



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
www.cityofracine.org

## Meeting Minutes - Final

### Finance and Personnel Committee

*Chair Marcus West*  
*Vice Chair Maurice Horton*  
*Alder Mary Land*  
*Alder Amanda Paffrath*  
*Alder Terry McCarthy*

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Monday, November 27, 2023

5:30 PM

City Hall, Room 303

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#### Call To Order

**PRESENT:** 5 - Chair West, Vice Chair Horton, Alder Land, Alder Paffrath and Alder McCarthy

#### Approval of Minutes for the November 13, 2023 Meeting.

A motion was made by Alder Horton, seconded by Alder Land, to Approve the minutes.

#### [1138-23](#)

**Subject:** Communication sponsored by Mayor Mason, on behalf of the City Clerk, requesting permission to enter into a three year interstate agreement with Carahsoft Technology Corporation for the purchase of Polimorphic Customer Relationship Management (CRM) Software.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the Mayor and City Clerk be granted permission to enter into a three year agreement with Carahsoft Technology Corporation for the purchase of Polimorphic Customer Relationship Management (CRM) Software.

**Fiscal Note:** \$250,000 of initial funding is available in the 2024 capital budget. Year 2 and Year 3 will be budgeted in subsequent years operational budgets.

*City Clerk/Treasury Manager McMenamin, Polimorphic, Inc. representative Parth Shah, Finance Director Fischer, and Alder Perez, appeared before the Committee to speak on the item.*

A motion was made by Alder McCarthy, seconded by Alder Horton, that this file be Recommended for Approval.

#### [1123-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the Purchasing Agent, requesting permission to submit the bid results for Official Notice #12-2023 RFP Event Management Services Contract #2024002.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the Purchasing Agent be authorized and directed to negotiate Contract #2024002- RFP Event Management Services, award the contract to 5K Events LLC, and pending review by the Finance and Personnel Committee, execute a two year contract for the period 01/01/2024 and ending 12/31/2025.

**Fiscal Note:** Annual base management fee is estimated to be \$150,000 per year. Funding is available in #60686-52290 Management Fee.

*City Clerk/Treasury Manager McMenamain, 5K Event representatives Patrick Flynn, Stacey and Steve, Alder Perez, Finance Director Fischer, and City Administrator Vornholt, appeared before the Committee to speak on the item.*

**A motion was made by Alder McCarthy, seconded by Alder West, that this file be Recommended for Approval.**

[1118-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Clerk, requesting permission to submit the 2024-2025 Election Officials for approval.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the 2024-2025 Election Officials be approved.

**Fiscal Note:** N/A

*City Clerk/Treasury Manager McMenamain, and Alder Perez, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder Land, that this file be Recommended for Approval.**

[1115-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Clerk, requesting permission to enter into an agreement with the Wisconsin Election Commission for a memorandum of understanding relating to badger books.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the City Clerk be authorized to enter into an agreement with the Wisconsin Election Commission for a memorandum of understanding relating to badger books.

**Fiscal Note:** N/A

*City Clerk/Treasury Manager McMenamain, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder McCarthy, that this file be Recommended For Approval.**

[1116-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Clerk, requesting permission that the list of voting locations for all elections in the 2024 calendar year be approved.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the list of voting locations for all elections in the 2024 calendar year be approved.

**Fiscal Note:** N/A

*City Clerk/Treasury Manager McMenamin, appeared before the Committee to speak on the item.*

**A motion was made by Alder McCarthy, seconded by Alder Paffrath, that this file be Recommended For Approval.**

[1114-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Clerk, requesting permission that the list of alternate early absentee voting locations for all elections in the 2024 calendar year be approved.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the list of alternate early absentee voting locations for all elections in the 2024 calendar year be approved.

**Fiscal Note:** N/A

*City Clerk/Treasury Manager McMenamin, appeared before the Committee to speak on the item.*

**A motion was made by Alder Horton, seconded by Alder McCarthy, that this file be Recommended For Approval.**

[1124-23](#)

**Subject:** Communication sponsored by Mayor Mason, on behalf of the Human Resources Director, requesting permission to submit the updated City of Racine Employee Handbook for consideration.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the updated City of Racine Employee Handbook be approved and take effect on January 1, 2024.

**Fiscal Note:** The updates to the employee handbook primarily focus on expanding leave time opportunities, which may result in additional overtime in some departments. Anticipated costs associated with these changes have been incorporated in the 2024 budget.

*Human Resources Director Horton, Deputy City Attorney Roubik, Finance Director Fischer, and Mayor Mason, appeared before the Committee to speak on the item.*

**A motion was made by Alder McCarthy, seconded by Alder Land, that this file be Recommended For Approval.**

[1136-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the Director of Parks, Recreation & Cultural Services, requesting permission to submit a one year extension of the Racine Zoological Society Gardens Operating Agreement for consideration.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the Mayor and City Clerk be granted permission to approve and execute a one year extension of the Operating Agreement for the Racine Zoological Gardens between the City of Racine and the Racine Zoological Society, Inc. upon the terms presented.

**Fiscal Note:** The City's Zoo subsidy of \$510,000 in account 15099 52100 was approved in the 2024 budget.

*Director of Parks, Recreation, Cultural Services Molbeck, City Administrator Vornholt, City Attorney Letteney, and Alder Perez, appeared before the Committee to speak on the item.*

**A motion was made by Alder West , seconded by Alder Horton, that this file be Recommended For Approval.**

[1092-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney's Office, submitting the claim of AT&T c/o the Claims Center, LLC for consideration for disallowance.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the claim be disallowed.

**Fiscal Note:** N/A

*Deputy City Attorney Roubik, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder Land, that the disallowance of this claim be Recommended for Approval.**

[1093-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney's Office, submitting the claim of Renee Schoff for consideration for disallowance.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the claim be disallowed.

**Fiscal Note:** N/A

*Deputy City Attorney Roubik, appeared before the Committee to speak on the item.*

**A motion was made by Alder Horton, seconded by Alder West, that the disallowance of this claim be Recommended for Approval.**

[1094-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney's Office, submitting the claim of Jeffrey and Nancy Mueller for consideration for disallowance.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the claim be disallowed.

**Fiscal Note:** N/A

*Deputy City Attorney Roubik, City Attorney Letteney, Mayor Mason, and Alder Kaprelian, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder McCarthy, that the disallowance of this claim be Recommended for Approval.**

[1095-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney's Office, submitting the claim of Delesia Jackson for consideration for disallowance.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the claim be disallowed.

**Fiscal Note:** N/A

*Deputy City Attorney Roubik, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder Horton, that the disallowance of this claim be Recommended for Approval.**

[1096-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney's Office, submitting the claim of Marianne Goodwin for consideration for disallowance.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the claim be disallowed.

**Fiscal Note:** N/A

*Deputy City Attorney Roubik, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder McCarthy, that the disallowance of this claim be Recommended for Approval.**

[1098-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney's Office, submitting the claim of Matthew Britson for consideration for disallowance.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the claim be disallowed.

**Fiscal Note:** N/A

*Deputy City Attorney Roubik, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder Land, that the disallowance of this claim be Recommended for Approval.**

[1099-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney's Office, submitting the claim of Steven R. Panyk for consideration for disallowance.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** That the claim be disallowed.

**Fiscal Note:** N/A

*Deputy City Attorney Roubik, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder Horton, that the disallowance of this claim be Recommended for Approval.**

**Closed Session**

**It is intended that the Finance and Personnel Committee will convene in closed session pursuant to Wisconsin Statutes section 19.85(1)(g) to discuss strategy for litigation in which the City of Racine is or is likely to become involved.**

**A motion was made by Alder McCarthy, seconded by Alder West, to go into Closed Session.**

**The motion PASSED by the following vote:**

**AYES:** 5 - Chair West, Vice Chair Horton, Alder Land, Alder Paffrath and Alder McCarthy

[1126-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City Attorney, requesting the City Attorney discuss strategy for litigation in *Darcy Mohr v. City of Racine*, ERD Case No. CR202202107/EEOC Case No. 26G202201242.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** To Receive and File.

**Fiscal Note:** N/A

*City Attorney Letteney, Deputy City Attorney Roubik, and Alder Kaprelian, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder McCarthy, that this communication be Received and Filed.**

[1139-23](#)

**Subject:** Communication sponsored by Alder West, on behalf of the City

Attorney, requesting the City Attorney present a proposed settlement for the litigation in the matter of *Stature High Ridge, LLC v. City of Racine*, Racine County Case No. 22 CV 840.

**Recommendation of the Finance and Personnel Committee on 11-27-2023:** To approve the settlement in *Stature High Ridge, LLC v. City of Racine*, Racine County Case No. 22 CV 840, as presented.

**Fiscal Note:** Payment of \$50,854.40 will be issued to Stature High Ridge, LLC, as a refund of the property tax overpayment for the 2022 tax year. There are sufficient funds available for payment of this settlement in Account 11202-53420, Misc-Property Taxes Cancelled. Approximately half of the refund will be charged back to the other taxing jurisdictions. Additionally, the 2022 real estate assessment will be set at \$2,370,000.

*City Attorney Letteney, Finance Director Fischer, and City Assessor Director Chabron, appeared before the Committee to speak on the item.*

**A motion was made by Alder West, seconded by Alder Land, that this settlement be Recommended for Approval.**

## Open Session

**The Finance and Personnel Committee will return to open session and may take action on any item discussed in closed session.**

**A motion was made by Alder West, seconded by Alder McCarthy, to go into Open Session.**

**The motion PASSED by the following vote:**

**AYES:** 5 - Chair West, Vice Chair Horton, Alder Land, Alder Paffrath and Alder McCarthy

## Adjournment

**There being no further business to come before the Committee, the meeting adjourned at 7:35p.m. The next scheduled tentative meeting of the Committee is at 5:30p.m. on Monday, January 8, 2024 (dependent on approval of the Common Council 2024 calendar).**

**Respectfully submitted,**

**Alder West, Chair**

**Finance & Personnel Committee**