

## **CITY OF SHEBOYGAN**

### **LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE MINUTES**

**Wednesday, November 29, 2023**

---

**COMMITTEE MEMBERS PRESENT:** Chair Alderperson Amanda Salazar, Vice Chair Alderperson Barb Felde (remote and speaker phone), Alderperson Dean Dekker, Alderperson Joseph Heidemann

**COMMITTEE MEMBERS EXCUSED:** Alderperson Betty Ackley

**STAFF/OFFICIALS PRESENT:** City Attorney Charles Adams, Assistant Fire Chief Michael Lubbert, Paralegal Kathy Hoffman

**OTHERS PRESENT:** None

#### **OPENING OF MEETING**

1. Call to Order

Chair Alderperson Amanda Salazar called the meeting to order at 4:19 PM.

2. Roll Call
3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Introduction of Committee members, staff and guests

#### **MINUTES**

5. Approval of Minutes

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD NOVEMBER 15, 2023.

Motion made by Alderperson Dekker, seconded by Alderperson Heidemann.

Voting Yea: Chair Salazar, Vice Chair Felde, Alderperson Dekker, Alderperson Heidemann.

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

6. Gen. Ord. No. 31-23-24 (11-20-23) An Ordinance adopting new records retention schedules and making necessary amendments to the Sheboygan Municipal Code relating to the adoption.

City Attorney Adams explained to the committee that the City is required to regularly update our retention schedules and get approval from the State for those schedules and we have

received approval. As part of the process, we are also updating the ordinance in order to clarify some provisions.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT GEN. ORD. NO. 31-23-24.

Motion made by Alderperson Heidemann, seconded by Alderperson Dekker.

Voting Yea: Chair Salazar, Vice Chair Felde, Alderperson Dekker, Alderperson Heidemann.

7. Res. No. 101-23-24 (11-20-23) A Resolution authorizing the Fire Chief to enter into a software contract with Locality Media, Inc. dba First Due.

Assistant Fire Chief Lubbert explained that the fire department is switching over to a new reporting software as the old one is obsolete.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT RES. NO. 101-23-24.

Motion made by Alderperson Dekker, seconded by Alderperson Heidemann.

Voting Yea: Chair Salazar, Vice Chair Felde, Alderperson Dekker, Alderperson Heidemann.

## **NEXT MEETING DATE**

8. The next committee meeting is scheduled to be held on December 13, 2023 at 4:15 p.m.

## **ADJOURN**

9. Motion to adjourn

MOTION TO ADJOURN AT 4:26 PM.

Motion made by Alderperson Heidemann, seconded by Alderperson Dekker.

Voting Yea: Chair Salazar, Vice Chair Felde, Alderperson Dekker, Alderperson Heidemann.