



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Finance Committee

Monday, May 12, 2025

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

[25-0494](#) 4/21/25 Finance Committee minutes

Attachments: [4-21-25 Finance Comm Mintues.pdf](#)

5. **Public Hearing/Appealances**
6. **Action Items**

[25-0495](#)

Request to approve the following 2024 Budget amendments:

Emergency Shelter Grant

Miscellaneous State Aids	+\$19,500
Other Grant Payments	+\$19,500

to record additional funds received for Emergency Shelter Grant Program (2/3 vote of council required)

Continuum of Care Grant

Miscellaneous State Aids	+\$18,220
Other Grant Payments	+\$18,220

to record additional funds received for Continuum of Care Grant Program (2/3 vote of council required)

Police Grants

Federal Grants	+\$37,353
Miscellaneous State Aids	+\$ 7,311
Miscellaneous Local Gov't Aids	+\$14,835
Overtime wages	+\$28,293
Training/Conferences	+\$ 4,082
Other Misc Supplies	+\$ 8,564
Miscellaneous Equipment	+\$18,560

to record additional funds received for Police Grant (2/3 vote of council required)

Room Tax Fund

Room Taxes	+\$89,114
Other Contracts/Obligations	+\$81,814
Transfer Out - General Fund	+\$ 7,300

to record additional room taxes received (2/3 vote of council required)

Wheel Tax Fund

Wheel Tax	+\$54,449
Transfer Out - General Fund	+\$54,449

to record additional wheel taxes received (2/3 vote of council required)

Health BOTS Grant

Health Grants & Aids	+\$ 2,422
Other Misc Supplies	+\$ 2,422

to record additional funds received for BOTS Grant Program (2/3 vote of council required)

Health Prevention Grant

Health Grants & Aids	+\$ 6,217
Consulting Services	+\$ 6,217

to record additional funds received for Prevention Grant (2/3 vote required)

Health Communicable Disease Grant

Health Grants & Aids	+\$ 5,720
Salaries	+\$ 4,862
Fringe	+\$ 581
Training/Conferences	+\$ 277

to record additional funds received for Communicable Disease Grant Program (2/3 vote of council required)

Public Health Infrastructure Grant

Health Grants & Aids	+\$17,788
Salaries	+\$13,318
Fringe	+\$ 3,573
Training/Conferences	+\$ 897

to records additional funds received for Public Health Infrastructure Grant Program (2/3 vote of council required)

Health Immunization Grant

Health Grants & Aids	+\$ 645
Fringe	+\$ 492
Medical/Lab Supplies	+\$ 153

to record additional funds received for Immunization Grant Program (2/3 vote of council required)

Health COVID-19 Vaccination Grant

Health Grants & Aids	+\$ 750
Other Contracts/Obligations	+\$ 750

to record additional funds received for COVID-19 Vaccination Grant Program (2/3 vote of council required)

Health DHS ARPA Grant

Health Grants & Aids	+\$19,814
Salaries	+\$11,888
Fringe	+\$ 7,926

to record additional funds received for DHS ARPA Grant Program (2/3

vote of council required)

TIF #7

Property Tax	+\$10,702
Other Contracts/Obligations	+\$10,702

to record payment required by developer agreement (2/3 vote of council required)

Facilities Capital Projects

Donations & Memorials	+\$7,950,747
Buildings	+\$7,950,747

to record donations from Friends of Appleton Library for building project (2/3 vote of council required)

Facilities Management

General Charges for Services	+\$92,860
Building Maint/Janitorial	+\$21,442
Building Repairs & Maint	+\$71,418

to record additional costs for janitorial services and building repairs and maintenance (2/3 vote of council required)

General Fund

Salaries/Fringe Benefits-Public Health	+\$ 8,319
Salaries/Fringe Benefits-Human Resources	+\$16,330
Wage Reserve	- \$24,649

to allocate wage reserve funds (2/3 vote of council required)

[25-0514](#)

Request to award project CC-25 Bridge Deck Sealing to Norcon Corporation in the amount of \$144,482.94 with a contingency of \$5,157.06 for an amount not to exceed \$150,000.

Attachments: [CC-25 Award-Funding-Bid Tab.pdf](#)

[25-0515](#)

Request to approve Change Order No. 3 as an amendment to contract 21-24 for H-23 Lightning Drive Extension in the amount of \$115,622.36 with no change to the contingency of \$20,104.82. Overall contract increases from \$1,695,191.12 to \$1,810,813.48.

Attachments: [H-23 Change Order 3 Form.pdf](#)

7. Information Items

- [25-0496](#) Change Order #1 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$29,457 resulting in a decrease in contingency from \$215,119 to \$185,662.

Attachments: [250430_Finance Memo_Phase 2 BFP Change Order 1_Staab_.pdf](#)

- [25-0497](#) Change Order #11 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling \$36,938 resulting in a decrease in contingency from \$557,533 to \$520,595.

Attachments: [250502_Finance Memo_Phase 1 BFP Change Order 11_Staab_.pdf](#)

- [25-0498](#) Request to approve Finance Department reorganization and position reclassifications. (This item appears as an action item on the Human Resources & Information Technology Committee agenda)

Attachments: [Finance Dept Staffing.pdf](#)

[Finance Department draft 050525.pdf](#)

[Customer Service Supervisor Job Description - Final.pdf](#)

[Staff Accountant - Property Tax Specialist Job Description - Final.pdf](#)

- [25-0499](#) Contract 69-24 was awarded to Insituform Technologies for \$383,640.70 with a contingency of \$1,334.73 for Sewer Cleaning & Televising. Payments issued to date total \$299,870.10. Request final payment of \$60,180.73.

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.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes Finance Committee

Monday, April 21, 2025

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 appeared virtually

Present: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

4. Approval of minutes from previous meeting

[25-0411](#)

04/07/25 Finance Committee meeting minutes

Attachments: [Meeting_Minutes040725.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

5. Public Hearing/Appearances

6. Action Items

[25-0416](#)

Elect Vice Chair

Ald. Croatt elected vice-chair (4-0)

[25-0417](#)

Elect Tax Appeals Member

Ald. Hartzheim elected for tax appeal board. (4-0)

[25-0418](#)

Elect CEA Board Member

Ald. Van Zeeland elected to CEA Board (4-0)[25-0419](#)

Set Meeting Time and Date

Meeting will remain 5:30 on Mondays.[25-0420](#)

Designate Contact Person

Director Ohman as designated contact person.[25-0300](#)

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

Attachments: [Not Under Contract 2024-2025 Carryover.pdf](#)
[Special Consideration 2024-2025 Carryover.pdf](#)
[!Comments on proposal for 100k consultant.pdf](#)

*This item was broken further into two actions, the first being:**Motion to deny \$107,625 for sustainability consultant. Approved 3/1.***(\$107,625)****Aldersperson Hartzheim moved, seconded by Croatt to deny the \$107,625 for sustainability consultant. Roll Call. Motion carried by the following vote:****Aye:** 3 - Firkus, Hartzheim and Croatt**Nay:** 1 - Fenton**Excused:** 1 - Van Zeeland*This item was broken further into two actions, the second being:**Motion to approve \$20,006 for City Hall wayfinding signage contingent on future Council approval of the City's portion of project cost. Approved 4/0.***(\$20,006)****Aldersperson Firkus moved, seconded by Aldersperson Hartzheim to approve \$20,006 for City Hall wayfinding signage, with the contingency that there is future Council approval of the City's portion of project cost. Roll Call. Motion carried by the following vote:****Aye:** 4 - Firkus, Hartzheim, Fenton and Croatt**Excused:** 1 - Van Zeeland

[25-0412](#)

Request to award the 2025 Lundgaard Park Pavilion Project contract to Milbach Construction Services Company in the amount of \$804,440 with a contingency of \$46,944 for a project not to exceed \$851,384.

Attachments: [Lundgaard Park Pavilion Project Finance Memo.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-0413](#)

Request to approve additional 2024 - 2025 Budget carryover appropriations for items not under contract in the amount of \$41,800,000. (2/3 vote of Council required)

Attachments: [Not Under Contract 2024-2025 Carryover - Add'l.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-0415](#)

Request to approve Unit BB-25 Contract Award with Weinert Roofing for Roof Replacements at Green and Yellow Ramps in the amount of \$176,860, with a contingency of \$15,000 for a total not-to-exceed contract amount of \$191,860.

Attachments: [BB-25 Award-Funding-Bid Tab.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

[25-0441](#)

Request to establish a reserve fund for ARPA-related obligations.

Attachments: [ARPA Reserve Fund.pdf](#)

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

7. Information Items

8. Adjournment

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

Aye: 4 - Firkus, Hartzheim, Fenton and Croatt

Excused: 1 - Van Zeeland

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: ☒ **Finance Committee**
☐ **Municipal Services Committee**
☐ **Utilities Committee**

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:

Unit CC-25 Bridge Deck Sealing

Be awarded to:

Name: Norcon Corporation

Address: 9102 Progress Way
Schofield, WI 54476

In the amount of : \$144,842.94

With a 3.5 % contingency of : \$5,157.06

For a project total not to exceed : \$150,000.00

**** OR ****

In an amount Not To Exceed : \$0.00

Budget: \$150,000.00

Estimate: \$150,000.00

Committee Date: 05/12/25

Council Date: 05/21/25

CITY OF APPLETON
Contract Funding Form

TO: Finance Department

FROM: Chad Weyenberg - Dept. of Public Works

DATE: 5/12/2025

SUBJECT: Funding for Contract:

CC-25 Bridge Deck Sealing

Unit No. Description

AWARD DATE: 5/21/2025 (Council Date)

AWARD TO: Norcon Corporation

9102 Progress Way

Schofield, WI 54476

Funding for the project will be as follows:

Item No.	Account No.	Account Description	Contract Amount	Contingency	Total Contract
1.	7032.640800.3510	Bridge Maintenance	\$14,484.29	\$515.71	\$15,000.00
2.	5221.640800.	Storm Maintenance	\$130,358.65	\$4,641.35	\$135,000.00
3.					
4.					
		TOTAL	\$144,842.94	\$5,157.06	\$150,000.00

Public Works Date

Finance Department Date

cc: Project File

CC-25 Bridge Deck Sealing (#9622001)
Owner: Appleton WI, City of
Solicitor: Appleton WI, City of
04/21/2025 01:45 PM CDT

Section Title	Line Item	Item Description	UoF	Quantity	Norcon Corporation		Fahrner Asphalt Sealers, LLC		Thunder Road LLC		LUNDA CONSTRUCTION	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
CC-25 BASE BID						\$144,842.94		\$167,459.34		\$179,835.75		\$216,123.75
	1	Traffic Control - Memorial Drive (1)	lump sum	1	\$5,000.00	\$5,000.00	\$3,300.00	\$3,300.00	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00
	2	Traffic Control - Olde Oneida Street Bridges (2, 3, 7c)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$10,000.00	\$10,000.00
	3	Traffic Control - Olde Oneida over Navigational Canal (5)	lump sum	1	\$850.00	\$850.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$7,500.00	\$7,500.00
	4	Traffic Control - Lawe Street over Mill Race/Nav. Canal (9, 10)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
	5	Traffic Control - Banta Court (11)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	6	Traffic Control - College Avenue (12)	lump sum	1	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00
	7	Traffic Control - Pacific Street (13)	lump sum	1	\$650.00	\$650.00	\$3,300.00	\$3,300.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	8	Traffic Control - Prospect Avenue (14)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	9	Traffic Control - Appleton Street (17, 51)	lump sum	1	\$1,200.00	\$1,200.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	10	Traffic Control - French Road (21)	lump sum	1	\$250.00	\$250.00	\$3,300.00	\$3,300.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	11	Traffic Control - Glory Lane (24)	lump sum	1	\$100.00	\$100.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	12	Traffic Control - Glenhurst Lane (28, 29)	lump sum	1	\$350.00	\$350.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	13	Traffic Control - Lighting Drive (30)	lump sum	1	\$400.00	\$400.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	14	Traffic Control - Cherryvale Avenue (31)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	15	Traffic Control - Ashbury Drive (32)	lump sum	1	\$400.00	\$400.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	16	Traffic Control - Providence Avenue (35)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	17	Traffic Control - French Road (36)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	18	Traffic Control - Roemer Road (45)	lump sum	1	\$1,900.00	\$1,900.00	\$2,450.00	\$2,450.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
	19	Crack Grinding	lin.ft.	625	\$1.50	\$937.50	\$5.00	\$3,125.00	\$11.00	\$6,875.00	\$10.00	\$6,250.00
	20	Furnish & Install Crack Filler	gal.	25	\$256.00	\$6,400.00	\$1,025.00	\$25,625.00	\$300.00	\$7,500.00	\$400.00	\$10,000.00
	21	Furnish & Install Joint Sealer	gal.	5	\$265.00	\$1,325.00	\$531.00	\$2,655.00	\$400.00	\$2,000.00	\$750.00	\$3,750.00
	22	Furnish & Install Protective Surface Treatment	sq.yd.	31939.000	\$3.66	\$116,896.74	\$2.90	\$92,623.10	\$4.25	\$135,740.75	\$3.35	\$106,995.65
	23	Furnish & Install Formliner Sealer	sq.ft.	486	\$2.95	\$1,433.70	\$6.34	\$3,081.24	\$20.00	\$9,720.00	\$3.35	\$1,628.10
Base Bid Total:						\$144,842.94		\$167,459.34		\$179,835.75		\$216,123.75

CONTRACT CHANGE ORDER

Change Order No.

3

Date

05/02/25Contract No. 21-24 for the following public work : Unit H-23 Lightning Drive Extension Phase 1between Peters Concrete Company
(Contractor Name)1516 Atkinson Drive, Green Bay, WI 54303
(Contractor Address)and the City of Appleton dated: January 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>5371</u>	<u>\$129,501.00</u>	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$129,501.00</u>	<u>\$10,000.00</u>
2	<u>5431</u>	<u>\$101,223.40</u>	<u>\$6,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$101,223.40</u>	<u>\$6,000.00</u>
3	<u>5230</u>	<u>\$1,092,534.54</u>	<u>\$2,170.00</u>	<u>\$102,170.76</u>	<u>\$0.00</u>	<u>\$1,194,705.30</u>	<u>\$2,170.00</u>
4	<u>4240</u>	<u>\$371,932.18</u>	<u>\$1,934.82</u>	<u>\$13,451.60</u>	<u>\$0.00</u>	<u>\$385,383.78</u>	<u>\$1,934.82</u>
5	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
6	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
7	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
8	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
9	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
10	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
	<u>Total</u>	<u>\$1,695,191.12</u>	<u>\$20,104.82</u>	<u>\$115,622.36</u>	<u>\$0.00</u>	<u>\$1,810,813.48</u>	<u>\$20,104.82</u>

Reason for Change: Delay of bridge construction to 2025, revision of reinforcing steel for bridge abutments, wing wall and deck. (\$36,269.15)
Added stone base at bridge approaches per TC Energy (high pressure gas main) permit conditions received after contract award (\$56,496.16)
Delay of floodplain grading to 2025 due to wet conditions per WDNR (\$22,857.05).

Sufficient funds remain in 2025 Stormwater (5230) and New Subdivision (4240) budgets to cover this, due to positive bid variances resulting from excellent bid prices.

The Contract Time will be increased by this Change Order: (see completion date below) Days

The Date of Completion as of the date of this Change Order therefore is: August 1, 2025Finance Committee Agenda Date: 05/12/25Date approved by Council:



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: April 30, 2025
To: Chairperson Brad Firkus and Members of the Finance Committee
From: Chris Stempa, Utilities Director
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Fund Accounting Manager
Subject: **Finance Committee Information: Approve Change Order #1 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$29,457 resulting in a decrease in contingency from \$215,119 to \$185,662**

BACKGROUND:

On June 24, 2024 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Phase 2 Belt Filter Press Equipment Upgrades Project to Staab Construction in the amount of \$4,627,000 with 4.65% contingency of \$215,119 for a project total not to exceed \$4,842,119. The change order tasks summarized within Table 1 represent 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

Change Order #1 reflects the labor and material costs to install a linear heat detection cable (LHDC) fire protection system which will replace the existing beam smoke detection system that conflicts with the new HVAC ductwork. The LHDC system provides improved coverage within the upper elevations of V-Building and is in close proximity of new ductwork including higher profile belt filter press (BFP) units. The replacement system is also more appropriately suited for use in harsh environments which this equipment would be exposed to when acid cleaning activities occur on the BFPs.

