



# City of Racine

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

## Meeting Minutes

### Finance and Personnel Committee

*Chairman Thomas Friedel, Vice Chair James T. Spangenberg, Alderman David L. Maack,  
Alderman Robert Anderson, Alderman Michael Shields*

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Monday, April 21, 2008

5:00 PM

City Hall, Room 301

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#### Call to Order and Roll Call

**PRESENT:** 5 - James T. Spangenberg, Thomas Friedel, David L. Maack, Robert Anderson and Michael Shields

#### Approval of the Minutes for the April 7, 2008 meeting. to Approve the Minutes

1. [08-1964](#) **Subject:** Communication from the Public Health Administrator requesting permission to apply for funding from the Sustainable Racine Fund in the amount of \$2,000. (Grant Control #2008-011)

#### **Recommendation of the Finance & Personnel Committee 04-21-08:**

Permission granted for the Public Health Administrator to apply for a \$2,000 grant with the Sustainable Racine Fund (Grant Control No. 2008-011) to be utilized for the purchase of 143 1-gallon containers of Blue Dune Lyme Grass to be utilized at the south end of North Beach.

**Fiscal Note:** No match required on the part of the City.

**Attachments:** [2008 Sustainable Racine](#)

*Janelle Grammer, Public Health Administrator, appeared before the Committee requesting permission to apply for a \$2,000 grant with the Sustainable Racine Fund. Funds will be utilized for the purchase of Blue Dune Lyme Grass to increase native vegetation on existing and proposed dune structures between the North Beach Oasis and the Kid's Cove Playground at the south end of North Beach.*

**Recommended For Approval**

2. [08-1966](#) **Subject:** Communication from the Public Health Administrator requesting permission to accept funding from the Root-Pike Watershed Initiative Network. (Grant Control #2008-008)

#### **Recommendation of the Finance & Personnel Committee 04-21-08:**

The Mayor and City Clerk be authorized and directed to enter into a \$9,431.41 agreement with the Root-Pike Watershed Initiative Network (Grant Control No. 2008-008). Funds to be utilized for the 2007 biological and chemical indicator assessment on the Root River from the Horlick Dam to the mouth of the river.

**Fiscal Note:** No match required on the part of the City.

**Attachments:** [2008 Root-Pike Baseline Accept](#)

*Janelle Grammer, Public Health Administrator, appeared before the Committee requesting permission to accept \$9,431.41 from the Root-Pike Watershed initiative Network. The funds will be utilized to build on the 2007 biological and chemical indicator assessment on the Root River from Horlick Dam to the mouth of the river.*

**Recommended For Approval**

3. [08-1949](#)

**Subject:** Communication from the Director of Parks, Recreation & Cultural Services requesting to apply for a grant from The Sustainable Racine Fund (Sustainable Neighborhood Partnership) within the Racine Community Foundation (City Grant Control #2008-012) for a Reforest Racine project.

**Recommendation of the Finance & Personnel Committee 04-21-08:**

Permission granted for the Director of the Parks, Recreation and Cultural Services to apply for a \$2,000 grant with the Sustainable Racine Fund (Sustainable Neighborhood Partnership) within the Racine Community Foundation (Grant Control No. 2008-012) to be utilized for the Reforest Racine project.

**Fiscal Note:** No match required on the part of the City.

**Attachments:** [Sustainable Racine Fund - Reforest](#)

*Donnie Snow, Director of Parks & Recreation and Cultural Services, was unable to attend the meeting. He had spoke to Kathleen Fischer and Dave Brown regarding the grant request.*

**Recommended For Approval**

4. [08-1947](#)

**Subject:** Communication from the Director of Parks, Recreation & Cultural Services requesting to apply for a grant from The Sustainable Racine Fund (Sustainable Neighborhood Partnership) within the Racine Community Foundation (City Grant Control # 2008-010) for a community gardening project.

