



# City of Appleton

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

## Meeting Minutes - Draft Finance Committee

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Monday, December 8, 2025

5:30 PM

Council Chambers, 6th Floor

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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 Kruczak 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 Repalcement 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