



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, November 9, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[20-1494](#) October 26, 2020 Finance Committee minutes

Attachments: [MeetingMinutes26-Oct-2020-09-48-05.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[20-1496](#) Resolution authorizing staff to finalize land transaction terms with the City of Menasha

Attachments: [Finance Utilities - CRB Memo - 11-2020 - Authorizing Resolution.pdf](#)
[Authorizing Resolution \(with Menasha regarding Water Plant land needs\) - 11-5](#)

6. **Information Items**

20-1501

The following 2020 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library	+\$34,000
Administration Expenses	+\$ 6,000
Childrens Services Expenses	+\$ 9,000
Public Service Expenses	+\$ 500
Community Partnership Expenses	+\$15,000
Materials Management Expenses	+\$ 3,500

to record funds received from the Friends of the Appleton Public Library

General Fund - Library

Reimbursements - Friends of the Library	+\$ 7,000
Community Partnership Supplies	+\$ 2,000
Childrens Services Supplies	+\$ 5,000

to record ALA Libraries Digital Skills and WILS grants

General Fund - Library

Reimbursements - OWLS	+\$24,500
Administration Travel/Training	+\$ 3,500
Materials Management Supplies	+\$21,000

to record expense reimbursements from OWLS

General Fund - Fire

Donations	+\$ 738
Medical/Lab Supplies	+\$ 738

to record donation from Winnebago County for medical supplies

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions regarding this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

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Meeting Minutes Finance Committee

Monday, October 26, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Present: 4 - Lobner, Coenen, Reed and Siebers

Excused: 1 - Meltzer

3. Approval of minutes from previous meeting

[20-1376](#)

October 12, 2020 Finance Committee meeting minutes

Attachments: [MeetingMinutes12-Oct-2020-09-34-26.pdf](#)

Siebers moved, seconded by Reed, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 4 - Lobner, Coenen, Reed and Siebers

Excused: 1 - Meltzer

4. Public Hearings/Appealances

5. Action Items

[20-1377](#)

Request to award the City of Appleton Wastewater D-Building HVAC Upgrades Phase 1 Project contract to BP Mechanical, Inc in the amount of \$93,976 with a contingency of 10% for a project total not to exceed \$103,374

Attachments: [2020 AWWTP D-Building HVAC Upgrades.pdf](#)

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

Aye: 4 - Lobner, Meltzer, Reed and Siebers

Abstained: 1 - Coenen

[20-1428](#)

Request to approve the following 2020 Budget amendment:

General Fund - City Clerk

State Grants	+ \$44,974
Postage	+ \$44,974

to record a grant from the WI Elections Commission for additional election costs incurred due to the COVID-19 pandemic (2/3 vote of Council required)

Attachments: [Clerk Appleton 45201 \\$44974.40 WEC CARES Subgrant Award Letter.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1429](#)

Request to approve the following 2020 Budget amendment:

General Fund - City Clerk

Grants	+ \$18,330
Election Supplies	+ \$18,330

to record a grant from the Center for Tech and Civic Life for additional election costs necessary to provide safe and secure elections (2/3 vote of Council required)

Attachments: [CTCL Grant Appleton Wisconsin agreement and SVP.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1432](#)

Request to approve Change Order No 1 for contract 36-20 for 2019 AWWTP Electrical Distribution Upgrades Phase 2 project for refeeding and removal of the E-Building's transformers and motor control centers in the amount of \$95,800 resulting in a decrease of the contingency from \$230,590 to \$134,790. No change to the overall contract amount

Attachments: [2020 AWWTP Electrical Distribution Upgrades Phase 2 Change Order #1.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1433](#)

Request to award the Engineering Contract for the 2020 AWWTP V2-F2 Buildings Road Replacement project to McMahon Associates in the amount of \$42,790 plus a 5% contingency for a total not to exceed a project engineering cost of \$44,930

Attachments: [2020 Wastewater Hardscapes Design.pdf](#)

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

6. Information Items

[20-1314](#)

