



City of Appleton

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

Meeting Agenda - Final Finance Committee

Tuesday, April 11, 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

[17-462](#)

March 21, 2017 Finance Committee minutes

Attachments: [MeetingMinutes21-Mar-2017-10-59-55.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-463](#)

Request to award the Wastewater Treatment Plant 2017 hardscape repairs project contract to Peters Concrete Co in the amount of \$156,820 with a contingency of 10% for a project total not to exceed \$172,500.

Attachments: [2017 Wastewater Hardscape Repairs.pdf](#)

[17-464](#)

Request to award contract for engineering services to complete the City of Appleton hardscape assessments and master plan project to Patrick Engineering in the amount of \$60,000 with a contingency of 8% for a contract not to exceed \$64,800.

Attachments: [2017 Hardscapes Assessments and Master Plan.pdf](#)

[17-466](#)

Request to approve Contract Amendment/Change Order No. 1 to contract 9-17 for Unit U-15 Sewer and Water Reconstruction No.2 to increase for additional sanitary, storm, water and traffic items added to scope of work by the City in the amount of \$64,082 resulting in a decrease to contingency from \$122,500 to \$74,003. Overall contract increased from 2,456,936 to 2,472,520.

Attachments: [Unit U-15 Contract Amendment-Change Order No.1.pdf](#)

- [17-467](#) Request to approve Finance Committee Report 3-P-17 for Sanitary Laterals, Storm Laterals and Storm Main.

Attachments: [Report 3-P-17.pdf](#)

- [17-468](#) Anticipated award of contract for Unit D-17 sidewalk construction (bids to be opened on Monday, April 10, 2017).

- [17-469](#) Request to approve recommendation to preclude access to Pierce Avenue for properties fronting on Pierce Court.

Attachments: [Pierce Court.pdf](#)

- [17-471](#) Request to approve the following 2017 Budget adjustment:

General Fund - Mayor's Office

Salaries	+\$48,235
Fringe Benefits	+\$23,761

General Fund - Community & Economic Development

Salaries	- \$48,235
Fringe Benefits	- \$23,761

to transfer personnel costs in the 2017 budget for Diversity Coordinator position to the Mayor's Office as approved by Council on April 5, 2017.

Attachments: [Diversity Coordinator Mayor memo.pdf](#)

- [17-479](#) Request to award the Water Treatment Facility 2017 hardscape repairs project contract to Northeast Asphalt, Inc in the amount of \$88,987 with a contingency of \$13,000 for a project total not to exceed \$101,987.

Attachments: [2017 Water Treatment Facility Hardscape Repairs.pdf](#)

- [17-470](#) 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 Village of Fox Crossing pursuant to §19.85(1)(g) and reconvene into open session.

6. Information Items

17-465

Contract 47-16 was awarded to Kruczek Construction Co for \$427,427 with a contingency of \$20,000 for Spartan Dr and Haymeadow Av Sewer and Force Main. Change orders were approved totaling \$11,459.75, with no change to overall contract. Final contract amount is \$438,886.75 with a contingency of \$8,540.25. Payments issued to date total \$408,766.56. Request final payment of \$30,120.19.

17-472

The following 2017 budget adjustments were approved by the Mayor and Finance Director in accordance with policy:

General Fund - Police Department

Donations	+\$2,200
Equipment	+\$2,200

to record donation received from the Community Foundation to purchase children's bike helmets.

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.



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Meeting Minutes Finance Committee

Tuesday, March 21, 2017

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 4:30pm.

2. Roll call of membership

Present: 4 - Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

Excused: 1 - Alderperson Plank

3. Approval of minutes from previous meeting

[17-383](#)

March 7, 2017 Finance Committee minutes.

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

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

Aye: 4 - Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

Excused: 1 - Alderperson Plank

4. Public Hearings/Appearances

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](#)

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

Aye: 4 - Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

Excused: 1 - Alderperson Plank

[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](#)

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

Aye: 4 - Alderson Dannecker, Alderson Lobner, Alderson Martin and Alderson Siebers

Excused: 1 - Alderson Plank

[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](#)

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

Aye: 4 - Alderson Dannecker, Alderson Lobner, Alderson Martin and Alderson Siebers

Excused: 1 - Alderson Plank

[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.

Martin made motion to approve, failed for lack of a second

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

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

Nay: 1 - Alderperson Martin

Excused: 1 - Alderperson Plank

[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.

Alderperson Lobner moved, seconded by Alderperson Dannecker to convene in Closed Session be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

Excused: 1 - Alderperson Plank

Alderperson Lobner moved, seconded by Alderperson Dannecker, to rise and report, returning into open session. Upon vote, motion carried unanimously.

