



City of Racine

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

Meeting Minutes Finance and Personnel Committee

Chairman Alderman Q.A. Shakoor, II
Vice Chairman Terry McCarthy
Dennis Wiser
Ronald D. Hart
O. Keith Fair

Monday, September 12, 2011

5:00 PM

City Hall, Room 301

Call To Order

PRESENT: 5 - Q.A. Shakoor, II, Terry McCarthy, Dennis Wiser, Ronald D. Hart and O. Keith Fair

Approval of Minutes for the August 22, 2011 Meeting.

to Approve the Minutes

1. [11-6815](#)

Subject: Communication from the General Manager of Racine Water and Wastewater Utility to discuss the Status of 2011-2012 Capital Borrowing for the Water Utility - Brad Viegut Invited to the Meeting

Recommendation of the Water Utility on 8/30/11: Waterworks Commission approved and further recommends to refer to the Finance and Personnel Committee for approval

Recommendation of the Finance and Personnel Committee on 9-12-11: That 2011-2012 Capital Borrowing for the Water Utility be approved.

Fiscal Note: The Utility is borrowing \$6,500,000.00 and costs would be passed through to the end users.

Attachments: [r w baird 2011-2012 capital borrowing finance rpt.pdf](#)
[11-6815](#)

Brad Viegut from Robert W. Baird and Company appeared before the Committee to speak on the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

2. [11-6856](#)

Subject: Communication from the Finance Director requesting to appear before the Finance & Personnel Committee to discuss refunding the 2011 Capital Project Note anticipation Notes and a portion of the 2003 Taxable Unfunded Pension Liability Bonds.

Recommendation of the Finance and Personnel Committee on 9-12-11: That refunding the 2011 Capital Project Note Anticipation Notes and a portion of the 2003 Taxable Unfunded Pension Liability Bonds be approved.

Fiscal Note: The amount being refunded is \$8,295,000.00.

Attachments: [Note Anticipation Notes 11-6856](#)

Brad Viegut from Robert W. Baird and Company appeared before the Committee to speak on the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

3. [11-6841](#)

Subject: Communication from the Director of Parks, Recreation and Cultural Services requesting permission to apply for a grant from the Wisconsin Department of Natural Resources in the amount of \$25,000 for Tree Inventory.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the Parks, Recreation, and Cultural Services Department apply for and accept a grant from the Wisconsin Department of Natural Resources in the amount of \$25,000 for Tree Inventory.

Fiscal Note: There is no match required of the City.

Attachments: [11-6841 - DNR Grant Application Request - August 2011](#)

Donnie Snow, Director of Park, Recreation and Cultural Services, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

4. [11-6862](#)

Subject: Communication from the **Assistant** Commissioner of Public Works Operations requesting authorization to apply and accept a Focus on Energy Grant (Grant Control No. 2011-029) for upgrading light fixtures in the Library and **Park / Villa parking lots.**

Recommendation of the Finance and Personnel Committee on 9-12-11: That the Assistant Commissioner of Public Works Operations apply for and accept a Focus on Energy Grant (Grant Control No. 2011-029) for upgrading light fixtures in the Library and Park/Villa parking lots.

Fiscal Note: The total project costs are \$8,400.00 with \$394.00 being funded through the grant.

Attachments: [11-6862](#)

Tom Eeg, Assistant Commissioner of Public Works Operations, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

5. [11-6870](#)

Subject: Communication from the Chief of Police, requesting to authorize fund-raising operations and accept private donation of funds from these operations for the purchase and deployment of an additional K-9 unit.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the Chief of Police authorize fund-raising operations and accept private donation of funds from these operations for the purchase and deployment of an additional K-9 unit.

Fiscal Note: N/A

Attachments: [LEGSTAR ID 11-6870_001](#)

Mark Schulz, Deputy Chief, Police Department, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

6. [11-6871](#)

Subject: Communication from the Board of Business Improvement District No. 3 - Uptown requesting approval of its 2012 Operating Plan.

Recommendation of the Finance and Personnel Committee on 9-12-11: Approve the 2012 Operating Plan of the Board of Business Improvement District No.3- Uptown.

Fiscal Note: The total amount of \$38,400.00 will be placed on the 2011 tax roll as presented in the plan.

