



*****AMENDED*** FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**

May 27, 2025 at 6:00 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 6:00 PM or immediately following the Public Works Committee meeting, TUESDAY, May 27, 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 - May 12, 2025

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Res. No. 11-25-26 / May 19, 2025: A RESOLUTION authorizing retaining outside legal counsel to represent the City as Interim City Attorney pending permanent position fulfillment.
7. Res. No. 12-25-26 / May 19, 2025: A RESOLUTION authorizing retaining outside legal counsel to represent the City in the matter of Markell Nathaniel Mitchell v. Christopher Domagalski, and authorizing payment for said services.
8. Res. No. 13-25-26 / May 19, 2025: A RESOLUTION authorizing retaining outside legal counsel to represent the City in the matter of Katherine Kobs v. City of Sheboygan, Case No. 2025CV0294, and authorizing payment for said services.

- [9.](#) R. C. No. 282-24-25 / April 14, 2025: Referred R. O. No. 121-24-25 by City Clerk submitting a claim from State Farm for alleged damages to a vehicle owned by one of their insured drivers; recommends filing the document.
- [10.](#) Direct Referral R. O. No. 13-25-26 by Director of Human Resources and Labor Relations submitting an exit interview report for Quarter 1 of 2025 for the City of Sheboygan.
- [11.](#) Direct Referral Res. No. 16-25-26 by Alderpersons Dekker and Perrella amending the Common Council Handbook to allow for standing committees to meet on the 2nd and 4th Mondays of each month without any restrictions on time or order.
- [12.](#) Direct Referral Charter Ord. No. 1-25-26 by Alderpersons Dekker and Mitchell amending the charter of the City of Sheboygan related to the manner of selection and tenure of the City Attorney.
- [13.](#) Direct Referral Gen. Ord. No. 6-25-26 by Alderperson Dekker and Mitchell amending, repealing, and recreating provisions related to the manner of selection and tenure of the City Attorney.
- [14.](#) Gen. Ord. No. 3-25-26 / May 19, 2025: AN ORDINANCE amending the Sheboygan Municipal Code to effectuate changes to the City's claims procedures.
- [15.](#) Direct Referral Res. No. 19-25-26 by Alderpersons Mitchell and Perrella authorizing the appropriate City officials to sign the January 1, 2024 - December 31, 2028 Contract between the City of Sheboygan and International Association of Firefighters - Local 483.

DATE OF NEXT REGULAR MEETING

16. Next Meeting Date - June 9, 2025

ADJOURN

17. 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
RESOLUTION 11-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

MAY 19, 2025.

A RESOLUTION authorizing retaining outside legal counsel to represent the City as Interim City Attorney pending permanent position fulfillment.

WHEREAS, the City desires to retain von Briesen & Roper, s.c., and to specifically appoint Attorney Nicholas Cerwin, to serve the City as interim City Attorney while the City works to fill the position left vacant by the retirement of Attorney Charles Adams.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby authorizes the appointment of Attorney Nicholas Cerwin of von Briesen & Roper, s.c. as outside legal counsel to represent the City of Sheboygan as Interim City Attorney, and to further retain such other von Briesen & Roper, s.c. attorneys as necessary to complete the tasks of City Attorney until the City fills the position more permanently.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to draw on Account No. 101130-531200 (General Fund – City Attorney – Legal 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 12-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

MAY 19, 2025.

A RESOLUTION authorizing retaining outside legal counsel to represent the City in the matter of Markell Nathaniel Mitchell v. Christopher Domagalski, and authorizing payment for said services.

RESOLVED: That the Common Council hereby authorizes the hiring of MWH Law Group LLP as outside legal counsel to represent Christopher Domagalski in the defense of the lawsuit filed by Markell Nathaniel Mitchell, United States District Court, Eastern District of Wisconsin, Case No. 2:24-cv-01320.

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 13-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

MAY 19, 2025.

A RESOLUTION authorizing retaining outside legal counsel to represent the City in the matter of Katherine Kobs v. City of Sheboygan, Case No. 2025CV0294, and authorizing payment for said services.

RESOLVED: That the Common Council hereby authorizes the hiring of Attorney William E. Fischer of von Briesen & Roper, s.c. as outside legal counsel to represent the City of Sheboygan in the defense of the Complaint filed by Katherine Kobs, Sheboygan County Circuit Court Case No. 2025CV0294.

