

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

MONDAY, OCTOBER 28, 2019

Chair Donohue called the meeting to order at 5: 00 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT: Chair Mary Lynne Donohue, Vice Chair Jim Bohren, Alderpersons Trey Mitchell, Markus Savaglio, and Todd Wolf

STAFF / OFFICIALS PRESENT: Mayor Mike Vandersteen, City Attorney Chuck Adams, City Administrator Darrell Hofland, Finance Director/Treasurer Marty Halverson, Director of Planning and Development Chad Pelishek, Director of Human Resources Sandra Rohrick, Assistant to the City Administrator Carrie Arenz, Auditor/Analyst Laurie Suhrke.

PUBLIC PRESENT: Business Improvement District President Attorney David Gass, Dolcye Johnson

MINUTES Motion by Alderperson Wolf, seconded by Alderperson Mitchell to approve the minutes of October 14, 2019. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RES 99 - 19 - 20 / OCTOBER 7, 2019 / DOC

6.1: Resolution authorizing the appropriate City Officials to execute an engagement letter with Quarles & Bradey LLP to serve as bond counsel with regard to Sewerage System Revenue Bonds.

Motion by Vice Chair Jim Bohren, seconded by Alderperson Mitchell to recommend the Committee hold the resolution. Motion carried.

3.2 RES 100 - 19 - 20 / OCTOBER 7, 2019 / DOC

6.2: Resolution authorizing the issuance and sale of up to \$2,323,791 Sewerage System Revenue Bonds, Series 2019 D and providing for other details and covenants with respect thereto.

Motion by Vice Chair Jim Bohren, seconded by Alderperson Mitchell to recommend the Committee hold the resolution. Motion carried.

3.3 RC 346 - 18 - 19 (RO 240 - 18 - 19) / APRIL 15, 2019 / DOC

5.42: Claim submitted by Sonia Garay.

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

3.4 RC 324 - 18 - 19 AND RC 334 - 18 - 19 (RO 219 - 18 - 19) / APRIL 15, 2019 / DOC

5.20: Claim submitted by Progressive Insurance on behalf of Phyllis Barthel.

Motion by Alderperson Wolf, seconded by Alderperson Savaglio to recommend the Committee hold the document. Motion carried.

3.5 RC 336 - 18 - 19 (RO 199 - 18 - 19) / APRIL 15, 2019 / DOC

5.32: Claim submitted by State Farm Insurance Agency on behalf of Ken Phillip.

Motion by Alderperson Mitchell, seconded by Alderperson Savaglio to recommend the Common Council

receive and file the report. Motion carried.

3.6 RC 344 - 18 - 19 (RO 225 - 18 - 19) / APRIL 15, 2019 / DOC

5.40: Claim submitted by Zachory Felsing.

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

3.7 RO 9 - 19 - 20 / MAY 6, 2019 / DOC

3.5: Claim submitted by Todd Rautmann.

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

3.8 RO 65 - 19 - 20 / AUGUST 9, 2019 / DOC

3.3: Claim submitted by Eugene Kohls.

Motion by Alderperson Mitchell, seconded by Alderperson Savaglio to recommend

the Common Council receive and file the report. Motion approved 4 - 1. (Vice Chair Bohren abstain).

3.9 RC 326 - 18 - 19 (RO 96 - 18 - 19) / APRIL 15, 2019 / DOC
5.22: Claim submitted by Debra Zahner.

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

3.10 COM. NO. 4 - 19 - 20 / OCTOBER 21, 2019 / DOC

3.1: Communication from Dolcye Johnson regarding computation of personnel costs related to operating the ambulance service.

Chair Donohue thanked Dolcye Johnson for her communication at October 21, 2019 council meeting.

Mrs. Johnson discussed her concerns regarding the ambulance services. Administrator Darrell Hofland explained the staff funding level in the Ambulance Fund, per the Fitch & Associates study, will be reallocated in strategic fashion to maintain compliance with the State of Wisconsin Expenditure Restraint Program.

Vice Chair Bohren discussed historical data regarding ambulance service payments. He stated the average ambulance call is \$993, and 37 percent have been collected.

Chair Donohue confirmed the collection rates are for all allowable costs. She inquired on the impact of a potential reduction in Fire Department staffing that may result from a potential elimination of ambulance service.

Mrs. Johnson inquired why the fire truck has to lead the way when a city ambulance goes on a call. She stated that Orange Cross Ambulance does not have a fire truck to escort them.

Chair Donohue stated that not every time does a fire truck lead the way. Fire Chief Eric Montellano will be asked to speak at a future Finance and Personnel Committee meeting to discuss ambulance service.

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

3.11 COM. NO. 5 - 19 - 20 / OCTOBER 21, 2019 / DOC

3.2: Communication from Hardik Khatri regarding Personal Property Tax for the Super

8.

Motion by Alderperson Savaglio, seconded by Alderperson Mitchell to recommend the Committee hold the document. Motion carried.

3.12 RES 101 - 19 - 20 / OCTOBER 21, 2019 / DOC

5.1: Resolution adopting a Citizen Participation Plan which is required when funds are acquired from the U.S. Department of Housing and Urban Development, Community Development Block Grant Program.

Director of Planning and Development Chad Pelishek discussed the Citizen Participation Plan as adopted in 2008 to follow Federal guidelines. At this time the only modification necessary is the address correction.

Motion by Alderperson Wolf, seconded by Alderperson Savaglio to recommend the Common Council receive and adopt the resolution. Motion carried.

3.13 DIRECT REFERRAL / RO 95 - 19 - 20 / OCTOBER 28, 2019: Director of Planning and Development submitting the 2020 Business Improvement District (BID) Statement of Purpose, dated October 1, 2019 and the BID's 2020 operating budget.

Director Pelishek provided information relative to approval of the document. He explained that this is a direct referral to Finance and Personnel Committee in order to approve the BID budget prior to the tax roll calculations.

BID President, Attorney David Gass, presented an overview of the BID s budget. For a number of years, the budget has typically included significant personnel expenses. The previous Executive Directors were responsible for marketing and website design. The 2020 budget will instead rely on service contracts with Visit Sheboygan and the City. The final details on assignment of duties are still under consideration. The assessment mill rate will remain the same for the coming year.

Vice Chair Bohren inquired regarding the current City Development Department staff work assignments. He supports the plan, but is concerned regarding the workload on City Development Department staff.

Discussion continued regarding the plan and the implementation. Chair Donohue is requesting a detailed budget from the BID with a one-year strategic plan.

Motion by Alderperson Wolf, seconded by Alderperson Savaglio to recommend the Common Council receive and adopt. Motion carried.

3.14 RO 84 - 19 - 20 / OCTOBER 7, 2019: Submitting, as a matter of record, a copy of the United States District Court, Eastern District of Wisconsin, Decision and Order Granting Defendant's Motion for Summary Judgment in the matter of Tyler Jones v. City of Sheboygan, Case No. 18 -CV- 709, which was

issued on August 13, 2019, and became final on September 13, 2019

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

ITEMS FOR DISCUSSION ONLY

4.1 2019 THIRD QUARTER BENCHMARKS: Office of the City Administrator

Administrator Hofland

provided an update on the 2019 Third Quarter Strategic Plan. He noted the city has again successfully achieved the ICMA Certificate of Distinction in Performance Management and GFOA Distinguished Budget Presentation Award. DATE OF NEXT REGULAR MEETING: November 11, 2019.

ADJOURN Motion by Alderperson Wolf, seconded by Alderperson Savaglio to adjourn at 5: 48 p.m. Motion carried.