

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

OCTOBER 22, 2018

\*\*\* AMENDED \*\*\*

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:

Mayor Mike Vandersteen, City Administrator Darrell Hofland, Finance Director Marty Halverson, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Sandy Rohrick, Assistant City Attorney Thomas Cameron, Mead Public Library Business Manager Debbie DeAmico, Budget Analyst Carrie Arenz

MINUTES

Motion by Alderperson Donohue, seconded by Alderperson Wolf to approve the minutes of October 8, 2018. Motion carried.

ITEMS FOR DISCUSSION & POSSIBLE ACTION

4.1: Communication from Carol Lutz of Rockets for Schools requesting three of the city days for 2019, 2020 and 2021 for the Rockets for Schools events at Blue Harbor.

Director of Planning and Development Chad Pelishek provided details related to the agreement with Blue Harbor Resort regarding the city-owned conference center. An allocation of approximately ten days per calendar year are available to the city for use for city sponsored events.

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

3.2 RO 141 - 18 - 19 / OCTOBER 15, 2018 / DOC 44: Article published in the Milwaukee Journal Sentinel on October 4, 2018 at the request of Alderperson Bohren regarding health benefits.

Alderperson Bohren reviewed details of the article he submits annually regarding the cost of health insurance benefits. Alderperson Bohren noted that increased costs in health care may be exceeding wage increases. Director of Human Resources and Labor Relations Sandy Rohrick confirmed that the city's health insurance fund is experiencing similar trends.

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

3.3 RES 109 - 18 - 19 / OCTOBER 15, 2018 / DOC  
5.3: Resolution awarding the sale of \$3,800,000 Taxable General Obligation Refunding Bonds.

Finance Director Marty Halverson indicated none of the details of the bond sale changed from previous discussions. Director Halverson discussed the rating call with Moody's Investors Services scheduled for October 23.

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

3.4 RES 110 - 18 - 19 / OCTOBER 15, 2018 / DOC  
5.4: Resolution awarding the sale of \$5,100,000 General Obligation Refunding Bonds.

Director Halverson indicated indicated none of the details of the bond sale changed from previous discussions.

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

3.5 RES 108 - 18 - 19 / OCTOBER 15, 2018 / DOC  
5.5: Resolution authorizing the contract extension by and between Grota Appraisals, LLC and the City of Sheboygan.

City Administrator Darrell Hofland presented information on the limited term contract with Grota Appraisals. The contract reflects a 2.3 percent increase. The subsequent contract negotiation is anticipated to span a five year period, with a re-evaluation occurring during that timeframe. The longer contract will allow the increased costs resulting from the re-evaluation to be evened out over the length of the contract.

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

#### ITEMS FOR DISCUSSION ONLY

##### 4.1 BENCHMARK MEASUREMENTS: DEPARTMENT OF CITY DEVELOPMENT

Director Pelishek provided details on multiple collaborative community initiatives managed by the City Development Department including Rock the Block and AARP Age-Friendly / Livable Community designation. SouthPointe Enterprise Campus development is progressing via the City Development Department as well. All benchmarks on on track, with the exception of Conditional Use Permits. 63 permits remain for the final quarter. Director Pelishek provided information on the Housing and Urban Development business and housing loans facilitated by the City Development Department. The low-cost business and housing loans are on target for the year.

##### 4.2 BENCHMARK MEASUREMENTS: CITY ADMINISTRATOR

Administrator Hofland discussed benchmarks for the Office of the City Administrator. All benchmarks have been achieved with the exception of the Government Finance Officers Association (GFOA) recognition of the Popular Annual Financial Report (PAFR). Results of the PAFR document are contingent on review of the Comprehensive Annual Financial Report (CAFR). This information will be received within the fourth quarter.

##### 4.3 BENCHMARK MEASUREMENTS: HUMAN RESOURCES DEPARTMENT

Director Rohrick presented the Human Resources Department benchmarks. During the third quarter the Health Insurance Fund experienced a loss ratio of 1.06 percent. This figure was as high as 1.14 percent during the second quarter. Dental Insurance loss ratio is at 1.07 percent. The Employee Health and Wellness Committee recently completed an internal survey to obtain employee feedback to determine the employee needs and review feedback on the recent insurance changes to plan for future programming. Third quarter employee turnover is at 11 percent, compared to seven percent at the same time last year. The Mead Public Library and Transit Utility are experiencing the highest employee turnover. Mead Public Library Finance Director Debbie DeAmico indicated several Library Assistants have vacated their part-time positions for full-time employment. Director DeAmico mentioned several Library Page staff left for other positions paying more than \$8.50 per hour; the Library Page hourly rate. Alderperson Bohren inquired on the availability of applicants for Public Works Department positions. Director Rohrick confirmed that past experience of 50 applications per opening is currently ten applications per position. Director Rohrick confirmed that Police and Fire Department applications are fewer in number as well.

##### 4.4 DEMONSTRATION: ClearGov transparency portal

Budget Analyst Carrie Arenz presented a demonstration on the ClearGov

transparency portal.

DATE OF NEXT SPECIAL MEETING

November 5, 2018

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Bohren to adjourn at 4: 41 p.m. Motion carried.