**Recommendation of the Finance & Personnel Committee 04-21-08:**

Permission granted for the Director of Parks, Recreation and Cultural Services to apply for a \$2,000 grant with the Sustainable Racine Fund (Sustainable Neighborhood Partnership) within the Racine Community Foundation (Grant Control No. 2008-010) to be utilized for the community gardening project.

**Fiscal Note:** No match required on the part of the City.

**Attachments:** [Sustainable Racine Fund](#)

*Donnie Snow, Director of Parks & Recreation and Cultural Services, was unable to attend the meeting. He had spoke with Kathleen Fischer and Dave Brown regarding the grant request.*

**Recommended For Approval**

5. [08-1976](#) **Subject:** Communication from the City Attorney submitting the claim of Maurie Gomez, of 5706 - 61st St, Kenosha, for consideration.

**Recommendation to the Finance & Personnel Committee on**

**04-21-08:** The claim of Maurie Gomez, of 5706 - 61st St., Kenosha, requesting reimbursement for the replacement of a car tire rim and hubcap damaged by a pothole on Lathrop Avenue be denied.

**Fiscal Note:** N/A

**Attachments:** [Gomez claim\\_001](#)

*Scott Letteney, Deputy City Attorney, appeared before the Committee requesting that the claim be denied because it is not in the City limits.*

**Recommended For Denial**

6. [08-1986](#) **Subject:** Communication from the City Attorney submitting the claim of Tyrone Johnson, of 2516 Ashland Avenue, regarding a damaged fence at 1915 Jay Eye See Avenue for consideration.

**Recommendation of the Finance & Personnel Committee on**

**04-21-08:** The claim of Tyrone Johnson, of 2516 Ashland Ave., requesting reimbursement of \$525 for the repairs to his fence that was dislodged by force of snow when the plows came through the alley be denied.

**Fiscal Note:** N/A

**Attachments:** [T Johnson claim\\_001](#)

*Scott Letteney, Deputy City Attorney, appeared before the Committee requesting that the claim be denied because the fence was encroached on the City's right-of-way by .42 feet as well as City employees stating that they did not hit the fence.*

**Recommended For Denial**

7. [08-1993](#) **Subject:** Communication from the Deputy City Attorney submitting the claim of Mary Ann Glassen for consideration.

**Recommendation of the Finance & Personnel Committee on**

**04-21-08:** The claim of Mary Ann Glassen requesting reimbursement for a fall in the crosswalk at the intersection of 15th Street and Grove Avenue be settled in the amount of \$27,500.

**Fiscal Note:** There are sufficient funds available in account 101-160-5910 Judgment & Claims.

**Attachments:** [glassen claim.doc](#)

*Scott Letteney, Deputy City Attorney, appeared before the Committee requesting that*

*the claim be settled in the amount of \$27,500 because the City is 55% liable and Ms. Glassen 45% liable as determined by the arbitrator.*

**Recommended to be Awarded**

8. [08-1991](#)

**Subject:** Communication from the Deputy City Attorney to discuss amending the City of Racine Code of Ordinances to reflect changes in the Human Resources Department.

**Recommendation of the Finance & Personnel Committee on**

**04-21-08:** Amend the Charter Ordinances sections as follows: Charter Ordinance Section 2-1; Charter Ordinance Section 2-2; Charter Ordinance Section 2-52; Charter Ordinance Section 2-76;

Approve the amendment of the Charter Ordinances as indicated;

Amend the following Code of Ordinances sections: Section 2-208; Section 2-437; Section 26-23; Section 62-29; Section 62-36; Section 62-46; Section 62-48; Section 70-53; Section 74-36; Section 74-37; Section 74-67; Section 98-32; Section 98-33;

Create the following Ordinance: Chapter II, Article IV, Division 7;

Repeal the following Ordinance: Chapter II, Article V, Division 7

Approve the amendment, creation and repeal of the portions of the Code of Ordinances indicated.

**Fiscal Note:** N/A

**Attachments:** [HR Ordinance Memo.doc](#)  
[Human Resources Ordinance \(2\).doc](#)  
[Update HR Charter Ord and Ord \(2\).doc](#)

*Scott Letteney, Deputy City Attorney, appeared before the Committee requesting that the proposed amendments relating to the Human Resources Department be approved. The amendments reflect the Human Resource Director position eliminated and formally creates a Human Resource's Department with Rob Weber, City Attorney, as the administrative manager.*

**Recommended For Approval**

9. [08-1981](#)

**Subject:** Communication from Police Chief Wahlen, requesting to apply for the 2008 Bulletproof Vest Partnership Grant (Grant Control # 2008-013).

**Recommendation of the Finance & Personnel Committee on**

**04-21-08:** Permission granted for the Chief of Police to apply for a \$9,652.50 2008 Bulletproof Vest Partnership Grant (Grant Control No. 2008-013) with the State of Wisconsin to be utilized for 50% reimbursement costs for vests purchased in 2008.

**Recommendation of the Public Safety and Licensing Committee on**

**4-21-08:** That permission be granted for Chief Wahlen to apply for a \$9,652.50 2008 Bulletproof Vest Partnership Grant (Grant Control No. 2008-013) with the Federal Government to be utilized for 50% reimbursement costs for vests purchased in 2008.

**Fiscal Note:** No match required on the part of the City.

**Attachments:** [2008 vest grant 001](#)

*Because the grant is an ongoing grant received every year for the purchase of vests for the officers, permission was granted for the Police Chief, who was currently at the Public Safety and Licensing Committee meeting, to apply for the 2008 Bulletproof Vest Partnership grant.*

**Recommended For Approval**

10. [08-1998](#)

**Subject:** Communication from the Fire Chief requesting permission for the Mayor and City Clerk to sign an Intergovernmental Agreement, between Kenosha County Emergency Government and the City of Racine, to provide Level-B Hazardous Materials Response Services to Kenosha County.

**Recommendation of the Finance & Personnel Committee on**

**04-21-08:** The Mayor and City Clerk be authorized and directed to enter into an Intergovernmental Agreement Between Kenosha County and City of Racine for Level "B" Hazardous Material Response Services to commence 1-1-08 through 12-31-08.

**Recommendation of the Public Safety and Licensing Committee on**

**4-21-08:** The Mayor and City Clerk be authorized to enter into an Intergovernmental Agreement Between Kenosha County and City of Racine for Level "B" Hazardous Material Response Services to commence 1-1-08 through 12-31-08.

**Fiscal Note:** The City shall provide 20% of in-kind contributions as allowed under the terms of the EPCRA grant.

**Attachments:** [hazmat level b proposal ltr 4 11 08](#)  
[level b hazmat response services agreement - ken cnty-cty of racine](#)

*Because the Public Safety and Licensing Committee already approved the Intergovernmental agreement the Fire Chief, who was currently at a Public Safety and Licensing Committee, was granted permission to enter into a intergovernmental agreement with Kenosha County and City of Racine for Level "B" Hazardous Material Response Services.*

**Recommended For Approval**

11. [08-1999](#)

**Subject:** Communication from the Assistant Finance Director requesting to appear before the Finance & Personnel Committee wishing to discuss the transfer of funds from the general fund to various special revenue funds to offset accumulated deficits in those funds for the year ended

December 31, 2007.

**Recommendation of the Finance & Personnel Committee on**

**4-21-08:** Permission granted for the Assistant Finance Director transfer \$28,285.96 from the general fund to the bulky waste site special revenue fund to cover the 2007 deficit in the fund and to transfer \$19,105.77 from the general fund to the municipal court special revenue fund to cover an accumulated deficit in the fund.

**Fiscal Note:** Total transfer out of the general fund will be \$47,391.73 and will be appropriated from the contingency fund. Funds are available in the contingency fund.

**Attachments:** [transfer funds.pdf](#)  
[Transfer request.doc](#)

*Kathleen Fischer, Assistant Finance Director, appeared before the Committee requesting to transfer \$19,105.77 from the general fund to the municipal court special revenue fund to cover an accumulated deficit in the fund. \$28,285.96 from the general fund to the bulky waste site special revenue fund to cover the 2007 deficit in the fund.*

**Recommended For Approval**

12. [08-2001](#)

**Subject:** Communication from the Finance Director wishing to appear before the Finance & Personnel Committee to discuss adopting a single unified job description, title change and reclassification of the existing Accountant I & II positions within the Finance Department.

**Recommendation of the Finance & Personnel Committee on**

**04-21-08:** Permission granted for the Accountant 1 and Accountant II positions within the Finance Department be reclassified under a single unified job description title.

**Fiscal Note:** N/A

**Attachments:** [Reclassification Accountants.pdf](#)  
[ACCOUNTANT JOB DESCRIPTION \(2\).doc](#)

*Kathleen Fischer, Assistant Finance Director, appeared before the Committee requesting that the Accountant 1 and II positions be one unified job description to maintain the concept in the Finance department of cross-training and cross utilization of staff.*

**Recommended For Approval**

13. [08-1992](#)

**Subject:** Communication from the Deputy City Attorney, Finance Director, and Human Resource Manager to discuss adding an additional HR Benefits Coordinator to the Human Resources Department.

**Recommendation of the Finance & Personnel Committee on**

**04-21-08:** Permission granted for the creation of an additional Human Resource Benefits Coordinator position for the Human Resources Department.

**Fiscal Note:** The position's annual cost of approximately \$90,000 will be funded from the 405 Health Insurance Fund. The 2008 cost will be \$45,000.

*Scott Letteney, Deputy City Attorney, and Kathleen Fischer, Assistant Finance Director, appeared before the Committee requesting that the Human Resource Department add an additional Human Resource Benefit Coordinator based on the heavy workload that has increased in the past 4 years.*

**Recommended For Approval**

A motion was made by Alderman Spangenberg and seconded by Alderman Maack that the Committee be convened in closed session pursuant to Wisconsin Statutes §19.85(1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority.

Roll Call Taken: Ayes: Aldermen Friedel, Spangenberg, Shields, Maack, Anderson  
Noes: None

The Chairman then announced that the Committee would convene in closed session pursuant to Wisconsin Statutes 19.85(2)(c)

Also present: Scott Letteney, Terry Parker and Kathleen Fischer

14. [08-1994](#) **Subject:** Communication from the Deputy City Attorney requesting to meet in Closed Session pursuant to s. 19.85(1)(c), to discuss the collective bargaining agreement between the City of Racine and Local 430, AFL-CIO, International Brotherhood of Electrical Workers, for June 1, 2008 through December 31, 2008.

**Recommendation of the Finance & Personnel Committee on 04-21-08:** Permission granted for the city members of the Local 430, AFL-CIO, International Brotherhood of Electrical Workers to receive a 3.5% raise and be paid \$28.81 per hour from June 1, 2008-December 31, 2008.

**Fiscal Note:** Funds are available in the Department of Public Works-electricians budget.

**Attachments:** [cba local 430.doc](#)

*Scott Letteney, Assistant City Attorney appeared before the Committee to request a 3.5% pay increase for the city electricians for the last seven months of 2008. Scott explained that the current contract expires on May 31, 2008 and that the City will work toward negotiating a multi-year contract that would begin on January 1, 2009.*

**Recommended For Approval**

### Miscellaneous Business

None

**There being no further business to come before the Committee, the meeting adjourned at 5:50 p.m. The next scheduled meeting of this Committee is at 5:00 p.m. on Monday, May 12, 2008 at City Hall, Room, 301.**

**Respectfully submitted,**

**Ald. Thomas Friedel, Chairman  
Finance & Personnel Committee**