

City of Sheboygan
2017-12-11

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CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

DECEMBER 11, 2017

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

COMMITTEE MEMBERS PRESENT:

Chair Mary Lynne Donohue, Vice Chair Jim Bohren, Alderpersons Ron Rindfleisch, Andy Ross and Todd Wolf

STAFF / OFFICIALS PRESENT:

Aldersperson Henry Nelson, City Attorney Charles Adams, City Administrator Darrell Hofland, Police Chief Chris Domagalski, Director of Public Works David Biebel, Finance Director Nancy Buss, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Sandy Rohrick, Mead Public Library Director Garrett Erickson, Water Utility Superintendent Joe Trueblood, Assistant City Attorney Thomas Cameron, Budget Analyst Carrie Arenz

MINUTES

Motion by Aldersperson Wolf, seconded by Aldersperson Rindfleisch to approve the minutes of November 27, 2017. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RO 243 - 17 - 18 / 12 / 04 / 2017 / DOC

3.4: Request from the Village of Kohler for City of Sheboygan approval to construct improvements to the City's portion of Union Avenue and for approval to connect the proposed Aurora development to city water and sanitary sewer mains.

The official request by the Village of Kohler was reviewed. This process allows the City Administrator to act as the agent for the City to begin negotiations on the intergovernmental agreement with the Village of Kohler relative to the Aurora development. The City Administrator, along with members of the

management team will manage the negotiation process.

Motion by Alderperson Wolf, seconded by Alderperson Rindfleisch to recommend the Common Council direct the City Administator to commence negotiations with the Village of Kohler relative to the intergovernmental agreement for the Aurora development. Motion carried.

3.2 RES 105 - 17 - 18 / 12 / 04 / 2017 / DOC

4.3: Authorizing the appropriate City Officials to enter into an agreement with Diversified Benefit Services, Inc. to administer the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) for the period January 1, 2018 through December 31, 2018.

The premium for coverage for the administration of the COBRA program facilitated by UMR has increased substantially. UMR provided a quotation for the premium for the calendar year 2018 of \$15,000. Diversified Benefits has provided a quotation of \$3,000 for the calendar year 2018 to provide the same service. It is recommended to utilize Diversified Benefits to facilitate the COBRA program for the calendar year 2018.

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

3.3 RES 106 - 17 - 18 / 12 / 04 / 2017 / DOC

4.4: Authorizing the City to enter into contract with Optum's Managed Transplant Program Coverage effective January 1, 2018.

This premium for coverage for the calendar year 2018 will provide savings of nearly \$70,000 from changes to their pharmacy program. The changes will be transparent to insured participants.

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

3.4 RES 107 - 17 - 18 / 12 / 04 / 2017 / DOC

4.5: Authorizing the appropriate City Officials to enter into contract with United Health Care (UMR) to provide administration services for the City's medical health benefit plan for calendar year 2018.

This premium for coverage for the calendar year 2018 remains unchanged.

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

3.5 RES 108 - 17 - 18 / 12 / 04 / 2017 / DOC

4.6: Authorizing the appropriate City Officials to enter into contract with Delta Dental to administer dental benefit plan services for the City for

calendar year 2018.

The premium for coverage for the calendar year 2018 remains unchanged.

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

3.6 RES 109 - 17 - 18 / 12 / 04 / 2017 / DOC

4.7: Authorizing the appropriate City Officials to enter into an agreement with Diversified Benefit Services, Inc. to administer the Flexible Benefit Plan for the period January 1, 2018 through December 31, 2018.

The premium for coverage for the calendar year 2018 remains unchanged.

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

3.7 RES 110 - 17 - 18 / 12 / 04 / 2017 / DOC

4.8: Approving the Project Plan and establishing the boundaries for and creation of Tax Incremental District No. 18, City of Sheboygan.

This resolution allows creation of the tax increment district for expansion of the Sheboygan Business Center. This resolution was initially approved at the November 6 committee meeting, approved by the Joint Review Board, City Plan Commission and was subject to a public hearing. There are no changes to the information as originally presented. This resolution allows the project to be prepared for the bidding process in February, 2018 and construction to begin in Spring 2018.

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

3.8 RES 111 - 17 - 18 / 12 / 04 / 2017 / DOC

4.9: Authorizing the City to enter into contract for obtaining Medical Stop-Loss Insurance, with Sun Life coverage in 2018.

After several years experiencing minimal losses on health insurance claims, 2017 reversed the positive trend by presenting a number of high cost health insurance claims. The premium for the calendar year 2018 increased, creating the need to increase the City's deductible to \$165,000 to achieve an appropriate annual premium. The \$70,000 savings realized from Item 3.1 is designated to help defray the increased deductible for this coverage.

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

3.9 CITY ADMINISTRATOR'S JOB DESCRIPTION: Re-evaluation of the City Administrator's job description to clarify who is responsible for the performance evaluation, one of the evaluation parties no longer exists.

The Strategic Fiscal Planning Committee was the responsible group for managing the performance evaluation for the City Administrator position. Earlier this year Strategic Fiscal Planning Committee merged with the Finance and Personnel Committee. The Mayor, Common Council President and Common Council Vice-President will be designated as the group responsible for managing the performance evaluation for the City Administrator position. The language in the job description for the City Administrator position will be updated to reflect this change.

Motion by Alderperson Wolf, seconded by Alderperson Rindfleisch to recommend the City Administrator position job description be amended to include language that performance evaluations will be managed by the Mayor, Common Council President and Common Council Vice-President. Motion carried.

3.10 Updates to the Compensation Program for Non-Represented Employees.

No changes have been made to the program as presented and laid over at the December 4 Common Council meeting. The only changes made to the 2018 City of Sheboygan Permanent Non-Represented Positions include the addition of Mead Public Library staff because the Mead Public Library permanent non-represented positions were omitted from the original document.

Motion by Alderperson Wolf, seconded by Alderperson Rindfleisch to recommend the Common Council approve the resolution that laid over at the last Common Council meeting with updates to the Non-Represented Compensation Plan for the calendar year 2018, provided to Committee today. Motion carried.

NEXT REGULAR MEETING DATE: January 8, 2018

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Rindfleisch to adjourn at 4: 19 p.m. Motion carried.