Table 1: Change Order (CO) Summary

CO#	Cost	Description
CO#1	\$29,457	Replace existing beam smoke detector with linear heat wire fire protection system because of conflicts with new HVAC ductwork.

Total \$29,457

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



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: May 2, 2025
To: Chairperson Brad Firkus and Members of the Finance Committee
From: Chris Stempa, Utilities Director
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Fund Accounting Manager
Subject: **Finance Committee Information: Approve Change Order #11 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling \$36,938 resulting in a decrease in contingency from \$557,533 to \$520,595**

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 represent 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 #11

Change Order #11 reflects the labor and material costs to install various modifications to improve BFP operation and safety.

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.
CO#3	\$20,253	Costs for hoist removal, installation of seven lintels to support new HVAC ductwork, demo of waste pipe and flow meter, reclaimed final effluent (RFE) line extension and installation of nine flush connections for new BFP pumps. Deducts provided for the elimination of the 1-inch diameter flush connection copper piping and electrical feeder panel.
CO#4	\$15,629	Demo grinder pump, concrete base, ductile iron pipe, and electrical. Credit (\$1,782) to forgo heater/piping removal in former truck scale room
CO#5	\$36,593	Part 1: Provide additional grating along east side of AHU plus two (2) fall protection beams (\$28,595). Part 2: provide additional grating and railing on east side of Air Handling Unit (\$7,998).

CO#6	\$17,392	Forgo duct pressure test and provide ball valve in lieu of triple duty valve (\$2,070 credit); remove 100 feet deteriorated cast iron drainpipe and replace with PVC (\$6,365); reroute hot water piping in former scale room (\$2,686); provide additional BFP drain pain supports (\$1,563); provide 16 feet of temporary handrail on west side of BFP #3 (\$2,325); add PVC vent to new filtrate drain lines (\$6,523)
CO#7	\$10,145	Eliminate Part 1 of CO5 (-\$28,595 credit); provide additional grating and railing on east side of AHU (\$19,663); provide additional hand rail and checkered plate at BFPs (\$11,344); provide temporary I beam to replace existing platform support (conflict with new conveyor, \$2,001); demo SST Vent Pipe that originates in V-Building Generator Room (\$1,926); add 120VAC power for polymer pumps and VFD's from 2nd Floor Panel L-8. Add ethernet cables between Polymer Pumps and VFD's and Solids Remote I/O Panel. Includes credit for removal of control wire provision between Existing BFP Control Panel and Solids Remote I/O Panel (net total \$1,407); fabricate and install SST guards for top rollers of new BFP's (\$607); and provide additional checkered plate on west end of BFP #5 (\$1,792)
CO#8	\$64,383	Replace failed Non-potable water (NPW) booster pipe (original estimate was \$66,293).
CO#9	\$32,952	Conveyor sensor conductor additions (\$1,135); stainless steel chute extensions (\$1,756); BFP and conveyor equipment annunciator system addition (\$18,768); south removeable concrete wall plank guide replacement (\$11,293).
CO#10	\$20,670	10,000 PSI hydro-blasting filtrate piping from belt filter press floor to filtrate storage tank and new BFP feed line to BFP #3
CO#11	\$36,938	Stainless steel washwater collection pan addition (\$8,240), BFP conveyor modification (\$5,461), wall column steel repairs (\$10,414), non-potable booster pump check valve replacement (\$3,744), BFP alarm annunciator modifications and conveyor integration (\$9,079)
Total		\$238,855

The \$238,855 through Change Order #11 represents 31% of the \$759,450 of approved contingency and 5% of the originally awarded \$5,063,000 contract. Project final completion is anticipated in mid-2025 pending completion of miscellaneous punch list items.

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



CITY OF APPLETON

MEMORANDUM

Date: May 14, 2025
To: Human Resources / IT Committee (Action item)
Finance Committee (Information item)
From: Jeri Ohman, Finance Director
Subject: Request to approve Finance Department reorganization and position reclassifications

The Finance Department is requesting approval to reorganize and reclassify certain positions. Recently, the frontline Account Clerk I positions have seen significant turnover. This turnover has required more time for supervision than in the past. In an attempt to relieve workload pressures of the supervisor, I am requesting to redistribute tasks between two positions, currently the Customer Service Accounting Supervisor and the Property Tax Specialist.

The Customer Service Accounting Supervisor will become the Customer Service Supervisor. The main changes will include a reduction of staff supervised from four to three and a shift in duties that are more flexible allowing time to focus on daily staffing needs. This position will decrease from pay grade 9 to grade 8.

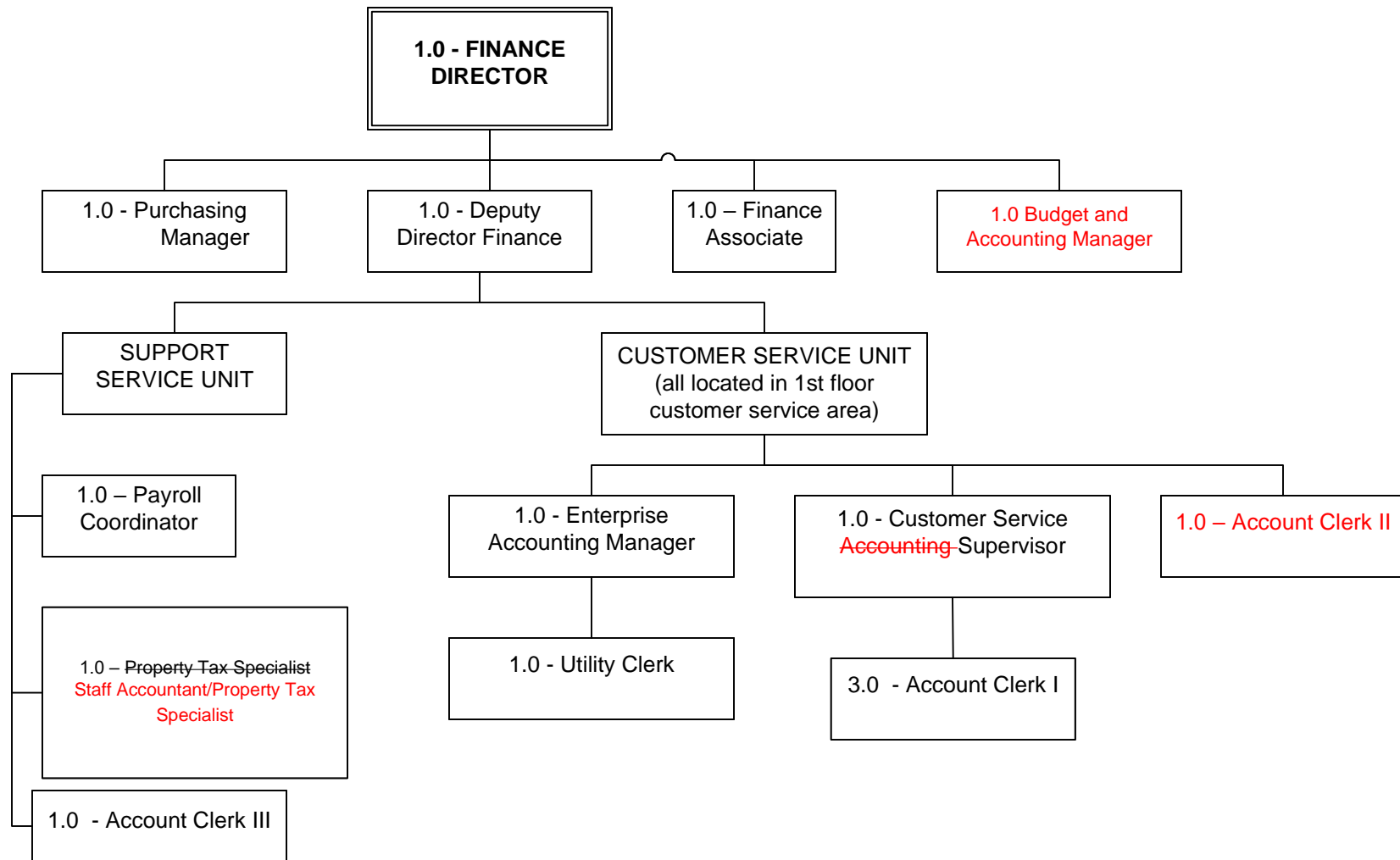
The Property Tax Specialist will become the Staff Accountant / Property Tax Specialist. This position will include more critically timed accounting functions that are difficult to manage during extended periods of staffing needs. This position will increase from pay grade 6 to grade 7.

The above changes in pay grades will continue to remain within the current salary and fringe budget of the department.

In addition to the above changes in responsibilities, the Table of Organization for the department will include the following changes:

- Supervision of the Account Clerk II from the Customer Service Supervisor to the Deputy Director of Finance.
- Supervision of the Budget & Accounting Manager from the Deputy Director of Finance to the Finance Director.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions.



Draft May 5, 2025

Customer Service Supervisor

Grade 8

Position Summary:

This is a supervisory position responsible for financial reporting, account analysis, and daily operations of the Finance Department Customer Service Area. Work involves performing accounting, supervising customer service, and assisting in financial administration. Work is performed under the general supervision of the Deputy Director of Finance and reviewed in a general manner on the basis of results obtained.

Job Functions:

Essential Job Functions:

- Manages customer service clerical staff including prioritizing projects, maintaining changes in work schedule, training staff and scheduling for absences and/or peak periods.
- Coordinates and supervises City tax collections, utility bills, and other receipts.
- Resolves customer complaints.
- Processes accounts receivable invoices and monitors collections.
- Initiates and monitors the collection procedures for NSF checks and delinquent accounts.
- Oversees collection of monthly mobile home fees.
- Monitors and processes bankruptcies for accounts held by the Finance Department.
- Performs accounting for Business Improvement District (BID).
- Performs periodic internal audits of cash collection areas throughout City facilities. Ensures that reported cash balances are correct and proper internal controls are in place and being followed. Report results of audits to the appropriate management personnel.
- Compiles quarterly billings for City departments and prepares summary journal entry to recognize applicable expenses in the department's budgets.
- Monitors automated independent subsystems (cash receipting, general ledger, internet) to assure data is accurate.
- Coordinates and/or assists in financial projects.
- Assists in the preparation of the annual City Budget.

- Develops spreadsheet applications to meet audit requirements and management analysis.
- Maintains regular punctual and predictable attendance, works extra hours as required.

Other Job Functions:

- Prepares letters, reports, tables and other correspondence from copy or hand written materials, rough drafts, verbal instructions and independent composition.
- Other duties as assigned.

Requirements of Work

Bachelor's degree in Accounting, Business or related field, three to five years business setting experience preferably in municipal government, one to three years supervisory experience, or equivalent combination of education. Experience and training which provides the following knowledge, abilities and skills:

- Ability to effectively supervise and manage staff.
- Ability to work independently with a high degree of initiative and self-motivation requiring planning, scheduling, coordination of tasks/resources and problem solving.
- Ability to coordinate and handle a variety of programs and activities within the time frame required.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Thorough knowledge of collection policies and procedures.
- Thorough knowledge of cash handling, receipting and reconciling procedures.
- Ability to work accurately under pressure and meet deadlines.
- Ability to communicate effectively, orally and in writing with people at various levels both within and outside the organization.
- Ability to maintain confidentiality of sensitive materials, records and conversations.
- Knowledge of principles and practices of accounting, budgeting and finance in municipalities.
- Ability to maintain financial records and accounts.
- Ability to prepare financial reports.
- Ability to assist in various aspects of budget preparation.

