



City of Appleton

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

Meeting Agenda - Final Finance Committee

Tuesday, January 24, 2017

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[17-096](#) January 18, 2017 Finance Committee Minutes

Attachments: [MeetingMinutes18-Jan-2017-11-15-17.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[16-1585](#) Request to approve request from Alderperson Siebers that special assessments for sanitary laterals, storm sewer and storm sewer laterals for properties on Fair Street that are zoned Commercial and R3 with single family residential use be assessed as Single Family.

Attachments: [Fair St Spec Assessment.pdf](#)
[Petition.pdf](#)

Legislative History

10/25/16	Finance Committee	recommended for denial
11/2/16	Common Council	referred to the Finance Committee
11/16/16	Finance Committee	held

[17-097](#) Anticipated Award of Contract for Unit H-17 Northland Avenue Stormwater Pond Construction (bids to be opened on Monday, January 23, 2017).

[17-100](#)

Request to approve the following 2017 Budget adjustment:

HAZMAT Fund

Vehicles	+\$46,106
Fund Balance	- \$46,106

to provide funding for the replacement of pickup truck through the HAZMAT grant fund.

Attachments: [HAZMAT Purchase of 2017 Ford F350.pdf](#)

[15-1138](#)

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

Attachments: [Sec 2-29 Alderperson Appearances \(created\) 01-04-2017.pdf](#)

Legislative History

7/7/15	Finance Committee	held
8/11/15	Finance Committee	recommended for approval <i>Motion to amend by Alderperson Lobner to use "electronically" in place of "by telephone" throughout the amendment; second by Alderperson Konetzke.</i>
8/19/15	Common Council	referred to the Finance Committee
8/25/15	Finance Committee	held
9/22/15	Finance Committee	held
12/8/15	Finance Committee	held <i>hold until January 26, 2016 meeting</i>
1/26/16	Finance Committee	held
12/13/16	Finance Committee	referred

6. Information Items[17-098](#)

Contract 59-16 was awarded to Van Ert Electric Company, Inc. for the 2016 Parks Lighting Upgrade Project in the amount of \$87,500 with a contingency of \$4,000. Once change order was issued in the amount of \$2,250. Payments issued to date total \$85,262.50. Request to issue the final contract payment of \$4,487.50.

Attachments: [2016 Parks LED Lighting Upgrades Final Payment.pdf](#)

17-101

The following 2016 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Parks and Recreation

Donations	+\$1,000
Equipment	+\$1,000

to record donation received from the Fox Cities Marathon for the Kids Fun Run.

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 on agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

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

Meeting Minutes Finance Committee

Wednesday, January 18, 2017

6:00 PM

Council Chambers, 6th Floor

Special

1. Call meeting to order

Meeting called to order at 6:00pm.

2. Roll call of membership

Present: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

3. Approval of minutes from previous meeting

[17-013](#)

December 13, 2016 Finance Committee Minutes

Attachments: [MeetingMinutes13-Dec-2016-03-50-51.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

4. Public Hearings/Appealances

5. Action Items

[17-035](#)

Request to award Unit I-17 CTH "JJ" and Lightning Drive Sewer & Water Main Construction to Vinton Construction Co. in the amount of \$224,134.50 with a 10% contingency of \$22,413.45 for a project total not to exceed \$246,547.95.

Attachments: [Award of Contract I-17.pdf](#)

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

Aye: 3 - Alderperson Plank, Alderperson Dannecker and Alderperson Lobner

Nay: 1 - Alderperson Siebers

Excused: 1 - Alderperson Martin

[17-039](#)

Request the approval of the sole source purchase from Fire Apparatus & Equipment and the ordering of four replacement fire trucks in advance for future delivery and payment (this item also appears on the Safety and Licensing Committee agenda).

Attachments: [Sole Source Purchase and Ordering of Fire Apparatus for Cost Savings.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin

6. Information Items

[17-014](#)

Contract 45-16 was awarded to B&P Mechanical, Inc. for replacement of the HVAC system at the Municipal Services Building in the amount of \$338,800 with a contingency of \$8,400. Final contract amount is \$338,800 with no change orders issued. Payments issued to date total \$321,860. Request to issue the final contract payment of \$16,940.

Attachments: [2016 MSB HVAC Replacement Project Final Payment.pdf](#)

This Presentation was received and filed

[17-042](#)

2016 Medical Claim Costs

Attachments: [Health Claims \(2\).pdf](#)

This Presentation was received and filed

[17-043](#)

The following 2016 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library	+ \$17,000
Supplies - Public Services	+ \$3,412
Miscellaneous Equipment - Network Services	+ \$9,588
Software - Network Services	+ \$4,000

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

General Fund - Police Department

Donations	+ \$2,500
Equipment	+ \$2,500

to record donation received from Keller, Inc.

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 \(created\) 01-04-2017.pdf](#)

This item will appear as an Action item on the January 24, 2017 Finance Committee agenda

7. Adjournment

Alderperson Dannecker moved, seconded by Alderperson Lobner, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

Excused: 1 - Alderperson Martin



MEMO

"...meeting community needs...enhancing quality of life."

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: October 6, 2016

RE: Request from Alderperson Siebers that special assessments for sanitary laterals, storm sewer and storm sewer laterals for properties on Fair Street that are zoned Commercial and R3 with single family residential use be assessed as Single Family.

The Special Assessment Policy, adopted by the City Council annually, establishes assessment rates based on zoning, not usage. This philosophy has been debated many times over the 100 plus years of our Assessment Policy. The policy has continued to be based on zoning as it is an easily documented way to levy assessments versus use which could change without documentation (i.e. the City's parcel information includes a zoning category, but not a use category).

The properties being assessed as part of the Fair Street Project are as follows:

TAX ID	Owner's Name	Property Address	Mailing Address	Assessment	If Single family
5-1132	Stacey Staffeld	214 N. Fair Street	214 N. Fair Street	\$ 3,070.40	\$ 760.00
5-1134	Marc Daverveld	210 N. Fair Street	210 N. Fair Street	\$ 2,898.00	\$ 722.00
5-1136	Deanna Siewert	202 N. Fair Street	202 N. Fair Street	\$ 3,096.00	\$ 760.00
5-1143	Francine Rabideau	219 N. Fair Street	219 N. Fair Street	\$ 2,560.00	\$ 760.00
5-1145	Michael Weber	211 N. Fair Street	63 Bellaire Court	\$ 2,160.00	\$ 760.00
5-1146	James Christman ET AL	209 N. Fair Street	PO Box 2372	\$ 2,160.00	\$ 760.00
5-1149	Michael Laux	139 N. Fair Street	Mequon, WI	\$ 3,200.00	\$ 760.00
			TOTAL	\$ 19,144.40	\$ 5,282.00

Alderperson Siebers is requesting that the special assessments for sanitary laterals, storm sewer and storm sewer laterals for properties on Fair Street that are zoned Commercial and R3 with single family use be assessed as Single Family.

Attachment

July 4
September 5
November 24 & 25
December 23, 24, 25

Email Address * siebersw@yahoo.com
First Name: William
Last Name: Siebers
Address: 1109 N. Appleton Street
City: Appleton
State: Wisconsin
Zip Code: 54911
Phone Number 9207344204
Fax Number: Not answered

