

City of Sheboygan  
2018-11-26

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CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

NOVEMBER 26, 2018

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 and Todd Wolf

COMMITTEE MEMBERS EXCUSED:

Alderperson

Trey Mitchell

STAFF / OFFICIALS PRESENT:

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, Mead Public Library Business Manager Debbie DeAmico, Budget Analyst Carrie Arenz

MINUTES

Motion by Alderperson

Wolf, seconded by Alderperson

Donohue to approve the minutes of November 12, 2018. Motion carried.

ITEMS FOR DISCUSSION & POSSIBLE ACTION

3.1 RO 174 - 18 - 19 / NOVEMBER 19, 2018 / DOC

3.2: Finance Director submitting a financial report of the City for the period commencing January 1, 2018 and ending September 31, 2018.

Finance Director Marty Halverson presented the financial report through the third quarter noting that results are consistent and favorable. General Fund and other Fund revenues are performing well and expenditures are low. Director Halverson noted the fourth quarter will reflect more financial activity. Director Halverson discussed the tax payment agreement with Sheboygan County as Alderperson Donohue inquired on the workflow. Investments will be reviewed in 2019 to ensure reduced fees and maximized performance.

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

3.2 RES 128 - 18 - 19 / NOVEMBER 19, 2018 / DOC

4.1: Resolution authorizing entering into a tentative agreement with the International Association of Fire Fighters Local 483 for a successor contract.

Director of Human Resources and Labor Relations Sandy Rohrick requested this document be filed. She indicated grammatical language changes are in process at this time. The new document will be submitted once it is complete.

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

3.3 RES 129 - 18 - 19 / NOVEMBER 19, 2018 / DOC

4.2: Resolution adopting the 2019 City of Sheboygan Compensation Program for Non-Represented Employees.

Director Rohrick reviewed highlights of changes to these documents. The 2019 Non-Represented Pay Schedule (excluding DPW Labor Workforce) aligns salary points to reflect a

2.25 percent adjustment. The Auditor / Analyst and Accountant 1 / Payroll Specialist positions were omitted from the 2019 City of Sheboygan Permanent Non-Represented Positions. Development award guidelines were discussed. City Administrator Darrell Hofland provided insight on the logistics of the quartiles of the merit based compensation program.

Motion by Alderperson Bohren, seconded by Alderperson Wolf to approve the resolution with amendments to the compensation program. Motion carried.

3.4 RES 130 - 18 - 19 / NOVEMBER 19, 2018 / DOC

4.3: Resolution authorizing the Finance Director to execute the Wisconsin Statewide Debt Collection Agreement by and between the Wisconsin Department of Revenue and the City of Sheboygan with regards to debt collection services.

Director Halverson provided background history on this agreement. Prior to this agreement, multiple separate agreements existed for emergency medical services, personal property, debt collection, etc. This agreement creates one consolidated, universal agreement to enhance efficiency. Assistant City Attorney Thomas Cameron worked on the creation of this agreement. City Attorney Chuck Adams confirmed this style of agreement has been in existence for a number of years. Mead Public Library Business Manager Debbie DeAmico referenced success the library experienced in collecting old debt through the use of this type of program.

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

#### ITEMS FOR DISCUSSION/INFORMATION ONLY

4.1 RO 175 - 18 - 19 / NOVEMBER 19, 2018 / DOC

3.3: City Attorney submitting, for information, the Notice of Appeal filed by the Plaintiff/Appellant, Town of Wilson in the matter of "Town of Wilson vs. City of Sheboygan", Sheboygan County Circuit Court Case No. 17 CV 490, along with a copy of the Order for Dismissal and Judgment dated November 6, 2018.

Attorney Adams discussed the 75 page decision ruling in favor of the city. The Town of Wilson filed an appeal following the ruling. Attorney Adams indicated the appeal may take six to nine months to be reviewed by the court of appeals in District II, (headquartered in Waukesha).

#### 4.2 BENCHMARK MEASUREMENTS - Finance Department

Director Halverson presented the third quarter benchmark report for the Finance Department. The benchmark measurements indicate a substantial workload. The Finance Department is focusing on improved efficiencies during this transition period. In the future, the benchmark measurements will be reviewed as workflow continues to improve and opportunities within the department change. The assessment ratio was discussed. Administrator Hofland confirmed in 2020 the city will enter into a multi-year assessment agreement with a contractor, spreading the cost of the assessment over a five year period.

#### DATE OF NEXT REGULAR MEETING

December 10, 2018

#### ADJOURN

Motion by Alderperson

Wolf, seconded by Alderperson

Bohren to adjourn at 4: 36 p.m. Motion carried.