



City of Appleton

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

Meeting Minutes Finance Committee

Monday, January 10, 2022

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Ald. Meltzer attending remotely.

Present: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

3. Approval of minutes from previous meeting

[21-1763](#)

December 15, 2021 Finance Committee minutes

Attachments: [MeetingMinutesDec-15-2021-07-19-25.pdf](#)

**Reed moved, seconded by Firkus, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

4. Public Hearings/Appearances

5. Action Items

[21-1753](#)

Request to approve the Relocation Order for N8770 Firelane 1 for water main construction

Attachments: [0938 - Relocation Order.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1754](#)

Request to approve the Relocation Order for Appleton Street from Washington Street to Packard Street for sidewalk construction and signal modification

Attachments: [0934-0937 - Relocation Order.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1755](#)

Request to approve the following 2021 Budget amendments:

Vaccination Clinic Grant Fund

Health Grants and Aids	+\$118,000
Salaries and Wages	+\$ 62,100
Fringes	+\$ 15,200
Parking Permits	+\$ 300
Office Supplies	+\$ 500
Other Miscellaneous Supplies	+\$ 11,900
Outside Printing	+\$ 2,500
Miscellaneous Equipment	+\$ 500
Other Contracts/Obligations	+\$ 25,000

to record grant funds from the State Department of Health Services for 2021-2024 COVID-19 vaccination costs

Vaccination Clinic Grant Fund

Other Reimbursements	+\$104,835
Outside Printing	+\$ 7,889
Medical/Lab Supplies	+\$ 900
Other Contracts/Obligations	+\$ 96,046

to record reimbursement from Outagamie County for 60% of non-staff costs for the Fox Cities Vaccination Clinic

Vaccination Clinic Grant Fund

Miscellaneous Revenue	+\$ 18,131
Overtime	+\$ 15,411
Fringes	+\$ 2,720

to record revenue received from sale of beds used to cover costs of Fire overtime and fringes for EMS

ELC (Epidemiology & Laboratory Capacity) COVID Grant Fund

Health Grants and Aids	+\$625,900
Salaries and Wages	+\$260,000
Fringes	+\$ 30,000
Other Miscellaneous Supplies	+\$150,000
Outside Printing	+\$ 5,000
Facilities Charges	+\$ 10,000
Other Contracts/Obligations	+\$170,900

to record additional grant funds from the State Department of Health Services for 2021-2022 COVID-19 pandemic response costs

ELC (Epidemiology & Laboratory Capacity) COVID Grant Fund

Health Grants and Aids - ELC	- \$166,622
Salaries and Wages - ELC	- \$ 85,000
Fringes - ELC	- \$ 11,000
Other Contracts/Obligations - ELC	- \$ 70,622
Health Grants and Aids - Vac Clinic	+\$166,622
Salaries and Wages - Vac Clinic	+\$ 82,535
Fringes - Vac Clinic	+\$ 12,480
Miscellaneous Supplies - Vac Clinic	+\$ 65,641
Outside Printing - Vac Clinic	+\$ 5,966

to transfer ELC Grant funds to Vaccination Clinic budget to cover January - June expenses

Attachments: [Finance Committee - 2021 Health Grant Budget Amendments.pdf](#)

Reed moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

21-1775

Request to sole a source contract to McMahon for professional services needed to complete the 2022 Wastewater Hardscapes Improvement Project, for a contract fee of \$49,800 and a contingency of 5% to not exceed a total contract of \$52,290.

Attachments: [2022 AWWTP Hardscapes Design.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

21-1778

Request to award the "2022 Telulah Park Pickleball Complex" to Northeast Asphalt, Inc. in the amount of \$484,862 with a contingency of \$15,138 for a total not to exceed \$500,000.

Attachments: [2022 Telulah Pickleball.pdf](#)

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

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1787](#)

Request to award contract for brand development services of \$58,700 and additional development and implementation preparation services of \$30,140 to Unlisted, LLC as part of the City's brand study, and approve the related 2022 Budget amendment

General Fund - Mayor's Office

Consulting Services	\$ 88,840
Fund Balance - Reserve for Brand Study	-\$88,840

To allocate funding for initial costs related to the City's brand study.

Attachments: [Brand Study Recommendation Memo.pdf](#)

[CoA RFP for Rebranding Positioning and Marketing Services Final.pdf](#)

Reed moved, seconded by Van Zeeland, that the Report Action Item be held for the next Finance Committee meeting on January 24, 2022. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

6. Information Items

[21-1757](#)

Contract 88-20 was awarded to Miron Construction for \$3,607,005 with a contingency of \$360,700 for Intake & Lake Station Upgrades. Change orders were approved totaling \$417,266. Final contract amount is \$4,024,271 with a contingency of (\$56,566). Payments issued to date total \$4,019,516.82. Request final payment of \$4,754.06

This final contract payment request was presented

[21-1758](#)

Contract 78-21 was awarded to Kruczek Construction for \$797,798 with a contingency of \$60,073 for Sewer & Water Reconstruction No. 3. Payments issued to date total \$726,283.95. Request final payment of \$37,506.88

This final contract payment request was presented

[21-1759](#)

Contract 26-21 was awarded to Kruczek Construction Inc for \$2,110,110 with a contingency of \$63,303 for Sewer & Water Reconstruction No. 2. Payments issued to date total \$1,869,214.10. Request final payment of \$146,413.21

This final contract payment request was presented

[21-1760](#)

Contract 24-21 was awarded to Vinton Construction for \$4,614,695 with a contingency of \$139,550 for Concrete Pavement (Re)Construction. Payments issued to date total \$4,030,309.07. Request final payment of \$487,385.87

This final contract payment request was presented

[21-1761](#)

Contract 73-21 was awarded to Fischer-Ulman for \$532,500 with a contingency of \$33,000 for Miscellaneous Concrete & Street Excavation Repair. Change orders were approved totaling \$12,977. Final contract amount is \$545,477 with a contingency of \$20,023. Payments issued to date total \$470,794.66. Request final payment of \$26,289.09

This final contract payment request was presented

[21-1777](#)

Change Order No. 1 to contract 133-21, Unit U-21 Apple Creek Court & Plamann Park Sewer and Water Construction, for an additional 20 feet of augered 30" concrete casing pipe under stormwater channel in Plamann Park in the amount of \$23,400.00. This change order reduces contingency from \$100,000.00 to \$76,600.00. Overall contract amount remains unchanged

Attachments: [Unit U-21 Change Order No. 1.pdf](#)

This Change Order was presented

[21-1776](#)

Change Order No. 2 to contract 76-21, Unit L-21 Sewer and Water Construction - Lightning and Edgewood, for unanticipated subsurface obstructions encountered during trenchless sewer and water casing installations in the amount of \$8,000.00. This change order reduces contingency from \$44,475.00 to \$36,475.00. Overall contract amount remains unchanged.

Attachments: [Unit L-21 Change Order No. 2.pdf](#)

This Change Order was presented

7. Adjournment

**Reed moved, seconded by Firkus, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland