



# FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**November 27, 2023 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
3. Pledge of Allegiance
4. Introduction of Committee Members and Staff

## MINUTES

5. Approval of Minutes - November 13, 2023

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. R. O. No. 72-23-24 / November 20, 2023: Submitting a Tax Levy Certification for the 2023-2024 School Year from the Sheboygan Area School District.
7. Res. No. 97-23-24 / November 20, 2023: A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 1.
8. Res. No. 98-23-24 / November 20, 2023: A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 2.
9. Res. No. 99-23-24 / November 20, 2023: A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 4.
10. Res. No. 100-23-24 / November 20, 2023: A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 5.

- [11.](#) Res. No. 102-23-24 / November 20, 2023: A RESOLUTION authorizing an amendment in the 2023 budget and directing the Finance Director to make an advance from the General Fund to the Redevelopment Authority Fund to fund land purchases within Tax Incremental District No. 17 ("TID 17").
- [12.](#) Gen. Ord. No. 32-23-24 / November 20, 2023: AN ORDINANCE amending various sections of the Sheboygan Municipal Code relating to personnel.

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

13. Next Meeting Date - December 11, 2023

#### **ADJOURN**

14. 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  
R. O. 72-23-24**

**BY CITY CLERK.**

**NOVEMBER 20, 2023.**

Submitting the Tax Levy Certification for the 2023-2024 School Year from the Sheboygan Area School District.



# SHEBOYGAN AREA

— SCHOOL DISTRICT —

Item 6.

October 31, 2023

City of Sheboygan  
Municipal Clerk - Meredith DeBruin  
828 Center Avenue  
Sheboygan, WI 53081-4442

Dear Ms. DeBruin,

The Board of Education for the Sheboygan Area School District approved the following Tax Levy for the 2023-2024 school year:

School Levy	\$34,327,087.00
Recreation Levy	\$ 1,356,528.00

Enclosed are the tax levy certifications as assessed against the taxable property of that portion of the school district and/or recreation district lying within your municipality as required by section 120.17(8).

The levy payment must be received in the Business Office by the due date. If there are any questions, please feel free to contact me at 920-459-3955.

Sincerely,

Mark Boehlke  
Assistant Superintendent  
Business and Operational Services

Enclosure (1)

**Department of Business and Operational Services**

3330 Stahl Road • Sheboygan, WI 53081 • **PHONE:** 920-459-3523 • **FAX:** 920-459-6714

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[www.sheboygan.k12.wi.us](http://www.sheboygan.k12.wi.us)



Wisconsin Department of Public Instruction  
**PI-1508 TAX LEVY CERTIFICATION**  
 ss. 24.71, 120.17(8)

**Instructions:** This form must be signed in the presence of a notary public, and delivered to the clerk of each municipality having territory within the school district on or before **November 10**

(Ref Wisconsin Statute s.120.12(3))

## 2023-2024 School Year

<b>T O</b>	① Municipal Clerk:	<b>MEREDITH DEBRUIN</b> 828 CENTER AVE SHEBOYGAN, WI 53081-4442	② Municipality:	City of Sheboygan
			③ County:	Sheboygan

The levy is distributed using the same percentage as the equalized valuation.

### Entire School District

### Portion of School District Lying Within Municipality

Column 1

Column 2

④ Equalized Valuation (TID Out) Tax Apportionment (October Certification)

\$5,635,267,369.00

\$3,776,735,821.00

⑤ Percent of Entire School District

100.000000%

67.019639%

⑥ **Total Levy**

\$34,327,087.00

**\$23,048,930.01**

### CERTIFICATION

**I HEREBY CERTIFY** the amount shown on Line 6, Column 2, above, to be assessed against the taxable property of that portion of the school district lying within the municipality, as required by s. 120.17(8). The state superintendent, pursuant to s. 120.06, has certified to me the equalized valuations shown on Line 4, which I have used to determine the portion of the school district levy to be paid by the municipality.

<b>F R O M</b>	Name of School District	School District Clerk
	Sheboygan Area School District (5271)	Susan Heim
	Signature of School District Clerk	<i>[Signature]</i>
	Signature of Notary Public	<i>[Signature]</i>
Signed before me this date		My Commission Expires
10/30/2023		9/13/2027

NOTARY SEAL

Wisconsin Statutory References:  
 s. 120.17(8)  
 s. 120.44  
 s. 121.06(2)

Mail tax settlement to:

District Administrator  
 Sheboygan Area School District  
 3330 Stahl Rd  
 Sheboygan, WI 53081



Wisconsin Department of Public Instruction  
**PI-1508 TAX LEVY CERTIFICATION**  
 ss. 24.71, 120.17(8)

Per § 74.09(3)(db) a school board is required to separately report any tax levies that exceed its annual revenue limit as a result of a successful referendum to exceed the limit on a non-permanent basis. State law requires the levies associated with all debt and non-recurring operation referendums passed after December 31, 2014 to be listed separately. The property tax bill must also include the year in which the non-permanent referendum to exceed the revenue limit no longer applies.

