



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

---

Monday, June 26, 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

[23-0770](#) June 12, 2023 and June 19, 2023 Finance Committee Minutes

**Attachments:** [MeetingMinutes Jun-12-2023.pdf](#)

[MeetingMinutes Jun-19-2023.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

[23-0772](#) Request to apply for a Safe Drinking Water Loan and to approve a Resolution declaring official intent to reimburse expenditures for loan disbursement payments.

**Attachments:** [Memo SDWLP Application Resolution.pdf](#)

[CensusTracts.pdf](#)

[Resolution - Intent to Reimburse.pdf](#)

[23-0773](#) Request to reject bid from Kiefer U.S.A. for the 2023 Memorial Park Miracle League Field Resurfacing Project.

**Attachments:** [2023 Memorial Park Miracle League Field Resurfacing Project \(Reject Bids\).pd](#)

[23-0777](#) Request to award the City of Appleton's 2023 Dance Studio Flooring contract to CMG Flooring, in the amount of \$65,943 with a contingency of \$10,000 for a project total not to exceed \$75,943, along with the following budget amendment:

2023 City Hall Elevator Project	- \$100,000
2023 Dance Studio Move/Construction	- \$100,000

To record costs related to the Dance Studio relocation project (2/3 vote of Council required)

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

[23-0771](#) CEA Review Committee Report

**Attachments:** [CEA Minutes 6-12-23.pdf](#)

## 7. Information Items

[23-0774](#) The following 2023 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

### **Hazardous Materials Fund**

Haz Mat: Miscellaneous State Aids	+ \$11,900
Haz Mat: Training & Conferences	+ \$11,900

To record receipt of a 2022 HMEP Core & Specialized HazMat Training Grant for an Emerging Threats and Batteries class provided earlier this year

### **General Fund - Fire**

Fire Suppression: Miscellaneous Equipment	+ \$12,697
Fire Suppression: Donations & Memorials	+ \$12,697

To record receipt of a 2023 Elevate Communities grant for a gas meter that uses laser technology to provide fast and accurate readings at distances up to 100 feet from the area of the plume

[23-0776](#) Contract Change Order No. 2 to contract 72-22, Unit H-21 Redundant Raw Water Line for changes in field conditions in the amount of \$30,450.29 resulting in a reduction in contingency from \$475,000 to \$444,549.71. Overall contract amount remains unchanged.

**Attachments:** [Unit H-21 Change Order No 2 rev.pdf](#)

## 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.*

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

*\*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  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Finance Committee

---

Monday, June 12, 2023

5:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

**Meeting called to order at 5:30 pm.**

2. Pledge of Allegiance

3. Roll call of membership

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

4. Approval of minutes from previous meeting

[23-0677](#)

5/22/23 Finance Committee Minutes

**Attachments:** [MeetingMinutes May-22-2023.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**

[23-0678](#)

Michael Maloney, Portfolio Manager, U.S. Bank Institutional Asset Management presentation of investment performance

**Attachments:** [City of Appleton 06-12-23 Presentation.pdf](#)

**This Appearance was presented**

6. **Action Items**

[23-0679](#)

Request to approve Change Order #2 to the 2022 Telulah Pavilion Repairs Project to RJM Construction LLC. in the amount of \$14,147, increasing the contract from \$61,050 to \$75,197, along with the following budget amendment:

2023 Parks Hardscape Repairs Project	- \$15,000
2022 Telulah Pavilion Repairs Project	+ \$15,000

To adjust for the increased cost of the project (2/3 vote of Council required)

**Attachments:** [Telulah Pavilion Renovation project Change Order and budget adjustment.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 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0680](#)

Request to award AWTF Compressed Air System Improvements Project Base Bid to Rhode Brothers, Inc. in the amount of \$177,700 with a 10% contingency of \$17,770 for a project total not to exceed \$195,470, along with the following budget amendment:

Lake Station Intake Consulting Project	- \$50,000
AWTF Compressed Air System Improvements Project	+ \$50,000

To adjust for the increased cost of the project (2/3 vote of Council required)

**Attachments:** [230608\\_Finance Memo\\_Compresed Air Improvements Bi Award Rhode\\_1.pdf](#)

**Van Zeeland 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

[23-0681](#)

Request to approve Change Order #3 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$50,910 resulting in a decrease in contingency from \$741,241 to \$690,331.

**Attachments:** [SSB Addition Miron Change Orders No3.pdf](#)

**Hartzheim moved, seconded by Van Zeeland, 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

**7. Information Items**[23-0682](#)

Contract 21-23 was awarded to SDS Painting Company for \$86,330 with a contingency of \$10,000 for WWTP V Building Painting Project Phase 2. Change orders were approved totaling \$5,810. Final contract amount is \$92,140 with a contingency of \$4,190. Payments issued to date total \$84,588. Request final payment of \$7,552.

**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  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Finance Committee

---

Monday, June 19, 2023

5:00 PM

Council Chambers, 6th Floor

---

### Special

1. Call meeting to order

**Meeting called to order at 5:00pm**

2. Pledge of Allegiance

3. Roll call of membership

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

5. **Public Hearing/Appearances**

6. **Action Items**

#### [23-0726](#)

Request to approve Bid Packages and project related expenses into the Guaranteed Maximum Price Amendment to the Boldt Company for the Library Construction Project for a contract not to exceed \$30,928,427.

**Attachments:** [2023 Library Bid Guaranteed Maximum Price Approval 6.16.23.pdf](#)  
[Capital Campaign Spotlight - June 2023.pdf](#)  
[Library Q A 6-19-2023 \(1\).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:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

#### [23-0727](#)

Request to approve increase of contract to Skidmore, Owings & Merrill (SOM) from \$2,892,633 to \$4,272,451.

**Attachments:** [2023 Architectural Contract 6.16.23.pdf](#)

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

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

**Nay:** 1 - Hartzheim

**7. Information Items**

**8. Adjournment**

**Hartzheim moved, seconded by Van Zeeland, that this meeting be adjourned.**

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

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





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

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

**To:** Finance Committee  
**From:** Danielle Block, Director of Public Works  
Jeri Ohman, Director of Finance  
**Date:** June 26, 2023  
**Re:** **Request to apply for a Safe Drinking Water Loan and to approve a Resolution declaring official intent to reimburse expenditures for loan disbursement payments**

The Wisconsin Department of Natural Resources Safe Drinking Water Loan Program (SDWLP) has made funding available for state fiscal year 2024 to municipalities to assist property owners with costs associated with the replacement of private lead service lines (LSL's). This funding will be made available to municipalities in the form of a loan, with a percentage of the loans issued qualifying for principal forgiveness (PF).

The SDWLP Priority Evaluation Ranking Formula (PERF) is used to determine projects that are eligible for PF funding and standard loan funding. The PERF is based on several factors including census tract data. The City of Appleton currently has some census tracts within the city limits, that may qualify for the PF program. The Department of Public Works requests to apply for this program to secure funding to replace LSL's in designated census track areas, and will only accept funding if PF loans are awarded.

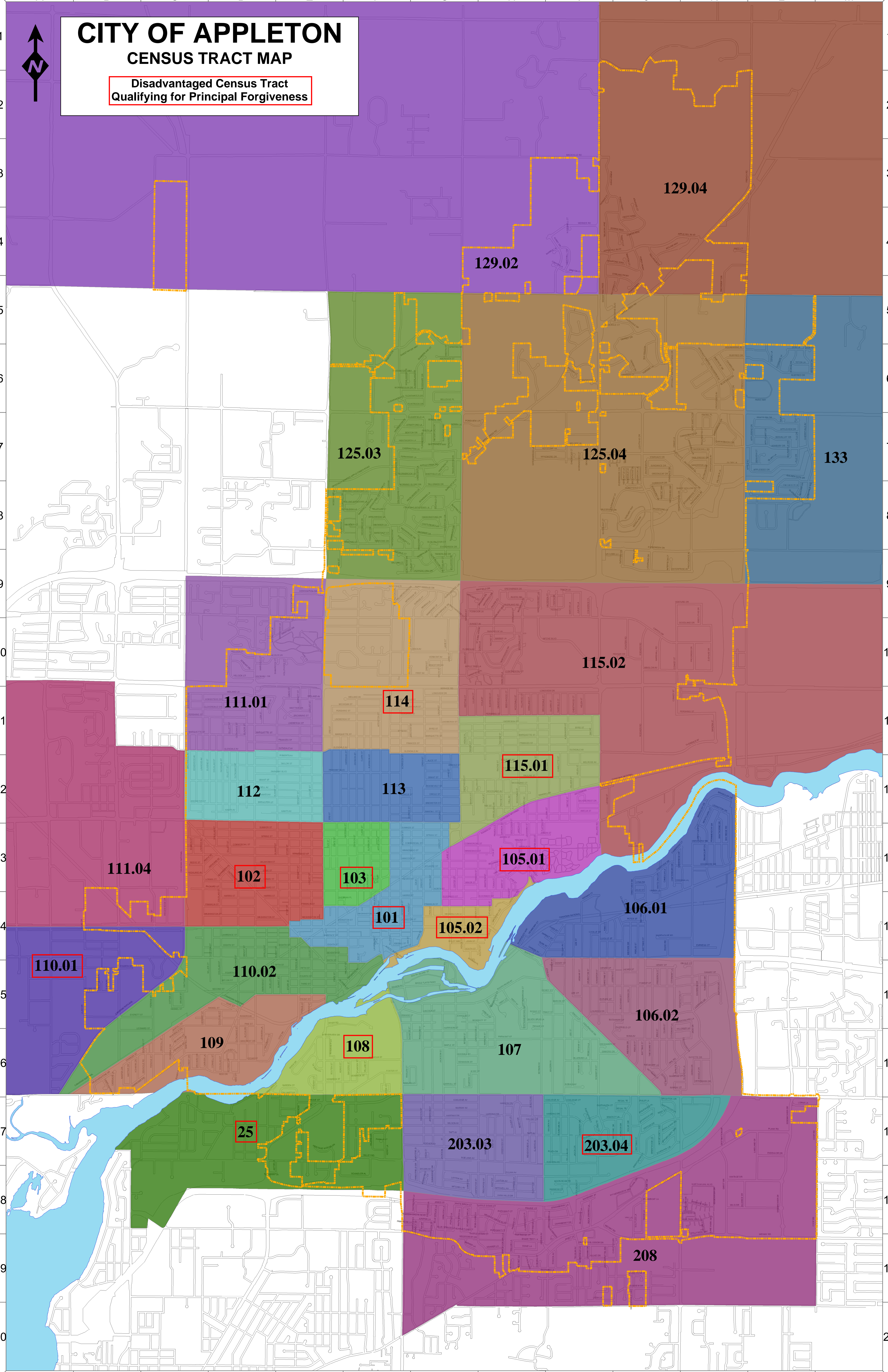
As a condition of the SDWLP loan application, a resolution must be passed that ensures the monies received from the SDWLP loan will be used to reimburse the costs of the project.

**Therefore, staff recommend approval to apply for a Safe Drinking Water Loan and approval of the Resolution Declaring Official Intent to Reimburse Expenditures from Loan Disbursement Payments.**

# CITY OF APPLETON

## CENSUS TRACT MAP

Disadvantaged Census Tract  
Qualifying for Principal Forgiveness



129.04

129.02

125.03

125.04

133

115.02

111.01

114

115.01

112

113

111.04

102

103

105.01

110.01

101

105.02

106.01

110.02

109

108

107

106.02

25

203.03

203.04

208

**RESOLUTION NO. #**  
**COMMON COUNCIL**  
**OF THE**  
**CITY OF APPLETON, WISCONSIN**

July 19, 2023

**RESOLUTION DECLARING OFFICIAL INTENT TO**  
**REIMBURSE EXPENDITURES FROM LOAN**  
**DISBURSEMENT PAYMENTS**

WHEREAS, the City of Appleton (the "Municipality") plans to undertake a project to replace private lead service water lines servicing City of Appleton customers (the "Project");

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality (the "Loan") of which all the principal will be forgiven at the time Loan disbursements are made to the Municipality;

WHEREAS, the Municipality expects to finance the Project in part using the funds made available through the SDWLP;

WHEREAS, because the Loan funds will not be disbursed prior to completion of work, the Municipality must provide interim financing to cover the costs of the Project incurred prior to receipt of the disbursements of the Loan; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Loan funds are issued.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Loan disbursements become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent to reimburse said expenditures with disbursements of the Loan, the principal amount of which is not expected to exceed \$600,000.

Section 3. Unavailability of Long-Term Funds. No funds sufficient for payment of the Project from sources other than the Loan are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Application of Resolution. Before the date that is 60 days prior to the date of this resolution, no payments have been made by the Municipality for the expenditures to be reimbursed relating to the Project, other than for preliminary expenditures that are incurred prior to commencement of construction, rehabilitation, or acquisition of the Project, and these preliminary expenditures do not exceed 20% of the aggregate issue price of that portion of the borrowing or borrowings that finance or are reasonably expected to finance the Project. The term "**preliminary expenditures**" means architectural, engineering, surveying, soil testing, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

Section 5. Expiration of Resolution. The borrowing from which an expenditure for the Project is to be reimbursed will be issued within 18 months following the later of (i) the date of the expenditure, or (ii) the date on which the Project is placed in service, but no later than 3 years after the date of the expenditure.

Section 6. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at City Hall within 30 days of its approval in compliance with applicable State law governing the availability of records of official acts and shall remain available for public inspection until the Loan is disbursed.

Section 7. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted: July 19, 2023

Approved: July \_\_, 2023

Signed: \_\_\_\_\_  
Jake Woodford, Mayor

\_\_\_\_\_  
Kami Lynch, City Clerk



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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 6/26/2023

RE: Action: Reject Bid from Kiefer U.S.A. for the 2023 Memorial Park Miracle League Field Resurfacing Project.