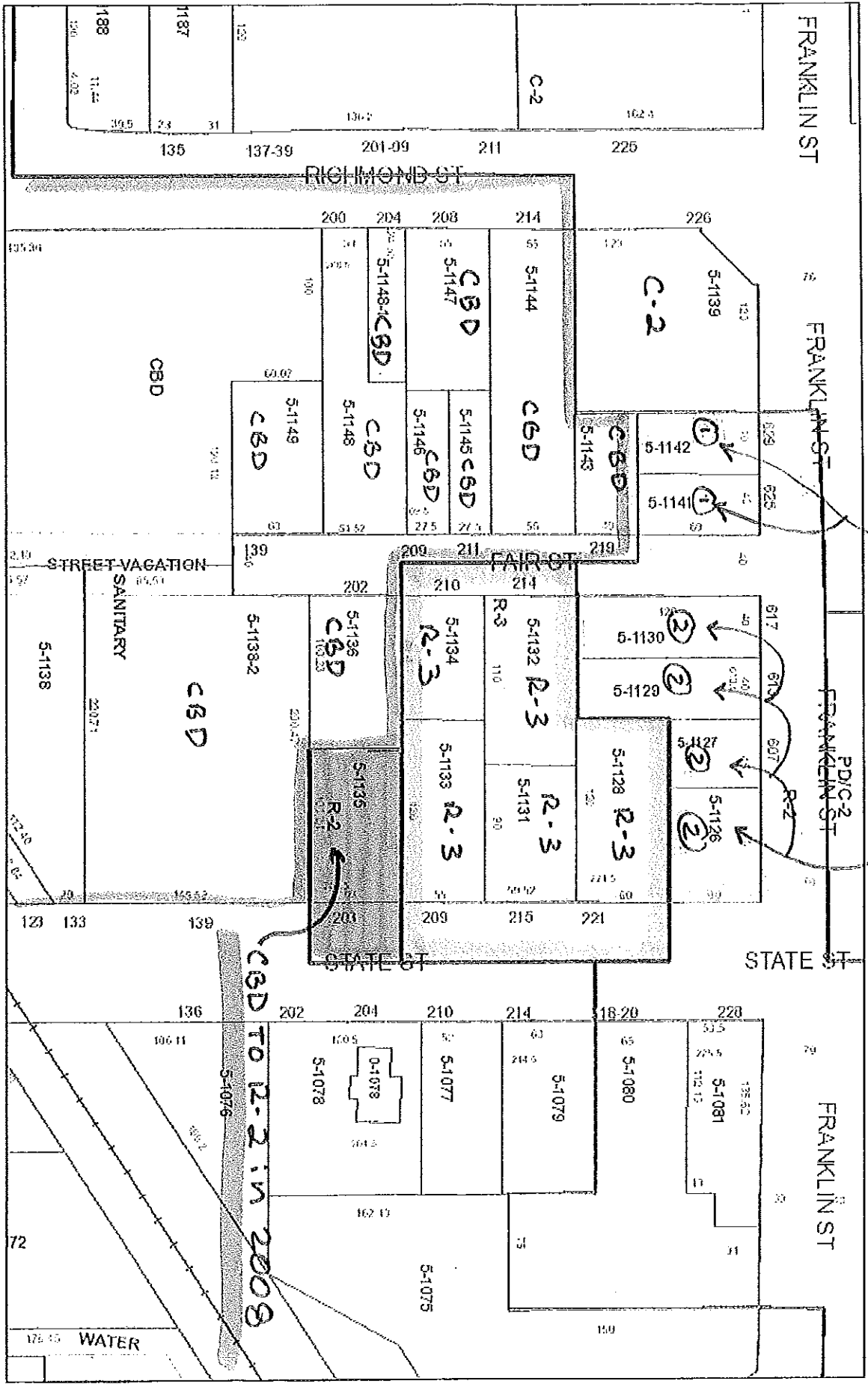
Comments/Questions

I have a situation in my district - 200 block of North Fair Street. Sewer and lateral work was done on the street. The block has a mix of zoning - mostly commercial - though all the usage is residential - and much is single family and on the low end of the value scale. Here is the problem, they got their assessment notices and at least two of them have stated that they feel the assessments are unfair when compared to assessments of areas nearby - because those properties are zoned residential. Is there any avenue these property owners can take in seeing if their assessments can be reduced? Alderperson William Siebers

Thank you,
Appleton, WI

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

① Rezoned from CBD to R-2 in 2003
 ArcGIS Web Map
 ② Rezoned from R-3 to R-2 in 2003



October 19, 2016

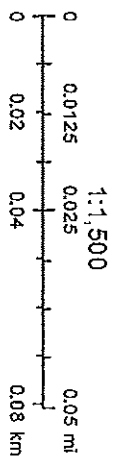
③

All properties have been zoned CBD since 1994.

④

All properties have been zoned R-3 since 1994.

- ☐ City Parcels
- ☐ Zoning
- ☐ Easements



WEST FRANKLIN STREET

629 W. Franklin
Zoned R2 Two Family (For A Single Family Home)

625 W. Franklin
Zoned R2 Two Family (For A Single Home)

617 W. Franklin
Zoned R2 Two Family
^
^
^
^
^

613 W. Franklin
Zoned R2 Two Family
^
^
^
^

607 W. Franklin
Zoned R2 Two Family (For A Single Family Home)

(For A Single Family Home)

(For A Duplex)

221 N. State
Zoned R3 Multi-Family Dist. (For A Duplex)

214 N. Fair
Zoned R3 Multi-Family Dist. (For A Single Family Home)

215 N. State
Zoned R3 Multi-Family Dist. (For A Single Family Home)

210 N. Fair
Zoned R3 Multi-Family Dist. (For A Single Family Home)

209 N. State
Zoned R3 Multi-Family Dist. (For A Single Family Home)

208 N. Fair
Zoned R3 Multi-Family Dist. (For A Single Family Home)

203 N. State
Zoned R2 Two Family (For A Duplex)

625 W. Franklin
Zoned R2 Two Family (For A Single Home)

NORTH

FAIR

STREET

NORTH

STATE

STREET

RICHMOND

10/25/16

City of Appleton
attn:

Finance Committee

We, the property owners of the 200 block of N. Fair St., whose property use does not match the more commercial zoning classification of (R-3) and (CBD), are being asked to pay costly tax assessments for the recent installment of storm water sewer mains and laterals on our street. Although all of us own either single or two family residences, we have been zoned either (R-3) or (CBD). But the present and past use of our properties clearly match the zoning code of either (R-1) or (R-2). This is the case for all properties fronting both sides of the 200 block of N. Fair St. Please keep in mind that property owners throughout the city who are actually zoned (R-1) or (R-2) are not required to pay for new storm water mains and laterals.

So then, should you require us to pay for the same improvements because we fall in a misfit zoning condition that includes the whole 200 block of N. Fair St.? We do not enjoy added value for being zoned (R-3) and (CBD). You won't find any businesses on our little street. Also, the median property value for our residences on the 200 block of N. Fair St. are certainly below the median value for residential properties city wide. Yes. It's true that our properties are zoned (R-3) and (CBD). But then again, our properties do not match that zoning description.

In light of this discrepancy that includes all the residential properties on the 200 block of N. Fair St., we believe it is reasonable to ask the city for a reduction of our tax assessments for the storm water sewer mains and storm water laterals. We are suggesting a reduction of at least 50 percent. Thank you for considering our petition.

Francine Pabideau 219 N. Fair St. 10-20-16

Mr. Russell 210 N. Fair St. 10/20/16

Stacey Stuffed 214 N. Fair St. 10/21/16

Q. Siement 202 N. Fair St 10/23/16

James A. Christman 209 W. Fair 10/25/16

Michael Weber 211 N. Fair 10/25/16



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**APPLETON FIRE DEPARTMENT
700 N. DREW STREET
APPLETON, WI 54911**

MEMORANDUM

To: Alderperson Kyle Loebner, Safety and Licensing Committee
Members of the Common Council

From: Len Vander Wyst, Fire Chief

Date: 1/5/2017

Re: Recommendation for the Purchase of Replacement Pickup Truck (F350) for the Hazardous Materials Team

The Appleton Fire Department maintains Hazardous Materials (Haz-Mat) Response Team contracts for Outagamie and Calumet Counties as well as with the State of Wisconsin for a Type II Team and a Radiological Field Survey Team. As part of the Haz-Mat Team capabilities, it is necessary to maintain response vehicles. One of the tow vehicles (Ford F250) is at its ten-year life span and due for replacement. The replacement vehicle (Ford F350) will have a larger engine for better/safer towing capability of one of the 22' Haz-Mat Response trailers.

Utilizing the dealership list maintained by CEA, four vendors were asked to provide a quote with only two vendors responding as follows:

Les Stumpf Ford	Ford F350 XLT, 4 x 4 Crew Cab	\$46,105.50
L & S Truck Center	Ford F350 XLT 4 x 4 Crew Cab	\$54,195.50

Therefore, the Appleton Fire Department is recommending the purchase of the haz-mat replacement truck from Les Stumpf Ford in Appleton. Thank you!

