



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, September 23, 2024

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

[24-1248](#) 09/18/24 Finance Committee minutes - Special Meeting

Attachments: [Meeting minutes 091824.pdf](#)

[24-1250](#) 09/09/24 Finance Committee minutes

Attachments: [Meeting minutes 090924.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1247](#) Request to approve sole source purchase of Variable Frequency Drive (VFD) equipment and commissioning services to Werner Electric in the amount of \$37,573.

Attachments: [240918_SoleSourceAward_Werner_UV-VFD.pdf](#)

[24-1246](#) Request to approve Statement of Non-Reimbursement by Utility DOT forms DT2245 Sewer and DT2245 Water.

Attachments: [Finance Committee 9-23-24 DT2245 Ballard Statement of Non-Reimbursement DT2245 City of Appleton SEWR 1130-65-76 1130-63-21 615 1994922.pdf](#)
[DT2245 City of Appleton WATR 1130-65-76 1130-63-21 616 1994924.pdf](#)

7. **Information Items**

[24-1245](#) Contract 14-23 was awarded to Visu-Sewer, Inc. for \$626,000 with a contingency of \$59,933 for Sewer Cleaning and Televising. Payments issued to date total \$543,095.89. Request final payment of \$30,567.24.

[24-1244](#)

The following 2024 Budget adjustment was approved by the Mayor and the Finance Director in accordance with Policy:

General Fund - Fire Prevention

Donations & Memorials +\$240

Advertising +\$240

Donation from Future Bucks LLC for materials

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.



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Meeting Minutes - Final-revised Finance Committee

Wednesday, September 18, 2024

6:45 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order

Chair Firkus called the meeting to order at 6:47pm.

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

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1195](#)

Request to award Police Station Additional Workstations to Nordon Business Environments in the amount of \$48,100.37.

Attachments: [2024 Police Station Additional Workstations Sole Source.pdf](#)

Van Zeeland moved, seconded by Fenton that the 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**

8. Adjournment

Hartzheim moved, seconded by Fenton, that the meeting be adjourned at 6:54pm. Roll Call. Motion carried by the following vote:

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

Excused: 1 - Croatt



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Meeting Minutes Finance Committee

Monday, September 9, 2024

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

Alder Croatt participated remotely

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

4. Approval of minutes from previous meeting

[24-1196](#)

8/26/24 Finance Committee minutes

Attachments: [Meeting Minutes 082624.pdf](#)

Fenton moved, seconded by Hartzheim, that the Report Action Item 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**

[24-1195](#)

Request to award Police Station Additional Workstations to Nordon Business Environments in the amount of \$48,100.37.

Attachments: [2024 Police Station Additional Workstations Sole Source.pdf](#)

hold until next scheduled meeting

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

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

[24-1197](#)

Request to approve sole source engineering services contract to McMahon as part of the AWWTP Hauled Waste Station Tank Upgrades in the amount of \$45,700 with a 10% contingency of \$4,570 for a total not to exceed \$50,270.

Attachments: [240906_SoleSourceAward_McMahon_L-Building \(003\).pdf](#)
[Sole Source - McMahon.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

7. Information Items**8. Adjournment**

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

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



DEPARTMENT OF
UTILITIES

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
p: 920-997-4200
f: 920-997-3240

www.appleton.org/government/utilities

MEMORANDUM

Date: September 18, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: John Pogrnt, Water Operations Supervisor
Kelli Rindt, Enterprise Accounting Fund Manager
From: Chris Stempa, Director of Utilities
Subject: **Finance Committee Action: Award sole source purchase of Variable Frequency Drive (VFD) equipment and commissioning services to Werner Electric in the amount of \$37,573**

BACKGROUND:

The Appleton Water Treatment Facility (AWTF) utilizes ultraviolet (UV) light processes to effectively inactivate microorganisms that are sometimes found in source water. There are four individual UV “reactors” that are supplied filtered water by dedicated pumps from upstream treatment processes. There are five pumps total that can be called upon to provide water based on system demands. Typically, there are only two to three pumps on at any given time. Each pump is 200 horsepower is equipped with a variable frequency drive (VFD) and rated for 5,400 gallons per minute flow.

The anticipated life expectancy of VFDs is dependent on variety of factors including the equipment size and voltage, amount of run time it sees, operating environments (dry and clean versus damp and dusty), level of preventative maintenance, and the quality of installation. Similar sized VFDs at the AWTF have been operating up to 20 years without failure. However, 20 years is approaching the top end of medium voltage VFD equipment like that of the UV feed pumps.

The VFD associated with one of the UV supply pumps recently failed and requires replacement. Although there remains redundancy to maintain uninterrupted treatment operation, staff desire to advance the replacement work in an expeditious manner.

QUOTATION

Werner Electric was asked to provide a quotation for a replacement VFD that is compatible to the existing Allen Bradley unit. The cost of new Rockwell Automation Allen-Bradley VFD totals \$37,573.

JUSTIFICATION

Werner Electric is the authorized regional distributor supporting Allen Bradley and Rockwell Automation. The quote provided by Werner Electric includes the new Rockwell Automation Allen-Bradley VFD. The Rockwell Automation replacement VFD would be manufactured to fit into the existing motor control center.

RECOMMENDATION:

Per the approval procedures outlined in Section G. (1) of the city Procurement and Contract Management Policy, I recommend the purchase of Variable Frequency Drive (VFD) equipment and commissioning services to Werner Electric in the amount of \$37,573.

If you have any questions regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Finance Department Sole Source Request Form



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

Werner Electric is the only local authorized distributor supporting Allen Bradley and Rockwell Automation.

PROPOSED DETAILS

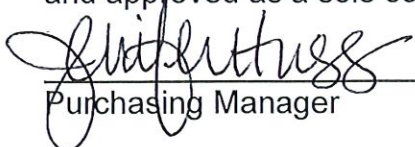
Requesting dept: Appleton Water Treatment Facility

Product/service: Variable Frequency Drive equipment and service commission

Vendor name: Werner Electric

Total cost: \$37,573

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

9/17/24
Date



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 09-23-2024
To: Finance Committee
From: Pete Neuberger, Deputy Director of Public Works
Mark Lahay, Assistant City Engineer
Subject: Approve "Statement of Non-Reimbursement by Utility" DOT forms DT2245
Sewer and DT2245 Water

The Department of Public Works is requesting authorization to complete the attached WisDOT DT2245 Sewer and DT2245 Water forms, in connection with the Ballard Road / I-41 interchange project scheduled for 2025 construction.

WisDOT is requiring these forms to finalize the coordination of non-compensable costs associated with utilities that are not in a City easement, such as manhole adjustments and water valve adjustments in WisDOT project right-of-way. Per the State Municipal Financial Agreement (Action Item at August 12th Finance Committee and August 21st Common Council), such items are eligible for partial compensation, with 90% State/10% Local funding.

In a related previous item, the Common Council approved the Audit Agreement with the DOT, which provided for reimbursement to the City for the relocation of a water main located in an easement outside of the DOT right of way at the Ballard Road interchange.

STATEMENT OF NON-REIMBURSEMENT BY UTILITY

Wisconsin Department of Transportation
DT2245 11/2016

Referencing the project identified below, **City of Appleton**, (COMPANY) a public utility company, a quasi utility, cooperative or municipal utility will not be requesting compensation for the relocation of their facilities.

Project Description Title: APPLETON - DE PERE Limits: BALLARD RD (CTH E) INTCHG Highway: IH 41 County: OUTAGAMIE	Project ID(s) Design: 1130-63-01 Construction: 1130-65-76 Right of Way: 1130-63-21 UA No.: 615 Utility: 1130-63-21
Facility Type: Sewer	

COMPANY reserves the right to request compensation from the Wisconsin Department of Transportation, (DEPARTMENT) for compensable utility relocations on this project if: relocation costs increase, accommodating changes to the project plan, or accommodating changes to the relocation plans of other utility companies. If the COMPANY subsequently requests compensation and the DEPARTMENT agrees to payment on this project, the DEPARTMENT and COMPANY are required to execute an agreement. It is expressly understood and agreed that any work by COMPANY prior to execution of an agreement between COMPANY and the DEPARTMENT shall be at COMPANY sole expense.

COMPANY

City of Appleton

(Company Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

STATEMENT OF NON-REIMBURSEMENT BY UTILITY

Wisconsin Department of Transportation
DT2245 11/2016

Referencing the project identified below, **City of Appleton**, (COMPANY) a public utility company, a quasi utility, cooperative or municipal utility will not be requesting compensation for the relocation of their facilities.

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Facility Type: Water	

COMPANY reserves the right to request compensation from the Wisconsin Department of Transportation, (DEPARTMENT) for compensable utility relocations on this project if: relocation costs increase, accommodating changes to the project plan, or accommodating changes to the relocation plans of other utility companies. If the COMPANY subsequently requests compensation and the DEPARTMENT agrees to payment on this project, the DEPARTMENT and COMPANY are required to execute an agreement. It is expressly understood and agreed that any work by COMPANY prior to execution of an agreement between COMPANY and the DEPARTMENT shall be at COMPANY sole expense.

COMPANY

City of Appleton

(Company Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)