



City of Appleton

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

Meeting Minutes Finance Committee

Monday, June 12, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm.

2. Roll call of membership

Present: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

3. Approval of minutes from previous meeting

[17-836](#)

May 22, 2017 Finance Committee minutes

Attachments: [MeetingMinutes22-May-2017-02-52-19.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

4. **Public Hearings/Appearances**

5. **Action Items**

[17-839](#)

Request to approve the Kurey Ridge Agreement regarding trail and storm sewer easements, roadway dedication, and stormwater management contribution of \$22,146.

Attachments: [Kurey Ridge Agreement.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[17-874](#)

Request to approve payment to von Briesen & Roper, S.C. for real estate services performed under the "Hourly Services" provision of the Phase III agreement related to the construction of the Fox Cities Exhibition Center and approve the following related 2017 Budget adjustment:

Exhibition Center Capital Projects Fund

Consulting Services	+\$15,765
Debt Proceeds/Room Tax	+\$15,765

to provide funding for real estate services related to the construction of the Fox Cities Exhibition Center.

Attachments: [von Briesen Bill 5-17-17.pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

[17-876](#)

Request to approve Contract Amendment/Change Order No. 1 to contract 8-17 for Unit CC-17 Bridge Maintenance to increase for additional quantities of concrete deck repairs in the amount of \$20,000 resulting in no change to contingency. Overall contract increased from \$192,925 to \$212,925.

Attachments: [Unit CC-17 Contract Amendment-Change Order No.1.pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

[17-877](#)

Request to approve Contract Amendment/Change Order No. 2 to contract 9-17 for Unit U-17 Sewer and Water Reconstruction No. 2 to increase for additional water main and sanitary sewer items added to scope of work by the City in the amount of \$14,121 resulting in a decrease to contingency from \$74,003 to \$68,347. Overall contract increased from \$2,472,520 to \$2,480,985.

Attachments: [Unit U-17 Contract Amendment-Change Order No.2.pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

[17-146](#)

Resolution introduced by Alderson Siebers at the February 1, 2017 Common Council meeting relating to changes to Special Assessment Policy:

#1-R-17 - Siebers

Changes to Special Assessment Policy

WHEREAS, the Common Council deems it in the best interest of the City of Appleton to adopt policies relating to special assessments,

WHEREAS, the Common Council intends that these policies provide general and fair guidelines for addressing assessments in Appleton,

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Appleton, WI that the following language be added under the "All other zoning" column to the special assessment policies; "All other zone classifications (1 and 2 Family Use Apply Residential Zones Rate)" Adding this language would allow R1 and R2 zoned properties in any other zoned area to be assessed the rate of single family and two family residents.

Alderson Plank moved, seconded by Alderson Siebers, that the Report Action Item be referred back to staff, due back on 7/10/2017. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

6. Information Items

[17-837](#)

Contract 22-17 was awarded to ASTI Sawing, Inc. for \$30,000 for Concrete Sidewalk Sawcutting. Payments issued to date total \$17,045.52. Request final payment of \$12,954.48.

This Presentation was received and filed

[17-838](#)

Contract 66-16 was awarded to TLC Sign for the replacement of the Appleton Memorial Park Sign in the amount of \$39,994.83 with no contingency. No change orders were issued. Request to issue the final contract payment of \$39,994.83.

Attachments: [2017 AMP Sign and Message Center.pdf](#)

This Presentation was received and filed

[17-840](#)

Contract 57-16 was awarded to Insituform Technologies USA, LLC for \$121,131.50 with a contingency of \$12,000 for Sanitary & Storm Sewer Lining. Payments issued to date total \$101,044.80. Request final payment of \$8,786.50.

This Presentation was received and filed

[17-841](#)

Contract 58-16 was awarded to Cardinal Construction Company, Inc. for the 2016 Wastewater D-Building Lab Remodel in the amount of \$104,765 with a contingency of \$5,000. One change order was issued in the amount of \$4,931. Payments to date total \$107,713.40. Request to issue the final contract payment of \$1,982.60.

Attachments: [2016 Wastewater D-Building Lab Remodel Final Payment.pdf](#)

This Presentation was received and filed

[17-843](#)

Internal Grant Management Policies and Procedures Manual

Attachments: [Grant Administration Procedures- May 2017 proposed.pdf](#)

This Presentation was received and filed

[17-847](#)

Role of Library Board and Common Council in Library Building Construction

This Presentation was received and filed

[17-875](#)

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

General Fund - Library

Reimbursements - Friends of the Library	+\$17,000
Administration Expenses	+\$2,700
Children's Services Expenses	+\$6,000
Community Partnership Expenses	+\$7,000
Materials Management Expenses	+\$800
Network Services Expenses	+\$500

to record funds received from the Friends of the Appleton Public Library

This Presentation was received and filed

7. Adjournment

A motion was made by Alderperson Siebers, seconded by Alderperson Baranowski, that this meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski