



City of Appleton

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

Meeting Agenda - Final Finance Committee

Tuesday, July 12, 2016

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1093](#) June 21, 2016 Finance Committee minutes

Attachments: [MeetingMinutes21-Jun-2016-11-52-57.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[16-1099](#) The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussions of real estate negotiations regarding the railroad trestles and conferring with legal counsel regarding pending litigation concerning the Town of Harrison pursuant to §19.85(1)(g) and reconvene into open session.

[16-1096](#) Request to award the Highview Park 2016 Tennis and Basketball Courts contract to MCC, Inc. in the amount of \$131,351.38 with a contingency of 10% for a project not to exceed \$144,486.52.

Attachments: [Highview Park courts.pdf](#)

[16-1108](#)****Critical Timing****

Request to approve the following 2016 Budget adjustment:

TIF 6

Storm Sewer Construction	+\$249,700
Sanitary Sewer Construction	+ \$74,440
Water Main Construction	+\$144,200
Fund Balance (advance from General Fund)	- \$468,340

to provide funding for infrastructure construction related to the extension of Milis Drive in the Southpoint Commerce Park (2/3 vote required).

Attachments: [Additional TIF 6 Spending Authority.pdf](#)

6. Information Items[16-1094](#)

Change Order No. 1 to contract 16-16 for Unit H-16 Prospect Avenue and Jackman Street Stairs for modifications to lower stair foundations in the amount of \$3,500 resulting in a decrease to contingency from \$5,000 to \$1,500. No change to overall contract amount.

Attachments: [Contract Change Order No.1 Unit H-16.pdf](#)

[16-1095](#)

Director's Reports:

Finance
Legal Services

[16-1097](#)

Contract 30-16 was awarded to Northeastern Roofing Company, Inc. for partial roof replacement of the Municipal Services Building in the amount of \$180,700 with a contingency of \$18,070. Final contract amount is \$181,318 with a remaining contingency of \$17,452. Payments issued to date total \$162,630. Request to issue the final contract payment of \$18,688.

Attachments: [2016 MSB Roof Replacement Final Payment.pdf](#)

[16-1098](#)

Contract 26-16 was awarded to ASTI Sawing, Inc. in the amount of \$30,000. Payments issued to date total \$7,295.63. Request final payment of \$22,704.37.

[16-1100](#)

The following 2016 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Park & Recreation Department

Grants & Donations	+\$925
Equipment	+\$925

to record funds received from the Hisey family for a memorial bench at Pierce Park

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 Tony Saucerman at (920) 832-6440.



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Meeting Minutes Finance Committee

Tuesday, June 21, 2016

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner,
Alderperson Martin and Alderperson Siebers

3. Approval of minutes from previous meeting

[16-1012](#)

June 7, 2016 Finance Committee minutes

Attachments: [MeetingMinutes07-Jun-2016-11-33-33.pdf](#)

Alderperson Martin moved, seconded by Alderperson Dannecker, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner,
Alderperson Martin and Alderperson Siebers

4. **Public Hearings/Apearances**

[16-1013](#)

Melissa Kempen, CPA and Jodi Dobson, CPA from Baker Tilly Virchow Krause, LLP presentation of 2015 Comprehensive Annual Financial Report

Attachments: [FS Highlight - final for 2015.pdf](#)

5. **Action Items**

[16-1015](#)

Request to award Unit H-15 Spartan Drive and Haymeadow Avenue Sewer and Force Main Construction to Kruczek Construction Inc. in the amount of \$427,427 with a 4.7% contingency of \$20,000 for a project total not to exceed \$447,427.

Attachments: [Unit H-15.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

[16-1016](#)

Request to reject bid received for Unit Y-16 Arbutus Park Storm Lift Station Rehabilitation and rebid in Fall, 2016.

Attachments: [Unit Y-16.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

[16-1017](#)

Request to approve Finance Committee Report 4-P-16 for Sidewalk Construction.

Attachments: [Report 4-P-16.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

[16-1022](#)

Request to approve the following 2016 Budget adjustment:

TIF #6

Land Purchase	+\$152,749
Fund Balance (advance from General Fund)	- \$152,749

to provide funding for the repurchase of Lot 13 in the Southpoint Commerce Park.

Attachments: [Commercial Horizons LOI 6-7-16.pdf](#)
[SubjectParcel06162016.pdf](#)

contingent on approval from CEDC Plank, seconded by Dannecker passes 4-1 (Lobner)

Alderperson Dannecker moved, seconded by Alderperson Plank, that the Report Action Item be recommended for approval as amended. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

[16-1025](#)

CEA Review Committee Report for June 7, 2016.

Attachments: [CEA MeetingMinutes7-Jun-2016-07-51-57.pdf](#)

Alderson Siebers moved, seconded by Alderson Dannecker, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Plank, Alderson Dannecker, Alderson Lobner, Alderson Martin and Alderson Siebers

6. Information Items

[16-1014](#)

Director's Reports:

Finance
Legal Services

This Presentation was received and filed

[16-1018](#)

The following 2016 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library	+\$12,456
Other Contracts/Obligations - Childrens Services	+\$12,456

to record funds received from the Friends of the Appleton Public Library for Reach Out and Read Fox Cities

General Fund - Parks & Recreation

Part-time Salaries	- \$5,066
Fringe Benefits	- \$395
Temporary Help	+\$5,561

to transfer funds originally budgeted for part-time wages to fund temporary customer service help during the summer

This Presentation was received and filed

7. Adjournment

Alderson Siebers moved, seconded by Alderson Dannecker, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner,
Alderperson Martin and Alderperson Siebers



"...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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 07-12-2016

RE: Action: Award the Highview Park "2016 Tennis and Basketball Courts" contract to MCC, Inc. in the amount of \$131,351.38 with a contingency of 10% for a project not to exceed \$144,486.52.

The 2016 Capital Improvement Plan includes \$160,640 for the construction of a new tennis and basketball court at Highview Park. Note that the project balance will be utilized to issue a separate contract to MCC, Inc. to address a stormwater solution to improve drainage issues as a result of this project.

The bids were received as follows:

MCC, Inc. (low bid)	\$131,351.38
Northeast Asphalt	\$162,798.95

Our consulting engineer, Rettler Corporation, has written the City of Appleton a formal letter of recommendation to award the contract to MCC, Inc. (see attached). Therefore, the Parks, Recreation, and Facilities Management Department recommends awarding the contract to MCC, Inc. in the amount of \$131,351.38 with a contingency of 10% for a project not to exceed \$144,486.52.

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



Bid Recommendation

M e m o r a n d u m

PROJECT: HIGHVIEW PARK – TENNIS / BASKETBALL COURT PROJECT

FROM: John Kneer

TO: Mr. Tom Flick, Deputy Director of Parks and Recreation, City of Appleton

DATE: May 23, 2016

RE: Bid Results – Highview Park – Tennis / Basketball Court Project

Mr. Flick;

The Highview Park Tennis / Basketball Court Project was bid on May 19, 2016.

Bids for General Site Construction, Contract A: Base Bid, and Alternate "A1" were received from two (2) contractors. Bids were received from MCC, Inc. and Northeast Asphalt, Inc. The alternate bids include: A1 –Basketball Court Surfacing.

Qualifying Bids, General Site Construction, for Contract "A" – Base Bid and Alternate are as follows:

MCC, Inc:

<i>Base Bid</i>	<i>\$127,529.78</i>
<i>Alternate "A1"</i>	<i>\$3,821.60</i>

Northeast Asphalt, Inc.:

<i>Base Bid</i>	<i>\$158,401.70</i>
<i>Alternate "A1"</i>	<i>\$4,397.25</i>

MCC, Inc. is the recommended qualified low bidder for Contract A, Base Bid and Alternate "A1".

Please contact us if you have questions concerning the bid results and accompanying recommendations.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Kneer', with a stylized flourish at the end.

