



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, NOVEMBER 29, 2022, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. ROLL CALL.

I. Members: Ald. Brian Johnson, Ald. Jesse Brunette, Ald. Bill Galvin & Ald. Jim Hutchison.

Present: Jim Hutchison, Bill Galvin, Brian Johnson, Jesse Brunette

Also present: IT Director Mike Hronek, Police Chief Chris Davis, Criminalistic Specialist Baeleigh Andrae, Parks Director Dan Ditscheit, Finance Director Diana Ellenbecker, Assistant Finance Director and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Bill Galvin, seconded by Ald. Jesse Brunette to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

D. APPROVAL OF MINUTES.

I. Approval of the Joint Finance/Personnel Committee minutes from the November 3, 2022 meeting.

Moved by Ald. Jim Hutchison, seconded by Ald. Jesse Brunette to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

E. REGULAR BUSINESS.

1. For consideration with possible action on the purchase of HPE Aruba switches and accessories for \$90,130.00

Moved by Ald. Jesse Brunette, seconded by Ald. Bill Galvin to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

2. For consideration with possible action on the purchase of OneXafe with 3 years support from Vanguard Computers (state contract) for \$44,817.00

Moved by Ald. Jim Hutchison, seconded by Ald. Bill Galvin to approve the award to AxCel.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

3. For consideration with possible action on the purchase of a Livescan fingerprint/mugshot machine for GBPD for \$26,631.00.

Moved by Ald. Jesse Brunette, seconded by Ald. Bill Galvin to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

4. For consideration with possible action on the purchase of scanning services with MEI Mail Services Inc. for \$39,813.00.

Moved by Ald. Bill Galvin, seconded by Ald. Jim Hutchison to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

5. For consideration with possible action on a report out of the vehicles purchased in 2022 off the state contract. Police purchase twelve vehicles using 2022 bonding and one parks vehicles using 2021 bonding.

Moved by Ald. Jim Hutchison, seconded by Ald. Jesse Brunette to receive and place on file.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

6. For consideration with possible action the resolution authorizing a budget amendment for Fire Overtime reimbursement for \$2,556.69 for unbudgeted community events.

Moved by Ald. Bill Galvin, seconded by Ald. Jesse Brunette to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

7. For consideration with possible action the resolution authorizing a budget amendment for Fire Overtime reimbursement for \$2,145.00 for unbudgeted state reimbursement training.

Moved by Ald. Bill Galvin, seconded by Ald. Jesse Brunette to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

8. For consideration with possible action the resolution authorizing a budget amendment for Police Overtime reimbursement for \$32,650.53 for unbudgeted community events.

Moved by Ald. Bill Galvin, seconded by Ald. Jim Hutchison to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

9. For consideration with possible action the resolution authorizing a budget amendment for Police Overtime reimbursement for \$1,281.88 for unbudgeted costs offset by invoices.

Moved by Ald. Bill Galvin, seconded by Ald. Jesse Brunette to approve.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

10. A request by Ald. Jennifer Grant to the Finance Committee which states: "For discussion with possible action to create a new resolution or amend the current resolution to reallocate all available ARPA funds within the existing categories and any new possible categories."

Moved by Ald. Jesse Brunette, seconded by Ald. Bill Galvin to make no recommendation to Council.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

F. REPORT OF THE AD HOC FACILITIES COMMITTEE (NOVEMBER 15, 2022).

1. To direct Finance Staff to work with BSA on the total cost of the deficient and critical needs listed in the report in response to the review of the Facilities Assessment Updates for City Hall, Municipal Court, Police Station, and Fire Station #1.

To proceed with BSA for a flow review not to exceed \$30,000 and direct staff to find funding or bring it back to the Finance Committee.

Moved by Ald. Brian Johnson, seconded by Ald. Bill Galvin to approve the \$30,000 flow review using remaining bond funds and the balance to be paid by contingency.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

G. INFORMATIONAL.

1. 2022 Contingency Account: \$184,297.00; unobligated is \$57,297.00.

2. The next Finance Committee meeting will be held on Tuesday December 13, 2022 at 4:30 PM.

H. ADJOURNMENT.

Moved by Ald. Bill Galvin, seconded by Ald. Jim Hutchison to adjourn.

Motion Passed.

Yes- Bill Galvin, Brian Johnson, Jesse Brunette, Jim Hutchison

I. VERBATIM MINUTES.

- Alright, we'll call the meeting to order. The Finance Committee, November 29th, 2022. Alder Galvin, Alder Brunette, Alder Hutchison, Alder Johnson are all present. Entertain a motion to approve the agenda.

- Solo.

- Second.

- A motion by Galvin, a second by Brunette. Any discussion? Seeing all of those in favor say "aye".

- Proposed motion carries. Approval of minutes. We have a motion by Hutchison, a second by Brunette. Any discussion? Seeing none of those occur say "aye". Proposed motion carries. That'll mean regular business. Item 1. For consideration of possible action on purchase of HPE Aruba switches and accessories for \$90,130. Looks like Director Hunt is ready to go.

- This is, uh, just uh, replacement of existing equipment. Much of it is 10 years old. It was put in place when we first installed fiber to all the auxiliary buildings throughout the city. So, uh, it's been running 24/7, 365 for 10 years plus. So, we'd just like to uh, um, uh, replace the current equipment before it fails.

- And a local vendor?

- Yes.

- Any questions for the Director?

- See now I'll entertain a motion? Motion by Brunette, second by Galvin. Any discussion? Seeing all of us in favor say "aye". Proposed motion carries. Item 2 for consideration, possible action in the purchase of OneXafe, with 3 year support from Vanguard computers state contract for \$44,817. Director Hronek?

- Okay, uh, I just want to mention there is a mistake on the agenda. Uh, Vanguard computers is not loyal to bid. XO Technology was. So, just wanted to point that out. So, there was a like \$1,000 or something right?

- Mm, the 20th.

- No,

- \$1,000?

- My interpretation was it was they were the 2nd, but they also had the service. Which, the other one did not.

- So, what this is is, uh, we had to meet 3 requirements for cyber security. One is off-site data storage. That's what this product is. Another one is, um, multifactor authentication that will be

coming forward in the next couple meetings. And then, also, um, uh, EDR MDR on our servers. Managed detection and response. But, what this is right now is off-site storage. It's, um, an appliance that will be at the police department. And it is technically what it does is it'll make a copy of our data and it's a write once and read many times. So, it's supposed to not come become ineffective by not working. Or ransomware. So, just a requirement from our cyber security insurance providers.

- Okay. And this is the company you recommend?

- Agreed.

- When you look at the bids? Because of the service?

- Yep. Mm hmm.

- Okay. Any questions?

- Can you first? Can you verify, again, which vendor that this goes with?

- Uh, Uh, Vanguard Computers.

- Alright, clerk.

- Which one? We don't have that

- Uh, these are the vendors

- See, it's right here. This is the vendor right here. Let me see that

- The dollar fits Vanguard on the summary page. It's a scanned document.

- Oh yeah, Vanguard is not on here. So, so really this arc serve, right, is who we're it has the recommendation?

- Yep.

- XO Technology.

- Yep.

- Okay. And there's In the documentation that was sent, uh, it is correct. Or it was correct when the

- Okay so, Arc Serve is the same as AxCel?

- Uh, AxCel is the vendor that is, we are purchasing it from. And, Arc Serve is, or One Safe is the product we're buying.

- Got it.

- Okay. So I'm proposing a motion noting the actual vendor name. Because that's in conflict with what's on the agenda.

- Uh, I had a motion by, what is it? Hutchison? Who's the second? Galvin? Any discussion? Seeing all of us in favor say "aye". Proposed motion carries. Um, alright, Item 3. The consideration of possible action the purchase of a live-scan, fingerprint mug-shot machine for Green Bay Police Department for \$26,631.

- So I will turn it over to staff.

- Okay. So it is a live-scan machine

- ...name?

- Oh, sorry. Baeleigh Andrae.

- Okay, thank you.

- Yep. It is used for fingerprinting for criminal arrest. We use it for ordinance violations. Sometimes for identification purposes. And then also for employees itself. So, the machine actually, you make the record in it, it transmits through, um, and you transmit to a couple of different locations for our department.

- Okay is it a necessary piece of equipment?

- Yes.

- Okay. Um, I don't know, have any questions? Maybe just add a contingency that we'd approve this as long as Brunette goes in and gets fingerprinted.

- I'm sure I've been fingerprinted.

- All teasing aside, uh, we'll retain a motion to approve?

- Move to approve.

