



FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

November 28, 2022 at 5:00 PM

Council Chambers, 828 Center Avenue, Sheboygan, WI

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Finance Department at 920-459-3311. Persons other than council members who wish to participate remotely shall provide notice to the Finance Department at 920-459-3311 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order
2. Roll Call (Alderspersons Mitchell, Filicky-Peneski, Perella, Ackley and Felde may attend remotely)
3. Pledge of Allegiance
4. Introduction of Committee Members and Staff

MINUTES

5. Approval of Minutes - November 14, 2022

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. R. O. No. 87-22-23 / November 21, 2022: Submitting a request regarding the purchase of 1214 S. 11th Street for moving of the residential home to another city-owned site and reconstruction of the failing city owned retaining wall.
7. Res. No. 90-22-23 / November 21, 2022: A RESOLUTION authorizing retaining outside legal counsel to represent the City regarding Grievance #22-01 filed by International Association of Firefighters Local 483, and authorizing payment for said services.
8. Res. No. 92-22-23 / November 21, 2022: A RESOLUTION authorizing submitting a Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program for the 2022 Program Year from revolving loan funds to water/sewer improvements.

DATE OF NEXT REGULAR MEETING

9. Next Meeting Date - December 12, 2022

ADJOURN

10. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: R.O. No. 87-22-23 by the Director of Planning and Development submitting a request regarding the purchase of 1214 S. 11th Street for moving of the residential home to another city-owned site and reconstruction of the failing city owned retaining wall.

REPORT PREPARED BY: Chad Pelishek, Director of Planning and Development

REPORT DATE: November 22, 2022

MEETING DATE: November 28, 2022

FISCAL SUMMARY:

Budget Line Item:
 Budget Summary: N/A
 Budgeted Expenditure: N/A
 Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes:
 Municipal Code: N/A

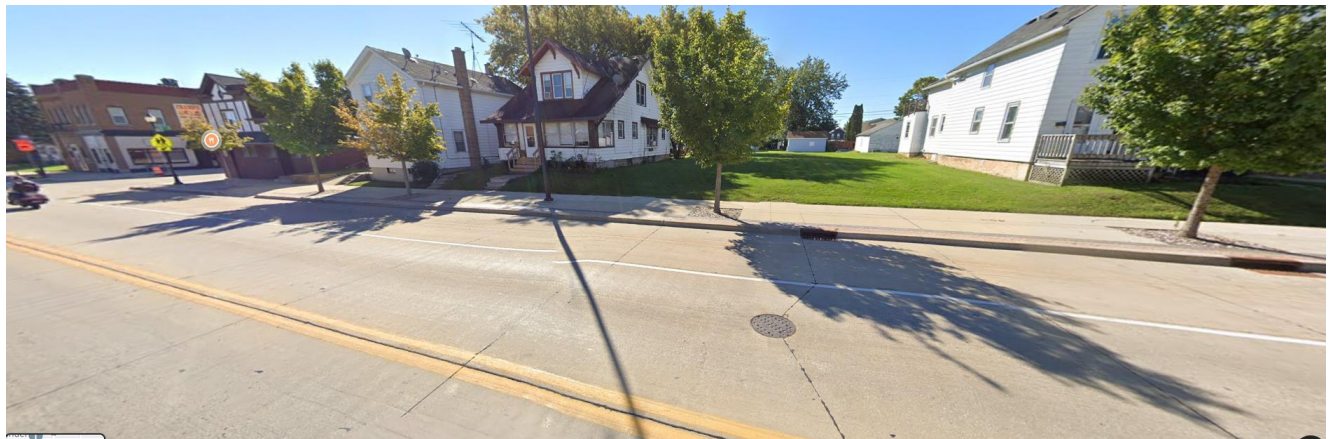
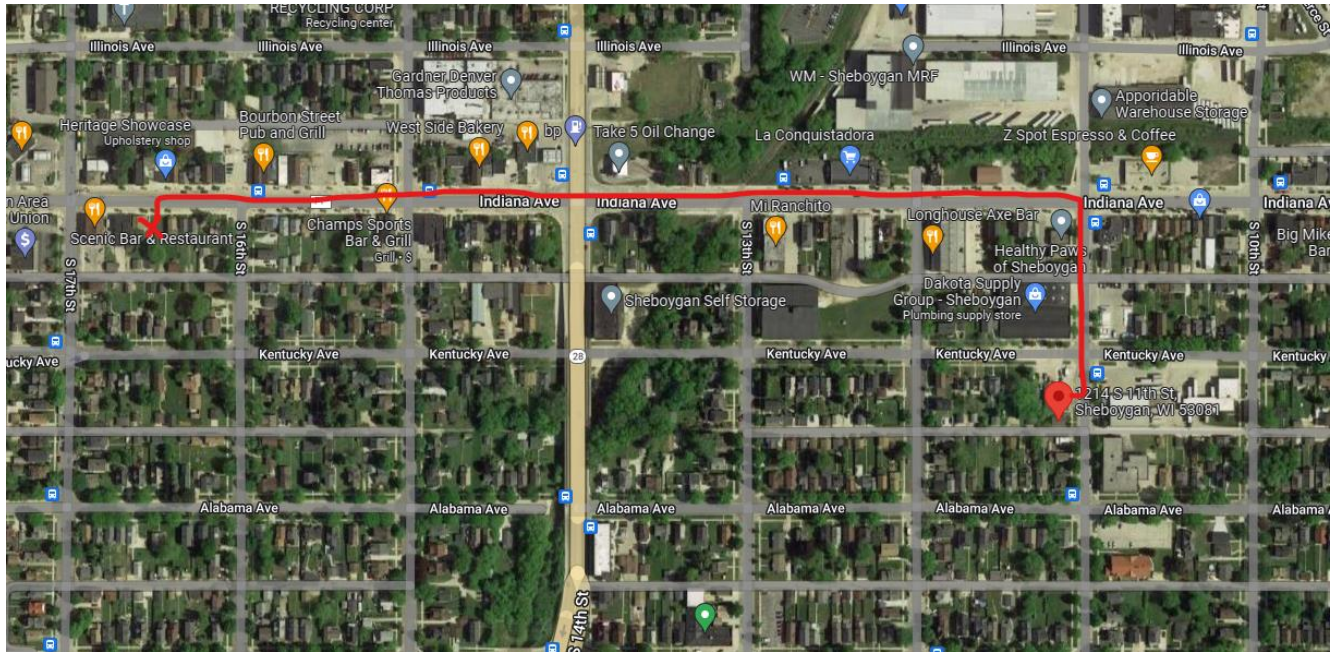
BACKGROUND / ANALYSIS: The Department of Public Works has been developing a plan to repair the failing city-owned retaining wall along the alley adjacent to 1214 S. 11th Street. The City consulted with several retaining wall contractors but was not able to identify one willing to conduct the necessary repairs at a reasonable cost due to the very close proximity of the house located at 1214 S. 11th street. City staff has explored multiple options and has concluded that the preferred option is for the City to purchase the property for \$112,630, which is the amount of the real estate per an existing land contract; to pay half the costs of relocation expenses for the current tenant at a total \$55,000/ to allow the tenant to reside at the property until April 30, 2023; and then to relocate the building structure to a city-owned site on Indiana Avenue whereupon the City will cause a basement/foundation to be constructed. City staff believes this course of action is the most cost-effective and supports the City's efforts to address the housing shortage by maintaining a home and redeveloping a currently vacant lot.

