



# FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**July 28, 2025 at 5:30 PM**

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

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**Notice that the Finance and Personnel Committee will meet at 5:30 p.m.**

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

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 by 12:00 p.m. on meeting day to be called upon during the meeting. All Committee members may attend the meeting remotely.

To view the meeting:

Microsoft Teams

Meeting ID: 290 770 331 254 6

Passcode: Fj6DU7e7

## **OPENING OF MEETING**

1. **Call to order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes**  
Finance and Personnel Committee Meeting held on July 14, 2025
5. **Public Comment**  
Limit of three minutes per person with comments limited to items on this agenda.

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

6. Report 8-25-26 by Director of Human Resources & Labor Relations Kelly Hendee submitting the exit interview summary for the City of Sheboygan for Quarter 2 of 2025.
7. Res. No. 71-25-26 by Alderpersons Mitchell and Perrella amending the 2025 budget for various expenses incurred or planned.
8. Res. No. 72-25-26 by Alderpersons Mitchell and Perrella authorizing an amendment to the 2025 budget for the purchase of Parcel Numbers 59030458910 and 59030458900 from Clare A.Gartman.

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

9. Next Tentative Meeting Date - August 11, 2025

## **ADJOURN MEETING**

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  
REPORT 8-25-26**

**BY DIRECTOR OF HUMAN RESOURCES & LABOR RELATIONS KELLY HENDEE.**

**JULY 28, 2025.**

Submitting the exit interview summary for the City of Sheboygan for Quarter 2 of 2025.

# Exit Interview Summary

## Quarter 2, 2025

### City of Sheboygan – Human Resources



**Exit Interview Summary**

For 2025, no changes were made to the exit interview questionnaire so that the data we collect this year can be easily compared to 2024's data. Exit interviews and proper notice are still required for non-represented employees to have their PTO banks paid out.

**Second Quarter Information**

Full-time and part-time position only (excludes, Interns, LTEs, Temps, Seasonals):

Termination Type	Number of Employees Terminated
Retirements	4
Resignations	11
Involuntary Terminations	3
TOTAL	18

*Quarter 2 Full Time Turnover Rate: 4.03% (based on 397 full time positions)*

We saw less retirements this quarter compared to quarter one which is inline with what we were expecting. However, we saw more resignations this quarter than compared to last quarter. Involuntary termination are at about the same with 2 last quarter and 3 for this quarter.

For Quarter 2 (4/1/2025 - 6/30/2025) there were seven exit interviews conducted. Interviewees included 6 Non-Represented Employees and 1 Represented Employee.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I believe I was fairly compensated for the work I performed.	4	3			
Overall, I am pleased with the City of Sheboygan's benefit plans and offerings.	3	3	1		
My job duties were what I thought they would be when I was hired by the City.	4	1		2	
There were no obstacles, policies, or procedures that made my job difficult to perform.	2	5			
My supervisor is knowledgeable and well versed in their content area.	4	3			
My supervisor supports and empowers the people they supervise.	4	3			
I felt connected to the City as a City of Sheboygan employee; my department did not feel separate from the rest of the City.	1	3	2	1	

#### Reasons for leaving:

- Retirement (3)
- Career advancement opportunities (3)
- Better compensation
- Relocation
- Type of work (2)
- Social services aspect of the job became overwhelming

#### Negative Experiences to Note:

- "Mead felt like an island, isolated from other city branches."
- "Many attempts at being called into work while on scheduled vacation or personal days off."
- "During my first few years at Mead I had a very controlling, terrible supervisor. She did not encourage open communication among myself and co-workers. The department needed to be silent at all times and all communication had to go through her."

#### Positive Experiences to Note:

- “Receiving a letter of appreciation from Chief Domagalski by recommendation of the District Attorney’s Office”
- “Every co-worker I had worked with was very open and welcoming. A very good team at the city all the way around”
- “Stellar management, excellent co-workers, supportive atmosphere. EMS crew was always top notch”
- “I was able to try all the things I wanted to in police work.”
- “Working with a bunch of dedicated, Knowledgeable, and kind people.”

### **HR Feedback:**

Looking at the exit interview information, we see that many employees indicated they were leaving for other employers that offered work more in line with what they want to do, and for career advancement opportunities. Similar responses popped up in previous quarters as well. HR is currently in the process of a job description “audit” to ensure that job descriptions accurately reflect the duties and responsibilities an individual would be performing in their role. This will also be crucial for recruiting; accurate job descriptions will ensure that what candidates apply for is actually the work they would be performing in the position. With updated job descriptions in place, the HR department will gain a better understanding of the work each department performs, and the structure of each department. With this knowledge, we will be equipped to begin looking into succession planning, policy, and procedures. We are hopeful that having a formalized succession process in place will foster career advancement opportunity.

With respect to employees' overall sense of connectedness to the City as a whole, we do see some improvement in responses for quarter 2. Since January 2025, the HR department has been choosing a department each month to surprise with a recognition and appreciation treat. The HR team has received wonderful feedback from various departments that the small gesture really helps them to feel appreciated and thought of. Additionally, the HR department continues to develop a safety committee (WASP) and wellness committee (Wellness Warriors). These committees consist of employees from various departments coming together monthly working toward common goals, sharing their personal experiences, and coming up with ways to make the City a healthier and safer environment to work for.

### **Combined Q1 and Q2 at a Glance**

Year to date, 16 exit interviews were conducted. Interviewees included 12 Non-Represented Employees and 4 Represented Employees.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I believe I was fairly compensated for the work I performed.	6	9		1	
Overall, I am pleased with the City of Sheboygan's benefit plans and offerings.	6	8	2		
My job duties were what I thought they would be when I was hired by the City.	6	6		4	
There were no obstacles, policies, or procedures that made my job difficult to perform.	3	9	1	3	
My supervisor is knowledgeable and well versed in their content area.	7	6	2.5	0.5	
My supervisor supports and empowers the people they supervise.	8	7	1		
I felt connected to the City as a City of Sheboygan employee; my department did not feel separate from the rest of the City.	3	6	3	3	1

#### Reasons for leaving:

- Retirement (8)
- Career advancement opportunities (4)
- Paid training for skill development
- Better compensation (2)
- Relocation
- Type of work/work that aligns better with what I want to do (3)
- Social services aspect of the job became overwhelming
- Better flexibility
- Personal

#### Turnover Information



Full time turnover data excludes Part-time, Interns, LTEs, Temps, Elected Officials, and Seasonal employees.

Turnover Period	Turn Over Rate
2025 Q1 Turnover	3.02%
<b>2025 Q2 Turnover</b>	<b>4.03%</b>
2024 Q1 Turnover	2.87%
2024 Q2 Turnover	4.69%
2024 Q3 Turnover	2.34%
2024 Q4 Turnover	1.82%
2024 Total Turnover	11.72%

*(2025 based on 397 full time positions)*

*(2024 based on 384 full time positions)*

**CITY OF SHEBOYGAN  
RESOLUTION 71-25-26**

**BY ALDERPERSONS MITCHELL AND PERRELLA.**

**JULY 28, 2025.**

A RESOLUTION amending the 2025 budget for various expenses incurred or planned.

RESOLVED: That the Finance Director is authorized to make amendments in the 2025 budget for the following:

Increase for stump grinding contract to reflect unspent grant proceeds from 2024 being utilized in 2025

INCREASE:

General Fund – Forestry – Contracted Services (Acct. No. 101695-531100)	\$20,459
General Fund – State Payments Other (Acct. No. 101-436900)	\$20,459

Update Community Development Block Grant (CDBG) budget to reflect the expense accounts associated with the current year action plan and approved loans

INCREASE:

CDBG Fund – CDBG - Administration (Acct. No. 260660-531500)	\$166,515
CDBG Fund – CDBG - Public Service Programs (Acct. No. 260660-580100)	\$150,000
CDBG Fund – CDBG - Federal Housing/Economic Grant (Acct. No. 260-432710)	\$150,000
CDBG Fund – CDBG - Business Loans (Acct. No. 260660-583300)	\$1,280,000
CDBG Fund – CDBG – Business Loan Direct Charges (Acct. No. 260660-531502)	\$15,000
CDBG Fund – CDBG – Fund Equity Applied (Acct No. 260-493000)	\$1,295,000

DECREASE:

CDBG Fund – CDBG – Full Time Salaries (Acct. No. 260660-510110)	\$128,468
CDBG Fund – CDBG - FICA (Acct. No. 260660-520310)	\$9,289
CDBG Fund – CDBG - Medicare (Acct. No. 260660-520311)	\$2,172
CDBG Fund – CDBG - WI Retirement Fund (Acct. No. 260660-520320)	\$10,639

CDBG Fund – CDBG - Health Insurance (Acct. No. 260660-520340)	\$15,243
CDBG Fund – CDBG - Dental Insurance (Acct. No. 260660-520350)	\$704

Legal expenses in Human Resources due to union negotiations and personnel investigations

INCREASE:

General Fund – Human Resources – Legal Services (Acct. No. 101144-531200)	\$125,000
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DECREASE:

General Fund – City Administration – Contingency (Acct. No. 101141-810101)	\$125,000
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Increase to reflect anticipated contract usage for interpreting services at Common Council meetings

INCREASE:

General Fund – Council – Contracted Services (Acct. No. 101110-531100)	\$6,000
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DECREASE:

General Fund – City Administration – Contingency (Acct. No. 101141-810101)	\$6,000
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PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer

Attest

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

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Meredith DeBruin, City Clerk, City of  
Sheboygan

**CITY OF SHEBOYGAN  
RESOLUTION 72-25-26**

**BY ALDERPERSONS MITCHELL AND PERRELLA.**

**JULY 28, 2025.**

A RESOLUTION authorizing an amendment to the 2025 budget for the purchase of Parcel Numbers 59030458910 and 59030458900 from Clare A. Gartman.

WHEREAS, the Common Council authorized the purchase of Parcel Numbers 59030458910 and 59030458900 from Clare A. Gartman on July 21, 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 Parcel Numbers 59030458910 and 59030458900 as follows:

INCREASE:

Capital Fund – Development - Buildings (Acct. No. 400400-631100)	\$1,500,000.00
Capital Fund – Debt Proceeds (Acct. No. 400-491000)	\$1,500,000.00

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer

Attest

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

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Meredith DeBruin, City Clerk, City of  
Sheboygan