

City of Sheboygan  
2021-05-10

C2Q4AJ0A9EFE

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

MAY 10, 2021

Chair Trey Mitchell called the meeting to order at 5: 00 p.m. The Pledge of Allegiance

followed and introductions.

COMMITTEE MEMBERS PRESENT:

Chair Trey Mitchell, Vice Chair Roberta Filicky-Peneski

(Remote), Alderpersons

Betty Ackley, Barb Felde, Grazia

Perrella

STAFF / OFFICIALS PRESENT:

Mayor Ryan Sorenson, City Attorney Chuck Adams, City Administrator Todd Wolf, Police Chief Chris Domagalski, Director of Public Works David Biebel, Interim Finance Director Daniela Tainer-Partipilo, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Vicky Schneider, Director of Information Technology and Cable TV Eric Bushman, Mead Public Library Administrative Services

Manager Debbie DeAmico, Assistant to the City Administrator Carrie Arenz, Accountant I Michael Hermann, WSCS Cable TV Director Scott Mealiff

PUBLIC PRESENT:

Clifton Larson Allen, LLP staff Ray Emery and Mike Kuehl, USI Insurance Services staff Rae Anne Beaudry

MINUTES

Motion by Alderperson

Felde, seconded by Alderperson

Ackley to approve the minutes of April 12, 2021. Motion

carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RO 7 - 21 - 22 / MAY 3, 2021 / DOC

3.1: Submitting a Petition, Notice, and List of Tax Liens of Sheboygan County being foreclosed in the matter of the Foreclosure of Tax Liens under Wis. Stat. 75 - 521 by Sheboygan County, List of Tax Liens for 2014, 2015, 2016 and 2017. Director of Planning and Development Chad

Pelishkek

discussed receiving notice from the County Treasurers Office

in regard to

Foreclosure of Tax Liens. City is notified

in the event of any Special Assessments or Loans that may be part of

the Foreclosures.

Motion by Alderperson Felde, seconded by Alderperson

Ackley

to recommend the Common Council receive and file the document. Motion carried.

3.2 RES 202 - 20 - 21 / APRIL 19, 2021 / DOC

7.2: A RESOLUTION authorizing the appropriate City officials to execute a Cancellation Agreement and Mutual Release in order to terminate the listing contract with CBRE, Inc. regarding SouthPointe Enterprise Campus.

Director of Planning and Development Chad Pelishek

discussed reasons for terminating contract with

CBRE, Inc.

for marketing sales of SouthPointe Enterprise Campus. Communication struggle and lack of staff at CBRE led to a cancellation request sought by CBRE. Cancellation of this agreement provides local brokers with sales opportunities.

Motion by Vice Chair Filicky-Peneski, seconded by Alderperson

Perella

to recommend the Common Council adopt the resolution. Motion carried.

3.3 RES 4 - 21 - 22 / MAY 3, 2021 / DOC

4.2: A RESOLUTION authorizing the appropriate City officials to take three actions related to the new HVAC controls system at Mead Public Library: (1) enter into an agreement with Mannenbach Mechanical, LLC, (2) draw funds pursuant to the existing contract with Quality Controls Systems, Inc., and (3) make a necessary budget adjustment and appropriation in the 2021 budget.

Administrative Services Manager Debbie DeAmico presented supporting information for the Mead Public Library HVAC System Controls upgrade. This project was previously approved in the 2021 - 2025 Capital Improvements Program, and included upgrades to the third of a four-phase facility improvement. Savings realized during the first two portions of the project make it possible to complete the fourth phase one year earlier than anticipated.

Motion by Alderperson Felde, seconded by Alderperson

Ackley

to recommend the Common Council adopt the resolution. Motion carried.

3.4 RES 6 - 21 - 22 / MAY 3, 2021 / DOC

7.4: A RESOLUTION authorizing the appropriate City officials to enter into the contracts with Enterprise FM Trust and Enterprise Fleet Management, Inc. for the lease of vehicles, the disposal of vehicles, and the maintenance of vehicles, and authorizing the City Administrator to administer the lease program to the extent funds are appropriated.

City Administrator Todd Wolf provided review of the lease agreement for 60 to 70 of the City's light duty vehicles within Public Works and Parking Utility. This program provides significant savings to the City resulting from newer fleet vehicles, reduces dependence on General Obligation Borrowed funds, provides safer vehicles for staff with improved fuel efficiency and significant maintenance savings. A significant number of municipalities within the state are using this program and provided positive feedback.

Motion by Vice Chair Filicky-Peneski, seconded by Alderperson

Felde to recommend the Common Council adopt the resolution. Motion carried.

3.5 DIRECT REFERRAL RES 7 - 21 - 22 / MAY 10, 2021 : A RESOLUTION authorizing the continuation of the self-insured worker's compensation program.

Director of Human Resources and Labor Relations Vicky Schneider confirmed approval of this document is a requirement of the State of Wisconsin-Department of Workforce Development. Last renewed in 2018, this document requires Council approval for self insurance to occur every three years. CVMIC provides assistance to the City to manage the program. A 10 to 15 percent cost savings is realized as a result of self-insurance.

Motion by Alderperson

Felde, seconded by Alderperson

Ackley

to recommend the Common Council adopt the resolution. Motion carried.

3.6 DIRECT REFERRAL RO 10 - 21 - 22 / MAY 10, 2021 : Submitting the Internal Controls Assessment - City of Sheboygan - Benefits Administration Assessment dated April 19, 2021 which was prepared by CliftonLarsonAllen LLP ("CLA").

Director Schneider presented an overview of Human Resource Benefits Administration Assessment conducted by CLA. The timeline of significant changes within Human Resources Department, Finance Department, and overall City Administration which occurred since early 2020. Consequential changes have been and are continuing to be made to separate responsibilities, improve oversight, establish checks and balances in the Human Resource and Finance areas as well as throughout the entire City. Administrator Todd

Wolf discussed the creation of whistleblower polices and a hotline, reevaluation of processes, auditing reports and monitoring controls which are being implemented.

Ray Emery, CLA, discussed positive results which is being achieved by realigning the tone from the City's top officials. Quarterly updates will be provided to the Committee regarding changes which are being implemented.

Motion by Alderperson

Felde, seconded by Alderperson

Ackley

to recommend the Common Council to refer the resolution to the Committee of the Whole. Motion carried.

#### ITEMS FOR DISCUSSION ONLY

4.1 City Development Department 2022 - 2026 Capital Improvements Program Requests - Director of Planning and Development, Chad Pelishek

Director Pelishek presented the 2022 Capital Improvements Program requests for the City Development Department.

4.2 Information Technology and Cable TV Departments 2022 - 2026 Capital Improvements Program Requests - Director of Information Technology and Cable TV, Eric Bushman

Director of Information Technology and Cable TV Eric Bushman presented tje 2022 Capital Improvements Program requests for the Information Technology and Cable TV Departments.

#### DATE OF NEXT REGULAR MEETING:

May 24, 2021, 5: 00 p.m.

ADJOURN

Motion by Alderperson

Betty Ackley, seconded by Alderperson

Barb Felde

to adjourn at 5: 53 p.m. Motion carried.