



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, July 15, 2019

5:30 PM

Council Chambers, 6th Floor

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**RESCHEDULED FROM 7/08/19**

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[19-1020](#) Minutes from June 24, 2019 Finance Committee meeting

**Attachments:** [MeetingMinutes24-Jun-2019-06-35-52.pdf](#)

#### 4. Public Hearings/Appearances

#### 5. Action Items

- [19-1021](#) Request to approve \$30,000 payment to the Fox Cities Regional Partnership and approve the related 2019 Budget adjustment:

**TIF Capital Project Funds**

|   |            |
|---|------------|
| Other Contracts/Obligations - TIF 7     | + \$5,256  |
| Other Contracts/Obligations - TIF 8     | + \$5,971  |
| Other Contracts/Obligations - TIF 9     | + \$2,629  |
| Other Contracts/Obligations - TIF 10    | + \$2,848  |
| Other Contracts/Obligations - TIF 11    | +\$10,625  |
| Other Contracts/Obligations - TIF 12    | + \$2,671  |
| Fund Balance (Each Individual TIF Fund) | - \$30,000 |

to provide funding for payment to the Fox Cities Regional Partnership (2/3 vote of Common Council required)

**Attachments:** [Finance Committee Fox Cities Regional Partnership.pdf](#)

- [19-1022](#) Request to utilize up to \$175,000 of new library funding included in the 2019 Downtown Development Capital Improvement Plan for security enhancements to the current library
- Attachments:* [Finance Committee Library Security Improvements.pdf](#)
- [19-1024](#) Anticipated Award of Contract for Unit BB-19 Edgewood Drive Sanitary Sewer - French Road to Lightning Drive (bids to be opened on Monday July 15, 2019)
- [19-1025](#) Request to approve contract amendment/Change Order No. 1 to Contract 77-19 for Kernan Avenue/East South River Street Storm Sewer Construction for additional funding to complete permanent concrete surface restoration in lieu of temporary asphalt in the amount of \$121,841 with an increase in contingency from \$50,000 to \$70,000. Overall contract increases from \$904,655 to \$1,046,496
- Attachments:* [Unit T-19 Change Order No.1.pdf](#)
- [19-1026](#) Request authorization to engage outside counsel for defense of taxation lawsuit
- [19-1027](#) 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 real estate tax assessments 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

- [19-1023](#) Finance first floor customer service remodeling project
- [19-1028](#) Contract 34-19 was awarded to ASTI Sawing, Inc for \$30,000 for concrete sidewalk sawcutting. Payments issued to date total \$11,529.80. Request final payment of \$18,470.20
- [19-1029](#) Contract 19-19 was awarded to Cardinal Construction, Inc. for the "2019 Lawe St Bridge Tender Station Remodeling Project" in the amount of \$93,269 with a contingency of \$15,000. Three change orders were issued in the amount of \$8,909.26. Payments to date total \$91,960.44. Request to issue the final contract payment of \$10,217.82
- Attachments:* [2019 Lawe St Bride Tender Station Remodeling Project Final Payment .pdf](#)

[19-1030](#)

Contract 30-18 was awarded to MCC, Inc. for the “2018 Parks Hardscape Repairs Project” in the amount of \$205,012.82 with a contingency of \$15,000. One change order was issued in the amount of \$7,716.80. Payments to date total \$144,570.63. Request to issue the final contract payment of \$68,158.99

**Attachments:** [2018 Parks Hardscapes Repairs - Vulcan Heritage Final Payment .pdf](#)

## 7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

*For questions regarding this agenda, please contact Tony Saucerman at (920) 832-6440.*



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## Meeting Minutes Finance Committee

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Monday, June 24, 2019

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:36 pm**

2. Roll call of membership

**Present:** 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and  
Alderperson Meltzer

**Excused:** 1 - Alderperson Martin

3. Approval of minutes from previous meeting

[19-0812](#)

Finance Committee minutes from June 5, 2019 meeting

**Attachments:** [MeetingMinutes05-Jun-2019-07-14-04.pdf](#)

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

**Aye:** 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and  
Alderperson Meltzer

**Excused:** 1 - Alderperson Martin

4. **Public Hearings/Apearances**

[19-0860](#)

Dave Maccoux, CPA from CLA, LLP presentation of the 2018  
Comprehensive Annual Financial Report

**Attachments:** [2018 Management Communications.pdf](#)

**This Appearance was presented**

5. **Action Items**

[19-0813](#)

Request to award the City of Appleton 2019 Fire Station #6 Hardscape Phase 1 project contract to Highway Landscapers, Inc in the amount of \$67,342 with a contingency of \$10,000 for a project total not to exceed \$77,342

**Attachments:** [2019 Fire Station #6 Hardscape Repairs Phase 1.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

**Excused:** 1 - Alderson Martin

[19-0899](#)

Request to approve anticipated Award of Contract for Unit T-19 Kernan Avenue / East South River Street Storm Sewer Construction (bids to be opened Monday, June 24, 2019).

**Attachments:** [Contract Award & Bids T-19 Kernan Ave.pdf](#)

*Contract awarded to Dorner Inc for \$854,655 with a \$50,000 contingency, for a total contract not to exceed \$904,655.*

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

**Excused:** 1 - Alderson Martin

[19-0903](#)

Request to award Unit O-19 Sanitary Sewer CIPP Lining to Terra Engineering & Construction Corporation in an amount of \$245,475 with a 1.9% contingency of \$4,547 for a total not to exceed \$250,022.

**Attachments:** [Contract Award Form O-19.pdf](#)

[Bid Tabs O-19.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

**Excused:** 1 - Alderson Martin

[19-0902](#)

Request to award Unit J-19 Mini Storm Sewer Construction to Dave Tenor Corporation in an amount not to exceed \$200,000.

**Attachments:**     [Contract Award Form Unit J-19.pdf](#)  
[J-19 Bid Tab June 17.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

**Excused:** 1 - Alderson Martin

[19-0905](#)

Request to approve Amendment and Change Order #1 to contract for Wastewater "2018 Electrical Distribution Upgrades Phase 1 Project" for alternative design of transformer in the amount of \$98,650 resulting in an increase to contingency from \$103,703 to \$202,353. Overall contract increased from \$1,037,025.66 to \$1,135,675.66.

**Attachments:**     [Wastewater Electrical Distribution Change Order.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

**Excused:** 1 - Alderson Martin

## 6. Information Items

[19-0814](#)

Contract 4-18 was awarded to Kruczek Construction, Inc for \$1,323,323 with a contingency of \$66,166 for Sewer/Water Construction project. Payment issued to date total \$1,226,190.93. Request final payment of \$32,833.07

**This Presentation was presented**

[19-0901](#)

Change Order No. 1 to contract 54-18 for the MSB Fuel Site Improvements Project for identifying the cause of the leaking vent lines and repairing them accordingly in the amount of \$5,337.50 resulting in a decrease to contingency from \$9,919.00 to \$4,581.50. No change to overall contract amount.

**Attachments:** [CO1\\_Vent Repair - Appleton 12457218.pdf](#)

**This Presentation was presented**

[19-0900](#)

Change Order No. 2 to contract 29-19 for Unit X-19 Prospect Avenue Sewer & Water Reconstruction No. 2 for additional quantity of 8" sanitary sewer due to conflict with existing utility in the amount of \$6,500.00 resulting in a decrease to contingency from \$56,121.56 to \$49,621.56. No change to overall contract amount.

**Attachments:** [Unit X-19 Change Order No.2.pdf](#)

**This Presentation was presented**

[19-0861](#)

The following 2019 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Library**

|  |            |
|--|------------|
| Other Contracts/Obligations - Administration | +\$20,000  |
| Repairs & Maintenance - Network Services     | - \$20,000 |

to transfer funds for the payment of security guard services

**General Fund - Library**

|                                   |        |
|-----------------------------------|--------|
| Donations                         | +\$400 |
| Marketing - Administration        | +\$40  |
| Supplies - Childrens Services     | +\$180 |
| Supplies - Community Partnerships | +\$180 |

to record donations from the community for the summer library programs

**General Fund - Library**

|   |           |
|---|-----------|
| Reimbursements - Friends of the Library     | +\$32,000 |
| Travel & Training - Administration          | +\$500    |
| Supplies - Administration                   | +\$2,300  |
| Purchased Services - Administration         | +\$2,500  |
| Supplies - Childrens Services               | +\$5,300  |
| Purchased Services - Childrens Services     | +\$5,500  |
| Supplies - Public Services                  | +\$800    |
| Purchased Services - Public Services        | +\$300    |
| Supplies - Community Partnerships           | +\$3,000  |
| Purchased Services - Community Partnerships | +\$5,500  |
| Supplies - Materials Management             | +\$3,800  |
| Supplies - Network Services                 | +\$2,500  |

to record funds received from the Friends of the Appleton Public Library

**General Fund - Library**

|                           |        |
|---------------------------|--------|
| Other Reimbursements      | +\$166 |
| Supplies - Administration | +\$166 |

to record petty cash funds receipted for administrative supplies

**Reid Golf Course**

|           |        |
|-----------|--------|
| Donations | +\$860 |
| Equipment | +\$860 |

to record donation for a memorial bench for Chet and Grace Steiner

**Facilities Management Fund**

|                    |          |
|--------------------|----------|
| Insurance Proceeds | +\$2,150 |
| Building Repairs   | +\$2,150 |

to record insurance proceeds for damage to clearance bar at the Exhibition Center

