



City of Appleton

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

Meeting Minutes Finance Committee

Monday, April 10, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[23-0353](#)

Finance Committee minutes

Attachments: [MeetingMinutes Mar-20-2023.pdf](#)

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

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

4. **Public Hearings/Appearances**

5. **Action Items**

[23-0354](#)

Request to approve the following 2023 Budget Amendment

Water Utility

Water Lake Station Gate Upgrade	+ \$188,139
Fund Balance	+ \$188,139

to record 2022-23 Budget Carryover that should have been included in request as Under Contract of \$13,814 and Not Under Contract of \$174,325, for the replacement and upgrade of the gate at the Water Lake Station

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

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

[23-0355](#)

Request to approve the AWWTP A&S Buildings Roof Repairs Project Engineering Services Amendment #1, increasing Specialty Engineering Group, LLC's total contract amount by \$39,600 from \$18,500 to \$58,100.

Attachments: [2023 AWWTP Roofing Design Contract Ammendment.pdf](#)

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

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

[23-0356](#)

Request to award the 2023 AWWTP A-Building Renovation Project contract to RJM Construction, LLC. in the amount of \$262,328 with a contingency of \$36,000 for a project total not to exceed \$298,328.

Attachments: [2023 AWWTP A-Building Ceiling Renovation Project.pdf](#)

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

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

[23-0357](#)

Request to award Unit J-23 Mini Storm Sewer Construction to M & E Construction, LLC. in an amount not to exceed \$200,000.

Attachments: [Contract Unit J-23.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 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0358](#)

Request to award Unit X-23 Water Main Reconstruction (Rebid) to Kruczek Construction Inc. in the amount of \$1,044,444 with a 5% contingency of \$52,222 for a project total not to exceed \$1,096,666.

Attachments: [Contract Unit X-23 \(Rebid\).pdf](#)

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

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

[23-0362](#)

CEA Review Committee Report

Attachments: [CEA Review Committee Mtg Minutes 3-20-2023.pdf](#)

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

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

6. Information Items

[23-0359](#)

The following 2023 Budget adjustments were approved by the Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library	+ \$35,000
Administration Expenses	+ \$ 9,000
Children's Services Expenses	+ \$ 9,000
Community Partnership Expenses	+ \$15,000
Materials Management Expenses	+ \$ 2,000

to record funds received from the Friends of the Appleton Public Library

General Fund - Library

Reimbursements - OWLS	+ \$24,500
Materials Management Materials & Supplies	+ \$21,000
Administration Travel/Training	+ \$ 3,500

to record expense reimbursement from OWLS

General Fund - Library

Donations	+ \$771
Materials Management Expenses	+ \$ 51
Administration Expenses	+ \$140
Community Partnership Expenses	+ \$580

to record donation from Brown County United Way and University of Wisconsin Systems

This item was presented

[23-0360](#)

Contract 133-22 was awarded to Staab Construction Corporation for \$237,000 with a contingency of \$11,850 for WWTP Aeration Tank Repair. Change orders were approved totaling \$11,064. Final contract amount is \$248,064 with a contingency of \$786. Payments issued to date total \$243,064. Request final payment of \$5,000.

This item was presented

7. Adjournment

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

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