



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes Finance Committee

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Tuesday, August 11, 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:** 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Excused:** 1 - Alderperson Plank

3. Approval of minutes from previous meeting

[15-1185](#)

Finance Committee minutes for July 7, 2015 and July 15, 2015

**Attachments:** [Finance Minutes 7-7-15.pdf](#)

[MeetingMinutes15-Jul-2015-04-21-01.pdf](#)

**Alderperson Konetzke moved, seconded by Alderperson Martin, 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/Appealances

5. Action Items

[15-1188](#)

Request to approve contract to Northern Electric for Municipal Services Electrical Upgrades in the amount of \$181,900 with a contingency of \$8,100 for a contract not to exceed \$190,000 and to reallocate a not-to-exceed amount of \$90,000 of the positive variance from the Municipal Services Building Trench Drain Repair Capital Improvement Project to perform the Municipal Services Electrical Upgrade project.

**Attachments:** [2015 Muncipal Services Building Emergency Power Upgrades.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:** 4 - Alderperson Coenen, Alderperson Konetzke, Alderperson Lobner and Alderperson Martin

**Excused:** 1 - Alderperson Plank

[15-1138](#)

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

**Attachments:** [Sec 2-29 Alderperson Appearances \(amended\) .pdf](#)

*Motion to amend by Alderperson Lobner to use "electronically" in place of "by telephone" throughout the amendment; second by Alderperson Konetzke.*

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

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

**Excused:** 1 - Alderperson Plank

[15-1254](#)

RIVERSIDE CEMETERY ASSOCIATION submitting a request for payment for maintenance of Veteran's graves.

**Attachments:** [Riverside.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

[15-1336](#)

Request for approval of the Northland-Weiland Relocation Order for Storm Sewer Construction.

**Attachments:** [Northland-Weiland Pond - Relocation Order.pdf](#)

**Alderperson Konetzke moved, seconded by Alderperson Martin, 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

[15-1338](#)

Request to transfer \$15,000 of unused CIP funds from the Application Development project to a Security Assessment Project for 2015.

**Attachments:**     [Fund Transfer Request Finance Memo.pdf](#)

**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:** 4 - Aldersperson Coenen, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

**Excused:** 1 - Aldersperson Plank

[15-1343](#)

Resolution introduced by Alderspersons Plank, Lobner and Martin at the August 5, 2015 Common Council meeting relating to Ordinance #9-23 regarding renewal of operating licenses and delinquent accounts:

#12-R-15 ALDERPERSONS: Plank/Lobner/Martin

Whereas ...The City made changes to ordinance #9-23 in order to strengthen the consequences for property owners who are delinquent on payments of taxes and fees to the city, by denying the ability to renew various operating licenses for their premises and,

Whereas ...Tenants of these owners and landlords with delinquent bills have suffered, and could potentially suffer the unintended consequences of not being able to obtain the necessary licensing to continue to conduct business at that rented premises,

Therefore be it resolved that ...The following language be added to the municipal code:

Tenants paying rent to Property Owners, who are indirectly affected by this ordinance, after notification of their Landlord's delinquent bills, and at the expiration of their current operating license, may be issued a 3 6-month provisional license for their business on that premises.

And that ...In order to expedite the process and assist any business owners currently suffering from hardship due to these circumstances, the Finance Committee send a recommendation to the Common Council for consideration at their meeting on August 19.

*Motion by Aldersperson Coenen, second by Aldersperson Martin to amend language to a "6 month" provisional license.*

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

**Aye:** 4 - Aldersperson Coenen, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

**Excused:** 1 - Aldersperson Plank

[15-1345](#)

Request to approve Rescission of Resolutions of Necessity

**Attachments:**     [Finance - Library - Recission of Resolutions of Necessity - 08-11-15.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:** 4 - Aldersperson Coenen, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

**Excused:** 1 - Aldersperson Plank

## 6. Information Items

[15-1186](#)                      Glendale Water Tower Project Change Order #1 - Delete from supplementary conditions "The maximum deductible shall be \$5,000."

**Attachments:**     [Glendale Water Tower Change Order 1.pdf](#)

This Presentation was received and filed

[15-1337](#)                      Contract 13-15 was awarded to E.D. Chase Co. Inc., "Roof Replacement - Area 6" for the Municipal Services Building in the amount of \$178,583 with a contingency of \$17,500. Change orders approved totals \$715. Final contract amount is \$179,298 with remaining contingency of \$16,785. Payments issued to date total \$169,654. Request to issue the final contract payment of \$9,644.

**Attachments:**     [2015 MSB Roof Replacement - Roof 6 - Final Pymt.pdf](#)

This Presentation was received and filed

[15-1189](#)                      Risk Management 2015 Mid-Year Budget Report

**Attachments:**     [2015 Risk Mid Year Report.pdf](#)

This Presentation was received and filed

[15-1251](#)                      Mayor Office 2015 Mid-Year Report.

**Attachments:**     [Mayor's Ofc. 2015 Mid Year Rpt.pdf](#)

This Presentation was received and filed

[15-1252](#)                      Legal Service 2015 Mid-Year Report.

**Attachments:**     [Legal Services 2015 Mid Year Report.pdf](#)

This Presentation was received and filed

[15-1253](#)

Finance Department 2015 Mid-Year Report.

**Attachments:**     [2015 Finance Mid Year Report.pdf](#)**This Presentation was received and filed**[15-1335](#)

Information Technology 2015 Mid-Year Report.

**Attachments:**     [Mid-Year Review 2015.pdf](#)**This Presentation was received and filed**[15-1187](#)

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

**General Fund - Police Department**

Donations	+\$15,000
Training - Canine	+ \$7,000
Other Contract/Obligations - Canine purchase	+ \$8,000

to record funds received from the Green Bay Packer organization to support the purchase and training of a 3rd canine to be used for patrol tracking and explosives. An additional \$5,000 - \$6,000 of training costs will be absorbed within the departments's current training budget.

**General Fund - Parks & Recreation Department**

Donations	+\$12,152
Playground Equipment	+\$12,152

to record funds received from the Kiwanis Club (via the Community Foundation) for the purchase of playground equipment at Green Meadows Park.

**General Fund - Library**

Other Reimbursements	+\$5,100
Library Materials	+\$5,000
Training & Travel Expense	+ \$100

to record reimbursements from patrons for lost library materials (\$5,000) and from OWLS for reimbursement of training expenses (\$100)

**General Fund - Health Department**

Other Reimbursements	+\$338
Salaries	+\$247

Fringe Benefits	+\$91
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to record reimbursement for Partner Services activities

**Health Grant Funds**

MCH Grant	+\$4,805
MCH Grant - Wages & Benefits	+\$4,805
Prevention Grant	+\$7,139
Prevention Grant - Consulting Services/Supplies	+\$7,139
Immunization Grant	+\$5,578
Immunization Grant - Equipment	+\$5,578

to adjust 2015 Health grants to actual award amounts

**This Presentation was received and filed**

7. Adjournment

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