



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, October 10, 2022

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[22-1277](#) 9/26/22 Finance Committee Minutes

**Attachments:** [MeetingMinutes Sep-26-2022-02-06-39.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

- [22-1278](#) Request to reject base bid from Staab Construction in the amount of \$643,600 for the 2022 AWWTP Blended Sludge Piping and Preliminary Heat Exchanger Replacement Project.

**Attachments:** [Finance Memo\\_SSB Construction Project Bid Rejection.pdf](#)

- [22-1282](#) Request to award the 2022 AWWTP Biogas Boiler System Upgrades Project contract to Rohde Brothers, Inc. in the amount of \$333,450 with a 12% contingency of \$40,014 for a project total not to exceed \$373,464.

**Attachments:** [2022 AWWTP BIOGAS BOILER SYSTEM HVAC Upgrades Project .pdf](#)

- [22-1283](#) Request to award the City of Appleton's 2022 Telulah Pavilion Repairs Project contract to RJM Construction, LLC. in the amount of \$158,572 with a 12% contingency of \$19,028 for a project total not to exceed \$177,600.

**Attachments:** [2022 Telulah Pavilion Repairs Project.pdf](#)

- [22-1284](#) Request to award the City of Appleton's 2022 AWWTP Painting Project contract to SDS Painting Co., Inc. in the amount of \$121,760 with a 8% contingency of \$10,000 for a project total not to exceed \$131,760.

**Attachments:** [2022 AWWTP Painting Project.pdf](#)

[22-1288](#) Request to approve the following 2022 Budget amendment:

Public Works Capital Project Fund	-\$27,302
Facilities Capital Project Fund	+\$27,302

To record transfer of sidewalk costs from Public Works Capital Project Fund to Facilities Capital Project Fund.

**Attachments:** [Library Sidewalk Budget Amendment.pdf](#)

## 6. Information Items

[22-1289](#) Change Orders #8 and #9 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$24,320 resulting in a decrease in contingency from \$159,231 to \$134,911.

**Attachments:** [2019 AWWTP Improvements Staab Change Order No8-9.pdf](#)

[22-1290](#) Contract 149-20 was awarded to B&P Mechanical Inc. for \$93,976 with a contingency of \$9,398 for WWTP D-Bldg HVAC. Change orders were approved totaling \$7,955.34. Final contract amount is \$101,931.34 with a contingency of \$1,442.66. Payments issued to date total \$92,297.25. Request final payment of \$9,634.09.

[22-1304](#) A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

### **Reid Golf Course**

Donations	+\$1,260
Supplies	+\$1,260

To record donation for bench at Golf Course.

[22-1303](#) A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

### **General Fund - Recreation**

Donations	+\$4,850
Supplies	+\$4,850

To record donations from Jacobson/Thiel/Weyenberg/Vanderheiden families for various parks and trails.

[22-1302](#)

A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

**General Fund - Library**

Reimbursements	+\$10,000
Other Contracts	+\$10,000

To record grant funds received from the City of Racine for CLC.

[22-1301](#)

A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

**General Fund - Library**

Reimbursements	+\$4,871
Supplies	+\$4,871

To record funds received from Northern Waters Library Service and United Way.

## 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.*

*Any questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes Finance Committee

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Monday, September 26, 2022

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

Meeting called to order at 5:30pm.

2. Roll call of membership

**Present:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer

3. Approval of minutes from previous meeting

[22-1215](#)

Request to approve Meeting Minutes from the 9/12/2022 Finance Committee Meeting.

**Attachments:** [Meeting Minutes Sept 12-2022.pdf](#)

**Siebers moved, seconded by Fenton, that the Report Action Item be approved.**

**Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer

4. Public Hearings/Appearances

5. Action Items

[22-1214](#)

Request to award the 2022 Lake Station Gate Improvements Project contract to Milbach Construction Services Co. in the amount of \$72,000 with a 10% contingency of \$7200 for a project total not to exceed \$79,200.

**Attachments:** [2022 Lake Station Gate Replacement Project.pdf](#)

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

**Aye:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer

[22-1217](#)

Request to deny all bids for the Appleton Public Library project received on September 20, 2022.

**Attachments:** [2022 Library Bids - Rejected.pdf](#)

**Van Zeeland moved, seconded by Fenton, that the Report Action Item be recommended for approval. Motion carried by the following vote:**

**Aye:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer

[22-1218](#)

Request to approve Contract Amendment / Change Order No.4 to contract 133-21, Unit U-21 Apple Creek Ct & Plamann Park S&W Construction for additional measured quantities of water main/service quantities installed in the amount of \$23,105.22 resulting in a decrease in contingency from \$39,730 to \$0. Overall contract amount decreases from \$4,063,474.01 to \$4,046,849.23.

**Attachments:** [Unit U-21 Change Order No. 4.pdf](#)

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

**Aye:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer

[22-1229](#)

Request to approve the following 2022 Budget amendment:

**General Fund - Fire**

Misc State Aids	+\$51,270
Misc Equipment	+\$51,270

to record Emergency Medical Service (EMS) FLEX Grant funds from the State of Wisconsin and the related expenditures (2/3 vote of Council required)

**Attachments:** [09-22-22 EMS Flex Grant Memo.pdf](#)

**Siebers moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Motion carried by the following vote:**

**Aye:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer

[22-1230](#)

Request to accept FEMA's Assistance to Firefighters Grant (AFG) for a regional radio project and approve the related 2022 Budget amendment as follows:

**Public Safety Capital Projects Fund**

Federal Grants	+\$1,807,912
Machinery & Equipment	+\$1,807,912

to record AFG grant funds and the related expenditures (2/3 vote of Council required)

**Attachments:**     [09-22-22\\_AFG\\_County\\_Radio\\_Grant.pdf](#)

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

**Aye:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer

**6. Information Items**

**7. Adjournment**

**Siebers moved, seconded by Van Zeeland, that this meeting be adjourned. Motion carried by the following vote:**

**Aye:** 4 - Siebers, Firkus, Van Zeeland and Fenton

**Excused:** 1 - Meltzer



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Department of Utilities  
Wastewater Treatment Plant  
2006 E Newberry Street  
Appleton, WI 54915-3128  
920-832-5945 tel.  
920-832-5949 fax

**TO:** Chairperson Brad Firkus and Members of the Finance Committee

**FROM:** Utilities Deputy Director, Chris Stempa

**DATE:** September 22, 2022

**RE:** *Action: Reject base bid from Staab Construction in the amount of \$643,600 for the 2022 AWWTP Blended Sludge Piping and Preliminary Heat Exchanger Replacement Project*

**BACKGROUND:**

The 2022 Capital Improvement Plan (CIP) includes \$450,000 to replace blended sludge pipe and the preliminary heat exchanger in MK-Tunnel at the AWWTP. McMahon and Associates (McMahon) was awarded the engineering services contract earlier in 2022 for \$26,300, leaving a balance of \$423,700 for construction. The public bid for this project included a base bid focused only on the blended sludge pipe and four alternate bids. One of the alternates Alternate Bid #2 was an independent CIP project (Grit Trap Vortex System Drive Replacement) that was bundled with this public bid. The balance of the alternate bids were elements of the original Blended Sludge Piping Replacement CIP that included the heat exchanger replacement, recladding of the Raw Sludge Blend Tank, and numerous architectural repairs in MK-Tunnel. The intent of the alternate bids was to provide flexibility and economy of scale with the goal of carrying at least a base bid project forward. The rationale for which was based on substantially higher costs from other recent public bid projects.

**BIDS:**

On Tuesday September 8, 2022 the City opened and reviewed the bids from two contractors which are summarized in the Table 1 below. Each bid met the submittal requirements.

**Table 1: Bid Tab Summary**

Item	Staab Construction Corporation	August Winter and Sons, Inc
Base Bid	\$643,000	\$835,864

Staab Construction provided the least cost base bid. However, their base bid exceeded the available budget by \$193,000. Contributing factors for higher bid costs appear to be the result of lingering supply chain issues, sustained high demand for various products and services, elevated costs for construction materials, and higher costs for labor.

After conferring with our consulting engineer, the Utilities Department is recommending rejecting the bid, reviewing the current project bidding documents for items that can be deferred to a future year, and re-bidding with a reduction in project scope.

**RECOMMENDATION:**

I am recommending the rejection of the base bid from Staab Construction in the amount of \$643,600 for the 2022 AWWTP Blended Sludge Piping and Preliminary Heat Exchanger Replacement Project.

The items reduced from the project scope will be addressed in as part of a 2023 CIP. If you have any questions or require additional information regarding this project please contact Chris Stempa at 920-832-5945.

**Attachment:**

September 8, 2022 Blended Sludge Pipe, Heat Exchanger & Grit System Replacement Project Bid Tab Summary





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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](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/10/2022

RE: Action: Award the "2022 AWWTP Biogas Boiler System Upgrades Project" contract to Rohde Brothers, Inc. in the amount of \$333,450 with a contingency of 12% for a project total not to exceed \$373,464.

The 2022 Capital Improvement Plan includes \$750,000 to upgrade the HVAC systems for the H & J Buildings, the V-Buildings, and to make upgrades to the biogas boiler system at the Appleton Wastewater Treatment Plant. Of that amount \$48,000 has been utilized for design leaving a balance of \$702,000 for construction. Of that amount \$375,000 has been allocated for the Biogas Boiler System Upgrades. Bids were opened on September 28, 2022, for the Biogas Boiler System Upgrades portion of the 2022 AWWTP HVAC Upgrades Project.

The bids received were as follows:

<b>Rohde Brothers, Inc. (Low Bid)</b>	<b>\$333,450</b>
Great Lakes Mechanical, Inc.	\$345,000
August Winter and Sons, Inc.	\$370,205

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Rohde Brothers, 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 Rohde Brothers, Inc. in the amount of \$333,450 plus a contingency of 12% only to be utilized as needed

The Parks, Recreation and Facilities Management Department recommends rejecting these bids. Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/10/2022

RE: Action: Award the City of Appleton's "2022 Telulah Pavilion Repairs Project" contract to RJM Construction, LLC. in the amount of \$158,572 with a contingency of 12% for a project total not to exceed \$177,600.

The 2021 Capital Improvement Plan includes \$200,000 to renovate the pavilions at Telulah Park. The amount of \$21,850 has been utilized for design leaving a balance of \$178,150 for construction. We bid the original project scope in August of 2022 and the bids came in over budget and were subsequently rejected. We reduced the scope of work to only include renovation of the small pavilion and re-bid the project (bids below). The low bid is within our allocated budget. The remaining work needed for the large pavilion will be budgeted in a future year CIP.

The bids were received as follows:

<b>RJM Construction, LLC. (low bid)</b>	<b>\$158,572.00</b>
Cardinal Construction Co., Inc.	\$199,233.00
MJI Building Services	\$236,851.89

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to RJM Construction, LLC. 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 RJM Construction, LLC. in the amount of \$158,572 plus a contingency of 12% only to be utilized as needed.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/10/2022

RE: Action: Award the City of Appleton's "2022 AWWTP Painting Project" contract to SDS Painting Co., Inc. in the amount of \$121,760 with a contingency of 10,000 for a project total not to exceed \$131,760.

The 2022 AWWTP Operating Budget has allocated monies to paint several interior sections of the V-Building. The existing wall paint is at the end of its useful life and is in need of replacement. Our annual facility inspection program identifies areas in need of repair and allocates resources to allow for proactive replacement to protect and preserve the facility's asset.

The bid was received as follows:

**SDS Painting Co., Inc. (low bid)                      \$121,760**

Although only one bid was received, the bid is in alignment with the engineers estimate and is within the allocated operating budget.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to SDS Painting Co., Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bid and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to SDS Painting Co., Inc. in the amount of \$131,760 plus a contingency of \$10,000 only to be utilized as needed.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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**DEPARTMENT OF PUBLIC WORKS**  
**Engineering Division**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**TEL (920) 832-6474**  
**FAX (920) 832-6489**

TO: Members of the Finance Committee  
FROM: Ross Buetow, Deputy Director/City Engineer  
SUBJECT: Request to approve Budget Amendment – Appleton Street Sidewalk Funds  
DATE: October 10, 2022

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Earlier this summer, the Department of Public Works completed the reconstruction of Appleton Street from College Avenue to Atlantic Street. Included in the project bid was the replacement of existing sidewalks throughout the corridor. As the project progressed, DPW and Facilities staff discussed the feasibility of replacing the portion of sidewalk along the library's Appleton Street frontage. Based on these discussions, it was decided to postpone the installation of this sidewalk, as it would most likely be damaged during subsequent construction activities on the library site. It was further decided that the most efficient means to replace this sidewalk would be to incorporate the work as part of the library project scope. The bid amount on our paving project for this sidewalk replacement was \$27,301.89.

Therefore, we request that the following Budget Amendment be approved:

<b>Public Works Capital Projects Fund</b>	<b>-\$</b>	<b>27,301.89</b>
<b>Facilities and Construction Management Capital Projects Fund</b>	<b>+\$</b>	<b>27,301.89</b>

Thank you for your consideration of this request.



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Department of Utilities  
Wastewater Treatment Plant  
2006 E Newberry Street  
Appleton, WI 54915-3128  
920-832-5945 tel.  
920-832-5949 fax

**To:** Chairperson Brad Firkus and Members of the Finance Committee

**From:** Chris Stempa, Utilities Deputy Director

**CC:** Chris Shaw, Utilities Director  
Kelli Rindt, Enterprise Fund Accounting Manager

**Date:** October 3, 2022

**Re: Information:** *Change Orders #8 and #9 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$24,320 resulting in a decrease in contingency from \$159,231 to \$134,911*

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#### **BACKGROUND:**

On December 2, 2020 Common Council approved contract for the 2019 Appleton Wastewater Treatment Plant (AWWTP) Improvements Project to Staab Construction in the amount of \$2,689,000 plus a 12.5% contingency of \$336,125 for a total cost not to exceed \$3,025,125. The change order tasks summarized within Table 1 represents work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount and/or completion date.

#### **CHANGE ORDER #8**

Staab was asked to provide a proposal to remove two degraded 8-inch diameter Victaulic Tees and provide new flanged tees in the lower level of the primary digesters. The work was deemed critical given the impaired condition of the pipe and location. Staab was mobilized and familiar with the piping arrangement having replaced the upstream blended sludge piping. The location of degraded pipe did not allow for isolation of the anaerobic digester gas or sludge to safely perform the necessary repairs. Therefore, as part of the change order proposal Staab subcontracted with a company that was experienced with freezing the contents within a pipe which allowed for the installation of new isolation valves. That in turn allowed for the replacement of the impaired pipe fittings previously described.

#### **CHANGE ORDER #9**

Staab was asked to provide a proposal to remove six electrically actuated slide "Hydro Gates" located at the inlet flumes of each of final clarifiers. These slide gates were constructed of aluminum and since their installation in the late 1990s had deteriorated because of chloride exposure. As a result of the deterioration, the gates did not effectively seal and limited the

ability to effectively take final clarifiers offline to perform tasks within Staab's existing scope of work including various preventative maintenance activities conducted by AWWTP staff. The ability to isolate a secondary clarifier would still be possible with the use of existing manual slide gates.

**Table 1: Change Order Summary**

<b>Change Order #</b>	<b>Cost</b>	<b>Description</b>
CO#8	\$10,388	Pipe Freezing, remove two 8" GE tees and install new FL tees
CO#9	\$13,992	Hydro Gate Removal

The associated materials and labor expenses represented in each change order (minus bonding and contractor margins) are in line with the tasks involved and reflective of similar work performed by Staab and by other contractors at the AWWTP during 2022.

If you have any questions regarding the project or the associated change order, please contact Chris Stempa at 832-2353.