



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes - Draft Finance Committee

Monday, December 8, 2025

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Firkus called the meeting to order at 5:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

4. Approval of minutes from previous meeting

[25-1447](#)

Finance Committee meeting minutes

Attachments: [Finance Committee Minutes Nov 5, 2025 .pdf](#)

**Croatt moved, seconded by Firkus, that the Report Action Item be approved.
Roll Call. Motion carried by the following vote:**

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

5. Public Hearing/Appearances

6. Action Items

[25-1437](#)

Request to approve the following 2025 Budget amendment:

General Fund - Police

Miscellaneous Revenue + \$32,975

Miscellaneous Equipment + \$32,975

To record asset forfeiture funds to be used to purchase new SWAT equipment. (2/3 vote of Council required)

Attachments: [Request for spending authority memo \(1\).pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1438](#)

Request to approve the following 2025 Budget amendment:

General Fund - Police

Donations & Materials	+ \$36,720
Training/Conferences	+ \$11,720
Other Misc. Supplies	+ \$ 7,000
Other Contracts/Obligation	+ \$18,000

To record K9 donations used for purchase and training, and donations used for bike helmets for the annual Bike Safety Program. (2/3 vote of Council required)

Attachments: [Request for spending authority memo \(2\).pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1439](#)

Request to approve the following 2025 Budget amendment:

General Fund - Hazardous Materials

Miscellaneous: State Aids	+ \$17,542
Miscellaneous: Equipment	+ \$17,542

To record receipt of grant and funding for equipment. (2/3 vote of Council required)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1484](#)

Request to approve write off of \$62,590.10 of accounts receivable invoices and \$16,005.50 of personal property taxes (outstanding over one year).

Attachments: [AR Write Off List 2025.pdf](#)
[PP Write Off List 2025.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1458](#)

Request to approve proposed ordinance changes to Charter Ordinance Section 3-131, regarding Board of Review meeting timing

Attachments: [Memo to Finance Committee BOR Dates.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1460](#)

Request to award project U-26 Water Main Reconstruction s/o I-41 to Kruczek Construction in the amount of \$357,000 with a contingency of \$35,000 for a total amount not to exceed \$392,000.

Attachments: [U-26 Award-Funding-Bid Tab.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1461](#)

Request to approve the acceptance of the Department of Natural Resources Lead Service Line Replacement Community Outreach Grant for private-side lead services replacements outreach in the amount of \$65,000 and approve the following 2026 Budget Amendment (2/3 vote of council required)

Water Utility Fund

Lead Service Replacement - Outreach	+ \$65,000
Other Reimbursement Revenue	+ \$65,000

Attachments: [20251209 LSLR Community Outreach Grant Acceptance MEMO.pdf](#)
[20251208 Water Utility Fund Budget Amendment MEMO.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1463](#)

Request to approve BB-25 Parking Structure Roof Replacement Contract with Weinert Roofing Change Order #1 as a Contract Amendment in the amount of \$59,330 for a new not-to-exceed contract total of \$236,190 and a new contract contingency of \$2,500.

Attachments: [BB-25 Contract Change Order 1 Form.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1464](#)

Request to award Unit G-26 Pond Dredging to Advance Construction Inc in the amount of \$119,802.75 with a contingency of \$11,980.27 for a contract total not to exceed \$131,783.02.

Attachments: [G-26 Award-Funding-Bid Tab.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-1465](#)

Request to award the AWWTP MCC Replacement Project Phase 1 contract to Van Ert Electric Co., Inc. in the amount of \$1,605,450 with a contingency of 10% for a project total not to exceed \$1,765,995.

Attachments: [2025 AWWTP MCC Replacement Project Phase 1.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

7. Information Items

[25-1441](#)

The following 2025 Budget adjustments were approved by the Finance Director in accordance with Policy:

Library Grants

Other Reimbursements	+ \$9,723
Books & Library Materials	+ \$4,053
Childrens: Office Supplies	+ \$5,670

To record receipt of grants for books, materials, and supplies

General Fund - Library

Building Operations: Other Reimbursements	+ \$2,219
Building Operations: Electric	+ \$2,185
Building Operations: Gas	+ \$34

To record reimbursement from TCOL

General Fund - Library

Grants: Other Reimbursements	+ \$126,894
Admin: Supplies	+ \$ 6,000
Admin: Awards & Recognition	+ \$ 6,000
Admin: Outside Printing	+ \$ 1,000
Admin: Other Contracts	+ \$ 14,000

Admin: Food/Provisions	+ \$ 7,500
Children's Services: Other Contracts	+ \$ 12,500
Children's Services: Supplies	+ \$ 28,000
Community Partnerships: Other Contracts	+ \$ 19,000
Community Partnerships: Supplies	+ \$ 6,500
Community Partnerships: Part Time Wages	+ \$ 6,500
Public Service: Supplies	+ \$ 8,894
Network: Software	+ \$ 11,000

To record Friends Grant

General Fund - Library

Admin: Donations	+ \$ 924
Childrens: Other Reimbursements	+ \$1,500
Materials Management: Other Reimbursement	+ \$1,490
Community Partnership: Office Supplies	+ \$ 287
Childrens: Office Supplies	+ \$1,500
Materials Management: Books & Library Materials	+ \$1,490
Network Services: Other Contracts/Obligations	+ \$ 637

To record donations for materials and supplies

Library Grants

Other Reimbursements	+ \$6,600
Materials Management: Books & Library Materials	+ \$4,400
Community Partnership: Other Contracts/Obligations	+ \$2,200

To record FOCOL Funds used for Flipside/Rabbie

General Fund - Library

Grants: Other Reimbursements	+ \$1,000
Childrens: Other Contracts/Obligations	+ \$400
Community Partnership: Supplies	+ \$200
Community Partnership: Other Contracts/Obligations	+ \$400

To record Rotary Grant

General Fund - Library

Admin: Donations & Memorials	+ \$800
Materials Management: Books & Library Materials	+ \$600
Childrens: Office Supplies	+ \$200

To record Kiwanis Donation - Materials & ELL

General Fund - Library

Grants: Other Reimbursements	+ \$20,000
Community Partnerships: Part-Time Wages	+ \$20,000

To record Microsoft Grant

General Fund - Library

Admin: Donations & Memorials + \$1,000
Community Partnership: Supplies: Cultural Program + \$1,000

To record Menasha Public Library - Fox Cities Reads

Library Grants

Grants: Other Reimbursement + \$350
Community Partnership: Supplies: Cultural Program + \$350

To record Little Chute Public Library - Fox Cities Reads

General Fund - Library

Grants: Other Reimbursements + \$88
Admin: Other Contracts + \$88

To record Piano Turning Funds

This item was presented.

[25-1451](#)

The following 2025 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Fire

Admin: Donations & Memorials + \$200
Fire Prevention: Safety Supplies + \$200

To record a donation to fund materials for public education and fire prevention

General Fund - Fire

Admin: Donations & Memorials + \$1,500
Fire Suppression: Training & Conferences + \$1,500

To record donation

General Fund - Fire

Admin: Donations & Memorials + \$8,624
Admin: Miscellaneous Supplies + \$8,624

To record Thomas Lang trust fund donation

General Fund - Parks & Recreation

Donation & Memorials + \$10,170
Grounds Repair & Maintenance + \$10,170

To record donations for purchase of memorial benches

This item was presented.

[25-1457](#)

Contract 34-25 was awarded to RJM Construction LLC for \$391,300 for Pierce Park Pavilion & Toilet Buildings. Change orders were approved totaling \$12,997.40. Final contract amount is \$404,297.40. Payments issued to date

total \$354,421.25. Request final payment of \$49,876.15.

This item was presented.

[25-1448](#)

Contract 122-25 was awarded to Dukes Root Control for \$35,000 for Chemical Root Foaming of Sanitary Sewers. Payments issued to date total \$0.00. Request final payment of \$33,762.38.

This item was presented.

[25-1449](#)

Contract 2-25 was awarded to New Restoration and Recovery Services dba Aqualis for \$129,512.50 for Sanitary and Storm Sewer Spot Repairs. Payments issued to date total \$121,669.39. Request final payment of \$6,403.66.

This item was presented.

[25-1450](#)

Contract 106-24 was awarded to Sabel Mechanical LLC for \$392,100 with a contingency of \$58,815 for Channel Aeration Blower Replacement. Change orders were approved totaling \$55,593.32. Final contract amount is \$447,693.32 with a contingency of \$3,221.68. Payments issued to date total \$418,580.66. Request final payment of \$29,112.66.

This item was presented.

8. Adjournment

Hartzheim moved, seconded by Croatt, that the meeting be adjourned at 5:43 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland