

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

JANUARY 14, 2019

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

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

STAFF / OFFICIALS PRESENT:

Aldersperson Ryan Sorenson, Mayor Mike Vandersteen, City Attorney Chuck Adams, City Administrator Darrell Hofland, Finance Director Marty Halverson, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Sandy Rohrick, Purchasing Agent Bernie Rammer, Auditor / Analyst Laurie Suhrke, Mead Public Library Business Manager Debbie DeAmico, Budget Analyst Carrie Arenz

PUBLIC PRESENT:

Diana Dombrowski, Dane Schaefer, Henry Nelson, Joseph Sheehan, Dane Checolinski, Glen Martin

MINUTES

Motion by Aldersperson Dohohue, seconded by Aldersperson Wolf to approve the minutes of December 20, 2018. Motion carried.

PRESENTATION

3.1 EXECUTIVE DIRECTOR DR. JOSEPH SHEEHAN, SHEBOYGAN COUNTY ECONOMIC DEVELOPMENT CORP (SCEDC): Update - 2018 accomplishments and 2019 goals.

Joseph Sheehan and Dane Checolinski of the SCEDC provided an update on the successful collaborative efforts between the City of Sheboygan and the SCEDC over the past year. Mr. Sheehan confirmed the top priority in Sheboygan County is workforce development. New approaches taken by the SCEDC include utilizing

the Joseph project (114 employees trained and 49 still actively employed) and recruiting from Puerto Rico. With focus on the Innovation District, 150 people met in September 2018 to determine what the future working framework of the development would require. A 20 member group of both large and small business leaders are focusing on the next steps in this initiative. The future of the project includes an inclusive, open, welcome and accepting community with opportunities for collaboration between business ventures and entrepreneurship. The Innovation District would offer opportunities for personal and professional development as well as the sharing of best-practices. Housing is another substantial local need. Alderperson Wolf inquired on the status of lower cost housing. Mr. Checolinski confirmed two potential projects satisfying this requirement: Badger State Lofts located in Sheboygan at a former tannery site and a development in Sheboygan Falls. Mr. Checolinski confirmed that condominiums containing two each of bedrooms, bathrooms and garages located near downtown areas are in high demand currently. Smaller lot sizes are preferred for single family homes. Director of Planning and Development Chad Pelishek confirmed four single family homes were built in 2018 within city limits.

ITEMS FOR POSSIBLE ACTION

4.1 RES NO. 157 - 18 - 19 / JANUARY 7, 2019 / DOC

4.1: Resolution expressing the sense of of the Council that the appropriate City Officials should take the necessary steps to demolish the armory (including obtaining a demolition permit), abate the remaining asbestos materials, dispose of the demolition waste and complete restoration of the site.

Director Pelishek confirmed the 2018 bids received were \$122,000 higher than the 2017 bids. The historic preservation ordinance may prompt a 90 day hold on any further action. Consent from the Common Council is necessary to move toward demoliton. Alderperson Wolf expressed interest in moving forward. Purchasing Agent Bernie Rammer indicated that contractors will hold their quotes for 120 days from the bid date of December 31, 2018. Asbestos removal is complete on all items with the exception of the window glazing and caulk. The windows need to be removed to accomplish the final asbestos abatement. Alderperson Sorenson inquired about the public land trust document review. City Attorney Chuck Adams confirmed that review continues. However, original maps are difficult to locate. Final information related to the map review is due in six weeks. Mr. Glen Martin, Statewide Razing discussed his experiences with the past two bidding processes. His email notification of each of the two bid opportunities was not received resulting from an error with the email address. Mr. Dane Schaefer inquired on the status of the location for the park maintenance garage as operations move out of the Armory. Director Pelishek confirmed the construction of the park mainteance garage is in the Five-Year Capital Improvements Program and will be located adjacent to the tennis courts at Deland Park.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council to approve Res. No. 157 - 18 - 19. Motion carried.

4.2 RES NO. 158 - 18 - 19 / JANUARY 7, 2019 / DOC

4.2: Resolution authorizing the Director of Planning and Development to enter into a listing contract with CBRE to provide real estate services for the SouthPointe Enterprise Campus.

Director Pelishek discussed the review of brokerage bids. CBRE was selected with an eight percent commission, reduced to six percent if the city obtains the tenant. Other commission bids were 10 and 12 percent. The tenure of the agreement is three years.

Motion by Alderperson Donohue, seconded by Alderperson Wolf to recommend the Common Council approve Res. No. 158 - 18 - 19 with the revised listing contract. Motion carried.

4.3 GEN ORD 35 - 18 - 19 / JANUARY 7, 2019 / DOC

6.1: Ordinance amending Section 82 - 33 of the Sheboygan Municipal Code so as to add a position in the City Attorney's Table of Organization.

Director of Human Resources and Labor Relations Sandy Rohrick discussed the addition of

0.2 FTE Assistant City Attorney to the 2019 Budget for the increase in staff within the Office of the City Attorney.

0.2 FTE was previously approved, but not filled during the 2018 budget season. The

0.4 FTE position will manage the prosecution portion of the caseload.

Alderperson Donohue inquired on clarification of duties within the job description, indicating this position should reduce the number of request for outside counsel. Alderperson Donohue inquired on using a private practice attorney in lieu of hiring the

0.4 FTE position. City Attorney Adams confirmed this method was investigated and utilized during a prior extended absence. The end result did not prove successful as it was costlier and hampered workflow. Alderperson Bohren requested an update on the status of this position in six months.

Motion by Alderperson Wolf, seconded by Alderperson Mitchel to recommend the Common Council approve Gen. Ord. 35 - 18 - 19. Motion carried.

4.4 GEN ORD 36 - 18 - 19 / JANUARY 7, 2019 / DOC

6.2: Ordinance amending Section 82 - 33 of the Sheboygan Municipal Code so as to add a position in the Finance Department Table of Organization.

Finance Director Marty Halverson provided details on this temporary 12 month position. The six week training overlap at the time of Director Halverson's hire did not prove as successful as anticipated, putting the Finance Department behind in a number of areas. The duties of remaining staff were underutilized. Currently, the process improvement and implementation long-term structure and new workflows within the department and the city are being implemented. The director's focus is needed to manage these changes moving forward. This temporary position will help achieve that long-term goal.

Motion by Alderperson Wolf, seconded by Alderperson Donohue to recommend the Common Council approve Gen. Ord. 36 - 18 - 19. Motion carried.

4.5 DIRECT REFERRAL: RO 205 - 18 - 19 / JANUARY 14, 2019: Reporting that the City Attorney's Office has settled the matter of U.S. Bank, National Association, et al. vs. Jennifer A. Scheele.

Attorney Adams provided an updated on a foreclosure involving a second mortgage with Block Grand fund. The bank made an error in the mortgage transfer resulting in a refund to the Housing Revolving Loan fund.

Motion by Alderperson Wolf, seconded by Alderperson Donohue to recommend the Common Council approve R.O. 205 - 18 - 19. Motion carried.

DATE OF NEXT REGULAR MEETING January 28, 2019

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Donohue to adjourn at 5: 13 p.m. Motion carried.