



# City of Appleton

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

## Meeting Minutes Finance Committee

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Tuesday, December 8, 2015

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

Meeting was 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

[15-2014](#)

November 18, 2015 Finance Committee minutes.

**Attachments:** [MeetingMinutes18-Nov-2015-09-24-08.pdf](#)

**Alderperson Martin moved, seconded by Alderperson Lobner, 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/Appearances

5. Action Items

[15-1534](#)

Adopt the 2016 City of Appleton Policy for Special Assessments

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

*Alderperson Lobner moved, seconded by Alderperson Plank to eliminate page two reference from his original amendment, approved 5-0*

*Alderperson Plank moved, seconded by Alderperson Martin to strike entire amendment by Lobner approved 4-1*

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

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

**Nay:** 1 - Alderperson Lobner

[15-2016](#)

Recommendation to donate CPAT Equipment to Fox Valley Technical College

**Attachments:** [CPAT donation to Fox Valley Technical College.pdf](#)

**Aldersperson Lobner moved, seconded by Aldersperson Martin, 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

[15-2018](#)

Recommendation to donate Command Trailer to Outagamie County CERT

**Attachments:** [Command trailer donation to Outagamie County CERT.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

[15-2053](#)

Request to approve the following 2015 Budget adjustments:

**TIF 5 Capital Projects Fund**

Transfer to General Fund	+\$237,923
Fund Balance	- \$237,923

**General Fund - Unclassified**

Transfer from TIF 5	- \$237,923
Fund Balance	+\$237,923

to record the closeout of TIF 5 and the transfer of the City portion of fund balance to the General Fund (2/3 vote required)

**Attachments:** [Appleton, City TID No. 5 2015 FS.pdf](#)

**Aldersperson Lobner moved, seconded by Aldersperson Martin, 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

[15-2054](#)

Request to approve the following 2015 Budget adjustment:

**General Fund - Legal Services**

Legal Fees	+\$52,513
Fund Balance	- \$52,513

to record additional legal fees incurred in connection with the CVS assessment litigation (2/3 vote required)

**Aldersperson Martin 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

[15-2055](#)

Request to approve the following Budget adjustment:

**Risk Management Fund**

Legal Fees	+\$400,000
Insurance Proceeds	+\$400,000

to record additional legal fees and related insurance reimbursement in connection with the Fox River cleanup litigation (2/3 vote required)

**Aldersperson Lobner moved, seconded by Aldersperson Konetzke, 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

[15-2057](#)

Request to write off \$116,436.88 of accounts receivable invoices and \$18,824.83 of personal property taxes (outstanding over one year).

**Attachments:**     [written off accounts lists.pdf](#)

**Aldersperson Lobner moved, seconded by Aldersperson Konetzke, 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

[15-2068](#)

Request to approve AT&T cell phone antenna lease amendments

**Attachments:** [Finance Committee - Memo re Changes to Lease Agreements with ATT.pdf](#)  
[Proposed Amendment - Memorial Park Monopole.pdf](#)  
[Proposed Amendment - Oneida Street Water Tower.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:** 5 - Aldersperson Plank, Aldersperson Coenen, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

[15-2073](#)

Request to approval of Amendment to Emerald Valley Development Agreement

**Attachments:** [Emerald Valley 2nd Amendment to Dev Agrm \(City 12-02-15\).pdf](#)

**Aldersperson Coenen moved, seconded by Aldersperson Plank, 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

[15-2074](#)

Request the approval of Amendment to Clearwater Creek Development Agreement.

**Attachments:** [Clearwater Creek - 1st Amendment to Dev Agrm \(City 12-03-15\).pdf](#)

**Aldersperson Konetzke moved, seconded by Aldersperson Martin, 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

[15-2075](#)

The Finance Committee will meet in Closed Session to confer with Legal Counsel concerning strategy to be adopted by the body with respect to litigation in which it is involved regarding the Fox River cleanup pursuant to the exceptions contained in Sec 19.85(1)(g) of the Wisconsin Statutes and concerning real estate negotiations regarding railroad trestles pursuant to the exception contained in Sec 19.85(1)(e) of the Wisconsin Statutes . The Committee will then reconvene into open session and conduct further business.

**Aldersperson Martin moved, seconded by Aldersperson Plank, 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

**A motion was made by Alderperson Lobner, seconded by Alderperson Coenen, 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

**6. Information Items**

[15-1573](#)

Director's Reports:

Finance  
Information Technology  
Legal Services

**This Presentation was received and filed**

[15-2024](#)

Contract 24-15 was awarded to Van Ert Electric Company, Inc. for Fire Station Standby Power Generator Systems at Fire Station #3, #4 and #5 in the amount of \$95,022 with a contingency of \$9,500. One change order was issued. Payments issued to date total \$94,189.65. Request to issue the final contract payment of \$4,957.35.

**Attachments:**     [2015 Fire Station Emergency Generators Final Payment.pdf](#)

**This Presentation was received and filed**

[15-2028](#)

Contract 16-15 was awarded to Dorner, Inc. for \$1,841,938 with a contingency of \$73,000 for Sewer and Water (Re)Construction Project No. 2. Payments issued to date total \$1,762,341.72. Request final payment of \$26,325.61.

**This Presentation was received and filed**

[15-2030](#)

Contract 17-15 was awarded to Northeast Asphalt, Inc. for \$139,760 with a contingency of \$27,952 for Appleton Memorial Park Northwest Parking Lot Renovation. Change orders were approved totaling \$9,912.20. Final contract amount is \$149,672.20 with a contingency of \$18,039.80. No payments issued to date. Request final payment of \$149,672.20.

**This Presentation was received and filed**

[15-2034](#)

Contract 29-14 was awarded to August Winter & Sons, Inc. for \$59,000 with a contingency of \$2,500 for MSB HVAC. Change orders were approved totaling \$2,500. Final contract amount is \$61,500 with a contingency of \$2,500. Payments issued to date total \$58,425. Request final payment of \$3,075.

**This Presentation was received and filed**

[15-2038](#)

Contract 7-15 was awarded to Team Reil, Inc. for \$106,932.20 with a contingency of \$5,345 for City Park Playground Resilient Surface Project. Payments issued to date total \$53,466.10. Request final payment of \$53,466.10.

**This Presentation was received and filed**

[15-2056](#)

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

**General Fund - Library**

Other Reimbursements	+\$6,988
Library Materials	+\$6,783
Library Equipment	+ \$205

to record funds received from patrons to replace lost library materials and damaged equipment

Other Reimbursements	+\$1,622
Library Telephone Expense	+\$1,622

to record funds received from AT&T E-Rate for reimbursement of telephone expenses.

**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](#)

*hold until January 26, 2016 meeting*

**Alderperson Plank moved, seconded by Alderperson Martin, that the Report Action Item be held. 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 Lobner, seconded by Alderperson Konezke, that this meeting be adjourned. The motion carried by the following vote:**

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