Once the structures are relocated, the Department of Public Works will remove the existing retaining wall, taper the soil, reseed, and stabilize the soil over the lot that the house was on and then consider selling the property to the adjacent property owner.



STAFF COMMENTS:

The City has budgeted funds to cover the purchase price, relocation expense, and moving costs. The new basement at the city-owned site would be covered with federal grant dollars. The tenant has been approved for a loan to purchase the house for \$112,630, however the lender requires a Letter of Intent from the City noting that once the loan closing occurs, the City will purchase the property. In order for city staff to issue the Letter of Intent, the Common Council needs to take-action on this R. O. supporting the project. The executed offer to purchase with the new owner (tenant) will return to Council prior to the property closing in 2023.

**ACTION REQUESTED:**

Motion to recommend Common Council to approve Res. No. 92-22-23 authorizing submitting a Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program for the 2022 Program Year from revolving loan funds to water/sewer improvements.

ATTACHMENTS:

- I. Res. No. 92-22-23.

II
R. O. No. 87 - 22 - 23. By DIRECTOR OF PLANNING AND DEVELOPMENT.
November 21, 2022.

Submitting a request from Chad Pelishek, Director of Planning and Development, regarding the purchase of 1214 S. 11th Street for moving of the residential home to another city-owned site and reconstruction of the failing city owned retaining wall.

The Department of Public Works has been developing a plan to repair the failing city-owned retaining wall along the alley adjacent to 1214 S. 11th Street. The City consulted with several retaining wall contractors but was not able to identify one willing to conduct the necessary repairs at a reasonable cost due to the very close proximity of the house located at 1214 S. 11th Street.

City staff has explored multiple options and has concluded that the preferred option is for the City to purchase the property for \$112,630, which is the amount of the real estate per an existing land contract; to pay half the costs of relocation expenses for the current tenant at a total \$55,000; to allow the tenant to reside at the property until April 30, 2023; and then to relocate the building structure to a city-owned site on Indiana Avenue whereupon the City will cause a basement/foundation to be constructed. City staff believes this course of action is the most cost-effective and supports the City's efforts to address the housing shortage by maintaining a home and redeveloping a currently vacant lot.

Once the structures are relocated, the Department of Public Works will remove the existing retaining wall, taper the soil, reseed, and stabilize the soil over the lot that the house was on and then consider selling the property to the adjacent property owner.

The City has budgeted funds to cover the purchase price, relocation expense, and moving costs. The new basement at the city-owned site would be covered with federal grant dollars. The tenant has been approved for a loan to purchase the house for \$112,630, however the lender requires a Letter of Intent from the City noting that once the loan closing occurs, the City will purchase the property. In order for city staff to issue the Letter of Intent, the Common Council needs to take action on this R. O. supporting the project. The executed offer to purchase with the new owner (tenant) will return to Council prior to the property closing in 2023.

I suggest that this R. O. be referred to the Finance and Personnel Committee and that Council authorize the appropriate City officials to draft a Letter of Intent to purchase the property located at 1214 S. 11th St., Sheboygan, WI.

FRP

Director of Planning & Development

III

Res. No. 90 - 22 - 23. By Alderpersons Mitchell and Filicky-Peneski.
November 21, 2022.

A RESOLUTION authorizing retaining outside legal counsel to represent the City regarding Grievance #22-01 filed by International Association of Firefighters Local 483, and authorizing payment for said services.

RESOLVED: That the Common Council hereby authorizes the hiring of Attorney Kyle J. Gulya of von Briesen & Roper, s.c., as outside legal counsel to represent the City of Sheboygan regarding Grievance #22-01 filed by International Association of Firefighters Local 483.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to draw on Account No. 101144-531200 (Human Resources - Legal Services) in payment of same.

FAP

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk
Approved _____ 20____. _____, Mayor

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 92-22-23 a Resolution authorizing submitting a Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program for the 2022 Program Year from revolving loan funds to water/sewer improvements.

REPORT PREPARED BY: Chad Pelishek, Director of Planning and Development

REPORT DATE: November 22, 2022

MEETING DATE: November 28, 2022

FISCAL SUMMARY:

Budget Line Item:
 Budget Summary: N/A
 Budgeted Expenditure: N/A
 Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes:
 Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Department of City Development administers two CDBG revolving loan funds for business creation and housing rehabilitation. The City Finance Department recently completed a reconciling of the loan funds and determined that the city has about \$1.3 million of unspent funds in the line of credit. In order to spend down these funds in a timely manner, city staff is recommending the reprogramming of \$700,000 of the funds to be dedicated to the reconstruction of Broadway Avenue from S. 7th Street to S. 14th Street in 2023.

In order to submit the substantial amendment to HUD, the City is required to conduct a 30-day public comment period to receive public input. Once council approves the amendment, city staff will begin the public comment period and then submit the necessary paperwork to HUD.

The revolving loan funds revolve about \$400,000 back in each year. With the reprogramming of \$700,000, the balance in the fund will still be at \$600,000.

STAFF COMMENTS:

None

ACTION REQUESTED:

Motion to recommend Common Council to approve Res. No. 92-22-23 authorizing submitting a Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program for the 2022 Program Year from revolving loan funds to water/sewer improvements.

ATTACHMENTS:

- I. Res. No. 92-22-23.

III

Res. No. 92 - 22 - 23. By Alderpersons Mitchell and Filicky-Peneski.
November 21, 2022.

A RESOLUTION authorizing submitting a Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program for the 2022 Program Year from revolving loan funds to water/sewer improvements.

WHEREAS, the City has excessive funds in a federal line of credit for revolving loan funds and wishes to reprogram the funds; and

WHEREAS, the City intends to reprogram \$700,000 from Fund 260 CDBG to 03J Water/Sewer Improvements to be applied towards the cost of the reconstruction of Broadway Avenue from S. 7th Street to S. 14th Street; and

WHEREAS, the City of Sheboygan Citizen Participation Plan requires a 30-day public comment period as it relates to the Substantial Amendment process; however, prior to starting the 30-day public comment period, the Common Council must indicate its support.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council authorizes the submittal of the Substantial Amendment to HUD to amend the 2022 program year to include \$700,000 for funding 03J Water/Sewer Improvements for Broadway Avenue Reconstruction under the federal program activity eligibility.

BE IT FURTHER RESOLVED: That authorization is contingent upon staff holding a 30-day public comment hearing on the proposed use of the funds prior to submittal and considering any comments received in crafting said Substantial Amendment.

FAP

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor