



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, March 22, 2021

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:30pm**

2. Roll call of membership

**Present:** 4 - Lobner, Coenen, Reed and Siebers

**Excused:** 1 - Meltzer

3. Approval of minutes from previous meeting

[21-0320](#)

March 8, 2021 Finance Committee meeting minutes

**Attachments:** [MeetingMinutesMar-08-2021-11-03-45.pdf](#)

**Reed moved, seconded by Coenen, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:**

**Aye:** 4 - Lobner, Coenen, Reed and Siebers

**Excused:** 1 - Meltzer

4. Public Hearings/Appearances

5. Action Items

[21-0326](#)

Request to award the City of Appleton's 2021 Pierce Park Lighting Upgrades Phase 2 Project contract to Elmstar Electric Corp in the amount of \$113,679 with a contingency of 10% for a project total not to exceed \$125,046

**Attachments:** [2021 Pierce Park Lighting upgrades Phase 2.pdf](#)

*Aldersperson Meltzer joined the meeting*

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[21-0324](#)

Request to approve the 2020-2021 Budget carryover appropriations:

1. Items not under contract \$9,110,803
2. Items requesting Special Consideration \$500,471  
(2/3 vote of Council required)

**Attachments:**     [Not under Contract 2020-2021 Carryover.pdf](#)  
                                  [Special Consideration 2020-2021 Carryover.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[21-0322](#)

Request to approve the following 2020 Budget amendments:

**Community Development Block Grant Fund**

Federal Grant	+\$ 56,549
Grant Payments	+\$ 56,549

to record federal funds received for COVID-19 mitigation (2/3 vote of Council required)

**Emergency Shelter Grant (ESG) Fund**

State Aids	+\$100,636
Grant Payments	+\$ 94,740
Salaries	+\$ 4,200
Fringe Benefits	+\$ 1,696

to record State funds received for COVID-19 mitigation (2/3 vote of Council required)

**Police Grants Fund**

Federal Grant	+\$ 56,620
Miscellaneous Supplies	+\$ 56,620

to record State funds received for COVID-19 mitigation (2/3 vote of Council required)

**Housing Rehabilitation Loan Fund**

Federal Grant	+\$ 51,452
Project Repayments	+\$ 34,058
Grant Payments	+\$ 66,190
Salaries	+\$ 15,220
Fringe Benefits	+\$ 4,100

to record additional funds received in 2020 in the Housing Rehab Loan program (2/3 vote of Council required)

**Police Grants Fund**

Federal Grant	+\$ 2,739
State Aids	+\$100,651
Overtime Wages	+\$ 63,395
Miscellaneous Equipment	+\$ 33,995
Other Contracts/Obligations	+\$ 6,000

to record additional Police grant funds received in 2020 (2/3 vote of Council required)

**Wheel Tax Fund**

Wheel Tax Proceeds	+ \$ 16,329
Transfer Out - General Fund	+\$ 16,329

to record Wheel Tax proceeds above budget amount (2/3 vote of Council required)

**TIF 6 Capital Projects Fund**

Other Contracts/Obligations	+\$ 72,967
Fund Balance	+\$ 72,967

to record additional cost of developer incentive payments (2/3 vote of Council required)

**TIF 8 Capital Projects Fund**

Other Contracts/Obligations	+\$ 47,445
Fund Balance	+\$ 47,445

to record additional cost of developer incentive payments (2/3 vote of Council required)

**General Fund - Finance Department**

Salaries	+\$ 6,675
Wage Reserve	+\$ 6,675

to record transfer of wage reserve funds (2/3 vote of Council required)

**General Fund - Information Technology Department**

Salaries	+\$ 7,730
Wage Reserve	+\$ 7,730

to record transfer of wage reserve funds (2/3 vote of Council required)

**Attachments:**     [2020 Final Budget adjustments\\_.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

**6. Information Items**

[21-0323](#)

The following 2020 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**Community Development Block Grant Fund**

Federal Grant	+\$	679
Grant Payments	+\$	679

to record additional CDBG grant funds received

**Continuum of Care Grant Fund**

State Aids	+\$	6,746
Salaries	+\$	6,746

to record additional State grant funds received

**General Fund**

Transfer Out - Capital Projects Fund	+\$439,320
Library Neighborhood Study	+\$100,000
Contribution to ARA Business Grant Program	+\$ 50,000
Fund Balance	+\$589,320

**Information Technology Capital Projects Fund**

Fund Balance	+\$439,320
Transfer In - Capital Projects Fund	+\$439,320

to record use of excess general fund balance (approved at October 21, 2020 Council) per policy

**These Budget adjustments were presented**

[21-0325](#)

The following 2020-2021 Budget carryover appropriations were approved in accordance with Policy:

1. Amounts under contract \$12,270,700
2. Non-Lapsing Funds \$971,433

**Attachments:**    [Under Contract 2020-2021 Carryover.pdf](#)  
                                  [Non-Lapsing 2020-2021 Carryover.pdf](#)

**These Budget appropriations were presented**

[21-0327](#)

Change Order #1 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$33,282 resulting in a decrease in contingency from \$336,125 to \$302,843

**Attachments:**     [2019 AWWTP Improvements Staab Change Order No1.pdf](#)  
[210315 Staab CO1 2019 AWWTP Improvements Project.pdf](#)

**This change order was presented**

[21-0328](#)

2020 Sustainability Report

**Attachments:**     [2020 GTLC Annual Report.pdf](#)

**This report was presented**

[21-0329](#)

2020 Creating A Sustainable City of Appleton Plan

**Attachments:**     [Creating A Sustainable City of Appleton \(Master 2020\).pdf](#)

**This plan report was presented**

## 7. Adjournment

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers