



City of Appleton

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

Meeting Minutes Finance Committee

Tuesday, October 25, 2016

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 4:30pm.

2. Roll call of membership

Present: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

3. Approval of minutes from previous meeting

[16-1545](#)

September 13, 2016, September 21, 2016 and October 5, 2016
Finance Committee minutes

Attachments: [MeetingMinutes13-Sep-2016-12-32-46.pdf](#)

[MeetingMinutes21-Sep-2016-12-34-01.pdf](#)

[MeetingMinutes05-Oct-2016-12-01-23.pdf](#)

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

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

4. Public Hearings/Appearances

5. Action Items

[16-1586](#)

Request to approve the following 2016 Budget adjustment:

HazMat Fund

Chemicals	+\$50,000
State Grants	+\$50,000

to record a Department of Homeland Security grant for the purchase of firefighting foam for crude oil response.

Attachments: [Fire Foam Grant 2016.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[16-1587](#)

Request to approve the following 2016 Budget adjustment:

HazMat Fund

Chemicals	+\$56,826
State Grants	+\$56,826

to record a Department of Homeland Security grant for the purchase of HazMat radiological detection equipment.

Attachments: [Fire Radiological Equipment Grant 2016.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[16-1621](#)

Request to enter into intergovernmental Agreement with Appleton Area School District to borrow short term cash in an amount not to exceed \$14,500,000 from time to time as needed. The note shall be dated as of date of issuance, shall bear interest at the rate of 2% above the average Federal Funds rate from its dated date until paid; and shall mature no later than June 30, 2017. Interest on the note shall be paid at maturity or redemption.

Attachments: [2016-2017 Master Note Agreement.pdf](#)
[AASD 2016-2017 Bond Council letter.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[16-1646](#)

Request to award the Appleton Memorial Park 2016 Park Sign and Message Board contract to TLC Sign in the amount of \$39,994.83.

Attachments: [AMP Park Sign and Message Center.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[16-1548](#)

CEA Review Committee Report for September 20, 2016

Attachments: [MeetingMinutes20-Sep-2016-12-46-03.pdf](#)

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

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

[16-1585](#)

Request to approve request from Alderperson Siebers that special assessments for sanitary laterals, storm sewer and storm sewer laterals for properties on Fair Street that are zoned Commercial and R3 with single family residential use be assessed as Single Family.

Attachments: [Fair St Spec Assessment.pdf](#)
[Petition.pdf](#)

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

Aye: 2 - Alderperson Plank and Alderperson Dannecker

Nay: 1 - Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

[16-1626](#)

Request from Mr. David Galow, 525 N. Division Street, for an exception to Section XI(A)(2) of the Special Assessment Policy stating that payment shall be in one installment if the assessment is \$1,000 or less. Mr. Galow's assessment for sanitary lateral is \$912.

Attachments: [Assessment Policy Section XI Method of Payment.pdf](#)

Alderperson Dannecker moved, seconded by Alderperson Siebers, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

[16-1620](#)

Request to award contract of materials testing services for the Fox Cities Exhibition Center to PSI for a time and materials contract not to exceed \$60,000, and approve the following 2016 Budget adjustment:

Exhibition Center Construction Project

Contractor Fees	+\$60,000
Room Tax/Proceeds of Debt	+\$60,000

to award materials testing services contract to PSI.

Attachments: [2016 Expo Center Testing Services.pdf](#)

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

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

[16-1647](#)

Request to approve the Development Agreement between the City of Appleton and Kurey Ridge, LLC for the Glacier Valley Condominiums.

Attachments: [Development Agreement - Glacier Valley Condominiums.pdf](#)

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

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

[16-1648](#)

Request to approve a sole source purchase of 42" PCCP water main pipe and fittings from U.S. Pipe for the 2017 S. Oneida Street Water Main Relocation project.

Attachments: [Sole Source Purchase Request - US Pipe.pdf](#)

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

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

[16-1672](#)

Request to approve the following 2106 Budget adjustment:

Exhibition Center Construction Project

Consulting Services	+\$15,000
Room Tax/Proceeds of Debt	+\$15,000

to record cost of municipal advising services related to the financing of the Exhibition Center.

Attachments: [Speer Financial Muni Advisor.pdf](#)

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

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Siebers

Excused: 2 - Alderperson Lobner and Alderperson Martin

[16-1670](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussions of real estate negotiations regarding the railroad trestles and conferring with legal counsel regarding pending litigation concerning the Fox River Cleanup pursuant to §19.85(1)(g) and reconvene into open session.

Alderson Dannecker moved, seconded by Alderson Siebers, to convene in Closed Session. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

Alderson Siebers moved, seconded by Alderson Dannecker, to rise and report, returning into open session. Upon vote, motion carried unanimously.

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin

6. Information Items

[16-1546](#)

Contract 37-16 was awarded to Fischer-Ulman Construction, Inc. for \$265,000 for Sidewalk Construction. Payments issued to date total \$183,933.99. Request final payment of \$57,228.70.

This Presentation was received and filed

[16-1547](#)

Contract 11-15 was awarded to Advance Construction Company for \$2,411,249.75 with a contingency of \$60,000 for WTP Storm Sewer Reconstruction. Payments issued to date total \$2,305,388.51. Request final payment of \$66,650.94.

This Presentation was received and filed

[16-1557](#)

Contract 40-16 was awarded to K&B Electric, LLC to replace the exterior lighting at Fire Stations #3 and #5 in the amount of \$38,110 with a contingency of \$3,811. One change order was issued in the amount of \$2,811. Payments issued to date total \$36,204.50. Request to issue the final contract payment of \$4,716.50.

Attachments: [2016 Fire Station #3 and #5 Exterior Lighting Final Payment.pdf](#)

This Presentation was received and filed

[16-1558](#)

Contract 31-16 was awarded to Weinert Roofing for pavilion roof replacements at Green Meadows, Peabody, and Union Springs Parks in the amount of \$37,244 with a contingency of \$3,724. One change order was issued in the amount of \$1,270. Payments issued to date total \$30,916.80. Request to issue the final contract payment of \$7,597.20.

Attachments: [2016 Park Pavilions Phase 1 Roof Replacement Final Payment.pdf](#)

This Presentation was received and filed

[16-1590](#)

The following 2016 Budget adjustments were approved by the Mayor and the Finance Director in accordance with Policy:

General Fund - Park & Recreation Department

Grants and Donations	+\$75
Landscape Supplies	+\$75

to record funds received from the Outagamie County Master Gardeners for the Scheig Center

General Fund & Facilities Management Fund

DPW Supplies	+\$3,500
Fire Department Supplies	+\$3,500
Facilities Supplies	+\$1,000
Miscellaneous Local Aids	+\$8,000

to record CVMIC safety grant

This Presentation was received and filed

[16-1613](#)

Contract 26-15 was awarded to Al Dix Concrete, Inc. for \$604,800 for Miscellaneous Concrete/Street Excavation Repair. Change orders were approved totaling \$133,226.11. Final contract amount is \$738,026.11. Payments issued to date total \$726,709.57. Request final payment of \$9,824.24.

This Presentation was received and filed

[16-1614](#) Contract 25-16 was awarded to August Winter & Sons for \$139,471 with a contingency of \$10,600 for Scarlet Oak Lift Station. Change orders were approved totaling \$1,391. Final contract amount is \$140,862. Payments issued to date total \$133,342. Request final payment of \$7,520.

This Presentation was received and filed

[16-1617](#) 2017 Facilities Management Department Budget and 2017 Capital Improvement Projects Fund

Attachments: [2017 Facilities Management Budget.pdf](#)
[2017 Facilities Capital Projects Fund.pdf](#)

This Presentation was received and filed

[16-1654](#) 2017 Finance Budget

Attachments: [2017 Finance Budget.pdf](#)

This Presentation was received and filed

[16-1655](#) 2017 Legal Services Budget

Attachments: [2017 Legal Services Budget.pdf](#)

This Presentation was received and filed

[16-1656](#) 2017 Risk Management Budget

Attachments: [2017 Risk Management Budget.pdf](#)

This Presentation was received and filed

7. Adjournment

Alderson Dannecker moved, seconded by Alderson Siebers, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Plank, Alderson Dannecker and Alderson Siebers

Excused: 2 - Alderson Lobner and Alderson Martin