

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

MAY 22, 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: City Attorney Charles Adams, City Administrator Darrell Hofland, Finance Director Nancy Buss, Director of Public Works David Biebel, Director of Planning and Development Chad Pelishek, Director of Information Technology Greg Vertelka, Director of Human Resources and Labor Relations Sandy Rohrick, Purchasing Agent Bernard Rammer, Comptroller/Treasurer Nancy Wasmer, Benefits Administrator Jennifer Lawrence, Budget Analyst Carrie Arenz and Mead Library Business Manager Debbie DeAmico

MINUTES

Motion by Alderperson Wolf, seconded by Alderperson Ross to approve the minutes of May 8, 2017. Motion carried.

ITEMS FOR DISCUSSION & POSSIBLE ACTION

3.1 RO BY FINANCE DIRECTOR: Submitting Finance Department Quarterly Report for the period commencing January 1, 2017 and ending March 31, 2017.

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

3.2 RES 16 - 17 - 18 / 5 / 15 / 2017 / DOC

5.1: Authorizing the Purchasing Agent to prepare and issue a request for bid for demolition and request for proposals for the redevelopment of the former Armory at 516 Broughton Drive.

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

3.3 RES 17 - 17 - 18 / 5 / 15 / 2017 / DOC

5.2: Approving the development agreement between Meijer Stores, Limited Partnership and the City of Sheboygan.

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

3.4 RES 21 - 17 - 18 / 5 / 15 / 2017 / DOC

8.1: Authorizing the Purchasing Agent to enter into contract for a court ordered raze order demolition of the residential four-unit commercial property located at 1114 North 10 th Street.

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

3.5 RO 23 - 17 - 18 / 5 / 15 / 2017 / DOC

4.4: Claim from Bradford Cox for alleged damages to his vehicle that occurred when it was hit by a City garbage truck.

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

3.6 RO 25 - 17 - 18 / 5 / 15 / 2017 / DOC

4.5: Claim from Cheryl Bilgrien for alleged damages to her vehicle that occurred when she drove over a pothole on Camelot Boulevard.

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

3.7 Modify the Department of Public Works Table of Organization. Discussion only, no action taken.

ITEMS FOR DISCUSSION ONLY

4.1 Benchmark Measurements for the Human Resources Department, for the period commencing January 1, 2017 and ending March 31, 2017.

Director of Human Resources and Labor Relations, Sandy Rohrick reported the self-insured health insurance year-to-date is at 116 percent or 16 percent over projections, due to high utilization. Utilization will continue to be monitored to determine the need for an increase in the health insurance rates, resulting in additional expense for the City and employee premium share.

4.2 Benchmark Measurements for the Information Technology Department, for the period commencing January 1, 2017 and ending March 31, 2017.

Director of Information Technology, Greg Vertelka reported first quarter efficiencies for the average close time of all IT requests is higher than goal due to reduced staff. No security audits have been performed due to staffing and no security outbreaks have been reported. The number of committees on BoardDocs have exceeded the goal.

4.3 Benchmark Measurements for WSCS Cable TV, for the period commencing January 1, 2017 and ending March 31, 2017.

Director of Information Technology, Greg Vertelka reported the number of broadcast channels is at five, 82 programs were produced, 1,732 on-demand viewing, 700 on-demand unique visitors and six film awards were received for programs produced in 2016.

4.4 Benchmark Measurements for the Finance Department, for the period commencing January 1, 2017 and ending March 31, 2017.

Finance Director Nancy Buss reported vendor checks higher than normal in the first quarter due to year end closing, reports and reconciliations did not meet goal due to year end closing and audit, an increase in tax payments collected at the bank over 2016 but did not reach the goal of 40 percent, and the rate of return on investments exceeded expectations. The Assessing Division is currently in the open book phase for the 2017 assessed values and the cost of assessing per parcel reduced due to outsourcing.

4.5 Benchmark Measurements for the Department of Planning and Development, for the period commencing January 1, 2017 and ending March 31, 2017.

Director of Planning and Development Chad Pelishek reported on the Planning and Development Department: City Plan Commission and Architectural Review Board applications on track to meet goal; Redevelopment Authority Fund: purchase of the former Koepsell property completed for a redevelopment project, also working on projects in the Indiana Avenue Corridor and potential development in the South Pier District; Business Revolving Loan Fund: no new business loans have been funded in the first quarter of 2017 ; and Housing Rehabilitation Revolving Loan Fund: the department received approximately 15 requests from interested property owners, however, no applications were submitted in the first quarter.

CLOSED SESSION

Motion by Alderperson Wolf, seconded by Alderperson Bohren to convene in closed session under the exemption provided in Sec. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried.

5.2 ITEM FOR DISCUSSION ONLY: Compensation for Department of City Development

employee.

OPEN SESSION

Motion by Alderperson, seconded by Alderperson Wolf to convene in open session for possible action on item discussed in closed session. Motion carried.

6.2 Compensation for Department of City Development employee. No action taken.

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Bohren to Adjourn at 5: 15 p.m. Motion carried.