

CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

MONDAY, OCTOBER 12, 2020

Chair Mary Lynne Donohue called the meeting to order at 5: 00 p.m.

The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT THROUGH REMOTE ACCESS:

Chair Mary Lynne Donohue, Alderpersons Markus Savaglio, Roberta Filicky-Peneski, Trey Mitchell

COMMITTEE MEMBERS EXCUSED:

Vice Chair Jim Bohren

STAFF/OFFICIALS PRESENT:

Council President Ryan Sorenson, Mayor Mike Vandersteen, City

Administrator Todd Wolf, Director of IT Eric Bushman, Fire Chief Eric Montellano, Director of City Planning and Development Chad Pelishek, Director of Finance Marty Halverson, Director of Human Resources and Labor Relations Vicky Schneider, City Clerk Meredith DeBruin, Assistant to the City Administrator Carrie Arenz, Deputy Director of Finance Tara Duwe, Communications Scott Mealiff

STAFF/OFFICIALS PRESENT THROUGH REMOTE ACCESS:

City Attorney Chuck Adams, Municipal Court Judge Natasha Torry

MINUTES

Motion by Alderperson Markus Savaglio, seconded by Alder Roberta Filicky-Peneski to approve minutes of

September 28, 2020. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RO 72 - 20 - 21 / SEPTEMBER 21, 2020 / DOC

4.5: Submitting a communication from Dolcye Johnson regarding the Ambulance Fund Budget for 2019.

Fire Chief Eric

Montellano gave a presentation on the history and current statistics of the ambulance service. Comments in response made by Dolcye Johnson.

Motion

by Alderperson Markus Savaglio, seconded by

Alderperson Mitchell to

file the RO.

Motion carried.

3.2 RES 99 - 20 - 21 / OCTOBER 5, 2020 / DOC

5.3: A RESOLUTION authorizing the appropriate City official to enter into an Intergovernmental Cooperative Agreement with Sheboygan County for Sales Tax Revenue-Sharing for Transportation Infrastructure Maintenance.

Finance Director Marty Halverson presented the agreement with the County sales tax revenues - Sheboygan County will receive \$445,526 allocation to be utilized for Geele Avenue, North 3 rd, calumet driven road construction.

Motion

by Alderperson Savaglio, seconded by Alderperson Mitchell

to recommend the appropriate City official enter into an Intergovernmental Cooperative Agreement with Sheboygan County for Sales Tax Revenue Sharing for Transportation Infrastructure Maintenance. Motion carried.

3.3 RES 100 - 20 - 21 / OCTOBER 5, 2020 / DOC

5.4: A RESOLUTION authorizing the appropriate City Officials to execute an engagement letter with Quarles & Brady LLP to serve as bond counsel with regard to Taxable General Obligation Refunding Bonds.

Finance Director Marty Halverson presented information and his recommendation of executing and engagement letter with Quarles and Brady LLP to serve as bond counsel regarding Taxable General Obligation Refunding Bonds.

Motion by Alderperson Savaglio, seconded by Alderperson Mitchell to

approve the execution of an engagement letter with Quarles and Brady LLP.

Motion carried.

3.4 RES 101 - 20 - 21 / OCTOBER 5, 2020 / DOC

5.5: RESOLUTION AWARDDING THE SALE OF \$11,435,000 TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020 D

Finance Director Marty Halverson stated that the sale date is

Monday, October 19, 2020.

Director Halverson stated that there were no

changes in the market so city is continuing forward as

planned.

To answer a question that was asked by Alderperson Savaglio regarding the savings and interest rate of the refunding. The anticipated True interest cost (TIC) is anticipated to be 1.93 %. The original Note Anticipation Note that was taken out in June 2023 had a TIC of 2.77 %. It is difficult to compare to generate a savings as the NAN was interest only from 2018 to 2023, where as the new refunding Bond will obviously have principal and interest payments. Again as noted the intention is to lock into this low interest rate market as well as capitalize interest out to 2023 assisting in payments due to the delayed development.

Motion by Alderperson Savaglio, seconded by Alderperson Filicky-Peneski to approve the issuance of

the \$11,435,000 taxable general obligation refunding bonds, series 2020 D.
Motion carried.

3.5 RES 102 - 20 - 21 / OCTOBER 5, 2020 / DOC

5.6: A RESOLUTION authorizing the appropriate City officials to execute an Amendment to Offer Purchase with Martens-Trilling True Value Hardware Inc.

Director of City Planning and Development Chad Pelishek presented his recommendation that to extend the closing date to the end of December 2020.

Motion by Alderperson Savaglio, seconded by Alderperson Filicky-Peneski

to approve the resolution to authroize the appropriate City official to execute an Amendment to Offer to Purchase with Martens-Trilling True Value Hardware Inc.
Motion carried.

3.6 RES 103 - 20 - 21 / OCTOBER 5, 2020 / DOC

5.7: A RESOLUTION establishing the 2021 Budget appropriations and the 2020 Tax Levy for use during the calendar year.

3.6 will be the final resolution that includes all elements of

3.7 through

3.
16.

Per City Attorney Chuck Adams,

3.6 RES 103 - 20 - 21 /OCTOBER 5, 2020, will be the final resolution that includes all the budget presentations

3.7 through

3.16

Administrator Wolf began hir remarks referring to the Budget in Brief document for 2021.

The 2021 budget is much tighter than in past years.

The City put money into training, but overall everyone looked for ways to cut

costs.

Routes to Recovery and CARES act dollars

will assist the City

of Sheboygan as it navigates through the pandemic in 2021.

Revenues have been adjusted conservatively for 2021. Anticipated to have a \$6.5 million deficit due to the pay back of the NAN.

3.7 2021 BUDGETS: Common Council, Office of the City Clerk and Elections

City Clerk Meredith DeBruin presented.

3.8 2021 BUDGET: Department of Planning and Development

Director of City Planning and Development Chad Peleshek presented.

18 funds that are in the City Development - no notable changes;

Fund 223

up to five projects; fund staff timeFund 224 - giving loans to new businesses - yearly goal is five new jobs \$25 K - 500 K.

ReprogrammingFund 250 - Neighborhood revitalization facade and landscapingFund 260 - receives room tax dollars, expenses for July 4 and fountain park, advertising and marketing for city green.Fund 295 no notable changesFund 422 - Niagara avenue no notable changesFund 424 - No notable changesTID 16 - no planned projectsTID 17

- PENTAIR to extend South Pier Drive; Indiana avenue trailTID 18 - Southpoint enterprise no notable changesTID 19 capital projects fund - Dulmes Decor/LTC to extend to accommodate Mayline - boardwalk adn north commerce street reconstruction.TID 20 south business drive.

3.9 2021 BUDGET: Finance Department

Director of Finance Marty Halverson presented.

New staffing changes .6 FTE increase in the department. Budgeted conservatively; health insurance impacts. Training heavily focused on

MUNIS updates, GFOA, Ehlers.

TID 17 increase in revenues TID 18 significant swings in dollars NAN revenues Capital improvement funds - TID 17 borrowing a Tid 19

anticipated borrowing up \$2 million TID

20 Oscar Development 685,000

Six changes in debt service funds \$53,000 favorable.

Six changes in five funds. General fund to Ambulance fund to 280 ; we will reduce the related interfund transfers.

3.10 2021 BUDGET: Office of the City Administrator

Administrator Todd Wolf presented.

2020 amended 2021 \$4,000 out of intern salary; contracted services- removed ClearGov, took out \$290 milwaukee business journal, increased ICMA membership to reflect Administrator's position, WCMA summer conference. Increased training dollars to support new

administrator position, Negative \$4,456.

Increased training and conferences.

3.11 2021 BUDGET: Office of the Mayor

Mayor Mike Vandersteen presented.

A notable change is that there will not be a staffing overlap with

Sarah Schwefel and Mary Rajer. Mayor gets a 2 % raise.

3.12 2021 BUDGET: Municipal CourtMunicipal Court Judge Natasha Torry presented.

Projections for what revenues will be:

forfeitures and citations.

Due to Covid - 19 there was a

29.77 % decrease in citations.

Forfeitures are down 9 %. People used their tax funds to pay their forfeitures. Currently, moved

back to virtual court.

Projecting forfeitures and citations to be down in 2021.

3.13 2021 BUDGET: WSCS Cable TV

Director of IT Eric Bushman presented.

Nothing notable to change

3.14 2021 BUDGET: Information Technology Department

Director of IT Eric Bushman presented.

Incoming revenues increasing charge backs of 6 % to departments.

Miscellaneous revenue is high due

easing because of CARES act funding - drive through technology changes through IT department

3.15 2021 BUDGET: Senior Services Department

Interim Director of Senior Services Vicky Schneider presented.

Additional staff of one FTE that will be fully

subsidized by the Friends of

SACS.

Increase in Operational expenses due to new building renovation.

3.16 BUDGET: Human Resources

Director of Human Resources and Labor Relations Vicky Schneider presented.

Staffing adjustments were made in 2020 to have 5.0 FTEs in the Human Resources Department.

More dollars are being dedicated to training.

Health insurance funds are strong which allows for an HSA contribution of \$750 / 1500 for employees taking health coverage.

Motion by Alderperson

Savaglio,

seconded by Alderperson

Mitchell to approve RES 103 - 20 - 21 including all budgets presented in 3.7 through 3.16 establishing 2021 budget appropriations and 2020 Tax Levy for use during the calendar year. Motion carried.

ADJOURN

Motion by Alderperson

Filicky-Peneski, seconded by

Alderperson Savaglio to adjourn at

6: 44 p.m. Motion carried.