



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, March 11, 2019

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-0346](#) Finance Committee minutes from February 25, 2019 meeting

Attachments: [MeetingMinutes25-Feb-2019-09-39-46.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-0347](#) Request to approve Relocation Order for Construction of Oneida Street, south of Lawrence Street, a stairway to Rocky Bleier Run, assess to the public parking ramp and necessary retaining walls

Attachments: [Oneida \(Pfefferle-Hoffman\) - Relocation Order.pdf](#)

[19-0349](#) Request for City of Appleton to waive the sidewalk special assessment for 1225 W Cedar Street in exchange for dedication of 752 SF of property needed for future maintenance, and to install a sheet pile retaining wall for the construction of the sidewalk / multi-purpose sidepath

Attachments: [Cedar St sidewalk sp assessment.pdf](#)

[19-0352](#)

Request to approve the following 2018 Budget adjustments:

Housing Rehabilitation Grant

Project Repayment Revenue	+ \$ 53,900
Federal Grants	+ \$ 76,000
Fund Balance	- \$ 42,511
Grant Expenses	+ \$172,411

to record additional project repayments and grant funds awarded in 2018 and related expenditures (2/3 of Common Council required for approval)

Police Grants Fund

State Grants	+ \$60,660
Local Aid	+ \$10,000
Grant Expenses	+ \$70,660

to record additional local and state grant revenue and related expenditures (2/3 of Common Council required for approval)

General Fund- Fire Department

State Aids	+ \$70,000
Salaries	+ \$70,000

to record additional State reimbursement for overtime incurred in training exercises (2/3 of Common Council required for approval)

General Fund

Salaries/Fringe Benefits - Police Department	+ \$97,000
Salaries/Fringe Benefits - Mayors Office	+ \$ 1,100
Wage Reserve	- \$98,100

to allocate wage reserve funds (2/3 of Common Council required for approval)

Attachments: [Finance Committee - 2018 Final Budget adjustments .pdf](#)

6. Information Items[19-0350](#)

Director's Reports:

Finance

- Tyler Munis ERP Project
- Staffing
- 2018 Audit

[19-0351](#)

The following 2018 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

Health - Prevention Grant

State Grant	+\$10,250
Miscellaneous Supplies	+\$10,250

to record additional grant funds received

TIF 3 Special Revenue Fund

Audit Expense	+\$53
Fund Balance	- \$53

to record additional audit expenses incurred in excess of budget

TIF 10 Capital Projects Fund

Audit Expense	+\$53
Fund Balance	- \$53

to record additional audit expenses incurred in excess of budget

[19-0358](#)

Contract 75-17 was awarded to August Winter & Sons for \$398,575 with a contingency of \$59,786 for Iron Salt Rehab. Change orders were approved totaling \$23,795. Final contract amount is \$422,370 with a contingency of \$35,991. Payments issued to date total \$411,810.75. Request final payment of \$10,559.25

7. 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 Tony Saucerman at (920) 832-6440.



City of Appleton

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

Meeting Minutes Finance Committee

Monday, February 25, 2019

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

[19-0266](#)

Finance Committee minutes from February 11, 2019

Attachments: [MeetingMinutes11-Feb-2019-10-10-20.pdf](#)

Alderperson Baranowski moved, seconded by Alderperson Siebers, 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/Apearances

5. Action Items

[19-0106](#)

Resolution #15-R-18

Attachments: [#15-R-18 Truancy.pdf](#)
[Council Memo-re- Resolution 15-R-18.pdf](#)

Alderperson Baranowski moved, seconded by Alderperson Plank, that the Report Action Item be received and filed. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Plank, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

Nay: 1 - Alderperson Lobner

[19-0267](#)

Request to award Unit B-19 Asphalt Paving to Vinton Construction in the amount of \$1,459,946 with a 5% contingency of \$73,000 for a project total not to exceed \$1,532,946

Attachments: [Award of Contract Unit B-19.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

[19-0268](#)

Request to award Unit X-19 Prospect Avenue Sewer & Water Reconstruction to Dorner, Inc in the amount of \$2,546,184 with a 2.8% contingency of \$72,057 for a project total not to exceed \$2,618,241

Attachments: [Award of Contract Unit X-19.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

[19-0269](#)

Request to approve rescission or refund of personal property taxes

Attachments: [PP tax rescissions for Finance Committee 02-19-19.pdf](#)

Aldersperson Croatt moved, seconded by Aldersperson Siebers, 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

[19-0270](#)

Request to award the WWTP Entrance Road and Gate Upgrades project contract to Sommers Construction Co, Inc in the amount of \$326,917 with a contingency of 12% for a project total not to exceed \$366,147

Attachments: [WWTP Entrance Road and Gate.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

[19-0275](#)

Request to approve purchase of equipment for the Fox Cities Exhibition Center and approve the following related 2018 Budget adjustment:

Community Development Capital Projects Fund

Equipment	+\$75,000
Fund Balance	- \$75,000

to fund the purchase of equipment for the Fox Cities Exhibition Center

Attachments: [Memo Re FFE for the FCEC.pdf](#)
 [Critical needs for the FCEC in order of urgency.pdf](#)
 [FCEC Fully Executed MA.pdf](#)

Amended to 'City of Appleton to purchase equipment'

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

Aye: 3 - Aldersperson Plank, Aldersperson Lobner and Aldersperson Croatt

Nay: 1 - Aldersperson Baranowski

Abstained: 1 - Aldersperson Siebers

[19-0271](#)

Request to approve the Relocation Order for the Bluff Site parking ramp tie backs

Attachments: [Mosaic - Relocation Order.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

[19-0273](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the investment of public funds concerning the Fox Cities Exhibition Center invoices; and for the investment of public funds concerning Bluff Site Development and Property Transfer then reconvene into open session.

Aldersperson Plank moved, seconded by Aldersperson Croatt, to convene in Closed Session at 6:53pm. Roll Call. Motion carried by the following vote:

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

Alderson Baranowski moved, seconded by Alderson Siebers, to rise and report, returning into open session at 7:55pm. Upon vote, motion carried unanimously.

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

[19-0272](#)

Request to approve payment of outstanding vonBriesen invoices

Amended to pay outstanding invoices totaling \$80,000 to von Briesen and funds to come from Community & Economic Development Capital Projects Fund

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

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

6. Information Items

[19-0276](#)

The following 2019 Budget adjustment were approved by the Mayor and Finance Director in accordance with Policy:

Police Grant Fund

State Aid	+\$1,100
Supplies	+\$1,100

to record grant received from the WI Department of Agriculture to purchase supplies for the sorting and disposal of pill bottles placed in the department's drop box

This Presentation was presented

7. Adjournment

Alderson Baranowski moved, seconded by Alderson Siebers, that the meeting be adjourned at 8:00pm. Roll Call. Motion carried by the following vote:

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

RELOCATION ORDER

The City of Appleton, Outagamie/Calumet/Winnebago Counties, Wisconsin, by its Common Council and for its Relocation Order hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with subsection 32.05(1), Wisconsin Statutes, for the purpose of the within-described public improvement project and it is also a determination of necessity for that project in accordance with subsection 32.07(2), Wisconsin Statutes;
2. That the City of Appleton hereby determines that it is necessary and of public purpose to construct Oneida Street south of Lawrence Street, a stairway to Rocky Bleier Run, access to the public parking ramp and necessary retaining walls in or near the city of Appleton, Wisconsin.
3. That said roadway, stairway and retaining walls will be built within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "A" and is incorporated herein;
4. That the legal description for the acquisition area necessary for this construction is contained in Exhibit "B" under the heading "Legal Description for Acquisition," which is also incorporated herein;
5. That the City of Appleton will acquiring a fee simple interest in the area described in the "Legal Description for Acquisition" contained in Exhibit "B" from the present owner.

Record and return to:

City of Appleton – City Attorney’s Office
100 North Appleton Street
Appleton, WI 54911-4799

Part of Tax Key Nos. 31-2-0156-00, 31-2-0793-00,
31-2-0144-00

Passed and approved this _____ day of _____, 2019.

I hereby certify that on this _____ day of _____, 2019, that the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the Common Council for the City of Appleton, Wisconsin.

City of Appleton

ATTEST:

APPROVED:

Kami Lynch, City Clerk

Timothy M. Hanna, Mayor

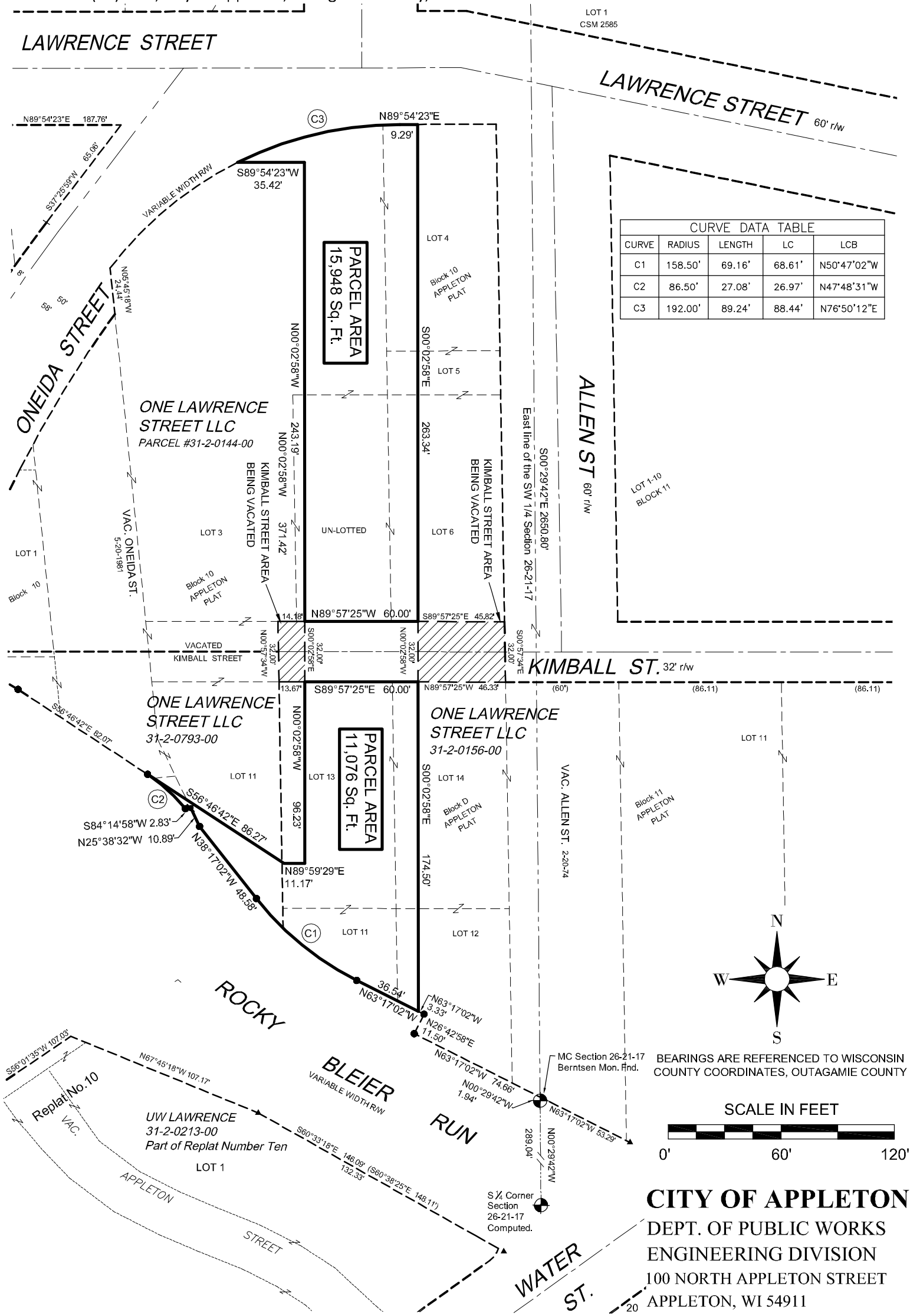
Subscribed and sworn to before me
this ____ day of _____, 2019.