- Yep, motion by Brunette a second by Galvin. Any discussion? Seeing all of us in favor say "aye". Proposed motion carries. Thank you.

- Thank you.

- Item 5 for consideration of possible action and report out of the vehicles purchased in 2022.

- Item 4.

- Oops, item 4. Sorry. For consideration of possible action the purchase of scanning services with MEI and Bell Services Inc. for \$39,813. This was scanning, right, of 4th floor is it? And this came in almost half the price of what was thought?

- Correct. Um, I do have our recruitment manager is online and he wants to speak to this item. I believe there are some additional costs that were going to be needed, um, for boxing up like-item materials we'll box up the files. But, yes, the quote is less than what was approved from the ARPA dollars.

- Okay. You said the purchasing manager is online?

- Tom is there anything you wanted to speak about this item?

- Sure I'm here. Do you have some additional questions on it?

- Yeah what would be those additional costs that Director Ellenbecker mentioned?

- Well originally, it had taken a box of staples and stuff out of determination. So, there was a discovery quote that was done early but after we had taken the staples out, it reduced the overall estimated cost. So then, when we went ahead and bid it out, we didn't have to have that part in the scope of the report. So, we took that out. So, our original budget estimate was around \$65,000. What with doing the extra work in taking the staples out of there, um. That's part of the reason why will work.

- Okay, so this \$39,813 is the number that we're looking at then?

- Yes it is, that's complete. That's 625,000 documents. They will come in and pick them up. They will take them to their site. Scale them all. There's a whole process of verification. Then they will then move on to disposal after we give them the "okay".

- Okay. Any questions?

- Motion to approve.

- Second.

- I've got a motion by Galvin, a second by Hutchison. Any further discussion? Seeing all of us in favor say "aye". Proposed motion carries. Item 5 for consideration of possible action a report on the vehicles purchase in 2022. Off the state contract police purchase 12 vehicles using 2022 bonding and 1 parks vehicle using 2021 bonding. Any, this is just a report out. So, receive the replacement file. Any, any questions?

- Is there an anticipate-, have we received these vehicles yet?

- No.

- Okay, is there a projected date?

- No, we're, we're having a lot of back-and-forth.

- Okay.

- Uh, we're having a lot of back-and-forth with the vendor on these and so, we really don't know and so what we may end up doing is getting twice as many vehicles in 2023. But it, just, supply chain issues for vehicles right now are really causing a lot of problems.

- So, you're on it it's just

- Yes.

- Okay.

- We're, you can start ordering them in August. And this past August we were first in line, ready to go with our order, and that's really all we can do.

- Okay. Thank you.

- Sure.

- Present a motion. Move to approve or move to file.

- Received replacement file?

- Second motion by Hutchison to receive a replacement file. Second by Brunette. Any further discussion? See all of us in favor say "aye". Proposed motion carries. Item 6 for consideration on possible action of resolution authorizing budget amendment. The fire over time reimbursement for \$2,556.69 for unbudgeted community events. It feels like the same song and dance the last couple meetings. Entertain a motion?

- Solo.

- Second.

- Motion by Galvin, second by Brunette. Any further discussion? Seeing all of us in favor say "aye". Proposed motion carries. Item 7 for consideration on the possible action of a resolution authorizing budget amendment for fire over time reimbursement for \$2,145 for unbudgeted state reimbursement training.

- Motion include.

- Second.

- Motion by Galvin, second by Brunette. Any further discussion? Seeing all of us in favor say "aye". Proposed motion carries. Item 8 for consideration of possible action a resolution authorizing a budget amendment for police overtime reimbursement for \$32,650.53 for unbudgeted community events.

- Motion approved.

- Second.

- Motion by Galvin, a second by Hutchison. Any discussion? Seeing all of us in favor say "aye". Proposed motion carries. Item 9 for consideration a possible action a resolution authorizing a budget amendment for police overtime reimbursement for \$1,281.88 for unbudgeted costs offset by invoices.

- Motion approved.

- Second.

- Motion by Galvin, second by Brunette. Any further discussion? Seeing all of us in favor say "aye". Proposed motion carries. Item 10 a request by Alder Jennifer Grant to the finance committee which states, "For discussion the possible action to create a new resolution, or amend the current resolution, to reallocate all available ARPA funds within the existing categories and any new possible categories." Uh, I did talk with Alder Grant just before this meeting started. She said she had a schedule conflict, um, but asked that I kind of summarize what she's looking to do here. Um, she said that as, you know, the pools start narrowing, meaning if there's less funding available because we're allocating some, that she thought it might be better to perhaps kind of combine this into just one category. So that way the best project can come forward and be approved. I mentioned to her, obviously, that the lost revenue bucket is very different than all the other ones. Uh, so that the minimum, I think, you outta entertain two buckets. Um, notwithstanding any discussion that might occur on what we're seeing. Where we're at. Director Ellenbecker, I know you've sent the list in the past. But do we have, could you send an updated list of accounts prior to our December 6th meeting. Um, with the budget allocations that were made so that way we can. I mean, I'm assuming you don't have that data on the spot here, right? Like, what's available? In each of the categories?

- Um, I know I have it by total. So, um.

- Yeah, and that's fine. And I, I think that was one thing that Alder Grant had requested if we could get a spreadsheet that shows how much is available in each category. So, I don't, I didn't get the sense that she necessarily was looking for finance to take any particular action that she wanted me to share with you what she's thinking. Uh, and obviously, December 6th I mean the council, she'll probably pull it, the council will discuss it. So, any thoughts? Discussion points?

- without knowing any of the specifics

- Timing-wise, it's my understanding the next finance committee meeting staff is intending to come back with all of the ARPA requests that we had kicked back to staff, to vet. So that their intent is to come back at the next finance committee with those, and some additional new ones. I don't know, Director Ellenbecker, if you got, uh, that was from Chief of Staff, Rivera Wagner, that he had mentioned that to me. So.

- Yep. And then I thought there was some discussion on bringing her back in January. So, um, I can do whatever the wish of our council is.

- Yeah, and maybe that's, I know he was talking about bringing it to this meeting. And I asked if we could wait 'till the December meeting, so. Um, so maybe they are looking at January, I don't know. But, just give everybody a sense of timing.

- I think Alder Grant's idea is a good one. The challenge will be that if we're going to move forward with that idea after the amended resolution.

- Right.

- Yeah, that would be my understanding. You'd have to, uh. You know the one thing I want us to have an honest conversation on, if department heads are kinda counting on that allocation, I look at public, you know, the crime and safety bucket is an example. Because I'm looking at Chief Davis right now, if he's kind of counting on that money and has proposals that he's expecting to put before us to consider, that can complicate that process a little bit. Chief Davis is one example every, every bucket would have that issue.

- Is there discussion?

- In other words there would maybe just recommend that we just forward this to the council without our recommendation?

- That's probably a good idea.

- Is there a motion? Motion of Brunette?

- Second.

- Second by Galvin. Any further discussion? Seeing all of us in favor say "aye". Proposed motion carries. Item F report of the ad-hoc facilities committee of November 15th, 2022. Item I to direct finance staff to work with BSA, that's Burner Show Associates, and the total costs of the deficient critical needs listed in the report in response to the review of the facilities assessment updates for City Hall, Municipal Court Police Station and Fire Station #1, to proceed with Berners Schober Architects for a flow review not to exceed \$30,000 in direct staff to find funding, or bring it back to the finance committee. Um, obviously, I can give an overview on this, but I would maybe defer to staff. Uh, if someone from staff wants to speak to this. Director Grenier, is that why you're here?

- No.

- Ready for the next committee.

- Yes.

- So, uh, for those not familiar, I do chair the ad-hoc facilities committee, and so, this committee's comprised with some appointments from the public as well as impacted staff members, department heads, that have rolled in this. I believe Director Grenier's department got ordered up. Um, the, the studies, we got that report back. Which is what is in the council packet. Initially, we thought Station #3 was included and it was not. The Mayor had talked about that a little bit. We talked about the merit, of the merits of having Station 3 be part of it. Do we do it or not? What I suggested to the

Mayor at this point, I think, replacement of Station 3 is a foregone conclusion so maybe ordering up that study, perhaps would be a waste of time and resources. Uh, particularly since we've already allocated the ARPA funding, uh, to proceed with site selection. So, the committee kind of just sat on that and, sort of, agreed not, not to expand that. So, what we're really looking at then is the condition reports for City Hall, muni court, police station, fire station 1. Um, before we were ready, I think, to make any substantial recommendations, um, around what to do with facilities, we thought it was really important to understand what the space needs are. And, what they anticipate to be into the future. Right, you don't want to make million dollar decisions when, multi-million dollar decisions, when you don't know what are needs really are from a space perspective. So, we talked about a lot of different options. I believe the, the committee meeting was recorded and is available for review. But the ultimate recommendation that came out of the committee, uh, was to proceed with this flow review. Or that that's, you know, just how are we using the space and where are it's needs going to be. So, um, um, Director Ellenbecker, correct me if I'm wrong, I thought that there was still some money left in that previous bonding cycle that was going to cover this.

