



City of Appleton

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

Meeting Agenda - Final Finance Committee

Tuesday, March 21, 2017

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-383](#) March 7, 2017 Finance Committee minutes.

Attachments: [MeetingMinutes07-Mar-2017-08-25-20.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-384](#) Request to approve elevator services contract for inspections and maintenance services to Otis Elevator for \$49,140.

Attachments: [2017 Elevator Maintenance Repair Services.pdf](#)

[17-385](#) Request to approve HVAC services contract to Energy Control and Design for \$126,675.31 for HVAC maintenance and \$42,846.44 for HVAC Controls maintenance.

Attachments: [2017 HVAC Maintenance Repair Services.pdf](#)

[17-386](#) Request to award Unit C-17 sidewalk sawcutting to ASTI Sawing, Inc. in an amount not to exceed \$30,000.

Attachments: [Award of Contract Unit C-17.pdf](#)

[17-328](#)

Resolution introduced by Alderperson Jirschele at the March 1, 2017 Common Council meeting relating to Reid Municipal Golf Course:

Resolution #3-R-17

Jeff Jirschele, Alderperson, District 15

WHEREAS, Reid Municipal Golf Course in the City of Appleton has become a traditional feature of Appleton and has been recognized as such by the Appleton Common Council through commitments to its survival and growth, and

WHEREAS, Reid Municipal Golf Course has become a multi-feature, revenue-producing asset to the city, offering not only recreational opportunities but options to serve the city collaboratively through projects such as detention pond construction, cell tower emplacements, and future possibilities such as winter walking trails, and

WHEREAS, Reid Municipal Golf Course has begun a program of renovation and refurbishment, and has embarked on new construction and business processes aimed at increasing its capabilities and attraction as a top level golf course and multi-use, multi-season attraction within the city, in addition to increasing its long-term benefits to the city in areas such as tourism, economic development, sustainability through conservation of green space and habitat for wildlife, improved health/recreational opportunities and community building, and

WHEREAS, long-term debt is stifling Reid Municipal Golf Course's capacity to invest in itself and accelerate its ability to improve itself in a timely and productive manner aligned with its strategic plans to grow its potential to serve the city,

BE IT RESOLVED, that the city relieve Reid Municipal Golf Course of all its long-standing debt consisting of two loans within the enterprise fund established to administrate its operations.

Legislative History

3/7/17

Finance Committee

held

[17-387](#)

The Finance Committee will meet in closed session to confer with legal counsel concerning strategy to be adopted by the body with respect to litigation in which it is involved or likely to become involved regarding City of Appleton boundary agreements with neighboring communities litigation pursuant to the exceptions contained in §19.85(1)(g) of the Wisconsin Statutes. The Finance Committee will then reconvene into an open session and conduct further business.

6. Information Items

None

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 on this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

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Meeting Minutes Finance Committee

Tuesday, March 7, 2017

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 4:30 pm.

2. Roll call of membership

Present: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

3. Approval of minutes from previous meeting

[17-276](#)

February 7, 2017 and March 1, 2017 Finance Committee minutes

Attachments: [MeetingMinutes07-Feb-2017-01-36-44.pdf](#)
[MeetingMinutes01-Mar-2017-07-46-50.pdf](#)

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

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

4. Public Hearings/Appearances

[17-278](#)

Scott Maves - Appleton Yacht Club Annual Report

Attachments: [AYC Minutes.pdf](#)

This Appearance was presented.

5. Action Items

[17-285](#)

Request to approve the 2016-2017 Budget appropriations:

1. Items not under contract \$4,231,320
2. Special consideration \$359,638

Attachments: [2016-17 carryover - not under contract.pdf](#)
 [2016-17 carryover - special consideration.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[17-287](#)

Request to award Unit B-17 Asphalt Pavement Reconstruction to Vinton Construction Company in the amount of \$563,532.64 with a 5.32% contingency of \$30,000 for a project total not to exceed \$593,532.64.

Attachments: [Award of Contract Unit B-17.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[17-310](#)

Request to approve the following 2016 Budget adjustments:

Home Rental Rehabilitation Grant Fund

Transfer Out	+\$35,305
Fund Balance	- \$35,305

Home Homeowner Grant Fund

Transfer In	+\$35,305
Grant Payments	+\$35,305

to record the merger of the Home Rental Rehabilitation Grant Fund into the Home Homeowner Grant Fund.

Police Grants Fund

State Grants	+\$30,730
Grant Payments	+\$30,730

to record additional seatbelt enforcement grant revenue and related expenditures.

Room Tax Fund

Room Taxes Received	+\$625,330
Room Tax Payments to FCCVB	+\$625,330

to record additional room taxes received in 2016 and related payment to the FCCVB (due to the increase in room tax from 6% to 10%).

Debt Service Fund

Debt Service Payments	+\$123,902
Fund Balance	- \$123,902
Debt Issuance Costs	+\$139,170
Debt Premium	+\$139,170

to record debt service costs funded by current and prior year premiums received on debt issuance.

Universal Playground Fund

Playground Equipment	+\$360
Fund Balance	- \$360

to record the closeout of the Universal Playground Trust fund.

Community & Economic Development Capital Projects Fund

Long-Term Debt Proceeds	- \$407,000
Consulting Services	- \$240,000
Infrastructure Construction	- \$167,000

Exhibition Center Capital Projects Fund

Long-Term Debt Proceeds	+\$407,000
Consulting Services	+\$240,000
Infrastructure Construction	+\$167,000

to transfer amounts budgeted for construction of the Exhibition Center from the Community & Economic Development Capital Projects Fund to the Exhibition Center Capital Projects Fund.

General Fund

Salaries/Fringe Benefits - Mayor's Office	+\$5,600
Salaries/Fringe Benefits - HR Department	+\$5,700
Salaries/Fringe Benefits - Fire Department	+\$114,000
Wage Reserve	-\$125,300

to allocate wage reserve funds.

Attachments: [Finance Committee - Final 2016 Budget adj.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[17-284](#)

Resolution 19-R-09 regarding Borders

Attachments: [19-R-09.pdf](#)

Alderson Plank moved, seconded by Alderson Siebers, that the Report Action Item be referred back to staff (Mayor, Attorney and Community & Economic Development). Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[17-328](#)

Resolution introduced by Alderperson Jirschele at the March 1, 2017 Common Council meeting relating to Reid Municipal Golf Course:

Resolution #3-R-17

Jeff Jirschele, Alderperson, District 15

WHEREAS, Reid Municipal Golf Course in the City of Appleton has become a traditional feature of Appleton and has been recognized as such by the Appleton Common Council through commitments to its survival and growth, and

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WHEREAS, Reid Municipal Golf Course has begun a program of renovation and refurbishment, and has embarked on new construction and business processes aimed at increasing its capabilities and attraction as a top level golf course and multi-use, multi-season attraction within the city, in addition to increasing its long-term benefits to the city in areas such as tourism, economic development, sustainability through conservation of green space and habitat for wildlife, improved health/recreational opportunities and community building, and

WHEREAS, long-term debt is stifling Reid Municipal Golf Course's capacity to invest in itself and accelerate its ability to improve itself in a timely and productive manner aligned with its strategic plans to grow its potential to serve the city,

BE IT RESOLVED, that the city relieve Reid Municipal Golf Course of all its long-standing debt consisting of two loans within the enterprise fund established to administrate its operations.

Alderperson Plank moved, seconded by Alderperson Siebers, that the Report Action Item be held until the March 21, 2017 Finance Committee meeting. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

6. Information Items

[17-149](#)

Director's Reports:

Finance

Legal Services

This Presentation was received and filed

[17-277](#)

Contract 32-16 was awarded to Vinton Construction Company for \$1,207,978.30 with a contingency of \$36,000 for Asphalt Pavement Reconstruction. Payments issued to date total \$1,056,954.41. Request final payment of \$39,919.43.

This Presentation was received and filed

[17-279](#)

Change Order 1 to Maquire Iron, Inc for a decrease of \$10,000 to the Matthias Tower Maintenance Project reducing the original contract from \$94,200 to \$84,200.

Attachments: [Change Order 1.pdf](#)

This Presentation was received and filed

[17-280](#)

Contract 42-16 was awarded to Al Dix Concrete, Inc for \$497,500 for Miscellaneous Concrete and Street Excavation Repair. Payments issued to date total \$378,999.50. Request final payment of \$10,385.02.

This Presentation was received and filed

[17-281](#)

Contract 63-16 was awarded to Kruczek Construction Inc for \$255,555.55 with a contingency of \$12,800 for Milis Dr and Eisenhower Dr Sewer/Water Construction. Payments issued to date total \$241,807.85. Request final payment of \$4,331.10.

This Presentation was received and filed

[17-282](#)

Contract 21-16 was awarded to Vinton Construction Co. for \$3,181,258.91 with a contingency of \$138,000 for Concrete Pavement Construction. Payments issued to date total \$2,946,598.44. Request final payment of \$125,037.63.

This Presentation was received and filed

[17-283](#)

Contract 12-16 was awarded to Vinton Construction Co for \$2,431,110.09 with a contingency of \$40,350 for John Street Concrete Pavement Construction. Payments issued to date total \$2,318,281.21. Request final payment of \$74,609.18.

This Presentation was received and filed

[17-286](#)

The following 2016-2017 Budget carryover appropriations were approved in accordance with policy:

1. Amounts under contract \$15,796,417
2. Non-lapsing funds \$524,966

Attachments: [2016-17 carryover - under contract.pdf](#)
 [2016-17 carryover - non lapsing.pdf](#)

This Presentation was received and filed

7. Adjournment

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin



**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: 3/21/2017

RE: Request to issue Elevator Services Contract to Otis Elevator for \$49,140.00 for elevator inspection and maintenance services.

On February 16, 2017 we accepted proposals for elevator inspection, maintenance and repair services. Two companies responded to the RFP. The inventory of facilities' elevators include 16 elevators, two lifts, two escalators, and one drum freight elevator. Of this equipment, the parking division manages the seven elevators at the City parking ramps. A mandatory pre-proposal conference and facility walk-through was conducted on February 6, 2017. The proposals were evaluated and scored by the Facilities Manager, Records and Plans Specialist and myself. The categories rated were ability to perform, description of firm and team, customer service, references and fees. The bids were received as follows:

	<u>Annual Cost</u>	<u>Rating (Possible 100)</u>
Otis Elevator	\$49,140.00	92
Schindler Elevator	\$53,900.00	90

In addition, the company will be utilized for various corrective and emergency maintenance needs through the term of this contract per the hourly rates provided below. Any work over \$25,000 will require three proposals, but any work under this amount will be sole-sourced as a result of being awarded this contract.

	<u>Standard Hourly Service Rate</u>	<u>Off-Hour/Holiday & Sunday</u>
Otis Elevator	\$192.00	\$192.00
Schindler Elevator	\$185.00	\$314.50/\$340.00

Based on our evaluations, PRFMD recommends awarding the contract to Otis Elevator. Otis Elevator has done much work for the City and has an excellent reputation with the City and their other customers. They held the contract for the last ten years and have done a good job. The contract proposed is a five-year contract with one additional two-year option at the discretion of the City. Otis Elevator has proposed to honor their annual cost throughout the entire term with zero price increases. Upon approval, the contract will be effective May 1, 2017.

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



"...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: 3/21/2017

RE: Request to issue HVAC Services Contract to Energy Control and Design for \$126,675.31 for HVAC maintenance and \$42,846.44 for HVAC Controls maintenance.

On February 16, 2017 we accepted proposals for HVAC maintenance and repair services. Three companies responded to the RFP. Inventories of equipment were provided and a mandatory pre-proposal conference and facility walk-through was conducted on January 31, 2017. The proposals were evaluated and scored by the Facilities Manager, Projects Manager, Records & Plans Specialist and myself. The categories rated were ability to perform, description of firm and team, customer service, references and fees. [Note that the HVAC Controls are proprietary, thus only one contractor could meet the requirements of the request for proposal.] The bids were received as follows:

	<u>HVAC Services</u>	<u>HVAC Controls</u>	<u>Rating (Possible 100)</u>
August Winter	\$147,592.00	Did not meet specs	72
Bassett Mechanical	\$142,272.00	Did not meet specs	46
Energy Control & Design	\$126,675.31	\$42,846.44	78

In addition, the company will be utilized for various corrective and emergency maintenance needs through the term of this contract per the hourly rates provided below. Any work over \$25,000 will require three proposals, but any work under this amount will be sole-sourced as result of being awarded this contract.

	<u>Standard Hourly Service Rate</u>	<u>Off-Hour/Holiday</u>
August Winter	\$98.00	\$138.00
Bassett Mechanical	\$117.00	\$175.50
Energy Control & Design	\$94.50	\$124.50

Based on our evaluations, PRFMD recommends awarding the contract to Energy Control & Design. Energy Control & Design has done much work for the City and has an excellent reputation with the City and their other customers. They held the contract for the last ten years and have done a good job. The contract proposed is a five-year contract with one additional two-year option at the discretion of the City. Annual increases not to exceed 3%. Upon approval, the contract will be effective May 1, 2017.

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

CITY OF APPLETON
Department of Public Works
MEMORANDUM

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

SUBJECT: Award of Contract

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

C-17 Sidewalk Sawcutting

Be awarded to:

Name: ASTI Sawing, Inc.
Address: 7454 HWY 18-151
Barneveld, WI 53507

In the amount of : _____

With a _____ % contingency of : _____

For a project total not to exceed : _____

**** OR ****

In an amount Not To Exceed : \$30,000.00

Budget: \$30,000.00
Estimate: _____
Committee Date: 03/21/17
Council Date: 04/05/17

BID TABULATION - Unit C-17
SIDEWALK SAWCUTTING
MARCH 13, 2017

ITEM	DESCRIPTION	Quantity	Units	ASTI Sawing, Inc.	
				Unit Price	Total
1.	Sawcut Sidewalk	1,700	Inch-ft.	\$14.80	\$25,160.00

TOTAL BID: \$25,160.00