AN ORDINANCE CREATING SECTION 2-29 OF CHAPTER 2 ARTICLE II OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO ADMINISTRATION - COMMON COUNCIL.

(Finance Committee – _____)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 2-29 of Chapter 2, Article II, of the Municipal Code of the City of Appleton, relating to Administration, Common Council, is hereby created to read as follows:

Sec. 2-29. Alderperson absence; participation electronically.

(a) An alderperson, who is a qualified individual with a disability as defined in s. 35.104, Code of Federal Regulations, Title 28, Chapter 1, Section 3, unable to appear in person at a meeting of the Common Council may request in writing or by email at least twenty-four (24) hours in advance of the meeting the written or emailed permission from the President of the Common Council to participate in the meeting electronically. The participation by an alderperson electronically shall be permitted in cases where extreme temperatures would negatively impact adaptive equipment used by the person either on their person or as a mode of transportation. An alderperson's appearance electronically must be noted in the meeting minutes. Electronic participation must occur in the meeting room so that the physically absent member can hear and can be heard by all those who are present. An alderperson appearing electronically shall be entitled to participate and vote to the fullest extent possible.

(b) Notwithstanding paragraph (a) above, an alderperson participating electronically in a fact finding hearing shall not vote on any matter that may require observation of any part of the proceeding, including the demeanor of a witness or viewing exhibits not previously provided.

(c) An alderperson participating electronically shall not count towards a quorum.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication.

Dated: _____

Timothy M. Hanna, Mayor

Kami Lynch, City Clerk

J:\Attorney\WORD\Jamie\Ordinances\2017Ords\Sec 2-29 Alderperson Appearances (created) 01-04-2017.doc

Illegal use of drugs means the use of one or more drugs, the possession or distribution of which is unlawful under the Controlled Substances Act (21 U.S.C. 812). The term *illegal use of drugs* does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provisions of Federal law.

Individual with a disability means a person who has a disability. The term *individual with a disability* does not include an individual who is currently engaging in the illegal use of drugs, when the public entity acts on the basis of such use.

Other power-driven mobility device means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section. This definition does not apply to Federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207(c)(2).

Public entity means—

- (1) Any State or local government;
- (2) Any department, agency, special purpose district, or other instrumentality of a State or States or local government; and
- (3) The National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

Qualified individual with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Qualified interpreter means an interpreter who, via a video remote interpreting (VRI) service or an on-site appearance, is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include, for example, sign language interpreters, oral transliterators, and cued-language transliterators.

Qualified reader means a person who is able to read effectively, accurately, and impartially using any necessary specialized vocabulary.

Section 504 means section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794)), as amended.

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

State means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, and the Commonwealth of the Northern Mariana Islands.

Video remote interpreting (VRI) service means an interpreting service that uses video conference technology over dedicated lines or wireless technology offering high-speed, wide-bandwidth video connection that delivers high-quality video images as provided in §35.160(d).

Wheelchair means a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion. This definition does not apply to Federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207(c)(2).

[Order No. 1512-91, 56 FR 35716, July 26, 1991, as amended by AG Order No. 3180-2010, 75 FR 56177, Sept. 15, 2010; 76 FR 13285, Mar. 11, 2011; AG Order 3702-2016, 81 FR 53223, Aug. 11, 2016]

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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: January 24, 2017

Re: Informational: Contract 59-16 was awarded to Van Ert Electric Company, Inc. for the 2016 Parks Lighting Upgrade Project in the amount of \$87,500 with a contingency of \$4,000. One change order was issued in the amount of \$2,250. Payments issued to date total \$85,262.50. Request to issue the final contract payment of \$4,487.50.

The 2016 Capital Improvement Plan includes upgrading the exterior lighting at City Park to LED. Construction contract 59-16 was issued to Van Ert Electric Company, Inc. in the amount of \$87,500. The project has been completed. One Change order was issued in the amount of \$2,250 to install new underground conduit and wiring to the fountain. This contract is now complete as all punchlist items were completed.

The CIP budget is \$100,000. The final contract amount is \$89,750.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to Van Ert Electric Company, Inc. in the amount of \$4,487.50.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.