



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
www.cityofracine.org

## Meeting Agenda - Final Library Board- Finance and Personnel

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Wednesday, February 14, 2024

4:30 PM

Racine Public Library- Emily Lee Room

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### Call To Order

### Roll Call

### Public Comment

*Information and comments may be received from the public by the Library Board, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Board President. The Library Board may have limited discussion on the information received, however, no action will be taken on issues raised during the public comment session unless they are otherwise on the agenda for that meeting. Public comments should be addressed to the Library Board as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, or Library employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Library Board or Staff will be deemed out of order by the Board President.*

### Approval of Minutes

[0041-24](#)

**Subject:** Approve Minutes from the January 10th F&P Committee

**Attachments:**

[RPL F&P Minutes from 01 10 24](#)

### Communications

[0127-24](#)

**Subject:** Revised Vacation Formula Schedule

**Attachments:**

[Revised Vacation Formula Schedule](#)

[0128-24](#)

**Subject:** Resource Library Contract 2024

**Attachments:**

[Resource Library Contract 2024](#)

[0129-24](#)

**Subject:** Final Payment for 2nd Floor Contract

**Attachments:**

[Final Payment for 2nd Floor Contract](#)

**Confirmation of Next Meeting: Tentatively Wednesday, March 13th at 4:30 pm**

**Adjournment**

**If you are disabled and have accessibility needs or if you need information interpreted for you, please call the Library's Administrative Office at (262) 636-9170 at least 3 business days prior to the meeting.**

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# City of Racine

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730 Washington Ave.  
Racine, WI 53403  
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## Meeting Minutes - Draft

### Library Board- Finance and Personnel

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Wednesday, January 10, 2024

4:30 PM

Racine Public Library- Emily Lee Room

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#### Call To Order

#### Roll Call

**PRESENT:** 5 - Huerta, Chair Peete, Williams, Pfeifer and Taft

#### Public Comment

*none*

#### Approval of Minutes

[0035-24](#)

**Subject:** Approve Minutes from the November 8th F&P Committee Meeting

A motion was made by Taft, seconded by Williams, that this file be Approved

#### Communications

[0036-24](#)

**Subject:** Request to draw \$7,650 from the Emily Lee Trust Fund to pay invoice #18013 from Michael's Signs

A motion was made by Taft, seconded by Williams, that this file be Approved

**Confirmation of Next Meeting: Wednesday, February 14th at 4:30 pm**

#### Adjournment

*There being no further business to address, the meeting was adjourned at 4:43 p.m.*

# MEMO

To: RPL Board

From: Nick Demske, Interim Library Director

Date: 2/7/24

Subject: Revised Vacation Schedule and related benefits

To our RPL Trustees,

In January of 2024, leadership at the RPL found out that the city had revised its vacation schedule formulas in their handbook for all the city staff. This was never mentioned in the budget meetings/discussions, since it basically has no (or a negligible) budgetary impact. Because apparently the RPL director transition overlapped with when this was being communicated to senior city leadership, also, no one currently at the library was told about these changes ahead of time. The city wasn't aware of this oversight either, and so included the library in these changes. When the new year came, many library staff members had a larger amount of vacation put into their time management system than they expected.

These changes were adopted by the city because, while their pay structure is competitive with other municipal employers, their vacation structure was not. It presented them with recruitment and retention issues, and it was also one of the few strategies that had virtually no budgetary impacts to increase employee benefits and make the city a more competitive employer of choice. For these same purposes, I would recommend the RPL pursue the same changes.

This memo is to request that the board adopt the vacation formula changes that have been adopted for the rest of the city of Racine employees, which are reflected in the attached document.

Thank you all for your consideration,

Nick Demske  
Interim Library Director

## Vacation Change breakdowns

### Current RPL Vacation schedule/former City of Racine Vacation Schedule

10 days under 7 years  
15 days between 7 and 14 years  
18 days between 14 and 18 years  
20 days between 18 and 23 years  
25 days after 23 years

### New City of Racine Vacation Schedule

96hrs/12 days under 4 years  
136hrs/ 17 days between 4 and 9 years  
176hrs/ 22 workdays between 9 and 14 years  
216 hrs/27 days between 14 and 21 years  
256 hrs/32 days after 21 years

## Grid from the updated City of Racine Handbook

Effective as of January 1, 2024, paid vacation shall be allocated as follows:

<b>Total Annual Hours</b>	<b>Maximum Vacation Balance Hours</b>	<b>Years of Continuous Service</b>
96	176	Less than 4 years
136	216	At least 4 years but less than 9 years
176	256	At least 9 years but less than 14 years
216	296	At least 14 but less than 21 years
256	336	At least 21 years

# Resource Library Agreement between Prairie Lakes Library System and Racine Public Library for 2024

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Subject to the Prairie Lakes Library System Member Library Agreement and Wisconsin Statutes, the Racine Public Library shall function as the primary “Resource Library” for the Prairie Lakes Library System pursuant to Wis. Stat. 43.16. The Prairie Lakes Library System shall pay the Racine Public Library the following amount for services rendered during 2024:

### 2024 Contract Payments to Racine Public Library

- Resource-Sharing Hub Services \$7,000
- Chapter 43.24 Services \$0

Signatures:

\_\_\_\_\_  
President, Racine Public Library Board of Trustees

*Annette Smith*

\_\_\_\_\_  
Date

01 / 10 / 2024

\_\_\_\_\_  
President, Prairie Lakes Library System Board of Trustees

\_\_\_\_\_  
Date

# MEMO

To: RPL Board  
From: Evelin Garcia, Business Manager  
Date: 02/12/2024  
Subject: Final Payment 2nd floor

Would like final pay app #11 in the amount of \$17,673.59 to be considered for disbursement. This consideration comes in after a compliance review of the City of Racine Ordinance Section 46-41 has been received from the purchasing department. Please see attached recommendation.

The work performed by Rasch Construction & Engineering (contractor) has been completed. The contract totaled \$1,815, 336.75 which included twenty three change orders. It is being recommended that the work be accepted and final payment be authorized.

Any questions or concerns please feel free to contact me!





# Racine Works Program (RWP) Payout Request

City of Racine Ordinance Section #46-41

Date: February 12, 2024

Contractor Name: **Rasch Construction & Engineering Inc.**

Department:  Public Works  Water/Waste Water  Other: **Library**

Project Name: **Library Rehab**

Project Number: N/A

Munis Contract #: 2022036

Total project hours: **2909.25**

Total RWP Hours: **1382.5**

City of Racine Residents: **11**

RWP Certified: **6**


RWP Compliance Percentage: **20%**

- A total of 11 City of Racine Residents working on this contract
- A total of 6 RWP Certified working on this contract
- Contractor submitted monthly workforce reports.

### Staff Recommendation:

Approve final payment for Rasch Construction & Engineering Inc.

The contractor submitted the required monthly workforce report and met 20% RWP Compliance.

DocuSigned by:  
  
 Signed: \_\_\_\_\_ Date: 2/12/2024



4715 Green Bay Road  
Kenosha, WI 53144  
P: (262) 657-6542  
F: (262) 657-0801  
www.raschconstruction.com

Date: October 6, 2023

To: City of Racine  
730 Washington Ave  
Racine, WI 53403

Invoice No.: 22023.11

Job No.: 22-023

PO No. \_\_\_\_\_

Contract No.: 2022036

Terms: Net 30 days

Attn: \_\_\_\_\_

RE: Racine Public Library Rehab

Amount Due - Pay App #11 \$17,673.59

Billed this period	\$17,673.59
(Less) retainage or plus released retainage per attached documents	0.00
SUBTOTAL:	\$17,673.59
ADMINISTRATIVE COSTS:	-
TOTAL AMOUNT NOW DUE:	<b>\$ 17,673.59</b>

**THANK YOU!!!!**

# APPLICATION AND CERTIFICATE FOR PAYMENT

**Rasch Construction & Engineering, Inc.**

TO: **City of Racine**  
**730 Washington Ave**  
**Racine, WI 53403**

PROJECT: **Racine Public Library Rehab**

Application No. **11**

Distribution to:

FROM: **Rasch Construction & Engineering, Inc.** VIA: **Products Architecture & Design**  
**4715 Green Bay Road**  
**Kenosha, WI 53144**

