

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

MAY 13, 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 and Todd Wolf

COMMITTEE MEMBERS ATTENDING REMOTELY: Alderperson Markus Savaglio

STAFF / OFFICIALS PRESENT: Mayor Mike Vandersteen, City Attorney Chuck Adams, City Clerk Meredith DeBruin, City Administrator Darrell Hofland, Finance Director Marty Halverson, Director of Planning and Development Chad Pelishek, IT Director Eric Bushman, Director of Human Resources and Labor Relations Sandy Rohrick, Mead Public Library Business Manager Debbie DeAmico

MINUTES

Motion by Alderperson Wolf, seconded by Alderperson Bohren to approve the minutes of April 24, 2019. Motion carried.

Alderperson Savaglio joined the meeting at 5: 01 p.m.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RES 9 - 19 - 20 /MAY 06, 2019 / DOC

4.3: Resolution authorizing the appropriate City Officials to execute an agreement between the City of Sheboygan and Visit Sheboygan, Inc. regarding a loan to Visit Sheboygan, Inc. for furnishings at its new visitor center.

Director of Planning and Development Chad Pelishek discussed the loan provided by the Tourism Fund for up to \$100,000 to Visit Sheboygan, Inc. to complete interior furnishings at their new visitor center. Chair Donohue discussed any potential conflict of interest that could arise in the event that a city staff member would have to sign any documentation related to the loan on behalf of the Visit Sheboygan, Inc.

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

3.2 RES 10 - 19 - 20 / MAY 06, 2019 / DOC

4.4: Resolution authorizing the appropriate City Officials to execute the agreement between the City of Sheboygan and Visit Sheboygan, Inc. regarding events management.

Director Pelishek provided historical information regarding the city's event management that had been previously provided by the Sheboygan County Chamber of Commerce. Over the years, event planning and management was delegated by the Chamber to Visit Sheboygan, Inc. The city desires to enter into this agreement to outline the particulars of event management on behalf of the city with Visit Sheboygan, Inc.

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

3.3 RES 11 - 19 - 20 / MAY 06, 2019 / DOC

4.5: Resolution authorizing the appropriate City Officials to execute the agreement between the City of Sheboygan, Visit Sheboygan, Inc., and Sheboygan Area Room Tax Commission regarding reimbursement and expenditures made by the City of Sheboygan related to Blue Harbor Resort and Conference Center.

Director Pelishek identified this is repayment agreement of \$749,399 in recognition of the city's past advance of funds to ensure debt service payments were made on behalf of the Convention Center during the period when room tax from Blue Harbor was insufficient to generate the necessary debt service payments.

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

3.4 RES 12 - 19 - 20 / MAY 06, 2019 / DOC

4.6: Resolution authorizing the appropriate City Officials to execute a Purchase and Sale Agreement for the purchase of land from the Union Pacific Railroad Company.

Director Pelishek outlined the area of the property covered by this agreement and confirmed the price per acre is in alignment with the price paid by Sheboygan County in 2012. The survey and environmental analysis will occur in 2019. Closing on the property is anticipated to occur in 2020.

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

3.5 RES 13 - 19 - 20 / MAY 06, 2019 / DOC

4.7: Resolution approving the FY 2019 One-Year Annual Action Plan for the Community Development Block Grant Program submission.

Director Pelishek discussed the disbursement requests presented by Sheboygan non-profit agencies. Director Pelishek reviewed the requests with Chair Donohue in advance of the meeting. The list presented by Director Pelishek indicates fund allocations consistent with 77 percent of the originally requested amounts. The details are as follows:

CDBG FUNDING RECOMMENDATION

Salvation Army

\$38,595.74

Safe Harbor

7,719.15

Lakeshore Community Health Center

2,315.74

SCIO

7,719.15

Family Service Association

15,438.29

Family Connections

3,859.57

Lakeshore CAP

14,859.36

Shoreline Metro

42,493.00 Partners For Community Development

25,000.00 Mead Public Library Plaza updates

247,311.00 Downtown Playground construction

30,000.00 Painting Riverfront Railings

129,000.00 Historic Preservation

100,000.00 Streetscaping

49,621.00 Program Administration

178,482.00 TOTAL FUNDING REQUESTS

\$892,414.00

Motion by Alderperson Bohren, seconded by Alderperson Wolf to recommend approval of the amended disbursements. Motion carried.

Alderperson Savaglio departed the meeting at 5: 45 p.m.

3.6 DIRECT REFERRAL: RO NO. 17 - 19 - 20 / MAY 15, 2019: City Administrator submitting the 2020 preliminary budget fiscal factors for guidance prior to departmental budget preparations.

City Administrator Hofland provided an amended version of the 2020 Budget Fiscal Factors to assist in preparation of the 2020 Budget.

Motion by Alderperson Mitchell, seconded by Alderperson Wolf to recommend the Common Council accept and file as amended. Motion carried.

ITEMS FOR DISCUSSION ONLY

4.1 BENCHMARK MEASUREMENTS: Office of the City Clerk

City Clerk Meredith DeBruin provided an update on the First Quarter 2019 Benchmark Measurements for the Office of the City Clerk. City Clerk DeBruin confirmed the polling machines acquired by Sheboygan County in August, 2018 will be replaced during the summer of 2019 in anticipation of the 2020 elections. City Clerk DeBruin indicated the search for an additional polling location on the south side of the city continues.

4.2 BENCHMARK MEASUREMENTS: Information Technology Department

Director of IT Eric Bushman provided an update on the First Quarter 2019 Benchmark Measurements for the Information Technology Department.

4.3 BENCHMARK MEASUREMENTS: WSCS Cable TV

Director of IT Eric Bushman provided an update on the First Quarter 2019 Benchmark Measurements for the Cable TV Department.

4.4 BENCHMARK MEASUREMENTS: Department of Planning and Development

Director Pelishek provided an update on the First Quarter 2019 Benchmark Measurements for the Department of Planning and Development.

4.5 BENCHMARK MEASUREMENTS: Human Resources Department

Director of Human Resources and Labor Relations Sandy Rohrick provided an update on the First Quarter 2019 Benchmark Measurements for the Human Resource Department.

4.6 BENCHMARK MEASUREMENTS: Office of the City Administrator

City Administrator Hofland provided an update on the First Quarter 2019 Benchmark Measurements for the Office of the City Administrator.

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to adjourn at 6:18 p.m. Motion carried.