



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, August 22, 2022

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-1066](#) August 8, 2022 Finance Committee minutes

Attachments: [MeetingMinutes Aug 08-2022-02-21-02.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[22-1067](#) Request to reject bids from Cardinal Construction Co, Inc and Frank O Zeise Construction Co, Inc for the 2022 Telulah Pavilion Renovation Project

Attachments: [2022 Telulah Pavilion Project \(Reject Bids\).pdf](#)

[22-1068](#) Request to reject bid from Cardinal Construction, Inc in the amount of \$631,600 for the Appleton Wastewater Treatment Plant F1-Building Remodeling Project

Attachments: [2022 F1-Building Remodeling Project \(Reject Bids\).pdf](#)

[22-1069](#) Request to reject bids from Otis Elevator Company and Frank O Zeise Construction Co, Inc for the 2022 Appleton Red Ramp Elevator Upgrades Project

Attachments: [2022 Red Ramp Elevator Project \(Reject Bids\).pdf](#)

[22-1070](#) Request to reject bid from the Wilson Group, Inc in the amount of \$173,086 for the Appleton Wastewater Treatment Plant 2022 Asbestos Remediation Project

Attachments: [2022 AWWTP Asbestos Remediation Project \(Reject Bids\).pdf](#)

- [22-1082](#) Request to reject bids from B & P Mechanical, Inc, Great Lakes Mechanical, Inc, Rohde Brothers, Inc, August Winter and Sons, Inc and Belonger Corporation, Inc for the 2022 Appleton Wastewater Treatment Plant H & J Buildings HVAC Upgrades Project

Attachments: [2022 AWWTP H J Buildings HVAC Upgrades Project \(Reject Bids\).pdf](#)

- [22-1073](#) Request to approve the Wastewater Treatment Plant's F-1 Building Remodeling Project Engineering Services Amendment #1 increasing the McMahon's total contract amount by \$20,000 from \$24,500 to \$44,500

Attachments: [2022 AWWTP F-1 Building Design Contract Ammendment.pdf](#)

- [22-1083](#) Request to award the ARPA Grant Administration contract to Booth Management Consulting, LLC for a project total not to exceed \$150,000

Attachments: [ARPA Grant Administration.pdf](#)

- [22-1100](#) Request to approve the allocation of excess General Fund balance at December 31, 2021 and the following related 2022 Budget amendments:

General Fund

Transfer Out - IT Capital Projects Fund	+\$	550,000
Public Works Department	+\$	150,000
General Administration	+\$	50,000
Public Works and Park & Recreation Departments	+\$	150,000
General Fund Balance - Reserve for Contingencies	+\$	275,000
General Fund Balance	-\$	1,175,000

IT Capital Projects Fund

Transfer In - General Fund	+\$	550,000
Machinery & Equipment	+\$	550,000

to allocate excess general fund balance at 12/31/21 per City Fund Balance Policy (2/3 vote of Council required)

Attachments: [2022 Excess Fund Balance Memo.pdf](#)

6. Information Items

- [22-1071](#) Contract 59-21 was awarded to Cardinal Construction Co for the 2021 AWWTP Lower Substation Building Renovation Project in the amount of \$303,395 with a contingency of \$36,407. Two change orders were issued that total \$30,724 to lower the top elevation of the mixed liquor channel and installing new building windows. Payments to date total \$317,413.42. Request to issue the final contact payment of \$16,705.98

[22-1072](#) Contract 153-21 was awarded to Van Ert Electric Company, Inc for the Green Ramp Lighting Upgrades Project in the amount of \$84,500 with a contingency of \$5,507. One change order was issued in the amount of \$5,000 to install additional lights on the third floor lobby, fourth floor lobby, and north exterior wall. Payments to date total \$80,275. Request to issue the final contract payment of \$9,225

[22-1074](#) Contract 1-22 was awarded to Van Ert Electric Co., Inc for the 2021 Lighting Upgrades Project in the amount of \$83,450 with a contingency of \$6,000. Once change order was issued in the amount of \$4,241 to install additional light fixtures in the S-Building basement and M-K tunnel. Payments to date total \$81,929.23. Request to issue the final contract payment of \$5,762.06

[22-1075](#) Contract 59-21 was awarded to Cardinal Construction for \$303,395 with a contingency of \$36,407 for WWTP Electrical E Building. 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

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.

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



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Meeting Minutes Finance Committee

Monday, August 8, 2022

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

[22-1011](#)

July 25, 2022 Finance Committee Minutes

Attachments: [MeetingMinutes Jul 25-2022-01-21-59.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/Appealances

5. Action Items

[22-1012](#)

Request to Approve the Permanent Sanitary Sewer Easement and Temporary Construction Easement Agreement with the Chris J. Hartwig Revocable Trust

Attachments: [0115 - Finance Committee - Hartwig Easement Memo 08-01-2022 \(Final\).pdf](#)

Siebers 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

[22-1013](#)

Request to Approve Change Order #3 to Sabel Mechanical contract as part of the 2021 Secondary Clarifier Drive Removal, Rebuild, and Reinstallation Project totaling \$27,174 resulting in a decrease in contingency from \$88,421 to \$61,227

Attachments: [220725 UC Memo SecondaryClariferDrive Sabel Change Orders No3.pdf](#)

Siebers 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

[22-1014](#)

RIVERSIDE CEMETERY ASSOCIATION submitting a request for payment for maintenance of Veteran's graves

Attachments: [Riverside Cemetery - 2022 Veteran Grave Care Reimbursement.pdf](#)
[Riverside Cemetery - Military Report 07-06-2022 - by death date.xlsx](#)
[Riverside Cemetery - Veterans July 2021 to June 2022.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

[22-1028](#)

Request to Approve Contract Amendment / Change Order No. 1 to contract 44-22, Unit Z-22 Sewer and Water Reconstruction No. 3 for addition of Oneida Street sanitary sewer relay to serve new Urbane 115 development in the amount of \$42,805 resulting in no change to contract contingency. Overall contract increases from \$1,483,695 to \$1,526,500.

Attachments: [Unit Z-22 Change Order No. 1.pdf](#)

Fenton moved, seconded by Van Zeeland, 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

[22-1015](#)

Contract 134-21 was awarded to IEI General Contractors for \$169,000 with a contingency of \$20,280 for PD Fencing & Security. Change orders were approved totaling \$15,515. Final contract amount is \$184,515 with a contingency of \$4,765. Payments issued to date total \$163,384. Request final payment of \$21,130.80.

This item was presented

[22-1016](#)

2022 Risk Management Mid-Year Report

Attachments: [Risk Management 2022 Mid-Year Report.pdf](#)

This item was presented

7. Adjournment

Siebers moved, seconded by Fenton, that the meeting be adjourned. Roll Call.

Motion carried by the following vote:

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



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**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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/22/2022

RE: Action: Reject bids from Cardinal Construction Co., Inc., and Frank O Zeise Construction Co., Inc. for the 2022 Telulah Pavilion Renovation Project.

The 2022 Capital Improvement Plan includes \$200,000 to renovate the large and small pavilions at Telulah Park. Of that amount \$24,850 has been utilized for design leaving a balance of \$175,150 for construction. Bids were opened on August 2, 2022, for the 2022 Telulah Pavilion Renovation Project.

The bids received were as follows:

Cardinal Construction Co., Inc.	\$220,187
Frank O Zeise Construction Co., Inc.	\$309,800

The bids exceeded our allocated project budget for the 2022 Telulah Pavilion Renovation Project. After conferring with our consulting engineer (Martenson and Eisele), the Parks, Recreation and Facilities Management Department is recommending rejecting the bids, reviewing the current project bidding documents for items that can be deferred to a future year, and re-bidding with a reduction in project scope. The items reduced from the project scope will be addressed in a future year CIP.

The Parks, Recreation and Facilities Management Department recommends rejecting these bids. Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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**PARKS, RECREATION & FACILITIES
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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/22/2022

RE: Action: Reject bid from Cardinal Construction, Inc. in the amount of \$631,600 for the Appleton Wastewater Treatment Plant F1-Building Remodeling Project.

The 2022 Capital Improvement Plan includes \$300,000 to renovate the F1-Building at the Wastewater Treatment Plant. Previously, \$24,500 had been utilized for engineering services, leaving a balance of \$275,500 for construction. Only one bid was received for the project and was over the allocated budget.

The bids received were as follows:

Cardinal Construction, Inc. \$631,600

The bid exceeded our allocated project budget for the AWWTP F1-Building Remodeling Project. After conferring with our consulting engineer (McMahon and Associates), the Parks, Recreation and Facilities Management Department is recommending rejecting the bid, reviewing the current project bidding documents for items that can be deferred to a future year, and re-bidding with a reduction in project scope. The items reduced from the project scope will be addressed in a future year CIP.

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



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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/22/2022

RE: Action: Reject bids from Otis Elevator Company and Frank O Zeise, Construction Co., Inc. for the 2022 Appleton Red Ramp Elevator Upgrades Project.

The 2022 Capital Improvement Plan includes \$275,000 to upgrade the elevators at the Appleton Red Parking Ramp. Of that amount \$10,900 has been utilized for design leaving a balance of \$264,100 for construction. Bids were opened on August 2, 2022, for the Appleton Red Ramp Elevator Upgrades Project.

