



FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

June 23, 2025 at 5:00 PM

Council Chambers, 828 Center Avenue, Sheboygan, WI

**This meeting may be viewed LIVE on Charter Spectrum Channel 990, AT&T U-Verse Channel 99
and: www.wcsssheboygan.com/vod.**

Notice of the Finance and Personnel Committee meeting at 5:00 PM or immediately following the Licensing, Hearings & Public Safety Committee, MONDAY, June 23, 2025 in City Hall, 3rd Floor - 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 - June 9, 2025

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Direct Referral R. O. No. 32-25-26 by Director of Planning and Development Taylor Zeinert submitting a memo summarizing the recommendations of Bold Path Consulting relating to the structure of the Planning and Development Department
7. Direct Referral Res. No. 43-25-26: A RESOLUTION authorizing retaining outside legal counsel to represent the City in a quiet title action regarding Parcel No. 59281202350, and authorizing payment for said services.
8. Direct Referral Res. No. 47-25-26: A RESOLUTION authorizing an amendment to the 2025 budget for the transfer of the remaining cash balance from the TID 1E Funds to the Affordable Housing Fund.

- [9.](#) Direct Referral Res. No. 48-25-26: A RESOLUTION authorizing an amendment to the 2025 budget for the purchase of 834 North Water Street from Blue Moon Studio, Inc.
- [10.](#) Direct Referral Res. No. 49-25-26: A RESOLUTION authorizing an amendment to the 2025 budget to reallocate unused 2023 CDBG administration expense program funds to eligible park lighting projects.
- [11.](#) Direct Referral Gen. Ord. No. 9-25-26: AN ORDINANCE amending Section 2-469 of the Sheboygan Municipal Code so as to facilitate clear guidelines to payroll regarding the municipal judge salary.
- [12.](#) Direct Referral Charter Ord. No. 2-25-26: A CHARTER ORDINANCE to amend the charter of the City of Sheboygan related to the manner of selection and tenure of the City Attorney.

ITEMS FOR DISCUSSION ONLY

13. City Administrator presents 2026 budget parameters

TENATIVE DATE OF NEXT REGULAR MEETING

14. Tentative Meeting Date - July 14, 2025

ADJOURN

15. 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. 32-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE
BY DIRECTOR OF PLANNING AND DEVELOPMENT TAYLOR ZEINERT.
JUNE 23, 2025.

In late 2024, the City engaged Bold Path Consulting to conduct a comprehensive review of the structure of the Planning and Development Department. After conducting interviews with staff, the consultant provided a series of recommendations aimed at enhancing the department's efficiency and effectiveness. The primary recommendation was to establish a tiered leadership framework to promote sustainable and realistic accountability for staff.

Specifically, the consultant recommended the creation of the following roles: Lead Inspector, Zoning Administrator, Administrative Coordinator, and Deputy Director.

Currently, we are seeking your approval of the following recommended changes going forward:

- Lead Inspector, (currently Building Inspector, grade 14) to grade 15.
- Associate Planner to Planning & Zoning Administrator, title change only.
- Program Compliance Specialist to Administrative Coordinator, title change only.

To fund these position changes, the previously budgeted Planning Supervisor position will be eliminated. This position was partially funded (25%) through the 2025 General Fund budget and sufficiently offsets the increase in salaries described in this memo. These calculations have been confirmed by Finance Director Kaitlyn Krueger.

**CITY OF SHEBOYGAN
RESOLUTION 43-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS MITCHELL AND PERRELLA.

JUNE 23, 2025.

A RESOLUTION authorizing retaining outside legal counsel to represent the City in a quiet title action regarding Parcel No. 59281202350, and authorizing payment for said services.

WHEREAS, a local title company has not been able to find deed history documents at the Register of Deeds Office necessary to issue title insurance to support the sale of Parcel No. 59281202350.

NOW. THEREFORE, BE IT RESOLVED: That the Common Council hereby authorizes the hiring of von Briesen & Roper, s.c. as outside legal counsel to represent the City of Sheboygan in a quiet title action regarding Parcel No. 59281202350.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to draw on Account No. 711150-531100 (Liability Insurance Fund – Contracted Services) in payment of same.

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
RESOLUTION 47-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL**

BY ALDERPERSONS MITCHELL AND PERRELLA.

JUNE 23, 2025.

A RESOLUTION authorizing an amendment to the 2025 budget for the transfer of the remaining cash balance from the TID 1E Funds to the Affordable Housing Fund.

WHEREAS, TID 1E closed in 2024. Following the audit and closing, all overlapping taxing jurisdictions received settlement payments from the TID closing balance; and

WHEREAS, the City of Sheboygan's portion of the settlement remains in the fund; and

WHEREAS, the remaining funds, which total \$185,709.04, can assist the City with future housing needs through the Affordable Housing Fund.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director is authorized to transfer the remaining TID 1E Fund balance to the Affordable Housing Fund via the following budget amendment:

INCREASE:

TID 1E Fund – Interfund Transfers Out (Acct No. 451660-811100)	\$185,709.04
TID 1E Fund – Fund Equity Applied (Acct. No. 451-493000)	\$185,709.04
Affordable Housing Fund - Interfund Transfer In (Acct. No. 261-492000)	\$185,709.04
Affordable Housing Fund - Land (Acct. No. 261660-621100)	\$185,709.04

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
RESOLUTION 48-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS MITCHELL AND PERRELLA.

JUNE 23, 2025.

A RESOLUTION authorizing an amendment to the 2025 budget for the purchase of 834 North Water Street from Blue Moon Studio, Inc.

WHEREAS, the Common Council authorized the purchase of 834 North Water Street from Blue Moon Studio, Inc. on June 16, 2025; and

WHEREAS, pursuant to Res. No. 486-93-94, a Declaration of Intent to reimburse expenditures related to this project has been completed.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director be authorized to amend the 2025 budget to reflect the debt proceeds and expense associated with the purchase of 834 North Water Streets as follows:

INCREASE:

Capital Fund – Development - Buildings (Acct. No. 400400-631100)	\$899,000.00
Capital Fund – Debt Proceeds (Acct. No. 400-491000)	\$899,000.00

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
RESOLUTION 49-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS MITCHELL AND PERRELLA.

JUNE 23, 2025.

A RESOLUTION authorizing an amendment to the 2025 budget to reallocate unused 2023 CDBG administration expense program funds to eligible park lighting projects.

WHEREAS, the Community Development Block Grant (CDBG) program allows for fifteen percent of each year's entitlement funds to go towards administration expenses; and

WHEREAS, during the 2023 program year, there was a total of \$47,835.87 of unused program administration funds; and

WHEREAS, the City is required to reallocate these funds to another CDBG eligible project to draw down the grant; and

WHEREAS, the City constructed pickle ball courts at Kiwanis Park and repaved the softball parking lot at Wildwood Park with previous grant funds; and

WHEREAS, both parks require lighting to finish the projects which are eligible expenses through the CDBG program; and

WHEREAS, City staff agree that the completion of these two lighting projects would be a beneficial use of the unused CDBG funds to increase safety at the parks; and

WHEREAS, to complete both projects, there is sufficient Capital Fund fund balance for the remaining amount of \$6,496.53 not covered by CDBG funds.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director be authorized to purchase the lighting equipment for the Wildwood Softball Parking Lot and Kiwanis Park Pickle Ball Court via the following 2025 budget amendment:

INCREASE:

CDBG Fund – Improvements Other than Buildings (Acct. No. 260660-641100)	\$47,835.87
CDBG Fund – Federal Housing/Economic Grant (Acct. No. 260-432710)	\$47,835.87
Capital Fund – Public Works – Improvements Other than Buildings (Acct. No. 400300-641100)	\$ 6,496.53
Capital Fund – Fund Equity Applied (Acct. No. 400-493000)	\$ 6,496.53

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 9-25-26**

**DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE BY
ALDERPERSONS MITCHELL AND PERRELLA.**

JUNE 23, 2025

AN ORDINANCE amending Section 2-469 of the Sheboygan Municipal Code so as to facilitate clear guidelines to payroll regarding the municipal judge salary.

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

SECTION 1: **AMENDMENT** “Sec 2-469 Municipal Judge” of the Sheboygan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Sec 2-469 Municipal Judge

- (a) *Office established.* There is hereby created the office of municipal judge of the municipal court of the City of Sheboygan and the Village of Kohler.
- (b) *Qualifications.* The municipal judge shall be a resident of either municipality and shall be licensed to practice law in the state.
- (c) *Oath and bond.* The judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in Wis. Stats. § 757.02(1) and file such oath with the county clerk of circuit court. At the same time, the judge shall execute and file an indemnity bond with the city clerk in an amount of \$5,000.00. The judge shall not act until the oath and bond have been filed as required by Wis. Stats. § 19.01(4)(c), and the requirements of Wis. Stats. § 755.03, have been complied with.
- (d) *Compensation.*
 - (1) The municipal judge shall receive a salary as determined from time to time by the common council, which shall be in lieu of fees and costs and which shall commence with the first payday in May of each year. No salary shall be paid to the judge for any time during the term for which the judge has not executed and filed the official bond and oath. The salary may be increased by the common council before the start of a term but shall not be decreased during a term. The municipal judge's salary for 2023--2026 shall be as follows:
 - a. 2023: \$48,155.00.
 - b. 2024: \$49,118.00.
 - c. 2025: \$50,100.00.
 - d. 2026: \$51,102.00.
 - (2) Amounts listed in subsection (a)(1) of this section reflect a two percent

increase, plus an additional 0.75 percent increase so that the 2023 increases reflect the across-the-board increases earned by other nonrepresentative employees (0.5 percent in 2017 and 0.25 percent in 2018) that were not accounted for in a previous salary ordinance. Amounts for 2024--2026 reflect a two percent increase. It is anticipated that any increases for other nonrepresented employees above two percent will be added to the salary schedule in 2027.

- (e) *Retirement benefits; outside employment or business activities.* The position is a limited hour position and benefit eligibility is limited to Wisconsin Retirement System (WRS) contributions only. The municipal judge, as a part-time elected official, may engage in outside business activities during normal city business hours.
- (f) *Election term.* The municipal judge shall be elected at large for a term of four years at the spring election held every four years beginning 2011 and shall take office on May 1 following the election. All candidates for the position of municipal judge shall be nominated by nomination papers, as provided in Wis. Stats. § 8.10, and selection at a primary election if such is held, as provided in Wis. Stats. § 8.11. The elections division of the government accountabilities board shall serve as filing officer for the candidates.
- (g) *Electors.* Electors in all municipalities that are parties to the agreement creating the joint municipal court shall be eligible to vote for the municipal court judge. Mid-term vacancies in the office of municipal judge shall be filled by temporary appointment jointly by the governing bodies of all municipalities served by the judge, pursuant to Wis. Stats. § 8.50(4)(fm). The salary of a municipal judge who is designated or appointed under Wis. Stats. § 8.50(4)(fm) or 800.06 shall be determined by contract between the city and the judge. The judge may not serve until the contract is entered into. The office shall then be permanently filled pursuant to state law.

(Code 1997, § 2-408; Ord. No. 69-05-06, § 1, 12-19-2005; Ord. No. 40-10-11, § 1, 11-15-2010)

SECTION 2: 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 3: 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

**CITY OF SHEBOYGAN
CHARTER ORDINANCE 2-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS DEKKER AND MITCHELL.

JUNE 23, 2025.

A CHARTER ORDINANCE to amend the charter of the City of Sheboygan related to the manner of selection and tenure of the City Attorney.

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

SECTION 1: The City of Sheboygan hereby elects not to be governed by those portions of Sections 62.09(3)(b)4 and 62.09(3)(b)5 of the Wisconsin Statutes relating to the method of selection and tenure of the City Attorney which are in conflict with this ordinance.

SECTION 2: The Charter Ordinance of the City of Sheboygan referencing term and manner of selection of the City Attorney is hereby replaced, and upon effective date of this ordinance and upon the next vacancy in the office of City Attorney, the City Attorney shall be appointed by a majority vote of the Common Council, pursuant to Wis. Stat. § 62.09(3)(b)3, and shall hold office for an indefinite term, subject to removal by the Common Council pursuant to Wis. Stat. § 17.12(1)(c)1., at its pleasure and without cause, by an affirmative vote of three-fourths (3/4) of the members thereof, subject to any statutory notice requirements.

SECTION 3: All Charter provisions and ordinances or parts of ordinances contravening the provisions of this Charter Ordinance are hereby repealed.

SECTION 4: Until the effective date of this ordinance as specified in SECTION 5, this ordinance shall not in any way affect the position or role of City Attorney, or anyone currently occupying that role.

SECTION 5: This Charter Ordinance shall take effect 60 days after its passage by a two-thirds (2/3) vote of the members-elect of the Common Council and publication unless a referendum is filed in compliance with Wis. Stat. § 66.0101(5). In the event that such a referendum petition is filed, this ordinance shall not take effect unless and until approved by a majority of the electors voting in the referendum.

SECTION 6: A certified copy of this ordinance shall be filed with the Secretary of State.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan