



City of Appleton

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

Meeting Minutes Finance Committee

Monday, July 24, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm.

2. Roll call of membership

Present: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

3. Approval of minutes from previous meeting

[17-1143](#)

Finance Committee meeting minutes from July 10, 2017

Attachments: [MeetingMinutes10-Jul-2017-12-19-33.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Baranowski, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

4. **Public Hearings/Appearances**

5. **Action Items**

[17-1144](#)

Request approval of the following 2017 Budget Adjustment:

Water Utility Fund Balance	- \$55,000
Distribution Operations & Maintenance	+\$55,000

to provide funding for additional permanent patch locations associated with water main breaks, lead service and curb box replacements.

Attachments: [Water Main Break Patches.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[17-1145](#)

Request approval of Contract Amendment/Change Order No. 1 to contract 39-17 for Unit E-17 Miscellaneous Concrete & Street Excavation Repairs to increase for additional street patches from previous years' water main breaks, lead service line replacements, curb box repairs and valve repairs in the amount of \$55,000.00 resulting in no change to contingency. Overall contract increased from \$530,676.25 to \$585,676.25. NOTE: This contract amendment is contingent upon approval of a \$55,000 Budget Adjustment which is a separate action item on this Committee Agenda.

Attachments: [Unit E-17 Contract Amendment-Change Order No.1.pdf](#)

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

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[17-1146](#)

Request approval of Contract Amendment/Change Order No. 3 to contract 9-17 for Unit U-17 Sewer and Water Reconstruction No.2 to increase for an additional 25 L.F. of 42" water main reconstruction in the amount of \$27,500.00 resulting in no change to contingency. Overall contract increased from \$2,480,984.92 to \$2,508,484.92.

Attachments: [Unit U-17 Contract Amendment-Change Order No.3.pdf](#)

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

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[17-1147](#)

Request for approval to deed City owned land between Ballard Road and Smoketree Pass (Tax Key 1-8303-11) to the two abutting property owners at 6433 N. and 6505 N. Smoketree Pass.

Attachments: [Request to deed City owned Parcel 1-8303-11.pdf](#)

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

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[17-1151](#)

Request to award the 2017 Wastewater Lighting upgrades project to VOE Power and Systems, LLC in the amount of \$41,740 with a contingency of \$10,000 for a project total not to exceed \$51,740.

Attachments: [2017 Wastewater Lighting Upgrades.pdf](#)

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

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[17-1152](#)

Request to award the 2017 MSB Fire Alarm project to VOE Power and Systems, LLC in the amount of \$68,177 with a contingency of \$10,000 for a project total not to exceed \$78,177.

Attachments: [2017 MSB Fire Alarm.pdf](#)

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

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[17-792](#)

Resolution introduced by Alderpersons Martin, Croatt and Plank at the May 17, 2017 Common Council meeting related to the City Attorney responsibilities:

Resolution #12-R-17 Martin/Croatt/Plank

Whereas, the City Attorney is elected by the voters of Appleton,

And whereas, it is the responsibility of the City Attorney to uphold the constitution of the State of Wisconsin when performing duties of the job he/she is elected to,

And whereas, it is the duty of the Council and Mayor, also elected by the voters, to ensure that the citizens have the legal representation of the Attorney's office in all matters concerning the city,

And whereas, it is critical that the City Attorney be in a work environment that enables and prioritizes that responsibility,

And whereas, State Statute 62.09 (12) states that, "The attorney shall conduct all the law business in which the city is interested",

Therefore be it resolved, the Finance Committee, of which has jurisdiction over the Attorney's office, be charged with creating a policy that reaffirms the City Attorney conducts all legal work when discussing, negotiating, and drafting all agreements and law business the city is a party to, unless special counsel has been retained in circumstances that comply with city policy or State Statute.

Attachments: [Agreement Development Policy - Revised 06-06-2017.pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

6. Information Items

[17-1148](#) Approve Contract Change Order No. 1 to contract 56-16 for Unit Z-16 Sewer and Water Reconstruction No.2 to increase for an additional sanitary sewer construction quantities in the amount of \$2,100.00 resulting in a decrease to contingency from \$34,000.00 to \$31,900.00. No change to overall contract amount.

Attachments: [Unit Z-16 Contract Change Order No.1.pdf](#)

This Presentation was received and filed

[17-1149](#) Discuss proposed changes to Special Assessment Policy for 2018 and Alderperson Sieber's Resolution 1-R-17.

Attachments: [2018 Assessment Policy - 2018 - Draft 06.28.17.pdf](#)

This Presentation was received and filed

[17-1150](#) Contract 71-16 was awarded to Lee Recreation, LLC for the 2016 Erb Park Playground Equipment project in the amount of \$145,000. Request to issue the final contract payment of \$145,000.

Attachments: [2016 Erb Playground Final Payment.pdf](#)

This Presentation was received and filed

[17-1153](#) 2017 Finance Mid-Year Report

Attachments: [2017 Finance mid-year report.pdf](#)

This Presentation was received and filed

[17-1154](#) 2017 Legal Services Mid-Year Report

Attachments: [2017 Legal Services Mid-Year Report.pdf](#)

This Presentation was received and filed

[17-1155](#) 2017 Parks, Recreation and Facilities Management Mid-Year Report

Attachments: [2017 PRFM Mid Year Report.pdf](#)

This Presentation was received and filed

[17-1157](#)

2017 Risk Management Mid-Year Report

Attachments: [2017 Risk Mid Year Report.pdf](#)

This Presentation was received and filed

7. Adjournment

A motion was made by Alderperson Baranowski, seconded by Alderperson Croatt, that this meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski