



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes - Final Finance Committee

Monday, January 26, 2026

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

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

4. Approval of minutes from previous meeting

[26-0091](#)

January 12, 2026 Meeting Minutes

Attachments: [Finance Committee Meeting Minutes Jan. 12, 2026.pdf](#)

**Croatt moved, seconded by Hartzheim, that the minutes be approved. Roll Call.
Motion carried by the following vote:**

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

5. Public Hearing/Appearances

6. Action Items

[26-0090](#)

Request to sole source a contract to Donohue and Associates for professional services needed to complete the Wastewater Electrical MCC Replacement Project for a contract fee of \$399,668.

Attachments: [2026 Wastewater MCC Replacement Professional Services.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

[26-0106](#)

Request to transfer \$520,595 of unused contingency from AWWTP Phase 1 Belt Filter Press Equipment Upgrades Project contract with Staab Construction to Phase 2 Staab Constructing contract.

Attachments: [260119 FinanceMemo Ph1 BFP
Closeout ContingencyTransferPh2.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

[26-0125](#)

Request to sole source Engineering Services Contract to McMahon as part of Caustic Chemical System Upgrade and Raw Water Lake Station Valve and Pump Replacement Projects in the amount of \$183,000 with a 10% contingency of \$18,300 for a total not to exceed \$201,300.

Attachments: [26-01-23_SoleSourceAward_McMahon_LakeStation_CausticSystem.pdf](#)
[McMahon - SSR AWTF .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

[26-0122](#)

Request to approve Unit B-25 Change Order #1 as a Contract Amendment in the amount of \$57,830.90, for a new not-to-exceed contract total of \$1,343,089.41 and a new contract contingency of \$0.00.

Attachments: [Unit B-25 Change Order No1_rev.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 - Firkus, Hartzheim, Van Zeeland, Fenton and Croatt

[26-0119](#)

Request to accept Fox Cities Convention and Visitors Bureau Grant in the amount of \$100,000 for Acoustical Improvements at the Fox Cities Exhibition Center along with the following 2026 Budget Amendment.

Facilities Capital Projects

Other Reimbursements	+ \$100,000
FCEC Acoustical Improvements	+ \$100,000

to record grant revenue and project expenses (2/3 vote of Council required).

Attachments: [2026 Fox Cities Convention and Visitors Bureau Grant.pdf](#)
[Contract Appleton FCEC Accoustics.pdf](#)

Croatt moved, seconded by Hartzheim, 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

[26-0121](#)

Request to Award Unit X-26 Sewer and Water Reconstruction to Kruczek Construction in the amount of \$2,711,111 with a 2.2% contingency of \$60,000 for a project total not to exceed \$2,771,111.

Attachments: [X-26 Award-Funding-Bid Tab.pdf](#)

Fenton moved, seconded by Hartzheim, 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

[26-0123](#)

Request to approve the following 2025-2026 Budget carryover appropriation:

Facilities Capital Projects

2025 Parks ADA Improvements	- \$48,073
2026 Parks ADA Improvements	+\$48,073

Carryover positive variance from the 2025 Parks ADA Improvements project Not Under Contract to the 2026 Parks ADA Improvements project to provide additional funds for the 2026 project (2/3 vote of Council required).

Attachments: [2026 Parks ADA Upgrades Project with Carryover.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

[26-0124](#)

Request to award the 2026 Parks ADA Improvements project construction contract to Milbach Construction Services Co. in the amount of \$82,300, with a 10% contingency of \$8,230, for a total project not to exceed \$90,530.

Attachments: [2026 Parks ADA Upgrades Project with Carryover.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

[26-0120](#)

Request to approve the following 2026 Budget amendment:

General Fund - Community Development

Misc Revenue	+ \$135,169
Consulting Services	+ \$135,169

For Thrivent Cost Reimbursement Agreement Amendment #1 (2/3 vote of Council required)

Attachments: [Thrivent BudgetAmendment2026_Finance01222026.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

7. Information Items

[26-0082](#)

Contract 105-25 was awarded to Green Bay Pipe & TV for \$307,500 for Sewer Cleaning and Televising. Payments issued to date total \$243,729.70. Request final payment of \$61,149.70.

This item was presented.

[26-0084](#)

Contract 47-25 was awarded to Staab Construction Corp for \$353,000 with a contingency of \$8,825 for WWTP Removable Wall Storage. Change orders were approved totaling a credit of \$9,054. Final contract amount is \$343,946 with a contingency of \$17,879. Payments issued to date total \$317,280.47. Request final payment of \$26,665.53.

This item was presented.

[26-0085](#)

Contract 21-25 was awarded to Vinton Construction for \$4,187,819.61 with a contingency of \$65,000.00 for Concrete Pavement (Re)Construction. Payments issued to date total \$3,739,097.85. Request final payment of \$278,463.05.

This item was presented.

[26-0087](#)

Contract 64-25 was awarded to MCC, Inc. for \$153,858.96 with a contingency of \$8,000.00 for 3001 Glendale Site Improvements. Payments issued to date total \$144,488.73. Request final payment of \$7,604.68.

This item was presented.

[26-0105](#)

Change Order #8 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$16,957 resulting in a decrease in contingency from \$26,674 to \$9,717.

Attachments: [260119_Finance Memo_Phase 2 BFP Change Orders 8_Staab.pdf](#)

This item was presented.

8. Adjournment

Hartzheim moved, seconded by Croatt, that the be adjourned at 5:42 pm. Roll Call. Motion carried by the following vote:

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