**This Presentation was presented**

**7. Adjournment**

**Alderson Lobner moved, seconded by Alderson Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

**Excused:** 1 - Alderson Martin



# MEMO

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

TO: Finance Committee and Community & Economic Development Committee  
 CC: Mayor Tim Hanna  
 FROM: Karen Harkness, Director of Community & Economic Development  
 DATE: June 18, 2019  
 RE: Fox Cities Regional Partnership Funding

The Fox Cities Regional Partnership was formed in 2012 as an affiliate of the Fox Cities Chamber of Commerce. A community assessment commissioned from Garner Economics, LLC in 2011 recommended the formation of a regional economic development organization to address the job creation needs of the region. The resulting Garner Report included an economic development strategic plan, structural, program, and budget recommendations.

Fox Cities Regional Partnership, the economic development division of the Fox Cities Chamber of Commerce, is committed to helping businesses locate and expand in the Fox Cities Region, and supported by public and private sector partners from around the region. Located in east-central Wisconsin, along the banks of the Fox River and Lake Winnebago, the Fox Cities Region is comprised of several dozen communities, the largest of which is the City of Appleton.

The City of Appleton recommends investing in the partnership with \$30,000 from each of 6 active TIF's based on percent of equalized value of each TIF.

| <u>Fund</u> | <u>2018 TID Value</u> | <u>% of Total</u> | <u>Allocation Amount</u> | <u>Fund Balance<br/>12/31/2018</u> |
|-------------|-----------------------|-------------------|--------------------------|------------------------------------|
| TID 7       | \$44,650,100          | 17.52%            | \$5,256                  | \$814,082                          |
| TID 8       | \$50,720,000          | 19.90%            | \$5,971                  | (\$166,598)                        |
| TID 9       | \$22,337,500          | 8.76%             | \$2,629                  | \$196,937                          |
| TID 10      | \$24,196,200          | 9.49%             | \$2,848                  | \$91,772                           |
| TID 11      | \$90,259,800          | 35.42%            | \$10,625                 | (\$419,132)                        |
| TID 12      | <u>\$22,689,200</u>   | <u>8.90%</u>      | <u>\$2,671</u>           | <u>(\$8,283)</u>                   |
| Total       | <u>\$254,852,800</u>  | <u>100.00%</u>    | <u>\$30,000</u>          |                                    |



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 7/10/2019

RE: Action: Request to utilize library funding allocated in the 2019 Downtown Development Capital Improvement Plan to make security enhancements to the current library. The enhancements are estimated to not exceed a cost of \$175,000.

The 2019 Capital Improvement Plan (CIP) includes \$5,000,000 for planning for the library. While the planning has been paused as various details are finalized for the various developments, the current Library continues to operate and needs improvements. Many improvements have been deferred as it was anticipated that a new Library would be constructed soon. Based on the information we know today, it appears it will be several years to complete agreements, design and construction before a new Library would be completed.

Due to increased security concerns, we initiated a security analysis of the current library which included the Appleton Police Department, Milwaukee Library Security Manager, library staff and myself. In addition, we have reached out to an architect and vendors to learn more about current solutions to areas we have determined are in need of improvement.

Based on the analysis, upgrades identified included improving egress from two secluded areas, upgrading door alarms/auto-locks, adding additional access control to employee areas, increasing camera coverage and improved communication systems. It is important to note that a some of the upgrades would be able to be transferred to a new Library.

We request to move forward with these security upgrades immediately versus deferring to the 2020 Capital Improvement Plan.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.

**CONTRACT AMENDMENT AND CHANGE ORDER**

Change Order No. One

Date 07/11/19

Contract No. 77-19 for the following public work : T-19 Kernan Avenue / E. South River Street Storm Sewer Reconstruction

between Dorner Inc. and the City of Appleton dated TBD 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            | 5230.6809.4 | \$854,655.00            | \$50,000.00         | \$121,840.50        | \$20,000.00        | \$976,495.50        | \$70,000.00           |
| 2            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 3            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 4            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 5            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 6            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 7            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 8            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 9            |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| 10           |             |                         |                     |                     |                    | \$0.00              | \$0.00                |
| <b>Total</b> |             | <b>\$854,655.00</b>     | <b>\$50,000.00</b>  | <b>\$121,840.50</b> | <b>\$20,000.00</b> | <b>\$976,495.50</b> | <b>\$70,000.00</b>    |

Reason for Change: The additional funding is to complete permanent concrete surface restoration in lieu of temporary asphalt in 2019. This will avoid disrupting the neighborhood again in 2020. It will also eliminate the additional cost of a temporary asphalt surface prior to installing the permanent concrete the following year.