Attachments: [2012.operating.plan.Uptown.package](#)

Kristen Niemiec, Racine County Economic Development Corporation, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

7. [11-6872](#)

Subject: Communication from the Board of Business Improvement District No. 4 - Douglas Avenue requesting approval of its 2012

Operating Plan.

Recommendation of the Finance and Personnel Committee on 9-12-11: Approve the 2012 Operating Plan from the Board of Business Improvement District No. 4 - Douglas Avenue.

Fiscal Note: The total amount of \$63,000.00 will be placed on the 2011 tax roll as presented in the plan.

Attachments: [Douglas.2012.submittal](#)

David Namowicz, Chairman of the Douglas Avenue Business Improvement District Board, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

8. [11-6822](#)

Subject: communication from the City Attorney submitting the claim of Diane Chernouski for consideration.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the claim of Diane Chernouski requesting reimbursement in the amount of \$467.46 for auto repairs after she allegedly drove over a pothole on May 8, 2011, be denied.

Fiscal Note: N/A

Attachments: [D.Chernouski_001](#)

Nicole Loop, Assistant City Attorney, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

9. [11-6803](#)

Subject: communication from the City Attorney submitting the claim of Edwin Hill for consideration.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the claim of Edwin Hill in the amount of \$1385.01 for a vehicle parked in the 1000 block of Villa Street that was allegedly damaged by a falling tree during the storm on June 30, 2011 be denied.

Fiscal Note: N/A

Attachments: [hill_001](#)

Nicole Loop, Assistant City Attorney, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

10. [11-6806](#)

Subject: communication from the City Attorney submitting the claim of American Family Insurance (T. Rivera) for consideration.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the claim of American Family Insurance requesting reimbursement in the amount of \$1,125.89 for damages to their insured's house when extremely low hanging utility lines were allegedly caught by a DPW truck on June 17, 2011 be denied.

Fiscal Note: N/A

Attachments: [rivera_001](#)

Nicole Loop, Assistant City Attorney, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

11. [11-6837](#)

Subject: communication from the City Attorney submitting the claim of James Billups for consideration.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the claim of James Billups requesting reimbursement in the amount of \$250,000 for injuries allegedly arising from an auto accident involving a DPW truck at the intersection of Wisconsin Ave and 6th Street on January 13, 2009 be denied.

Fiscal Note: N/A

Attachments: [billups_001](#)

Nicole Loop, Assistant City Attorney, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

12. [11-6774](#)

Subject: communication from the City Attorney submitting the claim of Maurice White for consideration.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the claim of Maurice White requesting reimbursement in the amount of \$5,750.69 for a vehicle parked in the 1600 block of Erie St that was allegedly damaged by a falling tree during the storm on June 30, 2011 be denied.

Fiscal Note: N/A

Attachments: [white 001](#)

Nicole Loop, Assistant City Attorney, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

13. [11-6823](#)

Subject: communication from the City Attorney submitting the claim of Barbara Chernouski for consideration.

Recommendation of the Finance and Personnel Committee on 9-12-11: That the claim of Barbara Chernouski requesting reimbursement in the amount of \$2,124.91 for damages to her basement when storm water allegedly backed up through her sump pump discharge hose on June 6, 2011 be denied.

Fiscal Note: N/A

Attachments: [B Chernouski 001](#)

Nicole Loop, Assistant City Attorney, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Denial. The motion PASSED by a Voice Vote.

14. [11-6789](#)

Subject: (Direct Referral) Communication from the Deputy City Attorney and the Human Resources Manager requesting to appear before the Finance & Personnel Committee to submit for consideration a grievance procedure, pursuant to Sec. 66.0509, Wis. Stats., to be effected by repealing Sec. 2-441 and by repealing and recreating Chapter 74, Article III of the City of Racine Municipal Code.

Recommendation of the Finance & Personnel Committee on 8-22-11: Item to be deferred so that the Committee members provide more input into the policy.

Recommendation of the Finance & Personnel Committee on 9-12-11: Repeal Sec. 2-441 and repeal and recreate Chapter 74, Article III of the City of Racine Municipal Code as amended.

Fiscal Note: N/A

Attachments: [Grievance Procedure Memorandum](#)
[Grievance Procedure Ordinance clean version ver 3](#)

Terry Parker, Human Resources Manager, Second District Alderman Eric Marcus, and Scott Sharp, President of Local 67, appeared before the Committee to discuss the item.

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

15. [11-6857](#)

Subject: Communication from the Finance Director wishing to appear before the Finance & Personnel Committee to discuss changing Section 90-26 of the City of Racine Municipal Code relating to due dates on installment tax payments.

Recommendation of the Finance and Personnel Committee on 9-12-11: That an ordinance be adopted changing Municipal Code Sec. 90-26 and 90-27 to reduce property tax installments to 2 payments effective with 2012 tax roll being collected in 2013 as follows:

Sec. 90-26. Due date; installment tax payments.

All taxes upon real estate in the city due and payable on or before July 31, 2012 shall be paid on or before January 31 of each year, except that where the tax on a particular parcel amounts to \$100.00 or more, it may be paid in four equal installments, each of which shall become successively due and payable on or before January 31, March 31, May 31 and July 31. On any installment date, the taxpayer may pay the balance of the tax due.

Effective for all payments upon real estate taxes due on or after August 1, 2012, all ~~All~~ taxes upon real estate in the city shall be paid on or before January 31 of each year, except that where the tax on a particular parcel amounts to \$100.00 or more, it may be paid in ~~four~~ two equal installments, each of which shall become successively due and payable on or before January 31, ~~March 31, May 31~~ and July 31. ~~On any installment date, the taxpayer may pay the balance of the tax due.~~

Sec. 90-27. Delinquent installments; interest and penalty.

(a) When the first installment of the real estate taxes is not paid on or before January 31, the whole amount of such real estate taxes shall become delinquent as of February 1. All such taxes remaining unpaid on February 1 shall be collected by the city treasurer with interest at the rate of one percent per month or fraction thereof, and penalty of 0.5 percent per month or fraction thereof from February 1.

(b) For all taxes upon real estate in the city due and payable on or before July 31, 2012, if ~~if~~ the second or any subsequent installment payment of real

property taxes is not paid by the due date specified, the entire amount of the remaining unpaid taxes on that parcel is delinquent on the first day of the month after the payment is due. Such taxes shall be collected together with interest of one percent per month or fraction thereof and penalty of 0.5 percent per month or fraction thereof from February 1.

Effective for all payments upon real estate taxes due on or after August 1, 2012, if ~~If the second or any subsequent~~ installment payment of real property taxes is not paid ~~by the due date specified on or before July 31,~~ the entire amount of the remaining unpaid taxes on that parcel is delinquent on ~~the first day of the month after the payment is due~~ August 1. Such taxes shall be collected together with interest of one percent per month or fraction thereof and penalty of 0.5 percent per month or fraction thereof from February 1.

Fiscal Note: N/A

Attachments: [Tax payment](#)

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

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

16. [11-6858](#)

Subject: Communication from the Finance Director wishing to appear before the Finance & Personnel Committee to discuss the part-time Payroll Technician position in the Finance Department.

Recommendation of the Finance and Personnel Committee on 9-12-11: Approve eliminating this position.

Fiscal Note: This position is currently vacant.

Attachments: [Payroll Tech](#)

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

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

17. [11-6859](#)

Subject: Communication from the Finance Director wishing to appear before the Finance & Personnel Committee to discuss the Customer Service Specialist position in the Finance Department.

Recommendation of the Finance and Personnel Committee on 9-12-11: Eliminate the vacant position of Customer Service Specialist

in the Finance Department and create a new position of Part Time Customer Service Specialist in the Finance Department.

Fiscal Note: The Part Time position will equate to .75 FTE

Attachments: [Customer Service](#)

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

A motion was made by Vice Chairman Terry McCarthy, seconded by Ronald D. Hart, that this be Recommended For Approval. The motion PASSED by a Voice Vote.

Adjournment

There being no further business to come before the Committee, the meeting adjourned at 7:00 p.m. The next scheduled meeting of this Committee is at 5:00 p.m. on Monday, September 26, 2011 at City Hall, Room 301.

Respectfully submitted,

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