2021 Legal Services Budget

Attachments: [2021 Legal Services.pdf](#)

This budget was presented

[20-1315](#)

2021 Facilities and Construction Management Budget

Attachments: [2021 Facilities.pdf](#)

This budget was presented

[20-1316](#)

2021 Finance Department Budget

Attachments: [2021 Finance Budget.pdf](#)

This budget was presented

[20-1342](#)

2021 Risk Management Budget

Attachments: [2021 Risk Management Budget.pdf](#)

This budget was presented

7. Adjournment

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

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers



LEGAL SERVICES DEPARTMENT

Office of the City Attorney


100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Members of the Finance Committee
Members of the Utilities Committee

FROM: Christopher R. Behrens, City Attorney 

DATE: November 5, 2020

RE: Resolution regarding Appleton-Menasha Water Plant Land Agreement
Our File No. A18-0684

Staff from the City of Appleton and City of Menasha have been engaging in ongoing discussions regarding mutual land needs. In particular, Menasha is interested in connecting its existing developments by developing the vacant southern most portion of the Appleton Water Treatment Plant. Appleton has a need to construct a second raw water line to its water plant that will require easements from Menasha.

In order to move forward with developing terms for a formal agreement, Menasha needs to incur the expense of some preliminary plat work on the subject property. In consideration of this pending expense, Menasha has requested some formal assurance that Appleton will continue working in good faith with Menasha to finalize terms of a formal agreement. Once a final agreement is reached, it will be subject to approval by the Common Council.

Accordingly, in order to assure Menasha that it may move forward with preliminary platting so that a finalized agreement may be approved by Appleton and Menasha in the near future, staff recommends:

APPROVAL of the resolution authorizing City of Appleton staff to continue its work with the City of Menasha in order to finalize terms of an agreement addressing the land needs of each municipality.

**RESOLUTION
CITY OF APPLETON**

**RESOLUTION AUTHORIZING CITY OF APPLETON STAFF TO FINALIZE TERMS
OF AN AGREEMENT WITH THE CITY OF MENASHA**

WHEREAS, the Appleton Water Treatment Plant, located within the City of Menasha, has identified a need to install a redundant raw water line extending from the Plant to Lake Winnebago; and

WHEREAS, the Appleton Water Treatment Plant sits upon multiple vacant acres of land that were acquired for potential future expansion; and

WHEREAS, the City of Menasha and the City of Appleton have been in discussion for several years about Menasha's interest in connecting its residential developments on each side of the Appleton Water Treatment Plant by constructing a roadway through the southern portion of the vacant Appleton Water Treatment Plant property; and

WHEREAS, after careful consideration, City staff has determined that if such a roadway were to be developed, the Appleton Water Treatment Plant would retain sufficient vacant land to accommodate any potential future expansion; and

WHEREAS, in exchange for the sale of this southern most portion of the vacant Water Treatment Plant property, Menasha would grant the Appleton Water Treatment Plant the necessary easement to allow for installation of a second raw water line; and

WHEREAS, the Menasha Common Council has approved this agreement in concept; and

WHEREAS, both Appleton and Menasha staff wish to move forward with the next steps that include some preliminary platting south of the proposed roadway, in order to finalize terms of a formal agreement for approval by both the Appleton and Menasha Common Council; and

WHEREAS, the formalized support of the Appleton Common Council is a necessary assurance so that staff of both municipalities may continue working towards a final agreement that would be approved in the first quarter of 2021;

NOW, THEREFORE, BE IT RESOLVED, by the City of Appleton Common Council does hereby support Appleton staff continuing to work with staff of the City of Menasha to reach an agreement wherein a southern portion of the vacant Appleton Water Treatment Plant land is sold to the City of Menasha and, in exchange, the City of Menasha provides the City of Appleton with an easement necessary for the installation of a second raw water line to its Water Treatment Plant.

Adopted this _____ day of _____, 2020.

Jacob A. Woodford, Mayor

ATTEST:

Kami Lynch, City Clerk

City Law A18-0684