## 2023-2024 School Year

**List of approved 2023-2024 debt and non-recurring operating referenda which will allow the district to exceed its revenue limit on a non-permanent basis.**

Municipal Clerk: <b>MEREDITH DEBRUIN</b> 828 CENTER AVE SHEBOYGAN, WI 53081-4442			Municipality: City of Sheboygan	School District: Sheboygan Area School District (5271)			
			County: Sheboygan	School District Clerk: Susan Hein			
Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2023-2024 Levy Amount due to Referendum	Percent of Entire School District	2023-2024 Amount due to Referendum for Taxation District
RF-2971	11/08/2016	Issue Debt	2024	\$29,000,000.00	\$739,700.00	67.019639%	\$495,744.27

**CITY OF SHEBOYGAN  
RESOLUTION 97-23-24**

**BY ALDERPERSONS MITCHELL AND FILICKY-PENESKI.**

**NOVEMBER 20, 2023.**

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 1.

RESOLVED: That the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 1 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 1, which is that area of the City generally bounded by N. 7th St. on the east, N. 9th St. on the west, Ontario Ave. on the north, and Center Ave. on the south, and more particularly described as Blocks 105, 106, 127, 129, 130, 152 and the north one-half of Block 151, all in the Original Plat of the City of Sheboygan.

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2024. Any payments received after May 1, 2024, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the Finance Department shall prepare a report in accordance with Wis. Stat. § 66.0703(4) and (5), and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessments
- d. A statement that the work or improvement constitutes an exercise of the municipality's police powers
- e. A statement that the property against which the assessments are proposed is benefited.

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Sheboygan Municipal Code § 50-95, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2023, as is set forth in Sheboygan Municipal Code § 50-95.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

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Ryan Sorenson, Mayor, City of  
Sheboygan

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Meredith DeBruin, City Clerk, City of  
Sheboygan



**CITY OF SHEBOYGAN  
RESOLUTION 98-23-24**

**BY ALDERPERSONS MITCHELL AND FILICKY-PENESKI.**

**NOVEMBER 20, 2023.**

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 2.

RESOLVED: That the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 2 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 2, which is that area of the City generally bounded by a line described as commencing at the SW corner of Virginia Ave. and Riverfront Dr., also described as the NE corner of Lot 1, Blk. 205 of the Original Plat of the City of Sheboygan, thence W. 240' along the S.L. of Virginia Ave. to the NW corner of Lot 4, Blk. 205, original Plat (O.P.), thence S. 273' along the W. lot line of Lots 4 and 9, Blk. 205, O.P., thence E. 50' at a right angle to the W. lot line of Lot 9, Blk. 205, O.P., thence S. 125' parallel with said lot line to the S.L. of New Jersey Ave., thence W. 50' along said S.L. to the W. lot line of Lot 4, Blk. 211, O.P., thence S. 90' along said lot line, thence E. 103.12; at a right angle to said lot line to the Wly line of Riverfront Dr., thence SWly 246.89' along said Wly line to an intersection with the W. lot line of Lot 9, Blk. 211, O.P., and the N.L. of Maryland Ave., as originally platted, thence 60' S. to the S.L. of Maryland Ave., thence 60' E. along the said S.L. to the W. lot line of Lot 3, Blk. 234, O.P., thence S. 145', more or less, along said lot line to the NWly shore of the Sheboygan River, thence NEly downstream along said shore to the N.L. of Virginia Ave., thence W. 245', more or less, along said N.L. to the E.L. of Riverfront Dr., thence 80' S. along extension of said E.L. to the S.L. of Virginia Ave., thence 66' W. along said S.L. to the point of beginning, being a part of the NE ¼ of the NW¼ of Sec. 26, T15N, R23E.

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2024. Any payments received after May 1, 2024, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the Finance Department shall prepare a report in accordance with Wis. Stat. § 66.0703(4) and (5), and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessments
- d. A statement that the work or improvement constitutes an exercise of the municipality's police powers
- e. A statement that the property against which the assessments are proposed is benefited.

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Sheboygan Municipal Code § 50-131, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2023, as is set forth in Sheboygan Municipal Code § 50-131.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

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Ryan Sorenson, Mayor, City of  
Sheboygan

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Meredith DeBruin, City Clerk, City of  
Sheboygan

**CITY OF SHEBOYGAN  
RESOLUTION 99-23-24**

**BY ALDERPERSONS MITCHELL AND FILICKY-PENESKI.**

**NOVEMBER 20, 2023.**

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 4.

RESOLVED: That the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 4 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 4, which is that area of the City bounded by a line described as commencing at the intersection of the centerline of S. 12<sup>th</sup> St. with the S. r.o.w. of Clara Ave, thence W. to the NW corner of Lot 1, Blk. 6, Assessment Subd. No. 19, thence S. to the SW corner of Lot 48, Blk. 6, Assessment Subd. No. 19, thence E. to the SE. corner of Lot 46, Blk. 6, Assessment Subd. No. 19, thence W. to the SE corner of said Lot 46, thence S. to the SW corner of Lot 43, Blk. 6, Assessment Subd. No. 19, thence W. to the NW corner of Lot 40, Blk. 6, Assessment Subd. No. 19, thence S. to the SW corner of said lot, thence E. to the NE corner of Lot 39, Blk. 6, Assessment Subd. No. 19, thence S. to the SE corner of Lot 35, Blk. 6, Assessment Subd. No. 19, thence E. to the SE corner of Lot 2, Blk. 7, Assessment Subd. No. 19, thence N. to the NE corner of said Lot 2, thence E. to the NE corner of Lot 1, Blk. 7, Assessment Subd. No. 19 thence S. along the E.L. of said Lot 1 to a point in said E.L. opposite the Wly extension of the S.L. of Lot 17, Blk. 8, Assessment Subd. No. 19, thence E. to the SE corner of said Lot 17, thence N. to the NE corner of Lot 15, Blk. 8, Assessment Subd. No. 19, thence N. along said centerline to point of beginning.

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2024. Any payments received after May 1, 2024, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the Finance Department shall prepare a report in accordance with Wis. Stat. § 66.0703(4) and (5), and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessments
- d. A statement that the work or improvement constitutes an exercise of the municipality's police powers
- e. A statement that the property against which the assessments are proposed is benefited.

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Sheboygan Municipal Code § 50-188, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2023, as is set forth in Sheboygan Municipal Code § 50-188.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

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Ryan Sorenson, Mayor, City of  
Sheboygan

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Meredith DeBruin, City Clerk, City of  
Sheboygan

**CITY OF SHEBOYGAN  
RESOLUTION 100-23-24**

**BY ALDERPERSONS MITCHELL AND FILICKY-PENESKI.**

**NOVEMBER 20, 2023.**

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 5.

RESOLVED: That the 2023 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 5 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 5, which is that area of Lots 1 through 9 and Lot 11, South Pier Subdivision, of the City of Sheboygan.

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2024. Any payments received after May 1, 2024, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the Finance Department shall prepare a report in accordance with Wis. Stat. § 66.0703(4) and (5), and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessments
- d. A statement that the work or improvement constitutes an exercise of the municipality's police powers
- e. A statement that the property against which the assessments are proposed is benefited.

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Sheboygan Municipal Code § 50-223, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2023, as is set forth in Sheboygan Municipal Code § 50-223.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

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Ryan Sorenson, Mayor, City of  
Sheboygan

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Meredith DeBruin, City Clerk, City of  
Sheboygan

**CITY OF SHEBOYGAN  
RESOLUTION 102-23-24**

**BY ALDERPERSONS MITCHELL AND FILICKY-PENESKI.**

**NOVEMBER 20, 2023.**

A RESOLUTION authorizing an amendment in the 2023 budget and directing the Finance Director to make an advance from the General Fund to the Redevelopment Authority Fund to fund land purchases within Tax Incremental District No. 17 ("TID 17").

WHEREAS, the Redevelopment Authority has the opportunity to purchase land for redevelopment within TID 17; and

WHEREAS, the Redevelopment Authority does not have sufficient cash balance to cover the full purchase price of the land; and

WHEREAS, the Redevelopment Authority voted on November 15, 2023 to request from the Common Council an advance from the General Fund for the land purchase; and

WHEREAS, TID 17 is allowed to, and current cash flow analysis shows that TID 17 will be able to, reimburse the City for the cost of the land purchase; and

WHEREAS, the Redevelopment Authority and City staff believe the redevelopment of this property is a priority for the viability and improvement of TID 17.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director is hereby authorized and directed to transfer funds in the amount of \$1,500,000 from the General Fund to the Redevelopment Authority Fund via the following budget amendment:

**INCREASE:**

General Fund – Finance – Interfund Transfers Out (Acct. No. 101150-811100)	\$1,500,000
Redevelopment Authority Fund – Redevelopment Authority – Interfund Transfers In (Acct. No. 264-492000)	\$1,500,000

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to update the advance on the Balance Sheet as an advance to TID 17 from the General Fund via the following budget amendment:

INCREASE:

Redevelopment Authority Fund – Redevelopment Authority – Interfund Transfers Out (Acct. No. 264660-811100)	\$1,500,000
Tax Increment District 17 Fund – TID 17 – Interfund Transfers In (Acct. No. 417-492000)	\$1,500,000

BE IT FURTHER RESOLVED: That TID 17 repay the advance from the General Fund as soon as it is able to with interest calculated at the rate of the debt issuance for the municipal infrastructure plus .25%.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer

Attest

\_\_\_\_\_  
Ryan Sorenson, Mayor, City of  
Sheboygan

\_\_\_\_\_  
Meredith DeBruin, City Clerk, City of  
Sheboygan



**CITY OF SHEBOYGAN  
ORDINANCE 32-23-24**

**BY ALDERPERSONS MITCHELL AND FILICKY-PENESKI.**

**NOVEMBER 20, 2023.**

AN ORDINANCE amending various sections of the Sheboygan Municipal Code relating to personnel.

