



City of Appleton

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

Meeting Minutes Finance Committee

Monday, July 12, 2021

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Meltzer, Reed, Siebers and Van Zeeland

Excused: 1 - Firkus

3. Approval of minutes from previous meeting

[21-0941](#)

June 21, 2021 Finance Committee meeting minutes

Attachments: [MeetingMinutesJun-21-2021-01-16-50.pdf](#)

Meltzer moved, seconded by Van Zeeland, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus

4. **Public Hearings/Apearances**

[21-0942](#)

Brad Viegut from Robert W Baird & Co presentation on the 2021 General Obligation Notes and Water and Sewerage System Revenue Refunding Bonds Sales

Attachments: [2021 Baird Finance Presentation 07.12.21_.pdf](#)

This presentation was presented

5. **Action Items**

[21-0943](#)

Request for Finance Director to sell \$14,500,000 of General Obligation Promissory Notes

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

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus

[21-0944](#)

Request for Finance Director to sell \$8,360,000 Water System Revenue Refunding Bonds

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

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus

[21-0945](#)

Request for Finance Director to sell \$9,040,000 Sewerage System Revenue Refunding Bonds

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

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus

[20-0527](#)

Resolution #8-R-20 City of Appleton Brand Study

Attachments: [#8-R-20 Branding Resolution-format.pdf](#)
[Brand Study RFP Memo.pdf](#)
[CoA Brand Study RFP_DRAFT 020121.pdf](#)

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

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus

[21-0946](#)

Request to approve the allocation of excess General Fund balance at December 31, 2020 and the following related 2021 Budget amendments:

General Fund

Transfer Out - Debt Service/Capital Projects Fund	+\$3,840,000
Transfer Out - Industrial Park Land Fund	+\$ 250,000
Transfer Out - Facilities Capital Projects Fund	+\$ 210,000
Transfer Out - IT Capital Projects Fund	+\$ 65,000
Mayor's Office	+\$ 75,000
Public Works Department	+\$ 175,000
Finance Department	+\$ 50,000
General Fund Balance - Reserve for Brand Study	+\$ 450,000
General Fund Balance	-\$5,115,000

Debt Service/Capital Projects Fund

Transfer In - General Fund	+\$3,840,000
Debt Service Reduction	+\$3,840,000

Industrial Park Land Fund

Transfer In - General Fund	+\$ 250,000
Industrial Park Land	+\$ 250,000

Facilities Management Capital Projects Fund

Transfer In - General Fund	+\$ 210,000
Parks Improvements	+\$ 200,000
City Hall Improvements	+\$ 10,000

Information Technology Capital Projects Fund

Transfer In - General Fund	+\$ 65,000
Council Chamber AV Project	+\$ 65,000

to allocate excess general fund balance at 12/31/20 per City Fund Balance Policy (2/3 vote of Council required)

Attachments: [Finance Committee - Fund Balance Policy 2021.pdf](#)

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

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus

[21-0947](#)

Request to approve the following 2021 Budget adjustment:

General Fund

Transfer Out - Risk Management Fund	+\$1,300,000
Wage Reserve	- \$1,300,000

Risk Management Fund

Transfer In - General Fund	+\$1,300,000
Uninsured Claims - Workers Compensation	+\$1,300,000

to transfer funds to Risk Management Fund required reserve and current year claims (2/3 vote of Council required)

Attachments: [Finance Committee - Risk Reserve Fund Transfer 2021.pdf](#)
 [Actuarial Report 2020 Final Risk Management.pdf](#)

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

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus

6. Information Items

[21-0948](#)

The following 2021 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

HAZMAT Fund

Charges for Services	+\$	8,164
Salaries	+\$	2,655
Miscellaneous Equipment	+\$	5,509

to record reimbursement from Emmi Roth Cheese for hazardous material spill services

This budget adjustment was presented

7. Adjournment

Reed moved, seconded by Van Zeeland, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Siebers and Van Zeeland

Absent: 1 - Firkus