



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Finance Committee

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Monday, August 26, 2019

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1265](#) Minutes from August 12, 2019 Finance Committee meeting

**Attachments:** [MeetingMinutes12-Aug-2019-11-35-44.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1267](#) Request to reject bids from Van Ert Electirc, Michels Power, and Bodart Electric for the 2019 Pierce Park Lighting Upgrades Project Phase 1

**Attachments:** [2019 Parks Lighting Upgrades Project \(Reject Bids\).pdf](#)

[19-1266](#) Request to award the City of Appleton 2019 Pierce Park Playground Sitework project contract to Cardinal Construction Co, Inc in the amount of \$250,467.37 with a contingency of \$24,000 for a project not to exceed \$274,467.37 and approve the following 2019 Budget adjustment:

**Facilities Capital Projects Fund**

2019 Parks Lighting Upgrades Project	- \$100,000
2019 Pierce Park Playground Sitework Project	+\$100,000

to transfer funds between projects (2/3 of Common Council required for approval)

**Attachments:** [2019 Pierce Park Playground Project with Budget transfer.pdf](#)

[19-1268](#) Request to approve storm sewer easement agreement with Lawrence University for their property at 100 W. Water Street

**Attachments:** [RockyBleier\\_Lawrence\\_UW\\_0815\\_2019.pdf](#)

- [19-1269](#) Request to approve sole source contract to Holtger Bros., Inc for a contract fee of \$36,840 and a contingency of \$3,800 for installation of fiber to the Scheig Center for a contract amount not to exceed \$40,640

**Attachments:** [2019 Scheig Center Fiber Installation Sole Source.pdf](#)

- [19-1270](#) Anticipated Award of Contract for Concrete Column and Beam Repairs in the Green and Yellow Parking Ramps (bids due by 4:00 pm, Friday, August 23, 2019)

- [19-1273](#) The Finance Committee will go into closed session according and pursuant to State Statute §19.85(1)(g) concerning pending litigation which we are or likely to be involved concerning the St. Joe's site and §19.85(1)(e) for the purpose of discussions of real estate negotiations regarding Bluff Site West - Oneida Street extended and the Bluff Site Development and reconvene into open session.

## 6. Information Items

NONE

## 7. Adjournment

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

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

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



# City of Appleton

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## Meeting Minutes Finance Committee

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Monday, August 12, 2019

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

3. Approval of minutes from previous meeting

[19-1170](#)

Finance Committee minutes from July 29, 2019 meeting

**Attachments:** [MeetingMinutes29-Jul-2019-07-01-00.pdf](#)

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

**Aye:** 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

4. Public Hearings/Appealances

[19-1171](#)

Brad Viegut, Robert W. Baird and Company, on the 2019 General Obligation Note issue

**Attachments:** [Baird Financing Plan finance committee 08.12.19 .pdf](#)

**This Appearance was presented**

5. Action Items

[19-1172](#)

Approve request for the Finance Director to sell \$18,660,000 of General Obligation Notes

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

**Aye:** 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

[19-1173](#)

Request to award the City of Appleton Yellow Ramp Light Fixture Replacement purchase order to Crescent Electric Supply Co in the amount of \$165,161

**Attachments:**     [2019 Yellow Ramp Light Fixtures.pdf](#)

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

**Aye:** 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1174](#)

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

**Attachments:**     [Riverside Cemetery - Veteran Grave Care Reimbursement 2018-2019.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:** 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1186](#)

Request to award Unit Z-19 Sewer & Water Construction - Sommers Drive, Spartan Drive and Haymeadow Avenue to Kruczek Construction, Inc in the amount of \$933,333 with a 4.8% contingency of \$45,000 for a project total not to exceed \$978,333

**Attachments:**     [Award of Contract Unit Z-19.pdf](#)

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

**Aye:** 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer

[19-1195](#)

Request to award the City of Appleton Yellow Ramp Light Fixture Installation project contract to Michels Power in the amount of \$60,900 with a contingency of \$10,000 for a project total not to exceed \$70,900

**Attachments:**     [2019 Yellow Ramp Light Fixture Installation.pdf](#)

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

**Aye:** 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

[19-1189](#)

The Finance Committee will go into Closed Session pursuant to section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, concerning annexations from the Town of Buchanan, and then reconvene into open session.