WHEREAS, the City has undergone substantial organizational changes and desires to implement additional changes, which necessitate revisions to various provisions of the municipal code.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

**SECTION 1: AMENDMENT** “Sec 2-203 Vacancies In Elective Offices” of the Sheboygan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Sec 2-203 Vacancies In Elective Offices

Vacancies in city elective offices shall be filled as follows:

- (a) *Mayor*. In the office of mayor, except as provided in Wis. Stats. § 17.23, the office shall be filled by appointment by the common council.
- (b) *Aldersperson*. In the office of aldersperson, the vacancy shall be filled by appointment by the common council, except as provided in Wis. Stats. § 17.23.
- (c) *Other elective offices*. Vacancies in all other elective offices shall be filled by appointment by the mayor, subject to the confirmation of the council. Any person so appointed shall hold office until ~~their successor is elected and qualified~~ expiration of the term. The successor shall be elected during the next general election. ~~for the balance of the unexpired term on the first Tuesday of April next after the vacancy happens if it happens 90 days or more before such day, but if such vacancy happens within 90 days before such first Tuesday of April, such successor shall be elected on the first Tuesday of April of the next ensuing year, but no election to fill a vacancy in such office shall be held at the time of holding the regular election for such office.~~

(Code 1975, § 2-155; Code 1997, § 2-227)

**SECTION 2:**        **REPEAL** “DIVISION 2-III-3 CITY ENGINEER” of the Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

DIVISION 2-III-3 ~~CITY ENGINEER~~Reserved

**SECTION 3:**        **REPEAL** “Sec 2-276 Appointment” of the Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

Sec 2-276 ~~Appointment~~Reserved

~~The city engineer shall be appointed by the director of public works, subject to confirmation of the common council.~~

(Code 1975, § 2-197; Code 1997, § 2-306; Ord. No. 1-96-97, § 2, 8-19-1996; Ord. No. 4-07-08, § 1, 6-4-2007)

**State law reference**—Authority, Wis. Stats. § 66.01.

**SECTION 4:**        **REPEAL** “DIVISION 2-III-4 PURCHASING AGENT” of the Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

DIVISION 2-III-4 ~~PURCHASING AGENT~~Reserved

**SECTION 5:**        **REPEAL** “Sec 2-301 Position Established” of the Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

Sec 2-301 ~~Position Established~~Reserved

~~The position of purchasing agent is established for the city service, which position shall be under the direction of the finance director/treasurer.~~

(Code 1975, § 2-150.3(a); Code 1997, § 2-336)

**SECTION 6:**        **REPEAL** “Sec 2-302 Duties And Powers” of the Sheboygan Municipal Code is hereby *repealed* as follows:

R E P E A L

Sec 2-302 ~~Duties And Powers~~Reserved

- (a) ~~The city purchasing agent shall have the power and it shall be their duty to purchase all supplies, equipment and services needed by any and all departments, boards, commissions and other agencies of the city, regardless of source of funds. Agencies empowered by state statute to purchase independently may have the city purchasing agent appointed as their agent for purchases upon relinquishing of such independence by the proper authority. The purchasing agent shall keep complete and detailed records of all purchases and disbursements, including purchase orders issued, quotations received, basis for bid award, and any and all documents required for audit of purchase activity. Purchases or contracts for goods and services shall not be executed by any officer or employee other than the purchasing agent or upon the agent's delegation.~~

(Code 1975, § 2-150.3(b); Code 1997, § 2-337)

**SECTION 7:**        **REPEAL** “Sec 2-303 Purchasing Procedure” of the Sheboygan Municipal Code is hereby *repealed* as follows:

R E P E A L

Sec 2-303 ~~Purchasing Procedure~~Reserved

- (a) ~~The purchasing agent shall prepare or approve all standards and written specifications for supplies, equipment and services. All such specifications shall permit competition wherever practicable. All public construction contracts shall be bid in accordance with state statutes. The city administrator shall establish, maintain, and from time to time amend, a policy regarding purchases and contracts for goods and services, except as otherwise provided by resolution of the common council, and subject to all relevant state and federal statutes and regulations and to subsection (b) of this section. The city administrator shall notify the common council in writing of the establishment of and any amendments to the policy. Additionally, the policy shall be kept on file, as section 2-303 in the supplement to this Code, in the city clerk's office.~~

(Code 1975, § 2-150.3(c); Code 1997, § 2-338; Ord. No. 35-00-01, § 1, 8-7-2000)



**SECTION 8:**        **REPEAL** “Sec 2-304 Disposal Of Property” of the Sheboygan Municipal Code is hereby *repealed* as follows:

R E P E A L

Sec 2-304 ~~Disposal Of Property~~ Reserved

~~All city agencies shall submit reports to the purchasing agent showing stocks of supplies, materials and equipment on hand and not in use, as requested. The purchasing agent shall be responsible for and shall have the authority for the disposal of obsolete, excess, unused or scrap materials, supplies and equipment. All revenues shall be deposited with the city finance director/treasurer.~~

(Code 1975, § 2-150.3(d); Code 1997, § 2-339)

**SECTION 9:**        **AMENDMENT** “Sec 2-327 Position Established” of the Sheboygan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Sec 2-327 Position Established

The position of city administrator is established for the city service, which position shall be under the direction of the common council with input from the mayor. The position of city administrator shall be full-time and shall not be of a policy-making nature. The city administrator shall serve at the pleasure of the common council and in accordance with the city administrator's employment contract.

(Code 1997, § 2-340)

**SECTION 10:**        **AMENDMENT** “Sec 2-328 Appointment And Term” of the Sheboygan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Sec 2-328 Appointment ~~And Term~~

The city administrator shall be appointed by the common council with input from the mayor.  
~~The appointee may be removed only for cause by a four-fifths vote of the common council.~~  
~~The term "cause," as used in this section, means inefficiency, neglect of duty, official misconduct or malfeasance in office.~~

(Code 1997, § 2-341)

**SECTION 11:**        **AMENDMENT** “Sec 2-329 Duties” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

Sec 2-329 Duties and Responsibilities

~~The city administrator shall perform the duties and shall have the authority and powers prescribed by the common council and prescribed by state statute.~~ The city administrator shall act for the good of the city in an ethical manner in the performance of the duties set forth in the employment contract, job description, and as follows:

- (a) Administration of the business affairs of the city and day-to-day operations including supervising appointed department heads;
- (b) With input from the mayor, recommend to the common council candidates for appointment to department head positions;
- (c) Carry out common council directives through active direction and coordination of the various city departments. Where common council-approved policies require implementation procedures, the city administrator, with input from the mayor, shall establish and implement such procedures;
- (d) Keep the mayor and common council informed about various city business and activities through oral and written reports as established by the common council;
- (e) Promote the city's well-being and growth through public and private sector cooperation.

(Code 1997, § 2-342)

**SECTION 12:**        **AMENDMENT** “Sec 2-347 Position Established; Outside Business Activities Prohibited” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

Sec 2-347 Position Established; Outside Business Activities Prohibited

The full-time salaried position of city attorney is established. As a full-time employee, the city attorney shall not engage in any outside business activities during normal city hall hours. The city attorney shall have the duties and powers prescribed by state statute.

**SECTION 13:**        **AMENDMENT** “Sec 2-392 Position Established; Appointment” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

Sec 2-392 Position Established; Appointment

The position of senior services director is hereby established for the city service. The senior services director shall be appointed by the common council based on the recommendation of the city administrator ~~and the mayor~~. Notwithstanding this provision, the person holding the position of full-time supervisor of the senior activity center pursuant to former section 2-730 (commonly referred to as the senior services director) on December 31, 2021, shall hold the position as if having been appointed pursuant to this division.

**SECTION 14:**        **AMENDMENT** “Sec 2-447 Director” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

Sec 2-447 Director

- (a) *Qualifications.* The director of public works shall be a graduate of an accredited university with a major in civil engineering, public works administration or a closely related field or shall have related experience in public works management.
- (b) *Appointment.* The director of public works shall be appointed by the common council based on the recommendation of the city administrator ~~and the mayor. The appointment shall be an at-will appointment, removable at the appointing authority's pleasure.~~
- (c) *Duties and powers.*
  - (1) The director of public works shall perform the duties and shall have the authority and powers prescribed by the council and prescribed by state statute for the board of public works.
  - (2) The director of public works shall have general control of the public works department. The departments of public works, streets, sanitation, parks, incinerator, the sewage disposal system and cemetery are consolidated within the department of public works; provided, however, that the personnel of such departments and officers shall continue to be appointed and shall be subject to



civil service regulations.

- (3) Any public work or part thereof may be done directly by the city without submitting the work for bids, and the director shall conduct any such work upon authorization of the council.
- (4) The director of public works shall be responsible for the building and construction of reservoirs, sewers and public mains; and for any public works or improvement.
- (5) The director of public works shall be responsible for the overall management, effectiveness and efficiency of the department of public works. The director shall effectively delegate the responsibility of department activities to subordinate personnel and shall effectively supervise and direct all supervisory personnel.
- (6) The director of public works shall attend, when requested, any meetings of the council or any committee thereof.

(Code 1997, § 2-397; Ord. No. 3-07-08, § 1, 6-4-2007)

**SECTION 15:**        **ADOPTION** “Sec 2-451 City Engineer” of the Sheboygan Municipal Code is hereby *added* as follows:

#### A D O P T I O N

Sec 2-451 City Engineer(*Added*)

The city engineer shall be appointed by the director of public works subject to confirmation of the common council.

**SECTION 16:**        **AMENDMENT** “Sec 2-502 City Assessor” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### A M E N D M E N T

Sec 2-502 City Assessor

- (a) *Appointment.* The city assessor shall be appointed by the common council based on the recommendation of the city administrator, ~~and the mayor. The appointment shall be an at-will appointment, removable by the appointing authority at pleasure.~~
- (b) *Qualifications.* No person may assume the office of city assessor unless certified by the state department of revenue pursuant to Wis. Stats. § 73.09, as qualified to perform the functions of the office of assessor.

(Code 1997, § 2-415)

**SECTION 17:**        **AMENDMENT** “Sec 2-528 Director” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

Sec 2-528 Director of Information Technology

- (a) *Established.* The position of director of information technology is hereby established for the city service.
- (b) *Appointment.* The director of information technology (IT) shall be appointed by the common council based on the recommendation of the city administrator, ~~and the mayor. The appointment shall be an at-will appointment, removable by the appointing authority at pleasure.~~
- (c) *Duties and powers.* The director of information technology shall have the duties and shall have the authority and powers prescribed by the common council.
- (d) *Qualifications.* The director of information technology shall have the qualifications prescribed by the common council.

(Code 1997, § 2-419)

**SECTION 18:**        **AMENDMENT** “Sec 2-550 Director Of Human Resources And Labor Relations” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

Sec 2-550 Director Of Human Resources And Labor Relations

- (a) *Established.* The position of director of human resources and labor relations is hereby established for the city service.
- (b) *Appointment.* The director of human resources and labor relations shall be appointed by the common council based on the recommendation of the city administrator, ~~and the mayor.~~
- (c) *Duties and powers.*
  - (1) The director shall be responsible for labor contract negotiations, administration of the employee benefit and salary plans, and related work. The director shall make recommendations regarding reorganization and personnel policies to the finance and personnel committee.
  - (2) The director shall be the official upon or with whom all personnel-related notices, requests for hearings, complaints, or other official documents shall be served or filed, except those complaints, notices or other official documents which are prescribed by law to be served upon other city officials.
  - (3) The director shall have access to all necessary records and papers, the



examination of which will aid in the disposition of the complaints and notices and in the discharge of the director's duties.

- (4) The director shall be responsible for such other policies, rules and regulations not inconsistent with this chapter and other personnel-related ordinances as the director deems necessary for its enforcement and administration.
- (5) The director shall be the administrative officer of the civil service system. The director shall render such additional services in connection with the civil service system or may be requested by the city administrator and common council.
- (6) The director shall have charge of recruitment, applications for employment, and the examination of applicants for positions, and shall be the custodian of the personnel records.

(Code 1997, § 2-420)

**SECTION 19:**        **ADOPTION** “DIVISION 2-IV-7 FINANCE DEPARTMENT” of the Sheboygan Municipal Code is hereby *added* as follows:

#### ADOPTION

DIVISION 2-IV-7 FINANCE DEPARTMENT(*Added*)

**SECTION 20:**        **ADOPTION** “Sec 560 Established” of the Sheboygan Municipal Code is hereby *added* as follows:

#### ADOPTION

Sec 560 Established(*Added*)

There is established a department of finance, which shall be charged with the duties devolved upon the city finance director/ treasurer as provided by state statutes and the ordinances and resolutions by the city.

**SECTION 21:**        **ADOPTION** “Sec 561 Finance Director/Treasurer” of the Sheboygan Municipal Code is hereby *added* as follows:

#### ADOPTION

Sec 561 Finance Director/Treasurer(*Added*)

- (a) Appointment. The finance director/treasurer shall be appointed by the common council based on the recommendation of the city administrator.
- (b) Duties and Authority. The finance director/treasurer shall:
  - (1) Be the administrative head of the finance department and as such, shall supervise the work of all the officers and employees thereof for the effective and efficient operation of the department and the city's fiscal affairs.
  - (2) Perform the duties and shall have the authority and powers prescribed by the common council and prescribed by state statute for the treasurer.
  - (3) Be responsible for reports required by state statutes and such others as may be required by law and the common council.

**SECTION 22:**        **ADOPTION** “Sec 562 Deputy Finance Director/Comptroller” of the Sheboygan Municipal Code is hereby *added* as follows:

#### A D O P T I O N

Sec 562 Deputy Finance Director/Comptroller(*Added*)

- (a) Appointment. The deputy finance director/comptroller shall be appointed by the finance director subject to confirmation of the common council.
- (b) Duties. The deputy finance director/comptroller shall supervise the finance department under the direction of the finance director and shall attend, when requested, any meetings of the common council or any committee thereof. The deputy director/comptroller shall perform the duties and shall have the authority and powers prescribed by Wis. Stat. § 62.09(10), the common council, and the finance director.
- (c) No contract shall be executed on the part of the city until the comptroller shall have countersigned the same and made an endorsement thereon showing that sufficient funds are in the treasury to meet the expense thereof, or that provision has been made to pay the liability that will accrue thereunder.

**SECTION 23:**        **ADOPTION** “Sec 563 Purchasing Agent” of the Sheboygan Municipal Code is hereby *added* as follows:

#### A D O P T I O N

Sec 563 Purchasing Agent(*Added*)

- (a) Appointment. The purchasing agent shall be appointed by the finance director subject to confirmation of the common council.
- (b) Duties. The purchasing agent shall purchase all supplies, equipment, and services needed by any department, board, commission, or other agency of the city, regardless



of funding source. Agencies empowered by state statute to purchase independently may appoint the purchasing agent as their agent for purchases upon relinquishing such independence by the proper authority. The purchasing agent shall keep complete and detailed records of all purchases and disbursements, including purchase orders issued, quotations received, basis for bid award, and any and all documents required for audit of purchase activity.

(c) Purchasing Procedure.

- (1) The purchasing agent shall prepare or approve all standards and written specifications for supplies, equipment, and services. All such specifications shall permit competition wherever practicable.
- (2) All public construction contracts shall be bid in accordance with state statutes.
- (3) The city administrator shall establish, maintain, and from time to time amend, a policy regarding purchases and contracts for goods and services, except as otherwise provided by resolution of the common council, and subject to all relevant state and federal statutes and regulations and to subs. 2 above. The city administrator shall notify the common council in writing of the establishment of and any amendments to the policy. Additionally, said policy shall be kept on file as section 2-429 in the supplement to this code on file in the city clerk's office.

- (d) Disposal of Property. All city agencies shall submit reports to the purchasing agent showing stocks of supplies, materials, and equipment on hand and not in use, as requested. The purchasing agent shall be responsible for and shall have the authority for the disposal of obsolete, excess, unused or scrap materials, supplies, and equipment. All revenues shall be deposited with the finance director/treasurer.

**SECTION 24:**        **REPEAL** “DIVISION 2-VII-3 FINANCE DEPARTMENT” of the Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

DIVISION 2-VII-3 ~~FINANCE DEPARTMENT~~Reserved

**SECTION 25:**        **REPEAL** “Sec 2-887 Establishment” of the Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

Sec 2-887 ~~Establishment~~Reserved

~~There is established a department of finance, which shall be charged with the duties devolved upon the city finance director/treasurer as provided by state statutes and the ordinances and resolutions by the city.~~

(Code 1975, § 2-200; Code 1997, § 2-936)

**SECTION 26:**        **REPEAL** “Sec 2-888 Finance Director/Treasurer” of the Sheboygan Municipal Code is hereby *repealed* as follows:

#### REPEAL

Sec 2-888 ~~Finance Director/Treasurer~~Reserved

- ~~(a) *Appointment.* The finance director/treasurer shall be appointed by the common council based on the recommendation of the city administrator and the mayor. The appointment shall be an at-will appointment, removable by the appointing authority at pleasure. The administrative head of the finance department and as such shall supervise the work of all the officers and employees thereof for the effective and efficient operation of the department and the city's fiscal affairs. The finance director/treasurer shall perform the duties and shall have the authority and powers prescribed by the common council and prescribed by state statute for the treasurer. Responsible for reports required by state statutes and such others as may be required by law and the common council.~~
- ~~(b) *Duties and authority.* The finance director/treasurer shall be:~~

(Code 1975, § 2-201; Code 1997, § 2-937)

**SECTION 27:**        **AMENDMENT** “DIVISION 2-VII-4 CLAIMS” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### DIVISION 2-VII-4 CLAIMS

**State law reference**—Alternative system of approving claims, with exceptions, authorized, Wis. Stats. § 66.0609.



**SECTION 28:**        **AMENDMENT** “Sec 2-912 Approval” of the Sheboygan Municipal Code is hereby *amended* as follows:

### AMENDMENT

#### Sec 2-912 Approval

- (a) An alternative system of approving financial claims against the municipal treasury, other than claims subject to Wis. Stats. § 893.80, is established under Wis. Stats. § 66.0609. Payments may be made from the city treasury after the ~~city administrator~~comptroller audits and approves each claim as a proper charge against the treasury and endorses the ~~administrator's~~comptroller's approval on the claim having determined that the following conditions have been complied with:
  - (1) Funds are available therefor pursuant to the budget approved by the common council.
  - (2) The item or service covered by such claim has been duly authorized by the proper official, department head or board or commission.
  - (3) The item or service has been actually supplied or rendered in conformity with such authorization.
  - (4) The claim is just and valid pursuant to law.
  - (5) The ~~city administrator~~comptroller may require the submission of such proof and evidence to support the conditions as, in the ~~administrator's~~ comptroller's discretion, the ~~administrator~~ comptroller may deem necessary.
- (b) The ~~city administrator~~comptroller shall 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.
- (c) The common council shall authorize an annual detailed audit of its financial transactions and accounts by the department of revenue pursuant to Wis. Stats. § 73.10 or by a public accountant licensed under Wis. Stats. ch. 442, the designation to be made by the common council.
- (d) Such system shall be operative only if the ~~city administrator~~comptroller is covered by a fidelity bond of not less than \$20,000.00.
- (e) With the adoption of this section, the claim procedure required by Wis. Stats. §§ 61.25(6), 61.51, 62.09(10), 62.11, and 62.12, and other relevant provisions, except Wis. Stats. § 893.80, is not applicable.

(Code 1975, § 2-163; Code 1997, § 2-966; Ord. No. 66-00-01, § 7, 10-2-2000)

**SECTION 29:**        **AMENDMENT** “Sec 18-1 Responsibility For Maintenance And Approval Of Program” of the Sheboygan Municipal Code is hereby *amended* as follows:

## AMENDMENT

## Sec 18-1 Responsibility For Maintenance And Approval Of Program

- (a) The ~~city administrator~~ director of human resources and labor relations shall maintain an employee classification and compensation program.
- (b) As part of maintaining such a program, the director of human resources and labor relations shall:
  - (1) ~~The director of human resources and labor relations shall r~~ Review and update the program annually. The review and update shall include, but not be limited to, the allocation of new or changed positions and the determination of proper compensation rates pursuant to the provisions of this chapter.
  - (2) ~~The city administrator shall p~~ Prepare and introduce a yearly budget that reflects the needs of the program.
  - (3) In collaboration with department ~~Department~~ heads, ~~shall~~ make changes to job descriptions, job titles, and classifications, when deemed necessary or appropriate. ~~subject to the approval of the director of human resources and labor relations.~~
  - (4) ~~The city administrator shall a~~ Annually review the table of organization described in section 18-47 and approve mid-year changes to the table of organization not requiring council approval.
  - (5) Recommend to the ~~The~~ city administrator ~~may approve~~ modifying, adding, or deleting positions to facilitate the needs of the business while maintaining the approved citywide budget.
- (c) Notwithstanding the terms of the program, no employee of the city, except those excluded pursuant to section ~~See~~ 18-39, shall be paid less than \$15.00 per hour. This subsection shall not apply to election inspectors. Any employee whose salary would otherwise be less than \$15.00 per hour because of the terms and calculations within the program shall be paid \$15.00 per hour.
- (d) Boards and commissions may choose to have the provisions of subsection (c) apply to their employees pursuant to section ~~See~~ 18-8.

(Code 1997, § 82-1)

**SECTION 30:**        AMENDMENT “Sec 18-40 Hiring Of New Employees Generally” of the Sheboygan Municipal Code is hereby *amended* as follows:

## AMENDMENT

## Sec 18-40 Hiring Of New Employees Generally

- (a) When any department head learns that a vacancy has occurred or is about to occur in any full-time position in the city service within such department, except positions excluded pursuant to section 18-39, the department head shall forward a written



request to the director of human resources and labor relations to fill the vacant position for approval.

- (b) Once approved, the director of human resources and labor relations ~~shall forward the approval to the city administrator, who~~ may make any modifications to the table of organization (including numbers of employees) and job descriptions the director deems appropriate which are cost-neutral with regard to the city budget.
- (c) ~~Upon notice from the city administrator that all such changes have been made,~~ The director of human resources and labor relations shall proceed with the hiring process and fill the position. If filling the vacant position necessitates a modification to the budget, the director of human resources and labor relations shall request the finance and personnel committee authorize filling the position as part of the budget transfer process. If the finance and personnel committee fails to approve filling the position, it shall set forth its reasons in writing, and the affected department shall have the right to appeal the decision to deny to the common council.
- (d) The filling of any vacant position pursuant to this section shall be certified in accordance with the following procedure:
  - (1) When filling a vacancy by selection of an eligible candidate from a list established on the basis of an open competitive examination, the appointing authority, subject to the approval of the director of human resources and labor relations, may specify requirements of particular experience, education, skill or physical requirements necessary for successful performance. The director of human resources and labor relations shall certify the names of those persons categorized as best qualified to fill the vacancy in accordance with these requirements and civil service rules and regulations. The appointing authority shall make the appointment from those certified.
  - (2) In promotional examinations, appropriate consideration shall be given to employee qualifications, record of performance and ability.
  - (3) For protective service vacancies, the selection shall be in accordance with police and fire commission regulations and any labor agreement or applicable department policy.
  - (4) The appointing authority, subject to the approval of the director of human resources and labor relations, may make a provisional appointment from an eligible list in accordance with of this subsection even though the incumbent has not yet vacated the position provided approval has been received in accordance with this subsection. The eligible person so appointed will be accorded all the benefits of a regular appointee and shall retain all rights of certification to the permanent appointment.

(Code 1997, § 82-24)

**SECTION 31:**        **AMENDMENT** “Sec 18-109 Training Leave” of the Sheboygan Municipal Code is hereby *amended* as follows:

## AMENDMENT

## Sec 18-109 Training Leave

- (a) Leaves of absence with pay may be granted in accordance with subsection (b) of this section for attendance at a college, business school, or training institute for the purpose of training in subjects directly related to the work of the employee and which will benefit the city service.
- (b) For the purposes described in subsection (a) of this section, the following time limitations and required approvals apply to training leave:
  - (1) For periods not to exceed three calendar weeks in any one calendar year, with the approval of the ~~city administrator~~ director of human resources and labor relations.
  - (2) For periods exceeding three calendar weeks, but not exceeding 12 calendar weeks, upon the recommendation of the ~~city administrator~~ director of human resources and labor relations, subject to the approval of the finance and personnel committee.

(Code 1997, § 82-93)

**SECTION 32: REPEALER CLAUSE** All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**SECTION 33: EFFECTIVE DATE** This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer

Attest

\_\_\_\_\_  
Ryan Sorenson, Mayor, City of  
Sheboygan

\_\_\_\_\_  
Meredith DeBruin, City Clerk, City of  
Sheboygan