



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, April 22, 2024

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-0500](#) 4/8/24 Finance Committee minutes

**Attachments:** [Meeting Minutes040824.pdf](#)

5. **Public Hearing/Apearances**

6. **Action Items**

[24-0501](#) Request to award Contract for Unit O-24 Sanitary and Storm Sewer CIPP Lining to Insituform Technologies USA, LLC in an amount not to exceed \$384,975.43

**Attachments:** [O-24 Award Memo Combined.pdf](#)

[24-0502](#) Request to award the City of Appleton's 2024 PRFMD Facility Generator Replacement to Van Ert Electric Co., Inc. in the amount of \$278,579 with a 15% contingency of \$41,787 for a project total not to exceed \$320,366.

**Attachments:** [2024 PRFMD Generator Replcement 1.pdf](#)

[24-0504](#) Elect Vice Chair

[24-0505](#) Elect Tax Appeals Members

[24-0506](#) Elect CEA Board Member

[24-0507](#) Set Meeting Time and Date

[24-0508](#) Designate Contact Person

7. **Information Items**

[24-0509](#)

The following 2024 Budget adjustments were approved by the Finance Director in accordance with Policy:

**Library Grant Fund**

Reimbursements - ROR	+ \$ 362
Materials Management Expense	+ \$ 362

to record United Way support for Reach out and Read program

**General Fund - Library**

Reimbursements Friends	+ \$55,000
Administration Expense	+ \$16,200
Children's Services Expense	+ \$14,000
Community Partnerships Expense	+ \$14,800
Public Service Expense	+ \$ 3,000
Materials Management Expense	+ \$ 2,000
Network Services Expense	+ \$ 5,000

to record disbursement of funds from Friends

**General Fund - Library**

Reimbursements - OWL	+ \$24,000
Administration Expenses	+ \$21,000
Materials Management Expenses	+ \$ 3,000

to record OWL Supporting Funds

**General Fund - Library**

Donations	+ \$ 100
Materials Management Expenses	+ \$ 100

to record Grace Chapman Donation for Materials

**General Fund - Library**

Reimbursements - OWL	+ \$24,500
Administration Expenses	+ \$ 3,500
Materials Management Expenses	+ \$21,000

to record correction of February Budget Amendment for OWLs Support Funds

**General Fund - Library**

Donation	+ \$ 100
Materials Management Expenses	+ \$ 100

to record Robert Golz Donation for Materials

8. 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.*

*Any questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742.*



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, April 8, 2024

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:44pm**

2. Pledge of Allegiance

3. Roll call of membership

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

**Excused:** 1 - Firkus

4. Approval of minutes from previous meeting

[24-0399](#)

3/25/24 Finance Committee minutes

**Attachments:** [Meeting\\_Minutes032524.pdf](#)

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

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

**Excused:** 1 - Firkus

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0400](#)

Request to award Unit H-24 Repair & Preventative Maintenance of Red & Yellow Parking Ramps to Berglund Construction Company in the amount of \$1,356,000 with a 2.2% contingency of \$30,000 for a project total not to exceed \$1,386,000.

**Attachments:** [Contract Award Form Unit H-24.pdf](#)

[H-24 Bid Tab.pdf](#)

[H-24 Contract Funding Form.pdf](#)

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

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

**Excused:** 1 - Firkus

**7. Information Items**

**8. Adjournment**

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

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

**Excused:** 1 - Firkus



# CITY OF APPLETON

## MEMORANDUM

**Date:** 04/22/2024  
**To:** Finance Committee  
**From:** Chad Weyenberg, Project Engineer  
**Subject:** Award of Contract for Unit O-24 Sanitary and Storm Sewer CIPP Lining to Insituform Technologies USA, LLC in an amount not to exceed \$384,975.43.

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DPW received two bids for project Unit O-24 Sanitary and Storm Sewer CIPP Lining,, from Insituform Technologies USA, LLC, and from Visu-Sewer. Both contractors have successfully worked on CIPP Liners in the City of Appleton. The total bids received were over the budgeted amount. DPW was able to remove two CIPP liners from the project which then allowed the project to be within budget. The low bidder, Insituform Technologies, is acceptable to this plan and agreed to move forward with contract approval with the reduced scope.

The two CIPP Liners removed will be completed if excess funds are available or be budgeted for a future project.

**Therefore, DPW recommends award of contract for Unit O-24 Sanitary and Storm Sewer CIPP Lining to Insituform Technologies USA, LLC in an amount not to exceed \$384,975.43.**

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

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**TO:**  Finance Committee  
 Municipal Services Committee  
 Utilities Committee

**SUBJECT: Award of Contract**

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**The Department of Public Works recommends that the following described work:**

Unit O-24 Sanitary and Storm Sewer CIPP Lining

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**Be awarded to:**

Name: Insituform Technologies USA, LLC  
Address: 580 Goddard Avenue  
Chesterfield, MO 63005

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**In the amount of :** \$383,640.70

