



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, September 11, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1392](#) August 21, 2017 and September 6, 2017 Finance Committee Minutes

Attachments: [MeetingMinutes21-Aug-2017-04-06-00.pdf](#)

[MeetingMinutes06-Aug-2017-10-13-28.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

[17-1383](#) Request to approve Contract Amendment/Change Order No. 4 to contract 9-17 for Unit U-17 Sewer and Water Reconstruction No. 2 to increase for 798 L.F. of 10" sanitary sewer reconstruction and steel reinforcement ring replacement on existing 42" water main in the amount of \$105,500 resulting in no change to contingency. Overall contract increased from \$2,508,485 to \$2,613,985.

Attachments: [Unit U-17 Contract Amendment-Change Order No.4.pdf](#)

[17-1384](#) Request to deed City owned land along Packard Street between Division Street and Superior Street (Tax Key 31-2-0677-00, 31-2-0706-00 and 31-2-0709-00) to the abutting property owners at 507 N Clark Street, 508 N Clark Street and 509 N Superior Street.

Attachments: [Packard St City Owned.pdf](#)

[17-1385](#) Request to approve updates to the Energy Conservation Policy

Attachments: [2017 Policy Changes Memo.pdf](#)

[Energy Conservation Policy.pdf](#)

- [17-1386](#) Request to approve updates to the Facilities & Grounds Modification policy

Attachments: [2017 Policy Changes Memo.pdf](#)
[Facilities Grounds Modification Policy.pdf](#)

- [17-1387](#) Request to approve updates to the Furniture policy

Attachments: [2017 Policy Changes Memo.pdf](#)
[Furniture Policy.pdf](#)

- [17-1406](#) Request to approve the following 2017 Budget adjustment:

HAZMAT Grant Fund

Chemicals	+\$48,717
Federal Grants	+\$48,717

to record purchase of firefighting foam and the related grant funding (2/3 vote required)

Attachments: [Hazmat Grant for Foam.pdf](#)

- [17-1407](#) Request to approve the following 2017 Budget adjustment:

Water Utility

Infrastructure	+\$90,000
Fund Balance	- \$90,000

Wastewater Utility

Infrastructure	+\$65,000
Fund Balance	- \$65,000

to record cost of sanitary sewer and watermain through the Pathways Church property (2/3 vote required)

Attachments: [Pathways' Memo.pdf](#)
[Pathways Letter.pdf](#)
[Pathways Master Plan.pdf](#)

[17-284](#) Resolution 19-R-09 regarding Borders

NOTE: Please see the video from August 9, 2017 Community and Economic Development Committee meeting for Mayor's presentation.

Attachments: [19-R-09.pdf](#)
[5R17- Boarder Resolution.pdf](#)

Legislative History

3/7/17 Finance Committee referred

6. Information Items

[17-1388](#) **Director's Reports**

Finance

- Budget
- Tyler Munis

Parks, Recreation and Facilities Management

- Facilities Project Updates

[17-1389](#) Contract 21-15 was awarded to Caldwell Tanks, Inc for \$2,467,000 with a contingency of \$246,700 for Glendale Water Tower. Change orders were approved totaling (\$25,666). Final contract amount is \$2,441,334. Payments issued to date total \$2,313,780.81. Request final payment of \$127,553.04.

[17-1390](#) Contract 27-17 was awarded to Northeast Asphalt, Inc for the 2017 Water Treatment Facility Hardscapes Repairs project in the amount of \$88,987 with a contingency of \$13,000. No change orders were issued. Payments issued to date total \$84,537.41. Request to issue the final contract payment of \$4,449.34

Attachments: [2017 Water Treatment Hardscape Repairs Final Payment \(002\).pdf](#)

[17-1391](#) Contract 56-16 was awarded to Carl Bowers & Sons, Inc for \$813,365 with a contingency of \$34,000 for Sewer/Water Reconstruction #2. Change orders were approved totaling \$2,100. Final contract amount is \$815,465 with a contingency of \$31,900. Payments issued to date total \$792,162.87. Request final payment of \$20,334.13

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

Monday, August 21, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30 p.m.

2. Roll call of membership

Present: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

3. Approval of minutes from previous meeting

[17-1283](#)

August 7, 2017 Finance Committee minutes

Attachments: [MeetingMinutes07-Aug-2017-10-13-28.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

4. Public Hearings/Appealances

5. Action Items

[17-1284](#)

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

Attachments: [Riverside Cemetery.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

[17-1285](#)

Request to approve the following 2017 Budget adjustment:

Public Safety Capital Projects Fund

Fire Personal Protective Equipment	+\$10,440
Training Tower Project	- \$10,440

to reallocate funds to pay for Fire Department personal protective equipment (2/3 vote required)

Attachments: [Fire PPE Adj 2017.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and Alderperson Baranowski

Excused: 1 - Alderperson Croatt

[17-1294](#)

Request to approve resolution amending the May 1, 2010 Foremost Farms financing agreement

Attachments: [Foremost Bonds.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and Alderperson Baranowski

Excused: 1 - Alderperson Croatt

[17-1295](#)

Request to approve the following 2017 Budget adjustment:

Valley Transit

Bus Washer Upgrade Project	+\$110,110
State Grants	+ \$88,088
Depreciation Fund Balance	+ \$22,022

to record the 2017 WISDOT capital fund grant to upgrade the bus washer at the Valley Transit garage (2/3 vote required)

Attachments: [VT Bus Washer Grant 2017.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

[17-1299](#)

Request to award the 2017 Wastewater Tunnel painting project to M.V. Klinger Painting Co. Inc for a not-to-exceed contract of \$90,000.

Attachments: [2017 Wastewater Tunnel Painting.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

[17-1310](#)

Request to award the Lutz Park Trail and Riverbank improvements contract to Vinton Construction Company in the amount of \$305,868 with a contingency of 7% for a project not to exceed \$327,279.

Attachments: [2017 Lutz Park Trail and Riverbank Project .pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

[17-1324](#)

Request to award the 2017 Telulah skate Park additions project to Miron Construction Co, Inc. in the amount of \$157,993 with a contingency of \$17,257 for a project total not to exceed \$175,250 and the following related 2017 Budget adjustment:

Facilities Capital Projects Fund

Telulah Park skateboard project	\$60,000
Police Department deck surfacing project	-60,000

To reallocate funds for the Telulah Park skateboard project (2/3 vote required)

Attachments: [2017 Telulah Skate Park Upgrades and Budget adjustment.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

[17-1239](#)

Request to adopt the 2018 City of Appleton Policy for Special Assessments.

Attachments: [2018 Assessment Policy - 2018 - Draft 06.28.17.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

[17-1327](#)

Request for Proposals Library project.

Attachments: [July 2017 Board memo.pdf](#)

Aldersperson Baranowski moved, seconded by Aldersperson Siebers, that the Report Action Item be amended to authorize staff to draft an RFP for recommendations for a mixed use library and bring the RFP back to Finance Committee for review. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

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

Aye: 4 - Alderson Plank, Alderson Lobner, Alderson Siebers and Alderson Baranowski

Excused: 1 - Alderson Croatt

[17-1328](#)

Request to approve the sale of City property to the State for detention pond.

Attachments: [land sale to State.pdf](#)

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

Aye: 4 - Alderson Plank, Alderson Lobner, Alderson Siebers and Alderson Baranowski

Excused: 1 - Alderson Croatt

[17-792](#)

Resolution introduced by Aldersons Martin, Croatt and Plank at the May 17, 2017 Common Council meeting related to the City Attorney responsibilities:

Resolution #12-R-17 Martin/Croatt/Plank

Attachments: [#12-R-17 City Attorney.pdf](#)
[Legal Business of the City 8.21.17.pdf](#)

Alderson Plank moved, seconded by Alderson Baranowski, that the policy resulting from Resolution #12-R-17 be amended by the substitution of the newest version of the policy as attached. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderson Plank, Alderson Lobner, Alderson Siebers and Alderson Baranowski

Excused: 1 - Alderson Croatt

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and Alderperson Baranowski

Excused: 1 - Alderperson Croatt

6. Information Items

[17-1325](#)

Emergency repair of 42" water transmission main in S. Oneida Street due to private utility damage.

[17-1326](#)

Contract 56-16 was awarded to Carl Bowers & Sons, Inc. for \$813,365.00 with a contingency of \$34,000.00 for Sewer/Water Reconstruction #2. Change orders were approved totaling \$2,100.00. Final contract amount is \$815,465.00 with a contingency of \$31,900.00. Payments issued to date total \$573,399.87. Request final payment of \$218,763.00.

[17-146](#)

Resolution introduced by Alderperson Siebers at the February 1, 2017 Common Council meeting relating to changes to Special Assessment Policy:

#1-R-17 - Siebers

Changes to Special Assessment Policy

WHEREAS, the Common Council deems it in the best interest of the City of Appleton to adopt policies relating to special assessments,

WHEREAS, the Common Council intends that these policies provide general and fair guidelines for addressing assessments in Appleton,

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Appleton, WI that the following language be added under the "All other zoning" column to the special assessment policies; "All other zone classifications (1 and 2 Family Use Apply Residential Zones Rate)" Adding this language would allow R1 and R2 zoned properties in any other zoned area to be assessed the rate of single family and two family residents.

7. Adjournment

Aldersperson Baranowski moved, seconded by Aldersperson Plank, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt



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Meeting Minutes Finance Committee

Wednesday, September 6, 2017

6:30 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order

Meeting called to order at 6:30pm

2. Roll call of membership

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

Excused: 2 - Alderperson Croatt and Alderperson Baranowski

4. Public Hearings/Apearances

[17-1333](#)

Brad Viegut, Robert W. Baird presentation on results of General Obligation Notes and Stormwater Revenue Bond Sales

Alderperson Croatt arrived at 6:34pm.

This Appearance was presented

5. Action Items

[17-1334](#)

A Resolution authorizing and providing for the sale and issuance of ~~\$13,885,000~~ \$14,170,000 General Obligation Promissory Notes, Series 2017, and all related details

Attachments: [Appleton 2017 G.O. Prom Notes - Award Resolution 9-6-17\(002\).pdf](#)
[Baird - Gen. Obligation Promissory Notes 9-6-17.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and Alderperson Croatt

Excused: 1 - Alderperson Baranowski

[17-1335](#)

A Resolution authorizing and providing for the sale and issuance of \$5,000,000 Storm Water System Revenue Bonds, Series 2017, and all related details

Attachments: [Appleton 2017 Storm Water Revenue Bonds - Award Resolution \(002\) 9-6-17.pdf](#)
[Baird - Storm Water Revenue Bonds 9-6-17.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Croatt

Excused: 1 - Aldersperson Baranowski

6. Information Items

7. Adjournment

A motion was made by Aldersperson Siebers, seconded by Aldersperson Croatt, that this meeting be adjourned. The motion carried by the following vote:

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Croatt

Excused: 1 - Aldersperson Baranowski



"...meeting community needs...enhancing quality of life."

DEPARTMENT OF PUBLIC WORKS - Engineering Division

100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474
FAX (920) 832-6489

TO: Members of the Finance and Utilities Committees
FROM: Ross Buetow, Deputy Director/City Engineer
SUBJECT: Contract Amendment - Replacement of 10" sanitary sewer - South Oneida Street
DATE: September 6, 2017

As part of this year's south Oneida Street sewer and water reconstruction project, we included bid items to reconstruct several sanitary manholes and reconnect existing sewer pipes to these new manholes. Based on sewer televising investigations, the existing sewer pipes appeared to be in adequate condition to accommodate a future liner that would last the lifetime of the proposed new pavement. However, as we attempted to reconnect the existing pipes, we discovered the pipe to be extremely brittle and had difficulty making the reconnections.

Based on these findings, we feel it is critical to replace these pipe segments immediately, prior to next year's paving project. The proposed sewer replacement includes 798 linear feet of 10" sanitary sewer on south Oneida Street from Hoover Avenue to 160' south of Valley Road.

To accomplish this we propose the following:

Revise the scope of our 2017 Oneida Street Sewer & Water project (Unit U-17) to include:

- Reconstruction of 798 linear feet of 10" sanitary sewer on south Oneida Street from Hoover Avenue to 160' south of Valley Road (estimated cost \$100,000.00).

This proposed program change will not require any additional funding or any transfer of funds among business units. Sufficient fund balance exists within the Public Works Wastewater Capital Improvements business unit to complete this work.

Please feel free to contact me if you have any questions regarding this request. Thank you for your consideration.

c: Tony Saucerman, Finance Director
Paula Vandehey, Director of Public Works

CONTRACT CHANGE ORDER & CONTRACT AMENDMENT

Change Order No. FOUR

Date 09/06/17

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	5371.6809.5	\$813,497.75	\$0.00	\$5,500.00	\$0.00	\$818,997.75	\$0.00
2	5431.6809.3	\$463,530.92	\$13,151.92	\$100,000.00	\$0.00	\$563,530.92	\$13,151.92
3	5230.6809.4	\$1,163,109.33	\$55,195.00	\$0.00	\$0.00	\$1,163,109.33	\$55,195.00
4							
5							
6							
7							
8							
9							
10							
Total		\$2,440,138.00	\$68,346.92	\$105,500.00	\$0.00	\$2,545,638.00	\$68,346.92

Reason for Change: #5371 - Material and Labor charge to weld a new 42" steel reinforcing ring to existing water main pipe at Hoover Street intersection. Existing ring was deteriorated.
#5431 - Relay of 798 l.f. of 10" sanitary (Oneida St, Hoover Ave to 160' s/o Valley Rd). Deteriorated concrete pipe discovered during manhole replacement.

The Contract Time will be (increased /decreased /unchanged) by this Change Order: 15 Days

The Date of Completion as of the date of this Change Order therefore is: 140

Finance Committee Agenda Date: 09/11/17

Date approved by Council: _____



MEMO

TO: Finance Committee

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

DATE: August 31, 2017

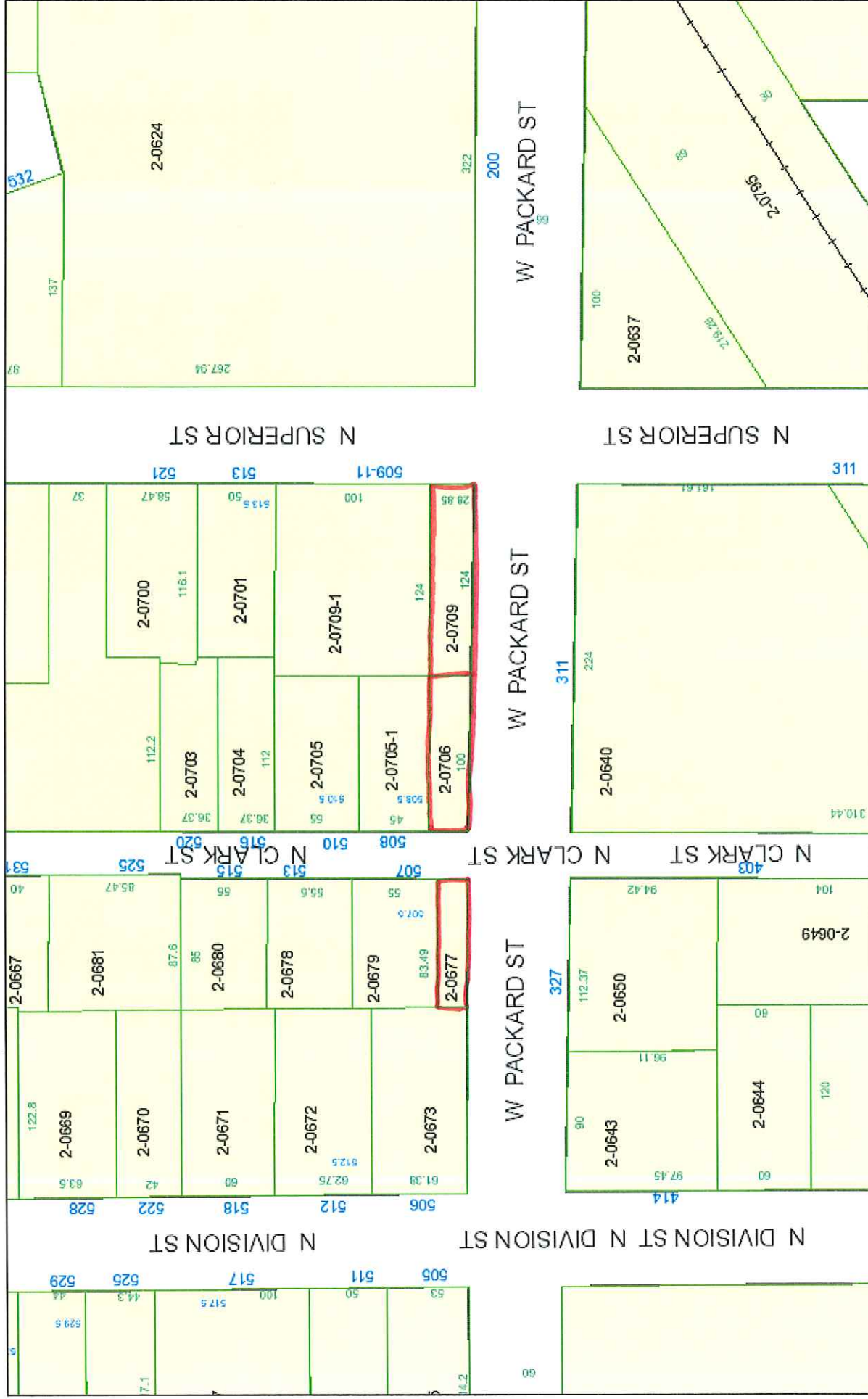
SUBJECT: Request to deed City owned land along Packard Street between Division Street and Superior Street (Tax Key 2-0677, 2-0706 and 2-0709) to the abutting property owners at 507 N. Clark Street, 508 N. Clark Street and 509 N. Superior Street.

In the 1970's the City of Appleton purchased property for additional right-of-way for Packard Street between Division Street and Superior Street. This action allowed the City to widen Packard Street, but it also created remnant parcels that we are responsible for maintaining. As you can see from the attached maps, these parcels could serve a greater benefit becoming part of the adjacent parcels than they are as separate, non-buildable lots. I have contacted the three adjacent property owners in hopes that they are agreeable to the proposed land dedication if approved by the Common Council.

Therefore, we request permission to deed City owned land along Packard Street between Division Street and Superior Street (Tax Key 2-0677, 2-0706 and 2-0709) to the abutting property owners at 507 N. Clark Street, 508 N. Clark Street and 509 N. Superior Street.

Attachments

ArcGIS Web Map



August 30, 2017

City Parcels





"...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, Director of Parks, Recreation and Facilities Management

Date: September 11, 2017

Re: Action: Request Approval of the Energy Conservation/Sustainability Policy, the Facilities & Grounds Modification Policy, and the Furniture Management Policy

Please find attached (3) updated policies for Energy Conservation/Sustainability, Facilities & Grounds Modification and Furniture Management.

Our goal is to review and update these policies at a maximum of every (3) years or when substantial changes occur. These policies were updated with minor changes related to the title of the department from the merger of the Facilities & Construction Management and Parks and Recreation Departments and other grammatical edits. No substantial changes are recommended at this time.

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

CITY OF APPLETON PERSONNEL POLICY	TITLE: ENERGY CONSERVATION/SUSTAINABILITY	
ISSUE DATE: 2014	LAST UPDATE: 2010 7	SECTION: Parks, Recreation & Facilities Management
POLICY SOURCE: Parks, Recreation & Facilities Management	AUDIENCE: All Departments	TOTAL PAGES: 5
Reviewed by Attorney's Office Date: August 12, 2014	Finance Committee Approval Date: July 23, 2014	Council Approval Date: August 6, 2014

I. PURPOSE

The purpose of this policy is to establish the requirements for an energy management program:

- A. to realize the greatest return from every dollar expended on energy resources and increase the efficient use of energy, water and heating fuels;
- B. to increase energy awareness, conservation and efficient management among each facilities' occupants with regard to natural gas, fuel oil, electricity and water;
- C. and to be an example to the community of progressive environmental stewardship.

The resulting efficiency increase and monetary savings will help offset rising energy costs and provide resources for further energy conservation initiatives.

II. POLICY

Faced with continually increasing energy costs and limited operating funds, we must use all available means to reduce our energy costs and increase efficiency. ~~In addition, the City will consider the use of sustainable products when feasible in an effort to reduce environmental impacts.~~

The Parks, Recreation & Facilities Management Department will achieve success with this policy through active and passive methods. Passive methods include, but not limited to, use of sustainable products when feasible to reduce environmental impacts and incorporating energy efficiency in new construction and facility renovations. Active methods include, but not limited to, educating occupants on conservation measures and operating facilities and equipment in the most ~~feasible~~ energy efficient manner feasible such as those listed in the operations procedures stated below.

III. DISCUSSION

The City of Appleton consumes significant amounts of energy in its operation of facilities and equipment. The Parks, Recreation and Facilities Management Department is committed to supporting and adding emphasis to energy management and conservation initiatives.

The Parks, Recreation and Facilities Management Department will attempt to maintain a reasonable balance between operational requirements and energy conservation. The City's ability to maintain this balance through investments in energy efficient equipment and building systems is somewhat constrained by available resources. Accordingly, the following guidelines for utility management will be implemented to best support the mission and key strategies of the City of Appleton. The Parks, Recreation and Facilities Management Director will review any deviations from these guidelines.

- A. Reduce energy costs, eliminate waste, and conserve energy resources by using energy-efficient and cost-effective technology.
- B. Incorporate energy efficiency into the decision-making process during the design and acquisition of facilities and equipment emphasizing the use of renewable energy sources. Projects/systems with payback periods of less than five (5) years will be considered feasible as an energy-wise project.
- C. Increase energy efficiency through capital investment and/or improved operations.
- D. Establish partnerships with local utilities and state resources to provide technical assistance and to share costs on energy conserving initiatives to the extent possible.
- E. Procure Energy Star rated appliances when feasible.

IV. DEFINITIONS

Commissioning – is the process for achieving, verifying and documenting the performance of a facility or facility equipment. It is used to determine whether the systems within the facility meet the design intent, but also the functional and operational needs of the personnel it serves.

Recommissioning – is a type of commissioning that occurs when a building that has already been commissioned undergoes another commissioning process. The decision to recommission may be triggered by a change in building use or ownership, the onset of operational problems, or some other need.

Retrocommissioning – is the application of the commissioning process to existing buildings. Retrocommissioning is a process that seeks to improve how building equipment and systems function together. Depending on the age of the building, retrocommissioning can often resolve problems that occurred during design or

construction, or address problems that have developed throughout the building's life. In all, retrocommissioning improves a building's operations and maintenance (O&M) procedures to enhance overall building performance.

Relative Humidity (RH) – is a ratio, expressed in percent, of the amount of atmospheric moisture present relative to the amount that would be present if the air were saturated. Since the latter amount is dependent on temperature, relative humidity is a function of both moisture content and temperature. A higher RH will make it feel warmer than a lower RH.

Sustainability – means seeking solutions that simultaneously improve social, economic, and environmental vitality by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

PROCEDURES

A. Operations

In many instances temperature management of indoor environments is governed by central controls monitored by the ~~Facilities Management Division~~Parks, Recreation and Facilities Management staff. Building occupants can, however, contribute to their own comfort by wearing seasonal clothing and by making sure that windows, shades and blinds work and are positioned according to the season. The human sense of comfort changes seasonally. According to the Northwest Energy Efficiency Council, 10% of occupants are likely to be dissatisfied as a result of the variance in a person's comfort level, regardless of the conditions.

City of Appleton thermal comfort targets (ASHRAE Standard 55-2010) are as follows:

Winter – (68-74 degrees) 30-40% RH

Summer – (73-79 degrees) 40-60% RH

If building temperatures result outside of the target ranges, the building occupant shall notify the ~~facilities division~~Parks, Recreation and Facilities Management Department by submitting an ~~FMD~~work order request.

Heating Season: The targeted temperature for most workspaces is 72 degrees Fahrenheit. Due to building characteristics and control limitations, actual temperatures will vary. Temperatures in storerooms, hallways, stairwells and other unoccupied areas will be kept closer to 68 degrees Fahrenheit to the extent possible. In cases where central heating cannot meet targets, electric heaters ~~are allowed~~ will be provided with the authorization of the Parks, Recreation and Facilities Management Director or his/her designee. Heaters not provided by the Parks, Recreation and Facilities Management Department are not authorized for use. These devices shall be used minimally for both energy conservation and fire safety as they

can be dangerous when misused, and will be allowed only under controlled circumstances. Windows will not be opened during the winter to cool spaces. The Parks, Recreation and Facilities Management Department should be notified as soon as possible when heating equipment is not performing adequately and will make the repair as quickly as possible.

Cooling Season: In areas where air conditioning systems have been installed, the targeted temperature will be 74 degrees Fahrenheit. In areas where large numbers of people may assemble, the pre-event target may be reduced to facilitate the occupant heat load. Due to building characteristics and control limitations, actual temperatures may vary from the target.

Electric fans to supplement central cooling are allowed only with the authorization of the Parks, Recreation and Facilities Management Director or his/her designee. These devices can pose additional hazards, and will be allowed only under controlled circumstances.

Ventilation: Areas equipped with ventilation systems will be operated in the most economical way possible, consistent with the Occupational Safety and Health Administration's requirements and the comfort and safety of building occupants. During times of reduced occupancy, the cycling of fans or the reduction of fan speeds will be employed whenever possible to conserve energy. If possible, systems will be shut off entirely during periods of minimal or no use.

Lighting: Adequate lighting for interior and exterior use is essential, but must be provided in an energy efficient manner. Fluorescent and LED lighting will be used whenever possible employing the latest energy efficient technology feasible. Desk lamps are not supplied to every work area, but are acceptable for use as needed. Lighting in all cases will be turned off whenever it is no longer required by the room or facility occupants. The occupants of the facility are responsible for turning off energy consuming devices whenever possible to conserve resources. Occupancy sensors will be deployed where feasible.

Water Usage: Individuals will take care to use water sparingly, and to be sure to completely turn off water spigots after use. Report leaking taps or valves to the Facilities Manager.

Transportation: Bicycle racks will be provided at stand-alone facilities to promote the use of bicycles to reduce the need for additional parking, promote health and to consider the effects on the environment.

B. Sustainability

City facilities must be financially viable to operate, easy to maintain, durable, and they must contribute to the productivity and well-being of occupants and visitors.

City facilities should model the responsible stewardship of natural and financial resources with the goal of long-range thinking that leads to facilities that minimize environmental impact, save operation and maintenance costs, and promote health and well-being. When facility renovations and/or construction are necessary, the City will consider the following through all stages of design, construction and operation:

1. Economic Impact
 - a. Total cost of occupancy
 - b. Durability, flexibility and maintenance needs
2. Environmental Impact
 - a. Site, water and material resources
 - b. Energy and atmosphere
3. Social Impact
 - a. Human health and potential (productivity)
 - b. Community impact

C. Commissioning

On major new construction projects commissioning will be implemented. An independent commissioning agent not provided by the contractor will conduct commissioning.

D. Retrocommissioning

On major new renovation projects retrocommissioning will be implemented. An independent commissioning agent not provided by the contractor will conduct commissioning.

E. Recommissioning

Recommissioning will take place on existing buildings as determined by the Director of Parks, Recreation and Facilities Management to improve the performance of a facility not operating efficiently.



"...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, Director of Parks, Recreation and Facilities Management

Date: September 11, 2017

Re: Action: Request Approval of the Energy Conservation/Sustainability Policy, the Facilities & Grounds Modification Policy, and the Furniture Management Policy

Please find attached (3) updated policies for Energy Conservation/Sustainability, Facilities & Grounds Modification and Furniture Management.

Our goal is to review and update these policies at a maximum of every (3) years or when substantial changes occur. These policies were updated with minor changes related to the title of the department from the merger of the Facilities & Construction Management and Parks and Recreation Departments and other grammatical edits. No substantial changes are recommended at this time.

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

CITY OF APPLETON PERSONNEL POLICY	TITLE: FACILITIES & GROUNDS MODIFICATION POLICY	
ISSUE DATE: <u>2014</u>	LAST UPDATE: <u>2017</u>	SECTION: Facilities & Construction <u>Parks, Recreation and</u> <u>Facilities</u> Management
POLICY SOURCE: Facilities & Construction Parks, <u>Recreation and Facilities</u> Management Department	AUDIENCE: All Departments	TOTAL PAGES: <u>4</u>
Reviewed by Attorney's Office Date: <u>August 12, 2014</u>	Finance Committee Approval Date: <u>July 23, 2014</u>	Council Approval Date: <u>August 6, 2014</u>

I. PURPOSE

The purpose of the Facilities & Grounds Modification Policy is to:

- A. preserve and extend the useful life of the City's facilities & grounds;
- B. reduce overall maintenance and operations expenses by following established maintenance practices through the implementation of universal standards;
- C. provide proper technical expertise for the performance of modifications and renovations of facilities, including compliance with all applicable local, state and federal regulations regarding construction, environmental health and safety;
- D. provide standards for aesthetics, functionality, sustainability and quality;
- C.—
- D.E. ensure that the full expense of modifications are identified and that the necessary funds are authorized before initiation of the project; and
- E.F. ensure that approved projects are completed within budget and within a period responsive to the needs of the applicant, and feasible within the limitations of the ~~Facilities & Construction Parks, Recreation and Facilities~~ Management Department.

II. POLICY

Requests for facility or grounds modifications that involve change of use, configuration, or appearance of existing facilities will require the review and approval of the Director of ~~Facilities and Construction~~ Parks, Recreation and Facilities Management or his/her designee. Departments shall not perform Facility & Ground Modifications without prior approval of the ~~Facilities and Construction~~ Parks, Recreation and Facilities Management Director or his/her designee.

III. DISCUSSION

The ~~Director of Facilities and Construction~~ Parks, Recreation and Facilities Management Director or his/her designee is the facilities' landlord and is responsible for the management of the City of Appleton's facilities & grounds assets. The ~~Facilities and Construction~~ Parks, Recreation and Facilities Management Department works closely with departmental tenants to provide environments that are productive, economical and safe in which the department can achieve its established goals and objectives.

IV. DEFINITIONS

Facilities & Grounds Modification – refers to physical changes to the facilities' structure, facilities' equipment, interior finishes, landscaping, and/or furnishings. Routine maintenance such as painting, flooring updates, furniture moves, etc. will be performed as part of the general services provided by the ~~Facilities and Construction~~ Parks, Recreation and Facilities Management Department. For the purpose of this policy modifications refer to non-routine work such as renovations, office moves, etc.

V. PROCEDURES

- A. Any department requesting modification of a facility under its assignment shall consult the ~~Director of Facilities and Construction~~ Parks, Recreation and Facilities Management Director.
- B. The proposing department shall provide a ~~written~~ description of the proposed modifications and when known, identify proposed wall, floor, and ceiling changes, window and door changes; painting, carpentry, electrical, plumbing, heating and ventilation changes; fixed cabinetry modifications; landscaping changes; as well as moveable equipment (chairs, desks, tables, machinery, etc.) to be removed and/or installed in the modified or remodeled space.
- C. Working with the proposing department, the ~~Facilities and Construction~~ Parks, Recreation and Facilities Management Department will evaluate the preliminary description and assist in developing a ~~formal~~ project ~~proposal~~ scope that addresses the following issues:
 1. technical feasibility, including regulatory and code requirements;
 2. technical advisability;
 3. aesthetic and design standards appropriate to the project and to City facilities;

4. cost of the project;
5. schedule for initiation and completion;
6. furniture and other moveable equipment implications;
7. health and safety implications;

~~—consultation for preliminary plans and/or development of the formal project proposal may require extensive involvement by Facilities & Construction Management Department and may therefore accrue administrative overhead costs. Such costs shall be borne by the initiating department; and~~

- ~~8. alternatively, departments may submit formal proposals developed by external consultants when required or appropriate, in which case the Facilities & Construction Management Department shall provide final specifications, plans, and compliance review services, for which it is authorized to charge an administrative fee.~~

D. In completing their analysis of the project, ~~Facilities & Construction~~the Parks, Recreation and Facilities Management Department, working with the requesting department, will coordinate the above project aspects with the following individuals or their designees, if applicable to the project:

1. the Director of Finance; ~~and~~
2. the Director of Technology Services; and
- 2.3. Outside engineers/consultants.