PERIOD TO: **09/30/23**

OWNER

PROJECT NO **2022036**

ARCHITECT

CONTRACTOR

CONTRACT FOR: **General Construction**

CONTRACT DATE: **03/22/22**

## CONTRACTOR'S APPLICATION FOR PAYMENT

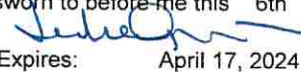
CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		62,383.16	
Approved this Month			
Number	Date Approved		
Summary 3	08/31/23	\$ 12,582.79	
Summary 4	09/25/23	\$ 5,090.80	
Owner			\$ 48,000.00
TOTALS		\$ 80,056.75	\$ (48,000.00)
Net Change by Change Orders:			\$ 32,056.75

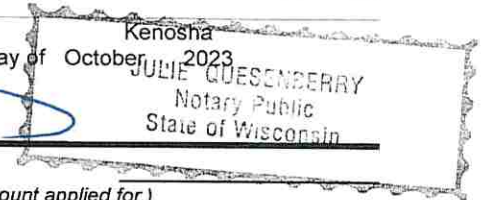
1 ORIGINAL CONTRACT SUM	\$ 1,783,280.00
2 Net change by Change Orders	\$ 32,056.75
3 CONTRACT SUM TO DATE (Line 1+2)	\$ 1,815,336.75
4 TOTAL COMPLETED & STORED TO DATE (Column G on Schedule of Values)	\$ 1,815,336.75
5 RETAINAGE:	
a. Completed Work	\$ -
(Column D+E)	
b. Stored Material	\$ -
(Column F)	
Total Retainage (Total of 5a + 5b)	\$ -
6 TOTAL EARNED LESS RETAINAGE	\$ 1,815,336.75
(Line 4 less Line 5)	
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 1,797,663.16
8 CURRENT PAYMENT DUE	\$ 17,673.59
9 BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **Rasch Construction & Engineering, Inc.**

By:  Date: **October 6, 2023**

State of: Wisconsin County of: Kenosha  
 Subscribed and sworn to before me this 6th day of October, 2023  
 Notary Public:   
 My Commission Expires: April 17, 2024



## ARCHITECTS' CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$  
 (Attach explanation if amount certified differs from the amount applied for.)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

AIA DOCUMENT G703

Rasch Construction & Engineering, Inc.

AIA Document G702 APPLICATION AND CERTIFICATE FOR PAYMENT,

APPLICATION NUMBER: 11

containing Contractor's signed certificates is attached

APPLICATION DATE: 10/6/2023

In tabulations below, amount are stated to the nearest dollar.

PERIOD TO: 9/30/2023

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NAME: Racine Public Library Rehab

PROJECT NUMBER: 2022036

A Item no.	B Description of Work	C Scheduled Value	D Work Completed		F Materials presently stored (Not in D or E)	G		H Balance to Finish (C-G)	I Retainage
			From Previous Application	This period		Total Completed and Stored to Date (D+E+F)	% Comp. (G/C)		
1	Mobilization	\$ 15,087.00	\$ 15,087.00	\$ -	\$ -	\$ 15,087.00	100.00%	\$ -	
2	Demolition	\$ 97,142.00	\$ 97,142.00	\$ -	\$ -	\$ 97,142.00	100.00%	\$ -	
3	Concrete Work	\$ 20,149.00	\$ 20,149.00	\$ -	\$ -	\$ 20,149.00	100.00%	\$ -	
4	Misc. Metal/Structural Steel/Stairs	\$ 125,900.00	\$ 125,900.00	\$ -	\$ -	\$ 125,900.00	100.00%	\$ -	
5	Carpentry	\$ 20,777.00	\$ 20,777.00	\$ -	\$ -	\$ 20,777.00	100.00%	\$ -	
6	Finish Carpentry	\$ 85,317.00	\$ 85,317.00	\$ -	\$ -	\$ 85,317.00	100.00%	\$ -	
7	H.M.Frames/Wood Doors/Hardware	\$ 29,000.00	\$ 29,000.00	\$ -	\$ -	\$ 29,000.00	100.00%	\$ -	
8	Alum.Storefront/Glazing	\$ 85,000.00	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00	100.00%	\$ -	
9	Automatic Doors	\$ 17,331.00	\$ 17,331.00	\$ -	\$ -	\$ 17,331.00	100.00%	\$ -	
10	Gypsum Board Assemblies	\$ 155,578.00	\$ 155,578.00	\$ -	\$ -	\$ 155,578.00	100.00%	\$ -	
11	Flooring	\$ 176,000.00	\$ 176,000.00	\$ -	\$ -	\$ 176,000.00	100.00%	\$ -	
12	Floor Prep	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	\$ 28,000.00	100.00%	\$ -	
13	Acoustical Ceiling Work	\$ 19,440.00	\$ 19,440.00	\$ -	\$ -	\$ 19,440.00	100.00%	\$ -	
14	Painting	\$ 47,000.00	\$ 47,000.00	\$ -	\$ -	\$ 47,000.00	100.00%	\$ -	
15	Roller Shades	\$ 22,608.00	\$ 22,608.00	\$ -	\$ -	\$ 22,608.00	100.00%	\$ -	
16	Plumbing	\$ 26,681.00	\$ 26,681.00	\$ -	\$ -	\$ 26,681.00	100.00%	\$ -	
17	Fire Protection	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.00%	\$ -	
18	HVAC	\$ 207,416.00	\$ 207,416.00	\$ -	\$ -	\$ 207,416.00	100.00%	\$ -	
19	Electrical	\$ 378,640.00	\$ 378,640.00	\$ -	\$ -	\$ 378,640.00	100.00%	\$ -	
20	Bonds	\$ 17,091.00	\$ 17,091.00	\$ -	\$ -	\$ 17,091.00	100.00%	\$ -	
21	General Conditions	\$ 70,634.00	\$ 70,634.00	\$ -	\$ -	\$ 70,634.00	100.00%	\$ -	
22	Owner Allowances	\$ 48,000.00	\$ -	\$ 48,000.00	\$ -	\$ 48,000.00	100.00%	\$ -	
23	Overhead	\$ 74,489.00	\$ 74,489.00	\$ -	\$ -	\$ 74,489.00	100.00%	\$ -	
24	CO #001	\$ 356.79	\$ 356.79	\$ -	\$ -	\$ 356.79	100.00%	\$ -	
25	CO #002	\$ 440.00	\$ 440.00	\$ -	\$ -	\$ 440.00	100.00%	\$ -	
26	CO Summary 1	\$ 3,701.05	\$ 3,701.05	\$ -	\$ -	\$ 3,701.05	100.00%	\$ -	
27	CO Summary 2	\$ 24,144.49	\$ 24,144.49	\$ -	\$ -	\$ 24,144.49	100.00%	\$ -	
28	CO Summary 3	\$ 22,280.22	\$ 22,280.22	\$ -	\$ -	\$ 22,280.22	100.00%	\$ -	
29	CO Summary 4	\$ 5,699.11	\$ 5,699.11	\$ -	\$ -	\$ 5,699.11	100.00%	\$ -	
30	CO Summary 5	\$ 5,761.50	\$ 5,761.50	\$ -	\$ -	\$ 5,761.50	100.00%	\$ -	
31	CO Summary 3	\$ 12,582.79		\$ 12,582.79		\$ 12,582.79	100.00%	\$ -	
32	CO Summary 4	\$ 5,090.80		\$ 5,090.80		\$ 5,090.80	100.00%	\$ -	
33	Delete Owner Allowances	\$ (48,000.00)		\$ (48,000.00)		\$ (48,000.00)	100.00%	\$ -	
	<b>Total Work</b>	<b>\$ 1,815,336.75</b>	<b>\$ 1,797,663.16</b>	<b>\$ 17,673.59</b>	<b>\$ -</b>	<b>\$ 1,815,336.75</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ -</b>

AIA DOCUMENT G703 APPLICATION AND CERTIFICATE FOR PAYMENT  
THE AMERICAN INSTITUTE OF ARCHITECTS

TO: Commissioner of Public Works  
Racine, Wisconsin

**Lien Waiver (in full)**

**WAIVER OF CONSTRUCTION LIEN**

For value received, the undersigned hereby waives all rights to or claims for a lien on the land hereafter described, for any and all work, materials, plans and specifications made or furnished or to be made or furnished for the improvement of said lands, said improvements being done for the City of Racine by

Rasch Construction & Engineering, Inc.

(prime contractor's name)

said lands being situated in Racine County, State of Wisconsin, and described as follows (contract number and name of contract):

2022036 Racine Public Library Rehab

The work done and/or materials furnished by the undersigned for said job is as follows:

Carpentry, Doors, Painting, Plbg, Electric, HVAC

(describe).

Signature

Jan Rasch  
President

Title

Rasch Construction & Engineering, Inc.

Firm Name

Date of this Waiver:

October 6, 2023