

FINANCE/PURCHASING & BUILDING COMMITTEE
January 30, 2018

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00pm by Alderperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett, Ward and Wiesner were present. Also present: Alderperson Allmann, Alderperson Hauser, City Administrator Van Lieshout, Finance Director/City Treasurer Clarizio, Municipal Services Director Bordeau, Police Investigator Henry Community Development Director Olejniczak, Planning & Zoning Administrator Sullivan-Robinson, and Receptionist Metzger.

A motion was made by Alderperson Wiesner, seconded by Alderperson Ward to adopt the following amended agenda removing item 6:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items.
4. Consideration of: Request to Waive Snow Removal Fees.
5. Presentation of: Sturgeon Bay Skate Park Initiative re: City Financial Support.
- ~~6. Consideration of: Disposition of Salvaged Grain Elevator.~~
7. Consideration of: Bids for 2018 Rubber Tired Loader.
8. Consideration of: Bids for Compact Mini Excavator.
9. Consideration of: Elimination of Park Security Deposit.
10. Consideration of: Police Department Interview & Conference Rooms Video Security System.
11. Consideration of: Municipal Services and City Hall Door Security System.
12. Consideration of: Municipal Services Video Security System.
13. Consideration of: Charge Out Rate for Labor.
14. Consideration of: Municipal Code: Section 3.06, Transfer of Funds.
15. Consideration of: Right-of-Way for Extension of Alabama Place to N. 12th Place.
16. Convene in closed session in accordance with the following exemptions:

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. Wis. Stats. 1985(1)(e)

- a. Consideration of: Acquisition of Property for Street Right-of-Way.

Moved to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate: or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration.

17. Review of unfinished business list.
18. Review bills.
19. Public Comment on non-agenda items.
20. Adjourn.

Carried.

The following spoke during public comment on agenda items: Chris Kellems 120 Alabama Street.

Consideration of: Request to Waive Snow Removal Fees:

Marianne Bennett, 819 Michigan Street came before the Committee requesting a waiver of a snow removal fee. She stated that at the time she had not been aware of the City's snow removal policy. City Administrator Van Lieshout explained that the ordinance requires that sidewalks must be cleared of accumulated snow and ice within 24 hours after the snows end. If it is not and the City must remove the snow a fee is assessed to the property owner. The consensus of the Committee is to maintain consistency with waiving fees and deny Ms. Bennett's request.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to Common Council to deny the request from Marianne Bennett to waive the snow removal fee in the amount of \$125.00 for 819 Michigan Street. Carried.

Presentation of: Sturgeon Bay Skate Park Initiative re: City Financial Support:

Laurel Hauser, 746 Kentucky Street and Matt Dixner Young, 415 W. Maple Street, Co-chairs for the Skate Park Initiative thanked the City and presented the final payment for the bridge financing provided by the City in 2014 for the Skate Park project.

Consideration of: Bids for 2018 Rubber Tired Loader:

Municipal Services Director Bordeau presented the following bids for the purchase of a rubber tired loader:

	<u>Bid</u>	<u>Trade In</u>	<u>Final Cost</u>
Brooks Tractor	\$187,294	\$24,000	\$163,294
Aring Equipment	\$187,000	\$35,000	\$152,000
Fabco Equipment	\$211,000	\$35,000	\$186,000
EMiller Bradford and Risberg	\$176,770	\$20,000	\$156,770

Mr. Bordeau stated that \$220,000 was allocated in the 2018 budget for the purchase of a rubber tired loader with wing and plow attachment. Four bids were received, the lowest bid from Aring Equipment in the amount of \$179,706 after trade in.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council to purchase a 2018 Volvo loader with plow and wing attachment from Aring Equipment in an amount not to exceed \$179,706 and declare the 1994 Case loader as surplus. Carried.

Consideration of: Bids for Compact Mini Excavator:

Municipal Services Director Bordeau presented the following bids for the purchase of a mini excavator:

	<u>Bid</u>	
Brooks Tractor	\$59,000	
Aring Equipment	\$61,900	
Fabco Equipment (2bids)	\$59,975	Cat 2017
	\$66,000	Cat 305.5E2
Miller Bradford and Risberg	\$57,227	
Swiderski Equipment, Inc. (3bids)	\$54, 820	2018 Bobcat
	\$56,990	Bobcat E45 ext. arm
	\$59,615	Bobcat E50
Service Motor	\$63,500	

Mr. Bordeau stated that \$90,000 was allocated in the 2018 budget for the purchase of a mini excavator. Six bids were received, the lowest bid from Swiderski Equipment Inc. in the amount of \$54,820 plus \$12,000 for a transport trailer and tie down chains.

Moved by Alderperson Wiesner, seconded by Alderperson Ward to recommend to Common Council to purchase a Bobcat Mini excavator from Swiderski Equipment, Inc. in an amount not to exceed \$66,820. Carried.

Consideration of: Elimination of Park Security Deposit

Municipal Services Director Bordeau explained that a \$50 security deposit is collected at the time of the park shelter reservation and retained if the shelter is not cleaned. If the shelter is cleaned the security deposit reimbursement request is forwarded to the Finance Department, placed on the bill list for the Finance Committee and Common Council to approve. The process can take up to 4 weeks before the renter receives their reimbursement. Mr. Bordeau stated he is requesting to eliminate the security deposit and instead add a disclaimer to the park reservation application stating any additional cleaning or maintenance to the shelter would be charged back to the renting party.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to eliminate the Parks Security Deposit. Carried.

Consideration of: Police Department Interview & Conference Rooms Video Security System:

Police Investigator Henry explained that in the 2018 capital budget the Police Department allocated \$15,000 to replace the failing camera system in the interview and conference rooms. He stated that by State Statute some interviews require audio and video recordings. The current system was installed in 2006. The \$15,000 price quoted by Camera Corner in 2017 was for 4 cameras and unknowingly a maximum 4 camera computer server capacity. The original quote did not allow for expansion. Increasing The server capacity to allow from expansion will increase the price by \$1653.79. The system is high quality that will intergrade with the existing system Camera Corner installed in City Hall. He stated the department can manage the additional cost with other line items in the capital budget and is requesting the bidding requirement be waived to purchase the system as sole source. The Committee continued discussions expressing their concerns regarding sole sourcing purchasing, and the benefits of using the same vendor who understands the operating systems.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council to waive the bidding requirements as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$16,653.79 for the purchase and installation of video cameras and audio recording equipment for 4 interview rooms at City Hall. Carried.

Consideration of: Municipal Services and City Hall Door Security System:

City Administrator VanLieshout explained that the key fob system at City Hall, originally installed in 2006, is no longer supported and eBay is the only source for repair supplies. Additionally, Municipal Services is still using actual keys for entry whereas all other City buildings are electronic entry. He stated that the capital budget for 2018 contained \$30,000 for the City Hall security project, the price quoted by Camera Corner, as a sole source purchase came in at \$47,901 which is \$17,901 over the budget but includes the Municipal building. Since the rubber tire loader bid came in considerably lower, the funds are available to complete the both projects. City Treasurer/Finance Director Clarizio explained a ¾ vote is required by the Common Council due to the fact the Municipal building was not budgeted for 2018 and a funds transfer is required for the \$17,901.

Moved by Alderperson Ward, seconded by Alderperson Fett to recommend to Common Council to waive the bidding requirements as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$21,744 for the replacement of the City Hall door security system. Carried.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council to waive the bidding requirements as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$26,157 for the installation of the door security system at Municipal Services with the additional funding needed in the amount of \$17,901 to be transferred from capital budget line item 10-400-000-59065 rubber tire loader, to 10-160-000-59040, security system upgrade and to use the excess in the capital budget item from the City Hall door security system. Carried.

