



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, July 12, 2021

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Excused:** 1 - Firkus

3. Approval of minutes from previous meeting

[21-0941](#)

June 21, 2021 Finance Committee meeting minutes

**Attachments:** [MeetingMinutesJun-21-2021-01-16-50.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus

4. **Public Hearings/Appearances**

[21-0942](#)

Brad Viegut from Robert W Baird & Co presentation on the 2021 General Obligation Notes and Water and Sewerage System Revenue Refunding Bonds Sales

**Attachments:** [2021 Baird Finance Presentation 07.12.21\\_.pdf](#)

This presentation was presented

5. **Action Items**

[21-0943](#)

Request for Finance Director to sell \$14,500,000 of General Obligation Promissory Notes

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus

[21-0944](#)

Request for Finance Director to sell \$8,360,000 Water System Revenue Refunding Bonds

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus

[21-0945](#)

Request for Finance Director to sell \$9,040,000 Sewerage System Revenue Refunding Bonds

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus

[20-0527](#)

Resolution #8-R-20 City of Appleton Brand Study

**Attachments:** [#8-R-20 Branding Resolution-format.pdf](#)  
[Brand Study RFP Memo.pdf](#)  
[CoA Brand Study RFP\\_DRAFT 020121.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus

[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	+\$ 210,000
Transfer Out - IT Capital Projects Fund	+\$ 65,000
Mayor's Office	+\$ 75,000
Public Works Department	+\$ 175,000
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	+\$ 210,000
Parks Improvements	+\$ 200,000
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](#)

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus

[21-0947](#)

Request to approve the following 2021 Budget adjustment:

**General Fund**

Transfer Out - Risk Management Fund	+\$1,300,000
Wage Reserve	- \$1,300,000

**Risk Management Fund**

Transfer In - General Fund	+\$1,300,000
Uninsured Claims - Workers Compensation	+\$1,300,000

to transfer funds to Risk Management Fund required reserve and current year claims (2/3 vote of Council required)

**Attachments:**    [Finance Committee - Risk Reserve Fund Transfer 2021.pdf](#)  
                                  [Actuarial Report 2020 Final Risk Management.pdf](#)

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus

**6. Information Items**

[21-0948](#)

The following 2021 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**HAZMAT Fund**

Charges for Services	+\$	8,164
Salaries	+\$	2,655
Miscellaneous Equipment	+\$	5,509

to record reimbursement from Emmi Roth Cheese for hazardous material spill services

**This budget adjustment was presented**

**7. Adjournment**

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

**Aye:** 4 - Meltzer, Reed, Siebers and Van Zeeland

**Absent:** 1 - Firkus