



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, April 12, 2021

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0434](#) March 22, 2021 Finance Committee meeting minutes

Attachments: [MeetingMinutesMar-22-2021-10-27-29.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [21-0435](#) Request to approve the following 2021 Budget adjustment:

Sanitation Fund

| | |
|---------------------|-----------|
| Consulting Services | +\$8,000 |
| Fund Balance | - \$8,000 |

for gas monitoring as requested by WDNR to work towards a passive gas system (2/3 vote of Council required)

Attachments: [Sanitation Memo.pdf](#)

- [21-0436](#) Request to award the City of Appleton's 2021 Parks Hardscapes Project - Pierce Park Path Improvements Project contract to Sommers Construction Co, Inc in the amount of \$28,935 with a contingency of \$7,000 for a project total not to exceed \$35,935

Attachments: [2021 Pierce Park Path Improvements.pdf](#)

- [21-0442](#) #5-R-21 Political Signs on City Property

Attachments: [#5-R-21 Political Signs on City Property.pdf](#)

[21-0444](#) Request to approve Finance Committee Report 1-P-21 for Concrete Pavement, Sidewalk Construction and Driveway Aprons

Attachments: [Report 1-P-21.pdf](#)

[21-0445](#) Request to approve Finance Committee Report 2-P-21 for Sanitary Laterals, Storm Laterals and Storm Main

Attachments: [Report 2-P-21.pdf](#)

[21-0446](#) Request to award Unit C-21 Sidewalk Sawcutting to ASTI Sawing, Inc in an amount not to exceed \$40,000

Attachments: [Award of Contract Unit C-21.pdf](#)

[21-0447](#) Request to award Unit J-21 Mini Storm Sewer construction to Alfson Excavating, LLC, Inc in an amount not to exceed \$200,000

Attachments: [Award of Contract Unit J-21.pdf](#)

6. Information Items

NONE

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
Appleton, WI 54911-4799
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Meeting Minutes Finance Committee

Monday, March 22, 2021

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

[21-0320](#)

March 8, 2021 Finance Committee meeting minutes

Attachments: [MeetingMinutesMar-08-2021-11-03-45.pdf](#)

**Reed moved, seconded by Coenen, 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

[21-0326](#)

Request to award the City of Appleton's 2021 Pierce Park Lighting Upgrades Phase 2 Project contract to Elmstar Electric Corp in the amount of \$113,679 with a contingency of 10% for a project total not to exceed \$125,046

Attachments: [2021 Pierce Park Lighting upgrades Phase 2.pdf](#)

Aldersperson Meltzer joined the meeting

Coenen 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

[21-0324](#)

Request to approve the 2020-2021 Budget carryover appropriations:

1. Items not under contract \$9,110,803
2. Items requesting Special Consideration \$500,471
(2/3 vote of Council required)

Attachments: [Not under Contract 2020-2021 Carryover.pdf](#)
 [Special Consideration 2020-2021 Carryover.pdf](#)

Coenen 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

[21-0322](#)

Request to approve the following 2020 Budget amendments:

Community Development Block Grant Fund

| | |
|----------------|------------|
| Federal Grant | +\$ 56,549 |
| Grant Payments | +\$ 56,549 |

to record federal funds received for COVID-19 mitigation (2/3 vote of Council required)

Emergency Shelter Grant (ESG) Fund

| | |
|-----------------|------------|
| State Aids | +\$100,636 |
| Grant Payments | +\$ 94,740 |
| Salaries | +\$ 4,200 |
| Fringe Benefits | +\$ 1,696 |

to record State funds received for COVID-19 mitigation (2/3 vote of Council required)

Police Grants Fund

| | |
|------------------------|------------|
| Federal Grant | +\$ 56,620 |
| Miscellaneous Supplies | +\$ 56,620 |

to record State funds received for COVID-19 mitigation (2/3 vote of Council required)

Housing Rehabilitation Loan Fund

| | |
|--------------------|------------|
| Federal Grant | +\$ 51,452 |
| Project Repayments | +\$ 34,058 |
| Grant Payments | +\$ 66,190 |
| Salaries | +\$ 15,220 |
| Fringe Benefits | +\$ 4,100 |

to record additional funds received in 2020 in the Housing Rehab Loan program (2/3 vote of Council required)

Police Grants Fund

| | |
|-----------------------------|------------|
| Federal Grant | +\$ 2,739 |
| State Aids | +\$100,651 |
| Overtime Wages | +\$ 63,395 |
| Miscellaneous Equipment | +\$ 33,995 |
| Other Contracts/Obligations | +\$ 6,000 |

to record additional Police grant funds received in 2020 (2/3 vote of Council required)

Wheel Tax Fund

| | |
|-----------------------------|-------------|
| Wheel Tax Proceeds | + \$ 16,329 |
| Transfer Out - General Fund | +\$ 16,329 |

to record Wheel Tax proceeds above budget amount (2/3 vote of Council required)

TIF 6 Capital Projects Fund

| | |
|-----------------------------|------------|
| Other Contracts/Obligations | +\$ 72,967 |
| Fund Balance | +\$ 72,967 |

to record additional cost of developer incentive payments (2/3 vote of Council required)

TIF 8 Capital Projects Fund

| | |
|-----------------------------|------------|
| Other Contracts/Obligations | +\$ 47,445 |
| Fund Balance | +\$ 47,445 |

to record additional cost of developer incentive payments (2/3 vote of Council required)

General Fund - Finance Department

| | |
|--------------|-----------|
| Salaries | +\$ 6,675 |
| Wage Reserve | +\$ 6,675 |

to record transfer of wage reserve funds (2/3 vote of Council required)

General Fund - Information Technology Department

| | |
|--------------|-----------|
| Salaries | +\$ 7,730 |
| Wage Reserve | +\$ 7,730 |

to record transfer of wage reserve funds (2/3 vote of Council required)

Attachments: [2020 Final Budget adjustments_.pdf](#)

Coenen 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

[21-0323](#)

The following 2020 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

Community Development Block Grant Fund

| | | |
|----------------|-----|-----|
| Federal Grant | +\$ | 679 |
| Grant Payments | +\$ | 679 |

to record additional CDBG grant funds received

Continuum of Care Grant Fund

| | | |
|------------|-----|-------|
| State Aids | +\$ | 6,746 |
| Salaries | +\$ | 6,746 |

to record additional State grant funds received

General Fund

| | |
|--|------------|
| Transfer Out - Capital Projects Fund | +\$439,320 |
| Library Neighborhood Study | +\$100,000 |
| Contribution to ARA Business Grant Program | +\$ 50,000 |
| Fund Balance | +\$589,320 |

Information Technology Capital Projects Fund

| | |
|-------------------------------------|------------|
| Fund Balance | +\$439,320 |
| Transfer In - Capital Projects Fund | +\$439,320 |

to record use of excess general fund balance (approved at October 21, 2020 Council) per policy

These Budget adjustments were presented

[21-0325](#)

The following 2020-2021 Budget carryover appropriations were approved in accordance with Policy:

1. Amounts under contract \$12,270,700
2. Non-Lapsing Funds \$971,433

Attachments: [Under Contract 2020-2021 Carryover.pdf](#)
 [Non-Lapsing 2020-2021 Carryover.pdf](#)

These Budget appropriations were presented

[21-0327](#)

Change Order #1 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$33,282 resulting in a decrease in contingency from \$336,125 to \$302,843

Attachments: [2019 AWWTP Improvements Staab Change Order No1.pdf](#)
[210315 Staab CO1 2019 AWWTP Improvements Project.pdf](#)

This change order was presented

[21-0328](#)

2020 Sustainability Report

Attachments: [2020 GTLC Annual Report.pdf](#)

This report was presented

[21-0329](#)

2020 Creating A Sustainable City of Appleton Plan

Attachments: [Creating A Sustainable City of Appleton \(Master 2020\).pdf](#)

This plan report was presented

7. Adjournment

**Coenen 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



MEMO

"...meeting community needs...enhancing quality of life."

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works

DATE: April 6, 2021

SUBJECT: Request to approve the following 2021 Budget adjustment:

| | |
|--|-----------|
| Sanitation Fund Balance | - \$8,000 |
| Sanitation Landfill Maintenance Fund (Consulting Services) | +\$8,000 |

The Department of Public Works continues to work towards the conversion from an active gas extraction system at the closed Mackville Landfill to a passive system. Gaining approval from the Wisconsin Department of Natural Resources (WDNR) for the conversion to a passive system would save hundreds of thousands of dollars in the near future as the active system needs major repairs to the wells, pumps, pipes and blowers.

During a November 2020 site inspection by the WDNR, concerns were raised regarding some vegetation that could be showing the impact of released gas from the active system. To continue moving toward converting the system from active to passive, additional gas monitoring is needed. The requested funds will cover the gas system monitoring requested by the WDNR.

Therefore, we are requesting a 2021 budget adjustment to reallocate \$8,000 from the Sanitation Fund Balance to the Sanitation Landfill Maintenance Fund (consulting services).



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**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: 4/12/2021

RE: Action: Award the City of Appleton’s “2021 Parks Hardscapes Project – Pierce Park Path Improvements Project” contract to Sommers Construction Co., Inc. in the amount of \$28,935 with a contingency of \$7,000 for a project total not to exceed \$35,935.

The 2021 Capital Improvement Plan includes \$700,000 to repair hardscapes at various city parks. Of that amount, \$50,000 has been allocated to renovate the Pierce Park Pathway. The balance of the 2021 Parks Hardscape Improvements budget will be utilized at several other parks including, but not limited to: Pierce Park, Appleton Memorial Park, and the Highview Trail. The recommendations for repairs were determined by our consulting engineer after a hardscape audit was completed at the site.

The bids were received as follows:

| | |
|---|--------------------|
| Sommers Construction Co., Inc. (low bid) | \$28,935.00 |
| Radtke Contractors, Inc | \$30,950.22 |
| Jahnke General Contractors | \$39,491.75 |
| Highway Landscapers, Inc. | \$41,259.05 |
| Vinton Construction Co. | \$41,562.00 |
| Gene Fredrickson Trucking and Excavating. | \$42,330.20 |

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Sommers Construction Co., 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 Sommers Construction Co., Inc. in the amount of \$28,935.00 plus a contingency of \$7,000 only to be utilized as needed.

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

#5-R-21

Political Signs on City-Owned Property

Date: April 7, 2021

Submitted By: Alderperson Lobner – District 13

Referred To: Finance Committee

WHEREAS municipal governments are responsible for administering local elections and must remain neutral in that process.

AND WHEREAS political signs posted on municipal property may create the impression that the municipality is not neutral in the election process.

THEREFORE BE IT RESOLVED that political signs shall not be posted on any city-owned property, including property leased from the city.

REPORT OF THE FINANCE COMMITTEE

PROJECT LIMITS:

1-P-21

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

- Downs Ridge (Tiburon Dr to Purdy Pkwy)
- Grinnell Ct (Werner Rd to CDS)
- Thomas Ct (Purdy Pkwy to CDS)
- Trinity Ct (Downs Ridge to CDS)
- Alvin St (Evergreen Dr to CDS)
- Newberry St (Schaefer St to city limits) – sidewalk only

In accordance with the preliminary resolution of the Common Council dated April 21, 2021, we herewith submit our report on the assessment of benefits on the above named construction.

This report consists of the following:

Schedule A - Preliminary plans and specifications on file in the office of the Director of Public Works.

Schedule B - The total cost within the project limits in accordance with the plans and specifications in Schedule A is **\$4,614,694.74**.

Schedule C - Proposed Assessments. The properties included within the project limits are benefited and the work or improvements constitute an exercise of the police power. The total value of assessments is **\$549,402.49**.

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Finance Committee

REPORT OF THE FINANCE COMMITTEE

PROJECT LIMITS:

2-P-21

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

- Appleton St (College Ave to Atlantic St)
- Atlantic St (Oneida St to Lawe St)
- Douglas St (Commercial St to Wisconsin Ave)
- Elsie St (Mason St to Richmond St)
- Jackson St (Calumet St to Fremont St)
- Lawrence St (Walnut St to Elm St)
- Madison St (Calumet St to Taft Ave)
- Meade St (Pacific St to Commercial St)
- Minor St (Meade St to Rankin St)
- Opechee St (Green Bay Rd to east)
- Owaissa St (Opechee St to Pacific St)

In accordance with the preliminary resolution of the Common Council dated April 21, 2021, we herewith submit our report on the assessment of benefits on the above named construction.

This report consists of the following:

Schedule A - Preliminary plans and specifications on file in the office of the Director of Public Works.

Schedule B - The total cost within the project limits in accordance with the plans and specifications in Schedule A is **\$4,140,105.**

Schedule C - Proposed Assessments. The properties included within the project limits are benefited and the work or improvements constitute an exercise of the police power. The total value of assessments is **\$566,139.**

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"...meeting community needs...enhancing quality of life."

**DEPARTMENT OF PUBLIC WORKS - Engineering Division
MEMO**

TO: Members of the Finance Committee
FROM: Ross Buetow, Deputy Director of Public Works / City Engineer
SUBJECT: Award of Contract - Unit C-21 Sidewalk Sawcutting
DATE: April 8, 2021

Over the past ten years, the Department of Public Works has solicited public bids on an annual basis for sidewalk sawcutting, which allows us to eliminate potential trip hazards and extend the life of our sidewalks without having to remove and replace individual sidewalk blocks. Due to the specialized equipment required to perform the work, we have historically only received one bid each year.

In an effort to improve the efficiency of procuring these services (for both the City and potential bidders), our 2021 bid documents requested pricing for a three year period (2021 through 2023). Bids were opened on March 22, 2021 and one bid was received from ASTI Sawing, Inc. (see attached bid summary).

The 2021 bid prices provided by ASTI Sawing are consistent with previous years' prices and show reasonable increases for future work to be performed in 2022 and 2023.

Therefore, we recommend award of Unit C-21 Sidewalk Sawcutting to ASTI Sawing, Inc. in an amount not to exceed \$40,000.00 (our approved 2021 funding). Subsequent contracts for years 2022 and 2023 will be prepared for committee and council approval based on the attached bid prices, assuming continued satisfactory performance by ASTI Sawing, Inc.

Thank you for your consideration.

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: **Finance Committee**
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
C-21 Sidewalk Sawcutting

Be awarded to:

Name: ASTI Sawing, Inc.
Address: 7454 HWY 18-151
Barneveld, WI 53507

In the amount of : _____

With a _____ % contingency of : _____

For a project total not to exceed : _____

**** OR ****

In an amount Not To Exceed : _____ \$40,000.00

Budget: _____ \$40,000.00
Estimate: _____
Committee Date: _____ 04/12/21
Council Date: _____ 04/21/21

Bid Tabulation

C-21 Concrete Sidewalk Sawcutting

03/22/2021 01:45 PM CDT

| Bid Item | Item Description | Quantity | Unit | ASTI Sawing, Inc. | |
|----------|--|----------|---------|-------------------|-------------|
| | | | | Unit Price | Item Total |
| 1 | 2021 Sawcut Sidewalk | 1700 | inch-ft | \$14.95 | \$25,415.00 |
| 2 | 2021 Sawcut Sidewalk (Miscellaneous Locations) | 400 | inch-ft | \$19.25 | \$7,700.00 |
| 3 | 2022 Sawcut Sidewalk | 1700 | inch-ft | \$15.25 | \$25,925.00 |
| 4 | 2022 Sawcut Sidewalk (Miscellaneous Locations) | 400 | inch-ft | \$19.55 | \$7,820.00 |
| 5 | 2023 Sawcut Sidewalk | 1700 | inch-ft | \$15.45 | \$26,265.00 |
| 6 | 2023 Sawcut Sidewalk (Miscellaneous Locations) | 400 | inch-ft | \$19.75 | \$7,900.00 |

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: **Finance Committee**
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
Unit J-21 Mini Storm Sewer Construction

Be awarded to:

Name: Alfson Excavating, LLC
Address: P.O. Box 117
14523 Clarks Mills Road
Valders, WI 54245

In the amount of : _____

With a _____ **% contingency of :** _____

For a project total not to exceed : _____

**** OR ****

In an amount Not To Exceed : _____ \$200,000.00

Budget: _____ \$200,000.00
Estimate: _____ \$218,650.00
Committee Date: _____ 04/12/21
Council Date: _____ 04/21/21

Bid Tabulation**J-21 Mini Storm Sewer Construction**

03/29/2021 01:45 PM CDT

| Bid Item | Item Description | Quantity | Unit | Alfson Excavating LLC | | Wood Sewer & Excavating | |
|----------|---|----------|---------|-----------------------|--------------|-------------------------|--------------|
| | | | | Unit Price | Total | Unit Price | Total |
| 1 | Furnish & Install 6" Storm Sewer | 4000 | lin.ft. | \$33.50 | \$134,000.00 | \$38.00 | \$152,000.00 |
| 2 | Furnish & Install 6" Storm Lateral | 850 | lin.ft. | \$40.00 | \$34,000.00 | \$38.00 | \$32,300.00 |
| 3 | Furnish & Install 4" Storm Riser | 600 | lin.ft. | \$45.00 | \$27,000.00 | \$36.00 | \$21,600.00 |
| 4 | Furnish & Install 6" Storm Riser | 100 | lin.ft. | \$45.00 | \$4,500.00 | \$38.00 | \$3,800.00 |
| 5 | Connect Sump Pump | 10 | each | \$100.00 | \$1,000.00 | \$155.00 | \$1,550.00 |
| 6 | Furnish & Install Auger Section | 800 | lin.ft. | \$35.00 | \$28,000.00 | \$22.00 | \$17,600.00 |
| 7 | Furnish & Construct PVC Yard Drain (Special Provisions 5.04.2) | 5 | each | \$500.00 | \$2,500.00 | \$875.00 | \$4,375.00 |
| 8 | Furnish & Construct Concrete Yard Drain (Special Provisions 5.04.1) | 1 | each | \$1,000.00 | \$1,000.00 | \$7,350.00 | \$7,350.00 |

Base Bid Total:**\$232,000.00****\$240,575.00**

Bid Tabulation**J-21 Mini Storm Sewer Construction**

03/29/2021 01:45 PM CDT

| Bid Item | Item Description | Quantity | Unit | Highway Landscapers, Inc. | | Robert Immel Excavating | |
|----------|---|----------|---------|---------------------------|--------------|-------------------------|--------------|
| | | | | Unit Price | Total | Unit Price | Total |
| 1 | Furnish & Install 6" Storm Sewer | 4000 | lin.ft. | \$49.70 | \$198,800.00 | \$46.85 | \$187,400.00 |
| 2 | Furnish & Install 6" Storm Lateral | 850 | lin.ft. | \$52.10 | \$44,285.00 | \$66.00 | \$56,100.00 |
| 3 | Furnish & Install 4" Storm Riser | 600 | lin.ft. | \$48.00 | \$28,800.00 | \$48.00 | \$28,800.00 |
| 4 | Furnish & Install 6" Storm Riser | 100 | lin.ft. | \$48.95 | \$4,895.00 | \$50.00 | \$5,000.00 |
| 5 | Connect Sump Pump | 10 | each | \$220.00 | \$2,200.00 | \$180.00 | \$1,800.00 |
| 6 | Furnish & Install Auger Section | 800 | lin.ft. | \$1.00 | \$800.00 | \$41.00 | \$32,800.00 |
| 7 | Furnish & Construct PVC Yard Drain (Special Provisions 5.04.2) | 5 | each | \$1,430.00 | \$7,150.00 | \$1,035.00 | \$5,175.00 |
| 8 | Furnish & Construct Concrete Yard Drain (Special Provisions 5.04.1) | 1 | each | \$2,100.00 | \$2,100.00 | \$1,650.00 | \$1,650.00 |

Base Bid Total:**\$289,030.00****\$318,725.00**

Bid Tabulation**J-21 Mini Storm Sewer Construction**

03/29/2021 01:45 PM CDT

| Bid Item | Item Description | Quantity | Unit | Advance Construction Inc. | |
|----------|---|----------|---------|---------------------------|--------------|
| | | | | Unit Price | Total |
| 1 | Furnish & Install 6" Storm Sewer | 4000 | lin.ft. | \$56.00 | \$224,000.00 |
| 2 | Furnish & Install 6" Storm Lateral | 850 | lin.ft. | \$52.00 | \$44,200.00 |
| 3 | Furnish & Install 4" Storm Riser | 600 | lin.ft. | \$30.00 | \$18,000.00 |
| 4 | Furnish & Install 6" Storm Riser | 100 | lin.ft. | \$30.00 | \$3,000.00 |
| 5 | Connect Sump Pump | 10 | each | \$165.00 | \$1,650.00 |
| 6 | Furnish & Install Auger Section | 800 | lin.ft. | \$60.00 | \$48,000.00 |
| 7 | Furnish & Construct PVC Yard Drain (Special Provisions 5.04.2) | 5 | each | \$962.00 | \$4,810.00 |
| 8 | Furnish & Construct Concrete Yard Drain (Special Provisions 5.04.1) | 1 | each | \$1,150.00 | \$1,150.00 |

Base Bid Total:**\$344,810.00**