



City of Appleton

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

Meeting Agenda Finance Committee

Tuesday, May 26, 2015

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[15-883](#) May 12, 2015 and May 20, 2015 Finance Committee minutes.

Attachments: [MeetingMinutes12-May-2015-10-21-41.pdf](#)

[MeetingMinutes20-May-2015-01-32-46.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[15-888](#) Request to approve the following 2015 Budget adjustment:

Valley Transit

Federal Grants and Aids +\$98,451

Other Contracted Services +\$98,451

to record federal aid received (Section 5310 funds) to provide transportation for seniors and customers with disabilities (2/3 vote required).

Attachments: [VT Section 5310 Grant - 2015.pdf](#)

[15-889](#) CEA Review Committee Report from May 12, 2015.

Attachments: [CEA Committee Report.pdf](#)

[15-890](#) Finance Committee Report 2-P-15 for Sanitary Sewer, Storm Sewer and Laterals.

Attachments: [Resolution 2-P-15.pdf](#)

[15-887](#)

Resolution introduced by Alderperson Baranowski at the April 22, 2015 Common Council meeting relating to a referendum for the April 5, 2016 ballot regarding the new municipal library:

#6-R-15 - Baranowski

"Whereas the cost of the proposed re-siting of the municipal library to a completely new building on one of Appleton's most commercially desirable downtown locations is a major expenditure by the city, and;

Whereas the currently budgeted city contribution is \$30 million dollars, a cost figure that likely does not include collateral and related costs for developments connected to serving the new construction and site, and, thus, is likely to increase as a total project cost, and;

Whereas the citizens of Appleton deserve an opportunity to directly influence an expenditure of this magnitude for a nontaxable municipal building;

Be it resolved that the following be placed as an advisory referendum question on the ballots for the 2016 Spring Election & Presidential Preference Vote to be held on April 05, 2016:

"Should at least \$30 million be spent by the taxpayers of the City of Appleton to construct a new municipal library?"

6. Information Items

[15-891](#)

Change Order #1 to Kruczek Construction, Inc. extending the contract completion date from May 29, 2015 to August 14, 2015 (also appears on Utilities Committee agenda as an informational item).

Attachments: [Everett Street Lift Station Project - Change Order #1.pdf](#)

[15-892](#)

Information Technology Director Report.

[15-893](#)

City of Appleton Electronic Laptop Use Policy/Agreement.

Attachments: [Laptops for Alders Policy - Clean 05-12-15.pdf](#)

- 15-898** The following 2015 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Other Reimbursements	+\$15,000
Library Materials	+\$15,000

to record funds received from patrons to replace lost library materials

Other Reimbursements	+\$7,253
Salaries	+\$7,253

to record funds received from the Friends of the Library to support the Appleton Ready to Read Hispanic Outreach program.

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.



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Meeting Minutes Finance Committee

Tuesday, May 12, 2015

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting was called to order at 4:30pm.

2. Roll call of membership

Present: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

3. Approval of minutes from previous meeting

[15-711](#)

April 29, 2015 Finance Committee minutes

Attachments: [MeetingMinutes29-Apr-2015-04-10-38.pdf](#)

Alderperson Martin moved, seconded by Alderperson Lobner, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

4. Public Hearings/Appearances

5. Action Items

[15-713](#)

Request to award contract for Municipal Services Building Trench Drain Reconstruction to Wood Sewer & Excavating, Inc. in the amount of \$199,660 with a contingency of \$20,000 for a contract total not to exceed \$219,660.

Attachments: [2015 MSB Trench Drain Bid Recommendation.pdf](#)

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

[15-729](#)

Request to award contract for Highview Tennis Courts to MCC, Inc. in the amount of \$136,390 with a contingency of \$5,000 for a contract total not to exceed \$141,390 and to reallocate \$35,890 of the positive variance from the Hardscape Infrastructure Improvement/Replacement Project to this project.

Attachments: [2015 Highview Park Tennis Courts.pdf](#)

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

Aye: 3 - Alderperson Coenen, Alderperson Konetzke and Alderperson Martin

Nay: 1 - Alderperson Lobner

Excused: 1 - Alderperson Plank

[15-733](#)

Request to award contract for Pierce Park Site Work to MCC, Inc. in the amount of \$110,191 with a contingency of \$5,000 for a contract total not to exceed \$115,191 and to reallocate \$33,355 of the positive variance from the Hardscape Infrastructure Improvement/Replacement Capital Improvement Project to this project.

Attachments: [2015 Pierce Park Site Redevelopment.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: 3 - Alderperson Coenen, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

Abstained: 1 - Alderperson Konetzke

[15-790](#)

Request to approve acceptance of a grant from the Fox Cities Convention & Visitors Bureau for design services related to the proposed exhibition center.

Attachments: [FCCVB Expo Ctr Grant 2015.pdf](#)

Alderperson Martin 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 Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

[15-791](#)

Approve Finance Committee Report 1-P-15 for Concrete Pavement, Sidewalk Construction and Driveway Aprons.

Attachments: [Report 1-P-15.pdf](#)

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

[15-792](#)

Request to award the Glendale Water Tower Project to Caldwell Tanks in the amount of \$2,467,000 with a 10% contingency in the amount of \$246,700 for a project total not to exceed \$2,713,700.

Attachments: [Glendale Water tower memo - Contract Award Memo 05-06-15.pdf](#)

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

[15-734](#)

The 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 or likely to become involved regarding Wis. Stat. §74.37 Excessive Assessment claims made by Walgreen Co. and H & K Partners, LLC pursuant to the exceptions contained in §19.85(1)(g) of the Wisconsin Statutes. The Committee will then reconvene into an open session and conduct further business.

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

[15-735](#)

CRITICAL TIMING ISSUE

Request approval of the Settlement Agreement between Walgreen Co. and the City of Appleton and the refund of a portion of the 2011 - 2014 property taxes.

Attachments: [2014 claims Walgreens and KFC.pdf](#)
 [Walgreens Settlement 2015.pdf](#)

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

[15-736](#)

CRITICAL TIMING ISSUE

Request approval of the Settlement Agreement between H&K Partners, LLC and the City of Appleton and the refund of a portion of the 2014 property taxes.

Attachments: [KFC settlement memo 5-12-15.pdf](#)

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank

6. Information Items

[15-794](#)

Change Order #5 to the Regulatory Upgrade and Process Improvement Project in the amount of \$43,891 resulting in \$38,776 decrease to the approved contingency of \$728,550 to \$689,774.

Attachments: [Change Order #5 05-07-15.pdf](#)

This Presentation was received and filed

[15-795](#)

Change Order #6 to the Regulatory Upgrade and Process Improvement Project in the amount of \$25,021 resulting in decrease of the project contingency balance of \$689,774 to \$664,753.

Attachments: [Change Order #6 05-07-15.pdf](#)

This Presentation was received and filed

[15-793](#)

Change Order #7 to the Regulatory Upgrade and Process Improvement Project in the amount of \$22,878 resulting in decrease of the project contingency balance of \$664,753 to \$641,875.

Attachments: [Change Order #7 05-07-15.pdf](#)

This Presentation was received and filed

[15-712](#)

Director's Reports:

Finance
Information Technology
Legal Services

This Presentation was received and filed

7. Adjournment

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

Aye: 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

Excused: 1 - Alderperson Plank



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Meeting Minutes Finance Committee

Wednesday, May 20, 2015

6:30 PM

Council Chambers, 6th Floor

Special

1. Call meeting to order

Meeting was called to order 6:30pm.

2. Roll call of membership

Present: 5 - Alderperson Plank, Alderperson Coenen, Alderperson Konetzke,
Alderperson Lobner and Alderperson Martin

4. Public Hearings/Appealances

5. Action Items

[15-859](#)

Request for approval of Extension Agreement for Radisson Paper Valley Hotel.

Attachments: [Extension Agreement-Clean. 5-19-2015 \(04127277x9F87B\).pdf](#)

Alderperson Coenen moved, seconded by Alderperson Martin, 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

[15-860](#)

Request for approval of Estoppel and Consent Agreement with Radisson Paper Valley Hotel.

Attachments: [Estoppel and Consent. 5-19-2015 Clean \(04127271x9F87B\).pdf](#)
[Estoppel and Consent \(2\).pdf](#)

Alderperson Martin 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

6. Information Items**7. Adjournment**

Alderson Konetzke moved, seconded by Alderson Coenen, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

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



May 18, 2015

To: Fox Cities Transit Commission
Finance Committee

From: Debra Ebben
Administrative Services Manager

Subject: Approve budget amendment for Federal Transit Administration Section 5310 grant funds.

Background:

At its April 23, 2014 meeting, the Fox Cities Transit Commission approved a Memorandum of Understanding between East Central Wisconsin Regional Planning Commission (ECWRPC) and Valley Transit to administer and receive Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Through the agreement, Valley Transit is the direct recipient of the funds.

As prescribed in the Memorandum of Understanding, Valley Transit and ECWRPC held an application period during 2014 for funding in 2015. The applications were evaluated and a sub-recipient was selected. Federal funding for the selected projects total \$98,451. The Grant revenue is equal to the expected expense.

Recommendation:

Approve a budget amendment for \$98,451 to administer Federal Transit Administration Section 5310 grant funds.



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Meeting Minutes - Final CEA Review Committee

Tuesday, May 12, 2015

4:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership

Croatt moved, seconded by Saucerman, that the minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Lobner, Croatt and Saucerman

3. Approval of minutes from previous meeting

15-773 Minutes from December 9, 2014

Attachments: [Minutes from December 9, 2014.pdf](#)

4. Public Hearings/Appearances

5. Action Items

15-774 Approve 2015 Seasonal Vehicles.

Attachments: [2015 Summer- Use Vehicles..pdf](#)

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

Aye: 4 - Vandehey, Lobner, Croatt and Saucerman

15-775 Request to upgrade Reid Golf Course Mower #621, being replaced in 2016, to a Hybrid E-Cut greens mower for a total additional cost of \$3,200.

Attachments: [2016 CEA Memo Greens Mower 621 \(3\).pdf](#)

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

Aye: 4 - Vandehey, Lobner, Croatt and Saucerman

15-776 Request to upgrade Engineering Vehicle #84, being replaced in 2016,

to add an arrow board, power inverter and bed cap for a total additional cost of \$4,700.

Attachments: Request to upgrade Eng. Vehicle #84.pdf

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

Aye: 4 - Vandehey, Lobner, Croatt and Saucerman

6. Information Items

15-777 Elect Chair-Aldersperson Lobner
 Elect Vice Chair-Aldersperson Croatt

15-778 2015 Equipment Purchase Log

Attachments: 2015 Equipment purchase Log W-O Trade In .pdf

15-779 Proposed 2016 Equipment Purchases

Attachments: Equipment Replacements 2016.pdf

7. Adjournment

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

Aye: 4 - Vandehey, Lobner, Croatt and Saucerman

STORM SEWER, SANITARY LATERALS & STORM LATERALS

RESOLUTION 2-P-15

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

SANITARY SEWER, STORM SEWER, SANITARY LATERALS & STORM LATERALS

John Street from 150' south of Banta Court to Matthias Street

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
- b. One installment, if the assessment is \$1,000 or less;
- c. In five equal annual installments, if the assessment is greater than \$1,000;

Deferred payments shall bear an interest at the rate of 6.25% per annum on the unpaid balance.

4. The Finance Committee is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed street improvements.
- c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

5. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

S/ TIMOTHY M. HANNA (Mayor)

Adopted: June 3, 2015

Attest: DAWN A. COLLINS (City Clerk)

PROJECT LIMITS:

2-P-15

STORM SEWER, SANITARY AND STORM LATERALS

John Street from 150' south of Banta Court to Matthias Street

In accordance with the preliminary resolution of the Common Council dated June 3, 2015 we herewith submit our report on the assessment of benefits on the above named construction.

This report consists of the following:

Schedule A - Preliminary plans and specifications on file in the office of the Director of Public Works.

Schedule B - The total cost within the project limits in accordance with the plans and specifications in Schedule A is **\$1,826,688.00.**

Schedule C - Proposed Assessments. The properties included within the project limits are benefited and the work or improvements constitute an exercise of the police power. The total value of assessments is **\$108,416.26.**

Finance Committee

1445 McMahon Drive P.O. Box 1025
Neenah, WI 54956 Neenah, WI 54957-1025
Telephone: (920) 751-4200
FAX: (920) 751-4284

CHANGE ORDER

(Contractor)

