



City of Appleton

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

Meeting Minutes Finance Committee

Monday, October 26, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Present: 4 - Lobner, Coenen, Reed and Siebers

Excused: 1 - Meltzer

3. Approval of minutes from previous meeting

[20-1376](#)

October 12, 2020 Finance Committee meeting minutes

Attachments: [MeetingMinutes12-Oct-2020-09-34-26.pdf](#)

Siebers moved, seconded by Reed, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Reed and Siebers

Excused: 1 - Meltzer

4. Public Hearings/Appearances

5. Action Items

[20-1377](#)

Request to award the City of Appleton Wastewater D-Building HVAC Upgrades Phase 1 Project contract to BP Mechanical, Inc in the amount of \$93,976 with a contingency of 10% for a project total not to exceed \$103,374

Attachments: [2020 AWWTP D-Building HVAC Upgrades.pdf](#)

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

Aye: 4 - Lobner, Meltzer, Reed and Siebers

Abstained: 1 - Coenen

[20-1428](#)

Request to approve the following 2020 Budget amendment:

General Fund - City Clerk

State Grants	+ \$44,974
Postage	+ \$44,974

to record a grant from the WI Elections Commission for additional election costs incurred due to the COVID-19 pandemic (2/3 vote of Council required)

Attachments: [Clerk Appleton 45201 \\$44974.40 WEC CARES Subgrant Award Letter.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1429](#)

Request to approve the following 2020 Budget amendment:

General Fund - City Clerk

Grants	+ \$18,330
Election Supplies	+ \$18,330

to record a grant from the Center for Tech and Civic Life for additional election costs necessary to provide safe and secure elections (2/3 vote of Council required)

Attachments: [CTCL Grant Appleton Wisconsin agreement and SVP.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1432](#)

Request to approve Change Order No 1 for contract 36-20 for 2019 AWWTP Electrical Distribution Upgrades Phase 2 project for refeeding and removal of the E-Building's transformers and motor control centers in the amount of \$95,800 resulting in a decrease of the contingency from \$230,590 to \$134,790. No change to the overall contract amount

Attachments: [2020 AWWTP Electrical Distribution Upgrades Phase 2 Change Order #1.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1433](#)

Request to award the Engineering Contract for the 2020 AWWTP V2-F2 Buildings Road Replacement project to McMahon Associates in the amount of \$42,790 plus a 5% contingency for a total not to exceed a project engineering cost of \$44,930

Attachments: [2020 Wastewater Hardscapes Design.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

6. Information Items

[20-1314](#)

2021 Legal Services Budget

Attachments: [2021 Legal Services.pdf](#)

This budget was presented

[20-1315](#)

2021 Facilities and Construction Management Budget

Attachments: [2021 Facilities.pdf](#)

This budget was presented

[20-1316](#)

2021 Finance Department Budget

Attachments: [2021 Finance Budget.pdf](#)

This budget was presented

[20-1342](#)

2021 Risk Management Budget

Attachments: [2021 Risk Management Budget.pdf](#)

This budget was presented

7. Adjournment

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers