



City of Appleton

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

Meeting Minutes Finance Committee

Monday, October 22, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30 pm

2. Roll call of membership

Present: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

3. Approval of minutes from previous meeting

[18-1512](#)

October 8, 2018 Finance Committee minutes

Attachments: [MeetingMinutes08-Oct-2018-08-28-38.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

4. Public Hearings/Appearances

5. Action Items

[18-1520](#)

Request to approve the City's Worker's Compensation third party administrator to continue to be Minute Men HR for 2019 - 2021

Attachments: [WC Third Party.pdf](#)
[Worker Comp RFP.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers and
Alderperson Baranowski

Excused: 1 - Alderperson Croatt

[18-1530](#)

Request to award 2017 B-Building Boiler Replacement project contract to Great Lakes Mechanical, Inc in the amount of \$790,587 with a contingency of 9% for a project total not to exceed \$860,000 and approve the following 2018 budget adjustment:

WWTP Improvement Project	- \$110,000
WWTP Hardscapes Project	- \$250,000
WWTP Electrical Distribution Project	- \$150,000
B-Building Boiler Replacement Project	+\$510,000

to reflect transfer of positive balances from WWTP projects to the B-Building Boiler Replacement project

Attachments: [2018 WWTP Bio-Gas Boiler Project.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

[18-1571](#)

Request to accept a Federal Transit Administration Bus and Bus Facilities capital grant of \$4,000,000 and approve the following 2018 Budget adjustment:

Valley Transit

Capital Outlay	+\$5,000,000
Federal Grant	+\$4,000,000
Fund Balance (Depreciation Reserve)	+\$1,000,000

to accept a federal grant for bus and bus facility capital projects

Attachments: [FCTC Grant acceptance memo 5539 - 2018 \(3\).pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers and Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

[18-1574](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds concerning the Fox Cities Exhibition Center invoices and reconvene into open session.

Aldersperson Lobner moved, seconded by Aldersperson Siebers, to convene in Closed Session be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Aldersperson Plank, Aldersperson Lobner and Aldersperson Siebers

Nay: 1 - Aldersperson Baranowski

Excused: 1 - Aldersperson Croatt

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

Aye: 3 - Aldersperson Plank, Aldersperson Lobner and Aldersperson Siebers

Excused: 1 - Aldersperson Croatt

Recused: 1 - Aldersperson Baranowski

6. Information Items

[18-1513](#)

2019 Facilities & Construction Management Budget

Attachments: [2019 Facilities Management Budget.pdf](#)

The Facilities & Construction Management Budget was presented

[18-1514](#)

2019 Facilities & Construction Management Capital Project Budget

Attachments: [2019 Facilities Exhibit Ctr Capital Projects Fund.pdf](#)

The Facilities & Construction Management Capital Projects Budget was presented

[18-1515](#)

2019 Risk Management Budget

Attachments: [2019 Risk Management Budget.pdf](#)

The Risk Management Budget was presented

[18-1516](#)

2019 Finance Budget

Attachments: [2019 Finance Budget.pdf](#)

The Finance Budget was presented

[18-1517](#)

2019 Legal Services Budget

Attachments: [2019 Legal Services Budget.pdf](#)
 [Legal Services Cap Proj Fund.pdf](#)
 [2019 Legal Services CIP E-Pollbooks.pdf](#)

The Legal Services Budget was presented

[18-1518](#)

2019 Mayor Budget

Attachments: [2019 Mayor Budget.pdf](#)

The Mayor Budget was presented

[18-1519](#)

Contract 19-18 was awarded to Martell Construction for \$36,468 with a contingency of \$3,647 for WWTP Sidewalk Repair. Payments issued to date total \$35,556.54. Request final payment of \$911.71

Contract 19-18 final payment request was presented

[18-1573](#)

The following 2018 Budget adjustment was approved by the Mayor and Finance Director in accordance with policy:

General Fund - Fire Department

Equipment	- \$10,000
State Grant	- \$ 8,000
Fund Balance	+\$ 2,000

to record the reduction of grant proceeds and related expense due to the withdrawal of Calumet County from the EPCRA grant program due to staffing changes in 2018

A 2018 Budget adjustment was presented

[18-1572](#)

Discussion of the review of invoices from von Briesen and Roper for Phase V out-of-scope services related to the financing of the Fox Cities Exhibition Center

The discussion of review of invoices from von Briesen was presented

7. Adjournment

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

Aye: 4 - Alderson Plank, Alderson Lobner, Alderson Siebers and Alderson Baranowski

Excused: 1 - Alderson Croatt