



City of Appleton

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

Meeting Minutes Finance Committee

Monday, March 12, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

Excused: 2 - Alderperson Plank and Alderperson Lobner

3. Approval of minutes from previous meeting

[18-0338](#)

Finance Committee minutes from February 26, 2018 meeting

Attachments: [MeetingMinutes26-Feb-2018-12-31-51.pdf](#)

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

Aye: 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

Excused: 2 - Alderperson Plank and Alderperson Lobner

4. Public Hearings/Appealances

5. Action Items

[18-0376](#)

Request to approve award Unit O-18 Sanitary Sewer CIPP Lining to Visu-Sewer, Inc. in the amount of \$145,834.70 with a 9.7% contingency of \$14,165.30 for a project total not to exceed \$160,000.00.

Attachments: [Award of Contract Unit O-18.pdf](#)

Alderperson Croatt 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 Siebers, Alderperson Croatt and Alderperson Baranowski

Excused: 2 - Alderperson Plank and Alderperson Lobner

[18-0377](#)

Request to approve award Unit Z-18 Sewer & Water Main Reconstruction No. 3 to Van Straten Construction Co., Inc. in the amount of \$1,193,933.33 with a 5.0% contingency of \$59,696.67 for a project total not to exceed \$1,253,630.00.

Attachments: [Award of Contract Unit Z-18.pdf](#)

Alderson Croatt 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 Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0378](#)

Request to approve Finance Committee Report 2-P-18 for Sanitary Laterals, Storm Laterals and Storm Main.

Attachments: [Report 2-P-18.pdf](#)

Alderson Croatt 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 Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0395](#)

Request to approve Resolution accepting Petition for Annexation for the Leona Pond.

Attachments: [Leona Pond Annexation - Resolution.pdf](#)

Alderson Croatt 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 Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0391](#)

Request to approve the 2017-2018 Budget appropriations:

1. Items not under contract \$7,236,198
2. Special consideration \$22,000

Attachments: [Consolidated 17-18 carryover FINAL - N.pdf](#)
[Consolidated 17-18 carryover FINAL - S.pdf](#)

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0387](#)

Request to approve waiving the City's interest in future annexation of 3236 E Northland Ave

Attachments: [Annexation Feasibility Study - 3236 E Northland Ave - RMB Comments.pdf](#)

Alderson Croatt 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 Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0354](#)

Request to approve the following 2017 Budget adjustments:

Police Grants Fund

State Grants	+\$96,531
Grant Payments	+\$96,531

to record additional seatbelt and drug enforcement grant revenue and related expenditures

Room Tax Fund

Room Taxes Received	+\$123,654
Debt Premium	+\$123,654

to record additional room taxes received in 2017 and related payment to the FCCVB

Debt Service Fund

Debt Issuance Costs	+\$27,173
Debt Premium	+\$27,173

to record debt service costs funded by current year premiums received on debt issuance

General Fund

Fringe Benefits - Health Department	+\$3,418
Fringe Benefits - Finance Department	+\$10,664
Fringe Benefits - HR Department	+\$18,873
Fringe Benefits - Parks & Recreation Department	+\$18,932
Fringe Benefits - Police Department	+\$172,791
Fringe Benefits - Fire Department	+\$276,462
Fund Balance	-\$501,140

to record the use of general fund balance to cover the cost of health care costs

General Fund

Salaries/Fringe Benefits - HR Department	+\$2,845
Salaries/Fringe Benefits - Police Department	+\$181,824
Salaries/Fringe Benefits - Fire Department	+\$66,428
Wage Reserve	-\$251,097

to allocate wage reserve funds

Information Technology Capital Projects Fund

Transfer Out - Facilities Capital Projects Fund	+\$90,000
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Fund Balance	- \$90,000
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Facilities Capital Projects Fund

Transfer In - Information Technology Cap Project Fund	+\$90,000
Fund Balance	+\$90,000

to transfer remaining proceeds from the 2016 G.O. Note borrowing from the IT Capital Projects fund to the Facilities Capital Projects Fund in order to meet spend down requirements

Attachments: [2017 Final budget adjustments.pdf](#)

Alderson Croatt 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 Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0394](#)

Request approval of agreement with the Village of Fox Crossing to settle the pending litigation. **The settlement amount agreed to in mediation be paid immediately to the City**

Amendment: the settlement amount shall be paid immediately.

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

6. Information Items

[18-0393](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of conferring with legal counsel regarding pending litigation concerning the Village of Fox Crossing pursuant to §19.85(1)(g) and reconvene into open session.

Meeting went into Recess

Alderson Croatt moved, seconded by Alderson Siebers, that the Closed Session be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

Meeting reconvened

Alderson Croatt moved, seconded by Alderson Siebers, that the committee rise and reconvene into open session be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0392](#)

The following 2017-2018 Budget carryover appropriations were approved in accordance with policy:

1. Amounts under contract \$5,938,703

Attachments: [Consolidated 17-18 carryover FINAL - U.pdf](#)

This Presentation was received and filed

[18-0339](#)

Director's Reports

Finance

- 2017 Audit
- ERP Project
- Staffing

Facilities & Construction

- Facilities & Construction Management Update

Attachments: [2018 - January and February FMD Report.pdf](#)

This Presentation was received and filed

[18-0353](#)

The following 2017 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

HAZMAT Fund

Salaries/Fringe Benefits	+\$3,531
Fund Balance	- \$3,531

to record the use of grant fund balance to cover additional personnel costs

Continuum of Care (CoC) Grant Fund

State Grants	+\$1,817
Grant Payments	+\$1,817

to record additional CoC funds awarded in 2017 and related expenditures

This Presentation was received and filed

7. Adjournment

Alderson Siebers moved, seconded by Alderson Croatt, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner