

City of Sheboygan
2019-04-08

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CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

APRIL 8, 2019

Chair Ron Rindfleisch called the meeting to order at 4: 00 p.m. The Pledge of Allegiance followed.

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

STAFF / OFFICIALS PRESENT:

Mayor Mike Vandersteen, City Administrator Darrell Hofland, Assistant City Attorney Thomas Cameron, Purchasing Agent Bernie Rammer,

Mead Public Library Business Manager Debbie DeAmico, Auditor / Analyst Laurie Suhrke

PUBLIC PRESENT: Jennifer Lehrke

MINUTES

Motion by Alderperson Wolf, seconded by Alderperson Donohue to approve the minutes of March 25, 2018

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RES 187 - 18 - 19 / MARCH 18, 2019 / DOC

4.1: Resolution authorizing the city to enter into a contract with Municipal Property Insurance Company for building and property insurance coverage. (HELD - 3 / 25 / 2019)

Information regarding the property insurance renewal contract was discussed. Alderperson Bohren identified the policy premium was inconsistent with the recommendation by the Finance Director. Purchasing Agent Bernie Rammer confirmed that Sheboygan County is seeking multiple policy and premium quotes for 2020. City Administrator Darrell Hofland indicated the Finance Department will be revising the annual procedure to monitor the tracking of fixed assets.

The new procedure will be implemented prior to the end of 2019.

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

3.2 RO NO. 239 - 18 - 19 / APRIL 1, 2019 / DOC

4.3: City Administrator submitting the 2020 budget schedule.

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

3.3 RES 203 - 18 - 19 / APRIL 1, 2019 / DOC

5.2: Resolution authorizing a transfer of appropriations in the 2019 Budget (Bridges).

Administrator Hofland provided the Committee with the current balance of the General Fund - Reserve for Contingency account, which is \$485,000.

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

3.4 RES 204 - 18 - 19 / APRIL 1, 2019 / DOC

5.3: Resolution authorizing the demolition of the armory, contingent upon completion of legal requirements.

Alderperson Donohue identified a recent inquiry from a developer regarding a potential adaptive reuse of the armory and development of the remainder of the site.

Motion by Alderperson Donohue, seconded by Alderperson Wolf to recommend referral to the Finance and Personnel Committee of the New Common Council.

Alderperson Donohue inquired whether the city could incur any potential costs by the demolition contractor in the event the Common Council approves Res. No. 204 - 18 - 19 and the demolition is ultimately canceled. Mayor Mike Vandersteen indicated that he will not sign the contract documents until he receives notification from the City Attorney with authorization to proceed.

Following further discussion, the motion was withdrawn.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council approve the resolution with the amended agreement. Motion carried.

3.5 RES 206 - 18 - 19 / APRIL 3, 2019 / DOC

8.3: Resolution directing the Purchasing Agent to seek Requests for Proposal for an Operational and Departmental Structure Study of the City of Sheboygan Finance Department and Human Resources Department.

The Committee discussed the proposed study and the potential merger of the two departments and the inclusion of the Assistant of the City Administrator position within the scope of services to be reviewed. Alderperson Rindfleisch requested the scope of services not prejudice the study by presuming the outcome may recommend merging the Finance Department and the Human Resources Department.

Alderperson Bohren suggested consideration of a shared service agreement with Sheboygan County for these functions.

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

3.6 RES 207 - 18 - 19 / APRIL 3, 2019 / DOC

8.4: Resolution authorizing the appropriate City Officials to enter into a contract for the installation of new floor coverings at Mead Public Library.

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

3.7 RES 208 - 18 - 19 / APRIL 3, 2019 / DOC

8.5: Resolution authorizing the appropriate City Officials to enter into contract for certain roof repairs at the Mead Public Library.

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

3.8 CLAIMS AND NOTICES OF CLAIM TO BE REFERRED TO THE FINANCE AND PERSONNEL COMMITTEE OF THE NEW COMMON COUNCIL: RO 225 - 18 - 19, RO 231 - 18 - 19, RO 240 - 18 - 19, RO 241 - 18 - 19, RC 279 - 18 - 19, RC 281 - 17 - 18, RC 282 - 17 - 18, RC 284 - 17 - 18, RC 287 - 17 - 18, RC 288 - 17 - 18, RC 298 - 17 - 18, RC 301 - 17 - 18, RC 303 - 17 - 18, RO 96 - 18 - 19, RO 110 - 18 - 19, RO 124 - 18 - 19, RO 139 - 18 - 19, RO 140 - 18 - 19, RO 143 - 18 - 19, RO 176 - 18 - 19, RO 183 - 18 - 19, RO 199 - 18 - 19, RO 202 - 18 - 19, RO 208 - 18 - 19, RO 212 - 18 - 19, RO 213 - 18 - 19, RO 214 - 18 - 19, RO 215 - 18 - 19 AND RO 219 - 18 - 19.

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

3.9 DOCUMENTS TO BE REFERRED TO THE FINANCE AND PERSONNEL COMMITTEE OF THE NEW COMMON COUNCIL: RO 199 - 16 - 17 /RC 416 - 16 - 17 /RC 283 - 17 - 18, RO 174 -

17 - 18 /RC 285 - 17 - 18, RO 242 - 17 - 18 /RC 286 - 17 - 18, RO 56 - 18 - 19,
RO 101 - 18 - 19, RO 175 - 18 - 19 AND RO 203 - 18 - 19.

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

3.10 DOCUMENTS TO BE FILED: RO 257 - 17 - 18 /RC 289 - 17 - 18, RO 274 - 17 -
18 /RC 293 - 17 - 18, RO 158 - 18 - 19 AND RO 167 - 18 - 19

Motion by Alderperson Wolf, seconded by Alderperson Donohue to recommend the
Common Council file. Motion carried.

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Donohue to adjourn sine die
at 4: 55 p.m. Motion carried.