- Um, there, it paid for the original, the, but latest BSA reports we have about \$34,000 available. I think about 27 was spent. So, that leaves us between 7 or 8 thousand left. And then there was an cost from the thirty thousand. So, that point, um, that is why hoping to have staff to go find additional funding. Um, to date I haven't come back with a better option at this point. It will probably be contingency. Um, but I kind of was also going to wait to if that was a, you know, a path per the direction from the finance committee.

- The contingency makes the most sense to me. You know, given that we're in December and we still have some funding there. Uh, but I would like to maybe just open it up to any additional questions or conversation around how the committee got to this recommendation. I mean, I want Alders to be confident in the process that we're taking to evaluate all these facilities. As you know there's been discussion around, do we build a brand new fire, or, police station? Do we remodel it? Do we ten million dollars of, of required repairs? What do we do with Stations 1 and 3 in this process? Maybe you mostly Alder Hutchison 'cause you're newer and this was started when you were upon council, but, uh, this was, this process was recommended to kind of have some additional input and oversight that facility process. So,

- May I have a go?

- Yep.

- Just, I just found that there are two pages on the spreadsheets attached to your packet. And, what we did we really recapped what was in the BSA um, assessments. What was deficient and critical. But then, there were a few items that were, um, changed or recommendations that were given really by our civil engineer. Um, um, out of special projects. And things that she also recommended that should also be done in the year or two for other reasons. Because they're leaking or for some other reasons. So, what is in front of you is what BSA's had but then there's also some recommendations from our engineering department. So, those spreadsheets are a little bit tweaked from what BSA had recommended. So, those are things that if we're re-looking, if the path to move forward really critical and the um, deficient needs right now, these potentially would be your 2023 borrowing requests.

- Can we, and that, one of those is related to the group of Frey?

- Correct.
- Which was in the capital improvement plan, but not necessarily approved yet.
- Correct.
- Uh, was uh,
- Per city they have some monies set aside for this um, , but not enough dollars.
- Okay, uh, Am I looking at the, when we open the attachments, which item are we talking about here? Oh, I've got it.
- You see there's engineering?
- Yep.
- Yep. Engineering, yep. Need their recommendations on to go along with what BSA had recommended.
- Right. Okay, and so, so these are things I presume that would come, come to us during the bonding process?
- Yes.
- Okay. So, really we don't need action on those right now.
- No. I just
- Just kind of an FYI.
- I just want to explain that on our end here. Engineering Department did go through and, um, made some of their own recommendations. If they could go over some of their reasons over why they made changes or additions to BSA reporting.
- Okay. So I'll throw a motion out there, I guess, just to get the process rolling and I move that we authorize the \$30,000 flow review. First, using available funds from that previous bond cycle. And then the balance, uh, being paid through contingency.
- I'll second that.
- So, there's a motion by Johnson. A second by Galvin. Is there any further discussion on that item? Seeing all of us in favor say "aye". Proposed motion carries. Item informational, 2022 contingency account is \$184,297. Un-obligated is \$57,297. Uh, Director, did you have any update on where we're at with the storm damage?
- Believe there's only one thing left on contract ground equipment and all that they recently not sure yet if they achieved for that. Um, but it's gonna be less than the \$100,000 when it's all said and done.

- Do you know when? I mean, we have our next finance committee meeting mid-December. Do you think you would know by then?

- I can

- Yeah. That would, it would be good to know. That way, I don't know if there's any year-end, you know, unanticipated expenditures that might be coming. But, if there are, it would be know, it would be good to just know what's, what's un-obligated. Uh, okay. Uh, the next finance committee meeting will be held on Tuesday, December 13th, 2022 at 4:30 PM. I attend a motion to adjourn.

- Motion to adjourn.

- Second.

- Motion by Galvin, second by Hutchison. Any discussion? No discussion. Are all those affairs say "aye". Proposed motion carries.