



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, May 22, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[23-0604](#) Finance Committee Minutes

Attachments: [MeetingMinutes Apr-24-2023.pdf](#)
[Special Meeting Minutes May-17-2023.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[23-0563](#) Request to approve the following 2023 Budget Amendment:

Hazardous Materials Fund

Vehicles	+ \$22,040
Fund Balance Applied	+ \$22,040

Central Equipment Agency Fund

Sale of City Property	+ \$22,040
Trans Out - Capital Projects	+ \$22,040

to record Hazardous Materials Fund purchase of vehicle from CEA (2/3 vote of Council required)

Attachments: [2023 HazMat Vehicle.pdf](#)

[23-0567](#) Request to award the City of Appleton's 2023 Masonry Repairs Project contract to Masonry Restoration, Inc. in the amount of \$162,675 with a contingency of \$15,000 for a project total not to exceed \$177,675.

Attachments: [2023 AWWTP Masonry Repairs Project.pdf](#)

[23-0603](#)

Request to approve cash advance from Stormwater Utility Fund to Wastewater Utility Fund in an amount not to exceed \$3,000,000 to replace issuance of long term revenue bonds in 2023.

Attachments: [2023 Short Term Funding.pdf](#)

7. Information Items

[23-0564](#)

Change Orders #1 and #2 Miron Construction contract as part of the 2019 AWWTP Improvement Projects totaling \$58,406.96, resulting in a decrease in contingency from \$799,648 to \$741,241.

Attachments: [230509_Finance Memo SSB Addition Miron Change Orders No1 and 2 \(002\).pd](#)

[23-0566](#)

Contract 109-22 was awarded to SDS Painting Co., Inc. for the 2022 Painting Project in the amount of \$121,760 with a contingency of \$10,000. Three change orders were issued in the amount of \$10,000 to add additional drywall patching and painting in the V-Building. Payments to date total \$127,629. Request to issue the final contract payment of \$4,131.

8. 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.

**We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



City of Appleton

100 North Appleton Street
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Meeting Minutes Finance Committee

Monday, April 24, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm.

2. Pledge of Allegiance

Present: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

3. Roll call of membership

Present: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

[23-0442](#)

Finance Committee Minutes

Attachments: [MeetingMinutes Apr-10-2023.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

5. **Public Hearing/Appearances**

6. **Action Items**

[23-0443](#)

Request to approve lease for space at the Northland Mall by the Parks, Recreation and Facilities Management Department contingent on the approval of the Development Agreement with Fox Commons Properties, LLC.

Attachments: [2023 Dance Studio Lease.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0444](#)

Request to approve staff authorization to acquire Units 50 D and 50 E in the City Center West lower level.

Attachments: [2023 Acquisition of Space in City Center West Lower Level.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0445](#)

Request to approve an agreement with Goodwill Industries for its funding of the Miracle Field Upgrades at Memorial Park.

Attachments: [2023 Miracle League Field.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0446](#)

Request to approve Grant Allocation for Energy Efficiency and Conservation Block Grant (EECBG) Program of \$134,180.

Attachments: [2023 EECBG Grant Funding.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0448](#)

Request to award the American Rescue Plan Act - Affordable Housing Project Grant to Greater Fox Cities Habitat for Humanity, Inc. for an amount of \$200,000.

Attachments: [Memo ARPA HousingGrantAward_04212023v3.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0449](#)

Elect Vice-Chair

Ald. Croatt is unanimously elected vice-chair.

[23-0450](#)

Elect Tax Appeals Members

Ald. Hartzheim is unanimously elected for Tax Appeal.

[23-0451](#)

Elect CEA Board Member

Ald. VanZeeland unanimously elected for CEA Board.

[23-0452](#)

Set Meeting Time and Date

Mondays at 5:30pm.

[23-0453](#)

Designate Contact Person

Finance Director Jeri Ohman is unanimously designated as the Contact Person.

7. Information Items

[23-0447](#)

Request to award Network Managed Services to Heartland Business Systems for an amount of \$126,200 (appears on the Human Resources/Information Technology Committee agenda as an action item).

Attachments: [Network Managed Services to Heartland Business Systems.pdf](#)

This item was presented

[23-0454](#)

The following 2023 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

Reid Golf Course

Donations + \$400

Supplies + \$400

To record donation from Jerrod Haessly for tee sign at golf course

This item was presented

8. Adjournment

Hartzheim moved, seconded by Croatt, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Finance Committee

Wednesday, May 17, 2023

6:30 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order

Meeting called to order at 6:30pm

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Firkus, Croatt, Hartzheim and Van Zeeland

Excused: 1 - Fenton

4. Public Hearings/Appearances

5. **Action Items**

[23-0546](#)

Request to award contract for the AWTF Phosphoric Acid Treatment Project to August Winter and Sons in the amount of \$863,750 with a 10% contingency of \$86,375 for a project total not to exceed \$950,125.

Attachments: [Phosphoric Acid Treatment Construction.pdf](#)

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

Aye: 4 - Firkus, Croatt, Hartzheim and Van Zeeland

Absent: 1 - Fenton

[23-0547](#)

Request to approve the following Budget Amendment:

Reid Golf Course

Ground Repair & Maintenance + \$25,000

Fund Balance + \$25,000

to record Reid Paving Phase 1 project that was included in 2023 Capital Improvement Projects, however, not included in the Reid 2023 Budget.

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, Croatt, Hartzheim and Van Zeeland

Absent: 1 - Fenton

6. Adjournment

Motion by Croatt, Seconded by Hartzheim to adjourn the meeting at 6:34pm. Roll Call. Motion carried by the following vote:

Aye: 4 - Firkus, Croatt, Hartzheim and Van Zeeland

Excused: 1 - Fenton



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

TO: Finance Committee
FROM: Jeri A. Ohman, Finance Director
DATE: May 22, 2023
RE: Request approval of HazMat budget amendment

The 2022 Hazardous Materials budget included the purchase of a 2008 Ford F550 from CEA in the amount of \$22,040. The purchase did not occur in 2022 as expected and was delayed until 2023. The 2023 budget amendments below are to account for the purchase:

Hazardous Materials Fund

Vehicles	+ \$22,040
Fund Balance Applied	+ \$22,040

Central Equipment Agency Fund

Sale of City Property	+ \$22,040
Trans Out – Capital Projects	+ \$22,040

A copy of the memorandum to the CEA Review Committee related to the purchase follows.

Thank you for your consideration of these budget adjustments. As always, feel free to contact me if you have questions.

CITY OF APPLETON

FIRE DEPARTMENT



700 N. Drew Street
Appleton, WI 54911



(920) 832-1704



(920) 832-5830



Ryan.Weyers@appleton.org

MEMORANDUM

April 20, 2021

To: CEA Review Committee
From: Ryan Weyers, Deputy Fire Chief
Cc: Jeremy Hansen, Fire Chief
Re: AFD Fleet Adjustments

The Fire Department is proposing the following equipment changes in 2022 to better meet our operational goals:

- Eliminate Unit 851, a 2008 Ford F550-Fire Investigation/Light Rescue vehicle, from the CEA Fleet.
- Purchase and retain Unit 851 from CEA for the estimated salvage value of \$22,040 with Hazardous Materials money to be used for the Hazardous Materials Team.
- Use the Replacement Reserve money from Unit 851 to purchase two ¾ ton, four door pick-up trucks.
- Use the Replacement Reserve money from Unit 851 to upgrade unit 803 from a mid-sized SUV to a ½ ton four doors pick up.

Unit 851 F550-Fire Investigation/Light Rescue

851 is a 2008 light rescue that operates out of station 1. This unit has been held over for 3 years and was first scheduled for replacement in 2018. The light rescue is responsible for carrying confined space equipment, rope equipment, and fire investigation equipment. This has been a dual-purpose vehicle that has also been used to tow the rescue boats.

The goal is to not replace this vehicle in like kind but to eliminate it from the CEA Fleet, but retain it in the Fire Department Fleet by purchase this vehicle as it will suit the needs of our hazardous materials team perfectly. This vehicle provides storage and towing capabilities.

Two ¾ ton Pickups

The two new ¾ ton pickups would be used for responding with personnel to and from a fire scene, pulling the rescue boat and as a Shift Command vehicle.

Unit 803 upgrade

Unit 803 would then be upgraded to an ½ ton four doors pick up with full response capabilities.

The two ¾ ton, 4x4 Crew cab pickups are estimated to be \$51,050 each. The upgrade to Unit 803 will run approximately \$15,000. The estimated cost to replace 851 in like kind is \$180,000. The purchase of the two F250 Crew cab pickups and the upgrade to Unit 803 would total \$117,100.

These equipment changes will result in a savings of approximately \$63,000 and will better help us meet our operational goals.

Thank you for your consideration.



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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: 5/22/2023

RE: Action: Award the City of Appleton's "2023 Masonry Repairs Project" contract to Masonry Restoration, Inc. in the amount of \$162,675 with a contingency of \$15,000 for a project total not to exceed \$177,675.

The 2023 Wastewater Treatment Plant operations budget includes \$325,000 for painting, remediating asbestos, crack sealing, and exterior masonry repairs. The exterior masonry repairs project is to replace damaged bricks and repair other building envelope deficiencies across the AWWTP complex. The project will include replacing damaged bricks, repairing cracked foundations, patching holes, replacing mortar, and sealing joints. Every building at the AWWTP complex will be affected by this project. The recommendations for repairs were compiled by our consulting engineer after a building envelope audit was completed in 2019.

The bids were received as follows:

Masonry Restoration, Inc. (low bid)	\$162,675
Quality Building and Restoration	\$169,000
Berglund Construction	\$250,000

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Masonry Restoration, 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 Masonry Restoration, Inc. in the amount of \$162,275 plus a contingency of \$15,000 only to be utilized as needed.

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



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TO: Finance Committee

FROM: Jeri A. Ohman, Finance Director

DATE: May 22, 2023

RE: Request to approve cash advance from Stormwater Utility Fund to Wastewater Utility Fund in an amount not to exceed \$3,000,000 to replace issuance of long term revenue bonds in 2023.

The 2023 Wastewater Utility budget includes the issuance of revenue bonds in the amount of \$9,500,000. In reviewing the timing of the projects, it was determined that only \$3,000,000 would be needed in 2023 and the remaining amount could be held until 2024. City staff consulted with Baird, the City's debt advisor, and was offered alternatives to issuing revenue bonds for the reduced amount. These options include:

- Issue a short term note anticipation note (NAN) with estimated costs of approximately \$24,000.
- Use existing cash funds. Currently the Stormwater Utility Fund has cash funds available to advance to the Wastewater Utility Fund. Staff will monitor the cash needs of the Wastewater Utility and advance amounts as needed until the revenue bonds are issued in 2024.

The 2024 revenue bond issue will include the 2024 needs and the amount needed to repay any 2023 short term advance. Staff is recommending moving forward with the advance between the utility funds. Thank you for your consideration of this funding option. As always, feel free to contact me if you have questions.



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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: May 9, 2023

Re: **Information: *Change Orders #1 and #2 Miron Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$58,406.96 resulting in a decrease in contingency from \$799,648 to \$741,241***

BACKGROUND:

On July 20, 2022 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Sludge Storage Building Addition Construction Project to Miron Construction in the amount of \$5,330,989 with 15% contingency of \$799,648 for a project total not to exceed \$6,130,637. 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.

CHANGE ORDER #1

The current project manual included a face brick specification from the 1983 sludge storage building addition project file. The 1983 face brick specification was found not to match the actual brick that had been installed. As such, Miron was asked to provide a brick that matches the existing building envelope. The difference in cost with this change is reflected in the change order cost. The unit cost was verified with an independent supplier.

CHANGE ORDER #2

Change order costs are associated with a modifications to the site civil and erosion control plans required for erosion control permitting, and modification to the storm water system to meet present day stormwater standards that were not required when the project was bid. The additional costs are for upsized materials, additional excavation, and labor.

Table 1: Change Order Summary

Change Order #	Cost	Description
CO#1	\$28,171.18	Revised face brick from specified manufacturer to match existing
CO#2	\$30,235.78	Changes to stormwater design
Total	\$58,406.96	

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