E. ~~Facilities & Construction~~The Parks, Recreation and Facilities Management Department will prepare a formal project estimate, including the following project costs:

1. labor,
2. materials,
3. administrative overhead, and
4. a construction contingency

F. Verification, Approval and Implementation

1. Projects will be budgeted by the Parks, Recreation and Facilities Management Department according to available funding and priorities. After completion of the formal project proposal, schedule and budget, the Director of Facilities & Construction Management shall provide written verification of the project proposal, schedule and budget.

1.2. Any approvals will follow the Procurement and Contract Policy if applicable.

- 2.3. Upon approval of funding the Parks, Recreation and Facilities Management Department will coordinate the contracts, schedule, permits, payment and provide project management services. Following verification, the department shall identify the account and obtain authorization from the appropriate administrator responsible for both the account and the space.

- ~~3. The Director of Facilities & Construction Management or his/her designee shall forward a drawing, description, and cost estimate, schedule of work, authorization, and account number to the Department Director or his/her designee.~~
- ~~4. The Department Director or his/her designee shall notify the Director of Facilities & Construction Management of authorization, the funding source to be encumbered, authorization to encumber funds by the appropriate administrator, and the project account established by Finance for the project.~~

~~5.4.~~The project will proceed according to the schedule developed above.

G. Changes in Design, Scope or Cost following Authorization

1. Additional costs to the project's approved design, scope and cost which do not exceed the contingency and for which the appropriate administrator has provided authorization and a funding source, may proceed accordingly. This information will be reported to the appropriate committee of jurisdiction as an informational item.
2. Material changes to the project's approved design, scope and cost exceeding the established contingency will require a contract amendment plus a change order and supplemental approval by the Department Director, Finance Committee and their respective Committee of Jurisdiction and Common/ Council.

~~H. Other~~

Library Building

~~Facilities and Construction Management has been granted authority by the Library Board of Trustees to maintain the interior and exterior of the library building, per the Service Agreement between Facilities Management and the Library Board.~~



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To: Finance Committee

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

Date: September 11, 2017

Re: Action: Request Approval of the Energy Conservation/Sustainability Policy, the Facilities & Grounds Modification Policy, and the Furniture Management Policy

Please find attached (3) updated policies for Energy Conservation/Sustainability, Facilities & Grounds Modification and Furniture Management.

Our goal is to review and update these policies at a maximum of every (3) years or when substantial changes occur. These policies were updated with minor changes related to the title of the department from the merger of the Facilities & Construction Management and Parks and Recreation Departments and other grammatical edits. No substantial changes are recommended at this time.

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

CITY OF APPLETON PERSONNEL POLICY	TITLE: FURNITURE MANAGEMENT	
ISSUE DATE: 2014	LAST UPDATE: 20017	SECTION: Facilities & Construction <u>Parks, Recreation and Facilities</u> Management
POLICY SOURCE: <u>Parks, Recreation and Facilities</u> Facilities & Construction Management Department	AUDIENCE: All Departments	TOTAL PAGES: 3
Reviewed by Attorney's Office Date: August 12, 2014	Finance Committee Approval Date: July 23, 2014	Council Approval Date: August 6, 2014

I. PURPOSE

Furniture in City facilities is common throughout all facilities and departments and is a necessity for employees to conduct their jobs. This policy establishes ~~the requirements for setting~~ uniform standards for ordering new furniture and removing unneeded furniture at City facilities:

1. Furniture ordered for all City departments shall be processed through the ~~Facilities & Construction~~Parks, Recreation and Facilities Management Department to ensure a uniform standard and quality.
2. Furniture no longer needed will be removed and stored by ~~Facilities & Construction~~the Parks, Recreation and Facilities Management Department for potential use in the future or sold according to the City's Procurement Policy.
3. Furniture will be approved by ~~Facilities & Construction~~the Parks, Recreation and Facilities Management Department to ensure that it meets ADA, EEOC, and OSHA Ergonomic standards.

II. POLICY

Requests for ordering and installation of new furniture or the removal of unneeded furniture will require the review and approval of ~~Facilities Management Director~~ the Parks, Recreation and Facilities Management Director or his/her designee.

III. DISCUSSION

The process for adding or removing furniture to all City departments falls under the authority of the ~~Facilities & Construction~~ Parks, Recreation and Facilities Management Department to streamline this process. Furniture from various departments can be shifted more fluidly and the furniture needs of departments can be better met with what is currently available in other departments, thus reducing overall costs.

IV. DEFINITIONS

ADA- Americans with Disabilities Act ~~of 1990, which took effect July 26, 1992,~~ relates to furniture in the following respect: “A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.” ... “Reasonable accommodation may include acquiring or modifying equipment or devices.”

Ergonomics- is the application of scientific information concerning humans to the design of objects, systems and environments for human use (definition adopted by the International Ergonomics Association in 2007).

Furniture- any of the following items required in the workplace:

- Furniture Systems (work stations)
- Seating (office chairs)
- Work tools (keyboards, tray, etc.)
- Conference tables
- Storage Systems (file cabinets and bookcases, etc.)
- Office Furniture (desks, credenzas, etc.)

Departmental specific furnishings such as beds, dressers, kitchen tables, and book shelving specific to the Library, etc. are excluded from this policy and the responsibility of the tenant.

OSHA Ergonomic Standard- Occupational Safety and Health Administration’s guidelines to reduce and prevent workplace ergonomic injuries, often called musculoskeletal disorders (MSDs).

V. PROCEDURES

A. Under no circumstances should employees other than facilities maintenance staff attempt to perform furniture modifications on their own. All furniture needs shall be requested by the department.