Printed Name: _____
Notary Public, State of Wisconsin
My commission is/expires: _____

This instrument was drafted by:
James P. Walsh, Appleton City Attorney
City Law: A19-0160

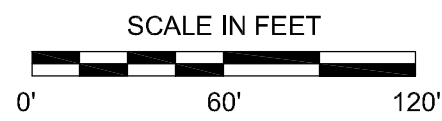
EXHIBIT "A"

A part of Lot Three (3), Four (4), Five (5), Six (6) and the Un-Lotted Area, in Block Ten (10) and a part of Lot Eleven (11), Twelve (12), Thirteen (13), and Fourteen (14), in Block D and a part of vacated Oneida Street lying between said Blocks Ten (10) and Block D, **SECOND WARD PLAT (AKA APPLETON PLAT)**, according to the recorded Assessor's Plat of the City of Appleton, all being located in the SE ¼ of the SW ¼ of Section Twenty-Six (26), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin



CURVE DATA TABLE				
CURVE	RADIUS	LENGTH	LC	LCB
C1	158.50'	69.16'	68.61'	N50°47'02"W
C2	86.50'	27.08'	26.97'	N47°48'31"W
C3	192.00'	89.24'	88.44'	N76°50'12"E

BEARINGS ARE REFERENCED TO WISCONSIN COUNTY COORDINATES, OUTAGAMIE COUNTY



CITY OF APPLETON
 DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911
 920-832-6474

DRAFTED BY: T. KROMM
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EXHIBIT B

Legal Description for Acquisition One Lawrence Street, LLC

TAX PARCEL: 31-2-0156-00, 31-2-0793-00 and 31-2-0144-00

Owner: One Lawrence Street, LLC, a Wisconsin limited liability company

Fee Interest: 27,024 total Sq. Ft. of new right-of-way

A portion of land for street right way, containing 27,024 square feet of land and being all those lands of the owner within the following described area:

A part of Lot Three (3), Four (4), Five (5), Six (6) and the Un-Lotted Area, in Block Ten (10) and a part of Lot Eleven (11), Twelve (12), Thirteen (13) and Fourteen (14), in Block D and a part of vacated Oneida Street lying between said Blocks Ten (10) and Block D, **SECOND WARD PLAT (AKA APPLETON PLAT)**, according to the recorded Assessor's Plat of the City of Appleton, all being located in the SE ¼ of the SW ¼ of Section Twenty-Six (26), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin and being further described by:

Commencing at the South ¼ corner of said Section 26;

Thence North 00°29'42" West 289.04 feet along the East line of the SW ¼ of said Section 26 to a Meander corner of said South ¼ corner;

Thence continue North 00°29'42" West 1.94 feet along the East line of the SW ¼ of said Section 26 to the Northeasterly line of Rocky Bleier Run;

Thence North 63°17'02" West 74.66 feet coincident with the Northeasterly line of Rocky Bleier Run;

Thence North 26°42'58" East 11.50 feet coincident with the Northeasterly line of Rocky Bleier Run;

Thence North 63°17'02" West 3.33 feet coincident with the Northeasterly line of Rocky Bleier Run to the **point of beginning**;

Thence continue North 63°17'02" West 36.54 feet coincident with the Northeasterly line of Rocky Bleier Run;

Thence Northwesterly 69.16 feet along the arc of a curve to the right having a radius of 158.50 feet and the chord of which bears North 50°47'02" West 68.61 feet and being coincident with the Northeasterly line of Rocky Bleier Run;

Thence North 38°17'02" West 48.58 feet coincident with the Northeasterly line of Rocky Bleier Run;

Thence North 25°38'32" West 10.89 feet coincident with the Northeasterly line of Rocky Bleier Run;

Thence South 84°14'58" West 2.83 feet coincident with the Northerly line of Rocky Bleier Run;

Thence Northwesterly 27.08 feet along the arc of a curve to the left having a radius of 86.50 feet and the chord of which bears North 47°48'31" West 26.97 feet and being coincident with the Northeasterly line of Rocky Bleier Run;

Thence South 56°46'42" East 86.27 feet;

Thence North 89°59'29" East 11.17 feet;

Thence North 00°02'58" West 371.42 feet;

Thence South 89°54'23" West 35.42 feet to the Southeasterly line of Oneida Street per Document Number 847947 of the Outagamie County Registers Office;

Thence Northeasterly 89.24 feet along the arc of a curve to the right having a radius of 192.00 feet and the chord of which bears North 76°50'12" East 88.44 feet and being coincident with the Southeasterly line of Oneida Street per Document Number 847947 of the Outagamie County Registers Office to the South line of Lawrence Street;

Thence North $89^{\circ}54'23''$ East 9.29 feet coincident with the South line of Lawrence Street;
Thence South $00^{\circ}02'58''$ East 263.34 feet to the North line of Kimball Street;
Thence North $89^{\circ}57'25''$ West 60.00 feet coincident with the North line of Kimball Street;
Thence South $00^{\circ}02'58''$ East 32.00 feet to the South line of Kimball Street;
Thence South $89^{\circ}57'25''$ East 60.00 feet coincident with the South line of Kimball Street;
Thence South $00^{\circ}02'58''$ East 174.50 feet to the **point of beginning**.
Part of Tax Parcel No. 31-2-0156-00, 31-2-0793-00 and 31-2-0144-00
SEE ALSO ATTACHED EXHIBIT "A"



MEMO

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: March 11, 2019

SUBJECT: Request for City of Appleton to waive the sidewalk special assessment for 1225 W. Cedar Street in exchange for dedication of 752 SF of property needed for future maintenance, and to install a sheet pile retaining wall for the construction of the sidewalk/multi-purpose sidepath.

The City's 2019 Budget includes construction of a wide sidewalk/multi-purpose sidepath along the south side of Cedar Street as shown on the attached drawing. This sidewalk segment will connect the Lutz Park trail to the Alicia Park trail. In order to construct this sidewalk/multi-purpose sidepath we need additional right-of-way of 752 square feet and a TLE of 295 square feet from the property owner, Walter Rugland at 1225 W. Cedar Street. Included in this square footage is an area that now places the steel bin retaining wall from 1976 inside of city right of way. Currently about half of the retaining wall is located on private property making maintenance difficult. This waiver will also allow the City to maintain the wall without having to access private property. Tim Smith from the Assessor's Office valued the property needed at \$2,166 (see attached letter).

The Rugland's have generously offered to donate the property contingent upon the following:

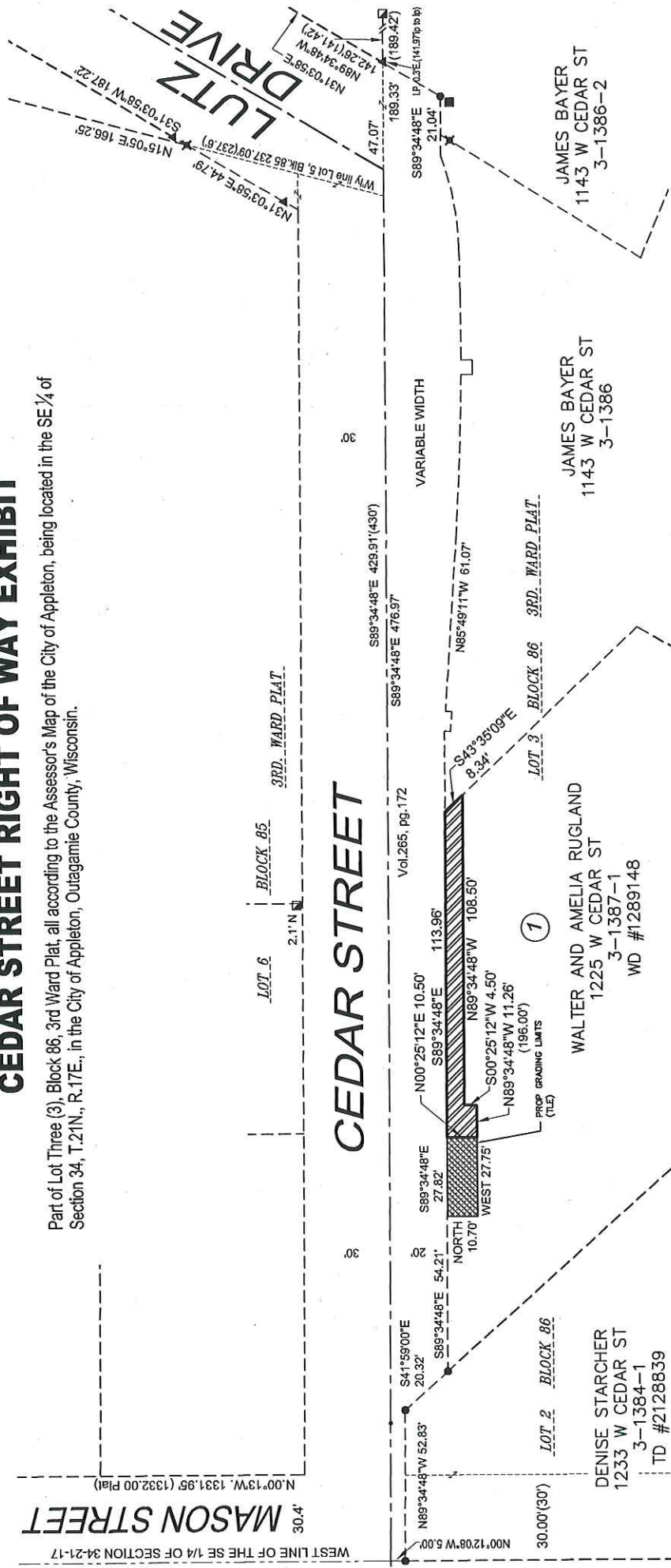
- The special assessment for the sidewalk/multi-use sidepath be waived (estimated at \$4,576)

City staff supports the request to waive the sidewalk special assessment in order to construct this key bike/pedestrian connection through this neighborhood. If approved, the Attorney's Office will draft the appropriate land transfer documents accordingly.

Attachments

CEDAR STREET RIGHT OF WAY EXHIBIT

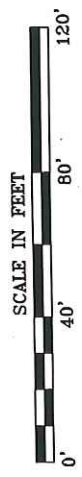
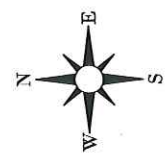
Part of Lot Three (3) Block 86, 3rd Ward Plat, all according to the Assessor's Map of the City of Appleton, being located in the SE 1/4 of Section 34, T.21N., R.17E., in the City of Appleton, Outagamie County, Wisconsin.