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
R. C. 282-24-25

BY FINANCE AND PERSONNEL COMMITTEE.

APRIL 14, 2025.

Your Committee to whom was referred R. O. No. 121-24-25 by City Clerk submitting a claim from State Farm for alleged damages to a vehicle owned by one of their insured drivers; recommends referring to the Finance and Personnel Committee of the 2025-2026 council year.

Committee:

_____	_____
_____	_____
_____	_____

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

R. O. 121-24-25

BY CITY CLERK.

MARCH 3, 2025.

Submitting a claim from State Farm for alleged damages to a vehicle owned by one of their insured drivers.



CITY OF SHEBOYGAN

NOTICE OF DAMAGE OR INJURY

Instructions:

- Complete all applicable information on this form.
- Notice of death and/or injury to persons or to property must be filed not later than 120 days after the occurrence.
- Attach and sign additional supportive sheets, if necessary.
 - o Note: Two estimates must be attached if you are claiming damage to a vehicle.
- This notice form must be signed and filed with the Office of the City Clerk at 828 Center Ave., Sheboygan, WI or submitted via email to Meredith.DeBruin@sheboyganwi.gov.

Claimant Information

Name of Claimant: State Farm

Home Address of Claimant: PO Box 52250 Phoenix AZ 85072

Home Phone Number of Claimant: 855-341-8184

Name and Address of Other Person(s) Injured (if applicable): _____

Occurrence Information

Date and Time of Day Damage or Injury Occurred: 12/11/2024 08:30 AM

Full Description of Where Damage or Injury Occurred: Gorham St and Bassett, Madison, WI

Full Description of How Damage or Injury Occurred: Nancy was travelling in the far left lane on a three lane road. Ryan was in the center lane. Ryan turned left/merged into the lane Nancy occupied. Ryan's vehicle collided with Nancy's vehicle.

Liability Information

If the basis of liability is alleged to be an act or omission of a City Officer or Employee, complete the following:

- Name of Officer or Employee (if known): Ryan Sorenson
- Claimant's Statement of the basis of such liability: Ryan merged into Nancy's lane
hitting Nancy's vehicle

If the basis of liability is alleged to be a dangerous condition of public property, complete the following:

- Public Property alleged to be dangerous: _____
- Claimant's Statement of the basis of such liability: _____

Give a description of the injury, property damage, and/or loss so far as is known at this time:

2024 Mercedes Benz GLE 350 - PS Door(s), PS Quarter Panel, Wheel/Rim

Monetary Estimate Information

Fill out the following applicable information You are not bound by the amounts provided:

- Auto: \$ 21,315.30
- Property: \$ _____
- Personal Injury: \$ _____
- Other: \$ _____

○ If other, please specify:

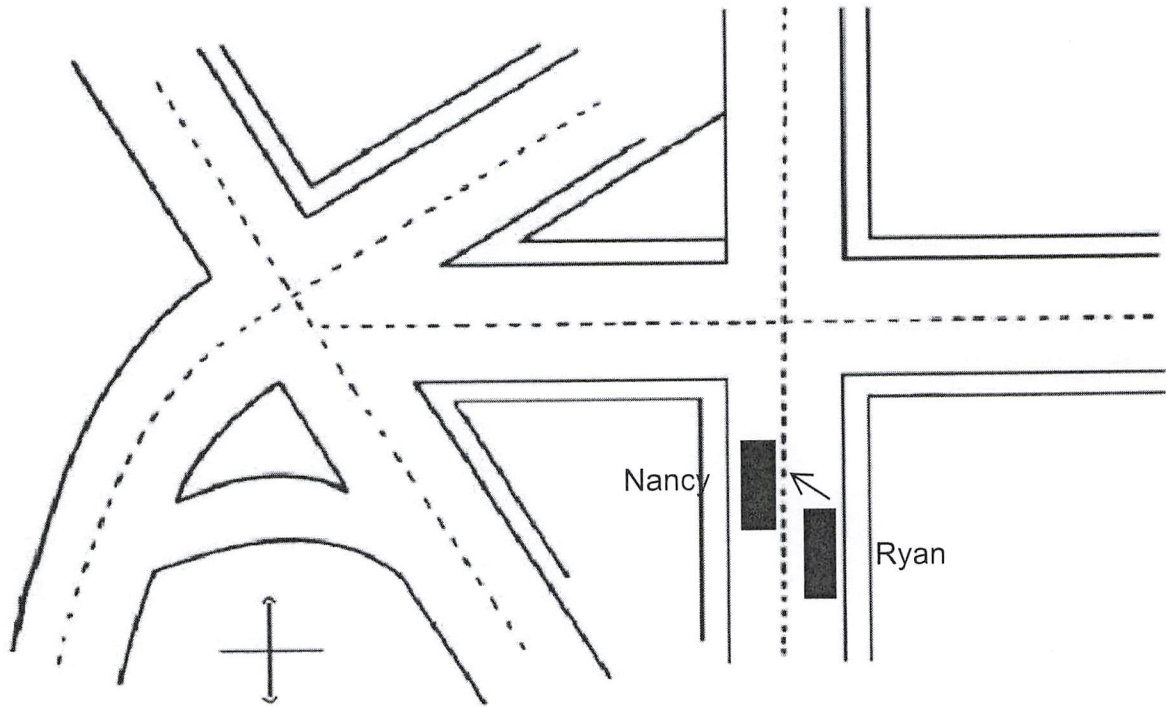
Two estimates must be attached if you are claiming damage to a vehicle. Complete the following section (if applicable):

- Vehicle Make: Mercedes Benz
- Vehicle Model: GLE 350
- Year of Vehicle: 2024
- Mileage of Vehicle: 19343
- Name and addresses of witnesses, doctors, and/or hospitals: _____

Accident Information

For all accident notices, complete the following diagram in detail. Be sure to include names of all streets, house numbers, location of individuals/witnesses, and location of vehicles. Indicate which are City-owned vehicles (if applicable) and which is the claimant's vehicle.

Note: If the diagram below does not fit the situation, attach a proper diagram to this notice and add your signature for verification.



Additional Information

Please include copies of all bills, invoices, and/or estimates. Attach and sign additional supportive sheets, if necessary.

- Reminder: Two estimates must be attached if you are claiming damage to a vehicle.

The undersigned hereby makes a claim against the City of Sheboygan arising out of the circumstances described in the Notice of Damage or Injury form. The claim is for relief in the form of money damages in the total amount of \$ 21315.30.

Certify and Sign

By submitting this claim form, I certify that all information provided is accurate, complete, and truthful to the best of my knowledge. I understand that submitting false or misleading information, including but not limited to false claims of loss or injury, is a criminal offense (Wisconsin Statutes 943.395) and may result in legal action, including penalties, fines, and/or imprisonment. I acknowledge that I may be required to repay any benefits obtained through fraudulent claims and that my actions may result in the denial of this claim and future claims.

Claimant Signature: Megan Sample Digitally signed by Megan Sample
Date: 2025.02.27 13:45:35 -06'00' Date: _____

Claimant Address: PO Box 52250 Phoenix AZ 85072

To Be Completed by the City of Sheboygan

Date Received: 2/27/2025

Received By: Melissa Cwenger

Claim Number: 19-24

State Farm claim # 49-7726-39

CITY OF SHEBOYGAN
R. O. 13-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE
BY DIRECTOR OF HUMAN RESOURCES AND LABOR RELATIONS.
MAY 27, 2025.

Submitting an exit interview report for Quarter 1 of 2025 for the City of Sheboygan.

Exit Interview Summary

Quarter 1, 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.

First Quarter Information

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

Termination Type	Number of Employees Terminated
Retirements	8
Resignations	7
Involuntary Terminations	2
TOTAL	16

Quarter 1 Full Time Turnover Rate: 3.02% (based on 397 full time positions)

We would expect to see a somewhat high turnover rate in the new year especially for non-represented positions. Non-Rep employees' PTO balances are replenished each 1/1 (so they would have a full balance paid out), employees see COLA and step increases on 1/1 (so their PTO would be paid out at their new, higher rate), and leaving in early January allows employees to maximize paid holidays (Christmas Eve day, Christmas Day, New Years Eve day, New Years day).

