



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, November 6, 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

[23-1345](#) 10/23/23 Meeting Minutes

Attachments: [MeetingMinutes Oct-23-23.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[23-1346](#) Request to award Health Department Furniture Remodel to Nordon Business Environments in the amount of \$250,887.34.

Attachments: [2023 Health Department Furniture Sole Source.pdf](#)

[23-1358](#) Request to accept 2022 WIPPI Energy Efficiency Grant in the amount of \$72,564 for the Appleton Water Treatment Plant Kathabar Replacement Project.

Attachments: [2023 WIPPI EE Grant Award.pdf](#)

7. Information Items

[23-1347](#) Contract 120-22 was awarded to RJM Construction, LLC. for the 2022 AWWTP F1 Building Renovation Project in the amount of \$271,840 with a 15% contingency of \$40,776. Three change orders were issued in the amount of \$12,505. Payments to date total \$264,974. Request to issue the final contract payment of \$19,371.

[23-1348](#) Contract 115-22 was awarded to RJM Construction, LLC. for the 2022 Telulah Pavilion Renovation Project in the amount of \$160,322 with a 12% contingency of \$19,239. Three change orders were issued in the amount of \$31,686. Payments to date total \$138,045.67. Request to issue the final contract payment of \$53,912.24

[23-1349](#) Contract 32-23 was awarded to Northeast Asphalt, Inc. for the 2023 Water Plant Hardscapes Project in the amount of \$522,443 with a 15% contingency of \$78,336. Four change orders were issued in the amount of \$60,330. Payments to date total \$524,495.81. Request to issue the final contract payment of \$58,277.31.

[23-1350](#) Change Order #2 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling \$6,625 resulting in a decrease in contingency from \$782,175 to \$775,550.

Attachments: [Staab_Ph1BFP_Change Orders No2.pdf](#)

[23-1359](#) Contract 152-21 was awarded to Carl Bowers & Sons Construction for Sequoia Drive Sewer, Water and Grade & Gravel Construction in the amount of \$801,025 with a 5% contingency of \$40,000. Payments to date total \$745,209.09. Request to issue the final contract payment of \$46,209.98.

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.

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



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Meeting Minutes Finance Committee

Monday, October 23, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

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

Excused: 1 - Croatt

4. Approval of minutes from previous meeting

[23-1266](#)

10/09/23 & 10/18/23 Meeting Minutes

Attachments: [MeetingMinutes Oct-9-2023.pdf](#)
[MeetingMinutes Oct-18-23.pdf](#)

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

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

Excused: 1 - Croatt

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1271](#)

Request to approve Fourth Addition to Clearwater Creek Development Agreement

Attachments: [Clearwater Creek - Fourth Addn to Dev Agrm - 10-20-2023.pdf](#)
[Memo_ClearwaterCreek4th_DA_10232023.pdf](#)

Hartzheim moved, seconded by Van Zeeland that this action item be recommended for approval. Roll Call. Motion carried by the following vote:

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

Excused: 1 - Croatt

7. Information Items

[23-1267](#)

Contract 120-22 was awarded to RJM Construction for \$271,840 with a contingency of \$40,776 for F-1 Bldg Improvements FMD. Change orders were approved totaling \$12,505. Final contract amount is \$284,345 with a contingency of \$28,271. Payments issued to date total \$264,974. Request final payment of \$19,371.00

This item was presented

[23-1268](#)

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

Public Safety Grant Fund

Fund Balance Applied + \$9,465
Misc Equipment + \$9,465

To record use of fund balance towards costs related to Flock System

This item was presented

[23-1269](#)

Request to Approve Change Orders #7 and #8 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$32,372 resulting in a decrease in contingency from \$584,564 to \$552,192

Attachments: [SSB Addition Miron Change Orders No7-8.pdf](#)

This item was presented

[23-1272](#)

2024 Finance Budget

Attachments: [2024 Finance.pdf](#)

This item was presented

[23-1273](#)

2024 Risk Management Budget

Attachments: [2024 Risk Management.pdf](#)

This item was presented

8. Adjournment

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

Roll Call. Motion carried by the following vote:

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

Excused: 1 - Croatt



"...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

To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: November 6, 2023

Re: Action: Award "Health Department Furniture Remodel" to Nordon Business Environments in the amount of \$250,887.34.

This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations and storage cabinets for the Health Department at City Hall. Though this is a sole source to the only Haworth provider locally, the pricing was competitively obtained by utilizing the US Communities Government Purchasing Alliance Contract. The 2023 Capital Improvement Plan includes funding for this initiative in addition to a grant the Health Department received to fund the furniture and the balance of the remodel. The City of Appleton will have no cost as a result.

The City has adopted a standard of using Haworth workstations at City Hall. By developing a standard, components can be modified or reused as changes are made in the future. Some departments had adopted other workstations brands, such as Herman Miller or Knoll. In those cases, we follow the standard for that department/facility. Overall, it is typical practice for any organization to adopt a standard to allow for maximum flexibility and usage of the investment since this modular workstation furniture can be set-up in various configurations and components can be deleted/added as needed.

The City of Appleton is eligible to obtain government pricing which this project qualifies for, therefore ensuring we are getting the lowest possible pricing available through the US Communities Government Purchasing Alliance Contract, Haworth Contract #4400003402. Additional, work to be included with grant funding include carpeting, ceiling, wall finishes and lighting upgrades.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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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, Director of Parks, Recreation and Facilities Management

Date: November 6, 2023

Re: Action: Accept 2022 WIPPI Energy Efficiency Grant in the amount of \$72,564 for the Appleton Water Treatment Plant Kathabar Replacement Project.

The 2024 Capital Improvement budget allocates \$850,000 to Replace the Kathabar Dehumidification Unit at the Water treatment Plant. The Kathabar dehumidification unit is at the end of its useful life and needs to be replaced. The Kathabar HVAC Unit conditions the Upper Membrane Room and the Lower Membrane room. The Kathabar HVAC Unit is no longer operating as a process space, therefore the need for full dehumidification no longer exists. Thus, the existing Kathabar dehumidification system and the oversized Air Handling Unit (AHU) can be removed. Our proposed solution to satisfy the Upper and Lower Membrane Rooms is to insulate the operational piping in the Lower Membrane Room and install a smaller AHU with chilled water cooling and hot water heating to satisfy space pressurization and general room conditions. There would be no dehumidification required with this unit, but the heating coil would be installed downstream of the cooling coil to allow for general moisture removal with reheat capabilities. Insulation specification for the operational process piping in the lower level would be 1-1/2" closed cell insulation with PVC jacketing.

Implementation of the Kathabar Replacement Project is guided by the following objectives and metrics:

1. **Reduce Grid Provided kWh Consumption:** This project anticipates to reduce the Water Treatment Facility purchases of grid provided electricity by 393,323 kWh per year.
2. **Reduce Grid Provided Natural Gas Consumption:** This project anticipates to reduce the Water Treatment Facility purchases of grid provided electricity by 3,100 therms per year.
3. **Mitigate Rate Increases:** Reduction of grid purchased energy will keep the costs of operating the Water Treatment Facility down.
4. **Improve Air Quality:** This project anticipates reducing CO2 emissions by 200 tons per year.
5. **Maintain the Water Treatment Facility in a cost-effective manner that meets or exceeds the process operations requirements.**

The proposed system has an estimated electrical energy savings of 393,230 kWh per year. This is based on the removal of the pumps associated with the Kathabar system, installing an AHU with smaller horsepower fan motor(s), and decreasing the load on the chillers and boilers. This is also associated with a 22kW drop in peak demand on the chillers, and another 8kW drop associated with the fan motor. Yearly savings is estimated at \$39,323 for a 393,230kWh reduction and \$2,417 for a 3,100-therm reduction for a total of \$41,745,80/year savings.

We are very excited about this funding as it assists with funding City efforts and commitments to implementation of energy efficiency within the City. Upon your approval we will acknowledge the requirements and accept the funds.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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: October 30, 2023

Re: **Information: Approve Change Order #2 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling a credit of \$6,625 resulting in a decrease in contingency from \$782,175 to \$775,550**

BACKGROUND:

On December 7, 2022 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Phase I Belt Filter Press Equipment Upgrades Project to Staab Construction in the amount of \$5,063,000 with 15% contingency of \$759,450 for a project total not to exceed \$5,822,450. 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 #2

Change Order #2 reflects the cost for the addition of a HVAC temperature control module (\$1,483) including the additional labor and materials associated with the relocation of the new BFP control panels into the repurposed MCC room (\$6,841). This change order also includes a credit for incorporating a Martin tensioner which eliminated the need for a BFP conveyor pan (-\$1,699). The total amount of the change order results in a deduct to contingency totaling \$6,625.

Table 1: Change Order (CO) Summary

CO#	Cost	Description
CO#1	-\$22,725	Cost for filtrate pipe, credits for reusing aluminum grating, elimination of 4 plug valves, and drainpipe material change
CO#2	\$6,625	Costs for Martin tensioner, temperature control module, relocation of BFP control panels, and credit for elimination of conveyor pan.

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