



City of Racine Meeting Minutes

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

Finance and Personnel Committee

Monday, May 22, 2006

5:00 PM

City Hall, Room 103

Call To Order

PRESENT: James T. Spangenberg, Thomas Friedel, Pete Karas, Sandy Weidner and Aron Wisneski

Alderman Aron Wisneski arrived at the meeting at 5:03 p.m.

Approval of Minutes for the May 8, 2006 meeting.

1. [06-1880](#) Subject: Communication from the Purchasing Agent requesting to accept the bid with Virchow Krause & Company, LLP for Official Notice # 5, Performance Audit of the Health Department.

Recommendation: That the item be received and filed

Fiscal Note: N/A

Because the item was approved at the License and Welfare Committee meeting on May 8, 2006, the request is to receive and file the item.

Recommended to be Received and Filed

2. [06-1938](#) Subject: Communication from the City Attorney requesting to fill the Executive Secretary position in the Attorney's office.

Recommendation: That the position of Executive Secretary in the City Attorney's office be filled.

Fiscal Note: Funding for this position is provided for in the 2006 budget.

Dan Wright, City Attorney, appeared before the Committee. Diane Schacht will be retiring August 1, 2006. Dan requests a 2-week overlap for training purposes. There are sufficient funds available for the training.

A motion was made by Friedel, seconded by Weidner, that this file be Recommended For Approval .

3. [06-1968](#) Subject: (Direct Referral) Communication from the Director of Parks Recreation & Cultural Services requesting \$30,000 be appropriated from the 2005 Capital Improvement Fund balance to account 985.710.5070, Horlick Athletic Field Bleachers and carried forward to 2006 to fund the short fall of Contract 28-06 (K6-029) New Grandstand Bleachers at Horlick Athletic Field.

Recommendation: That \$30,000 be transferred from 2005 Capital Improvement Fund balance to account 985.710.5070, Horlick Athletic Field Bleachers to cover cost of grandstand bleachers at Horlick Athletic Field and that it be carried forward to 2006.

Fiscal Note: There are sufficient funds available for the transfer.

Donnie Snow, Director of the Parks Recreation and Cultural Services, appeared before the Committee. \$218,000 was allocated for the grandstand bleachers at Horlick Athletic Field. The lowest bidder came in at \$245,000. Donnie is requesting \$30,000 to be appropriated from the 2005 Capital Improvement Fund to pay the difference.

A motion was made by Friedel, seconded by Weidner, that this file be Recommended For Approval .

4. [06-1917](#)

Subject: Communication from Interim Fire Chief requesting permission to accept a donation from the Sam's Club Foundation in the amount of \$1,000 to be utilized for the Racine Fire Department Public Education Fund.

Also, refer to License & Welfare Committee.

Recommendation of the Finance & Personnel Committee of 05/22/06: That the Interim Fire Chief be granted permission to accept \$1,000 donation from Sam's Club Foundation to be utilized for the Racine Fire Department Public Education Fund and an appropriate letter of thanks be submitted.

Recommendation of the License & Welfare Committee of 05/22/06: That the Interim Fire Chief be granted permission to accept \$1,000 donation from Sam's Club Foundation to be utilized for the Racine Fire Department English/Spanish Public Education Fund.

Fiscal Note: N/A

Steven Hansen, Interim Fire Chief, appeared before the Committee. Funds will be utilized for the fire prevention and education program for young individuals. Currently they are working with refrigerator magnets.

A motion was made by Friedel, seconded by Weidner, that this file be Recommended For Approval .

5. [06-1940](#)

Subject: Communication from Interim Finance Director requesting to appear before the committee to discuss the recently vacated position in the City Clerk's Office and the creation of Customer Service Specialist, SU9 position.

Recommendation: Permission granted for the elimination of Records Clerk, SU-7, position and the creation of a new position, Customer Service Specialist, SU-9, for the City Clerk's office upon permanent vacancy of the Records Clerk position.

Fiscal Note: Funding for this position is provided for in the 2006 budget and was recommended by the Clerk-Treasurer's study.

David Brown, Interim Finance Director, appeared before the Committee. In 2004, the City Clerk and Treasurer's office was studied. The recommendation was to combine the two departments and create more universal positions. Currently there are 4 Customer Service Specialist positions. An employee is currently under 30-day probation under the new position of Customer Service Specialist. If the employee decides to stay with the position, the request is to eliminate her old position of Records Clerk SU-7 and create another Customer Service Specialist position as was recommended by the study.

A motion was made by Friedel , seconded by Karas, that this Communication be Recommended For Approval. The motion was APPROVED by the following vote:

AYES: 4 - James T. Spangenberg, Thomas Friedel, Pete Karas and Aron Wisneski

ABSTENTIONS: 1 - Sandy Weidner

6. [06-1941](#) Subject: Communication from the Interim Finance Director requesting to appear before the committee to discuss filling a part-time payroll technician position.

Recommendation: That the position of part-time payroll technician in the Finance Department be filled.

Fiscal Note: Funding for this position is provided for in the 2006 budget.

David Brown, Interim Finance Department, and Scott Sharpe, President of Local 67, appeared before the Committee. The payroll technician position has been open for all of 2005 and 5 months of 2006. Scott requested that the position stay as full-time. His concern is the quality of service provided by the City of Racine employees.

A motion was made by Friedel, seconded by Weidner, that this file be Recommended For Approval .

Miscellaneous Business

There was discussion regarding the start time for the Committee. Recently License and Welfare Committee has changed to 5:00 p.m. start time. The decision is to keep the start time at 5:00 p.m.

There being no further business to come before the Committee, the meeting adjourned at 5:34 p.m. The next scheduled meeting of this Committee is at 5:00 p.m. on Monday, June 12, 2006 in City Hall, Room 103.

Respectfully submitted,

**Alderman James Spangenberg, Chairman
Finance and Personnel Committee**