

**MINUTES**  
**FINANCE COMMITTEE**  
**Tuesday, June 14, 2016**  
**City Hall, Room 207**

MEMBERS: Alders Tom DeWane, Joe Moore, Tom Sladek and Mark Steuer.

Others Present: Ald. Dave Nennig, Ald. Barbara Dorff, Ald. John VanderLeest, Ald. Bill Galvin, Mayor Jim Schmitt, Dawn Foeller, Diana Ellenbecker, Attorney Chavez, Chief Smith, Chief Litton, Rick Jensen, Kris Teske and others

1. Roll Call. All were present except Ald. Tom DeWane, who was excused.
2. Approval of the Agenda.

A motion to amend the agenda was made by Ald. Mark Steuer, seconded by Ald. Tom Sladek to take item 11 and then item 9 after item number 3. The originally numbering will be used in the report and the minutes.

3. Approval of the minutes of the Finance Committee meeting of May 10, 2016.

Motion to approve by Ald. Tom Sladek and seconded by Ald. Mark Steuer.

4. Follow up from a request by Ald. Moore from Finance Committee held on April 12, 2016 to review the remaining budgeted dollars in the election accounts and bring back a recommendation on offering incentives to attract more poll workers for the upcoming elections.

Ms. Teske addressed the committee stating that the City has 38 polling locations and 47 wards making for staffing polling locations somewhat challenging. Currently the City staffs the polling locations with 46 chief inspectors and 289 election inspectors. Ms. Teske cited the continuous change and complexity to the elections process offers its own set of challenges in training and maintaining poll works.

Ms. Teske laid out three different scenarios for the upcoming elections and their expected cost. The first option was status quo calling for 335 poll workers in total and potentially exceeding the seasonal salary budget line of elections by \$2,170.

The second option increased the total number of poll workers by 37 allowing for one additional poll worker at each location which would allow the current poll workers a break during their long, often times over 14 hour day. The second option would come at an additional cost of \$10,360.

The third option is increasing the total number of poll workers to allow for breaks throughout the day and additional pay bumping the chief inspector from \$135 per day to

\$175 and the election inspectors from \$110 per day to \$140 per day. The third option would cost an additional \$33,620.

Discussion continued between Ms. Teske and the Committee about how to encourage early registration, streamlining the process and various training requirements of the poll workers.

A motion was made by Ald. Sladek, seconded by Ald. Steuer to increase the number of poll workers as well as their pay effective with the remaining elections in 2016 at an additional cost of \$33,620 coming from unanticipated cell tower lease extension payment.

5. Request by the Water Utility General Manager to approve a resolution authorizing her to be an authorized representative for a DNR grant related to lead water pipes.

General Manager Quirk stepped forward to address the committee stating this resolution would allow her and the water utility to apply for and administer a DNR grant related to lead water pipes.

A motion was made by Ald. Tom Sladek and seconded by Ald. Mark Steuer to approve the request by the Water Utility General Manager authorizing her to be a representative on behalf of the City for a DNR grant related to lead water pipes.

6. Request by Mr. Tom Hoy to present a short term solution for those families that have lead service lines.

A motion was made by Ald. Mark Steuer and seconded by Ald. Sladek to open the floor for interested parties to speak and carried.

Mr. Hoy addressed the committee and offered up his suggestion that the City purchase PUR water filters for those families that have lead service lines leading to their house. Mr. Hoy played a short video that was made in conjunction with Flint, MI and the manufacturer of the PUR filtering system discussing leads impact on childhood development.

Ald. Moore reminded Mr. Hoy that the situation in the City of Green Bay is vastly different from that facing Flint, MI where they exceeded levels of 13,000 parts per billion in their water supply, whereas over 90% of the City has less than 15 parts per billion.

Mr. Hoy continued with his presentation and showed the committee members a map of Green Bay with the location of properties effected by the lead water lines as well as shared an article from the EPA that EPA considers safe level of lead in water to be zero.

Discussion ensued on the analysis of lead service lines and the development of a plan addressing the issue to which Ms. Quirk stated the City Water Utility has been replacing the City water lines with approximately 130-140 replacements completed already in 2016. Their goal is to complete 400 by the end of the year. As for home service line

replacement, the water utility continues to identify homes that may have lead. To date, they have the count at approximately 200 homes.

Ms. Quirk stated she applauds Mr. Hoy's work, however wanted to caution the committee of her concern for additional City liability if the City chose entering into the purchase and distribution of the water filters. Through her work on with various boards locally (Brown County Health Dept), in the State and Nationally, there are studies that show the filtering system could cause more harm than good if the filters are not replaced. Additional health concerns could arise including bacteria growth and high concentration of lead that get trapped in filters that are not replaced. Ms. Quirk went onto say that lead paint is the main contributor of lead poisoning in Brown County.

Motion to close the floor to the public was made by Ald. Tom Sladek and seconded by Ald. Mark Steuer.

A motion was made by Ald. Tom Sladek and seconded by Ald. Mark Steuer to approve the request by Mr. Tom Hoy to make a presentation to the Common Council for the City to purchase and provide water filter system for those families that have lead service lines. Vote was 2-1, Ald. Moore voted no.

Mr. Hoy has since requested that this item be held until the August Council meeting due to scheduling conflicts with Mr. Schreck's schedule.

7. Request by Ald. Galvin to compile a list of criteria for reviewing proposals to determine best use of the excess stadium tax.

Ald. Galvin addressed the committee stating that he had worked with Director Vonck and Director Foeller to come up with some criteria to use when considering proposals brought forward. With having a standard list, those who wish to make a request could do so and present their project that would address criteria the committee felt relevant in making the selection.

Ald. Sladek thanked Ald. Galvin for his effort and it will be certainly helpful as the committee moves forward with the proposals. Ald. Sladek, however, is in favor on making the process more simplistic and not have each proposal go through a formal evaluation process.

A motion by Ald. Mark Steuer and seconded by Ald. Tom Sladek to receive and place on file the request by Ald. Galvin to compile a list of criteria for reviewing proposals to determine best use of the excess stadium tax

8. Request by Mayor Schmitt to allocate \$1,000,000 of excess stadium sales tax revenues as follows:

- \$250,000 – Green Bay Botanical Gardens Capital Campaign
- \$250,000 – Wildlife Sanctuary Capital Campaign
- \$250,000 – Children's Museum Capital Campaign
- \$250,000 – Bay Beach Restoration Capital Campaign

- a. Ms. Susan Garot (404 St. Francis Blvd) addressed the committee on behalf of Green Bay Botanical Garden's request of \$250,000. Ms. Garot stated the Gardens is celebrating its 20<sup>th</sup> year anniversary. Their group has a \$5M capital campaign to expand the garden by 2.5 acres that will be called the Grand Garden. They have raised \$3.5M to date and hope to break ground this fall. The new expansion and will feature an amphitheater for the performing arts, along with several other unique buildings, structures and plantings.

Ms. Garot went on to discuss the Garden's current economic impact to the community of \$6M using an impact study completed by St. Norbert's College in 2015. The Garden generates over 130,000 visitors annually and expects over 200,000 visitors by 2020. It is anticipated this expansion will generate an additional \$1.5M economic impact once complete.

- b. Mr. Mike Reed (1660 E. Shore Drive) from the Green Bay Wildlife Sanctuary addressed the committee to inform them that the Friends of the Wildlife Sanctuary and City staff have been working on a 12,800 addition at the WLS and initiated a \$3M capital campaign in July 2015 securing \$1.5M in donations so far.

The expansion is needed because of the growth the WLS has seen in all programming areas, but particularly in the nature based education program for 4 year olds. This expansion is in partnership with the Green Bay Public Schools, UWGB and NWTC. With the expanded space, the facility could serve an additional 40 4K students, host larger school groups (up to 250 people), summer camps and other events with the new space created.

Economic impact includes an estimated 400,000 visitor's pass through the facility annually representing over 41 states and 14 foreign countries in the past two years.

- c. Tony Burnette (2697 Nicolet Drive) addressed the committee representing the Children's Museum in Downtown. Ms. Burnette stated that they have hosted over 252,000 visitors since opening 3 years ago. Their facility is accessible to all children for free or reduced rates. On average the cost of operating the facility is \$11 per person, however, to make it affordable, they charge \$8.

