

City of Sheboygan  
2020-04-08

BMKHE8480560

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

APRIL 8, 2020

Chair Person Mary Lynn Donohue called the meeting to order at 4: 30 p.m. The Pledge of Allegiance followed.COMMITTEE MEMBERS PRESENT: Chair Mary Lynne Donohue (remote), Vice Chair Jim Bohren (remote), Alderpersons Trey Mitchell (remote) and Todd WolfCOMMITTEE MEMBERS EXCUSED: Alderperson Markus SavaglioSTAFF / OFFICIALS PRESENT: Mayor Mike Vandersteen, City Attorney Chuck Adams (remote), City Administrator Darrell Hofland, Finance Director/Treasurer Marty Halverson, Acting Director of Human Resources Vicky Schneider, Director of Information Technology Eric Bushman, Director of Public Works David Biebel (remote), Director of City Development Chad Pelishek, Human Resource Generalist Melissa NessPUBLIC PRESENT: Joe Trueblood (remote), Gerald Van De Kreeke (remote), Carol Wirth (remote)MINUTES

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to approve the minutes of March 9, 2020. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RO 166 - 19 - 20 / MARCH 2, 2020 DOC

4.4: The Sheboygan Board of Water Commissioners, in anticipation of its raw water improvements intake project, seeks approval to pursue taxable \$3,100,000.00 Water Revenue Bond Anticipation Notes (BAN) to fund engineering costs ahead of the project construction. HELD 3 / 9 / 2020

Joe Trueblood discussed the need for a new intake pipe for the Sheboygan Water Utility due to the current aging pipes. The funding will be for the engineering cost of the new intake pipe project.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council adopt the R.O. Motion carried.

3.2 RO 155 - 19 - 20 / FEBRUARY 17, 2020 / DOC

3.4 ; Finance Director submitting the Operational and Organizational Assessment report dated February 7, 2020 with regard to the City of Sheboygan Finance and Human Resources Departments which was prepared by CliftonLarsonAllen, LLC (CLA) pursuant to Res No. 206 - 18 - 19 adopted on April 15, 2019.

Director of Finance/Treasurer Marty Halverson discussed the due date for the report had been the beginning of April but due to the current COVID- 19 situation the report is expected to be presented at the first Finance and Personnel meeting in May. The committee board chair expressed the need for a strong plan to address areas of improvement in the report. Director Halverson

advised that changes are already in place and improvements are being made.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council refer to the new Finance and Personnel Committee of the Common Council. Motion carried.

3.3 RO 174 - 19 - 20 / MARCH 16, 2020 / DOC

4.1: City Clerk submitting a petition, notice and list of tax liens of Sheboygan County being foreclosed by proceeding in rem. 2014, 2015 and 2016. Director of City Planning Chad Pelishek discussed the loans being foreclosed were to enhance the properties or are judgments/liens on the property for civil matters.

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to recommend the Common Council adopt the R.O. Motion carried.

3.4 RES 186 - 19 - 20 / MARCH 16, 2020 / DOC

5.2: Resolution providing for the sale of \$3,100,000 Taxable Water Utility Revenue Bond Anticipation Notes, Series 2020 B.

Carol Wirth of WI Public Finance Professional LLC discussed the Bond Anticipation Notes being a short term financing option for the new intake pipe project. These BANS are taxable and will need to be spent within 24 months of their issue.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council adopt the resolution. Motion carried.

3.5 RES 187 - 19 - 20 / MARCH 16, 2020 / DOC

5.3: Resolution providing for the sale of \$4,985,000 General Obligation Promissory Notes, Series 2020 A

Carol Wirth discussed the promissory notes are a longer term financing option needing to be repaid within 10 years or less. She explained the current market instability will affect the two percent interest rates indicated on the supplemental documentation.

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to recommend the Common Council adopt the resolution. Motion carried.

3.6 RES 188 - 19 - 20 / MARCH 16, 2020 / DOC

5.4: Resolution terminating the City of Sheboygan Tax Incremental District (TID) No. 11 and authorizing the Finance Director to distribute excess increment to overlying taxing districts.

Director Pelishek discussed that this district is the area around the Washington Square Mall. The district was created in 1998 and is now ready to be closed. There are approximately \$2.6 million in excess funds of which the city will receive about \$980,000.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council adopt the resolution. Motion carried.

3.7 RES 196 - 19 - 20 / MARCH 30, 2020: Resolution establishing an Early Retirement Incentive Program and authorizing the City Administrator and Acting Director of Human Resources to offer the benefits to qualifying city employees. Director Halverson explained the assessment completed by CliftonLarsonAllen (CLA) is driving the decision to offer retirement incentives to select city employees. The assessment identified a need to align staffing skill sets within the Finance department. By offering retirement incentive packages, it will allow the Finance department to align with the recommendations outlined in the assessment.

Motion by Alderperson Wolf and seconded by Alderperson Mitchell to recommend the Common Council adopt the resolution. Motion carried

3.8 CLAIMS: RC 343 - 18 - 19 (RO 215 - 18 - 19) APRIL 15, 2019 / DOC

5.39: Claim from Ryan, LLC on behalf of their client, O'Reilly Automotive Stores, Inc., for alleged incorrect assessed value of their property for tax purposes.

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to recommend the Common Council receive and file the documents. Motion carried.

3.9 CLAIMS: RO 158 - 19 - 20 / FEBRUARY 17, 2020 / DOC

3.7: Claim from Scott Brown for alleged damages to his vehicle when he hit a hole in the road at the intersection of Indiana Avenue and South 13 th Street.

Motion by Alderperson Wolf and seconded by Alderperson Bohren to recommend the Committee receive and file the documents. Motion Carried.

3.10 CLAIMS: RO 140 - 19 - 20 / JANUARY 20, 2020 / DOC

4.4: Claim from the Sheboygan Area School District for recovery of 2019 Property Tax on Parcel No. 59281106170 and Parcel No. 59281106200.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council receive and file the documents. Motion carried.

3.11 CLAIMS: Claims to be referred to the Finance and Personnel Committee of the new Common Council: RC 313 - 18 - 19 (RO 162 - 16 - 17, RC 414 - 16 - 17, RC 282 - 17 - 18), RC 312 - 18 - 19 (RO 161 - 16 - 17, RC 413 - 16 - 17, RC 281 - 17 - 18) RC 328 - 18 - 19 (RO 110 - 18 - 19), RC 332 - 18 - 19 (RO 143 - 18 - 19), RC 342 - 18 - 19 (RO 214 - 18 - 19), RC 347 - 18 - 19 (RO 241 - 18 - 19), RO 64 - 19 - 20, RO 91 - 19 - 20, RO 175 - 19 - 20, RO 122 - 19 - 20 and RO 92 - 19 - 20

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council refer to the Finance and Personnel Committee of the new Common Council. Motion carried.

3.12 "SUMMONS AND COMPLAINTS" DOCUMENTS TO BE FILED: RC 317 - 18 - 19, RC 325 - 18 - 19, RC 333 - 18 - 19, RO 10 - 19 - 20, RO 22 - 19 - 20, RO 38 - 19 - 20, RO 43 - 19 - 20, RO 123 - 19 - 20 and RO 132 - 19 - 20.

Motion by Alderperson Bohren, seconded by Alderperson Wolf to recommend the Common Council receive and file the documents. Motion carried.

3.13 "SUMMONS AND COMPLAINTS" DOCUMENTS TO BE REFERRED TO THE FINANCE AND PERSONNEL COMMITTEE OF THE NEW COMMON COUNCIL: RC 314 - 18 - 19, RC 318 - 18 - 19, RC 327 - 18 - 19, RC 338 - 18 - 19, RO 71 - 19 - 20, RO 129 - 19 - 20 and RO 176 - 19 - 20.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council refer to the Finance and Personnel Committee of the new Common Council. Motion carried.

#### 4.1 SUMMARY OF 2020 COMMUNITY SURVEY

City Administrator Darrell Hofland discussed the 2020 Community Survey. He highlighted the positive trends. There was a 200 percent increase in surveys taken compared to prior years. 79 percent of residents indicated they felt the city is improving or steady. Administrator Hofland indicated he will be working with the city's Communication Taskforce to tailor next year's questions to the city's strategic plan.

DATE OF NEXT MEETING: TO BE DETERMINEDADJOURN Motion by Alderperson Wolf, seconded by Alderperson Mitchell to adjourn at 5: 48 p.m. Motion carried.