The bids received were as follows:

Otis Elevator Company	\$724,500
Frank O Zeise, Construction Co., Inc.	\$724,987

The bids exceeded our allocated project budget for the Appleton Red Ramp Elevator Upgrades Project. After conferring with our consulting engineer (McMahon and Associates), the Parks, Recreation and Facilities Management Department is recommending rejecting the bids, reviewing the current project bidding documents for items that can be deferred to a future year, and re-bidding with a reduction in project scope. The items reduced from the project scope will be addressed in a future year CIP.

The Parks, Recreation and Facilities Management Department recommends rejecting these bids. Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/22/2022

RE: Action: Reject bid from The Wilson Group, Inc. in the amount of \$173,086 for the Appleton Wastewater Treatment Plant 2022 Asbestos Remediation Project.

The 2022 Appleton Wastewater Treatment Plant operating budget includes \$125,000 to remediate the asbestos in A-Building. Previously, \$19,500 had been utilized for engineering services, leaving a balance of \$105,500 for construction. Only one bid was received for the project and was over the allocated budget.

The bids received were as follows:

The Wilson Group, Inc. \$173,086

After conferring with our consulting engineer (Donohue and Associates), the Parks, Recreation and Facilities Management Department is recommending rebidding the project at a later date to seek more competitive bids.

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



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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/22/2022

RE: Action: Reject bids from B & P Mechanical, Inc., Great Lakes Mechanical, Inc., Rohde Brothers, Inc., August Winter and Sons, Inc., and Belonger Corporation, Inc. for the 2022 Appleton Wastewater Treatment Plant H & J Buildings HVAC Upgrades Project.

The 2022 Capital Improvement Plan includes \$750,000 to upgrade the HVAC systems for the H & J Buildings, the V-Building, and to make upgrades to the boiler system at the Appleton Wastewater Treatment Plant. Of that amount \$48,000 has been utilized for design leaving a balance of \$702,000 for construction. Of that amount \$250,000 has been allocated for the H & J Buildings HVAC Upgrades. Bids were opened on August 2, 2022, for the H & J Buildings portion of the 2022 AWWTP HVAC Upgrades Project.

The bids received were as follows:

B & P Mechanical, Inc.	\$302,200
Great Lakes Mechanical, Inc.	\$328,000
Rohde Brothers, Inc.	\$354,800
August Winter and Sons, Inc.	\$401,000
Belonger Corporation, Inc.	\$460,000

The bids exceeded our allocated project budget of \$250,000 for the H & J Buildings portion of the 2022 AWWTP HVAC Upgrades Project. After conferring with our consulting engineer (Donohue and Associates), the Parks, Recreation and Facilities Management Department is recommending rejecting the bids, reviewing the current project bidding documents for items that can be deferred to a future year, and re-bidding with a reduction in project scope. The items reduced from the project scope will be addressed in a future year CIP.

The Parks, Recreation and Facilities Management Department recommends rejecting these bids. Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/22/2022

RE: Action: Approve the Wastewater Treatment Plant's F-1 Building Remodeling Project Engineering Services Amendment #1 increasing the McMahon's total contract amount by \$20,000 from \$24,500 to \$44,500

BACKGROUND:

The Appleton Wastewater Treatment Plant's (AWWTP) F1-Building was constructed in the mid-1960's and has not been updated since it was constructed. The F1-Building renovation project includes exterior upgrades, upgrades to finishes, fixture upgrades, and mechanicals.

The 2022 Capital Improvement Plan includes \$300,000 for the F1-Building Remodeling Project.

At the beginning of the project, we entered into a design contract with McMahon to complete the necessary architectural services needed for the F1-Building Renovation Project. During the final design/bidding process, the project design needed to be modified because of structural, mechanical, and electrical issues that were discovered. The project was bid as designed and came in overbudget with only one bidder. We have discussed this project internally and are going to phase this project into two phases. The first phase needs to be completed in fall of 2022 to accommodate the new pavement being installed around the building.

This request is to increase McMahon's contract amount to accommodate the design modifications made during final design/bidding process, break out the existing project into two separate phased projects, and bidding of the first phase.

The cost of additional engineering services outlined as part of the McMahon Contract Amendment #1 totals \$20,000. This amendment would result in the contract amount increasing from \$24,500 to \$44,500.

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



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TO: Finance Committee

FROM: Jeri Ohman, Finance Director

DATE: August 22, 2022

RE: Request to award the ARPA Grant Administration contract to Booth Management Consulting, LLC for a project total not to exceed \$150,000.

The American Rescue Plan Act (ARPA) budget includes \$150,000 for consulting and administrative support for ARPA projects. A Request for Proposals was posted in May and responses were received from four firms on June 30, 2022.

A 6-person review team, composed of Directors, Deputy Directors, staff, and the Mayor, evaluated the proposals for relevant experience, project team, project understanding, knowledge of federal grant compliance, and cost.

The team selected two firms to interview and speak with references provided in the proposal. The findings were discussed with the review team and Booth Management Consulting, LLC (BMC) was unanimously selected to be recommended for award of the contract.

BMC has experience with grant administration and compliance with federal requirements prior to the pandemic and is assisting other local governments with ARPA funding and recovery processes. They will provide guidance to City staff during all stages of the process. This will include creating grant applications, developing application rating systems, provide training for recipients, monitoring of awards, and assistance with the reporting process.

Therefore, based on review of the information provided and interviews with firm representatives, the review team recommends awarding a not to exceed contract to BMC for \$150,000.

Please feel free to contact me at 832-5742 or at jeri.ohman@appleton.org with any questions.



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TO: Finance Committee

FROM: Jake Woodford, Mayor
Jeri Ohman, Finance Director

DATE: August 22, 2022

RE: General Fund Balance Policy

The City has a general fund balance that states:

At least 75% of general fund balance in excess of the reserve policy (currently three months operating expenditures) be used for the reduction of long-term liabilities. Utilization of the remaining funds are subject to recommendation from the Finance Committee to be used for additional reduction of long-term liabilities or general fund expenditures with final Council approval.

Each year upon the conclusion of the annual audit, the general fund balance is reviewed to determine if such excess funds are available. The audit report, presented to the Finance Committee on July 11, 2022, noted an unadjusted general fund balance of \$5,273,273 in excess of the City's reserve policy at December 31, 2021.

December 31, 2021

General Fund Balance in excess of reserve policy per audit	\$ 5,273,273
Less: Amounts from 2020 Excess Fund Balance held (Council approved 3/17/22):	
Website redesign	\$ (100,000)
Pedestrian safety	\$ (225,000)
Technology upgrades	<u>\$ (150,000)</u>
Adjusted fund balance applicable to reserve policy	<u>\$ 4,798,273</u>

Reasons for the Excess

It is unusual to have this large of an excess at year end. There were a couple major factors that contributed to the excess. First, four of the City's TIF Districts are paying back advances (loans) that the general fund made in prior years. As the advances are paid back, this adds available cash to the general fund balance. The result of these TIF advance repayments in 2021 was a \$4,000,000 increase in the unassigned general fund balance.

Second, federal CARES and ARPA funding for COVID-19 relief expenses also played a significant role in generating the surplus. Approximately \$560,000 of these grant funds were able to be used to pay for public health and public safety personnel costs which replaced the budgeted general fund spending.

Application of the Policy

Applying the policy to the adjusted excess fund balance results in approximately \$3,598,705 (75%) being designated to be used to reduce long-term liabilities and \$1,199,568 (25%) subject to the recommendation of the Finance Committee.

Per discussion with staff, we are respectfully requesting the Finance Committee's approval to allocate \$1,175,000 as follows:

\$20,000	<i>Aerial Imaging for GIS – Cover the city's portion of aerial photography costs in partnership with Outagamie County to update the GIS imagery to the present day.</i>
\$130,000	<i>College Ave. Traffic Safety – Appropriates funds for the Traffic Section of DPW, in partnership with Community and Economic Development, Police Department, and Appleton Downtown Inc. to plan, design, and pilot/implement interventions aimed at improving the safety and multi-modal functionality of College Avenue.</i>
\$50,000	<i>ARA Business Enhancement Grants – Renews funding for the ongoing Appleton Redevelopment Authority citywide business enhancement grant program.</i>
\$150,000	<i>Emerald Ash Borer (EAB) Mitigation – Appropriates funds jointly to Forestry Section of DPW and the Parks, Recreation and Facilities Management Department for the purpose of EAB remediation, prioritizing Vosters Park, followed by a prioritized list of projects to be developed by staff.</i>
\$550,000	<i>Information Technology Updates & Security – Funds Migration of Munis System to Tyler Technologies services. Any remaining funds in this allocation will be directed to areas of greatest need within Information Technology as determined by staff.</i>
\$275,000	<i>Current Year Operating Reserve – Holds funds aside for current year needs to mitigate the effects of high inflation. Unspent balance at the end of the year will either be carried forward to maintain additional cash reserves or recommended for other purposes.</i>

Director Ohman will work with the City's financial advisor to determine the most cost-effective use of the remaining \$3,623,273 slated for debt reduction (either call any eligible existing debt or reduce the 2023 borrowing package).

If you have any questions on these requests, feel free to reach out to either Mayor Woodford or Director Ohman. Thank you for your consideration.