For Quarter 1 (1/1/2025 - 3/31/2025) there were nine exit interviews conducted. Interviewees included 6 Non-Represented Employees and 3 Represented Employees.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I believe I was fairly compensated for the work I performed.	2	6		1	
Overall, I am pleased with the City of Sheboygan's benefit plans and offerings.	3	5	1		
My job duties were what I thought they would be when I was hired by the City.	2	5		2	
There were no obstacles, policies, or procedures that made my job difficult to perform.	1	4	1	3	
My supervisor is knowledgeable and well versed in their content area.	3	3	2.5	0.5	

My supervisor supports and empowers the people they supervise.	4	4	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.	2	3	1	2	1

Reasons for leaving:

- Retirement (5)
- Better work/life balance.
- Better career advancement opportunities and paid training to allow for skill development.
- Better compensation, work that aligns better with what they want to do, and better flexibility
- Other, personal

Negative Experiences to Note:

- "Overall confusion with the department's priorities and functions."
- "Bullying by a few people over the years (they are gone now)."
- "Transition from contracted to City ran could have been better organized."
- "Past supervisor"
- "Confusion with supervisor. No one listened to my suggestions."
- "Dealing with negative attitudes which resulted from Act 10."

Positive Experiences to Note:

- "When promoted, received the trust and support needed to ensure I would succeed."
- "Overall culture makes Metro a great place to work. [Supervisor] does a tremendous job regarding personnel issues and operations on a daily basis."
- "PTO and flexibility"
- "Seeing officers working together and being part of a positive team."
- "Great relationship and partnership with other department heads and department leaders."
- "Working with other departments to solve community issues."
- "I always had help for major work."
- "To build a great skillset and being trusted as a leader of projects/groups/department."
- "Having [Department Head] sit in the supervisor's office is positive. He brings positive energy, communication, and is accessible to talk to."

HR Feedback:

Responses are mostly trending toward strongly agree, agree, and neutral. We do see more of a split when it comes to obstacles, policies, or procedures that made an employee's position more difficult to perform. Feedback from those interviews were shared with supervisors to allow them the opportunity to evaluate the referenced policies or obstacles.

Additionally, when asked about their general feelings of connectedness to the City as a whole, employees' responses were a bit more spread on the array of the extent they agree/disagree. This is consistent with what we saw in 2024. To address this, HR has developed and implemented a new strategy for employee engagement and continues to brainstorm other activities to get city staff involved.

- Wellness Committee was formed with membership invitation open to from all departments.
 - Employees from all departments work together to create wellness centered activities for City staff.
- Employee Recognition program implemented for 2025.
 - *5th Monday Fun discontinued due to poor attendance, not a cost-effective way to reach a large number of staff.*
 - Each month, HR plans a treat for a department and does an in-person delivery. We try to center this around a department related holiday or busy time (for example, National Law Enforcement Day or during a large snowplow operation).
 - This is done during the workday so that we can reach more staff.
 - More cost effective.
 - Showing gratitude and strengthening relationships with staff and department.
- Department Visits by Benefit Coordinator implemented mid 2024 and continue into 2025.
 - Getting HR out to buildings to answer questions and be a resource.
- Citywide training opportunities (such as Ethics Training, Reasonable Suspicion Training, etc).
- New Hire Orientation Program implemented Fall 2024.
 - Check-in lunch with HR Director and City Administrator for each quarter's new hires.
 - 6-month check-in and survey from HR department.

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%
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 16-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS DEKKER AND PERRELLA.

MAY 27, 2025.

A RESOLUTION amending the Common Council Handbook to allow for standing committees to meet on the 2nd and 4th Mondays of each month without any restrictions on time or order.

WHEREAS, council approved the Common Council Handbook on April 15, 2025 which provided strict times and order for standing committees; and

WHEREAS, council would prefer the flexibility to adjust the time and/or order of meetings to accommodate for the content of such meetings.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby approves the attached Common Council Handbook allowing for flexibility of time and order of standing committee meetings.

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

Common Council Handbook

2025-26

Item 11.

Introduction

This handbook is intended to provide Alderpersons, committee and board members, city employees, and members of the public with general rules of procedure and decorum during all formal meetings. These rules are intended for easy reference only and do not supersede current city ordinances or resolutions. The City of Sheboygan follows the rules of parliamentary procedure set forth in Robert's Rules of Order, Newly Revised, in all cases in which they are applicable and not inconsistent with the ordinances and regulations of the City.

