

**FINANCE COMMITTEE**  
**Wednesday, May 14, 2014**  
**City Hall, Room 604**  
**Immediately following Personnel which begins at 5:30 p.m.**

MEMBERS: Alders Tom De Wane, Andy Nicholson, Tom Sladek and Guy Zima

OTHERS PRESENT: Dawn Foeller, Diana Ellenbecker, Rick Jensen, Russ Schwandt, Fire Chief Litton

1. Roll Call. Alderman Tom Sladek was excused.
2. Election of Chairman and Vice-Chairman.

A motion to approve the election of Ald. Guy Zima as Committee Chair and Ald. Andy Nicholson as Committee Vice-Chair.

3. Approval of the Agenda.

A motion to approve the agenda made by Ald. Andy Nicholson, seconded by Ald. Tom DeWane, and carried to approval.

4. Approval of the minutes of the Finance Committee meeting of March 25, 2014.

A motion to approve and minutes of the Finance Committee made by Ald. Andy Nicholson, seconded by Ald. Tom DeWane and carried to approval.

5. Request by Ald. Sladek for discussion regarding how Council is advised of, and takes approval action upon items funded through issuance of bonds or promissory notes.

A motion to hold for 30 days made by Ald. Andy Nicholson, seconded by Ald. Tom DeWane, and carried to approval.

6. Request by the Fire Chief to discuss with possible action the potential for a functional consolidation with De Pere Fire Department.

Fire Chief Litton was present and let the committee know that on April 23rd a meeting was held with the De Pere Council and Fire Chief Jeffrey Roemer to discuss what a functional consolidation could look like as well as what a consolidation similar to Allouez consolidation would look like. Chief Litton doesn't expect to hear back from DePere until sometime in June as Chief Roemer's contract runs out at the end of June. Chief Litton believes they will renew this contract for six months.

Ald. Guy Zima suggested that primary discussion regarding the consolidation with the De Pere Fire Department negotiation should take place in closed session.

Fire Chief Litton agreed and believes once they are at that point they will have discussions in closed session.

A motion to receive and place on file made by Ald. Tom DeWine, seconded by Ald. Andy Nicholson.

7. Request by the Department of Public Works Director for authority to award contracts Sidewalks 2014 and Pavement 1-14, and report the award of the contracts at the next regularly scheduled I & S Committee, provided that the award of contracts does not exceed the aggregate limits established for contracts within the 2014 Department of Public Works Capital Improvement Program.

Director of Public Works Steve Grenier came forward to discuss two contracts, Sidewalks 2014 and Pavement 1-14, he would like to receive authority to award the contracts prior to them going before Council. He stated that his high turnover has put them behind on getting projects out and he would like to award the contract to the low qualified bidder that does not exceed the aggregate limits of the contract in order to get the work underway as soon as possible.

Director of Public Works Steve Grenier would bring the bids forward to the Improvement and Service Committee the week of June 11<sup>th</sup>, and then through Council for informational purposes.

Ald. Guy Zima asked what if that is not the low bidder.

Director of Public Works Steve Grenier responded that he has never contracted anyone but the lowest qualified bidder.

Ald. Guy Zima responded that qualified is a judgment.

Director of Public Works Steve Grenier responded a qualified bidder is based on the State of Wisconsin statutory language and all bidders are required to be prequalified to bid prior to the bid opening.

A motion to approve made by Ald. Tom Dewane, and seconded by Ald. Andy Nicholson and carried to approval.

#### 8. Report of the Purchasing Manager:

- a. Request approval to award a contract for roof replacement at 633 Porlier Street to Shefchick Inc. DBA Energy Services for \$13,490.

Purchasing Manager Rick Jensen reported that quote had been requested by the Inspection Department. Purchasing's role was to send out a request of quotes which we received three qualified bids. Purchasing is recommending approval for this work go to the low qualified bidder, Shefchick Inc. DBA Energy Services for \$13,490.

Ald. Andy Nicholson questioned if this property is a City of Green Bay building.

Finance Director Dawn Foeller responded that it is not a City of Green Bay building, it is a home at 631 Porlier Street.

Neighborhood Development Supervisor Cheryl Reiner-Wigg was present to respond that this is a home whereby the roof has gone into complete disrepair. The inspection department, has with no success, done everything it could to require the owner of the

home to replace the roof in order to save the home, including issuing citations. Unfortunately, the owner of the home has passed away and the home is an estate. One of the tools Inspection can use is called a Non Summary Abatement, whereby the City has the ability to contract out for work and complete the repair, bill the home owner and if not paid, can place the invoice on the owner tax bill.

Ald. Andy Nicholson inquired how many times the city has done repairs on properties.

Neighborhood Development Supervisor Cheryl Reiner-Wigg responded that it has not happened this year but last year about twenty times. For example it could be graffiti, which would cost around fifty dollars. This is not a normal situation with the replacement of a roof. The owner of this property is deceased and the son lives in Florida and wants nothing to do with this property. It is currently in foreclosure, the taxes are being paid by the bank. We believe the bank is going to buy this property and sell it; this would be a pretty good risk for the city to replace this roof.

Ald. Andy Nicholson inquired why we would not allow the bank to handle this repair.

Neighborhood Development Supervisor Cheryl Reiner-Wigg responded that the bank does not own this property, however, the property is going through the process of foreclosure, which would be a minimum of eight to nine months. Placing a roof on the home at this time would save the property from being later torn down, should the damage get to the point as the house next door did.

Ald. Guy Zima responded that there is no guarantee we will be getting this money back.

Neighborhood Development Supervisor Cheryl Reiner-Wigg responded that when the bank goes to sell this property, they will have to satisfy the tax lien on this property. The taxes previously had been paid on this property, and therefore it will be at least three years before county would be involved with it and possibly take this property. The Inspection Department believes this is a good risk.

Ald. Guy Zima asked who had paid the taxes previous years.

Neighborhood Development Supervisor Cheryl Reiner-Wigg responded that they are unsure who had made the payments for the taxes in the previous years, but the taxes are current.

Ald. Guy Zima asked what the mortgage was owed to the bank.

Neighborhood Development Supervisor Cheryl Reiner-Wigg responded that the mortgage is \$125,000 that is owed to the bank.

Ald. Guy Zima inquired if we know the location of the damage, where Ms. Reiner-Wigg responded it is toward the peak of the room.

Ald. Tom DeWane stated that we would be the first ones to be paid, with the lien on the property from the bank.

Ald. Andy Nicholson asked if it would be possible to find out who had paid the taxes on this property.

Neighborhood Development Supervisor Cheryl Reiner-Wigg responded that she would

contact Brown County and see if we are able to locate who made the payment on this property.

A motion to approve made by Ald. Tom Dewane, and seconded by Ald. Andy Nicholson and carried to approval.

- b. Request approval to award the purchase of HP SAN Data Storage to Camera Corner for \$62,984.

IT Administrator ,Mike Hronek, stated this piece of hardware stores 95% of the digital data for the city, including photo's files, and applications. The current data hardware is four years old and does not support the future software including SQL server 2012.

Ald. Andy Nicholson asked who we previously purchased our data hardware from.

IT Administrator Mike Hronek responded that four years ago we had purchased the software from Camera Corner.

Finance Director Dawn Foeller stated that technology is advancing so fast, and that we are multiplying our digital data at a tremendous rate including scanned images, maps, photos and files.

IT Administrator Mike Hronek also stated that this HP SAN Data Storage will double our speed and storage space.

Ald. Tom DeWane questioned if we had received two bids on that or if we had received more.

Purchasing Manager Rick Jensen responded that it had been posted publicly on the bid network with 17 vendors holding plans for the hardware, however, with two bidders actually responding to the bid.

Ald. Guy Zima asked how long the bid from Camera Corner was good for.

IT Administrator Mike Hronek responded that it was good for 30 days, however, if this purchase is not made quickly, we may need to extend our maintenance contract on the current hardware at a cost of roughly \$3,000 that would be due at the end of July.

Ald. Guy Zima asked about the State Contract and if there are only two bidders.

Ald. Guy Zima requested more time to study the information presented. Also, asked for more diligence; by finding out why more people didn't bid and find out what the State Contract is for this server.

Purchasing Manager Rick Jensen agreed to get the information requested.

A motion to hold for two weeks made by Ald. Guy Zima, seconded by Tom DeWane, and carried to approval.

- c. Award designation of Official Newspaper for the City of Green Bay Press Gazette for the estimated annual amount of \$56,000.

Purchasing Manager Rick Jensen discussed that this quote is required by state statute 985.08 to solicit a bid for the city newspaper and that there is only one newspaper that is eligible and authorized to print the legal notices for the City of Green Bay, which is the Press Gazette. This quote is a formality in order to be compliant with state statutes. Purchasing is requesting to award the contract to the Green Bay Press Gazette.

Ald. Guy Zima suggested finding alternative means to have these items posted, such as internet.

Purchasing Manager Rick Jensen, stated the City has implemented some strategies to migrate its costs including running the smallest size ad required and referring people to the city website for more information.

Ald. Andy Nicholson asked if we have to go with the Press Gazette and if we can counter the offer.

Purchasing Manager Rick Jensen stated that the amount quoted by the Green Bay Press Gazette is their lowest rate but also, it is maximum rate the state will allow.

Ald. Guy Zima requested Attn. Tony Wachwicz to put together a resolution to send to Madison to find alternative means to have legal notices posted.

A motion to open the floor to interested parties made by Ald. Tom DeWane and seconded by Ald. Andy Nicholson for discussion.

David Boyce, 122 S Quincy Street, asked how do we determine the set amount for the bid, and then what kind of variance do we have so we don't go over that amount and inquired what the bids used to be.

Ald. Guy Zima responded that there is no set bid amount. The amount used to be \$20,000-\$25,000.

A motion to approve made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson, and carried to approval.

#### 8. Report of the Claims Committee.

With respect to Item #8, the council may convene in closed session pursuant to section 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel concerning strategy to be adopted by the city with respect to litigation in which it is or is likely to become involved. The council may thereafter reconvene in open session pursuant to section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

A motion to receive and place on file the report of the Claims Committee made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson, and carried to approval.

#### 9. Report by the Finance Director

Finance Director Dawn Foeller reported that the Finance and other departments are continuing their training on the new ERP system, working on the audit, and the annual Department of Revenue report.

A motion to receive and place on file the report of the Finance Director made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson, and carried to approval.

A motion to adjourn made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson, and carried to approve.

2014 Contingency Fund  
\$110,000

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT [WWW.CI.GREEN-BAY.WI.US](http://WWW.CI.GREEN-BAY.WI.US).
- 2). **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3). **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4). **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.