



# City of Appleton

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

## Meeting Minutes Finance Committee

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Tuesday, September 22, 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:** 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

3. Approval of minutes from previous meeting

[15-1453](#)

August 25, 2015 and September 16, 2015 Finance Committee minutes

**Attachments:** [MeetingMinutes25-Aug-2015-12-37-47.pdf](#)  
[Finance Minutes 9-16-15.pdf](#)

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

**Aye:** 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

4. Public Hearings/Appealances

5. Action Items

[15-1482](#)

Request to award contract for Fire Station #4 Air Handler Replacement to EGI Mechanical, Inc in the amount of \$30,297 with a contingency of \$1,500 for a contract total not to exceed \$31,797.

**Attachments:** [2015 Fire Station #4 Air Handler Unit Recommendation.pdf](#)

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

**Aye:** 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

[15-1484](#)

Request to award contract for Municipal Services Salt Shed Door Replacement to Silvercrest Construction Group, Inc in the amount of \$42,990 with a contingency of \$500 for a contract total not to exceed \$43,490.

**Attachments:** [2015 Municipal Services Salt Shed Door Recommendation.pdf](#)

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

**Aye:** 5 - Aldersperson Plank, Aldersperson Coenen, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

[15-1486](#)

Request to award contract for Municipal Services Building Condensing Boiler Addition to EGI Mechanical, Inc in the amount of \$54,267 with a contingency of \$2,000 for a contract total not to exceed \$56,267, and

Request to approve the follow 2015 Budget Adjustment:

**General Fund - Facilities**

Fire Station AHU #4 Project	- \$10,000
MSB Condensing Boiler Addition Project	+\$10,000

to reallocate positive fund balance.

**Attachments:** [2015 Municipal Services Building Boiler Recommendation.pdf](#)

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

**Aye:** 5 - Aldersperson Plank, Aldersperson Coenen, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

[15-1535](#)

*Request to award contract for Miscellaneous Maintenance in the Blue, Yellow and Green Parking Ramps to The Boldt Company in the amount of \$30,741.80, with a contingency of \$3,258.20 for a contract total not to exceed \$34,000.*

**Attachments:** [Misc Ramp Maint-Boldt Co.pdf](#)

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

**Aye:** 5 - Aldersperson Plank, Aldersperson Coenen, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

[15-1534](#)

Adopt the 2016 City of Appleton Policy for Special Assessments

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

*Motion to hold by Alderperson Lobner fails for lack of a second*

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

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

**Nay:** 1 - Alderperson Lobner

[15-1548](#)

Request approval to amend City ordinance regarding the collection of real estate taxes as a condition of the issuance of a business license.

**Attachments:** [Finance - Delinquent Tax Ord Amendments.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

**Nay:** 1 - Alderperson Coenen

[15-1533](#)

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 railroad and reconvene into open session.

**Alderperson Lobner moved, seconded by Alderperson Konetzke, to convene in Closed Session. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Alderperson Martin moved, seconded by Alderperson Lobner, to rise and report, returning into open session. Upon vote, motion carried unanimously.**

**Aye:** 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

[15-1524](#)

Changes to the Procurement and Contract Management Policy

- Attachments:** [Purchasing Policy Memo 2015.pdf](#)  
[Purchasing Policy Strike-bold 2015.pdf](#)  
[Purchasing Policy Survey 2015.pdf](#)

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

**Aye:** 5 - Alderson Plank, Alderson Coenen, Alderson Konetzke, Alderson Lobner and Alderson Martin

**6. Information Items**

[15-1523](#)

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

General Fund - Parks & Recreation Dept

Donations	\$2,000
Supplies	\$2,000

To record donation from Community First Fox Cities Marathon to purchase supplies for Kids Fun Runs

General Fund - Police Department

Donations	\$1,000
Supplies	\$1,000

To record donation from Walmart to support the Neighborhood Watch Program

General Fund - Fire Department

Donations	\$635
Supplies	\$635

To record donation from Fox Valley Regional Trauma Council to purchase equipment to be used by the Rescue Task Force in response to active shooter incidents

Reid Golf Course Fund

Donations	\$705
Misc Equipment	\$705

To record donation from the Thomas Bevers family for a memorial bench to be placed at Reid Golf Course

**This Presentation was received and filed**

[15-1483](#)

Contract 14-15 was awarded to Woodruff Roofing, "Library Roof Replacement" for the Appleton Public Library in the amount of \$134,940 with a contingency of \$13,500. No change orders were issued. Payments issued to date total \$124,393. Request to issue the final contract payment of \$10,547.

**Attachments:** [2015 Library Roof Replacement Final Pymt.pdf](#)

**This Presentation was received and filed**

[15-1485](#)

Contract 19-15 was awarded to Northeast Asphalt Inc, "Asphalt Roadway Replacements" for the Water Filtration Plant in the amount of \$49,270 with a contingency of \$9,854. Change orders approved totaled \$505.15. Final contact amount of \$49,775.15 with remaining contingency of \$9,349.85. Payments issued to date total \$0. Request to issue the final contract payment of \$49,775.15.

**Attachments:** [Finance Northeast Asphalt.pdf](#)

**This Presentation was received and filed**

[15-1138](#)

Request approval of ordinance permitting absent Alderpersons to appear by phone.

**Attachments:** [Sec 2-29 Alderperson Appearances \(amended\) .pdf](#)

**Alderperson Plank moved, seconded by Alderperson Martin, that the Report Action Item be held until the October 27, 2015 meeting. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

## 7. Adjournment

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

**Aye:** 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin