



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, January 9, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[23-0030](#) December 12, 2022 Finance Committee minutes

Attachments: [December 12, 2022 Finance Committee minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[23-0027](#) Request to award contract Unit O-23 Sanitary and Storm Sewer CIPP Lining to Visu-Sewer, Inc. in the amount of \$626,000 with a 9.5% contingency of \$59,933 for a project total not to exceed \$685,933.

Attachments: [Award of Contract Unit O-23.pdf](#)

6. **Information Items**

[23-0025](#) Change Orders #10 and #11 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$17,415 resulting in a decrease in contingency from \$134,911 to \$117,496

Attachments: [AWWTP Improvements Staab Change Order No10-11.doc](#)

[23-0026](#) Contract 44-22 was awarded to Calnin & Goss, Inc. for \$1,380,181.60 with a contingency of \$103,513.62 for Unit Z-22 Sewer & Water Reconstruction No. 3. Change orders were approved totaling \$42,805. Final contract amount is \$1,422,986.60 with a contingency of \$103,513.62. Payments issued to date total \$1,201,982.34. Request final payment of \$34,511.55.

[23-0024](#) Contract 64-22 was awarded to Al Dix Construction Inc. for \$452,850 with a contingency of \$10,000 for Miscellaneous Concrete & Street Excavation Repair. Payments issued to date total \$424,901.51. Request final payment of \$23,965.72.

[23-0029](#)

The 2022 Capital Improvement Plan included \$275,000 for the removal and replacement of the two tennis courts at Green Meadows Park with a new tennis and basketball court. Construction Contract 34-22 was issued to Northeast Asphalt to remove and replace the existing courts in the amount of \$230,550. Poor subsoils were discovered requiring an additional \$19,519 in excavation and base, for a contract total of \$250,069. The new courts are complete. Payments to date are \$237,565.31. Request final payment of \$12,503.44.

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.



City of Appleton

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Meeting Minutes Finance Committee

Monday, December 12, 2022

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30 pm

2. Roll call of membership

Present: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

3. Approval of minutes from previous meeting

[22-1588](#)

November 21, 2022 Finance Committee Minutes

Attachments: [MeetingMinutes Nov 21-2022-02-08-49.pdf](#)

**Siebers moved, seconded by Fenton, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

4. **Public Hearings/Appearances**

[22-1589](#)

Ms. Diane Keuther, Commodore of the Appleton Yacht Club to present the Club's financial reports.

Attachments: [AYC Dec 2021 Financials.pdf](#)
[AYC Oct 2022 Financials.pdf](#)

This Appearance was presented

5. **Action Items**

[22-1576](#)

Resolution #12-R-22 Elimination of Council Parking Passes

Attachments: [#12-R-22 Eliminate Council Parking Passes for 2023.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1590](#)

Request to approve resolution to terminate Tax Incremental District #6.

Attachments: [TIF 6 Termination Memo.pdf](#)
 [TID 6 Termination Resolution.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1591](#)

Request to award the AWWTP H & J-Building HVAC Upgrades Project contract to Great Lakes Mechanical, Inc. in the amount of \$232,000 with a 12% contingency of \$27,840 for a project total not to exceed \$259,840.

Attachments: [2022 AWWTP HJ HVAC Upgrades Project .pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1592](#)

Request to approve a sole source contract to McMahon for bidding and construction related services needed to complete the 2023 Wastewater Hardscapes Improvement Project, for a contract fee of \$36,000 and a 10% contingency of \$3,600 for a project total not exceed \$39,600.

Attachments: [2023 AWWTP Hardscapes Construction Services \(Sole Source\).pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1593](#)

Request to award Unit Z-23 Watermain Reconstruction to Kruczek Construction Inc. in the amount of \$2,919,000 with a 5.1% contingency of \$150,000 for a project total not to exceed \$3,069,000.

Attachments: [Award of Contract Unit Z-23.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1594](#)

Request to approve Contract Change Order No. 1 to contract 63-22, Unit Y-22 Lead/Galvanized Water Service Replacement for additional properties added to our 2022 program for removal and replacement of private-side lead water services in the amount of \$53,762.13 resulting in a reduction in contingency from \$56,450.00 to \$2,687.87. Overall contract amount remains unchanged.

Attachments: [Unit Y-22 Change Order No. 1.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[22-1595](#)

Request to approve write off of \$44,867.60 of accounts receivable invoices and \$10,073.42 of personal property taxes (outstanding over one year).

Attachments: [Finance Committee - AR Write-off List 2022.pdf](#)

[Finance Committee - PP Write-off List 2022.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

6. Information Items

[22-1596](#)

Change Order #1 to Staab Construction Company in the amount of \$11,064 for Pump Pipe and Rail Replacement resulting in the reduction of contingency from \$11,850 to \$786.

Attachments: [Aeration Tank #1 Change Order 1.pdf](#)

This item was presented

[22-1597](#)

Contract 62-22 was awarded to Alfson Excavation LLC for \$200,000 for Mini Storm Sewer Construction. Payments issued to date total \$85,227. Request final payment of \$112,473.65.

This item was presented

[22-1598](#)

The following 2022 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Parks

Insurance Proceeds	+\$9,656
Miscellaneous Equipment	+\$9,656

to record insurance proceeds from a car accident damaging a lawn mower

General Fund - Library

Reimbursements	+\$9,286
Supplies	+\$6,465
Training/Travel	+\$2,171
Part-time wages	+\$650

to record reimbursement from Northern Waters Library Service for Community Powered Initiative

General Fund - Fire

Donations	+\$1,000
Protective Clothing	+\$1,000

to record donations from the Community Foundation for the Bill & Ann Guyon charitable fund for protective clothing purchase

Reid Gold Course

Donations	+\$2,257
Supplies	+\$2,257

to record donations for bench at golf course and tee sign

This item was presented

[22-1599](#)

Contract Change Order No. 1 to contract 72-22, Unit H-21 Redundant Raw Water Line for a change at the connection point at the lake pumping station requiring a special fitting to be fabricated in the amount of \$25,000 resulting in a reduction in contingency from \$500,000 to \$475,000. Overall contract amount remains unchanged.

Attachments: [Unit H-21 Change Order No. 1.pdf](#)

This item was presented

[22-1602](#)

Change Orders #6, #7 and #8 to Sabel Mechanical contract as part of the 2021 Secondary Clarifier Drive Removal, Rebuild, and Reinstallation Project totaling \$5,546.88 resulting in a decrease in contingency from \$39,060.06 to \$33,513.18

Attachments: [221209 Finance Memo SecondaryClariferDrive Sabel Change Orders No6-8.pdf](#)

This item was presented

7. Adjournment

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

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 O-23 Sanitary and Storm Sewer CIPP Lining

Be awarded to:

Name: Visu-Sewer, Inc.
Address: W230 N4855 Betker Drive
Pewaukee, WI 53072

In the amount of : \$626,000.00

With a 9.5% % contingency of : \$59,933.00

For a project total not to exceed : \$685,933.00

**** OR ****

In an amount Not To Exceed : _____

Budget: \$486,387.00
Estimate: \$556,000.00
Committee Date: 01/09/23
Council Date: 01/18/23

Bid Tabulation**O-23 Sanitary & Storm Sewer CIPP Lining**

12/19/2022 01:45 PM CST

Bid Item	Item Description	Quantity	Unit	Visu-Sewer		Insituform Technologies USA, LLC	
				Unit Price	Item Total	Unit Price	Item Total
1	Lawrence St - 234' 12" Sanitary	1	lump sum	\$24,300.00	\$24,300.00	\$20,990.90	\$20,990.90
2	Lawrence St (Esmnt) - 364' 10" Sanitary	1	lump sum	\$17,300.00	\$17,300.00	\$22,888.70	\$22,888.70
3	Wayne St - 367' 10" Sanitary	1	lump sum	\$17,300.00	\$17,300.00	\$23,123.80	\$23,123.80
4	Erb St - 201' 9" Sanitary	1	lump sum	\$10,300.00	\$10,300.00	\$17,157.80	\$17,157.80
5	Erb St - 443' 10" Sanitary	1	lump sum	\$20,800.00	\$20,800.00	\$26,642.90	\$26,642.90
6	Erb St - 33' 12" Storm	1	lump sum	\$5,600.00	\$5,600.00	\$14,335.90	\$14,335.90
7	West Av - 30' 15" Storm	1	lump sum	\$8,300.00	\$8,300.00	\$18,728.60	\$18,728.60
8	Easement Grandview Rd - 467' 15" Storm	1	lump sum	\$128,000.00	\$128,000.00	\$96,038.60	\$96,038.60
9	Briarcliff Dr - 166' 15" Storm	1	lump sum	\$18,300.00	\$18,300.00	\$25,349.90	\$25,349.90
10	Public Access w/o Briarcliff Dr - 208' 12" Storm	1	lump sum	\$92,500.00	\$92,500.00	\$20,781.90	\$20,781.90
11	Easement Between Winona Way and Peabody Park - 515' 21" Storm	1	lump sum	\$77,000.00	\$77,000.00	\$86,514.50	\$86,514.50
12	North St - 641' 18" Storm	1	lump sum	\$70,500.00	\$70,500.00	\$77,435.40	\$77,435.40
13	Apple Creek Rd s/o JJ - 61' 36" Storm	1	lump sum	\$46,000.00	\$46,000.00	\$47,658.60	\$47,658.60
14	Banta Ct West - Banta Ct Main 113' 12" Storm	1	lump sum	\$13,000.00	\$13,000.00	\$17,889.30	\$17,889.30
15	Banta Ct East - Banta Ct Main 90' 18" Storm	1	lump sum	\$11,500.00	\$11,500.00	\$25,518.70	\$25,518.70
16	W College Av & Lilas - 97' 24"x36" Storm	1	lump sum	\$46,000.00	\$46,000.00	\$52,380.70	\$52,380.70
17	Lateral Inspection - Sanitary or Storm	3	each	\$1,200.00	\$3,600.00	\$711.30	\$2,133.90
18	Reinstate Lateral - Sanitary or Storm	29	each	\$100.00	\$2,900.00	\$234.10	\$6,788.90
19	Spot Repair	4	each	\$3,200.00	\$12,800.00	\$5,995.20	\$23,980.80

Total Bid:**\$626,000.00****\$626,339.80**



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

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: December 15, 2022

Re: **Information: *Change Orders #10 and #11 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$17,415 resulting in a decrease in contingency from \$134,911 to \$117,496***

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 #10

Staab was asked to provide a proposal to repair sections of corroded handrail on the bridges of the primary clarifiers.

CHANGE ORDER #11

Staab was asked to provide a proposal to purchase and install hoists at locations where the former secondary clarifier electrically actuated sluice gates were located (associated with CO #9). The hoists would be utilized by staff to manually install and remove stainless steel slide gates that replace the need for the former sluice gates.

Table 1: Change Order Summary

Change Order #	Cost	Description
CO#10	\$2,700	Primary Clarifier handrail repairs
CO#11	\$14,715	Hoist equipment purchase and installation

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.