- Proficient in Microsoft Excel, Microsoft Word and Accounting software programs.
- Ability to stand or sit for prolonged time period.
- Ability to work at a computer for sustained periods of time.
- Ability to sustain prolonged visual concentration.
- Ability to bend, reach and lift up to 25 pounds.

Staff Accountant / Property Tax Specialist

Grade 7

Position Summary:

The Property Tax Specialist / Staff Accountant is a full-time benefited position located in the Finance Department. Responsibilities include financial reporting, account analysis, banking relations, and daily operations of the department. Work requires the exercise of initiative, independent judgment, and discretion with responsibility for finality of action. Work is performed under general supervision of the Deputy Director of Finance and reviewed in a general manner on the basis of results obtained.

Job Functions:

Essential Job Functions:

- Oversees the real estate tax file, which includes coordinating the collection process, analyzing and reconciling taxes, making adjustments, initiating refunds, sending delinquent notices, reconciling with the County records, etc.
- Oversees the special assessment file which includes creating bills and reconciling reports on billings, payments and cancelations, preparing accounting reports, preparing the file for the tax roll, etc.
- Analyzes the Accounts Receivable general ledger, reconciles certain ledger accounts on a regular basis and prepares monthly reports.
- Assists in managing general ledger, including preparing journal entries and reconciling accounts.
- Maintains working relationship with City's financial institutions; follows up with bank on returned items, ACH transactions, check copies, stop payments and other items. Reviews monthly bank statements for unusual or nonrecurring items and follows up appropriately.
- Reviews investment statements and reconciles balances to the general ledger on a monthly basis. Prepares necessary journal entries to record investment income and accruals.
- Performs accounting for the golf course enterprise fund.
- Monitors automated independent subsystems (cash receipting, general ledger, internet) to assure data is accurate.

- Monitors the receipt of on-line payments and ensures that they are properly recorded in the general ledger. Follow up as appropriate on errors or unusual items.
- Compiles debt service payment information for City and reconciles and submits debt services payments to DTC.
- Coordinates and/or assists in financial projects.
- Assists in the preparation of the annual City Budget.
- Assists in the preparation of the Department of Revenue Annual Financial Report Form.
- Develops spreadsheet applications to meet audit requirements and management analysis.
- Responds to customer questions and complaints regarding property taxes, special assessments, general bills and other related items.
- Provides back-up/relief for the Customer Service Account Clerk I position.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

Other Job Functions

- Prepares letters, reports, tables and other correspondence from copy or hand written materials, rough drafts, verbal instructions and independent composition.
- Acts as a back-up for a number of Finance Department functions.
- Other duties as assigned.

Requirements of Work

Bachelor's degree in Accounting or related field, three to five years accounting experience preferably in municipal government, or equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Thorough knowledge of City and State property tax collection regulations, policies and procedures.
- Thorough knowledge of City and State special assessment regulations, policies and procedures.

- Ability to make minor decisions in accordance with laws, policies and regulations and to apply these to work problems.
- Thorough knowledge of cash handling, receipting and reconciling procedures.
- Proficient in Microsoft Excel, Microsoft Word and Accounting software programs.
- Ability to work independently with a high degree of initiative and self-motivation requiring planning, scheduling, coordination of tasks/resources and problem solving.
- Ability to work accurately under pressure and meet deadlines.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Knowledge of principles and practices of accounting, budgeting and finance in municipalities, governmental accounting standards and generally accepted accounting principles.
- Ability to stay focused on work assignments while being interrupted to answer telephone calls and assist with walk-in customers.
- Ability to maintain financial records and accounts.
- Ability to prepare financial reports.
- Ability to assist in various aspects of budget preparation.
- Ability to communicate effectively, orally and in writing with people at various levels both within and outside the organization.
- Ability to maintain confidentiality of sensitive materials, records and conversations.
- Ability to sustain prolonged visual concentration.
- Ability to stand or sit for prolonged periods of time.
- Ability to work at a computer for sustained periods of time.
- Ability to bend, reach and lift up to 25 pounds.