MINUTES OF THE FINANCE COMMITTEE

TUESDAY, AUGUST 4, 2020, 4:30 PM
IMMEDIATELY FOLLOWING PERSONNEL
Public may join via Zoom

A. ZOOM MEETING INFORMATION

1. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. ROLL CALL.

1. Members: Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Bill Galvin & Ald. Brian Johnson.

Present: Barbara Dorff, Veronica Corpus-Dax, Bill Galvin, Brian Johnson

Also present: Ald. Lynn Gerlach, City Assessor Russ Schwandt, Procurement Manager Calvin Winters, Fire Chief David Litton, Finance Director Diana Ellenbecker, Assistant Finance Director Pam Manley and other

C. APPROVAL OF THE AGENDA.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried. Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

D. APPROVAL OF MINUTES.

1. Approval of the Finance Committee minutes from the July 14, 2020 meeting.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Bill Galvin to approve. Motion carried. Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

E. REGULAR BUSINESS.

1. Resolution authorizing 2020 transfer of $378.00 from contingency to sandbags related to Brown County invoice for prefilled sandbags for the public.

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

2. Consideration with possible approval of the Forward Appraisal revaluation contract for the sum of $388,900.00.

Moved by Ald. Bill Galvin, seconded by Ald. Brian Johnson to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

3. Resolution authorizing 2020 transfer of $50,000.00 from contingency to Assessor's contractual services for the Forward Appraisal revaluation contract.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

4. For consideration with possible action the replacement of the tornado siren on Lombardi at Lambeau.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to approve moving forward with an RFQ for the purchase of a replacement siren to be paid for by contingency. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

F. INFORMATIONAL.

1. 2020 Contingency Account $143,700.00

2. The next Finance Committee meeting will be held on Tuesday, September 8, 2020 at 4:30 PM.

G. ADJOURNMENT.

Moved by Ald. Bill Galvin, seconded by Ald. Brian Johnson to adjourn. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

H. VERBATIM MINUTES.

- I guess for 2020 meeting of the finance committee to order roll call Alder Corpus-Dax, Alder Johnson, Alder Galvin and Alder Dorff I'm here. I'm only entertaing a motion for the approval of the agenda. Second move, Brian Johnson, second Alder Corpus-Dax to approve the agenda discussion and all those in favor say aye.

- aye.

- Opposed motion carries. All right, I want to entertain a motion for the approval of the minutes. Is there any discussion on the minutes? Hearing none, all those in favor of approving the minutes and the July 14th minutes say aye.

- aye.

- Opposed nay, motion carries. Okay, regular business. The first is number one resolution authorizing the 2020 transfer of $378 from contingency to sandbags related to Brown County invoice for prefilled sandbags for the public staff.

- Yes, as you remember a few meetings back there was a request for some additional sandbags and at that time it was authorized to use the contingency. Now we have received our invoice and it is a total of $378 for that for those additional sandbags.

- Was that a pretty good price?

- Yes, we were still able to get the 60 cents since then the rates have gone up.

- Okay, great. Well, Alder Johnson good job. Moving that up to 600 from where we had it. Thank you. Alright, I'll entertain a motion to approve unless there's further discussion, any discussion on this? Second move to approve by Alder Johnson, second Alder Corpus-Dax, all those in favor, say aye.

- aye.

- Opposed nay, motion carries. Item two, consideration with possible approval of the forward appraisal revaluation contract for the sum of $388,900 stuff.

- Correct, last meeting we did bring this revaluation to the committee and was looking for some direction on how we, where we should take this. If we should move it forward, what years we wanna take this forward. So we had recommendations to go back, work on the contract to bring you a contract back. And this would include now the dollar amount in which we are looking to contract of $388,900. At this point there are, we have a pricing structure included in it. It is still negotiable. At some point if we decide that the 50,000 that is in there is still not acceptable, we can still cannot negotiate with the vendor but at this point we have included the full RFI. It includes the contract. So I guess I would send it back to the committee and see what questions you have. We also have Calvin Winters, our procurement manager on the line. We also have Russ Schwandt our assessor on the line. And we also have Nichole who's also from the vendor from forward appraisal. If we have any questions pertaining to the contract, timing, pricing.

- Alright, discussion others? Alder Johnson?

- I just, you know, I reviewed the agreement and nothing strikes me as odd. It looks all very straight forward of site. Calvin was able to negotiate the $50,000 in the first year. So that looked good to me. The only question that I had because I don't understand it is the piece related to residential sketching. Could somebody explain to me what that is? 'Cause the way that I read this is that staff will be responsible for creating 23,400 sketches. Is that correct?

- I think at this point I would defer to Russ and he can talk to that.

- You have muted Russ, you have to unmute.

- It's working Russ. It's got that thing on.

- I've got going on. Sorry about that. Yeah, in our new program, a lot of the stuff transferred over all the details for each individual property, all the statistics and so on square footage and all that did convert over from our old system. But the sketches did not because it was a different type of system. So we're going through as we can and converting the old sketches into the new system. It's a kind of a tedious process but as we have time and now that we're working from home and going back and forth to the office. We have the time to do some of that. And that's what we've been doing. So the additional $100,000 for the contract that was what if the outside firm was to do that for, was to take over that process. So we felt that we were able to do that over the next several years to save the city some money in order to do that.

- So we have sketches, we just need to digitize them.

- Correct, most of the sketches that we have been carried over from years and years where in the past they were done on like anywhere from two by two inch graph paper to sketch program which is almost like a stick type of process to the old CLT program that we used in the old. The last reevaluation where it's just up one over five and down to and so on. It didn't convert at all because there's two different platforms. So what we're trying to do is review them, make them come out so that the square footage are exactly the same. And then at the same time, we're looking at the numbers come up pretty similar to what we're coming up with now. So it helps us go through the houses as we're doing the sketches. So it's kind of a good review process for the staff at the same time they're doing the sketches. So I felt for us to do it was probably a better process than having an outside firm do it.

- Okay, thank you for that. Director, Ellenbecker then if you could just comment. So we authorized the $50,000 to come out of contingency this year which leaves us obviously some pretty substantial balances for the next two years. Do you anticipate that that would be budgeted and paid for through the levy or some other type of funding source?

- Our goal would be to put it in the 2021 and 2022 budget.

- Okay, so within that budget though, so when you say put in the budget you mean that the levy would fund it as opposed to bonding?

- Correct that would be the goal to put it in the budget at and if for some reason council would decide to pull it out then we would have to go down the path of bonding.

- Okay, thank you.

- Is there any other discussion? Hearing none. I'll entertain a motion.

- Motion to approve.

- Second.

- Motion to approve by Alder Galvin second by Alder Johnson. Any further discussion, all those in favor say aye.

- aye.

- Opposed motion carries. Okay, number three, resolution authorizing the 2020 transfer a $50,000 from contingency to assessor's contractual services for the forward appraisal revaluation contract. I think we just talked about this bit of stuff, anything else?

- Nope this is just the formal process of making sure that we have that money moved.

- Motion to approve by Alder Johnson second by Alder Corpus-Dax. All those in favor say aye.

- aye

- Opposed nay motion carries. Item four for consideration with possible action. The replacement of the tornado siren on Lombardi at Lambeau staff.

- I just put it on for it as an informational piece. So there was a tornado siren at the Southwest corner of Lombardi at Oneida. And through that's probably, I don't have the original records of when it was installed there but it was over 25 years old. When they went out to do routine maintenance on it, once we buy them and they're installed then the county takes over maintenance of them. And so during our annual maintenance process this year it was found that the siren was inoperable froze up. And I don't know if it was hit by lightning or just from old age. It was basically useless. So the vendor took the siren down the pole remains. And so in order to maintain, you know, the coverage of the outdoor warning sirens system especially around Lambeau field, you know. He had provided a quote which would have to go out that bit. That's just kind of an idea of what it would cost, but you're looking at roughly $19,000 to replace that siren. It might be a little less when we bid it. And that's what put it on the existing pole. If we find that the poll is DGP replace, we'd probably add another 1500 or $2,000 to the price of that. So it's really a matter of if we want to replace this issue out of contingency or you want to wait until the capital program in 2021.

- Discussion holders.

- Yeah, I have a question.

- Okay Galvin.

- So we have a quote from federal signals, safety and security systems for 13,800. And then under that it looks like there's, is that a second quote for substantially less? Or is that a two different parts of a quote?

- Yeah, the first part is for the siren itself. The second part is for the install. And if you look at the note on the install it says that, you know, the pole should probably be replaced. We haven't evaluated that at this point regardless if it's a council. If you recommend that we go forward and take it out of contingency then I would have public works take a look at that poll and see whether or not they felt

it was viable to put the siren back up there. And if we're going to wait until 2021 obviously we have some time to do that. So you're looking at it roughly if you put it on the existing pole somewhere around $19,000, if we had to put up another poll you'd probably add a couple thousand to that. That company that you see there that was just provided as just give you a general idea of what they cost that company federal signal and that company for the install, they've done three of our last four sirens. The very last one that we put up which was on Mason at Alpine, a different company a bit lower. So we obviously would bid this, whether we do it now out of contingency or wait till 2021. So the numbers might come down a little bit.

- Alright 2021 seems like kind of a long way away when we're talking about a system that's supposed to be warning a good portion of the west side of metropolitan Green Bay. And how long has it been out for?

- We were notified about a month ago. So this was the first time we could get it up on the agenda for your awareness.

- Okay, and so those people out there have no warning other than the usual media by some sprite.

- Yeah, you know, again, you know, a lot of those weather systems they do come across. If you're carrying a cell phone you can't sign up for any of those notifications. And really, you know, everybody always refers to them as tornado sirens but actually they're just outdoor warning sirens. They're meant to notify people that may be outside of approaching bad weather. You know obviously with the high use area there at Lambeau field and all the residents that, you know, all the citizens that live around that area that, you know, we do have some redundancy. It's just a matter of the level of sound that they would hear. And on game day they're probably not going to hear much at all. And a lot of that has to do with foliage and tree coverage and, you know, things of that nature. When it gets into winter time sound travels better all through the area just because of the foliage being gone from the trees. So we really plot out, but they use software to plot out, you know, exactly where the sirens located and what the reach is gonna be. It will reduce our there, it's not full redundancy in that area by any means. I would suggest that we do it out of contingency but, you know, given the circumstances of what we're going through right now, I wanted to, you know, put it in your hands for decision.

- Thank you chief.

- Other discussion by Alder Johnson.

- Thank you chair. Director Ellenbecker, could you after this authorization of the $50,000 for the assessment, what would the balance in the contingency fund be?

- Correct, we're starting at $143,700. We just approved $378 for sandbags and $50,000 for reveal. That brings us down to $93,322. If we were to take this estimate at $18,400 out, that would leave our balance right around $74,922. Again, this is an estimate but it would be right down to about $75,000 left for the remainder of the year.

- Do you anticipate any other, I mean, are there any other expenses at this time that you're aware of that might be coming before finance for where they used to be the contingency fund?

- At this point there is also litigation for Georgia Pacific invoices that are owed for Amy Siebal sorry. But I have asked Law for that request. We have not received our latest invoice. That is the one that we splitting with other municipalities. So at this point I do not have an estimate. We spent under $20,000 last year with them of our portion. So that I don't have an estimate for you right now. It would be any work that they had worked had done so far in 2020 here. Again, last year we maxed out I think around 20,000 for contingency but right now we would be sitting at right around $75,000 remaining for contingency.

- Okay, thank you. I looked in the siren, serves a big chunk of my district. And I think obviously I am gonna go to bat for us taking care of this right away. Not only for that reason but you were talking about area that sees a lot of visitor traffic as well. And so you, when you have a lot of congregation of people in that area I think from a safety perspective it's very important that we address this as quickly as possible. I would fully support using contingency fund to take care of this. I'm not sure if we would actually, I know we have to do the RFP. But I'm just curious to help expedite the process if we can authorize maybe up to a certain amount or does that RFP have to come back to committee again?

- As far as I know, you can authorize, you know, a dollar amount to be spent on something and obviously we would hope that it comes in under that. I think the only reason we would have to bring it back as if any of the bids came back over that dollar value that you authorized.

- But I think we need to be careful about putting an amount out there because we are showing your hands a little bit. But I would certainly be open to an emergency meeting if you need one. I totally agree with Alder Johnson. We need to take this out of contingency. We need to get this done as quickly as possible. And so if it does need to come back, but I thought there was a certain amount that you guys could spend.

- $45,000.

- I thought that was the only amount.

- I would guess since this is coming out of contingency, it needs to be authorized. Is that true, Diana?

- Yes, the resolution itself to transfer from contingency to the appropriate account would need to come through finance committee. However that really could be a report out after once you have the final number. We can just bring it once the invoice has been received. We're ready to pay it at that point we could bring that resolution through.

- Galvin when you put this out to bid, how long of a window do you need to leave open?

- So this is under 25,000, which is the threshold requiring a formal bid. So for this we could go out to various vendors and just request quotes. So we can have this one done within a week or two depending on the responsiveness of the vendors.

- Okay, and here's why I'm asking that question. Our next council meeting is August 18th. Can we get that done and just put this on as a committee of the whole?

- Yeah, I am barring a reason of a vendor not responding. I have no, I see no problems with us getting quotes back by then.

- Okay, that's a great idea.

- I would make that as a motion then, unless there's more discussion. But I would move that we send this out to bid and place the resolution the August 18th council agenda as a committee, the whole item.

- Can I just make a suggestion that you don't say offer bid rather obtain quotes.

- And RFQ.

- And the way you need to word it?

- Okay, yeah, and RFQ.

- Quick question, and it's really nothing to do with the whole process we just talked about here. I'm a little bothered by the month lapse and time, the way our system is set up, that it took from this thing to be found, be nonfunctional to the point we're at right now. I mean, we're looking at 30 days with our pants hanging down and how much longer until we actually get this thing off. Is there something in our systems that we could change looking forward so that we don't have to wait as much as we did to get the ball rolling on something that, to me it'd be like having a rescue squad suddenly unavailable or some other important piece of equipment that we would want to get replaced sooner than later. And I just, it bothers me when we have systems in place that slow down these kinds of things from happening in a more timely fashion. And I don't know if that's for our discussion at another time or something but.

- Chief could this fall under emergency procurement?

- Well, I think the state of emergency that we're currently under doesn't pertain to this item at all. You know, as soon as we got notice of this we brought it forward and asked for it to be put on the next agenda. And that's kind of the process that went by. I guess that, you know, in the future we could ask for an emergency meeting which would just add meeting and to have that on your agenda for all of you to act on that certainly can be done.

- And the reason why I'm asking is because, you know, we're in an emergency situation right now, but God willing we won't be here next year or five years from now. And I'd want to know that especially now, if you look at it at things been normal this year. We'd be into minicamp and all that other stuff right now with literally thousands of people packed down in the Lambeau field area. And besides that, all the hotels and everything else that run that whole quarter there and into those residential neighborhoods I'd like a process in place. And when we see things like this happening, we're able to move more nimbly and get these replacements that needed equipment in place a lot sooner. That's my only trust here, but I'm not sure how can we do that.

- I would just say never hesitate to ask finance to have an emergency meeting. This is really important and other critical things can come up. And I know that most of us are very willing to come in for a quick emergency meeting. And even if we're coming in in person or whatever to take care of something that citizens need. So feel free to ask us, okay? Okay, I'll entertain a motion. Oh, wait,

there was a motion, right? Alder Johnson made the motion, who seconded it? Seconded by Alder Corpus-Dax. Any further discussion.

- Nope

- Alright, all those in favor say aye.

- aye

- Opposed motion carries. Informational, go ahead Diana. You had that figured out for contingency,

- As I stated just some minutes ago. Yeah, the estimated contingency after these transfers that we approved today would be right around 74,922. Again, that's using an estimate, so right around $75,000 after today's can transfer contingencies.

- Okay, and then the final agenda item is the next finance committee meeting will be held on Tuesday, September 8th, 2020 at 4:30 PM. Do I hear a motion to adjourn?

- Motion to adjourn.

- Motion by Alder Galvin seconded by Brian Johnson. All those in favor say aye.

- aye.

- Opposed motion carries. We are adjourned. Thank you all.

- Thank you.