,217

to record additional funds received for Prevention Grant (2/3 vote required)

**Health Communicable Disease Grant**

Health Grants & Aids	+\$ 5,720
Salaries	+\$ 4,862
Fringe	+\$ 581
Training/Conferences	+\$ 277

to record additional funds received for Communicable Disease Grant Program (2/3 vote of council required)

**Public Health Infrastructure Grant**

Health Grants & Aids	+\$17,788
Salaries	+\$13,318
Fringe	+\$ 3,573
Training/Conferences	+\$ 897

to records additional funds received for Public Health Infrastructure Grant Program (2/3 vote of council required)

**Health Immunization Grant**

Health Grants & Aids	+\$ 645
Fringe	+\$ 492
Medical/Lab Supplies	+\$ 153

to record additional funds received for Immunization Grant Program (2/3 vote of council required)

**Health COVID-19 Vaccination Grant**

Health Grants & Aids	+\$ 750
Other Contracts/Obligations	+\$ 750

to record additional funds received for COVID-19 Vaccination Grant Program (2/3 vote of council required)

**Health DHS ARPA Grant**

Health Grants & Aids	+\$19,814
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Salaries	+\$11,888
Fringe	+\$ 7,926

to record additional funds received for DHS ARPA Grant Program (2/3 vote of council required)

**TIF #7**

Property Tax	+\$10,702
Other Contracts/Obligations	+\$10,702

to record payment required by developer agreement (2/3 vote of council required)

**Facilities Capital Projects**

Donations & Memorials	+\$7,950,747
Buildings	+\$7,950,747

to record donations from Friends of Appleton Library for building project (2/3 vote of council required)

**Facilities Management**

General Charges for Services	+\$92,860
Building Maint/Janitorial	+\$21,442
Building Repairs & Maint	+\$71,418

to record additional costs for janitorial services and building repairs and maintenance (2/3 vote of council required)

**General Fund**

Salaries/Fringe Benefits-Public Health	+\$ 8,319
Salaries/Fringe Benefits-Human Resources	+\$16,330
Wage Reserve	- \$24,649

to allocate wage reserve funds (2/3 vote of council required)

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

**Aye:** 4 - Firkus, Hartzheim, Van Zeeland and Croatt

**Excused:** 1 - Fenton

[25-0514](#)

Request to award project CC-25 Bridge Deck Sealing to Norcon Corporation in the amount of \$144,482.94 with a contingency of \$5,157.06 for an amount not to exceed \$150,000.

**Attachments:** [CC-25 Award-Funding-Bid Tab.pdf](#)

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

**Aye:** 4 - Firkus, Hartzheim, Van Zeeland and Croatt

**Excused:** 1 - Fenton

[25-0515](#)

Request to approve Change Order No. 3 as an amendment to contract 21-24 for H-23 Lightning Drive Extension in the amount of \$115,622.36 with no change to the contingency of \$20,104.82. Overall contract increases from \$1,695,191.12 to \$1,810,813.48.

**Attachments:** [H-23 Change Order 3 Form.pdf](#)

Hartzheim 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, Van Zeeland and Croatt

**Excused:** 1 - Fenton

## 7. Information Items

[25-0496](#)

Change Order #1 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$29,457 resulting in a decrease in contingency from \$215,119 to \$185,662.

**Attachments:** [250430\\_Finance Memo\\_Phase 2 BFP Change Order 1\\_Staab\\_.pdf](#)

This item was presented

[25-0497](#)

Change Order #11 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling \$36,938 resulting in a decrease in contingency from \$557,533 to \$520,595.

**Attachments:** [250502\\_Finance Memo\\_Phase 1 BFP Change Order 11\\_Staab\\_.pdf](#)

This item was presented

[25-0498](#)

Request to approve Finance Department reorganization and position reclassifications. (This item appears as an action item on the Human Resources & Information Technology Committee agenda)

**Attachments:**

[Finance Dept Staffing.pdf](#)

[Finance Department draft 050525.pdf](#)

[Customer Service Supervisor Job Description - Final.pdf](#)

[Staff Accountant - Property Tax Specialist Job Description - Final.pdf](#)

**This item was presented**

[25-0499](#)

Contract 69-24 was awarded to Insituform Technologies for \$383,640.70 with a contingency of \$1,334.73 for Sewer Cleaning & Televising. Payments issued to date total \$299,870.10. Request final payment of \$60,180.73.

**This item was presented**

## 8. Adjournment

**Hartzheim moved, seconded by Croatt, that this meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Firkus, Hartzheim, Van Zeeland and Croatt

**Excused:** 1 - Fenton