**With a 0.4% % contingency of :** \$1,334.73

**For a project total not to exceed :** \$384,975.43

**\*\* OR \*\***

**In an amount Not To Exceed :** \_\_\_\_\_

Budget: \$385,005.00  
Estimate: \$380,000.00  
Committee Date: 04/08/24  
Council Date: 04/17/24

## CITY OF APPLETON Contract Funding Form

TO: Finance Department  
 FROM: Pete Nueberger, P.E.  
 DATE: 4/17/2024  
 SUBJECT: Funding for Contract:

<u>O-24</u>	<u>Sanitary and Storm Sewer CIPP Lining</u>
Unit No.	Description

AWARD DATE: 5/1/24 (Council Date)

AWARD TO: Insituform Technologies USA, LLC  
580 Goddard Avenue  
Chesterfield, MO 63005

Funding for the project will be as follows:

Item No.	<u>Account No.</u>	<u>Account Description</u>	<u>Contract Amount</u>	<u>Contingency</u>	<u>Total</u>
1.	<u>5230.680904</u>	<u>Storm Capital</u>	<u>\$358,325.43</u>		<u>\$358,325.43</u>
2.	<u>5431.680903</u>	<u>Sanitary Capital</u>	<u>\$25,315.27</u>	<u>\$1,334.73</u>	<u>\$26,650.00</u>
3.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
4.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
5.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
6.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
7.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
8.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
		<b>TOTAL</b>	<u>\$383,640.70</u>	<u>\$1,334.73</u>	<u>\$384,975.43</u>

Department of Public Works: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Department: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Project File



O-24 Sanitary & Storm Sewer CIPP Lining (#9022982)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

04/01/2024 01:45 PM CDT

Section Title	Item Code	Item Description	UofM	Quantity	Insituform Technologies USA, LLC		Visu-Sewer	
					Unit Price	Extension	Unit Price	Extension
O-24 BASE BID						\$490,773.58		\$635,000.00
	1	Esmnt e/o Weimar Ct Storm	lump sum	1	\$22,276.14	\$22,276.14	\$42,600.00	\$42,600.00
	2	Esmnt e/o Vine St Storm	lump sum	1	\$43,409.04	\$43,409.04	\$91,300.00	\$91,300.00
	3	Roemer Rd Storm	lump sum	1	\$26,918.68	\$26,918.68	\$121,000.00	\$121,000.00
	4	Rankin St Storm	lump sum	1	\$17,425.14	\$17,425.14	\$20,300.00	\$20,300.00
	5	Esmnt s/o Prospect Ave Storm	lump sum	1	\$39,033.90	\$39,033.90	\$194,000.00	\$194,000.00
	6	Opechee St Storm	lump sum	1	\$62,494.77	\$62,494.77	\$11,600.00	\$11,600.00
	7	Jackson St Storm	lump sum	1	\$201,739.60	\$201,739.60	\$34,600.00	\$34,600.00
	8	Esmnt n/o Garden Ct Storm	lump sum	1	\$21,170.17	\$21,170.17	\$39,100.00	\$39,100.00
	9	Esmnt s/o Oakcrest Ct Sanitary	lump sum	1	\$21,946.24	\$21,946.24	\$50,800.00	\$50,800.00
	10	Spot Repair	each	4	\$4,324.15	\$17,296.60	\$3,500.00	\$14,000.00
	11	36" Metal End Section - MH II-48	each	1	\$4,075.79	\$4,075.79	\$3,200.00	\$3,200.00
	12	14" Concrete Grade Ring - MH II-2	each	1	\$1,528.42	\$1,528.42	\$3,300.00	\$3,300.00
	13	MH FF-46 Repair	each	1	\$2,732.05	\$2,732.05	\$4,000.00	\$4,000.00
	14	Lateral Inspection - Sanitary or Storm	each	3	\$2,541.00	\$7,623.00	\$1,600.00	\$4,800.00
	15	Lateral Reinststate - Sanitary or Storm	each	4	\$276.01	\$1,104.04	\$100.00	\$400.00
Base Bid Total:						\$490,773.58		\$635,000.00



DEPARTMENT OF  
**PARKS, RECREATION  
& FACILITIES  
MANAGEMENT**

**CITY OF APPLETON**  
1819 East Witzke Blvd.  
Appleton, WI 54911  
920-832-5572  
appletonparkandrec.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/22/2024

RE: Action: Award the City of Appleton's "2024 PRFMD Facility Generator Replacement" to Van Ert Electric Co., Inc. in the amount of \$278,579 with a contingency of 15% for a project total not to exceed \$320,366.

The 2024 Capital Improvement Plan includes \$375,000 to install a new generator at the PRFMD Facility. Of that amount, \$24,980 has been utilized for professional services, leaving a balance of \$350,020 for construction. The existing generator is over 40 years old and is at the end of its useful life.

The bids were received as follows:

<b>Van Ert Electric Co., Inc.</b>	<b>\$278,579</b>
Elmstar Electric Corporation	\$279,442

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Van Ert Electric Co., Inc. The Division of Facilities and Construction Management has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Van Ert Electric Co., Inc. in the amount of \$278,579 plus a contingency of 15% only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.