**Alderperson Lobner moved, seconded by Alderperson Siebers that the committee go into Closed Session be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

**Alderperson Siebers moved, seconded by Alderperson Meltzer that the committee rise and report from Closed Session be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

## 6. Information Items

[19-1175](#)

Contract 10-19 was awarded to Vinton Construction Company, Inc for the 2019 Scheig Phase 4 Redevelopment Project in the amount of \$80,220 with a contingency of \$8,000. Two change orders in the amount of \$11,136.57 were issued. Request to issue final contract payment of \$84,799.57

**Attachments:** [2019 Scheig Phase 4 Finance Memo Final Pymt.pdf](#)

**This informational item was presented**

[19-1188](#)

Change Order No. 1 to contract 13-19 for Unit G-19 Leona Street Stormwater Pond for culvert and driveway installation at offsite stockpile location and irrigation of new prairie seeding in the amount of \$12,000 resulting in a decrease to contingency from \$61,000 to \$49,000. No change to overall contract amount.

**Attachments:** [Unit G-19 Change Order No.1.pdf](#)

**This informational item was presented**

**Aye:** 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

7. Adjournment

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

**Aye:** 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer



*"...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](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/26/2019

RE: Action: Reject bids from Van Ert Electric, Michels Power, and Bodart Electric for the 2019 Pierce Park Lighting Upgrades Project Phase 1.

The 2019 Capital Improvement Plan includes \$125,000 to upgrade the lighting at Pierce Park. This is the first phase of a two-phase project to upgrade the exterior lighting at Pierce Park. Of that amount \$14,450 has been utilized for design leaving a balance of \$110,550 for construction. Bids were opened on August 8, 2019 for the installation of a new electrical service panel, new road lighting, and parking lot lighting.

The bids received were as follows:

Michels Power	\$126,394.95
Van Ert Electric	\$144,263.76
Bodart Electric	\$160,515.00

The bids exceeded our project budget and after conferring with our consulting engineer, the Parks, Recreation and Facilities Management Department is recommending rejecting the bids and deferring this project until 2020.

The Parks, Recreation and Facilities Management Department recommends rejecting these bids. Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/26/2019

RE: Action: Award the City of Appleton "2019 Pierce Park Playground Sitework Project" contract to Cardinal Construction Co., Inc. in the amount of \$250,467.37 with a contingency of \$24,000 for a project total not to exceed \$274,467.37.

Action: Approve balance transfer of \$100,000 from the "2019 Parks Lighting Upgrades Project" to "2019 Pierce Park Playground Sitework Project."

The 2019 Capital Improvement Plan includes \$325,000 to replace the existing playground at Pierce Park. Of that amount \$19,958 has been utilized for design services and \$130,000 has been utilized for playground equipment, leaving a balance of \$175,042 for sitework construction. This project includes removing the old playground, preparing the site for the improvements, concrete surfacing for improved ADA access, and rubber playground surfacing. The playground equipment itself was awarded as part of a separate contract.

The bids were received as follows:

<b>Cardinal Construction (low bid)</b>	\$250,467.37
Highway Landscapers	\$287,941.00
Milbach Construction	\$341,429.51
R & R Wash Materials	\$378,174.50

We are requesting a balance transfer from the Parks Lighting Project. The Parks Lighting Project was deferred to 2020 due to bids coming in over budget and coordination/conflicts with other events occurring in Pierce Park this fall.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Cardinal Construction Co., 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 Cardinal Construction Co., Inc in the amount of \$250,467.37 plus a contingency of \$24,000 only to be utilized as needed.

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



## EASEMENT

For good and valuable consideration which **LAWRENCE UNIVERSITY OF WISCONSIN**, hereinafter referred to as "grantor", owner of land, acknowledges receipt of, grants and warrants to the **CITY OF APPLETON, of Outagamie, Calumet and Winnebago Counties, Wisconsin**, hereinafter referred to as "grantee", a permanent storm sewer easement upon, within and beneath a part of grantor's land described herein.

*See Exhibit "A" for the easement area description, Exhibit "B" for a Map of the easement area and Exhibit "C" for Restoration Terms, attached hereto and incorporated herein by reference.*

1. **Purpose:** The purpose of this easement is for the Grantee to access, install, regrade, replace, relocate, operate, maintain, resize and repair a storm sewer and associated appurtenances. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter the grantor's land for exercising its rights in the easement area.
3. **Buildings or Other Structures:** The grantor agrees that no buildings or permanent structures will be erected in the easement area.
4. **Elevation:** The grantor agrees that the elevation of the existing ground surface within the easement area will not be altered by more than 4 inches without the written consent of grantee.
5. **Restoration:** Restoration shall be in conformance with the attached Exhibit "C", Term Sheet for Sewer Easement.
6. **Notification:** Grantee shall provide advance notice to Grantor (except in emergency situations, in which event notice shall be provided as soon as is practical) of any activity with a reasonable likelihood of interfering or disrupting Grantor's operations, and to conduct such activities at mutually agreeable times.
7. This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Record and return to:  
City of Appleton – City Attorney’s Office  
100 North Appleton Street  
Appleton, WI 54911-4799

Tax Key No.: 31-2-0213-00

**LAWRENCE UNIVERSITY OF WISCONSIN**

By \_\_\_\_\_

By \_\_\_\_\_

Printed Name

Printed Name

Title

Title

STATE OF WISCONSIN )

) ss

**OUTAGAMIE COUNTY     )**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the above-named,

\_\_\_\_\_ and \_\_\_\_\_, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

My commission expires

APPROVED AS TO FORM: James P. Walsh, City Attorney

Drafted by: James P. Walsh, City Attorney

# EXHIBIT “A”

**The Servient Property Is Described As:**

City of Appleton Tax Parcel No.31-2-0213-00.

**The Permanent Easement Area Is Described As:**

A part of Lot One (1), **REPLAT NUMBER TEN**, a Replat of parts of Blocks Seventeen and D, Appleton Plat and a part of vacated Appleton Street per a Final Resolution recorded on February 27th, 1974 as document number 679893, all being located in Government Lot 3 of Section Twenty-Six (26), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin containing 1,719 square feet of land and being further described by:

Commencing at the Meander corner to the South ¼ corner of said Section 26 being North 00°29’42" West 289.04 of said South ¼ corner;

Thence South 00°29’42" East 58.74 feet coincident with the East line of Government Lot 3 of said Section 26;

Thence South 89°30’18" West 56.42 feet to the Southwesterly line of Rocky Bleier Run and being the point of beginning;

Thence South 36°29’16" West 54.42 feet;

Thence South 25°26’25" East 20.14 feet to the Northwesterly line of Water Street;

Thence South 60°50’49" West 20.04 feet coincident with the Northwesterly line of Water Street;

Thence North 25°26’25" West 33.44 feet;

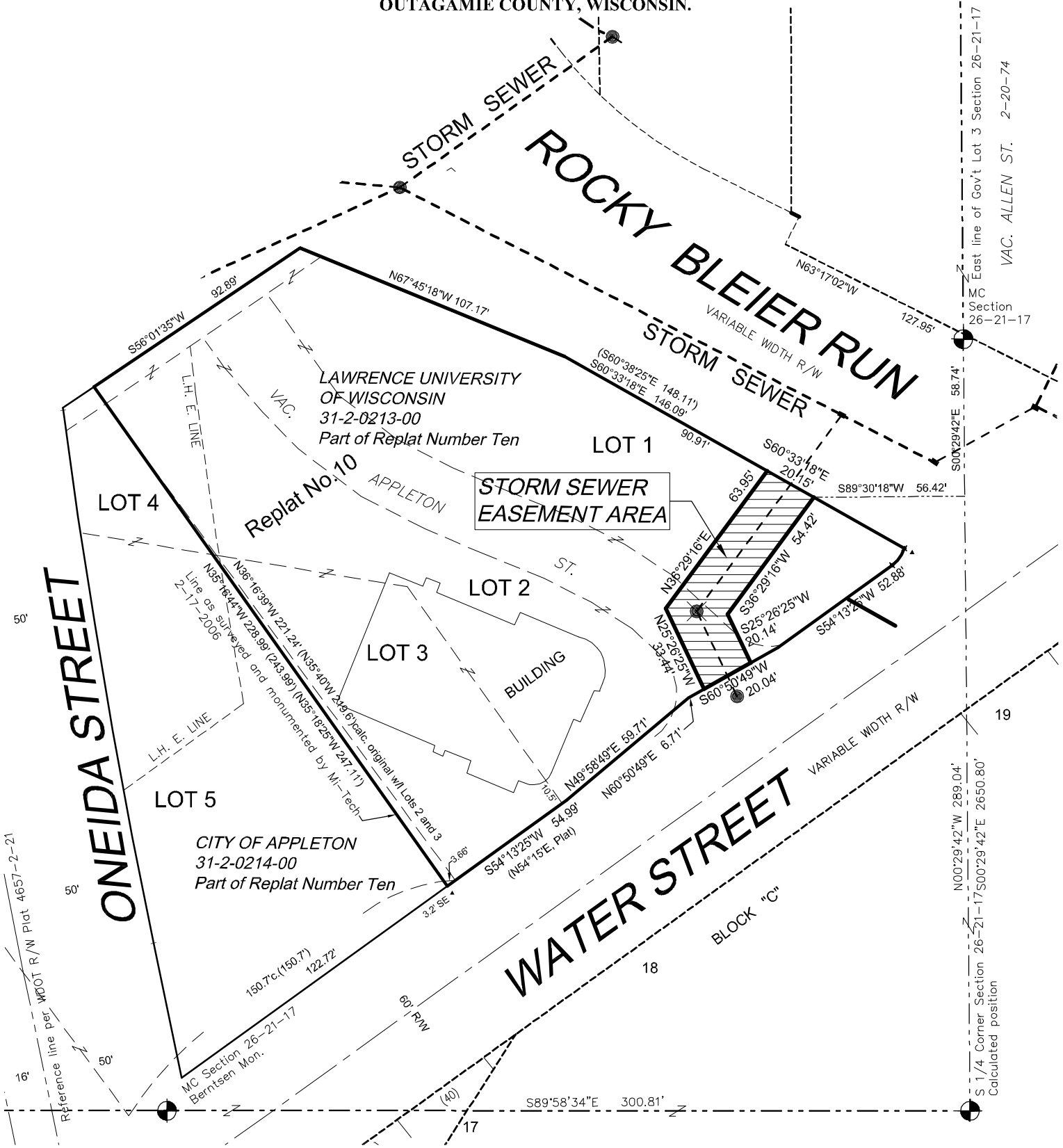
Thence North 36°29’16" East 63.95 feet to the Southwesterly line of Rocky Bleier Run;

Thence South 60°33’18" East 20.15 feet coincident with the Southwesterly line of Rocky Bleier Run to the point of beginning.

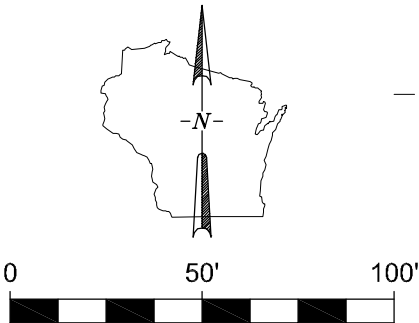
# STORM EASEMENT EXHIBIT "B"

## ROCKY BLEIER RUN AND WATER STREET

LOCATED IN GOVERNMENT LOT 3 OF SECTION 26, TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, OUTAGAMIE COUNTY, SOUTH LINE OF THE SW 1/4 OF SECTION 26, T.21N., R.17E., RECORDED TO BEAR N.89°58'34\"/>



- LEGEND-----
- = Government Corner
  - - - - - = Historic Parcel Line
  - ( ) = Measurement of Record
  - ▨ = Storm Sewer Easement

**CITY OF APPLETON**  
DEPT. OF PUBLIC WORKS  
ENGINEERING DIVISION  
100 NORTH APPLETON STREET  
APPLETON, WI 54911  
920-832-6474  
DRAFTED BY: T. KROMM  
H:\Acad\Easement\Storm\2019\RockyBleier\_Lawrence\_UW\_0807\_2019



## EXHIBIT "C"

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

Non-Binding Term Sheet for Sewer Easement  
100 W. Water Street – Lawrence Academy of Music  
August 1, 2019

**Grantor:** Lawrence University

**Grantee:** City of Appleton

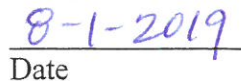
**Overview:** Grantee has requested an easement to facilitate connection of storm sewer lateral across Grantor's property at 100 W. Water Street. Said project will require disruption of Grantor's business activities on the property as well as destruction of existing sidewalks and parking facilities. Grantee has requested an expedited approval process from Grantor given an unanticipated issue with the project as originally planned.

**Obligations of Grantor:** Provide an easement granting permanent right-of-way for below-grade sewer infrastructure to be installed, owned, operated, and maintained by the Grantee. In the interest of expedience, Grantor waives appraisal of the easement value. Grantor will bear one third of the cost for the resurfacing, sealing, and striping of the entire existing parking lot. Grantor will be responsible for ongoing maintenance of the University-owned parking lot and sidewalks on the property following completion of the project.

**Obligations of Grantee:** Plan, install, operate, and maintain below-grade sewer infrastructure in the easement area provided by the Grantor. Grantee will replace in-kind any concrete sidewalks, curb, and gutter damaged as a result of the project. Additionally, in lieu of payment for this easement, and reflecting the anticipated damage to Grantor's parking facilities, Grantee will arrange for and carry out the resurfacing, sealing, and striping of the entire existing parking lot and bear two thirds of the final cost of that project. Grantee will draft easement documents for Grantor signature. Grantee will record easement documents with Outagamie County.

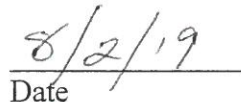


Director of Public Works  
City of Appleton

  
Date



Assistant to the President  
Lawrence University

  
Date



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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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, Director of Parks, Recreation and Facilities Management

**Date:** August 26, 2019

**Re:** Action: Request to sole source contract to Holtger Bros., Inc. for a contract fee of \$36,840 and a contingency of \$3,800 for installation of fiber to the Scheig Center for a contract amount not to exceed \$40,640.

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The 2019 Capital Improvement Plan includes \$85,000 for safety and security improvements to parks. This includes installation of fiber to the Scheig Center to allow security camera connection and card access installation. In addition, it will allow future computer network access and building automation controls for HVAC equipment. Furthermore, due to the proximity of the Appleton Memorial Park Jones Building, accommodations will be made at this time to allow future fiber installation at the Appleton Memorial Park Jones Building.

This memo is a request to sole source a contract to Holtger Bros., Inc. for installation of fiber to the Scheig Center located within Appleton Memorial Park. Holtger Bros., Inc. has been sole sourced for fiber work for City of Appleton properties previously and has extensive knowledge and experience of the Appleton Area Metropolitan Fiber Optic Network (AAMFON).

It is the recommendation of the Parks, Recreation & Facilities Management Department to execute a contract with Holtger Bros., Inc. in the amount of \$36,840 with a contingency of \$3,800 for a project total not to exceed \$40,640.

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).