John Kneer, PLA, ASLA
Project Manager



Department of Public Works – Engineering Division

MEMO

TO: Finance Committee
(Informational Copy to Utilities Committee)

FROM: Paula Vandehey, Director of Public Works
Pete Neuberger, Staff Engineer

DATE: July 7, 2016

RE: Request for Additional 2016 Spending Authority in TIF 6 to Construct Milis Drive (Alliance Drive to Eisenhower Drive) Storm Sewer, Sanitary Sewer, and Water Main in 2016. (*CRITICAL TIMING*)

Currently, the proposed improvements for Milis Drive from Alliance Drive to Eisenhower Drive are outside the DPW 5-Year Capital Improvement Program. Based on recent development prospects, Community Development has requested an accelerated schedule for Milis Drive to better position the City to accommodate recent high levels of interest in the Southpoint Commerce Park, and to take advantage of TIF 6 funding before the expiration of construction expenditures in February of 2018.

The Department of Public Works is proposing to implement the following accelerated schedule for DPW TIF 6 construction expenditures for Milis Drive:

<u>Year</u>	<u>Description</u>	<u>Amount</u>
2016	Storm Sewer	\$249,700
2016	Sanitary Sewer	\$74,440
2016	Water Main	\$144,200
Total:		\$468,340

The above schedule will allow concrete paving to be completed in 2017 using TIF 6 funds, while providing enough time for utility trenches to consolidate sufficiently to protect the integrity of the road surface. This request is for the proposed 2016 expenditures. 2017 expenditures would be reflected in the pending 2017-2021 CIP request.

Therefore, the Department of Public Works is requesting additional 2016 spending authority in TIF 6 to Construct Milis Drive (Alliance Drive to Eisenhower Drive) as follows:

• Storm Sewer	\$249,700
• Sanitary Sewer	\$74,440
• <u>Water Main</u>	<u>\$144,200</u>
Total:	\$468,340

CONTRACT CHANGE ORDER

Change Order No. 1

Date 07/06/16

Contract No. 16-16 _____ for the following public work : Prospect Avenue & Jackman Street Stairs

between NuGen Johnson, LLC and the City of Appleton dated 02/17/16 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	17015.6809.2	\$143,989.00	\$5,000.00	\$3,500.00	-\$3,500.00	\$147,489.00	\$1,500.00
2						\$0.00	\$0.00
3						\$0.00	\$0.00
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
Total		\$143,989.00	\$5,000.00	\$3,500.00	-\$3,500.00	\$147,489.00	\$1,500.00

Reason for Change:

Modifications to the lower foundation of the stairs were necessary to accommodate steep slopes on the hillside as well as a new sanitary manhole that was placed during the Prospect Avenue Bridge project. The lower foundation base added a keyway and the height of the retaining wall section was increased.

The Contract Time will be (increased / decreased / ~~unchanged~~) by this Change Order: 2 Days

The Date of Completion as of the date of this Change Order therefore is: 7/5/2016

Finance Committee Agenda Date: 07/13/16

Date approved by Council: 07/20/16



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To: Finance Committee

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

Date: July 12, 2016

Re: Informational: Contract 30-16 was awarded to Northeastern Roofing Company, Inc. for partial roof replacement of the Municipal Services Building in the amount of \$180,700 with a contingency of \$18,070. Final contract amount is \$181,318 with remaining contingency of \$17,452. Payments issued to date total \$162,630. Request to issue the final contract payment of \$18,688.

The 2016 Capital Improvement Budget includes funding for the partial roof replacement project at the Municipal Services Building. Construction contract 30-16 was issued to Northeastern Roofing Company in the amount of \$180,700. The project has been completed. One change order was issued for installation of an extra tapered saddle to improve roof drainage. The change order was in the amount of \$618. The new contract total including the change order is \$181,318 with a remaining project contingency of \$17,452. This contract is now complete as all punchlist items were completed.

The CIP budget is for \$235,000. The final contract amount is \$181,318.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to Northeastern Roofing Company, Inc. in the amount of \$18,688.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.