Aye: 4 - Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

Excused: 1 - Alderperson Plank

6. Information Items

None

7. Adjournment

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

Aye: 4 - Alderperson Dannecker, Alderperson Lobner, Alderperson Martin and Alderperson Siebers

Excused: 1 - Alderperson Plank



"...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: 4/11/2017

RE: Action: Award the Wastewater Treatment Plant "2017 Hardscape Repairs Project" contract to Peters Concrete Company in the amount of \$156,820 with a contingency of 10% for a project total not to exceed \$172,500

The 2017 Capital Improvement Plan includes \$220,000 to repair hardscapes at the Wastewater Treatment Plant. Of that amount, \$13,800 has been utilized on design, leaving a balance of \$206,200 for construction. The project includes replacing sections of failing asphalt and concrete at the Wastewater Treatment Plant. The locations were determined by our consulting engineer after a hardscape audit was completed at the site.

The bids were received as follows:

Peters Concrete Company (low bid)	\$156,820.00
Vinton Construction Company	\$172,735.50
Northeast Asphalt	\$176,500.00
Parking Lot Maintenance	\$223,500.00
MCC	\$224,863.42

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Peters Concrete Company. 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 Peters Concrete Company in the amount of \$156,820 plus a contingency of 10% only to be utilized as needed.

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



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(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

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

DATE: 4/11/2017

RE: Action Item: Award contract to Patrick Engineering for engineering services to complete the City of Appleton Hardscapes Assessments and Master Plan project for \$60,000 and an 8% contingency for a contract not to exceed \$64,800.

The 2017 Capital Improvement Program budget allocated monies to complete assessments of all city owned hardscape assets and complete a master plan for repairs. This project will include documenting and assigning ratings to all hardscape assets, creating a management plan, and updating the GIS system.

Four firms responded to a Request for Proposals and two finalists were chosen for the interview process. They were evaluated for relevant experience, project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firms clearly demonstrated experience in hardscape assessments and planning along with experience in updating GIS applications. The project team for evaluating the firms consisted of: the Parks, Recreation and Facilities Management Project Manager, Parks, Recreation and Facilities Management Deputy Director, Parks, Recreation and Facilities Management Director, and a GIS Specialist from Community Development.

The proposal amounts are listed below:

Patrick Engineering	\$60,000
KL Engineering	\$58,955
STR-SEG	\$58,360
McMahon	\$57,270

After careful review our team recommends awarding a contract to Patrick Engineering for \$60,000 with a 8% contingency. The project team unanimously chose Patrick Engineering based upon experience, cost, their proposal, and the interview. Even though other firms may have provided a lower cost, the proposals and interview process determined that the other firms did not demonstrate the necessary experience with projects of similar size and scope along with a thorough understanding of our project requirements. We believe that our choice of Patrick Engineering will ensure that the investment is fully maximized.

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

CONTRACT CHANGE ORDER & CONTRACT AMENDMENT

Change Order No. ONE

Date 03/28/17

Contract No. 9-17 for the following public work : Unit U-17 Sewer & Water Reconstruction #2

between Dorner, Inc. and the City of Appleton dated 03/01/17 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>5371.6809.5</u>	<u>\$721,948.33</u>	<u>\$40,000.00</u>	<u>\$55,584.87</u>	<u>-\$40,000.00</u>	<u>\$777,533.20</u>	<u>\$0.00</u>
2	<u>5431.6809.3</u>	<u>\$454,182.84</u>	<u>\$22,500.00</u>	<u>\$3,692.00</u>	<u>-\$3,692.00</u>	<u>\$457,874.84</u>	<u>\$18,808.00</u>
3	<u>5230.6809.4</u>	<u>\$1,158,304.33</u>	<u>\$60,000.00</u>	<u>\$4,805.00</u>	<u>-\$4,805.00</u>	<u>\$1,163,109.33</u>	<u>\$55,195.00</u>
4	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
5	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
6	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
7	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
8	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
9	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
10	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
Total		<u>\$2,334,435.50</u>	<u>\$122,500.00</u>	<u>\$64,081.87</u>	<u>-\$48,497.00</u>	<u>\$2,398,517.37</u>	<u>\$74,003.00</u>

Reason for Change: #5371 - Funds for addition of a 42" butterfly valve and PCCP adaptors and additional isolation valves at Community First Credit Union service connection.
#5431 - Funds for additional sanitary manhole #16-19 (11 vf and casting)
#5230 - Funds for replacement of unreinforced storm sewer(s) on Coolidge & Murray. (70 l.f. - 12" storm sewer)
#5230 - Funds for additional traffic controls (Invoice dated 3/22/17 for \$255.00)

The Contract Time will be (**increased** / ~~decreased~~ / ~~unchanged~~) by this Change Order: 5 Days

The Date of Completion as of the date of this Change Order therefore is: 125

Finance Committee Agenda Date: 04/11/17

Date approved by Council: 04/19/17

PROJECT LIMITS:

3-P-17

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

Calumet Street from Oneida Street to Jefferson Street
Lincoln Street from Olde Oneida Street to Madison Street
Oneida Street from Calumet Street to Olde Oneida Street
Oneida Street from 441 to Calumet Street
Drew Street from Glendale Avenue to Pershing Street
Kamps Avenue 200' west of Douglas Street to Douglas Street
Lynndale Drive from Leonard Street to Everett Street
Marquette Street from Harriman Street to Oneida Street
Reeve Street from Linwood Avenue to Winnebago Street
Sanders Street 400' north of Verbrick Street to Seymour Street
Summer Street from Oneida Street to Lawe Street
Winnebago Street from Linwood Avenue to Badger Avenue

In accordance with the preliminary resolution of the Common Council dated April 19, 2017, we herewith submit our report on the assessment of benefits on the above named construction.

This report consists of the following:

Schedule A - Preliminary plans and specifications on file in the office of the Director of Public Works.

Schedule B - The total cost within the project limits in accordance with the plans and specifications in Schedule A is **\$7,294,759.00.**

Schedule C - Proposed Assessments. The properties included within the project limits are benefited and the work or improvements constitute an exercise of the police power. The total value of assessments is **\$492,256.63.**



MEMO

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TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: April 6, 2017

SUBJECT: **Recommendation to preclude access to Pierce Avenue for properties fronting on Pierce Court.**

The 2017 Budget includes the installation of sidewalk on the east side of Pierce Avenue from Front Street to Lutz Drive. The sidewalk will be installed along four (4) properties that front on Pierce Court (see attached maps). Due to the terrain, vegetation and narrow width of Pierce Avenue, we recommend that access to Pierce Avenue be precluded for the following four properties:

- 12 Pierce Court
- 10 Pierce Court
- 8 Pierce Court
- 7 Pierce Court

If approved, these properties will not be assessed for the new sidewalk per the City's Special Assessment Policy.

Attachments

ArcGIS Web Map



April 6, 2017

City Parcels

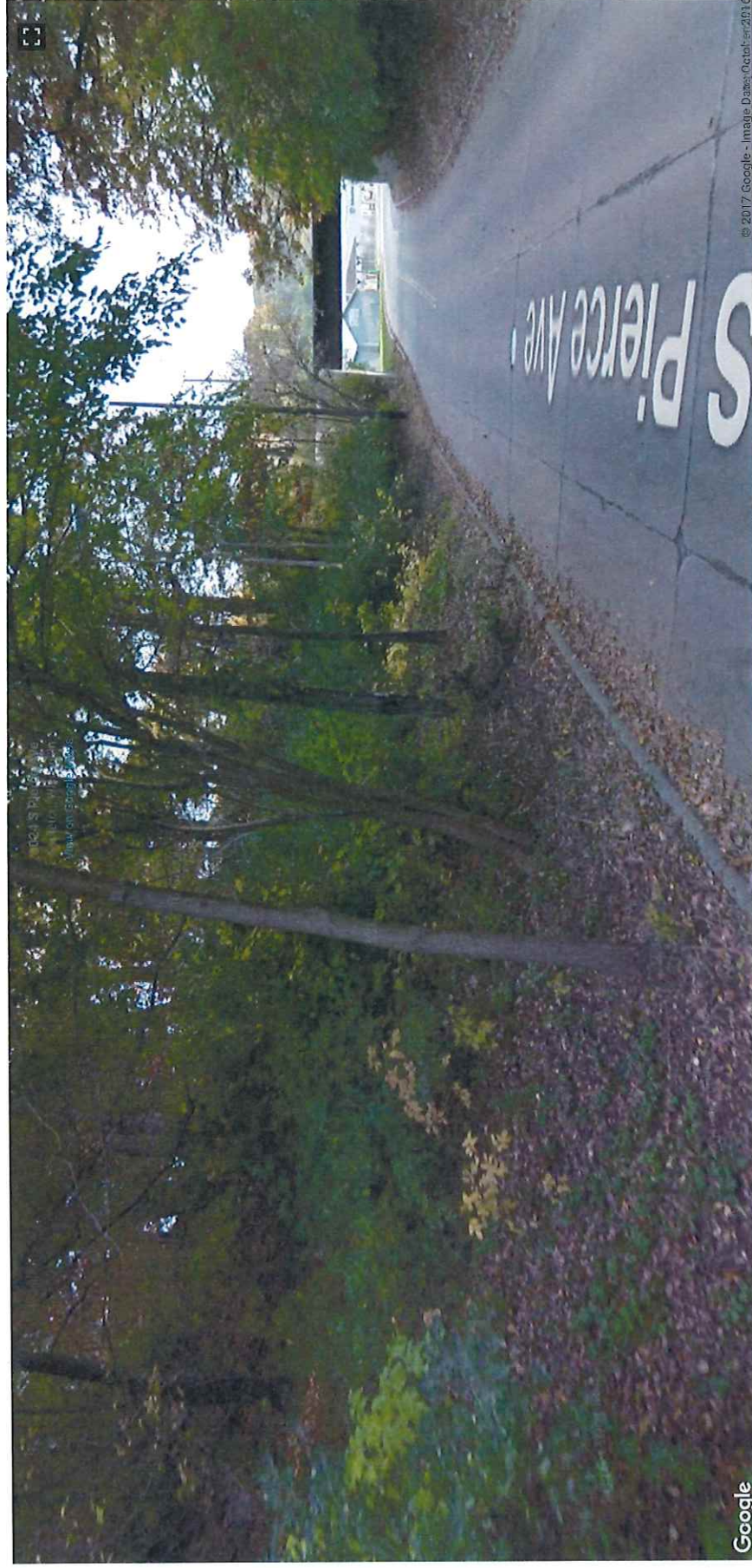
Easements

1:1,500

0 0.0125 0.025 0.04 0.05 mi

0 0.02 0.04 0.08 km








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OFFICE OF THE MAYOR

Timothy M. Hanna
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
Email: mayor@appleton.org

MEMORANDUM

TO: Members of the Human Resources & Information Technology Committee

FROM: Mayor Timothy M. Hanna 

DATE: March 6, 2017

SUBJECT: Relocation of Diversity and Inclusion Coordinator position

Diversity and inclusion continues to grow in importance at a national, state and local level, and the need for inclusion and respect is more critical than ever before. The City has recognized the need to proactively support diversity and inclusion in both our organization and in the community. Our vision is to be a community that is known as welcoming, inclusive and respectful to all residents, businesses and visitors.

In recent months, we have worked to fill our Diversity and Inclusion Coordinator position. During that recruitment process, we re-visited our expectations and scope of responsibilities for the position. We recognize that this is a City-wide position that serves all internal departments and external communities. We want the person in the position to be strategic, visionary, politically-savvy, a strong decision-maker and an excellent communicator, which are competencies that we expect of employees at the highest level of the organization. We expect the person to be proactive in building internal capacity in all City departments, while reacting to the external communities' needs as they arise.

Because this position is considered Non-Exempt under the Fair Labor Standards Act (FLSA), the person in the position is expected to fulfill these duties within the confines of a 40-hour work week. Often these hours are consumed in reacting to immediate needs that emerge, to the detriment of long-range strategic planning and proactive development of our organization to meet our vision of being a welcoming and inclusive community.

In recognition of the need for the position to be both strategic and flexible to meet City-wide needs, I am proposing to move the position to the Mayor's Office, and increase the responsibilities to give the position strategic oversight of internal and external diversity efforts,

March 6, 2017

Page 2

including development and administration of policies, communication, and training as they relate to diversity and inclusion. We expect these additional responsibilities will change the position to 'Exempt' status under FLSA, which will allow the position more flexibility to be both proactive and strategic, while still meeting the needs of the community when they emerge. We anticipate these added responsibilities may move the position to another classification category under the City's Compensation Plan once it has been reviewed by our external Compensation Consultant.

We expect these changes to yield the following benefits:

- The position will be more strategic, proactive, and deliberate in our approach to meet internal and external needs.
- The position will have oversight for all diversity and inclusion policies and communication, allowing for better coordination and a unified message from the City.
- By increasing the responsibilities, the position may be classified as 'Exempt', which will allow the candidate to have the ability to proactively build our internal capacity, while responding to diversity and inclusion needs without being restricted by FLSA hour limitations.
- The position will fulfill the key objectives of the City's Strategic and Comprehensive Plans.

Thank you for your consideration of these changes. Should you have questions, please let me know.



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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/11/2017

RE: Action: Award the Water Treatment Facility "2017 Hardscape Repairs Project" contract to Northeast Asphalt, Inc in the amount of \$88,986.75 with a contingency of \$13,000 for a project total not to exceed \$101,986.75

The 2017 Capital Improvement Plan includes \$115,000 to repair hardscapes at the Water Treatment Facility. Of that amount, \$12,650 has been utilized on design, leaving a balance of \$102,350 for construction. The project includes replacing sections of failing asphalt at the Water Treatment Facility. The locations were determined by our consulting engineer after a hardscape audit was completed at the site.

The bids were received as follows:

Northeast Asphalt, INC	\$88,986.75
MCC	\$98,671.00

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northeast Asphalt, Inc. 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 Northeast Asphalt, Inc in the amount of \$88,986.75 plus a contingency of \$13,000 only to be utilized as needed.

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