- LEGEND**
- = 3/4" Iron Rebar, 24" long, Weighing 1.5 lbs./ft. Set
 - = 2" O.D. Iron Pipe Found
 - ▲ = 1.3" O.D. Iron Pipe Found
 - × = Chisel "X" Set
 - = Railroad Spike Found
 - ⊕ = 3/4" Iron Rebar Found
 - ⊙ = Government Corner
 - ⊗ = 1 1/4" Iron Rebar Found
 - () = Measurements of Record
 - ▨ = Acquisition (Fee) Area

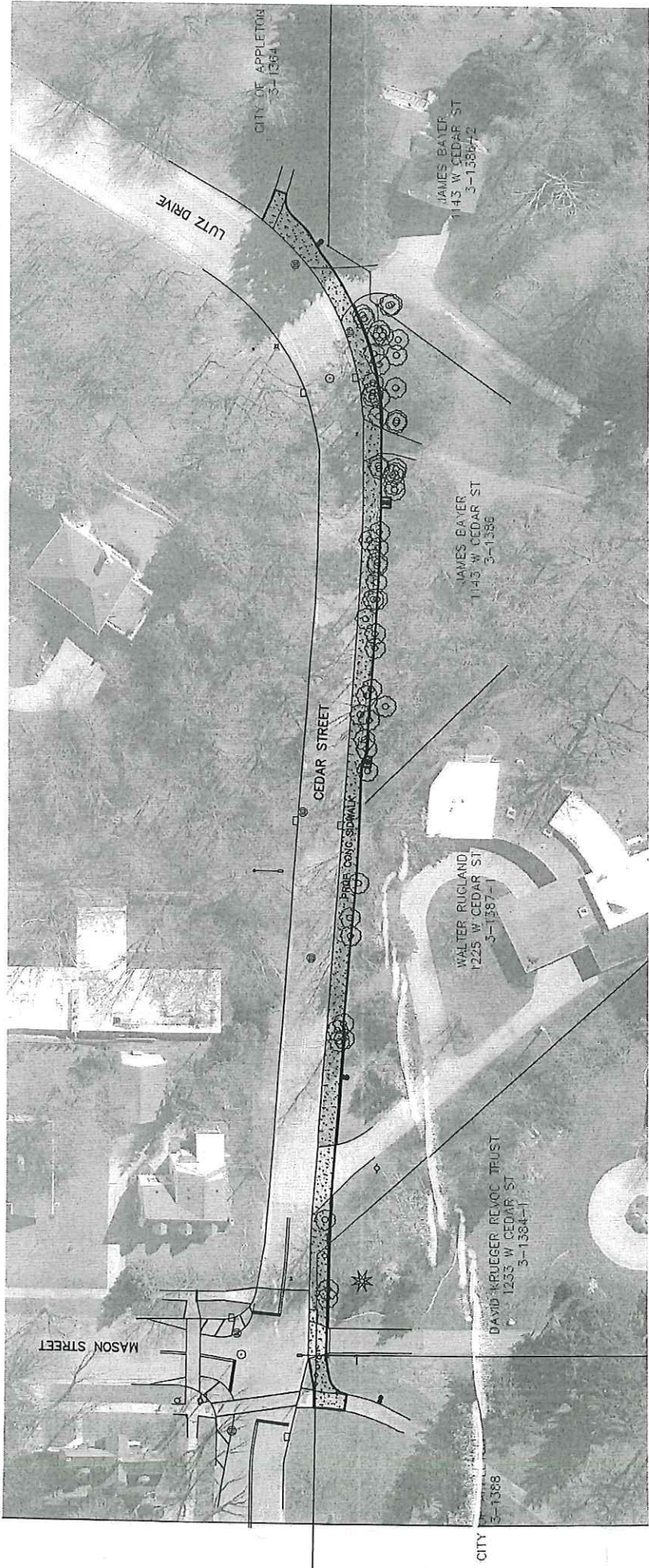
SCHEDULE OF LAND AND INTERESTS REQUIRED

PARCEL NO.	SHEET NO.	OWNER	INTEREST	NEW AREA	EXISTING	REMAINING
1	1	WALTER AND AMELIA RUGLAND	FEE	752 SQ. FT.	26,785 MIL SQ. FT.	26,033 MIL SQ. FT.
1	1	WALTER AND AMELIA RUGLAND	T/E	295 SQ. FT.	N/A	N/A



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, OUTAGAMIE COUNTY, NORTH LINE OF THE SE 1/4 OF SECTION 34-21-17 RECORDED AS 1885704W. H:\Asst\Ward\2019\Cedar_Street_0225_2019

CITY OF APPLETON
 DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911
 920-832-6474 DRAFTED BY: T. KROMM



TO: Chad Weyenberg

FROM: Tim Smith

DATE: March 1, 2019

RE: 1225 West Cedar Street

In 2019 the Assessor's Office will be completing a citywide re-evaluation and adjusting values, including land to 100% of market value. The subjects' land value along with all the residential properties in the city have already been reviewed and adjusted to market value. The property at 1225 W Cedar is irregular in shape and consists of 26,785 square feet of land. The proposed land assessment for 2019 is \$75,000 or \$2.80 a square foot. If 752 square feet was taken from 1225 West Cedar Street we would adjust the assessment down by $752 \times \$2.80$ or \$2100 (rounded).

The estimated value of a TLE consisting of 295 square feet, for a period of one year, with a rate of return of 8% is as follows.

$295 \times \$2.80 = \826

$\$826 \times 0.08 = \66 (rounded)

TLE: \$66

Land taken: \$2100

Total: \$2166

If you have any questions, feel free to contact me.

Tim Smith

City of Appleton

Assessor Office

920-832-5850



"...meeting community needs...enhancing quality of life."

TO: Finance Committee

FROM: Tony Saucerman, Finance Director

DATE: March 8, 2019

RE: Request approval of final 2018 Budget adjustments

In closing out 2018, the following funds showed expenditures in excess of budget. I am requesting budget adjustments to bring them back into compliance. All adjustments are fully fundable by revenues or fund balance within the respective funds.

Homeowner Rehabilitation Loan Program Fund

The Housing Rehabilitation Grant program is a revolving loan program that provides LMI homeowners loans to rehabilitate their homes. Funding is provided by a combination of grant funds and repayments of past home improvement loans made through the program. At the time of budget preparation, the amount of this funding for the upcoming year is not certain, so an estimate is made. In 2018, the actual amounts received from both sources were higher than originally budgeted and, along with accumulated fund balance, were used to pay additional program expenses. The requested budget adjustment records the additional revenue and program expenses as well as the use of fund balance.

Police Grants Fund

The Police Department was awarded additional OWI and heroin/meth prevention grant funds in 2018 that were not included in the original 2018 budget. The additional grant amounts funded additional enforcement expenditures. The requested budget adjustment records the additional grant proceeds and related expenditures.

General Fund – Fire Department

The Fire Department received funding from the Wisconsin Department of Military Affairs for training events held throughout the year. Funding was a reimbursement for the cost of overtime incurred by the Fire Department while attending the training. The requested budget adjustment records the training reimbursement from the State along with the additional overtime costs.

General Fund – Wage Reserve

The wage reserve was established to fund costs related to non-represented compensation plan increases, reclassification of pay grades, and other unanticipated labor and benefit expenses. As in past years, the pay-for-performance increases for non-represented staff were budgeted in the wage reserve in 2018 rather than added to the individual department budgets. Additionally, unbudgeted excess health claim costs (actual over budget) were allocated to departments at the

end of the year. If any of the individual department's actual salary or benefit expenses exceeded their budgeted expenses at the end of the year due to the reasons noted above, the wage reserve could be utilized to supplement the department budget. This budget adjustment seeks to transfer wage reserve funds to the Police Department and Mayor's Office budgets for this purpose.

Thank you for your consideration of these budget adjustments. As always, feel free to contact me if you have questions.