



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, September 26, 2022

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[22-1215](#) Request to approve Meeting Minutes from the 9/12/2022 Finance Committee Meeting.  
**Attachments:** [Meeting Minutes Sept 12-2022.pdf](#)
4. **Public Hearings/Apearances**
5. **Action Items**  
[22-1214](#) Request to award the 2022 Lake Station Gate Improvements Project contract to Milbach Construction Services Co. in the amount of \$72,000 with a 10% contingency of \$7200 for a project total not to exceed \$79,200.  
**Attachments:** [2022 Lake Station Gate Replacement Project.pdf](#)  
[22-1217](#) Request to deny all bids for the Appleton Public Library project received on September 20, 2022.  
**Attachments:** [2022 Library Bids - Rejected.pdf](#)  
[22-1218](#) Request to approve Contract Amendment / Change Order No.4 to contract 133-21, Unit U-21 Apple Creek Ct & Plamann Park S&W Construction for additional measured quantities of water main/service quantities installed in the amount of \$23,105.22 resulting in a decrease in contingency from \$39,730 to \$0. Overall contract amount decreases from \$4,063,474.01 to \$4,046,849.23.  
**Attachments:** [Unit U-21 Change Order No. 4.pdf](#)

[22-1229](#)

Request to approve the following 2022 Budget amendment:

**General Fund - Fire**

Misc State Aids	+\$51,270
Misc Equipment	+\$51,270

to record Emergency Medical Service (EMS) FLEX Grant funds from the State of Wisconsin and the related expenditures (2/3 vote of Council required)

**Attachments:** [09-22-22 EMS Flex Grant Memo.pdf](#)

[22-1230](#)

Request to accept FEMA's Assistance to Firefighters Grant (AFG) for a regional radio project and approve the related 2022 Budget amendment as follows:

**Public Safety Capital Projects Fund**

Federal Grants	+\$1,807,912
Machinery & Equipment	+\$1,807,912

to record AFG grant funds and the related expenditures (2/3 vote of Council required)

**Attachments:** [09-22-22 AFG County Radio Grant.pdf](#)

**6. Information Items****7. Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
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www.appleton.org

## Meeting Minutes Finance Committee

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Monday, September 12, 2022

5:30 PM

Council Chambers, 6th Floor

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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

[22-1153](#)

Request to approve Meeting Minutes from the 8/22/2022 Finance Committee Meeting.

**Attachments:** [MeetingMinutes Aug 22-2022.pdf](#)

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

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

[22-1154](#)

Request to approve Meeting Minutes from the 9/7/22 Special Finance Committee Meeting.

**Attachments:** [MeetingMinutes Sep-07-2022-03-32-28.pdf](#)

**Fenton moved, seconded by Van Zeeland, that the Minutes be approved. Motion carried by the following vote:**

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

5. **Action Items**

[22-1155](#)

Request to award the Aeration Tank #1 Repairs contract to Staab Construction Corporation in the amount of \$237,000 with a 5% contingency of \$11,850 for a project total not to exceed \$248,850.

**Attachments:** [Award Aeration Tank #1.pdf](#)

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

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

## 6. Information Items

### [22-1152](#)

Contract 1-22 was awarded to Van Ert Electric Company, Inc. for \$83,450 with a contingency of \$6,000 for WWTP Tunnel Lighting Replacement. Change orders were approved totaling \$4,241. Final contract amount is \$87,691 with a contingency of \$1,759. Payments issued to date total \$81,929.23. Request final payment of \$5,762.06.

**This item was presented.**

### [22-1157](#)

Contract 59-21 was awarded to Cardinal Construction for \$303,395 with a contingency of \$36,407 for WWTP Electrical E. Bldg. Change orders were approved totaling \$30,724. Final contract amount is \$334,119 with a contingency of \$5,683. Payments issued to date total \$317,413.42. Request final payment of \$16,705.98.

**This item was presented.**

## 7. Adjournment

**A motion was made by Alderperson Siebers, seconded by Fenton, that this meeting be adjourned. The motion carried by the following vote:**

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



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 9/26/2022

RE: Action: Award the 2022 Lake Station Gate Improvements Project contract to Milbach Construction Services Co., in the amount of \$72,000 with a contingency of 10% for a project total not to exceed \$79,200.

The 2022 Capital Improvement Plan includes \$200,000 to upgrade the front entrance gate at the Lake Station. Of that amount \$24,850 has been utilized for design, leaving a balance of \$175,150 for construction. This facility's entrance gate is original to the facility and its mechanicals are at the end of their useful life. The needed repairs include opener, card access, and new wiring from the facility to the gate.

The bid was received as follows:

**Milbach Construction Services Co. (low bid)      \$72,000**

Although only one bid was received, the bid was below the engineer's cost estimate.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Milbach Construction Services Co. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Milbach Construction Co. in the amount of \$72,000 plus a contingency of 10% only to be utilized as needed.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 9/26/2022

RE: Action Item: Deny all bids received for the Appleton Public Library project on September 20, 2022.

On September 20, 2022, bids were opened for the Appleton Public Library project. This included a total of thirty-eight bid packages. No bids were received for five of the bid packages. We are requesting all bids be denied.

Many bids far exceeded our estimates, and some were excessively high. Inflation, supply chains and labor shortages are contributing factors to inflated costs and lack of bidding activity. The project team will rebid the project in early 2023.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).

**CONTRACT AMENDMENT & CHANGE ORDER**

Change Order No. 4

Date 09/20/21

Contract No. 133-21 for the following public work : Unit U-21, Apple Creek Ct & Plamann Park S&W Construction

between Superior Sewer & Water 1801 Deer Trail Ct, Luxemburg, WI 54217  
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 20-Oct-21 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5431.690803</u>	<u>\$2,860,695.56</u>	<u>\$20,845.73</u>	<u>\$1,846.29</u>	<u>-\$20,845.73</u>	<u>\$2,862,541.85</u>	<u>\$0.00</u>
2	<u>53206730.680905</u>	<u>\$1,161,508.45</u>	<u>\$18,044.77</u>	<u>\$22,798.93</u>	<u>-\$18,044.77</u>	<u>\$1,184,307.38</u>	<u>\$0.00</u>
3	<u>5230.6809.4</u>	<u>\$1,540.00</u>	<u>\$839.50</u>	<u>-\$1,540.00</u>	<u>-\$839.50</u>	<u>\$0.00</u>	<u>\$0.00</u>
4							
5							
6							
7							
8							
9							
10							
	<b>Total</b>	<u>\$4,023,744.01</u>	<u>\$39,730.00</u>	<u>\$23,105.22</u>	<u>-\$39,730.00</u>	<u>\$4,046,849.23</u>	<u>\$0.00</u>

Reason for Change: Final as-built quantities slightly higher than plan due to additional water services.

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The Contract Time will be (increased / decreased / unchanged) by this Change Order: 0 Days

The Date of Completion as of the date of this Change Order therefore is: 20-Sep-22

Finance Committee Agenda Date: 09/26/22

Date approved by Council: 10/05/22

# CITY OF APPLETON

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## FIRE DEPARTMENT



700 N. Drew Street  
Appleton, WI 54911



(920) 832-5810



(920) 832-5830



[jeremy.hansen@appleton.org](mailto:jeremy.hansen@appleton.org)

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## MEMORANDUM

September 22, 2022

To: Finance Committee, Safety & Licensing Committee, and Common Council  
From: Jeremy Hansen, Fire Chief  
Cc: Ryan Weyers, Deputy Chief  
Doug Vrechek, Battalion Chief of Resource Development & Special Operations  
Re: Request to Accept Emergency Medical Service (EMS) FLEX Grant

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Across the State of Wisconsin, the Emergency Medical Service (EMS) Flex Grant will provide \$32 million to stabilize EMS providers and to ensure they can continue to respond to emergencies across Wisconsin. EMS providers in Wisconsin have been impacted by the COVID-19 pandemic by greater demand for EMS services, increased costs associated with providing those services, and limitations on public funding for those services created by the economic consequences of the pandemic. Therefore, all EMS services licensed in the State of Wisconsin were eligible to request funding in this grant process.

In 2021, the AFD responded to 6,841 calls for service with a total of 5,180 that were for medical emergencies. EMS response accounts for 76% of the fire department's calls for service. The Fire Department requested EMS Flex Grant funding to meet a variety of our medical incident response needs totaling \$94,100. The actual award was reduced to \$51,270.

Therefore, the Appleton Fire Department (AFD) is requesting approval to accept the State of Wisconsin, Department of Health Services, EMS Flex Grant in the amount of \$51,270.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.


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# CITY OF APPLETON

## FIRE DEPARTMENT

 700 N. Drew Street  
Appleton, WI 54911

 (920) 832-5810

 (920) 832-5830

 [jeremy.hansen@appleton.org](mailto:jeremy.hansen@appleton.org)

## MEMORANDUM

September 22, 2022

To: Finance Committee, Safety & Licensing Committee and Common Council  
From: Jeremy Hansen, Fire Chief  
Cc: Ryan Weyers, Deputy Fire Chief  
Re: Request to Accept FEMA's Assistance to Firefighters Grant (AFG) for a Regional Radio Project

The Appleton Fire Department (AFD) is requesting approval to accept a 2021 Assistance to Firefighters Grant (AFG) in the amount of \$1,807,911.80.

Since 2001, AFG has helped firefighters and other first responders obtain critically needed resources necessary for protecting the public and emergency personnel from fire and related hazards. The AFG supports training emergency personnel, enhancing efficiencies, and supporting community resilience. This grant opportunity places a high priority on equipment interoperability between neighboring departments. The portable radios currently utilized in the region will no longer be manufactured. This includes all associated equipment of that portable radio such as collar microphones, batteries, and parts.

AFD is the host agency in the regional effort to replace portable radios. The following Fire/EMS departments are included in the grant: Little Chute, Town of Vandebroek/Kaukauna, City of Kaukauna, Freedom, Kimberly, Ellington, Seymour City, Rural, and Rescue, Buchanan, Dale, Bear Creek, Combined Locks, Greenville, Appleton Airport, Hortonville/Hortonia, and Grand Chute.

A total grant request of \$4,315,312.30 was submitted to the Federal Emergency Management Agency (FEMA). FEMA reduced the award to approximately 42% of the original ask, or \$1,807,911.80. We are in the process of assessing the impact the reduction will have on all agencies. Based on the radio project estimated for the AFD of \$532,643.15, the City of Appleton could expect to incur a capital expense of approximately \$315,000.00 in fiscal year 2023.

Local matching funds are determined by population. The City of Appleton's local match is 10%, while the remaining participating fire department will have a 5% match. Due to the reduction in the original grant request, all agencies will exceed the local match requirements of the grant.

Unfortunately, batteries, collar microphones, and associated portable equipment will no longer be made by Motorola for Factory Mutual (FM) certified portable radios leaving us with our only affordable choice, to purchase non-intrinsically safe portable radio components. The purchase of non-intrinsically safe portable radios and components puts responders at risk in flammable/combustible environments. The Appleton Fire Department initiated working with

Outagamie County to approach this problem regionally, as many of the responding agencies in Outagamie County currently have FM certified portable radios and need to change over to Underwriter's Laboratory (UL) certified portable radios. The physical impact of such a change puts the regional responders at risk of being stuck with improper, unsafe equipment that is used for communication in hazardous and deadly environments. The primary benefit of this project is the regional community will receive updated portable radios that maintain operability throughout the county and region. Having an assigned radio dedicated to a particular riding position not only is a cost-effective way to immediately enhance operational safety, but it is also recommended by several industry standards as laid out by OSHA, NIOSH, NFPA, IAFA, and IAFF.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.

