



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, June 11, 2018

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

*Aldersperson Baranowski was excused at 7:00*

**Present:** 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

3. Approval of minutes from previous meeting

[18-0852](#)

Finance Committee minutes from May 21, 2018 meeting

**Attachments:** [MeetingMinutes21-May-2018-09-34-14.pdf](#)

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

**Aye:** 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

4. **Public Hearings/Apearances**

5. **Action Items**

[18-0865](#)

Request to approve contract Amendment / Change Order No. 1 to contract 20-18 for Unit E-18 Miscellaneous Concrete & Street Excavation Repair for additional permanent street patches associated with water main breaks, lead service replacement and curb/valve box replacements in the amount of \$125,000 resulting in no change to contract contingency. Overall contract increases from \$636,000 to \$761,000. Contingent upon approval of Item #18-0784.

**Attachments:** [Unit E-18 Change Order No.1.pdf](#)

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

**Aye:** 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[18-0784](#)

Request to approve the following 2018 Budget adjustment:

**Water Utility**

Water Utility Fund Balance	+\$125,000
Street Patch Program	+\$125,000

to provide funding for additional permanent street patches associated with water main breaks, lead service replacement and curb/valve box replacements

**Attachments:**     [Budget Adjustment for Water Patches.pdf](#)

**Alderson Croatt moved, seconded by Alderson Baranowski, 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

[18-0855](#)

Request to award the City of Appleton 2018 Parks Hardscape Repairs Project contract to MCC, Inc in the amount of \$205,013 with a contingency of \$15,000 for a project total not to exceed \$220,013.

**Attachments:**     [2018 Parks Hardscape Repairs \(Vulcan Heritage\).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

[18-0856](#)

Request to approve Spartan Drive relocation Order (this item also appears on the Utilities Committee agenda and the Muni Services Committee agenda)

**Attachments:**     [Relocation Order \(FINAL 06-06-2018\).pdf](#)

**Alderson Croatt moved, seconded by Alderson Baranowski, 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

[18-0858](#)

Request approval to reject bids from Jahnke General Contractors and Vinton Construction for the Lower Telulah Park Site Redevelopment project.

**Attachments:** [2018 Telulah Park Site Redevelopment Project \(Reject Bids\).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:** 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[18-0899](#)

Request to approve the following 2018 Budget adjustment:

**General Fund - Police**

Contracted Services	+\$111,856
Other Reimbursements (AASD)	+ \$16,864
Salaries and Benefits - Crossing Guards	- \$74,572
Salaries - Investigative Services	- \$20,420

to transfer vacant salary dollars to contracted services and make adjustments to recognize the new contracted crossing guard program

**Attachments:** [Shared Services Agreement - Finance Committee.pdf](#)

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

**Aye:** 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

[18-0900](#)

Request to approve the following 2018 Budget adjustment:

**Valley Transit**

Capital Outlay - Bus Purchase	+\$1,425,000
Federal Grants	+\$1,140,000
Fund Balance	- \$ 285,000

to record the purchase of 3 new buses and the related FTA grant and use of VT funds

**Attachments:** [Request for Authorization to Purchase Buses 06.2018.pdf](#)

**Aldersperson Croatt moved, seconded by Aldersperson Baranowski, 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

[18-0901](#)

Request to approve the following 2018 Budget adjustment:

**Valley Transit**

Capital Outlay - ITS System	+\$315,901
Federal Grants	+\$252,720
Fund Balance	- \$ 63,181

to record the purchase of a new Intelligent Transportation System (ITS) and the related FTA grant and use of VT funds

**Attachments:** [Memo to Purchase ITS System 06.2018.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

[18-0903](#)

Resolution introduced by Alderperson Meltzer and Alderperson Raasch at the May 16, 2018 Common Council meeting relating to Contractors Non-Discrimination policy:

#6-R-18 - Meltzer/Raasch

WHEREAS the City of Appleton has non-discrimination ordinances for housing, employment and public accommodation, and  
 WHEREAS the City of Appleton should hold contractors to the same standards it holds itself, therefore  
 BE IT RESOLVED that the City of Appleton establish a policy asking potential contractors to provide a copy of their own non-discrimination policy to the City.

**Attachments:** [6-6-18 Memo Re Res. 6-R-18 Contractor Non-discrimination.pdf](#)

**Alderperson Croatt moved, seconded by Alderperson Siebers, that the Report Action Item be received and filed. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderperson Plank, Alderperson Siebers and Alderperson Croatt

**Nay:** 2 - Alderperson Lobner and Alderperson Baranowski

## 6. Information Items

[18-0581](#)

2018 Sustainability Annual Update

**Attachments:**    [2018 Sustainability Report Memo.pdf](#)  
[2018 Sustainability Summit.pdf](#)  
[GTLC 2017 Report Appleton \(MASTER\).pdf](#)  
[GTLC Sustainability Strategies Scoresheet 2017 \(Master\).pdf](#)

**This Presentation was received and filed**

[18-0787](#)

Director's Reports:

Finance

- \* Deputy Director Position
- \* Tyler Munis Project

Legal Services

- \* Review of Title histories for City projects
- \* Document management and file review
- \* Staffing matters

Parks, Recreation &amp; Facilities Management

- \* April/May, 2018 Monthly Report

**Attachments:**    [2018 - April and May FMD Report.pdf](#)

**This Presentation was received and filed**

[18-0863](#)

Contract 3-18 was awarded to Kaschak Roofing, Inc for the 2018 Fire Station #5 Roof Replacement project in the amount of \$114,900 with a contingency of 10%. Payments issued to date total \$103,410. Request to issue the final contract payment of \$11,490.

**Attachments:**    [2018 Fire Station #5 roof repairs final payment\\_.pdf](#)

**This Presentation was received and filed**

[18-0864](#)

Contract 16-18 was awarded to ASTI Sawing, Inc for \$30,000 for concrete sidewalk saw cutting. Payments issued to date total \$12,708.96. Request final payment of \$17,291.04.

**This Presentation was received and filed**

[18-0898](#)

## Grand Chute Sports Facility Documents

**Attachments:** [2018 Sports Facility - Administration Agreement 060718 REDLINE\(b\).pdf](#)  
[2018 Sports Facility Cooperation Agreement \(003\) REDLINE.pdf](#)  
[2018 Sports Facility - Municipal Authorizing Resolution \(Appleton\).pdf](#)  
[2018 Sports Facility - Pledge and Security Agreement.pdf](#)  
[Grand Chute Email.pdf](#)

**This Presentation was received and filed**

[18-0904](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussions of real estate negotiations regarding the former K-Mart site

**Alderson Plank moved, seconded by Alderson Siebers to convene into Closed Session. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderson Plank, Alderson Lobner, Alderson Siebers and Alderson Croatt

**Excused:** 1 - Alderson Baranowski

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

**Aye:** 4 - Alderson Plank, Alderson Lobner, Alderson Siebers and Alderson Croatt

**Excused:** 1 - Alderson Baranowski

## 7. Adjournment

**Alderson Croatt 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 Croatt

**Excused:** 1 - Alderson Baranowski