

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

AUGUST 13, 2018

Chair Alderperson 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, Todd Wolf

STAFF / OFFICIALS PRESENT:

Mayor Mike Vandersteen, City Attorney Chuck Adams, City Clerk Meredith DeBruin, City Administrator Darrell Hofland, Police Chief Chris Domagalski, Fire Chief Mike Romas, Finance Director Nancy Buss, 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, Police Captain Kurt Brassler, 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 July 23, 2018. Motion carried.

ITEMS FOR DISCUSSION & POSSIBLE ACTION

3.1 RO 87 - 18 - 19 / AUGUST 06, 2018 / DOC

4.3: Communication from Dolcye Johnson regarding the funds for the Fire - Ambulance Service.

Ms. Dolcye Johnson referenced her annual review of the Ambulance Service presented to the Common Council on August 6, 2018. Alderperson Donohue thanked Ms. Johnson for gathering the detailed information and asked that next year's presentation include suggestions for improvements if possible. Chair Rindfleisch indicated the Fitch study of the Fire Department and Ambulance service is due early this fall and services will be reviewed at that time.

Motion by Alderperson Wolf, seconded by Alderperson Donohue to recommend the

Common Council file the document. Motion carried.

3.2 RES 58 - 18 - 19 / AUGUST 06, 2018 / DOC

5.3: Resolution authorizing the appropriate City Officials to execute a Vacant Land Offer to Purchase with KCG Development, LLC.

Director of Planning and Development Chad Pelishek provided details on the purchase and redevelopment of the former Coakley Moving Company property as well as an additional parcel adjacent to the Sheboygan River with Block Grant funds.

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

3.3 RES 59 - 18 - 19 / AUGUST 06, 2018 / DOC

5.4: Resolution to authorize a transfer of appropriations in the 2018 Budget for the purpose of establishing appropriation for a contribution to Butzen Sports Complex, LLC for an economic impact study regarding the overall benefit of a facility in Sheboygan.

Director of Public Works David Biebel discussed the lease agreement with Lakeshore United Soccer Club for operation of the future sports facility located on the Butzen property. Members of the Lakeshore United Board of Directors confirmed their eagerness to initiate the study to determine the overall economic impact of the sports complex. Partial funding for the study will be generated from the Tourism Fund Budget.

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

3.4 RES 60 - 18 - 19 / AUGUST 06, 2018 / DOC 55: Resolution to authorize a transfer of appropriations in the 2018 Budget for the purpose of establishing appropriation for wage and benefit transfers in the 2018 Budget.

Finance Director Nancy Buss confirmed that during development of the 2018 Budget, contract negotiations were incomplete. As a result, wage increases were placed into a contingency account. The appropriation of funds is necessary. It will also assist in the creation of the 2019 Budget by accurately reflecting 2018 Budget expenses.

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

3.5 RES 61 - 18 - 19 / AUGUST 06, 2018 / DOC

5.6: Resolution to authorize a transfer of appropriations in the 2018 Budget for the purpose of establishing appropriation for reimbursement from the State of Wisconsin for police training and establish appropriation for contributions to close out TID No.

5.

Finance Director Buss indicated this appropriations request reimburses for police training aids funded via a grant in the amount of \$2,508 and closure of TID 5, an Environmental TID, with a deficit balance of \$16,303.

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

3.6 RES 62 - 18 - 19 / AUGUST 06, 2018 / DOC

5.7: Resolution authorizing the Office of the City Administrator to proceed with the issuance of the City of Sheboygan 2019 community survey.

City Administrator Darrell Hofland provided details on the 2019 Community Survey and its expedited schedule as it relates to the AARP Age Friendly / Livable Community program. Traditionally the City's 2019 Community Survey would occur in February - March, 2019. However, the AARP survey questions are similar and the surveys will be issued as one in Fall, 2018. AARP provided a \$4,000 grant to assist in the advertisement and promotion of the 2019 Community Survey.

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

3.7 RES 63 - 18 - 19 / AUGUST 06, 2018 / DOC

5.8: Resolution approving the Project Plan and establishing the boundaries for and the creation of Tax Incremental District No. 17.

Director of Planning and Development Pelishek confirmed the establishment of boundaries for TID 17 extending eastbound from the lakeshore to South 14 th Street and Pennsylvania Avenue southbound to Kentucky Avenue. Some of the overlapping areas with TID 6 will be merged into TID 17. This TID includes the Innovation District development. It is already approved by City Plan Commission and the Joint Review Board.

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

3.8 RES 64 - 18 - 19 / AUGUST 06, 2018 / DOC

5.9: Resolution approving the Project Plan and establishing the boundaries for and the creation of Tax Incremental District No. 19.

Director of Planning and Development Pelishek provided details on the establishment of boundaries for TID 19 from Wisconsin Avenue to the Sheboygan River including the former Richardson property. This plan includes development of 32 condominiums and mixed use properties. Future expansion of TID 19 boundaries will include the Mayline property following completion of the Master

Plan.

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

3.9 GEN ORD 11 - 18 - 19 / AUGUST 06, 2018 / DOC

7.1: Ordinance re-establishing the salaries of Election Officials.

City Clerk Meredith DeBruin confirmed the last pollworker salary increase was initiated in 2008. This collective salary cost increase of approximately \$4,500 will be effective in 2019.

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

3.10 GEN ORD 12 - 18 - 19 / AUGUST 06, 2018 / DOC

7.2: Ordinance repealing Gen. Ord. No. 6 - 18 - 19 amending the supplement to Section 82 - 33 of the Sheboygan Municipal Code so as to amend the positions in the Department of Public Works, Wastewater Treatment Division and the Engineering Division in the Department of Public Works Table of Organization.

Director of Human Resources and Labor Relations Sandy Rohrick confirmed the incorrect title was removed from the Table of Organization in June. City Attorney Chuck Adams provided the proper wording to the amendment to correct the Table of Organization. The correction should read as follows: "THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS: Section 1. Gen.Ord. No. 6 - 18 - 19 is hereby repealed. Section 2. The supplement to Section 82 - 33 of the Sheboygan Municipal Code on file in the City Clerk's office, entitled, "List of Classes and Class Specifications," is hereby amended so that Section B. 5 and B. 6. of section 82 - 33 is amended as follows: ". The balance of the resolution remains the same.

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

3.11 RO 99 - 18 - 19 / AUGUST 06, 2018 / DOC

9.2: Finance Director submitting the City's Financial Report for the period commencing January 1, 2018 and ending June 30, 2018.

Finance Director Buss provided the Financial Report for the first six months of 2018. Revenue collection is at 55 percent. The majority of revenues are tax receipts. State shared revenues will not arrive until the fourth quarter. Expenditures are at 46 percent. Third quarter information will include General Obligation borrowing and salary adjustments.

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

3.12 RO 272 - 17 - 18 (RC 291 - 17 - 18) FEBRUARY 05, 2018 / DOC

3.2: Claim from WIPFLI CPA's and Consultants regarding Creation and Preservation Partners, Inc. for recovery of alleged unlawful taxes for the real property taxes assessed for the 2017 tax year.

City Administrator Hofland provided details on this claim resulting from the creation of the JMKAC Art Preserve on land formerly zoned for agricultural use. The application for tax exemption was not submitted by the developer in a timely fashion prompting generation of the December 2017 tax bill. City Attorney Adams provided further details on the agreement negotiated by previous administration. The tax exemption request has since been filed and a refund of the 2018 \$15,000 pilot payment has been offered.

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to file the document. Motion carried.

3.13 CLAIMS - COUNCIL DOCUMENTS RO 263 - 17 - 18 /RO 273 - 17 - 18 /RO 289 - 17 - 18 /RO 290 - 17 - 18 /RO 291 - 17 - 18 /RO 316 - 17 - 18 /RO 329 - 17 - 18 /RO 11 - 18 - 19 /RO 38 - 18 - 19 /RO 39 - 18 - 19 /RO 40 - 18 - 19 /RO 41 - 18 - 19

City Attorney Adams confirmed the following information regarding the claims: RO 263 - 17 - 18 - Claim has been filed. / RO 273 - 17 - 18 - Claim has been denied. / RO 289 - 17 - 18 - Claim has been denied. / RO 290 - 17 - 18 - Claim has been denied. / RO 291 - 17 - 18 - Claim has been denied. / RO 316 - 17 - 18 - Claim has been denied. / RO 329 - 17 - 18 - Claim has been denied. / RO 11 - 18 - 19 - Claim has been denied. / RO 38 - 18 - 19 - Claim has been denied. / RO 39 - 18 - 19 - Claim has been denied. / RO 40 - 18 - 19 - Claim has been denied. / RO 41 - 18 - 19 - Claim has been denied.

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

3.14 RO 42 - 18 - 19 / JUNE 04, 2018 / DOC

3.7: Claim from Progressive Casualty Insurance Company on behalf of Alfredo Venegas for alleged damages when a dump truck rear ended their insured's vehicle.

City Attorney Adams confirmed the claim has been settled.

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

3.15 DIRECT REFERRAL - RES 69 - 18 - 19: Resolution authorizing the Purchasing Agent to enter into contract for the purchase of five police patrol vehicles prior to September 21, 2018. The City will not take delivery of the vehicles or be invoiced prior to January 1, 2019.

Police Chief Chris Domagalski provided details of planned SUV vehicle cost increases as well as the manufacturer's decision to discontinue production of sedans.

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

3.16 DIRECT REFERRAL - RES 70 - 18 - 19: Resolution to authorize a transfer of appropriations in the 2018 Budget for the purpose of establishing appropriation for police vehicles approved in the 2019 Capital Improvement Program ordered in 2018.

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

ITEMS FOR DISCUSSION ONLY

4.1 BENCHMARK MEASUREMENTS: Department of City Development

Director of Planning and Development Pelishek provided an update on the second quarter benchmark comparisons for the Department of City Development. The department is on track to meet many of the benchmarks. Seven new businesses have been established. Two new neighborhood associations have been created, and one more association is nearly completion. 27 new jobs at Old World Creamery have been created as a result of Business Loan Funding.

4.2 BENCHMARK MEASUREMENTS: Finance Department

Finance Director Buss confirmed that second quarter benchmark comparisons for the Finance Department have met their marks. Monthly budget reporting functions via the MUNIS ERP system are now completed within the departments upon notification from the Finance Department. The return on investments is under review in an effort to increase results.

4.3 BENCHMARK MEASUREMENTS: City Administrator

City Administrator Hofland provided second quarter benchmark comparisons for the Office of the City Administrator. Nearly all benchmark comparisons have either met or exceeded their expectations. In July, the GFOA confirmed achievement of the Distinguished Budget Presentation Award. The GFOA PAFR award results remain outstanding pending completion of external review. Results are anticipated during the third quarter.

DATE OF NEXT REGULAR MEETING

August 27, 2018

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Bohren to adjourn at 5: 05 p.m. Motion carried.