

# **CITY OF SHEBOYGAN**

## **FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES**

**Monday, March 27, 2023**

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**COMMITTEE MEMBERS PRESENT:** Chair Trey Mitchell, Vice Chair Roberta Filicky-Peneski, Alderpersons Betty Ackley, Barb Felde, Grazia Perrella

**COMMITTEE MEMBERS EXCUSED:** None

**STAFF / OFFICIALS PRESENT:** Alderperson Joe Heidemann, Mayor Ryan Sorenson, City Attorney Chuck Adams, Public Works Director David Biebel, Finance Director Kaitlyn Krueger, Human Resources and Labor Relations Director Adam Westbrook, Deputy Finance Director Evan Grossen, Planning and Zoning Manager Steve Sokolowski, Management Analyst Carrie Arenz, Grant Coordinator Abby Block, TV Production Technician Robert Ingraham

**PUBLIC PRESENT:** David Felde

### **OPENING OF MEETING**

1. Call to Order

Chair Mitchell called the meeting to order at 5:00 p.m.

2. Roll Call

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Introduction of Committee Members and Staff

Introductions were provided.

### **MINUTES**

5. Approval of Minutes - March 13, 2023

MOTION TO APPROVE THE MINUTES FROM MARCH 13, 2023

Motion made by Alderperson Filicky-Peneski, Seconded by Alderperson Perrella

Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde, Perrella

### **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. R. O. No. 126-22-23 / March 20, 2023: Submitting a communication from the Harbor Centre Business Improvement District requesting that the City of Sheboygan release all funds collected on their behalf and those funds allocated to them for fiscal year 2023.

MOTION TO RECOMMEND THE COMMON COUNCIL FILE THE REPORT

Motion made by Alderperson Felde, Seconded by Alderperson Ackley

Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde, Perrella

7. DIRECT REFERRAL Res. No. 161-22-23 by Alderpersons Mitchell and Filicky-Peneski approving the FY 2023 One-Year Annual Action Plan for the Community Development Block Grant (CDBG) Program Submission.

MOTION TO AMEND THE RESOLUTION SO AS TO MODIFY THE FINANCE AND PERSONNEL RECOMMENDATIONS ON THE THIRD PAGE OF THE RESOLUTION TO READ AS FOLLOWS:

FINANCE AND PERSONNEL RECOMMENDATIONS

|                                    |               |                  |
|------------------------------------|---------------|------------------|
| Partners for Community Development | \$ 40,000.00  | (Housing)        |
| Habitat for Humanity               | \$ 22, 500.00 | (Housing)        |
| Flawless Hoops                     | \$ 4,900.00   | (Public Service) |
| Shoreline Metro                    | \$ 42, 493.00 | (Public Service) |
| Family Service Association         | \$ 15,000.00  | (Public Service) |
| Family Connections                 | \$ 3,350.00   | (Public Service) |
| Lakeshore CAP                      | \$ 12,500.00  | (Public Service) |
| Big Brothers/Big Sisters           | \$ 11,500.00  | (Public Service) |
| The Abode                          | \$ 6,050.00   | (Public Service) |
| Salvation Army                     | \$ 27,000.00  | (Public Service) |
| SCIO                               | \$ 7,000.00   | (Public Service) |

Motion by Alderperson Perrella, Seconded by Alderperson Felde  
Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde  
Abstain: Perrella

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION AS AMENDED  
Motion made by Alderperson Filicky-Peneski, Seconded by Alderperson Mitchell  
Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde  
Abstain: Perrella

8. DIRECT REFERRAL Res. No. 162-22-23 by Alderpersons Mitchell and Filicky-Peneski authorizing entering into a Collateral Assignment of TIF Agreement with Sheboygan Press, LLC and Cardinal Capital Development, LLC, regarding the redevelopment of the former Sheboygan Press Building at 632 Center Avenue, in favor of First Business Bank.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION  
Motion made by Alderperson Filicky-Peneski, Seconded by Alderperson Perrella  
Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde, Perrella

9. DIRECT REFERRAL Res. No. 163-22-23 by Alderpersons Mitchell and Filicky-Peneski updating the Job Description for the position of City Administrator for the City of Sheboygan and authorizing the Director of Human Resources and Labor Relations to initiate the hiring process for the position.

MOTION TO AMEND THE RESOLUTION SO AS TO PROVIDE THAT “THE COMMON COUNCIL HEREBY APPROVES THE UPDATES TO THE CITY ADMINISTRATOR JOB DESCRIPTION IN THE ATTACHED ‘JOB DESCRIPTION’ WHILE AUTHORIZING THE HUMAN RESOURCES AND LABOR RELATIONS DIRECTOR TO ADJUST THE JOB DESCRIPTION PRIOR TO POSTING IN A MANNER THAT DOES NOT CHANGE THE SCOPE OF DESCRIPTION”

Motion made by Alderperson Perrella, Seconded by Alderperson Felde  
Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde, Perrella

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION AS AMENDED  
Motion made by Alderperson Filicky-Peneski, Seconded by Alderperson Perrella  
Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde, Perrella

10. DIRECT REFERRAL Res. No. 164-22-23 by Alderpersons Mitchell and Filicky-Peneski authorizing the Director of Human Resources and Labor Relations to enter into a service contract with GovHR to assist in facilitating and co-conducting the City Administrator recruitment process for the City of Sheboygan.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION  
Motion made by Alderperson Felde, Seconded by Alderperson Perrella  
Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde, Perrella

#### **ITEMS FOR DISCUSSION ONLY**

11. Letter from A. Guenther regarding legal counsel for two claims filed

#### **DATE OF NEXT REGULAR MEETING**

12. Next Meeting Date - April 10, 2023

#### **ADJOURN**

13. Motion to Adjourn

MOTION TO ADJOURN AT 5:37 P.M.  
Motion made by Alderperson Filicky-Peneski, Seconded by Alderperson Perrella  
Voting Yea: Mitchell, Filicky-Peneski, Ackley, Felde, Perrella