

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

NOVEMBER 13, 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, Alderperson Ron Rindfleisch, Andy Ross and Todd Wolf

STAFF / OFFICIALS PRESENT: Mayor Michael Vandersteen, City Attorney Charles Adams, City Administrator Darrell Hofland, Police Chief Chris Domagalski, Director of Public Works David Biebel, Director of Finance Nancy Buss, Director of Planning and Development Chad Pelishek, Director of Transit and Parking Derek Muench, Director of Human Resources and Labor Relations Sandy Rohrick, Director of Information Technology Greg Vertelka, Budget Analyst Carrie Arenz

MINUTES

Motion by Alderperson Wolf, seconded by Alderperson Ross to approve the minutes of November 6, 2017 as amended indicating that Alderperson Ron Rindfleisch was present. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RO 175 - 17 - 18 / OCTOBER 2, 2017 / DOC

3.5: Communication from Alderperson Bohren regarding an article published in the Milwaukee Journal Sentinel dated September 20, 2017 pertaining to healthcare costs. Alderperson Bohren reviewed the article. Director of Human Resources and Labor Relations Sandy Rohrick referenced the fact that the employee health insurance plan is a high deductible plan and aligns closely with health insurance plans offered by other area employers.

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

3.2 RO 213 - 17 - 18 / NOVEMBER 6, 2017 / DOC

5.1: In order to fund the south water tower at \$2.4 million, and refund the 2007 revenue bonds at \$2.34 million for interest savings, the Sheboygan Water Utility intends to seek a revenue bond issuance for the combined purposes in

the amount of \$4.74 million in 2018. Interest savings on the refunded bonds is estimated to be \$229,000. By way of this report, the Board of Water Commissioners requests Common Council approval for the utility to proceed with the sale and acceptance of aforementioned revenue bonds.

Motion by Alderperson Wolf, seconded by Alderperson Ross to hold. Motion carried.

3.3 RO 206 - 17 - 18 / NOVEMBER 6, 2017 / DOC

5.6: Requesting support from the Common Council to pursue acquisition of vacant, blighted property located at 2117 Indiana Avenue. Director of Planning and Development Chad Pelishek confirmed details of his investigation to encourage Sheboygan County to begin the foreclosure process on this property, waiving foreclosure fees and turning the parcel over to the city. Taxes on this property are delinquent, but the owner continues to operate a business in the City of Two Rivers. This process would allow clean up efforts to begin with the possibility of creating a potential green space for the Indiana Avenue corridor. City Attorney Charles Adams confirmed the city could take legal action against the former property owner to recover any fees incurred during the reclamation process.

Motion by Alderperson Rindfleisch, seconded by Alderperson Ross to recommend the Common Council support proceeding with foreclosure of this property. Motion carried.

3.4 RO 207 - 17 - 18 / NOVEMBER 6, 2017 / DOC

5.7: A request from the Director of Planning and Development, requesting the use of two of the City's free Blue Harbor Conference Center days to host the 2018 Great Lakes Areas of Concern Conference being held on May 16 - 17, 2018. Director of Planning and Development Chad Pelishek confirmed that this is a large, national conference attended by 250 to 300 people discussing issues relative to the Great Lakes.

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

3.5 RO 208 - 17 - 18 / NOVEMBER 6, 2017 / DOC

5.8: Submitting a financial report of the City of Sheboygan for the period commencing January 1, 2017 and ending September 30, 2017. Director of Finance Nancy Buss reported the revenues and expenditures are on target through the third quarter. Two items of note are that expenditures may increase during the fourth quarter and revenue will increase with receipt of the State of Wisconsin Shared Revenue program payment occurring on November 20.

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

3.6 RES 88 - 17 - 18 / NOVEMBER 6, 2017 / DOC

6.3: Resolution to authorize establishing an appropriation in the 2017 Budget for grant funds received for the Fire Department ambulances in the amount of \$8,730. Director of Finance Nancy Buss noted that this is a duplicate resolution.

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

3.7 CLAIMS: (1) RO 90 - 17 - 18 (Charles Uraynar) (2) RO 132 - 17 - 18 (Darlene Mech) (3) RO 155 - 17 - 18 (Kenneth Reinemann) (4) RO 163 - 17 - 18 (Daniel D. Payne). City Attorney Charles Adams reported the following information; claim RO 90 - 17 - 18 (Charles Uraynar) was denied, claim RO 132 - 17 - 18 (Darlene Mech) was paid, claim RO 155 - 17 - 18 (Kenneth Reinemann) was denied and claim RO 163 - 17 - 18 (Daniel D. Payne) was paid.

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

3.8 NON-REPRESENTED EMPLOYEE BENEFITS POLICY. Director of Human Resources and Labor Relations Sandy Rohrick provided a draft for review by the committee outlining changes to the 2018 employee benefit policy. The changes noted include the following: Including a maximum of 24 hours of discretionary paid time in total of carry-over hours not exceeding 40 hours and requiring approval by the department head; allowing holiday hours to be included in the weekly hours worked calculation of overtime pay; a shift premium adjustment of \$0.40 per hour for second and third shift employees; and the addition of a bereavement pay benefit.

Motion by Alderperson Wolf, seconded by Alderperson Rindfleisch to authorize the City Attorney draft a resolution encompassing these changes. Motion carried.

3.9 2018 NON-REPRESENTED EMPLOYEE COMPENSATION PLAN. Director of Human Resources and Labor Relations Sandy Rohrick provided a presentation for committee review detailing a revised compensation plan for non-represented employees. This revised plan is directly linked to the Strategic Plan, comparing data from nine municipal employers of similar size, per capita income and logistic proximity to Sheboygan. The changes are driven by the limited pool of qualified applicants and the fact that the current merit program is not keeping up with the market. Recently, some employees have been hired and trained and within a year resigned to take a similar position with increased hourly compensation. The changes to the plan include increasing the current 16 pay grade to 19 aligning the non-represented employee compensation plan with other local municipal employers and some local private sector employers.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to authorize the City Attorney draft a resolution encompassing these changes. Motion carried.

ITEMS FOR DISCUSSION ONLY

4.1 BENCHMARK MEASUREMENTS: Office of the City Administrator. City Administrator Darrell Hofland presented the third quarter Benchmark Measurements of the Office of the City Administrator. All Benchmark Measurements either met or exceeded the year to date target goals for 2017.

4.2 BENCHMARK MEASUREMENTS: Department of Planning and Development. Director of Planning and Development Chad Pelishek presented the third quarter Benchmark Measurements of the Department of Planning and Development. The majority of Benchmark Measurements either met or exceeded the year to date target goals for 2017. The Business Revolving Loan Fund is below its targeted goal for 2017. It was noted that typically this loan service is a last choice effort to obtain business funds confirming entrepreneurs' ability to seek business funds from private sources.

4.3 BENCHMARK MEASUREMENTS: Finance Department. Director of Finance Nancy Buss presented the third quarter Benchmark Measurements of the Finance Department. The Finance Department is on target to meet all Benchmark Measurements for the year with the exception of reports and reconciliations due to the delayed date the information was received in the Finance Department and the GFOA Financial Report was not achieved. The assessment ratio reflected a 3.5 percent increase overall, while residential properties realized nearly a 6 percent increase in value.

4.4 BENCHMARK MEASUREMENTS: Human Resources Department. The Director of Human Resources and Labor Relations Sandy Rohrick presented the third quarter Benchmark Measurements of the Department of Human Resources. The medical insurance and dental insurance claims are 9.74 and 3.58 percent respectively, higher than anticipated. Employee participation in wellness based activities continues to increase as the program expands.

4.5 BENCHMARK MEASUREMENTS: Information Technology Department. The Director of Information Technology Greg Vertelka presented the third quarter Benchmark Measurements of the Information Technology Department. A recent change to the Benchmark Measurement process ensures that all break/fix issues are being tracked and monitored. This change tracks the incident from the initial reporting of the problem through resolution.

4.6 BENCHMARK MEASUREMENTS: WSCS Cable TV. The Director of Information Technology Greg Vertelka presented the third quarter Benchmark Measurements of WSCS Cable TV. The Benchmark Measurements indicate that all items have fallen below their targets. An effort is underway to revitalize WSCS viewership by exploring changes to programming and delivery of services.

4.7 WSCS SPECTRUM CONNECTIVITY. The Director of Information Technology Greg Vertelka advised the cost to replace the current coaxial cable connection with fiber optic cable is \$80,500. Discussion continued exploring potential changes to the delivery of services for public meetings.

4.8 MUNICIPALITY ACCESS TO CITY TECHNOLOGY SYSTEMS. The Director of Information Technology Greg Vertelka advised that Cities of Plymouth and Sheboygan Falls and the Village of Kohler are accessing two legacy systems named TIME and CRIME for their police operations. Sheboygan Falls utilizes an additional custom parking ticket system that is no longer used by Sheboygan. Discussion continued regarding utilization of these systems.

4.9 INFORMATION TECHNOLOGY TICKETING AND ORGANIZATION REVIEW. At the request of the committee, the Director of Information Technology Greg Vertelka provided information regarding the current and potential organization of the Information Technology Department as it responds to the changing needs of the technology infrastructure. Mr. Vertelka will provide comparisons to other municipal employers of similar size, per capita income and logistic proximity to Sheboygan along with the short term plan to address staffing issues within the Information Technology Department.

NEXT REGULAR MEETING DATE Monday, November 27, 2018

ADJOURN

Motion to adjourn by Alderperson Wolf, seconded by Alderperson Ross at 5: 49 p.m. Motion carried.