



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, November 11, 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

[24-1456](#) Finance Committee minutes 10/21/24 & 11/02/24

Attachments: [MeetingMinutes102124.pdf](#)
[MeetingMinutes110224.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[24-1457](#) Request to award purchase of sludge density meters to Allied Instrument in the amount of \$53,342 along with the following budget amendment (2/3 vote of council required):

Primary Clarifier Rebuild CIP - \$54,000
Density Detector Replacement + \$54,000

Attachments: [241104 Award AWWTP Primary Sludge Density Meters.pdf](#)

[24-1458](#) Request to award Sole Source Purchase of four (4) High Service Pump Check Valves to Dorner Company for a total cost of \$154,776 with a 2% contingency of \$3,096 for a total not to exceed \$157,872.

Attachments: [241106 SoleSource Dorner HSP Checkvalves \(2\).pdf](#)
[Dorner HSP Checkvalves - Purchasing Approval.pdf](#)

[24-1459](#) Request to approve two-year extension of contract with CliftonLarsonAllen LLP to provide annual audit services for the years ended December 31, 2024 and 2025 for \$81,700 and \$82,500, respectively.

Attachments: [Audit Contract Extension 2024-2025.pdf](#)

[24-1460](#) Request to approve Change Order No. 1 to contract 42-24 for B-24 Asphalt Paving for additional sidewalk replacement, in the amount of \$69,212.25 resulting in a decrease in contingency from \$50,000 to \$0. Overall contract increases from \$1,407,816.40 to \$1,477,028.65.

Attachments: [B-24 Contract Amend 1 Finance Memo 11-11-2024.pdf](#)
[B-24 Change Order 1 Form.pdf](#)

7. Information Items

[24-1461](#) Update on ARPA funds

Attachments: [ARPA Funding as of 9-30-2024.pdf](#)

[24-1463](#) The following 2024 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy:

Miracle League

Undesignated Fund Balance	+ \$2,245
Grounds Repair & Maintenance	+ \$2,245

To record post repairs and fence fabric replacement to the Miracle League Field fence

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



City of Appleton

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

Meeting Minutes Finance Committee

Monday, October 21, 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

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

4. Approval of minutes from previous meeting

[24-1354](#)

10/07/24 Meeting Minutes

Attachments: [100724 MeetingMinutes.pdf](#)

**Croatt moved, seconded by Hartzheim, 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**

[24-1355](#)

CEA Review Committee Report

Attachments: [CEA 100724 Meeting Minutes.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

[24-1356](#)

Request to approve obligating the remaining Local Economic Recovery ARPA funds (\$985,000) to the Parks & Recreation Department's Fox Cities Exhibition Center (FCEC) Repositioning & Tourism Recovery Project.

Attachments: [Finance Committee Memo - FCEC ARPA.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

[24-1369](#)

Request to approve Sole Source contract with Beneficial Reuse Management for 2025-2027 Biosolids Transportation, Application, and Incorporation Services.

Attachments: [241016_SoleSourceMemo_BRM ContractExtension 2025-2027s.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

[24-1370](#)

Request to award Sole Source purchase of Plunger pump to Wastecorp Pumps in the amount of \$35,000, along with the following budget amendment. (2/3 vote of Council required)

Primary Clarifier Rebuild CIP	- \$35,000
Plunger Pump Replacement CIP	+\$35,000

Attachments: [2401017_SoleSourceAward_AWWTP Plunger Pump.pdf](#)
[2401017_SoleSourceAward_AWWTP Wastecorp Pumps.pdf](#)

Croatt moved, seconded by Hartzheim, 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

[24-1376](#)

Request to award Sole Source Engineering Services Contract to McMahon Associates for Summer Street Lift Station Replacement in the amount of \$122,200 with a 5% contingency of \$6,110 for a total not to exceed \$128,310.

Attachments: [241017 Purchasing Manager - Sole Source Approval McMahon - Summer St.pdf](#)
[241017_SoleSourceAward_McMahon_Summer_St.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

[24-1357](#) 2025 Facilities Management Budget

Attachments: [2025 Facilities and Construction Management.pdf](#)
[2025 Facilities Capital Projects Fund.pdf](#)

This item was presented

[24-1371](#) 2025 Finance Budget

Attachments: [2025 Finance.pdf](#)

This item was presented

[24-1372](#) 2025 Legal Services Budget

Attachments: [2025 Legal Services.pdf](#)

This item was presented

[24-1373](#) 2025 Risk Management Budget

Attachments: [2025 Risk Management.pdf](#)

This item was presented

[24-1358](#) Contract 60-24 was awarded to ASTI Sawing, Inc. for \$30,000 for C-24 Sidewalk Sawcutting. Payments issued to date total \$0. Request final payment of \$30,000.

This item was presented

[24-1359](#) Contract 26-24 was awarded to Al Dix Construction, Inc. for \$901,850 for DE-24 Miscellaneous Concrete & Street Excavation Repair. Payments issued to date total \$827,453.75. Request final payment of \$69,740.83.

This item was presented

[24-1360](#)

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

General Fund - Fire

EMS - Donations & Materials	+ \$529
EMS - Medical & Lab Supplies	+ \$529

To record a donation from the Fox Healthcare Emergency Readiness Coalition to fund supplies for Rescue Task Force exercise

This item was presented

[24-1368](#)

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

General Fund - Library

Library Admin - Other Reimbursements	+ \$4,400
Materials Management - Books & Library Materials	+ \$4,400

To record Rabble reimbursement from Friends

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: 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

Saturday, November 2, 2024

8:00 AM

Council Chambers, 6th Floor

BUDGET WORKSHOP

1. Call meeting to order

Meeting called to order at 8am

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

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1380](#)

Request to approve Police Budget (pgs 417-431)

Hartzheim 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

[24-1381](#)

Request to approve Police Grants Special Revenue Fund Budget (pgs 434-436)

Croatt moved, seconded by Hartzheim, 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

[24-1382](#)

Request to approve Public Safety Capital Projects Fund Budget (pgs 438-440)

Croatt moved, seconded by Hartzheim, 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

[24-1383](#)

Request to approve Fire Budget (pgs 441-459)

Hartzheim 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

[24-1384](#)

Request to approve Hazardous Materials Type II Special Revenue Fund Budget (pgs 462-464)

Hartzheim 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

[24-1385](#)

Request to approve Valley Transit Budget (pgs 281-298)

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

[24-1386](#)

Request to approve Library Budget (pgs 259-276)

Amendment decreasing Part-time wages and increasing Fringes in an amount of \$25,352 in Public Services business unit. Approved 5-0

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

[24-1387](#)

Request to approve Facilities and Construction Management Budget (pgs 217-226)

Hartzheim 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

[24-1388](#)

Request to approve Facilities Capital Projects Fund Budget (pgs 228-230)

Croatt moved, seconded by Hartzheim, 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

[24-1389](#)

Request to approve Parks and Recreation Budget (pgs 231-239)

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

[24-1390](#) Request to approve Parks and Recreation Trust Funds Budget (pgs 241-247)

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

[24-1391](#) Request to approve Reid Golf Course Budget (pgs 249-258)

Hartzheim 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

[24-1392](#) Request to approve Information Technology Budget (pgs 89-98)

Croatt moved, seconded by Hartzheim, 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

[24-1393](#) Request to approve Information Technology Capital Projects Fund Budget (pgs 100-102)

Croatt moved, seconded by Hartzheim, 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

[24-1394](#) Request to approve Wastewater Budget (pgs 505-528)

Fenton moved, seconded by Hartzheim, 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

[24-1395](#) Request to approve Water Budget (pgs 481-504)

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

[24-1396](#) Request to approve Stormwater Budget (pgs 529-546)

Meeting went into Recess

Meeting Reconvened

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

[24-1397](#)

