

CITY OF SHEBOYGAN

JOINT MEETING FINANCE AND PERSONNEL COMMITTEE AND MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

MARCH 12, 2018

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

COMMITTEE / BOARD MEMBERS PRESENT: Finance and Personnel Committee: Chair Mary Lynne Donohue, Vice Chair Jim Bohren, Alderperson Ron Rindfleisch, Andy Ross and Todd Wolf. Mead Public Library Board of Trustees: President Maeve Quinn, Vice President Kathie Norman, Finance Officer Chair Dolcye Johnson, Alderman Henry Nelson, Kevin Anderson, Kyle Whelton and Dirk Zylman.

STAFF / OFFICIALS PRESENT: Mayor Michael Vandersteen, Alderpersons Henry Nelson and Ryan Sorenson, City Administrator Darrell Hofland, Director of Public Works David Biebel, Finance Director Nancy Buss, Director of Planning and Development Chad Pelishek, Mead Public Library Director Garrett Erickson, Director of Human Resources and Labor Relations Sandy Rohrick, Director of Information Technology Greg Vertelka, Assistant City Attorney Thomas Cameron, Mead Public Library Business Manager Debbie DeAmico, Budget Analyst Carrie Arenz, Mead Public Library Administrative Assistant Sydney Mehn, Management Intern David DeTroye.

ITEMS FOR DISCUSSION & POSSIBLE ACTION

2.1 REVIEW MEAD PUBLIC LIBRARY 2017 ANNUAL REPORT.

President Quinn reported on the 2017 annual report, noting the merging of the Eastern Shores Library System with the Mid-Wisconsin Library System to create the Monarch Library System. In addition, she highlighted the accomplishments of MPL in 2017, including the completion of a RFID project, re-carpeting of the Children s Room re-carpet, and installation of a new boiler system.

2.2 REVIEW OF 2019 FUNDING.

President Quinn spoke about future projects at MPL. 2018 projects will include a first floor re-carpet, replacement of the HVAC cooling towers and a collaboration with the City for a new phone system.

2.3 REVIEW OF 2015 - 2020 STRATEGIC PLAN.

President Quinn spoke highly of the BID plan for downtown, praising their efforts to increase traffic and revamp the area. The Library has been changing programming and hours to accommodate the plan s implementation. The future for MPL will include more community collaborations, and a possible increase of business hours to comply with state regulations. MPL will also be working on a new strategic plan for the upcoming years.

ADJOURN - MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Motion by Mr. Whelton, seconded by Mr. Anderson to adjourn the Mead Public Library Board of Trustees meeting at 4: 23 p.m. Motion carried.

MINUTES

Motion by Alderperson Ross, seconded by Alderperson Rindfleisch to approve the Finance and Personnel Committee meeting minutes of February 26, 2018. Motion carried.

5.1 RES 146 A- 17 - 18 / MARCH 5, 2018 / DOC

5.1: Resolution authorizing the City to enter into a contract for buildings and property insurance coverage with the Municipal Property Insurance Company.

Finance Director Buss discussed the 2017 experiences with the company. The previous year's transition was nearly seamless and recommended continuing with this insurer.

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

5.2 RES 147 - 17 - 18 / MARCH 5, 2018 / DOC

5.2: Resolution if the Common Council fails to make a decision regarding the Sheboygan Armory by April 16, 2018, the City shall have a City-wide, non-binding referendum to decide the future of the Armory. The question should be placed on the August 14, 2018 state primary election ballot.

Alderperson Sorenson indicated the need for the potential referendum question to serve as the impetus to continue moving

the Armory project forward should the Common Council be unable to act on one of the two proposals currently being negotiated. Alderperson Sorenson suggested moving the deadline for final review of the proposals to May. Regarding the wording of the referendum question, Alderperson Sorenson indicated his intention is to clarify the language to confirm the city will not be the

operating party for the renovated property. Alderperson Donohue suggested referring the matter to the Office of the City Attorney to adjust the language accordingly. After rewording, the proposed referendum question will come back to the committee for further review. The appropriate date of the referendum was discussed. Mayor Vandersteen suggested the November election might receive stronger voter turnout compared to the August primary election. Assistant City Attorney Cameron confirmed June 5 as the deadline to submit the referendum question for the August primary election.

Motion by Alderperson Rindfleisch, seconded by Alderperson Bohren hold the document in committee. Motion carried.

5.3 RES 149 - 17 - 18 / MARCH 5, 2018 / DOC

5.3: Resolution authorizing the Purchasing Agent to enter into contract with Camera Corner Connecting Point in the amount of \$212,000 for the relocation of the data center from City Hall to the Wastewater Treatment Plant.

Director of Information Technology Vertelka provided details of the creation of this data center to serve as the disaster recovery center. This new data center would serve as the primary data center location during the city hall renovation. Following the transition back to city hall, this data center would serve as the disaster recovery center. Director of Public Works Biebel confirmed the infrastructure exists at the wastewater facility. Power needs to be provided to the racks, but all other necessary items are in place.

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

5.4 RES 148 - 17 - 18 / MARCH 5, 2018 / DOC

5.4: Resolution to authorize a transfer of appropriations in the amount of \$212,000 in the 2018 Budget for establishing appropriation for Information Technology equipment.

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

ITEMS FOR DISCUSSION ONLY

6.1 Department of City Development 2017 Annual Report of departmental performance.

Director of Planning and Development Pelishek presented the 2017 performance benchmarks for the City Development Department, divisions of Planning and Development and Building Inspections via the annual report.

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

Finance Director Buss presented the 2017 performance benchmarks for the Finance Department via the annual report.

6.3 Information Technology Department 2017 Annual Report.

Director of Information Technology Vertelka presented the 2017 performance benchmarks for the Information Technology Department via the annual report.

6.4 WSCS Community Programing 2017 Annual Report.

Director of Information Technology Vertelka presented the 2017 performance benchmarks for WSCS via the annual report.

6.5 Benchmark Measurements for the Office of the City Administrator, for the period commencing January 1, 2017 and ending December 31, 2017.

City Administrator Hofland presented the 2017 performance benchmarks for the Office of the City Administrator via the annual report.

6.6 Human Resources Department 2017 Annual Report.

Director of Human Resources and Labor Relations Rohrick presented the 2017 performance benchmarks for the Human Resource department via the annual report.

DATE OF NEXT REGULAR MEETING March 26, 2018

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Ross to adjourn at 5: 39 p.m. Motion carried.