The tone and structure of meetings is set by the chair of the body over which they preside and may vary from individual to individual. The Mayor and chairpersons are responsible for ensuring that debate and discussion is conducted appropriately, professionally, and within the rules of order. They enforce the observance of order and proper decorum between the entire membership and those present during any meeting. The Mayor and chairpersons have discretionary authority to excuse non-members from the meeting whenever any disturbance or disorderly conduct occurs.

Alderpersons, commissioners, committee members, board members, officers, and City staff are expected to conform their conduct to the rules and expectations of this manual while attending any City meeting.

I. General Rules of Conduct.

Alderpersons and members of committees, commissions, and boards shall conduct themselves in a professional and respectful manner while representing the City and should wait to be recognized by the Mayor or chairperson before speaking. Alderpersons shall not make disparaging statements during such meetings about each other; members of committees, commissions, and boards; elected or appointed officials; or staff. Alderpersons and members may not interrupt the chairperson, other members, or the public when speaking. Personal electronic devices that make noise, such as phones and tablets, shall be set to "silent mode" while a meeting is in session.

II. Generally Used Rules of Order.

A public meeting shall not proceed unless a quorum is present. For committees, commissions, and boards, a quorum is a majority of the body's full membership. For Common Council, two-thirds of the members shall be a quorum. A member attending remotely counts toward a quorum but such member may not vote or participate in an item if the item requires a visual assessment of witness demeanor, physical evidence, or exhibits not previously viewed by the member when the member is unable to make that assessment virtually.

A. Rules of Order During Common Council Meetings.

Alderpersons may only act on items posted on the agenda. Alderpersons shall speak only twice on a matter being debated or discussed except upon leave of the Common Council. Alderpersons may not act on items posted for discussion only. Certain items not posted on the agenda may be introduced as "Other Matters Authorized by Law," but no action may be taken on such matters other than to lie over to the next meeting or be referred to a committee.



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The **consent agenda** deals with matters generally regarded as routine. However, any Alderperson may call a specific document for separate action after the motion is made to approve the agenda. If an Alderperson requires clarification about a document in the consent agenda, he or she may simply inquire without calling for separate action. Any Alderperson may request to pull forward any document out of the order of the agenda.

Privilege of the floor during Common Council meetings is extended to the Mayor, the City Clerk, the City Attorney, the City Administrator, the Police Chief or such other police officer in attendance, the Finance Director/Treasurer, members of the Department of Engineering and Public Works, the Director of Planning and Development, and members of the media who are confining themselves to their professional duty. No other person is allowed on the Council floor except upon invitation of the Mayor or Common Council.

Only those people having privilege of the floor may address the Common Council. All others may address the Common Council pursuant to a motion to open the floor. An appropriate request to allow a person who has privilege of the floor to address the Common Council is, “Your Honor/Mayor, I request that Mr./Mrs. (state name) address the council.” Only the Mayor may call the person forward. An appropriate motion to allow persons who do not have privilege of the floor is, “Your Honor/Mayor, I move to open the floor to (state name).”

Alderpersons may address the person having privilege of the floor or to whom the floor has been open with the Mayor’s consent. Otherwise, Alderpersons may only address the Mayor. Thus, when speaking, they should refrain from addressing other Alderpersons, staff members, or the audience, and should face the Mayor. An appropriate request to address those individuals is: “Your Honor/Mayor, may I address Mr./Ms. (state name)”?

An Alderperson may not engage in debate or become confrontational with individuals having privilege of the floor or to whom the floor has been open. At all other times, Alderpersons must address the Mayor or other presiding officer, not each other or the public.

A motion to amend or a motion to amend the amendment that will totally alter the nature of the original ordinance or resolution is considered out of order as not being “germane.” To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. The Mayor or presiding officer of the Common Council shall rule in the first instance as to the admissibility of the amendment in question.

No Alderperson may cross the floor or leave the council chamber while the Mayor or presiding officer is addressing the Common Council or submitting a question. (See Sec. 2-180, Sheboygan Municipal Code.)

When an Alderperson is called to order, he or she shall not speak except in explanation until it shall have been determined that the Alderperson is in order. (See Sec. 2-183, Sheboygan Municipal Code.)

Any action under consideration by the Common Council, at the request of three Alderpersons, shall be deferred to the next Common Council meeting to be held no sooner than one week following. The same action may not be deferred a second time or laid over. (See Sec. 2-81, Sheboygan Municipal Code.)



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Whenever any disturbance or disorderly conduct occurs in the council chambers, or rooms or halls adjacent to the council chambers, the Mayor or presiding officer has the power, with the aid of the Police Chief or police officers in attendance, to cause the chambers, rooms or halls to be cleared of all persons or all disorderly persons except the Alderpersons or officers of the common council. (See Sec. 2-39(a), Sheboygan Municipal Code.)

B. Rules of Order During Committee Meetings.

Members may speak only when recognized by the Chairperson. There is no limit on how many times a member may speak in general or on an item unless the Chairperson sets one. Members may not interrupt the Chairperson, other members, or the public who are speaking.

Items on the agenda may be pulled forward at the request of a member with the consent of the Chairperson.

Committee members may request that an item be placed on an agenda by timely communicating such request to the Committee Chair and Committee Clerk.

III. Commissions, Committees, and Board Proceedings.

The Common Council has three standing committees: the Finance and Personnel Committee; the Public Works Committee; and the Licensing, Hearings, and Public Safety Committee. Committee members, chairpersons, and vice-chairpersons are appointed by the Mayor and confirmed by the Common Council. The Common Council may create special committees on motion or by resolution as the Common Council deems appropriate.

Standing Committees will meet the 2nd and 4th Mondays in Council Chambers. ~~Licensing, Hearings, and Public Safety will meet at 4:30 p.m.; Public Works at 5:00 p.m.; and Finance and Personnel at 6:00 p.m.~~ If a committee anticipates needing more than the allotted time, they are encouraged to schedule a special meeting on a different evening. Any standing committee or special committee may appoint a subcommittee from its membership.

The Committee of the Whole is comprised of all Alderpersons. The Mayor is not a member of the Committee of the Whole. Meetings are called as needed and serve the purpose of deliberation. The Committee of the Whole does not approve or disapprove of any matter before it; it simply makes a recommendation to the Common Council.

A member of the City Attorney's Office will generally be at all Common Council, Standing Committee, and Committee of the Whole meetings. Members or staff anticipating a need for legal services during special committees, commissions, or boards should contact the City Attorney prior to such meeting to request attendance.



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Each committee is assigned a Committee Clerk responsible for the committee's administrative work such as creating agendas in consultation with the committee chair, timely notice and publication of agendas, communicating with committee members and the public, as needed, developing and publishing meeting minutes, filing meeting minutes after meeting completion. The Committee Clerk shall be the following positions or their designees:

Common Council	City Clerk
Committee of the Whole	City Clerk
Board of Review	City Clerk
Board of Canvassers	City Clerk
Finance and Personnel	Finance Director
Licensing, Hearings & Public Safety	City Attorney
Public Works	Public Works Director
Marina Parks and Forestry	Public Works Director
Redevelopment Authority	Planning Director
Board of License Examiners	Planning Director
Plan Commission	Planning Director
Historic Preservation	Planning Director
Joint Review Board	Planning Director
Zoning Board of Appeals	Planning Director
Police and Fire Commission	Human Resources Director
Senior Services Commission	Uptown Social Director
Mayor's International Committee	Mayor
Mayor's Youth Advisory Council	Mayor
Pet Friendly Task Group	Mayor
Sustainability Sheboygan Task Force	Mayor

IV. Council Document Process.

Any item desired to be considered by the Common Council shall originate in a committee, except in cases of emergency or time-sensitivity. All ordinances shall be drafted by the City Attorney's Office. All other documents relating to an item shall be drafted and submitted to the City Attorney's Office by noon on the Monday preceding the meeting for confirmation that the document conforms with legal requirements and City expectations; and to the Committee Clerk by noon on the Wednesday preceding the meeting. The Committee Clerk shall communicate all proposed agenda items with the Committee Chair and shall ensure timely completion and publication of the agenda. Committees will consider and discuss each agenda item and make a recommendation for Common Council's consideration.



