



MINUTES OF THE FINANCE COMMITTEE

**TUESDAY, NOVEMBER 12, 2019, 4:30 PM
CITY HALL, ROOM 207**

A. ROLL CALL.

Present: Veronica Corpus-Dax, Kathy Lefebvre, Bill Galvin, Barbara Dorff.

Also present: Alderman Mark Steuer, IT Administrator Mike Hronek, Police Commander Kevin Warych, Purchasing Buyer Diane Kruse, Fire Chief David Litton, Asst. Fire Chief Ryan Gibbons, Asst. Fire Chief Rob Goplin, Finance Director Diana Ellenbecker, Asst. Finance Director Pam Manley, Police Chief Andrew Smith, Mayor's Chief of Staff Celestine Jeffreys, City Attorney Vanessa Chavez and others.

B. APPROVAL OF THE AGENDA.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Kathy Lefebvre to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of the Joint Finance/Personnel Committee minutes from the October 29, 2019 meeting.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Request by Ald. Gavin for the Police Department to work with IT to set a system on the City's Request for Service icon for citizens to report problems and request service.

Moved by Ald. Bill Galvin, seconded by Ald. Kathy Lefebvre to receive and place on file. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Request by the City Treasurer to review and approve a resolution updating financial institutions the City does business with.

Moved by Ald. Kathy Lefebvre, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

3. Request approval to purchase an E-One custom built HazMat emergency response vehicle from Fire Service, Inc. for \$861,373.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

4. Report on the cancellation of the City's contract with Adashi for scheduling software for GBMFD.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to receive and place on file.

Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

5. Request approval to purchase staffing, training, and inventory management software from Target Solutions for \$40,205.

Moved by Ald. Bill Galvin, seconded by Ald. Kathy Lefebvre to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

6. Consideration with possible action regarding a contract revision for Animal Impound Services.

The Committee may convene in closed session pursuant to Section 19.85(1)(e) Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee may, thereafter, reconvene in open session pursuant to Section 19.85(2) Wisconsin Statutes to report any actions taken during the closed session and to consider all other matters on the agenda.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to go into closed session at 4:48p.m. Motion carried.

Ald. Barbara Dorff read the closed session language.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to return to regular order of business at 5:02pm. Motion carried.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Kathy Lefebvre to approve the revised contract with Wisconsin Humane Society. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

7. Report of the Claims Committee.

The Committee may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the

purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee 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.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to receive and place on file.
Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

1. 2019 Contingency Account:
\$60,808.73

2. The next Finance Committee meeting will be held on Tuesday November 26, 2019 at 4:30 PM.

F. ADJOURNMENT.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

G. VERBATIM MINUTES.

- Okay, okay I'd like to call the, what appointment is it, November 12th meeting of the Finance Committee to order. A roll call, Alder Galvin.

- Here.

- Alder Dorff here, Alder Corpus-Dax.

- Present.

- Alder Lefebvre.

- Here.

- I'll entertain a motion to approve the agenda. So move--

- Move.

- Move that ahead, Alder Corpus-Dax, all those in favor.

- I.

- I.

- I oppose, motion carries approval of minutes from the joint finance personnel committee minutes from October 29th.

- So much.
- It's like Alder Galvin, setting up the Corpus-Dax, all those in favor.
- I.
- I.
- Opposed, motion carries regular business. Request by Alder Galvin, unless it's a different Alder.
- Nope.
- All the other Galvin's, two of them--
- Oh here we go, pusher in the name.
- For the police department to work with IT to set a system on the city's request for services, icon, for citizens to report problems and request services. So staff.
- Okay, Matt Sorensen our programmer worked to get the following 17 items place on the police department tab for request for services. Generally it's always a work in progress so maybe we can, they'll be 18 or 20 next week.
- K.
- So, we expect this to be live Thursday?
- Wow.
- So,
- What if something happens?
- And each one of these other items, some of these, a lot of these items just go directly email to a police individual and we'll handle him so.
- I don't recall, does it give the user any kind of--
- Feedback?
- Yeah feedback as far as like.
- Certain, certainly, a few of them do.
- Okay, as far as like, you know, it will take 24 to 48 hours for--
- Right.

- Okay.

- Plus they can request to have an officer contact them by email. They get a number assigned like the other ones so they can use it as a follow up if they're not happy with or they don't see any results.

- Or perhaps they want to commend the officer.

- Yes, absolutely, and well actually there will be, there's a tab there to commend an officer even put a complaint on an officer if they feel that's necessary.

- Yeah, different.

- But the idea is not to be creating calls that are just gonna sit, but, Commander Warych has assured me there, it's gonna be looked at every day.

- Yeah so the, each of those categories that you have is, basically there's a person behind scenes for that. So if someone fills are the Knusten's properly, it will go to Lieutenant Malhoney. And then there's a dashboard where myself will manage all the ones that are coming and in going out so it doesn't sit there for 30 days, that would be poor customer service.

- And would you say that almost all of these, it wouldn't be necessary to call 9-1-1 or the non-emergency number to get, I mean...

- Well we had, there was much discussion on that so if someone chooses to go online and request service, there's like indemnification clause that we put in there with IT to say--

- Okay.

- Hey if this is an emergency, call 9-1-1. Then there's a checkbox on there that they have to confirm that they saw that indemnification language in order to submit that request for services.

- Oh good.

- Yes, so--

- So if we get lost in, okay.

- Because we didn't want, you know, someone to report that they had a physical disturbance online, I know as crazy as it sounds, then, you know, three days it will take us to respond to it. I just wanna clarify though, there is no time, you know, it might, they might get an automatic, generated email saying thank you for submitting your request, we will work on it but, there is no 24, 48 hour time frame for them to, for us to follow up on.

- Okay. Okay well we just have to try it, see if it works.

- And we're gonna split that and I got an email this afternoon from Matt Sorensen. We're gonna, 'cause it's 18 categories, it's pretty long. Matt and I are gonna split that into two categories just to make it a little bit more user friendly.

- Alright.
- Okay.
- Well I think Kevin and Mike, Dave, I met with them, and they've done a lot of good work on this, put some time into it and, I think the results are very well thought out.
- Okay good.
- Thank you.
- This is continually placed on the agenda, we could probably just take it off.
- I think we could, yeah. Dispatch with that. It's being continuously placed on the agenda.
- Oh, oh,
- Just for informational purposes, but we are kinda done with it so we could probably take it off--
- Oh we don't have to continuously, go ahead, all right. So do we need, so what kind of motion to do we need?
- We've seen it placed with us, right?
- Or, or proof? We already... It doesn't say action, right?
- I'd probably do the same as you.
- Okay.
- We've seen them--
- We spelled that, over again, when we get--
- Sure, make a motion to receive a place on file?
- I second, second by Ald. Lefebvre. All those in favor?
- I.
- I.
- Opposed? Motion carries. Request by the city treasurer to review and approve a resolution updating financial institutions the city does business with or more properly within the city, we have this in store.
- Alright, I'm gonna let her give her talk.

- As part of the investment policy that you guys passed earlier this year, I said I would bring back this list of banks that we work with every one to two years. Last time we did this was October, November '17 so it's been about two years.

- Okay.

- The only change I'm making from the one that was approved two years ago is I wanted to add Johnson Bank. It's a bank that we've been meeting with recently and talking with and before I can even invest money with them I need to get it approved by you guys so.

- Okay.

- Any questions?

- Any questions? No, no?

- Alright. Alright. I'll entertain a motion to, I'll make it a motion to approve the request of the City Treasurer to renew,

- To update.

- Well update the resolution for the financial institutions. Okay, alright, second dial to Corpus-Dax, all those in favor?

- I.

- I.

- Opposed? Motion carries. Request approval to purchase an E one, custom built hazmat emergency response vehicle for fire service incorporated for \$861,373.52.

- Alright, I'm not sure if you have any questions. Of course we have the fire department here and we also have Diane Kruse here who is, from our Purchasing Department.

- We've talked about this before.

- This is a, this is, this vehicle, 50% of it was bonded within the 2019--

- That's right.

- It was bonded \$450,000.

- Right.

- And then Chief at one point decided that they could go bigger and go two vehicles to one so this is the, this is going out for a bid, going out for--

- This went out.
- Actually we'll let Diane Kruse come up to the--
- This went out for RFQ. So we went through the RFQ process and we received two bid submittals. One from Fire Apparatus, and one from Pierce which is fire service, services, and department went through both of the responses from the, from the vendors and they chose the Fire Apparatus and Equipment one, with, no they chose the fire service one because they met all the specifications. And if you have any questions on how the department chose that, Chief Litton is here to address any of those questions.
- From like, from the financial perspective in 2019, we did bond \$450,000, with an assumption that the second-half would be bonded in 2020 which we have not yet so, if we do approve this contract and move forward with it, there is an assumption that then the other half would have to be borrowed in 2020. But, there is also a 12+ month lead time on this vehicle.
- Yes.
- Right.
- So that's part of the reason why they went out for bid. If you choose to approve it and go forward and put a purchase order out there, again, or you would have to, I'm not sure what the timeline is otherwise we would wait until we actually have gone through the full 2020 bonding which is in the spring of '20. I'm not sure, I didn't actually talk to Diane, is that an option? Your RFQ is now been, what timeline do you have to lock in this, this range?
- Usually it's only 90 days.
- Oh okay.
- So we would have to go back, we would have to go back and ask them if they would hold the pricing, or we'd go back out for RFQ. But it is a 365 days lead time on this so,
- Did we already approve the second half of the bonding, in that five year bond?
- No, no.
- Oh in the bond--
- In the five--
- Yeah in the five year plan.
- We have a five year plan.
- Yes yes--
- Yes, it's in the plan.

- That would have been in the '20 column.
- Okay.
- So, technically I'm, that was--
- Okay that part.
- That was approved.
- Correct.
- Right. But we borrowed \$450 in '19 and assuming we borrow the other half in '20, yes.
- Now that's a reason to have a five year plan.
- Right, and it's in there.
- So it's in there.
- Yeah.
- Okay I just wanna make sure that you understand the financial, mirror allocated, allocating 2020 borrowing for this so the second half, if we move forward for this RFQ.
- Unless you guys wanna buy something else.
- No, a motorcycle.
- Watch a motorcycle, alright.
- Alright, any other questions?
- No.
- I'll entertain a motion to approve.
- Motion to approve.
- To prevail or Galvin.
- Second.
- Second validator Corpus-Dax. All those in favor?
- I.

- I.

- Opposed? Motions carries. Report on the cancellation of the city's contract with Adashi for scheduling software for GBMFD.

- I am not sure, I don't know, Diane, we're you talking to that or we're gonna let the Chief talk right to the...

- Well, the Chief can talk.

- Well, do you have any questions, there was, I know there's a memo attached in your packet.

- No, I don't think...

- Yeah.

- Share questions, I'm gonna, turn it over to both Assistant Chief Ryan Gibbons and Chief Rob Goplin, who have been working through this process. They've got, it's been a, quite a lengthy process to get more Brad and Dave but, they specifically can answer any questions that you may have.

- It just kind looks like they weren't, you weren't satisfied with their performance of, what they were doing and so you went to the second one in line, is that--

- I think that would be the understatement of the--

- That's what Pam will say--

- Perhaps of 2019.

- Hold with Adashi.

- Just a year, I don't think you guys want to cross the, if you had, if you wanna hear was the--

- Sure, come on up and tell us, what went wrong.

- Yes.

- Can you speak your name for the record then we have it--

- Ryan Gibbons, assistant Chief.

- Thank you.

- We went live with them, or we were anticipated to go live in June of 2018. And that got pushed back until the beginning of 2019. So we were essentially on this system exclusively through 2019 until currently right now. We had problems essentially from the get go. We've tried to work through those and it got to a point where we don't feel that we're ever gonna get to where we need to be. And we needed to look into a different direction. We were promised a lot of things that we're in

development when we went this direction. And all of them have not come to fruition. It's a constant struggle, day to day. The time that we spent trying to work around the system instead of the system working for us. So that's when I approached the chief and we decided that we needed to look at another option because this was just not working for us. And that's where we are today.

- If I'm understanding this correctly we spent around \$40,000 for this?

- Yep and that's, that's the annual price that we would spend on another system also.

- Okay, so it's, we didn't really lose anything--

- It's kind of a wash.

- Yes.

- As we would have to--

- We're not asking for any money back.

- Nope, no so we've discussed this with the legal department. All of the things that I guess they're take on this is that they have done some things, but they have not essentially went to a complete breach of contract. What the system is supposed to do, can we do some of the things, yes, but does it make our life easier, no. And we're trying to kind of maneuver around the system to make it work. So they haven't went that far, so the money that we're owed them are for the year we owe them that money and then we would switch over to someone else. And we don't, they wouldn't give us, anything for canceling the contract right? We wouldn't get a penalty for that?

- Nope.

- Okay.

- No, there's a 60-day exit clause in the contract for any reason and, talking with city legal that that was the best way to go is to just use the 60-day exit clause and not try to go through the breach of contract and any litigation that would fall out of that.

- And any of their normal year to year contract?

- Yes, yeah we, that's where we were at then was paying them year by year. They had given us pricing, all, that we could lock that pricing in but they're fully aware of us ending the contract and, they knew it was coming. With this new company, do we have the same advantage of after one year if we're pleased or very pleased with what they're doing, to get into a longer-term contract maybe save a few dollars that way. We could possibly do that. We have the pricing right now. We have asked for some of that to see where we're at. They had already given us quite a discount by bundling this together with what you see in front of you.

- Okay.

- Okay.

- Which is saving the city money.
- Sure, alright, thank you.
- Mhm, yep. So is this really an action item or just a report?
- Well, there are two items. Number four is just a report about the cancellation process so probably we'd be receiving place on file to make sure that, full transparency, wanna let you know, you guys agreed to a contract a year ago and now we've chosen to get back out of it and then we, they wanted to explain reasons why they've gotten out of it.
- Okay.
- And your second item there is gonna be a, an action item. And that is going to the next, next,
- Right.
- Wanna keep it--
- Stay here, no you can stay here.
- So first wanted to reply we've received a placement file that they roughed the report.
- Take that motion.
- Okay, second motion.
- Alder Galvin received this in file, second by Alder Corpus-Dax, all those in favor?
- I.
- I.
- Opposed, motion carries. So then request approval to purchase staffing, training and inventory management software from target solutions for \$40,205.
- Motion approved.
- Second.
- Motion by Alder Galvin, second by Alder Lefebvre. No other questions? Alright, all those in favor.
- I.
- I.
- All opposed? Motion carries, thank you.

- Take care.
- Thank you.
- Thanks guys, thank you Diane.
- This next item I really would like to have a motion going to pro session and I'll read the item. Consideration with possible action regarding a contract revision for animal impound services. Okay.
- Can I just ask a question? Is there any reason why we should wanna--
- Yes.
- Okay.
- Alright I'll make a motion on it, going to the cold session.
- Okay, motion by Alder Galvin.
- Second.
- Second by Alder Corpus-Dax. And then I'll read, I'll read the, committee may convene in a closed session pursuant to section 19, 28, five, one, E, Wisconsin statutes for the purpose of delivering or negotiating the purchasing of public properties. The investing of public funds or conducting other specified public business. Whenever competitive or bargaining reasons require a closed session, the committee may thereafter reconvene an open session pursuant to section. 19.852 Wisconsin statutes to report any actions taken during the closed session and to consider all other matters on the agenda. All those in favor?
- I.
- I.
- I.
- We're gonna close session. And open session. I have a little, entertaining motion on item six.
- Motion to approve the contract, with Wisconsin Humane Society.
- Okay.
- Second.
- Second by Alder Lefebvre. All those in favor?
- I.

- I.

- I.

- Opposed? Motion carries, alright, item seven, we have the leaves committee. Do you guys have any questions on, I read through the claims, I identify the remaining questions, no?

- Motion received in...

- Where should we place the file?

- Hello.

- Alder Galvin, second by...

- Second.

- Alder Corpus-Dax, all those in favor?

- I.

- I.

- Opposed? Motion carries, alright, and then I think, let me just go to informational. In terms of the CS at \$60,808.73. On the next finance committee meeting, oh, will it really be held?

- Well, that is the question. That would be the next counter when that would be the Tuesday before Thanksgiving.

- Thanksgiving, yeah.

- I won't be able to stay.

- Okay.

- I mean, well I'm surprised we're even having a consult because this is the first year we've ever had council but that is always running into that week of Thanksgiving so, I would, you guys want, do you have finance or--

- I'll be here so it doesn't matter.

- I'll be here too.

- My family wanna be asked in a year.

- At this point I'm not aware of anything that needs to go on that agenda so, we don't have--

- Oh they need it right now?

- There won't be even any--
- So it might just be canceled anyways?
- Yeah.
- Might be.
- Or you'll be asked to leave it in the schedule and when we get higher we can cancel, it's fine--
- Should we do that?
- Yeah, I would say we would leave it open and then,
- Sure.
- Cancel if there's nothing there.
- Alright.
- Okay.
- You're the chair, you can decide.
- Oh I'm the chair I can decide. Is that a, I don't really agree with that?
- Kirsten L. do you believe anything coming on the 20--
- We can keep it open and then we can cancel it. If we don't have anything we can cancel it.
- That means though that, that perhaps staff can't make any plans to, to do, alright, none of our staff has plans. We'll leave that open and if there isn't anything then we won't, we'll cancel the meeting, alright. That's it. I'll entertain a motion to adjourn the thing--
- Motion adjourned.
- Second.
- All those in favor?
- I.
- I.
- I.
- Opposed? Motion carries, we are adjourned. Alright.