KRUCZEK CONSTRUCTION, INC.
3636 Kewaunee Road
Green Bay, WI 54311

Contract No.	<u>A0005-940398</u>
Project File No.	<u>A0005-940398.06</u>
Change Order No.	<u>One (1)</u>
Issue Date:	<u>May 14, 2015</u>
Project:	<u>City Of Appleton - Dept. Of Utilities</u> <u>Everett Street Lift Station Improvements</u>

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	Extend Date Of Final Completion By <u>77-Days</u> To August 14, 2015 No Change In Contract PriceADD	77-Days
	TOTAL	\$0.00

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	\$319,000.00	05/29/2015 days
Adjustments Per This Change Order	\$0.00	+ 77-Days days
Current Contract Status	\$319,000.00	08/14/2015 days

Recommended:
McMAHON
Neenah, Wisconsin

Accepted:
KRUCZEK CONSTRUCTION, INC.
Green Bay, Wisconsin

Authorized:
CITY OF APPLETON
Wisconsin

By:

Date:

By:

Date:

By

Date _____

- ☒ OWNER Copy
☐ CONTRACTOR Copy
☐ ENGINEER Copy (Contract Copy)
☐ FILE COPY

Four Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution

CITY OF APPLETON ELECTRONIC LAPTOP USE POLICY/AGREEMENT

Purpose

To enhance access to information necessary to make informed decisions and to achieve operational efficiencies, City of Appleton will provide Council and committee information in electronic format. City of Appleton will provide members of the City Council (User) laptops to retrieve and view this information.

Policy/Agreement

1. Laptops are provided to Users by the City of Appleton and are intended for City business. Personal use and applications are permitted as set forth below for the purposes of providing Users with a means to become familiar with the operations of the laptops and to encourage everyday usage. Users are permitted to use the laptop for de minimis personal use – use that is infrequent or occasional and is use that results in little or no actual cost to the City.

Di minimis personal use is prohibited if done for personal gain or if such use violates a civil or criminal law.
2. Laptops provided to Users pursuant to this Policy/Agreement will only have access to the City's Wi-Fi network.
3. Each person to whom a laptop is provided is the custodian of his own records for Wisconsin Public Record purposes. Information Technology archives City email for the statutorily required seven years. Therefore it is strongly recommended that a City email account be used for all City business. A City email account has been created for each User. Laptop access to a City email account will be provided during initial training. Those that conduct City business using personal email accounts are responsible for archiving those accounts as required by law.
4. The City Information Technology Department (IT) will initially load predetermined settings and applications to laptops. These will include:
 - a. Setup for Wi-Fi access using city Public Wi-Fi access.
 - b. Adobe (or equivalent) application for reading and managing meeting agendas and packets will be installed during initial training.
 - c. Core applications such as Adobe (or an equivalent) will be centrally managed by IT.
 - d. Office 2010, and upgrades, and additional software packages as deemed necessary to fulfill the responsibilities of the position. No user is allowed to apply upgrades beyond Microsoft updates/patches and virus software updates. Upgrades to laptop operating systems and core applications may affect any personal information that is stored on the laptop.
5. Training shall be provided to Users initially and as needed or requested.

6. Personal use is allowed but backup is the responsibility of the individual User. Any personal information that is stored on the laptops remains subject to Public Records Law. The City of Appleton is not responsible for the loss of personal information while in the process of providing maintenance and upgrades to the laptops operating system or applications. Maintenance by the City will entail wiping the laptop clean and starting over.
7. Public wireless connections should be used with caution and should not be considered secure. Extreme caution should be practiced when sending or receiving confidential or sensitive material.
8. Personal applications are allowed but must be properly licensed and managed by personal accounts. The City of Appleton will not reimburse Users for any applications that the User has personally purchased using a credit card, gift card, store card, PayPal or any other method of personal payment. IT will not provide support to personal applications.
9. Users may choose to use their own personal electronic devices but IT will not provide support. Users who choose not to accept a laptop device of any kind shall be responsible for reproducing City information themselves. The City Clerk will no longer provide printed documents.

ACKNOWLEDGMENT

I acknowledge that I have read and understand the City of Appleton Laptop Use Policy/Agreement and agree to follow the guidelines herein.

I understand and agree that the laptop device remains the property of the City of Appleton. At the end of my tenure, the device shall be returned to City IT within ten business days or I will be billed for the replacement cost (i.e. retail price for comparable unit).

User's Name:_____

District #:_____

Device Serial #:_____

User's Signature:_____

Date:_____

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