Consideration of: Municipal Services Video Security System:

City Administrator VanLieshout stated that presently the Municipal Services building does not have any video monitoring security systems in place either interior or exterior. The cost of adding a security monitoring system was quoted by Camera Corner in the amount of \$20,719.25. The system would integrate with the system at City Hall and the Police Department. He continued, stating that the funds for this project are available from the rubber tired loader budget line item, otherwise the project can be budgeted in 2019. Since this project is unbudgeted and requires a funds transfer and a $\frac{3}{4}$ vote is needed from the Common Council.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council to waive the bidding requirements as set forth in the City's purchasing policy to allow for the sole source purchasing and accept the proposal from Camera Corner in the amount of \$20,719.25 for the purchase and installation of a video monitoring system at Municipal Services to be funded by transferring excess funds from capital budget line item 10-400-000-59065, rubber tire loader, to 10-160-000-59040, security system upgrade. Carried.

Consideration of: Charge Out Rate for Labor:

City Treasurer/Finance Director Clarizio explained that the Police and Department of Public Works staff sometimes work for events, such as festivals and the triathlon, and then the City will bill out for their labor. In 2008 the labor charge out rate established, the City charges 210% times the employee's hourly rate. Presently, some events offer to pay staff working the events double time and using the 210% method is not effective towards recovering the increased costs, which include benefits on every hour billed. The Committee discussed cost recovery options.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to change labor charge our rate to direct cost recovery which includes recovering costs for all wages (single rate, overtime rate or double time rate) plus FICA, Medicare and retirement. Carried.

Consideration of: Municipal Code: Section 3.06, Transfer of Funds:

City Treasurer/Finance Director Clarizio explained that in 2010 staff proposed higher fund transfer authorization limits, with approval of the auditors, however, the Common Council approved the transfer limits at \$2,500 less than what was recommended. The auditors still recommend those amounts approved in 2010. Ms. Clarizio stated the proposed changes would increase the City Administrator authorization to approve fund transfers in budget categories up to \$5,000. Greater than \$5,000 up to \$10,000 is authorized by simple Common Council majority and transfers greater than \$10,000 would require $\frac{3}{4}$ vote from the Common Council.

Moved by Alderperson Wiesner, seconded by Alderperson Fett to recommend to Common Council to repeal and recreate Section 3.06, Transfer of Funds. Carried.

Consideration of: Right-of-Way for Extension of Alabama Place to N. 12th Place:

City Administrator VanLieshout stated that during the review process of a development proposal for a project located on Egg Harbor Rd behind Nor Door Sports, staff recognized a potential opportunity to connect Alabama Place and N 12th Place. He stated that the streets in the subdivision are set up to accommodate further extension, and the Krueger and Piel properties are for sale. These parcels would be necessary for the proposed right-of-way. In addition, he mentioned the benefit the connection would bring to the neighborhood. Community Development Director Olejniczak explained that there are three steps to getting a street, placing the street on the official map, which has been done, acquire the right of way and build the street. At this point we are looking at the acquisition for the proposed right-of-way. Mr. Olejniczak stated that the City has had discussions with the three property owners impacted with the proposed right-of way.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to direct staff to further investigate the option for a road.

After Alderperson Fett announced the statutory basis, it was moved by Alderperson Fett, seconded by Alderperson Ward to convene in closed session. Roll call: Alderperson Fett, Ward and Wiesner voted aye. Carried. The meeting moved into closed session at 5:09 pm. The meeting reconvened in open session at 5:36pm.

There were no items on the unfinished business list.

Review bills

Moved by Alderperson Wiesner, seconded by Alderperson Ward to approve the bills as presented and forward to the Common Council for payment. Carried.

The following spoke during public comment on non-agenda items: Barbara Allmann, 717 Prairie Lane.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to adjourn. Carried. The meeting adjourned at 5:52pm.

Respectfully submitted,
Tricia Metzger