



# City of Appleton

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

## Meeting Minutes - Final-revised Finance Committee

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Monday, July 26, 2021

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:30pm**

2. Roll call of membership

**Present:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

3. Approval of minutes from previous meeting

[21-1068](#)

July 12, 2021 and July 21, 2021 Finance Committee meetings minutes

**Attachments:** [MeetingMinutesJul-12-2021-12-40-18.pdf](#)

[MeetingMinutesJul-21-2021-08-14-54.pdf](#)

**Reed moved, seconded by Meltzer, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:**

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

4. **Public Hearings/Apearances**

[21-1087](#)

Mr. Bill Frawley from the Appleton Yacht Club to present the Club financial report

**Attachments:** [Appleton Yacht Club Presentation.pdf](#)

**This presentation was presented by Mr. Bill Frawley**

5. **Action Items**

[21-1032](#)

Mayor's Response to Resolution #9-R-21, Transportation Utility Study

**Attachments:** [#9-R-21 TU Resolution.pdf](#)

[Transportation Utility Study Resolution Response Memo.pdf](#)

**Firkus moved, seconded by Reed, that the Report Action Item be amended to include the language from Mayor's memo then recommended for approval. Roll Call. Motion carried by the following vote:**

Aye: 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-0946](#)

Request to approve the allocation of excess General Fund balance at December 31, 2020 and the following related 2021 Budget amendments:

**General Fund**

Transfer Out - Debt Service/Capital Projects Fund	+\$3,840,000
Transfer Out - Industrial Park Land Fund	+\$ 250,000
Transfer Out - Facilities Capital Projects Fund	+\$ 185,000
Transfer Out - IT Capital Projects Fund	+\$ 65,000
Mayor's Office	+\$ 75,000
Public Works Department	+\$ 200,000
Finance Department	+\$ 50,000
General Fund Balance - Reserve for Brand Study	+\$ 450,000
General Fund Balance	-\$5,115,000

**Debt Service/Capital Projects Fund**

Transfer In - General Fund	+\$3,840,000
Debt Service Reduction	+\$3,840,000

**Industrial Park Land Fund**

Transfer In - General Fund	+\$ 250,000
Industrial Park Land	+\$ 250,000

**Facilities Management Capital Projects Fund**

Transfer In - General Fund	+\$ 185,000
Parks Improvements	+\$ 175,000
City Hall Improvements	+\$ 10,000

**Information Technology Capital Projects Fund**

Transfer In - General Fund	+\$ 65,000
Council Chamber AV Project	+\$ 65,000

to allocate excess general fund balance at 12/31/20 per City Fund Balance Policy (2/3 vote of Council required)

**Attachments:** [Finance Committee - Fund Balance Policy 2021.pdf](#)  
[Mayor Memo.pdf](#)

*Amended to include the changes outlined in the attached Memo from the Mayor.*

**Reed moved, seconded by Firkus, that the Report Action Item be amended to include the changes suggested in the Mayor's memo then recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Reed, Siebers and Firkus

**Nay:** 1 - Van Zeeland

[21-0949](#)

Request to award the 2021 Water Treatment Facility Fire Alarm project to Faith Technologies, Inc in the amount of \$51,228 with a contingency of \$10,000 for a project total no to exceed \$61,228

**Attachments:** [2021 WT Fire Alarm.pdf](#)

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1069](#)

Request to accept a grant from Mary Beth Nienhaus in the amount of \$500,000 for the construction of a pickleball complex at Telulah Park

**Attachments:** [2021 Donation for Pickleball Courts.pdf](#)

**Van Zeeland moved, seconded by Firkus, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1075](#)

Request approval of Change Order #1 for Contract 42-21 for the 2021 Parks Hardscapes Project - AMP Parking Lot #3 Reconstruction Project for installing Engineered Base Stabilizer (EBS) and drain tile in the amount of \$60,947 resulting in an increase of the contingency from \$50,000 to \$60,947 and an increase to the overall contract amount of \$10,947

**Attachments:** [2021 AMP Parking Lot #3 Renovation Change Order #1.pdf](#)

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

[21-1076](#)

RIVERSIDE CEMETERY ASSOCIATION submitting a request for payment for maintenance of Veteran's graves

**Attachments:** [Riverside Cemetery - 2021 Veteran Grave Care Reimbursement.pdf](#)  
[Riverside Cemetery - Veterans July 2020 to June 2021.pdf](#)  
[Riverside Cemetery - Military Report - 7-14-2021.xlsx](#)

**Firkus moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

## 6. Information Items

[21-1083](#) 2021 Finance Mid-Year report

**Attachments:** [2021 Finance mid-year report.pdf](#)

**This report was presented**

[21-1084](#) 2021 Legal Services Mid-Year report

**Attachments:** [Legal Services 2021 Mid-Year Report.pdf](#)

**This report was presented**

[21-1085](#) 2021 Risk Management Mid-Year report

**Attachments:** [2021 Risk Mid Year Budget Report.pdf](#)

**This report was presented**

[21-1086](#) 2021 Parks, Recreation and Facilities Management Mid-Year report

**Attachments:** [2021 PRFM Mid Year Report.pdf](#)

**This report was presented**

## 7. Adjournment

**Reed moved, seconded by Van Zeeland, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland