



# FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

**October 14, 2024 at 5:00 PM**

**Council Chambers, 828 Center Avenue, Sheboygan, WI**

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COMMITTEE MEMBERS PRESENT: Chair Alderperson Trey Mitchell, Vice Chair Grazia Perrella, Alderpersons Dean Dekker, Robert La Fave

COMMITTEE MEMBERS UNEXCUSED: Alderperson Felde

STAFF / OFFICIALS PRESENT: City Administrator Casey Bradley, City Attorney Chuck Adams, Finance Director/Treasurer Kaitlyn Krueger, Director of Human Resources & Labor Relations Kelly Hendee, Information Technology Director Matt Greenwood, Assistant to the City Administrator Marie Foss, TV Program Director Scott Mealiff, Deputy Finance Director Evan Grossen

## OPENING OF MEETING

1. Call to Order

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

2. Roll Call

Roll call was completed.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Introduction of Committee Members and Staff

No introductions were given.

## MINUTES

5. Approval of Minutes - September 23, 2024

MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 23, 2024

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

Voting Yea: Dekker, La Fave, Perrella, Mitchell

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. R. O. No. 55-24-25 / September 16, 2024: Submitting a claim from Jenny Stephen-Pierce for alleged damages to vehicle when a tree fell on it; recommends filing the document.

MOTION TO RECOMMEND THE COMMON COUNCIL FILE THE REPORT

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

Voting Yea: Dekker, La Fave, Perrella, Mitchell

7. R. O. No. 63-24-25 / October 7, 2024: Pursuant to Sheboygan Municipal Code § 2-912(b), which requires the comptroller to file with the common council, not less than monthly, a list of the claims approved, showing the date paid, the name of the claimant, the purpose and the amount, the attached list of paid vouchers for July 2024 is being provided.

MOTION TO RECOMMEND THE COMMON COUNCIL FILE THE REPORT

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

Voting Yea: Dekker, La Fave, Perrella, Mitchell

8. R. O. No. 64-24-25 / October 7, 2024: Pursuant to Sheboygan Municipal Code § 2-912(b), which requires the comptroller to file with the common council, not less than monthly, a list of the claims approved, showing the date paid, the name of the claimant, the purpose and the amount, the attached list of paid vouchers for August 2024 is being provided.

MOTION TO RECOMMEND THE COMMON COUNCIL FILE THE REPORT

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

Voting Yea: Dekker, La Fave, Perrella, Mitchell

9. Res. No. 80-24-25 / September 16, 2024: A RESOLUTION approving a Financial Policy Handbook.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

MOTION FOR RECOMMENDATION OF THE FINANCIAL POLICY HANDBOOK TO COUNCIL WITH THE AMENDMENT ADDING THE FOLLOWING LANGUAGE UNDER THE POLICY OF UNASSIGNED FUND BALANCE:

In order to maintain sufficient reserves for claim expenditures, the City shall maintain a minimum of 1.5 times the average annual claim amount as unrestricted fund balance within the Workers' Compensation Fund and Health Insurance Fund

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

Voting Yea: Dekker, La Fave, Perrella, Mitchell

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION AS AMENDED WITH DIRECTION TO THE FINANCE DIRECTOR TO ADD APPROPRIATE COUNCIL NOTIFICATION LANGUAGE REGARDING EMERGENCY PURCHASING

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

Voting Yea: Dekker, La Fave, Perrella, Mitchell

10. Res. No. 83-24-25 / October 7, 2024: A RESOLUTION authorizing a contract between the City of Sheboygan and Tyler Technologies ("Tyler") for purchase and implementation of Enterprise Permitting & Licensing and authorizing an amendment to the 2024 budget.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION

Motion made by Alderperson Perrella, Seconded by Alderperson Dekker

Voting Yea: Dekker, La Fave, Perrella, Mitchell

11. Res. No. 89-24-25 / October 7, 2024: A RESOLUTION adopting certain changes to the City's Medical Benefit Plan and Dental Benefit Plan effective for calendar year 2025 coverage and establishing the monthly premium equivalent rates effective for January 2025 coverage and thereafter.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION  
Motion made by Alderperson Perrella, Seconded by Alderperson Dekker  
Voting Yea: Dekker, La Fave, Perrella, Mitchell

12. Res. No. 91-24-25 / October 7, 2024: A RESOLUTION authorizing an amendment to the 2024 budget reflecting a table of organization change for the Police Department and Information Technology (IT) Department.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION  
Motion made by Alderperson Perrella, Seconded by Alderperson Dekker  
Voting Yea: Dekker, La Fave, Perrella, Mitchell

13. Res. No. 94-24-25 / October 7, 2024: A RESOLUTION authorizing the submittal of a Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program for the 2024 Annual Action Plan.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION  
Motion made by Alderperson Perrella, Seconded by Alderperson Dekker  
Voting Yea: Dekker, La Fave, Perrella, Mitchell

14. Res. No. 97-24-25 / October 7, 2024: A RESOLUTION authorizing entering into a Pre-Development Agreement with 3 Amigos Apartments, LLC regarding redevelopment of the property located at 636 Wisconsin Avenue.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION  
Motion made by Alderperson Perrella, Seconded by Alderperson Dekker  
Voting Yea: Dekker, La Fave, Perrella, Mitchell

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

15. Next Meeting Date - October 28, 2024

#### **ADJOURN**

16. Motion to Adjourn

MOTION TO ADJOURN AT 5:46 PM  
Motion made by Alderperson Perrella, Seconded by Alderperson Dekker  
Voting Yea: Dekker, La Fave, Perrella, Mitchell