



*"...meeting community needs...enhancing quality of life."*

Human Resources Department  
100 N. Appleton Street  
Appleton, WI 54911

## MEMO

To: Alderperson Plank and Members of the Finance Committee  
From: Sandy Behnke, Human Resources Director  
Date: June 3, 2016

**Re: Request to approve payment to ThedaCare for the City's share of facility location expenses during the three year term that ThedaCare also provides the employee health clinic services.**

The City of Appleton and the Appleton Area School District, in conjunction with ThedaCare, have located a proposed site for operation of an employee health clinic. The site is located in the AMC building at 1818 N. Meade Street Suite 120 (Formerly the Oncology Office for ThedaCare). The proposed site is very close to move-in ready and only a few modifications will need to be made. We anticipate that the tenant improvement allowance provided for in the proposal will be adequate to prepare the location for operation.

I have attached a copy of the lease proposal that outlines the terms of the lease. ThedaCare will be the lease holder and will bill the parties for their respective share of the lease costs as outlined in the Intergovernmental Agreement.

In addition to the lease costs, we anticipate a not to exceed of \$20,000 for furnishings for the clinic. Cost allocation between the parties is outlined in the Intergovernmental Agreement.

I have also attached a revised spreadsheet of the anticipated savings breakdown with the lease costs incorporated. The expenses to operate the clinic will be funded by the anticipated savings in claim costs under the City's self-funded medical plan.

If you have any questions or need additional information, please contact me directly at (920) 832-6426.