



City of Appleton

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

Meeting Agenda - Final Finance Committee

Wednesday, January 20, 2021

6:45 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0029](#) December 21, 2020 Finance Committee minutes

Attachments: [MeetingMinutes21-Dec-2020-09-03-44.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [21-0030](#) Request to award the City of Appleton's MSB Garage HVAC Upgrades project contract to Great Lakes Mechanical, Inc in the amount of \$819,780 with a contingency of 10% for a project total not to exceed \$901,758

Attachments: [2021 MSB Garage HVAC Upgrdes.pdf](#)

- [21-0040](#) Request to approve the following 2020 Budget amendments:

PHEP (Public Health Emergency Preparedness) COVID Grant Fund

Health Grants & Aids	+\$53,243
Salaries	+\$45,300
Fringe Benefits	+\$ 7,943

to record grant agreement modification from the State Department of Health Services for COVID-19 pandemic response costs (2/3 vote of Council required)

Attachments: [DPH PHEP COVID 2020 Grant.pdf](#)

6. Information Items

[21-0031](#) Contract 101-20 was awarded to Northeastern Roofing, Inc for the 2020 MSB Cold Storage Roof Replacement project in the amount of \$160,000 with a contingency of 10%. No change orders were issued. Payments to date total \$150, 575. Request to issue the final contract payment of \$9,425

[21-0032](#) The 2020 Capital Improvement Plan included \$700,000 for hardscape repairs. Construction Contract 34-20 was issued to Peters Concrete for the reconstruction of the Scheig Center parking lot in the amount of \$601,656.80 with a 10% contingency. Three change orders were issued. The first for \$13,885.00 was for an additional sidewalk and apron. The second for \$2,103.50 was for additional rip rap. The third was a deduct of (\$987.40) for landscape edging not used, for a total contract of \$616,657.90. Initial payments have been made for \$504,986.58. Request to issue the final payment of \$111,671.32.

[21-0041](#) The following 2020 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Childrens Services	+\$	800
Childrens Services Supplies	+\$	800

to record donation from the Bouwer Grant to support the Ready to Read program

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

100 North Appleton Street
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Meeting Minutes Finance Committee

Monday, December 21, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting was called to order at 5:30pm

2. Roll call of membership

Present: 4 - Lobner, Meltzer, Reed and Siebers

Excused: 1 - Coenen

3. Approval of minutes from previous meeting

[20-1562](#)

November 9, 2020 and December 2, 2020 Finance Committee meeting minutes

Attachments: [MeetingMinutes09-Nov-2020-07-41-00.pdf](#)

[MeetingMinutes02-Dec-2020-01-05-48.pdf](#)

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

Motion carried by the following vote:

Aye: 4 - Lobner, Meltzer, Reed and Siebers

Excused: 1 - Coenen

4. **Public Hearings/Appearances**

5. **Action Items**

[20-1565](#)

Request for the City of Appleton to waive the Connection Fee in Lieu of Sanitary Sewer Special Assessment (\$17,301.98) and the Sanitary Area Assessment (\$10,066.66) in exchange for a sanitary sewer easement at 6331 N Ballard Road

Attachments: [Waiver of Connection fee.pdf](#)

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

Aye: 4 - Lobner, Meltzer, Reed and Siebers

Excused: 1 - Coenen

[20-1655](#)

Request to approve the following 2020 Budget amendments:

COVID-19 Grant Fund - Testing Coordination

Health Grants & Aids	+\$ 28,400
Salaries	+\$ 14,000
Fringe Benefits	+\$ 2,400
Supplies	+\$ 4,000
Purchased Services	+\$ 8,000

Pandemic Grant Fund - Planning

Health Grants & Aids	+\$ 2,763
Salaries	+\$ 2,210
Fringe Benefits	+\$ 553

COVID-19 Grant Fund - Contact Tracing

Health Grants & Aids	+\$551,453
Salaries & Part-time Wages	+\$442,200
Fringe Benefits	+\$ 78,003
Supplies	+\$ 26,050
Purchased Services	+\$ 5,200

to record grant agreement modifications from the State Department of Health Services for COVID-19 pandemic response costs (2/3 vote of Council required)

Attachments: [2020 DHS Contract Amendments 12-15-2020.pdf](#)

Meltzer 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

Excused: 1 - Coenen

6. Information Items

[20-1563](#)

Contract 120-19 was awarded to Baumgart Mechanical for the 2019 Fire Station #4 HVAC Replacement project in the amount of \$61,050 with a contingency of \$6,000. Change Order #1 was issued in the amount of \$14,147 with City Council approval on 4/20/2020 for structural modifications needed to accommodate the new HVAC units. Payments issued to date total \$67,677.30. Request to issue the final contract payment of \$7,519.70.

This contract final payment was presented

[20-1564](#)

Contract 97-20 was awarded to VOE Power and Systems for the 2020 PRFMD Fire Alarm Replacement project in the amount of \$37,697 with a contingency of 10%. No change orders were issued. No payments have been issued to date. Request to issue the final contract payment of \$37,697.00

This contract final payment was presented

[20-1607](#)

November 18, 2020 Routes to Recovery Grant Expense Claims

Attachments: [11-18-20 Routes to Recovery Claims.pdf](#)

This report was presented

[20-1643](#)

Contract 101-20 was awarded to Northeastern Roofing, Inc for the 2020 MSB Cold Storage Roof Replacement project in the amount of \$160,000 with a contingency of 10%. No change orders were issued. Payments to date total \$150,575. Request to issue the final contract payment of \$9,425

This contract final payment was presented

[20-1644](#)

Contract 63-20 was awarded to Al Dix Construction, Inc for \$718,066 with a contingency of \$36,000 for Miscellaneous Concrete & Street Excavation Repair. Change orders were approved totaling \$40,000. Final contract amount is \$758,066 with a contingency of \$26,000. Payments issued to date total \$617,155.87. Request final payment of \$29,120.65

This contract final payment was presented

[20-1645](#)

Contract 24-20 was awarded to Kruczek Construction, Inc for \$3,559,000 with a contingency of \$71,180 for Sewer & Water Reconstruction No. 1. Change orders were approved totaling \$64,600. Final contract amount is \$3,623,600 with a contingency of \$6,580. Payments issued to date total \$3,461,534.35. Request final payment of \$98,112.65

This contract final payment was presented

[20-1646](#)

The 2019 Capital Improvement Plan included \$275,000 for the removal and replacement of tennis and basketball courts at Linwood Park. Construction contract 11-19 was issued to Peters Concrete for the removal of the existing courts and the installation of a new lit tennis and basketball court in the amount of \$205,208.41. One change order was issued for \$11,085.60 for the increased cost of connecting to the stormwater basin in the street, for a total of \$216,294.01. A second change order extended the contract into 2020 due to cold weather which did not allow for the courts to be painted and striped in 2019 but there was no charge for this change order. An initial payment was made for \$198,960.16. Request to issue the final payment of \$17,333.85

This contract final payment was presented

[20-1656](#)

Contract 111-20 was awarded to Lunda Construction Co for \$152,045 with a contingency of \$6,955 for Lawe Street Bridge Maintenance. No payments issued to date. Request final payment of \$151,746.00

This contract final payment was presented

[20-1657](#)

Contract 74-20 was awarded to Sure-Fire, Inc for the 2020 Fire Station #5 HVAC Upgrades project in the amount of \$37,525 with a contingency of \$5,000. No change orders issued. Payments to date total \$13,300. Request to issue the final contract payment including retainage of \$24,225

This contract final payment was presented

[20-1658](#)

Change Order No. 1 to contract 44-20, Unit B-20 Asphalt Pavement Reconstruction, for additional final quantities of erosion mat, surface restoration, 12" storm sewer and apron endwalls at Memorial Park Trail in the amount of \$4,439. This change order reduces contingency from \$42,000 to \$37, 561. Overall contract amount remains unchanged

Attachments: [Unit B-20 Change Order No. 1.pdf](#)

This change order was presented

7. Adjournment

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

Aye: 4 - Lobner, Meltzer, Reed and Siebers

Excused: 1 - Coenen



"...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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/11/2020

RE: Action: Award the City of Appleton's "MSB Garage HVAC Upgrades Project" contract to Great Lakes Mechanical, Inc. in the amount of \$819,780 with a contingency of 10% for a project total not to exceed \$901,758.

The 2020/2021 Capital Improvement Plan includes \$1,375,000 to make upgrades to the MSB Garage HVAC systems. Of that amount, \$46,245 has been allocated for construction oversight by our consulting engineer. The project includes replacing the Make-Up Air Units, Exhaust Fans, and Controls that service the MSB Garage Bay and Sanitation Bay. The current HVAC units are at the end of their useful life and are in need of replacement.

The bids were received as follows:

Great Lakes Mechanical, Inc. (low bid)	\$819,780
Southport Engineered Systems	\$916,210
B&P Mechanical	\$922,722
EGI Mechanical, Inc.	\$953,000
August Winter & Son, Inc.	\$962,800

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Great Lakes Mechanical, 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 Great Lakes Mechanical, Inc. in the amount of \$819,780 plus a contingency of 10% only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
APPLETON CITY HD
for
2020 DPH Consolidated Contract

DPH Contract No.: 43546-1
Agreement Amount: \$53,243
Agreement Term Period: 10/1/2019 to 9/31/2021
CARS Pre-Packet No: 16280

DHS Division: Division of Public Health
DHS Grant Administrator: Chuck Warzecha
DHS Telephone: 608-266-9780
DHS Email: Charles.Warzecha@dhs.wisconsin.gov

Grantee Grant Administrator: Mr Kurt Eggebrecht
Grantee Address: 100 N Appleton Street, Appleton, WI,
54911
Grantee Email: kurt.eggebrecht@appleton.org

Modification Description: We are adding funding for DPH PHEP COVID19 (Profile 155801). Please see attached Scope of Work. Final reports are due 45 days from the end of the designated contract period for the included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Grantee
Entity Name: Appleton Health Department

Authorized Representative

Authorized Representative

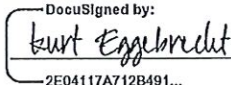
Name: _____

Name: Kurt Eggebrecht

Title: _____

Title: Health Officer

Signature: _____

Signature: 

Date: _____

Date: 5/18/2020

CIVIL RIGHTS COMPLIANCE ATTACHMENT

The Wisconsin Department of Health Services and Grantee agree to the below change to the agreement. The below enumerated agreement revision is hereby incorporated by reference into the agreement and is enforceable as if restated therein in its entirety.

Section 10 of the Agreement (“CIVIL RIGHTS COMPLIANCE”) is hereby amended by inserting the following:

In accordance with the provisions of Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and regulations implementing these Acts, found at 45 C.F.R. Parts 80, 84, and 91 and 92, the Grantee shall not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, race, color, national origin, disability, or age in admission to, participation in, in aid of, or in receipt of services and benefits under any of its programs and activities, and in staff and employee assignments to patients, whether carried out by the Grantee directly or through a Sub-contractor or any other entity with which the Grantee arranges to carry out its programs and activities.

DHS CARS STAFF INTERNAL USE ONLY

CARS PAYMENT INFORMATION

The information below is used by the DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #: Agency Name: Agency Type: CARS Contract Start Date CARS Contract End Date Program Total Contract:
 449983 APPLETON 160 4/1/2020 3/31/2021 \$53,243
 CITY HD

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155801	DPH PHEP COVID19		-	\$53,243	\$53,243	N/A
					\$53,243	

DocuSign Envelope ID: FF9FE6A0-5E79-4744-BB63-E5E823D4BDBF

FEDERAL AWARD INFORMATION

DHS Profile Number	155801
FAIN	NU90TP922078
Federal Award Date	3/16/2020
Sub-award period of Performance Start Date	3/5/2020
Sub-award period of Performance End Date	3/15/2021
Amount of Federal Funds obligated (committed) by this action	\$53,243
Total Amount of Federal Funds obligated (committed)	\$53,243
Federal Award Project Description	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response
Federal Awarding Agency Name (Department)	Centers for Disease Control and Prevention
DHS Awarding Official Name	Julie A. Willems Van Dijk
DHS Awarding Official Contact Information	608-266-9622
CFDA Number	93.354
CFDA Name	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response
Total made available under each Federal award at the time of disbursement	\$10,700,192
R&D?	No
Indirect Cost Rate	0.065