The Children's Museum has entered into a capital campaign that would support the purchasing of their current space in the Watermark as well as fund two new exhibits. For those not aware of the cost of exhibits, typically a new exhibit costs around \$500,000.

They have entered into several partnerships including Georgia Pacific, Wisconsin Public Service, UWGB, NWTC, St. Norbert's College and others. Their focus for new exhibits are primarily focused on STEM (Science, technology, engineering and mathematics) and continuously are looking for way to keep the museum fresh for children and their learning experience. Their request for \$250,000 would go a long way in their capital campaign as they would leverage those funds in matches from the community.

- d. Bay Beach Restoration project. Ald. Moore stated that there wasn't anyone present to represent this project and asked if staff could bring forward to the next meeting the funding gap that currently exists for this project for the engineering study.

Ald. Moore thanked everyone for coming forward and asked for a motion to close the floor. A motion was made by Ald. Mark Steuer to close the floor and seconded by Ald. Tom Sladek.

Additional discussion continued amongst the committee members on what their wishes are for the projects brought forward with the following motions being made:

1. Motion by Ald. Sladek, seconded by Ald. Steuer to direct staff to review the proposal made by the Wild Life Sanctuary and determine the remaining funding gap for the engineering study for the Bay Beach Restoration proposal and bring their findings back to the next finance committee.

2. Motion by Ald. Sladek, seconded by Ald. Steuer to hold until the next finance committee meeting proposals presented by the Green Bay Botanical Garden's and the Children's Museum to give committee members time to review the information presented.

3. Motion by Ald. Sladek, seconded by Ald. Steuer to request each committee member propose their individual allocation of the excess sales tax and send it to the Finance Director by July 7, 2016 so it can be included in the packet and discussed at the Finance Committee meeting of July 12.

9. Request by the Purchasing Manager:

- a. Request approval to award a three year contract for Animal Impound Services to Bay Area Humane Society for \$165,000 (\$55,000 per year), plus two 1-year renewal options by mutual agreement.

A motion by Ald. Steuer and seconded by Ald. Sladek to approve the request of the Purchasing Manager to award a three year contract for Animal Impound Services to Bay Area Humane Society for \$165,000 (\$55,000 per year), plus two 1-year renewal options by mutual agreement and carried.

- b. Request approval to purchase a VMWare Host (Server) with HP Hardware from Camera Corner/Connecting Point for \$21,219.

A motion by Ald. Sladek and seconded by Ald. Steuer to approve the request of the Purchasing Manager to purchase a VMWare Host (Server) with HP Hardware from Camera Corner/Connecting Point for \$21,219 and carried

- c. Request approval to purchase a Radio Auto Tuner/Analyzer from TESSCO Inc. \$30,963.

Ald. Moore questioned what this unit is for to which Mr. Jensen stated it was for the recalibration squad and hand held radios to their correct frequency. A motion by Ald. Sladek and seconded by Ald. Steuer to approve the request of the Purchasing Manager to purchase a Radio Auto Tuner/Analyzer from TESSCO Inc. \$30,963.

- d. Request approval to purchase a 2016 Chevrolet Silverado 2500 for the Battalion Chief from Ewald Chevrolet Buick for \$35,709.

A motion by Ald. Steuer and seconded by Ald. Sladek to approve the request of the Purchasing Manager to purchase a 2016 Chevrolet Silverado 2500 for the Battalion Chief from Ewald Chevrolet Buick for \$35,709 and carried.

- e. Request approval to purchase two Motorola APX 7500 Consolettes and Digital Desk Sets from Motorola Solutions for \$20,495.

A motion to hold was made by Ald. Sladek seconded by Ald. Steuer until the next finance committee meeting to allow the Purchasing Manager to complete additional research on the contract as requested by Ald. Sladek for the purchase two Motorola APX 7500 Consolettes and Digital Desk Sets from Motorola Solutions for \$20,495.

- f. Request approval to purchase two Motorola APX 7500 Mobile Radios from Motorola Solutions for \$10,415.

A motion to hold was made by Ald. Sladek seconded by Ald. Steuer until the next finance committee meeting to allow the Purchasing Manager to complete additional research on the contract as requested by Ald. Sladek for the purchase two Motorola APX 7500 Mobile Radios from Motorola Solutions for \$10,415.

- g. Request approval to award a contract for a kitchen remodel at Fire Station #7 to Showcase Kitchens, Inc. for \$11,780.

A motion by Ald. Sladek, seconded by Ald. Steuer to approve the request of the Purchasing Manager to award a contract for a kitchen remodel at Fire Station #7 to Showcase Kitchens, Inc. for \$11,780.

- h. Request approval to award a contract for furnishing and installation of an emergency warning siren at Red Smith Park. The award recommendation will be presented at the Finance Committee meeting.

A motion by Ald. Sladek and seconded by Ald. Steuer to approve the request of the Purchasing Manager to award a contract for furnishing and installation of two emergency warning siren (Model # 508-128) at Red Smith Park and Bay Beach with the additional \$6,000 dollars for the second siren come from Fire equipment replacement fund.

- i. Request approval for a 20 year lease extension for the cell tower located at

Fritsch Park (through 2052).

Purchasing Manager Jensen stated that the extension, terms and amounts fall in line with other agreements currently in place and comparable to what other communities are seeing with their agreements with the research he completed earlier this year with another extension.

A motion by Ald. Sladek and seconded by Ald. Steuer to approve the request of the Purchasing Manager to approve a 20 year lease extension for the cell tower located at Fritsch Park (through 2052).

10. Request by the Common Council from their May 17, 2016 meeting, to review and discuss the request by Ald. VanderLeest for the \$5.4M excess sales tax money be returned directly to Green Bay City taxpayers in 2017 as a property tax credit on their property tax bill.

Ald. VanderLeest addressed the committee and suggested that perhaps instead using the balance of the excess sales tax be returned to the tax payer, that the committee consider returning a portion such as \$2M back to the tax payer based on tax bills delivered to owners living in the City of Green Bay and only one credit would be given per property owner. Ald. VanderLeest likened it to the lottery credit whereby the credit is only given to homestead property.

Director Foeller stated she can do some research to determine alternatives and bring that information back to the next meeting.

A motion by Ald. Sladek seconded by Ald. Steuer to hold the request made by Ald. VanderLeest for excess sales tax money be returned directly to Green Bay City taxpayers in 2017 as a property tax credit on their property tax bill and carried.

11. Request by the City Attorney's Office to review and approve the report of the Claims Committee.

A motion was made to go into closed session by Ald. Sladek, seconded by Ald. Steuer.

A motion was made by Ald. Steuer and seconded by Ald. Sladek to go back into open session and carried.

A motion made by Ald. Sladek and seconded by Ald. Steuer to approve the recommendation of the City Attorney to proceed as directed in closed session

12. Request by the Finance Director to review and approve a grant policy.

Director Foeller handed out the grant policy being proposed and the summary of its contents to the Committee. This document was slightly revised to incorporate additional requirements being made by the US Department of Management. Ald.

Moore asked Director Foeller under what circumstances would enable her (or department heads) to sign the grant application or acceptance to which Director Foeller stated when time was of the essence and we were under a tight timeline. Ald. Moore asked if that could be revised a little to add "as long as there wasn't a match required of the City". Director Foeller stated she would make the modification.

A motion by Ald. Steuer and seconded by Ald. Sladek to approve the request by the Finance Director the grant policy presented with revising the final paragraph to state as long as there wasn't a match required of the City.

13. Request by the Finance Director to report out year to date operations through April 2016

Director Foeller turned the attention of the committee to the final pages of the finance packet and indicated we are on target with our budget through April 2016 with caution of always monitoring retirements.

A motion by Ald. Steuer and seconded by Ald. Sladek to receive and place on file the report by the Finance Director on the year to date operations through April 2016 and carried.

14. Report by Finance Director.

Director Foeller stated the finance team is working on closing out 2015 and will have our final annual financial report out in the next couple of weeks. Also, at our next meeting she will be bringing forward an item that would look at going paperless for our payroll stubs. Additional testing is currently underway to ensure employees will have access to their pay stubs online.

A motion to receive and place on file the report by the Finance Director was made by Ald. Tom Sladek and seconded by Ald. Mark Steuer and carried.

15. A motion to adjourn at 8:15 was made by Ald. Mark Steuer and seconded by Ald. Sladek and carried.

2016 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.