Request to approve Public Works Budget (pgs 299-323)

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

[24-1398](#)

Request to approve Sanitation Special Revenue Fund Budget (pgs 325-338)

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

[24-1399](#)

Request to approve Wheel Tax Special Revenue Fund Budget (pgs 340-342)

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

Aye: 3 - Firkus, Fenton and Van Zeeland

Nay: 2 - Croatt and Hartzheim

[24-1400](#)

Request to approve Subdivision Capital Projects Fund Budget (pgs 344-346)

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

[24-1401](#)

Request to approve Public Works Capital Projects Fund Budget (pgs 348-350)

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

[24-1402](#)

Request to approve Central Equipment Agency Budget (pgs 365-375)

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

[24-1403](#)

Request to approve CEA Replacement Capital Projects Fund Budget (pgs 378-380)

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

[24-1404](#)

Request to approve Parking Budget (pgs 351-364)

Fenton 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, Fenton and Van Zeeland

Nay: 1 - Hartzheim

[24-1405](#)

Request to approve Community Development Budget (pgs 139-154)

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

[24-1406](#)

Request to approve Housing and Community Development Grants Special Revenue Fund Budget (pgs 155-169)

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

[24-1407](#)

Request to approve Industrial Park Land Fund Budget (pgs 172-174)

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

[24-1408](#)

Request to approve TIF Districts Budget (pgs 179-215)

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

[24-1409](#)

Request to approve Human Resources Budget (pgs 119-128)

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

[24-1410](#)

Request to approve Risk Management Budget (pgs 129-137)

Croatt moved, seconded by Hartzheim, 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

[24-1411](#)

Request to approve Health Budget (pgs 381-392)

Fenton moved, seconded by Hartzheim, 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

[24-1412](#)

Request to approve Health Grants Special Revenue Budget (pgs 393-415)

Meeting went into Recess

Meeting Reconvened

Fenton moved, seconded by Hartzheim, 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

[24-1413](#)

Request to approve Legal Services Budget (pgs 103-118)

Hartzheim 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

[24-1414](#)

Request to approve Mayor Budget (pgs 45-54)

Fenton moved, seconded by Hartzheim, 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

[24-1415](#)

Request to approve Council Budget (pgs 55-58)

Fenton moved, seconded by Firkus, 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

[24-1416](#)

Request to approve Debt Service Budget (pgs 465-471)

Hartzheim 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

[24-1417](#)

Request to approve General Administration Budget (pgs 75-80)

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

[24-1418](#)

Request to approve Room Tax Special Revenue Fund Budget (pgs 82-84)

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

[24-1419](#)

Request to approve Finance Budget (pgs 59-68)

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

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
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

Date: November 6, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Chris Stempa, Director of Utilities
Colin Stoffel, Wastewater Operations Supervisor
Kelli Rindt, Enterprise Accounting Fund Manager
From: Ryan Rice, Deputy Director of Utilities
Subject: **Award purchase of sludge density meters to Allied Instrument in the amount of \$53,342, along with the following budget amendment. Primary Clarifier Rebuild CIP -\$54,000 and Density Detector Replacement CIP +\$54,000**

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) utilizes two nuclear (Cesium 137) sources that measure density of sludge removed from the primary clarifier process. One density meter is located for primary clarifiers #1 through #4 and another for primary clarifiers #5 & #6. The two density meters and associated equipment were installed in the 1990s plant upgrade. The readings from these inline devices are used to automatically control the pumping cycles of the primary sludge pumps based on the density of the sludge being pumped.

Recently, the density meter that supports the operation of primary clarifiers #1 through #4 failed. The other density meter comprised of slightly older vintage electronics that support primary clarifiers #5 & #6, also experienced a similar fate shortly thereafter. Without functional density meters, Wastewater Plant Operators must conduct manual measurements of sludge in the primary clarifiers. This manual means of obtaining density results to control sludge management operations is inefficient and contributes to potential error. The primary clarifier operation was designed based on density data being obtained in real-time to automatically regulate the operation of the sludge pumps. This in turn mitigates the potential for excess sludge being conveyed to the primary anaerobic digesters which unnecessarily requires additional heating, decreases digester treatment effectiveness (less detention time), and generates more solids that must be dewatered in downstream processes and then ultimately land applied.

More importantly, if sludge removal from the primary clarifiers is insufficient, a cascading failure of the primary clarification process could occur due to high torque on the rotating equipment. This circumstance would require a bypass of the primary treatment processes into the Fox River and violate the AWWTP Wisconsin Pollution Discharge Elimination System permit.

QUOTATION

Few companies are licensed to provide nuclear source instruments for this application, due to the requirements of the United States Nuclear Regulatory Commission. Quotes were solicited from companies with the license and ability to provide replacement density meters and properly dispose of the existing sources. Two companies provided a quote for this work which are listed below:

Vendor	Quote
Allied Instrumentation	\$53,342.00
VEGA	\$64,993.55

JUSTIFICATION

The service personnel from Allied Instrument are licensed to complete the replacement and disposal of the sources and have previous experience at the WWTP. Purchasing from Allied Instrument return's reliability and consistency to the primary clarification process.

RECOMMENDATION:

I recommend the purchase of sludge density meters from Allied Instrument in the amount of \$53,342.

The following budget amendment will be required to fund the project:

Primary Clarifier Rebuild -\$54,000

Density Detector Replacement +\$54,000

The Primary Clarifier Rebuild project was put on hold earlier this year due to construction bids over budget.

If you have any questions regarding this request, please contact Ryan Rice at 920-832-5945.



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: November 6, 2024

To: Chairperson Brad Firkus and Members of the Finance Committee

CC: Ryan Rice, Utilities Deputy Director
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 four (4) High Service Pump Check Valves to Dorner Company for a total cost of \$154,776 with a 2% contingency of \$3,096 for a total not to exceed \$157,872**

BACKGROUND:

The Appleton Water Treatment Facility (AWTF) produces more than 3 billion gallons annually of drinking water to users within the City of Appleton, Waverly Sanitary District, the Town of Grand Chute, and the Village of Sherwood. There are six 350 horsepower High Service Pumps (HSPs) which deliver treated water from the AWTF clearwells through over 360 miles of underground piping including five elevated storage sites (e.g., towers, standpipes, and reservoirs) that comprise the City of Appleton distribution system. It was discovered during a 2022 inspection that the original 18-inch diameter check valves that support each of the HSP were not completely seating (100% closing) when the associated upstream pump was offline. The leakage contributes to wasted energy since a percentage of water is being pumped more than once as a fraction of forward flow makes its way past the check valve, through the offline pumps, and then back into the clearwell where it is pumped again. These check valves are original to the 2001 plant construction.

The 2023 Capital Improvement Plan (CIP) included \$200,640 to replace these HSP check valves and rebuild two surge anticipator/pressure relief valves. The bidding process which occurred on October 17, 2023, required all bids be rejected because the costs exceeded the available budget. The excessively high bids were found to be the result of an incorrect check valve equipment rate structure that was applied to each of the contractor's bids. Rather than rebid, the decision was made to defer on the project work until internal capacity allowed staff to reengage this project.

QUOTATION

Dorner is the authorized distributor of the 18-inch diameter APCO Model 800 slanting disc check valves that support each High Service Pump. The quote Dorner provided for this style check valve is \$38,694 each or \$154,776 to replace four (4). The 2024 budget has sufficient funds remaining from 2023 CIP to cover the purchase.

JUSTIFICATION

Rebuild and replacement options were explored through Dezurik and the authorized sole distributor, Dorner. Both parties expressed concerns with the procedures required to rebuild and fine tune each assembly of this size (approximately 1,500 lbs) then subsequently guaranteeing that it would effectively operate. Noteworthy is that Dezurik would likely perform valves repairs offsite at their facility in Sartel, MN. AWTF staff eliminated the rebuild option from consideration given the concerns brought forth and instead chose the in-kind replacement. It should be noted that other replacement options outside the current slanting disk style check valve (e.g. swing check, and rubber flapper style check valves). Although these other options had a lower price point that came with implications to operating efficiency caused by pressure drop variations. If approved, the intent would be to immediately procure these valves given the 36-week lead time. A subsequent public bidding process will then occur to contract with a mechanical contractor to install these replacement valves.

RECOMMENDATION:

I am recommending the approval of a sole source purchase of four (4) 18-inch APCO Model 800 slanting disc check valves to Dorner Company for a total cost of \$154,776 with a 2% contingency of \$3,096 to cover shipping costs for a total not to exceed \$157,872.

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

Doerner Company is the only local authorized distributor for this product.

PROPOSED DETAILS

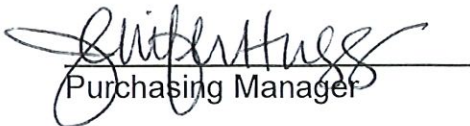
Requesting dept: Water Treatment Facility

Product/service: High Service Pump Check Valves

Vendor name: Dorner Co.

Total cost: \$154,776 with a 2% contingency of \$3,096 not to exceed \$157,872

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

11/7/24
Date



CITY OF APPLETON

Finance Department
100 N Appleton St
Appleton, WI 54911
p: 920-832-6442
f: 920-832-6044
www.appleton.org

TO: Finance Committee

FROM: Jeri Ohman, Finance Director

DATE: November 11, 2024

RE: Request to approve two-year extension of contract with CliftonLarsonAllen LLP to provide annual audit services for the years ended December 31, 2024 and 2025

In response to an RFP issued in July, 2021, a contract was approved by Council on October 6, 2021 to be awarded to CliftonLarsonAllen LLP (CLA) to provide annual audit services to the City for the years ended December 31, 2021, 2022, and 2023. Included in the contract was a provision to extend the contract an additional two years at the willingness of both parties. Based on the professionalism, thoroughness, and efficiency during the audits displayed by staff from CLA over the past three years, I am requesting approval to extend the contract through the 2025 audit. Proposed fees for services were/are as follows:

2021	\$78,540
2022	\$80,100
2023	\$80,900

Extension requested:

2024	\$81,700
2025	\$82,500

Please feel free to contact me at 832-5742 with any questions, or by email at jeri.ohman@appleton.org.



CITY OF APPLETON

MEMORANDUM

Date: 11/11/2024
To: Finance Committee
From: Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Request to approve Change Order No. 1 to contract 42-24 for B-24 Asphalt Paving for additional sidewalk replacement, in the amount of \$69,212.25 resulting in a decrease in contingency from \$50,000 to \$0. Overall contract increases from \$1,407,816.40 to \$1,477,028.65.

The Department of Public Works (DPW) is requesting approval of Change Order No. 1 as an amendment to contract 42-24 for B-24 Asphalt Paving for additional sidewalk replacement, in the amount of \$69,212.25 resulting in a decrease in contingency from \$50,000 to \$0. Overall contract increases from \$1,407,816.40 to \$1,477,028.65.

During construction, DPW identified additional sidewalk requiring replacement due to condition compared to quantities identified in the B-24 bid documents.

Based on B-24 bid prices, the value of the additional requested sidewalk replacement is \$69,212.25, which exceeds the current contract contingency by \$19,212.25. Due to bid positive bid variances within the 17015 Sidewalk Construction account, DPW has sufficient remaining funds within the 17015.6809 account to cover the \$19,212.25.

CONTRACT CHANGE ORDER

Change Order No. 1
 Date 10/29/24

Contract No. 40-24 for the following public work : Unit B-24 Asphalt Paving

between MCC Inc , PO Box 1137, Appleton, WI 54912-1137
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 3/19/2024 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	<u>4240.6809.1</u>	<u>\$155,524.25</u>	<u>\$5,000.00</u>		<u>-\$5,000.00</u>	<u>\$155,524.25</u>	<u>\$0.00</u>
2	<u>4240.6809.2</u>	<u>\$36,020.60</u>	<u>\$5,000.00</u>		<u>-\$5,000.00</u>	<u>\$36,020.60</u>	<u>\$0.00</u>
3	<u>17016.6809.01</u>	<u>\$904,151.95</u>	<u>\$24,000.00</u>		<u>-\$24,000.00</u>	<u>\$904,151.95</u>	<u>\$0.00</u>
4	<u>17015.6809.2</u>	<u>\$166,959.60</u>	<u>\$10,000.00</u>	<u>\$69,212.25</u>	<u>-\$10,000.00</u>	<u>\$236,171.85</u>	<u>\$0.00</u>
5	<u>5230.6809.4</u>	<u>\$121,112.00</u>	<u>\$5,000.00</u>		<u>-\$5,000.00</u>	<u>\$121,112.00</u>	<u>\$0.00</u>
6	<u>5431.6809.3</u>	<u>\$24,048.00</u>	<u>\$1,000.00</u>		<u>-\$1,000.00</u>	<u>\$24,048.00</u>	<u>\$0.00</u>
7						<u>\$0.00</u>	<u>\$0.00</u>
8						<u>\$0.00</u>	<u>\$0.00</u>
9						<u>\$0.00</u>	<u>\$0.00</u>
10						<u>\$0.00</u>	<u>\$0.00</u>
	Total	<u>\$1,407,816.40</u>	<u>\$50,000.00</u>	<u>\$69,212.25</u>	<u>(\$50,000.00)</u>	<u>\$1,477,028.65</u>	<u>\$0.00</u>

Reason for Change: Additional sidewalk needed to be replaced due to condition.

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: 11/11/24

Date approved by Council: 11/20/24

ARPA Funds
as of 09/30/2024

	Budget	Amounts Paid				Obligated *	Total
		2021	2022	2023	2024		Spent/Obligated
COVID-19 Response **	1,747,841.00	75,498.49	893,761.40	440,493.22	-	69,000.00	1,478,753.11
Lost revenue - Parking Utility **	1,744,000.00	-	1,200,000.00	544,000.00	-	-	1,744,000.00
Lead service line replacement	1,000,000.00	-	-	475,103.13	298,193.13	226,703.74	1,000,000.00
Library - broadband access	2,000,000.00	-	-	-	-	2,000,000.00	2,000,000.00
Short-term community partners support	250,000.00	-	249,666.36	-	-	-	249,666.36
Consulting/Administrative support	150,000.00	-	16,745.42	10,065.00	93,731.00	29,458.58	150,000.00
Early Childhood Development	1,500,000.00	-	-	-	-	1,500,000.00	1,500,000.00
Housing Affordability	3,000,000.00	-	-	-	1,200,000.00	1,800,000.00	3,000,000.00
Local Economic Recovery	1,000,000.00	-	-	-	9,317.30	990,682.70	1,000,000.00
Social Infrastructure, Belonging & Neighborhoods	1,000,000.00	-	-	-	500,000.00	500,000.00	1,000,000.00
Community Wellness, Mental Health, & Violence Prevention	1,000,000.00	-	-	-	10,454.69	989,545.31	1,000,000.00
Arts, Culture, & Educational Institution	500,000.00	-	-	-	500,000.00	-	500,000.00
	<u>14,891,841.00</u>	<u>75,498.49</u>	<u>2,360,173.18</u>	<u>1,469,661.35</u>	<u>2,611,696.12</u>	<u>8,105,390.33</u>	<u>14,622,419.47</u>

* Note: Obligated represents projects approved by Council and meeting the definition of Federal ARPA guidelines

** Note: \$244,000 allocated from COVID-19 Response to Lost revenue - Parking Utility, approved by Council Dec. 20, 2023