~~A.B.~~ Any department requesting the addition, upgrade or removal of furniture from a facility must provide a ~~written- detailed~~ description from the department head that identifies proposed furniture to be removed, upgraded or installed to the ~~Facilities & Construction~~Parks, Recreation and Facilities Management Director or his/her designee.

~~B.C.~~ The ~~Facilities & Construction~~Parks, Recreation and Facilities Management Director or his/her designee will procure all furniture and prioritize all requests based on need and available funds.

~~C.D.~~ There will be standardized selections of furniture with specific colors, features, and styles.

These standardized selections are intended to establish a standard of quality in materials, construction, ergonomics, and price point and are not intended to be restrictive. Alternative products may be considered if they meet the minimum guidelines.

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~~D.E.~~ If a department decides it no longer needs a piece of furniture, ~~Facilities & Construction~~Parks, Recreation and Facilities Management staff will move it to storage or if determined not to be useful, will dispose of it in accordance with the City Purchasing Policy. Furniture placed in storage can be used in other City departments and is not to be considered as property of the original department.

~~F.~~ A department can request used furniture from storage and if available, ~~Facilities & Construction~~Parks, Recreation and Facilities Management staff will move it to the requested location.

~~E.G.~~ Employees shall not provide furniture systems from home or purchased on their own. Small personal furniture items including wall mounted items are required to be preapproved by Parks, Recreation and Facilities Management Department and will be determined on a case by case basis.

~~F.H.~~ When new positions and offices are created, the ~~Facilities & Construction~~Parks, Recreation and Facilities Management Department will provide the standard furniture options for new staff as requested during the *annual* Facilities Budget Meeting with departments.

~~G.I.~~ When new furniture is required as a result of an ADA or ergonomics accommodation, the ~~Facilities & Construction~~Parks, Recreation and Facilities Management Department will provide the standard furniture options for staff. The ~~Facilities & Construction~~Parks, Recreation and Facilities Management Department will confer with Human Resources/Risk Management staff to meet ADA and ergonomic standards.

~~H.J.~~ If an individual desires to move or a department wants an individual to move from one office to another, the furniture will stay in the original office, unless justification is provided.

[H.K.](#) Valley Transit – Special provisions will apply in cases where furniture is with federal dollars. Procurement, asset tracking and disposal will be made according to federal guidelines.



"...meeting community needs...enhancing quality of life."

APPLETON FIRE DEPARTMENT
700 N. DREW STREET
APPLETON, WI 54911

MEMORANDUM

To: Alderperson Plank, Chair, Finance Committee
Members of the Common Council

From: Len Vander Wyst., Fire Chief

Date: September 5, 2017

Re: Budget Amendment for Firefighting Foam Cache Grant

In 2016, the Appleton Fire Department applied for and received a Homeland Security Grant through the State of Wisconsin Emergency Management Department. The grant was for the purchase of a cache of firefighting foam for crude oil response. The grant also included two utility trailers for transporting the foam and eductors for foam application.

In 2017, all items related to this grant have been purchased for a total expense of \$48,717. Therefore, this budget amendment request is submitted to record the Homeland Security grant for the purchase of firefighting foam for crude oil response. If you have any questions or need additional clarification, please contact me at 832-5810.

"Appleton Fire Department....serving with P.R.I.D.E."



MEMO

TO: Members of the Finance and Utilities Committees

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

DATE: August 29, 2017

SUBJECT: **The following 2017 Budget adjustments be approved to provide funding for sanitary sewer and watermain extensions associated with Pathways Church:**

Wastewater Utility Fund Balance	- \$65,000
Wastewater Capital (BU 5431)	+\$65,000
Water Utility Fund Balance	- \$90,000
Water Distribution Capital (BU 5370)	+\$90,000

The Department of Public Works was recently notified that the Pathways Church is planning an expansion that includes constructing a new parking lot over the route of our future sanitary sewer and watermain. The extensions of these City utilities, as shown on the attached Pathway's Master Plan, are necessary for future development along Alvin Street. The Pastor has requested that the City complete the utility work as soon as possible in 2017 in order for them to complete their project in a timely manner. (See attached letter from Pastor Demetrician)

Therefore, we request a budget adjustment to use existing Wasterwater and Water Utility Fund Balances to fund these utility extensions in 2017.

Attachments

C: Tony Saucerman, Finance Director
Bev Matheys, Managerial Accounting Coordinator

August 21, 2017

Ross Buetow

City of Appleton

100 N Appleton St

Appleton, WI 54911

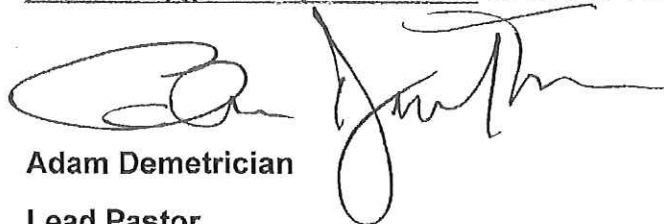
Re: Utility Extension Request

Dear Ross,

We would like to request the extension of both water and sanitary sewer utilities through our property for the necessary future development along Alvin Street. We request the extension to be performed as soon as possible in 2017.

We would also give the City an easement related to these utilities.

If you have any questions, please contact Jeff Smith at jeff.smith@pathwayschurch.us or at 920-735-0422.



Adam Demetrician
Lead Pastor

Pathways Masterplan Concept 08-11-17

- | | |
|--|---|
| Worship Center | Adult Education |
| Fellowship | Administration Offices |
| Children's Ministry | Toilets, Storage, Facilities |
| Youth / Multi-Purpose | Phase One Project Area |

Sanitary Sewer Main Estimate.

