



City of Racine

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

Meeting Minutes Finance and Personnel Committee

Chairman Q.A. Shakoor, II
Vice Chairman Terry McCarthy
Ronald D. Hart
Dennis Wiser
Edward E. Diehl

Monday, May 13, 2013

5:00 PM

City Hall, Room 301

Call To Order & Roll Call

PRESENT: 3 - Q.A. Shakoor, II, Dennis Wiser and Edward E. Diehl

EXCUSED: 2 - Terry McCarthy and Ronald D. Hart

Approval of Minutes for the April 22, 2013 Meeting.

to Approve the Minutes

1. [13-8956](#) **Subject:** (Direct Referral) Communication from the Finance Director requesting to have Brad Viegut from Robert W. Baird & Company appear to discuss the borrowing for the 2013 Capital Projects, 2014 Capital Outlay and possible refunding opportunities.

Recommendation of the Finance & Personnel Committee on 5-13-13: To approve the issuance of Notes Anticipation Notes and Refunding of Bonds as presented.

Fiscal Note: N/A

Attachments: [prs 2013 capital financing plan_racine 050213](#)

Bradley D. Viegut, Managing Director, Robert W. Baird & Co. Incorporated, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Chairman Q.A. Shakoor, II, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

2. [13-8872](#) **Subject:** Communication from the Assistant Commissioner of Public Works/City Engineer, on behalf of the Harbor Commission, requesting to transfer \$30,000 from the Harbor Commission Reserve funds into a new Capital Improvement Program budget account to assist in the funding of repairs at the 5th Street Boat Launch.

Recommendation of the Finance & Personnel Committee on 5-13-13: Permission be given to transfer \$30,000.00 of reserve funds to assist in the funding of the 5th Street Boat Launch repair.

Fiscal Note: The Harbor Commission approved the transfer of \$30,000.00 from reserve to be placed in a new Capital Improvement program budget account to assist in the funding of repairs at the 5th Street Boat Launch. The Harbor Commission shares 50% of the revenue from boat launch fees with the Parks, Recreation and Cultural Services Department.

Attachments: [13-8872 HC Transfer of Funds for 5th St Boat Launch Repair](#)

James Rooney, Chairman, City of Racine Harbor Commission, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser, seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

3. [13-8835](#)

Subject: Communication from the Assistant Commissioner of Public Works/City Engineer requesting permission to apply for the State of Wisconsin Urban Nonpoint Source & Storm Water (UNPS&SW) Program Construction Grant for the Washington Park Streambank Stabilization Project, Grant Control No. 2013-010.

Recommendation of the Finance & Personnel Committee on

4-22-13: Defer the item due to non-representation of staff to speak on the item.

Recommendation of the Finance & Personnel Committee on

5-13-13: Permission be granted for the Assistant Commissioner of Public Works/City Engineer to apply for the State of Wisconsin Urban Nonpoint Source & Storm Water (UNPS&SW) Program Construction Grant for the Washington Park Streambank Stabilization Project. (Grant Control No. 2013-010)

Fiscal Note: The grant is 50% maximum of eligible costs; total project cost \$300,000; \$150,000 maximum State share and requires a City match of \$150,000 which is included in the 2013 Storm Water Enterprise Fund.

Attachments: [13-8835 WisDNR Urban Nonpoint Source & Storm Water Construction Grant](#)

Thomas Eeg, Assistant Commissioner of Public Works/Operations, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser, seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

4. [13-8889](#)

Subject: Communication from the Assistant Commissioner of Public Works/City Engineer, on behalf of the Racine Harbor Commission, requesting authorization to apply for the State of Wisconsin DNR Waterways Commission Financial Assistance Grant for navigational

aids. (Grant Control No. 2013-013)

Recommendation of the Finance & Personnel Committee on

5-13-13: Permission be granted for the Assistant Commissioner of Public Works/City Engineer, on behalf of the Racine Harbor Commission, to apply for the State of Wisconsin DNR Waterways Commission Financial Assistance Grant for navigational aids. (Grant Control No. 2013-013)

Fiscal Note: The navigational aids are estimated at \$3,346.00. The grant provides matching funds up to 50% of the project cost with an additional 10% for municipalities that conduct a boating safety and enforcement and education program approved by WisDNR. Funding for the local share for this project is available in account 215.000.5750, Land Improvements.

Attachments: [13-8889 Navigational Aids grant](#)

James Rooney, Chairman, City of Racine Harbor Commission, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

5. [13-8913](#)

Subject: Communication from the Director of City Development requesting that the City advance funds in anticipation of CDBG, HOME, and ESG grants from the U.S. Department of Housing and Urban Development.

Recommendation of the Finance & Personnel Committee on

5-13-13: That the City advance funds so that the subgrantees can be reimbursed. The City will be made whole when the HUD funds are received.

Fiscal Note: The City has regularly advanced funds for this purpose in prior years. There are sufficient funds available.

Attachments: [Funding advance request](#)

Brian F. O'Connell, Director of City Development, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

6. [13-8914](#)

Subject: Request from the Director of Fair Housing for approval to accept a \$1,000 donation from SC Johnson Wax and the Johnson family and to donate the funds to the Wisconsin Fair Housing Network (WFHN). The funds were donated to underwrite the WFHN Conference on April 25-26, 2013.

Recommendation of the Finance & Personnel Committee on

5-13-13: Permission be granted for the Director of Fair Housing to accept a \$1,000.00 donation from SC Johnson Wax and the Johnson family and to donate the funds to the Wisconsin Fair Housing Network (WFHN). The funds were donated to underwrite the WFHN Conference on April 25-26, 2013.

Fiscal Note: The \$1,000.00 donation from SC Johnson Wax and the Johnson family was received on April 15, 2013.

Attachments: [WFHN](#)

Brian F. O'Connell, Director of City Development, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

7. [13-8848](#)

Subject: Communication from the Police Chief requesting to waive formal bidding and instruct Purchasing Agent to negotiate sole-source procurement with Federal Signal, Knoxville, TN, for the purchase of Automated License Plate Reader equipment and software for use by the RPD. Funding for this purchase is budgeted.

Recommendation of the Finance & Personnel Committee on

5-13-13: Permission be granted for the Police Chief to waive formal bidding and instruct Purchasing Agent to negotiate sole-source procurement with Federal Signal, Knoxville, TN, for the purchase of Automated License Plate Reader equipment and software for use by the RPD.

Fiscal Note: Funding for this purchase available in the 2012 JAG Grant.

Attachments: [LegistarID13-8848](#)

Arthel L. Howell, Chief of Police, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

8. [13-8926](#)

Subject: Communication from the Police Chief requesting to apply for and accept the 2013 Bureau of Justice Assistance (BJA) Edward Byrne Justice Assistance Grant (JAG).

Recommendation of the Finance & Personnel Committee on

5-13-13: Permission be granted for the Police Chief to apply for and accept the 2013 Bureau of Justice Assistance (BJA) Edward Byrne

Justice Assistance Grant (JAG). The grant will be split with Racine County Sheriff's Department. Permission also be granted to renew the Memorandum of Understanding with Racine County.

Fiscal Note: There is no City match required.

Attachments: [Legst13-8926](#)

Arthel L. Howell, Chief of Police, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

9. [13-8927](#)

Subject: Communication from the Police Chief, requesting to appear before the appropriate committee to discuss our request to apply for the 2013-2014 Bulletproof Vest Partnership grant.

Recommendation of the Finance & Personnel Committee on

5-13-13: Permission be granted for the Police Chief to apply for the 2013-2014 Bulletproof Vest Partnership grant.

Fiscal Note: The 2013-2014 Bulletproof Vest Partnership grant is approximately \$15,812.50. The grant will reimburse 50% of the cost of the vests purchased in 2013-2014. City funding is budgeted in account 101.311.5430, Police Miscellaneous Equipment.

Attachments: [Legst13-8927BPV](#)

Arthel L. Howell, Chief of Police, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

10. [13-8883](#)

Subject: Approval of Developer Agreement for Primrose Retirement Community in Mt. Pleasant

Recommendation of the Racine Waterworks Commission on

4/30/13: To approve

Recommendation of the Finance & Personnel Committee on

5-13-13: The Mayor and City Clerk be authorized and directed to enter into the agreement for Primrose Retirement Community in Mt. Pleasant, in accordance with City Ordinance for such matters.

Fiscal Note: N/A

Attachments: [developers agrmt utility improvements.pdf](#)

Keith L. Haas, Director of Water & Wastewater Utilities, appeared before the

Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

11. [13-8886](#)

Subject: Communication from Asset Recyclers Wishing to Collect E-Waste at Household Hazardous Waste Collections

Recommendation of the Racine Wastewater Utility on 4/30/13: To approve

Recommendation of the Finance & Personnel Committee on 5-13-13: To approve for Asset Recyclers to Collect E-Waste at Household Hazardous Waste Collections.

Fiscal Note: N/A

Attachments: [asset recyclers ltr.pdf](#)

Keith L. Haas, Director of Water & Wastewater Utilities, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

12. [13-8890](#)

Subject: Mt. Pleasant Interceptor Sewer Transmission Assignment and Assumption Agreement

Recommendation of the Racine Wastewater Utility on 4/30/13: To approve

Recommendation of the Finance & Personnel Committee on 5-13-13: The Mayor and City Clerk be authorized and directed to enter into the agreement for Mt. Pleasant Interceptor Sewer Transmission Assignment and Assumption Agreement, in accordance with City Ordinance for such matters.

Fiscal Note: N/A

Attachments: [assignment and assumption agrmt.pdf](#)

Keith L. Haas, Director of Water & Wastewater Utilities, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

13. [13-8891](#)

Subject: Mt. Pleasant Interceptor Sewer Transmission Agreement First Amendment

Recommendation of the Racine Wastewater Utility on 4/30/13: To approve

Recommendation of the Finance & Personnel Committee on

5-13-13: The Mayor and City Clerk be authorized and directed to enter into the agreement for Mt. Pleasant Interceptor Sewer Transmission Agreement First Amendment, in accordance with City Ordinance for such matters.

Fiscal Note: N/A

Attachments: [ww transm chrgs and convey intrcpttr swr amndmnt.pdf](#)

Keith L. Haas, Director of Water & Wastewater Utilities, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

14. [13-8892](#)

Subject: Amend Section 98-149 of the Municipal Code of the City of Racine (Ord. 08-13)

Recommendation of the Racine Wastewater Utility on 4/30/13:

That the Ordinance be referred to Finance and Personnel Committee.

Recommendation of the Finance & Personnel Committee on

5-13-13: To approve amendment of Section 98-149 of the Municipal Code of the City of Racine (Ord. 08-13).

Fiscal Note: N/A

Attachments: [Ordinance 08-13 - Sewer Use Charges.pdf](#)

Keith L. Haas, Director of Water & Wastewater Utilities, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

16. [13-8859](#)

Subject: communication from the City Attorney submitting the claim of Rosario D'Acquisto and Chuck D'Acquisto for consideration.

Recommendation of the Finance & Personnel Committee on

5-13-13: The claim of Rosario D'Acquisto and Chuck D'Acquisto, 147 Teralee Ct, Racine, WI 53402, claiming damages in the amount of \$897.72 for alleged vehicle damages be denied.

Fiscal Note: N/A

Attachments: [d'acquisto_001](#)

Scott R. Letteney, Deputy City Attorney, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

17. [13-8911](#)

Subject: communication from the City Attorney submitting the claim of Janet VanSchyndel and Christian VanSchyndel for consideration.

Recommendation of the Finance & Personnel Committee on

5-13-13: The claim of Janet VanSchyndel and Christian VanSchyndel, 6506 San Marino Dr, Mt. Pleasant, WI 53406, claiming damages in the amount of \$68.59 for alleged vehicle damages be denied.

Fiscal Note: N/A

Attachments: [vanschyndel_001](#)

Scott R. Letteney, Deputy City Attorney, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

18. [13-8912](#)

Subject: communication from the City Attorney submitting the claim of Shayela Shields and Jimmy Shields for consideration.

Recommendation of the Finance & Personnel Committee on

5-13-13: The claim of Shayela Shields and Jimmy Shields, 1600 Washington Ave, Racine, WI 53403, claiming damages in the amount of \$231.22 for alleged vehicle damages be denied.

Fiscal Note: N/A

Attachments: [shields_001](#)

Scott R. Letteney, Deputy City Attorney, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

19. [13-8936](#)

Subject: Communication from the City Clerk submitting the bid(s) received for printing the Common Council Proceedings and legal notices for the period of June 1, 2013 through May 31, 2014.

Recommendation of the Finance & Personnel Committee on

5-13-13: To award the bid to The Racine Journal Times for printing of the Common Council Proceedings and all legal notices for the period June 1, 2013 through May 31, 2014.

Fiscal Note: Funds are available in account 101.010.5540, City Council Proceedings

Attachments: [Legal Bid](#)
 [JT Bid Ltr to Council](#)

David L. Brown, Director of Finance, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

20. [13-8955](#)

Subject: (Direct Referral) Communication from the Finance Director requesting to appear to discuss the 2012 to 2013 budget carry overs.

Recommendation of the Finance & Personnel Committee on 5-13-13: To approve the 2012 to 2013 budget carry overs.

Fiscal Note: Official action is required on an annual basis to carry forward budgeted funding including those with an expenditure period longer than 12 months.

Attachments: [13-8955](#)
 [2012-2013 carry overs](#)

David L. Brown, Director of Finance, appeared before the Committee to speak on the item.

A motion was made by Dennis Wiser , seconded by Edward E. Diehl, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

21. [13-8697](#)

Subject: (Direct Referral) Communication from the Human Resources Manager and Deputy City Attorney submitting the City of Racine Employee Handbook for consideration.

Recommendation of the Finance & Personnel Committee on 2-27-13: To defer the item with the intention of reviewing the City of Racine Employee Handbook by article. The meetings are scheduled for the following dates to review the articles:
Article 1 & 2, Second meeting of March, 2013
Article 3, First meeting of April, 2013
Article 3.10 through Article 4.12, Second meeting of April, 2013
Article 5, First meeting of May, 2013
Article 6 & 7, Second meeting of May, 2013
All Alderman will be made aware of the schedule for the meetings.

Fiscal Note: N/A

Attachments: [Employee Handbook-Draft - 02-27-2013](#)

Scott R. Letteney, Deputy City Attorney, and Terry Parker, Human Resources Manager, appeared before the Committee to speak on the item.

Deferred

Adjournment

There being no further business to come before the Committee, the meeting adjourned at 6:54 p.m. The next scheduled meeting of this Committee is at 5:00 p.m. on Tuesday, May 28, 2013 at City Hall, Room 301.

Respectfully submitted,

**Ald. Q.A. Shakoor II, Chairman
Finance & Personnel Committee**