



City of Appleton

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

Meeting Minutes Finance Committee

Wednesday, July 17, 2013

4:30 PM

Council Chambers

1. Call meeting to order

2. Roll call of membership

Present: 4 - Alderperson Joe Martin, Alderperson Kathleen Plank, Alderperson Peter Stueck and Alderperson Curt Konetzke

Excused: 1 - Alderperson Greg Dannecker

3. Approval of minutes from previous meeting

Alderperson Konetzke moved, seconded by Alderperson Stueck, that the minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

Excused: 1 - Alderperson Dannecker

4. Public Hearings/Appearances

5. Action Items

[13-796](#)

Approval of proposed land swap between City of Appleton and property owner at 306 E South River Street.

Attachments: [Land Swap \(2\).pdf](#)

[East South River Street Land Swap.pdf](#)

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

Aye: 4 - Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

Excused: 1 - Alderperson Dannecker

[13-958](#)

Request to write off, for financial statement purposes, second quarter 2013 parking tickets in the amount of \$290.00. This does not preclude the City from continued collection efforts.

Attachments: [2nd Qtr 2013 Write off Parking Tkts.pdf](#)

This Report Action Item was recommended for approval

Aye: 4 - Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

Excused: 1 - Alderperson Dannecker

[13-960](#)

Request to award "Installation of Fire Sprinkler System at Fire Station 2" to Firestopping Specialists, LLC. for a contract amount of \$17,748, and a contingency of \$3,000 for a contract total not to exceed \$20,748.

Attachments: [FS2 Sprinkler 2013.doc](#)

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

Aye: 4 - Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

Excused: 1 - Alderperson Dannecker

[13-962](#)

Request to approve the transfer of \$3,000 from the Mead Pool Pump House Roof Replacement CIP to the Tennis Court Renovation CIP (2/3 vote required)

Attachments: [Tennis Court Transfer of Funds Request 2013.docx](#)

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

Aye: 4 - Alderperson Martin, Alderperson Plank, Alderperson Stueck and Alderperson Konetzke

Excused: 1 - Alderperson Dannecker

[13-964](#)

The following 2013 Budget Adjustment be approved:

Valley Transit	
Federal Grant	+ \$64,000
Community Foundation Local Grant	+ \$12,000
Advertising	- \$ 4,000
Consulting	+ \$80,000

To accept grants for Strategic Planning and Rider Survey (2/3 vote required).

Attachments: [Approval to Accept Two Planning Grants 071013.doc](#)

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

Aye: 4 - Alderson Martin, Alderson Plank, Alderson Stueck and Alderson Konetzke

Excused: 1 - Alderson Dannecker

[13-969](#)

Resolution Accepting Petition for Annexation- North Meadows Annexation, Town of Grand Chute.

Attachments: [North Meadows Annexation Resolution.pdf](#)

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

Aye: 4 - Alderson Martin, Alderson Plank, Alderson Stueck and Alderson Konetzke

Excused: 1 - Alderson Dannecker

[13-795](#)

Adopt the 2014 City of Appleton Policy for Special Assessments.

Attachments: [Proposed Changes to SA Policy for 2014.pdf](#)

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

Aye: 3 - Alderson Martin, Alderson Plank and Alderson Konetzke

Nay: 1 - Alderson Stueck

Excused: 1 - Alderson Dannecker

6. Information Items

[13-792](#)

Request for Finance Director to sell \$5,250,000 General Obligation Notes.

Aldersperson Stueck moved, seconded by Aldersperson Martin, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Martin, Aldersperson Plank, Aldersperson Stueck and Aldersperson Konetzke

Excused: 1 - Aldersperson Dannecker

[13-959](#)

Contract 10-13 was awarded to Sidewalk Savers, LLC for \$30,000.00 without a contingency for concrete sidewalk sawcutting. No change orders were approved. Final contract amount is \$30,000.00 without a contingency. Payment issued to date totals \$20,491.38. Request to issue the final contract payment of \$9,508.62.

[13-961](#)

The following 2013 Budget adjustments were approved by the Mayor and Finance Director in accordance with policy:

General Fund - Library

Lost and paid fines	+ \$15,000
Library materials	+ \$15,000
Record revenue received to replace materials lost or damaged	

General Fund - Library

Donations	+ \$39,494
Equipment	+ \$39,494
Record donation of Yamaha grand piano from the Fox Valley Music Teacher's Association	

General Fund - Library

Other Reimbursements	+ \$3,500
Training and Travel	+ \$3,500
To record funds received from OWLS for training	

General Fund - Health

Other Reimbursements	+ \$4,000
Salaries and Benefits	+ \$4,000

To record reimbursement received from the State for the immunization of Perinatal Hepatitis B Prevention Program

[13-963](#) Change Order No. 1 to Contract 21-11 for Bellaire Ravine Streambank Stabilization with Conservation Land Stewardship, Inc. to increase for additional stone cobble material in the amount of \$5,311.22 resulting in a decrease to contingency from \$10,000.00 to \$4,688.78. No change to overall contract amount.

Attachments: [Change Order 1 to Contract 21-11.pdf](#)

[13-965](#) Finance Department Mid-Year Review Report

Attachments: [Finance 2013 Mid-Year Review.pdf](#)

[13-797](#) Granicus Implementation

7. Adjournment

Aldersperson Martin moved, seconded by Aldersperson Stueck, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Martin, Aldersperson Plank, Aldersperson Stueck and Aldersperson Konezke

Excused: 1 - Aldersperson Dannecker