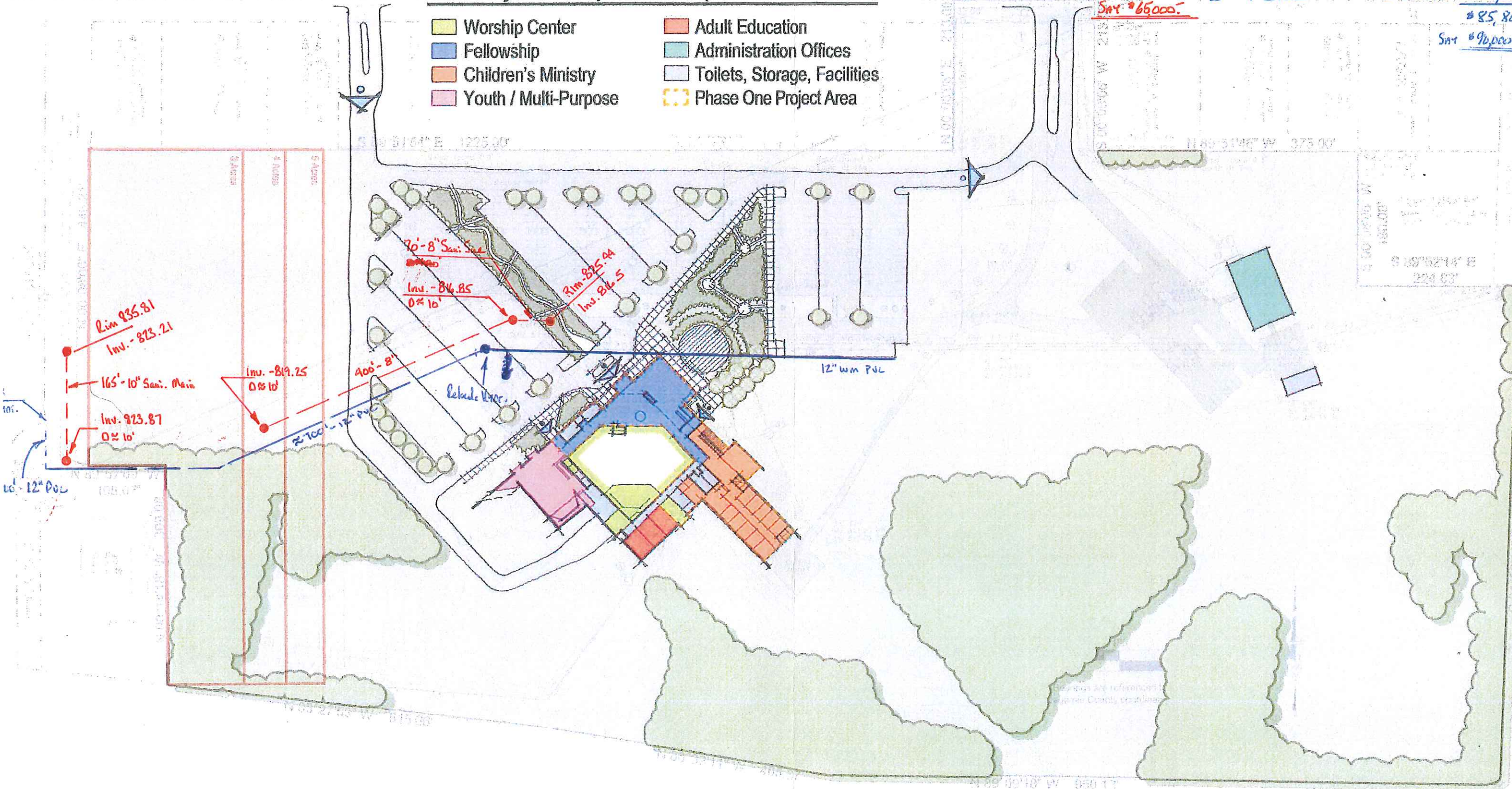
165' - 10" Sewer Main @ 82"/ft.	= 13,530.0'
400' - 8" Sewer Main @ 80"/ft.	= 32,000.0'
30' - San. MH. @ 350'/ft.	= 10,500.0'
3ea - San. MH. @ 500' each	= 1,500.0'
100' - 4" or 6" San. L. @ 60"/ft.	= 4,000.0'
	63,530.0'

\$66,000.00

WATER Main ESTIMATE:

800' - 12" Water Main @ 72"/ft.	= 57,600.0'
1EA - Relocate Hydr.	@ 1000'/ea = 1,000.0'
2EA - Hydr.	@ 3500'/ea = 7,000.0'
20' - 6" Hydr. Lead	@ 70'/ft = 1,400.0'
4ea - 6" GV w/Box	@ 1100'/ft = 4,400.0'
4ea - 12" GV w/Box	@ 2700'/ft = 10,800.0'
30' - 6" Service W/Box	@ 80'/ft = 2,400.0'
20' - 1" Service	@ 60'/ft = 1,200.0'
	\$85,800.00

\$90,000.00





RESOLUTION #19-R-09

Submitted by Alderman: _____

Refer to: _____

Date: 11-18-09

Resolved,

that the city of Appleton begin discussion
with our surrounding communities to
square off and even out the boundaries
to prevent "islands" of jurisdiction.
This should be a 9-10 yr plan if
possible.

Jan [Signature]

"...meeting community needs...enhancing quality of life."

Please write legibly with BLACK INK ONLY. Thank you.



City of Appleton – **Resolution #5-R-17**
April 05, 2017

Submitted by: Alderperson Kathleen Plank – District 7

Referred to: Office of the Mayor

Whereas, on March 7, 2017, via referral from the Mayor, the Finance Committee was charged with addressing a resolution that was submitted to the Common Council on November 18, 2009 to address the boundary agreements between the City and surrounding municipalities,

And whereas, on March 7, 2017, upon addressing the resolution, the Finance Committee directed the Mayor to confer with his staff from the Attorney and Community and Economic Development office to provide a report and action plan on how they would address the serious ongoing issue of the city losing land to surrounding municipalities at an alarming rate,

And whereas, at the March 21st Finance Committee Meeting, a closed session took place that resulted in several members of the committee finding the report to be incomplete in addressing this issue,

And whereas, it is in the best interest of all City of Appleton taxpayers and critical to the stability of our future that the city maintain its growth areas for development of tax base,

And whereas, to date, the City of Appleton has lost over 669 acres of property resulting in over \$100 million dollars in assessed value,

Therefor be it resolved that,

The Mayor lead the effort to immediately establish an action plan and the necessary financial and professional resources from inside and outside of the organization to assess and confront the past, present and future loss of the city's development and growth corridors. This plan will be reported out to the Finance Committee.



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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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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: 9/11/2017

Re: Informational: Contract 27-17 was awarded to Northeast Asphalt, Inc. for the 2017 Water Treatment Facility Hardscapes Repairs Project in the amount of \$88,986.75 with a contingency of \$13,000. No change orders was issued. Payments issued to date total \$84,537.41. Request to issue the final contract payment of \$4,449.34.

The 2017 Capital Improvement Plan included \$115,000 to replace failing hardscapes at the Water Treatment Facility. Construction contract 27-17 was issued to Northeast Asphalt, Inc. in the amount of \$88,986.75. No change orders were issued. The contract is now complete as all punchlist items have been completed.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to Northeast Asphalt, Inc. in the amount of \$4,449.34.

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