The Contract Time will be (unchanged) by this Change Order: 0 Days

The Date of Completion as of the date of this Change Order therefore is: 90

Finance Committee Agenda Date: 07/15/19

Date approved by Council: \_\_\_\_\_

# KERNAN AVE / E SOUTH RIVER ST

## STORM SEWER CONSTRUCTION

### ESTIMATE

#### CONCRETE PAVEMENT RESTORATION

| <u>Item</u> | <u>Description</u>                           | <u>Qty./</u> | <u>Unit</u> | <u>Unit Price/\$</u> | <u>Total/\$</u>                   |
|-------------|--|--------------|-------------|----------------------|-----------------------------------|
| 1.          | Furnish & Install 7" Plain Concrete Pavement | 1,800.00     | SY          | <u>\$59.41</u>       | <u>\$106,938.00</u>               |
| 2.          | Concrete Pavement Removal                    | 250.00       | SY          | <u>\$0.01</u>        | <u>\$2.50</u>                     |
| 3.          | Adjust Storm Sewer Manhole                   | 6.00         | EA          | <u>\$350.00</u>      | <u>\$2,100.00</u>                 |
| 4.          | Full Depth Sawcut                            | 2,240.00     | LF          | <u>\$3.00</u>        | <u>\$6,720.00</u>                 |
| 5.          | Drilled in Tie Bars                          | 760.00       | EA          | <u>\$8.00</u>        | <u>\$6,080.00</u>                 |
|             |  |              |             | Subtotal:            | <b><u><u>\$121,840.50</u></u></b> |

\*\*\* Price does not include Traffic Control

\*\*\* Price does not include Curb and Gutter Replacement

\*\*\* Price does not include Terrace Restoration

\*\*\* Price includes Excavating 7" of gravel and pavement to finished subgrade. Since we have to excavate either gravel or concrete we have elected to put the monies for that into the pavement price

\*\*\*\* Prices do not include cold weather concrete. If Vinton is asked to do the second phase work in cold conditions we would have to get money for covereing if applicable.

\*\*\* Price includes finegrading

\*\*\* Price includes bond



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Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

**To:** Finance Committee

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

**Date:** July 15, 2019

**Re:** Informational: Contract 19-19 was awarded to Cardinal Construction, Inc. for the "2019 Lawe St Bridge Tender Station Remodeling Project" in the amount of \$93,269 with a contingency of \$15,000. Three change orders were issued in the amount of \$8,909.26. Payments to date total \$91,960.44. Request to issue the final contract payment of \$10,217.82.

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The 2019 Capital Improvement Plan included \$160,000 to renovate the Lawe Street Bridge Tender Station. Contract 19-19 was awarded to Cardinal Construction, Inc. in the amount of \$93,269 with a contingency of \$15,000. Three change order were issued that totaled \$8,909.26 for relocating electrical service to abate asbestos panels, replace rotten wood framing, and to add drywall and paint in the basement. This contract is now complete as all punchlist items have been completed. Payments issued to date total \$91,960.44.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to MCC, Inc. in the amount of \$10,217.82.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).



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**To:** Finance Committee

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

**Date:** July 15, 2019

**Re:** Informational: Contract 30-18 was awarded to MCC, Inc. for the "2018 Parks Hardscape Repairs Project" in the amount of \$205,012.82 with a contingency of \$15,000. One change order was issued in the amount of \$7,716.80. Payments to date total \$144,570.63. Request to issue the final contract payment of \$68,158.99.

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The 2018 Capital Improvement Plan included \$250,000 to repair hardscapes at various city parks. Contract 30-18 was awarded to MCC, Inc. for the "2018 Parks Hardscape Repairs Project" in the amount of \$205,012.82 with a contingency of \$15,000. One change order was issued that totaled \$7,716.80 for adding an additional section of stamped concrete and installing a sloped curb in lieu of a standard curb. This contract is now complete as all punchlist items have been completed. Payments issued to date total \$144,570.63.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to MCC, Inc. in the amount of \$68,158.99.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).