The 2023 Capital Improvement Plan includes \$175,000 for the removal of the existing rubber field surface and installation of a new rubber surface at the Memorial Park Miracle League field. This project is being funded 100% by Goodwill. Bids were opened on June 13, 2023, for the Memorial Park Miracle League Field Resurfacing Project.

The bids received were as follows:

Kiefer U.S.A.	\$319,550
---------------	-----------

The bid exceeded our allocated project budget of \$175,000 for the Memorial Park Miracle League Field Resurfacing Project. After conferring with our consulting engineer (Rettler Corporation), the Parks, Recreation and Facilities Management Department is recommending rejecting the bid, reviewing the current project bidding documents, and rebidding for work to be completed in the spring of 2024. Rubber and polyurethane bound system costs have been rapidly increasing, contributing to the excessive costs.

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



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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 6/26/2023

RE: Action: Award the City of Appleton's "2023 Dance Studio Flooring" contract to CMG Flooring, in the amount of \$65,943 with a contingency of \$10,000 for a project total not to exceed \$75,943.00

Action: Approve a budget transfer from 2023 City Hall Elevator Project to 2023 Dance Studio Move/Construction in the amount of \$100,000.

The 2023 Capital Improvement Plan includes \$500,000 to pay for our portion of the elevator replacement at City Hall. The project has a positive variance that allow us to transfer the necessary funds to pay for the added dance flooring and assist with costs of adding dividing walls and the overall move. The City of Appleton is being paid money from the developers per our agreement to reimburse us for a portion of these costs as well as provide us funding for the increased leased rates we will incur. This will not occur until to mid-July and the work needs completion by the end of July, therefore this request at this time.

Because the work needs to be completed by the end of July and the installer must have the necessary certification or ability to install this type of flooring there are limited installers.

Proposals were received:

<b>CMG Flooring</b>	<b>\$65,943.00</b>
D&M Flooring	Schedule does not allow.
JW Flooring	Schedule does not allow.

We recommend providing a contract to CMG Flooring to perform this work.

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



# City of Appleton

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

## Meeting Minutes - Final CEA Review Committee

---

Monday, June 12, 2023

4:00 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Ohman, Public Works Director Block, Van Zeeland and Doran

4. Approval of minutes from previous meeting

[23-0615](#)

Minutes from March 20, 2023

**Attachments:** [03-20-23 Meeting Minutes.pdf](#)

**Doran moved, seconded by Public Works Director Block, that the Minutes be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Public Works Director Block, Van Zeeland and Doran

5. **Public Hearing/Appearances**

6. **Action Items**

[23-0614](#)

Request to purchase Fire Truck via Sole Source and order prior to July 15, 2023.

**Attachments:** [05-16-23 Appleton Estimate 3055 for engine.pdf](#)  
[05-25-23 Sole Source Engine.pdf](#)

**Doran moved, seconded by Finance Director Ohman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Public Works Director Block, Van Zeeland and Doran

[23-0649](#)

Request to provide Fabick Cat with a Letter of Intent to order the asphalt paver in June

**Attachments:** [5-30-23 Paver Letter of Intent.pdf](#)

**Doran moved, seconded by Public Works Director Block, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Public Works Director Block, Van Zeeland and Doran

**7. Information Items**

**8. Adjournment**

**Doran moved, seconded by Finance Director Ohman, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Public Works Director Block, Van Zeeland and Doran



**CONTRACT CHANGE ORDER**

Change Order No. 2

Date 06/15/23

Contract No. 72-22 for the following public work : H-21 Redundant Raw Water Line

between PTS Contractors Inc , 4075 Eaton Road, Green Bay, WI 54311  
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 6/22/2022 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	5371.6809.5	\$4,900,000.00	\$475,000.00	\$30,450.29	(\$30,450.29)	\$4,930,450.29	\$444,549.71
2						\$0.00	\$0.00
3						\$0.00	\$0.00
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
	<b>Total</b>	<b>\$4,900,000.00</b>	<b>\$475,000.00</b>	<b>\$30,450.29</b>	<b>(\$30,450.29)</b>	<b>\$4,930,450.29</b>	<b>\$444,549.71</b>

Reason for Change: Unanticipated changes in field conditions, including: custom pipe fitting fabrication and installation for connection at Filtration Plant; custom pipe fitting field connection at Waverly Pump Station; contracted private water service field locates to avoid damage/interruption to Menasha water customers; repair of 10" Menasha water main near new water line installation; hydraulic excavation and associated traffic control at two under-pavement locations to pinpoint location of existing water mains (one connection point, one avoidance).

The Contract Time will be (increased / decreased / unchanged) by this Change Order: unchanged Days

The Date of Completion as of the date of this Change Order therefore is: unchanged

Finance Committee Agenda Date: 06/26/23

Date approved by Council: \_\_\_\_\_