



# City of Appleton

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

## Meeting Minutes Finance Committee

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Tuesday, October 13, 2015

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 4:30pm.**

2. Roll call of membership

**Present:** 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Excused:** 1 - Alderperson Coenen

3. Approval of minutes from previous meeting

[15-1570](#)

September 22, 2015 and October 7, 2015 Finance Committee Minutes

**Attachments:** [MeetingMinutes22-Sep-2015-08-37-09.pdf](#)

[MeetingMinutes07-Oct-2015-04-10-24.pdf](#)

**Alderperson Konetzke moved, seconded by Alderperson Lobner, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Excused:** 1 - Alderperson Coenen

4. Public Hearings/Appearances

5. Action Items

[15-1534](#)

Adopt the 2016 City of Appleton Policy for Special Assessments

**Attachments:** [Assessment Policy 2016.pdf](#)

*Alderperson Plank moved, seconded by Alderperson Lobner to amend the policy to the 0% Rural to Urban Conversion. Roll Call. Motion carried by the following vote:*

*Aye - 4*

*Excused - 1*

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

**Aye:** 3 - Alderperson Plank, Alderperson Konetzke and Alderperson Martin

**Nay:** 1 - Alderperson Lobner

**Excused:** 1 - Alderperson Coenen

[15-1574](#)

CEA Review Committee Report from August 20, 2015.

**Attachments:** [MeetingMinutes20-Aug-2015-08-56-32.pdf](#)

**Alderperson Lobner moved, seconded by Alderperson Konetzke, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Excused:** 1 - Alderperson Coenen

[15-1575](#)

Request to enter into Intergovernmental Agreement with Appleton Area School District to borrow short term cash in an amount not to exceed \$20 million 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, 2016. Interest on the note shall be paid at maturity or redemption.

**Attachments:** [AASD 2015-2016 Bond Counsel Letter.pdf](#)  
[2015-2016 School district Resolution Exhibit A-1.pdf](#)

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

**Aye:** 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Excused:** 1 - Alderperson Coenen

[15-1652](#)

Request to approve the following 2015 Budget adjustment:

**General Fund - Mayor's Office**

Other Contracts/Obligations - Parade Committee	+\$12,000
Fund Balance	- \$12,000

to record City 2014 payment to the Appleton Parade Committee. The annual payment was budgeted in 2014, but inadvertently omitted, so two payment will be made in 2015 (2/3 vote required).

**Risk Management Fund**

Workers Compensation Expense	+\$250,000
Fund Balance	- \$250,000

to record additional costs incurred in workers compensation claims (2/3 vote required).

**Attachments:**     [Workers Compensation.pdf](#)

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

**Aye:** 4 - Aldersperson Plank, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

**Excused:** 1 - Aldersperson Coenen

**6. Information Items**

[15-1571](#)

Change Order #4 for the Bar Screen Replacement Project to increase, for screen modifications, in the amount of \$1,250 resulting in a decrease to contingency from \$94,663 to \$93,413. Contract price increased from \$745,897 to \$747,147.

**This Presentation was received and filed**

[15-1572](#)

Contract 23-14 was awarded to Pieper Electric, Inc. for \$173,800 with a contingency of \$26,070 for PAC Fire Suppression. Change orders were approved totaling \$4,914. Final contract amount is \$178,714 with a contingency of \$26,070. Payments issued to date total \$169,778.30. Request final payment of \$8,935.70.

**This Presentation was received and filed**

[15-1646](#) Contract 12-15 was awarded to Fischer Ulman Construction, Inc. for \$203,000 for Sidewalk Construction. Payments issued to date total \$170,329.43. Request final payment of \$29,061.96.

**This Presentation was received and filed**

[15-1614](#) Information Technology 2016 Budget

**Attachments:**    [2016 Information Technology.pdf](#)  
[2016 IT Cap Proj Fund.pdf](#)  
[Projects section.pdf](#)

**This Presentation was received and filed**

[15-1647](#) Finance Department 2016 Budget

**Attachments:**    [Finance 2016 Budget.pdf](#)

**This Presentation was received and filed**

[15-1648](#) Risk Management 2016 Budget

**Attachments:**    [Risk Management 2016 Budget.pdf](#)

**This Presentation was received and filed**

[15-1649](#) Legal Services 2016 Budget

**Attachments:**    [Legal Services 2016 Budget.pdf](#)

**This Presentation was held until the October 27, 2015 meeting.**

[15-1653](#)

The following 2015 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Park & Recreation Department**

Donations	+\$2,959
Equipment	+\$2,959

to record funds received for two benches at Pioneer Park

**General Fund - Police Department**

Donations	+\$11,900
Equipment	+\$11,900

to record donation received from the Kwik Trip donation committee to purchase a utility task vehicle (UTV).

**Attachments:**     [Polaris UTV Report.pdf](#)

**This Presentation was received and filed**

[15-1661](#)

Change Order #8 to the Regulatory Upgrade and Process Improvement Project in the amount of \$8,372 resulting in decrease of the project contingency balance of \$641,875 to \$633,503. No change to overall contract amount. (This item also appears as an information item on the Utilities Committee Agenda).

**Attachments:**     [Change Order #8.pdf](#)

**This Presentation was received and filed**

7. Adjournment

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

**Aye:** 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Excused:** 1 - Alderperson Coenen