

City of Sheboygan
2019-01-28

B8GK6S4F9158

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

JANUARY 28, 2019

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

COMMITTEE MEMBERS PRESENT:

Chair Ron Rindfleisch, Alderpersons

Trey Mitchell and Todd Wolf.

COMMITTEE MEMBERS EXCUSED:

Vice Chair Jim Bohren, Alderperson Mary Lynne Donohue

STAFF / OFFICIALS PRESENT:

City Attorney Chuck Adams, City Administrator Darrell Hofland, Fire Chief Mike Romas, Finance Director Marty Halverson, Director of Public Works David Biebel, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Sandy Rohrick (remote), Budget Analyst Carrie Arenz

MINUTES

Motion by Alderperson

Wolf, seconded by Alderperson

Mitchell to approve the minutes of January 14, 2019. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 GEN ORD 37 - 18 - 19 / JANUARY 21, 2019 / DOC

6.1: Ordinance re-establishing the salary schedule for certain designated elected officials.

Director of Human Resources and Labor Relations, Sandy Rohrick

confirmed designated

compensation for alderpersons

remained unchanged since 2010. Prior to 2010, the compensation rate was reduced by three percent due to adverse economic conditions. A survey of similar sized municipalities throughout the state was conducted to determine an appropriate

salary increase for alderpersons. It was noted in some cases additional compensation is awarded to the council president. City Attorney Chuck Adams clarified several regulations regarding the timing and processes to initiate compensation increases for council members. Attorney Adams confirmed state statutes do not allow council salaries to be adjusted according to the cost of living increases.

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to recommend the Common Council approve Gen. Ord. 37 - 18 - 19. Motion carried.

Motion by Alderperson

Wolf, seconded by Alderperson

Mitchell to rescind previous action recommending the Common Council approve Gen. Ord. 37 - 18 - 19 as it is written. Motion carried.

Motion by Alderperson

Wolf, seconded by Alderperson

Mitchell to recommend the Common Council approve a Substitute Ordinance for Gen. Ord. 37 - 18 - 19 with the following amendments:

1. Section 1 is amended to add the following phrase at the beginning of the section: Except as provided in Section 3 below,
2. A new Section 3 is created to read as follows: The annual salaries effective in 2020 shall not apply to Alderpersons (including a Common Council President) elected to the two-year term beginning in April of 2019 during that term of office. Such Alderpersons shall receive a salary of \$4,468 per year,

which amount is unchanged from the salary paid in 2018.

3. Former Sections 3 through 8 are renumbered as Sections 4 through 9.

3.2 GEN ORD 38 - 18 - 19 / JANUARY 21, 2019 / DOC

6.2: Ordinance amending Section 82 - 33 of the Sheboygan Municipal Code so as to modify the Department of Public Works Table of Organization.

Director of Public Works David Biebel

provided documentation confirming the restructuring within the Department of Public Works. The City Forester and Business Manager positions will be created with changes made to two Maintenance Worker II positions and a Janitor position. The Forester position will be responsible for managing the emerald ash borer treatment program and other urban forestry issues. The Business Manager position will oversee the workflows and department benchmark, which have grown significantly since the Public Works office restructuring in July 2017. This position will manage the cemetery and job performance focus areas include project management, 50 percent, workflow assignments and tracking, 25 percent, overall office administration, 15 percent, and capital and operating budget tracking, 10 percent. Director Biebel cited historical information regarding the elimination of the Deputy Director position at the time of his promotion to Director.

Motion by Alderperson

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

3.3 GEN ORD 39 - 18 - 19 / JANUARY 21, 2019 / DOC

6.3: Ordinance amending Section 82 - 33 of the Sheboygan Municipal Code so as to modify the Fire Department Table of Organization.

Fire Chief Mike Romas

discussed the proposed reorganization of the administrative support positions. The existing position descriptions have not been modified in 12 to 18 years. The revised positions will accommodate the department's

future needs for increased communications to align the level of service provided by the department similar to that of other public safety related departments and satisfies the Fitch and Associates departmental study's recommendation for additional management staff.

Motion by Alderperson

Wolf, seconded by Alderperson

Mitchell to recommend the Common Council approve. Motion carried.

3.4 DIRECT REFERRAL - RES 171 - 18 - 19 / JANUARY 28, 2019: Resolution authorizing entering into a letter agreement with Clifton Larson Allen, LLP for professional financial and accounting services beginning January 22, 2019.

Finance Director Marty Halverson indicated that professional accounting expertise is needed to complete work prior to the audit. Key aspects of these performance items including cash reconciliation, 1099 processing and capital asset management were not discussed and left in a state of incompleteness at the time of the transition. Pre-audit information determined completion of these items / processes is a required component of a successful audit. Alderpersons Wolf and Rindfleisch inquired about historical information from previous audits. City Administrator provided insight related to the imbalance of control and duties, as well as cross-training. Alderperson Wolf supports the revised focus to provide the Finance Department the tools required to complete the audit. Alderperson Mitchell suggested this step should prompt process to be created and documented for the future success of the department.

Motion by Alderperson

Wolf, seconded by Alderperson

Mitchell to recommend the Common Council approve. Motion carried.

ITEMS FOR DISCUSSION ONLY

4.1 2018 FOURTH QUARTER BENCHMARKS: Department of Planning and Development

Director of Planning and Development Chad Pelishek discussed the 2018 fourth quarter comparative benchmark review. 2018 proved to be an aggressive year for start-up businesses. Several new business loans were issued to support business expansion; the largest was Old World Creamery. Old World Creamery added 29 jobs to the local economy by expanding their butter production in Sheboygan. Advancement of neighborhood associations successfully achieved three new neighborhood associations. The City Green arts and culture plaza experienced positive results during its first year of use. Construction of the Fairfield Inn and Suites is underway.

DATE OF NEXT REGULAR MEETING February 11, 2019

ADJOURN

Motion by Alderperson

Wolf, seconded by Alderperson

Mitchell to adjourn at 4: 57 p.m. Motion carried.