



City of Appleton

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

Meeting Minutes Finance Committee

Monday, June 8, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting was called to order at 5:30 pm

2. Roll call of membership

Present: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

3. Approval of minutes from previous meeting

4. **Public Hearings/Appearances**

5. **Action Items**

[20-0641](#)

Request to sole source contract to Donohue and Associates for professional services needed to complete the Construction Administration for the MSB garage HVAC Upgrades, for a contract fee of \$46,245 and a contingency of 5% to not exceed a total contract of \$48,557

Attachments: [2020 MSB HVAC Construction Administration.pdf](#)

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

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[20-0647](#)

Request to approve the acceptance of the State of Wisconsin's "Routes to Recovery" Grant and the following related 2020 Budget amendment:

COVID-19 Special Revenue Fund

State Grants	+\$1,215,072
Salaries	+\$ 280,072
Fringe Benefits	+\$ 85,000
Supplies	+\$ 650,000
Purchased Services	+\$ 200,000

to record the "Routes to Recovery" COVID-19 mitigation grant and related expenditures

Attachments: [Routes to Recovery Grant 2020.pdf](#)
[Routes to Recovery Grant 2020 Overview.pdf](#)

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

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[20-0678](#)

Request to award the 2020 Fire Station Flooring Project to D&M Interiors in the amount of \$39,083 with a contingency of 5% for a contract not to exceed \$41,036

Attachments: [2020 Fire Station #6 Flooring and Furniture and budget adjustment.pdf](#)

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

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[20-0679](#)

Request to award the 2020 Fire Station #6 Classroom Furniture project to Nordon Business Environments in the amount of \$26,200

Attachments: [2020 Fire Station #6 Flooring and Furniture and budget adjustment.pdf](#)

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

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[20-0680](#)

Request to approve the following 2020 Budget adjustment:

Facilities Capital Projects Fund

Fire Station Flooring Project	+\$6,036
Fire Station #6 Classroom Furniture Project	- \$6,036

to transfer funds between 2020 Facilities CIP projects

Attachments: [2020 Fire Station #6 Flooring and Furniture and budget adjustment.pdf](#)

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

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

[20-0681](#)

Request to approve Contract Amendment/Change Order No. 1 to Contract No. 80-19, Unit J-19 Mini-Storm Sewer Construction for the addition of Orchard Blossom Drive rear-yard drains (2) to the scope of work in the amount of \$35,000 with no change to contingency. Overall contract increases from \$200,000 to \$235,000

Attachments: [Unit J-19 Change Order No. 1.pdf](#)

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

Aye: 4 - Lobner, Coenen, Meltzer and Siebers

Excused: 1 - Reed

6. Information Items

[20-0661](#)

Change Order #7 and #8 to August Winter and Sons contract as part of the 2017 AWWTP Improvements Projects totaling \$1,539 resulting in a decrease in contingency from \$145,850 to \$144,311

Attachments: [AWWTP Improvements Change Order No7-8.pdf](#)

This Change Order was presented.

[20-0651](#)

Election of Vice-Chair

Aldersperson Meltzer was appointed Vice-Chair

[20-0655](#)

Election of Tax Appeals Members

Aldersperson Siebers was appointed to the Tax Appeals Board[20-0656](#)

Election of Central Equipment Agency Board Member

Aldersperson Lobner was appointed to the Central Equipment Agency Board[20-0658](#)

Set Meeting Day of Week and Time

Meetings will be held the second and fourth Monday of each month at 5:30pm[20-0660](#)

Appoint Contact Person

Finance Director Tony Saucerman was appointed Contact Person

7. Adjournment

Siebers moved, seconded by Coenen, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**Aye:** 4 - Lobner, Coenen, Meltzer and Siebers**Excused:** 1 - Reed