

City of Sheboygan
2018-08-27

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CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

AUGUST

27, 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, Trey Mitchell and Todd Wolf

STAFF / OFFICIALS PRESENT:

Mayor Mike Vandersteen, City Attorney Chuck Adams, City Clerk Meredith DeBruin, City Administator Darrell Hofland, Finance Director Nancy Buss, Finance Director Marty Halverson, Director of Public Works David Biebel, Director of City Development Chad Pelishek, IT Director Greg Vertelka, 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

August 13, 2018. Motion carried.

ITEMS FOR DISCUSSION & POSSIBLE ACTION

3.1 RC 86 - 18 - 19 / AUGUST 20, 2018 / DOC

2.3: Submitting a claim from WIPFLI CPAs and Consultants regarding Creation and Preservations Partners, Inc. for recovery of alleged unlawful taxes for real

property taxes assessed for the 2017 tax year. COUNCIL REFERRED BACK TO COMMITTEE AUGUST 20, 2018.

City Administrator Darrell Hofland confirmed this item was referred back to the Finance and Personnel Committee. John Michael Kohler Art Center representatives unable to attend the August 13 Finance and Personnel Committee meeting were in attendance today. History of the claim was discussed relative to the tax assessment generated as a result of an error within the JMKAC offices. The committee was informed that the City Administrator had approved a reimbursement of the 2018 \$15,000 Pilot payment. City Attorney Chuck Adams discussed the city's position on this matter. Alderperson Donohue expressed desire

for the Committee to consider this matter a while longer.

Motion by Alderperson Donohue, seconded by Alderperson Mitchell to hold the report. Motion carried.

3.2 RES 72 - 18 - 19 / AUGUST 20, 2018 / DOC

4.2: Resolution authorizing the appropriate City Officials to execute Ground Lease Amendment No. 1 between the City and PAJA Properties, LLC to include additional City-owned land.

Director of City Development Chad Pelishek discussed the

request to expand the deck on the riverfront to allow Parker John's restaurant to install

a mobile food service station. This outdoor food station would serve breakfast early in the day and beverages on premises in the evening. Alderperson Bohren expressed concerns regarding litter. Director Pelishek confirmed the tenant is responsible and any future issues will be addressed as they occur.

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

3.3 RES 73 - 18 - 19 AUGUST 20, 2018 / DOC

4.3: Resolution authorizing the sale of City-owned property to Glacial Lakes Conservancy, Inc.

Director Pelishek provided details of the sale of land located on the northern portion of the former Schuchardt property adjacent to the JMKAC Art Preserve. This parcel will become the Willow Creek Preserve and be placed into a land trust. This property will be improved to allow public access for enjoyment of the area's

natural habitat.

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

3.4 DIRECT REFERRAL: RES 80 - 18 - 19 / AUGUST 27, 2018: Resolution authorizing the appropriate City officials to execute a Vacant Land Offer to Purchase with Racetrack Road, LLC.

Director Pelishek discussed the sale of property located at the south end of the Taylor Drive extension. Construction of a retention pond and driveway access will be required. The closing of this transaction will not occur until after construction of SouthPointe Enterprise Campus is complete. Future development plans of this parcel include a \$6 million vehicle dealership.

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

3.5 DIRECT REFERRAL: RES 82 - 18 - 19 / AUGUST 27, 2018: Resolution to authorize transfer of appropriations in the 2018 Budget for the purposes of establishing appropriation for (1) Advance to TID No. 19 for incentive payment to Water Edge's Development of Sheboygan LLC to be reimbursed with future increments. (2) Establish appropriation for city hall renovations utilizing General Fund unreserved fund balance.

Finance Director Nancy Buss discussed the appropriation and the need to established this prior to finalizing the development agreement.

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

3.6 DIRECT REFERRAL: RES 83 - 18 - 19 / AUGUST 27, 2018: Resolution authorizing entering into a Development Agreement with Water's Edge Development of Sheboygan, LLC.

Director Pelishek discussed the development plan of the former Richardson Industries property to add 32 condominiums to the site. This agreement will be executed in two phases. Phase one includes 15 units and phase two includes 17 units. This project will be the first condominium development within the city since 2008. It has been in the city's master plan for 15 years. The units are expected to

sell for \$225,000 to \$250,000. Recommendations include an addition of a private docking facility.

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

ITEM FOR DISCUSSION ONLY

4.1 COM. NO. 1 - 18 - 19 / AUGUST 6, 2018 / DOC

3.1: Communication from Gary Tauferner regarding an upgrade to cable channel 990.

IT Director Greg Vertelka provided details of the connectivity between the WSCS studio and the broadcast facility. The current connection hampers the quality of audio and video reception of channel 990. Mr. Gary Tauferner discussed the need to improve audio and visual quality of cable channel 990. Alderperson Bohren inquired about the Closed Captioning requirement for government meetings. Director Vertelka indicated that a decision regarding the city's obligation to provide Closed Captioning is still under review by legal counsel. The cost of implementing Closed Captioning is estimated to be \$20,000 and the cost of improving connectivity is \$80,000. Alderperson Rindfleisch confirmed that replacement of the connection is not the complete solution for improved audio and video display on channel 990 as Spectrum does not broadcast channel 990 in high definition. Alderperson Wolf indicated the future of the franchise fee receipts is uncertain. Mayor Mike Vandersteen discussed the city of Green Bay's use of YouTube for broadcasting city meetings. Alderperson Donohue is not certain YouTube would be the best fit for current cable channel 990 viewers. Alderperson Mitchell expressed the importance to have all public meetings and content available to all constituents. This item will be discussed further as the 2019 IT and Cable TV Fund budgets are presented to the Finance and Personnel Committee on September 9.

4.2 BENCHMARK MEASUREMENTS: Information Technology Department

Director Vertelka presented the 2018 second quarter benchmarks. Focus on security is increasing. A security audit by an external firm is anticipated for later in the year. Alderperson Wolf expressed his support for increased security measures.

4.3 BENCHMARK MEASUREMENTS: WSCS Cable TV Programming

Director Vertelka discussed the 2018 second quarter benchmarks. 268 programs were produced including public meetings, community sports events and parades. The video-on-demand site continues to be popular with 3,600 views and 2,300 unique visitors. WSCS received eight state level awards through the second quarter. Cable TV is on track to meet most of their targeted benchmarks for the year.

4.4 BENCHMARK MEASUREMENTS: Office of the City Clerk

City Clerk Meredith DeBruin provided the 2018 second quarter benchmarks. It was noted that alcoholic beverage licenses expired on June 30. These benchmarks include the April election information. It was noted the 2.38 percent of voters were completely new to voting in Sheboygan. Alderperson Bohren inquired on the proper documentation required for a new voter to register. Clerk DeBruin indicated that proof of residency is required. Acceptable documents include a driver's license, utility bill or bank statement showing the correct address. The cost of mailing absentee voter ballots was discussed. Nearly 1,000 absentee ballots are mailed per election at a cost of \$1.00 per ballot.

DATE OF NEXT REGULAR MEETING: September 10, 2018

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to adjourn at 5:08 p.m. Motion carried.