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Item 11.

V. Commonly Used Documents.

The following documents are received or acted upon by the Common Council, committees, commissions, and boards when included with an agenda. Such documents shall include a cover sheet or memo using a standardized template wherein supplemental information is provided.

Resolutions: The Common Council conducts general business through resolutions, which are generally less permanent enactments than ordinances. Resolutions may direct or authorize the appropriate city officials to act on matters approved by the Common Council; to create committees, commissions or boards to assist the Common Council in conducting its business; to state the City's position on a policy matter; to adopt or modify a previously adopted policy.

The proper motion for the passage of a resolution is: "I move to adopt the resolution." This motion requires a second, is debatable, amendable and generally requires a majority vote, unless otherwise required by law or ordinance. For example, resolutions altering the adopted budget require a two-thirds vote of the entire membership of the Common Council and Class 1 notice, pursuant to Wis. Stat. s. 65.90.

Ordinances: Ordinances are the City's laws. An ordinance may enact new legislation or amend or repeal an existing ordinance. Ordinances may not be amended or repealed by resolution but may be overruled by preempting action taken by the State or Federal Government.

The proper motion for the passage of an ordinance is: "I move to adopt the ordinance." This motion requires a second, is debatable, amendable and generally requires a majority vote, unless otherwise required by law or ordinance. For example, charter ordinances require a two-thirds vote of all members.

Communications: Communications are letters received by City officers, officials, or employees for Common Council consideration and which are generally placed on an agenda. Most communications should be directed to the City Administrator or a Department Head for consideration and information development prior to agenda placement to ensure that Council can be adequately informed on issues related to the communication at the time of presentation. Not all communications are placed on an agenda. The Mayor, in consultation with the City Clerk and/or City Administrator, determines which communications shall be placed on the agenda. Once included on an agenda, communications may be referred to a committee, commission, or board; or they may be immediately acted upon during a Common Council meeting. In general, communications are filed.

A proper motion for acting on a communication is: "I move that the communication be received and filed," or "I move that the communication be referred to committee." This motion requires a second, is debatable, but not amendable, and requires a majority vote.

Reports: City staff, boards, and commissions may develop reports summarizing work performed during a period of time or presenting on a topic. Reports will generally be submitted at regular intervals but may also be developed ad hoc. These reports are for informational purposes. Council members may ask the presenter(s) questions or may offer comments on the reported material.



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Reports will generally be received and filed by motion, as a category, rather than individually. The proper motion for reports is to receive and file the report, unless the body desires to refer a report elsewhere.

Supporting Documents: Any of the aforementioned documents may be supplemented by additional documents, usually an informational memo, exhibit, or a presentation. Supporting documents will provide staff input and recommendations for action, discuss the impact a proposal may have, or provide background information relating to the document topic. Supporting documents will follow the agenda document and therefore do not require additional action. The information contained within supporting documents may be discussed in conjunction with discussion on the document they relate to.

VI. **Common Actions.** The four most common types of actions the Common Council takes during a meeting are:

Adoption - this is a favorable action taken by the Common Council. “Adoption” and “passage” are synonymous. A majority vote against a motion to adopt is deemed to be a recommendation by a committee not to so adopt.

Referral - this action sends a document to a committee, commission or board for deliberation and a recommendation.

Filing - this action dispenses of a document immediately or refers out of committee.

Lying Over - this results when certain documents cannot be passed on the first reading without suspension.

In case of a tie vote or a vote with no clear majority due to abstentions, a committee vote fails and a separate motion should be made to refer the item to Council without a recommendation.



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MOTION	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED
Main Motion	Yes	Yes	Yes	Majority
Motion to Reconsider	Yes	Yes	No	Majority
Motion to Rescind	Yes	Yes	Yes	Majority (with notice)
Motion to Amend	Yes	Yes	No	Majority
Motion to Substitute	Yes	Yes	Yes	Majority
Motion to Amend the Amendment	Yes	Yes	No	Majority
Motion to Refer to Committee	Yes	Yes	Yes	Majority
Motion to Hold	Yes	Yes	Yes	Majority
Motion to Call the Question	Yes	No	No	2/3
Motion to Suspend the Rules	Yes	No	No	* 3/4
Motion to Divide the Question	Yes	No	No	Majority
Motion to Open the Floor	Yes	Yes	Yes	Majority
Point of Order	No	No	No	None
Motion to Recess	Yes	No	Yes	Majority
Motion to Adjourn	Yes	No	Yes	Majority

VII. Calling the Vote.

Voice Vote. All actions, other than those requiring a roll call vote, may be undertaken by voice vote.

Roll Call Vote. A roll call vote is required to adopt ordinances; resolutions; documents assessing or levying taxes; documents appropriating or disbursing funds; actions creating a liability or charge against the City; actions discharging or commuting a claim or demand against the City; actions confirming appointments; and motions to convene and come out of closed session. The Mayor may call for a roll call vote at their discretion or upon the request of any Alderperson. An appropriate request for a roll call vote is, “Your Honor/Mayor, I request a roll call vote.” This is not a motion so it does not require a second, debate, or vote.



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VIII. Location and Availability.

All Common Council, Commission, Committee, and Board meetings shall take place in Council Chambers, with open, unlocked doors. Exceptions may be made for closed session meetings; emergency meetings; and for special meetings called for specific purposes or at special locations. Whenever heavy attendance is anticipated, the Mayor or Committee Chair shall arrange to provide for overflow room(s) where members of the public may watch or otherwise participate in the proceedings.

Meetings shall be recorded and the City Clerk or Committee Clerk shall transmit the recording to Municode within 96 hours of meeting adjournment, except that closed session Council meetings shall not be recorded. Recordings shall be retained pursuant to the City's document retention schedule. Nothing herein shall be deemed to prevent City staff from causing the livestream and/or recordings to be available at additional sites, such as the City's website, the WSCS website, and/or social media feeds.

Meeting agendas shall include a Microsoft Teams link by which members of the body or of the public may watch or otherwise participate in the proceeding. Remote attendees shall be afforded the same opportunity and privilege as in-person attendees. If an attendee desires reasonable additional accommodation in order to attend or participate in a meeting, such as translation or hearing assistance services, such person shall provide notice to the Council or Committee Clerk before the meeting so that the accommodation may be secured.

If a member wishes to participate in a closed session meeting remotely, such participation shall be by secure Microsoft Teams link, which is not available except upon individualized permission as appropriate.

IX. Rules for the Public.

Personal electronic devices that make noise, such as phones and tablets, shall be set to "silent mode" while a meeting is in session so as not to cause a disturbance or distraction. The public present at the meeting should remain silent during the Common Council meeting except when speaking during designated public input opportunities in accordance with this handbook. The Mayor sets the tone for the Common Council meetings and enforces all the rules. The Mayor or Committee Chairperson may call anyone out of order and have anyone who is out of order escorted out of the council chambers.

In order to speak before the Common Council during public forum, a person must make a request by noon on the day of the meeting to the City Clerk. Not more than five people will be allowed to speak during public forum and each speaker will be limited to five minutes. If more than five people request to participate in public forum, preference shall be given to City residents, then to persons paying property taxes to the City, and then to all others. Comments are limited to discussion of items on the meeting's agenda. An Alderperson may move to open the floor for one additional minute to allow a speaker to exceed the five-minute limitation, and such motion may be approved by majority vote.



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The Common Council generally does not respond to or debate issues with the public during a meeting. The Council may discuss any matter raised by the public pursuant to Wis. Stat. s. 19.83(2) but may not act on such matter unless such action was properly included in the Council agenda. Committees may engage with the public during a meeting subject to chairperson discretion. Individuals wishing to speak during a committee meeting should raise their hand and be recognized by the chairperson before speaking. No action may be taken by a Committee on any matter raised by the public unless such action was properly included in the Committee agenda.

Basic Rules for Public Comment.

1. Before speaking, clearly state your name and address.
2. Speak clearly, do not swear or use foul language.
3. Address comments to Alderpersons, committee, etc.
4. Limit comments to matters on the meeting agenda.
5. No advertising, self-promotion, or electioneering.
6. Do not be argumentative with presenters or department heads or representatives.
7. Do not personally attack or criticize the Mayor, Alderpersons, city officials, department heads, elected officials or staff.
8. Do not personally attack or criticize any member of the public (whether or not present), board/committee members, employees, and the Mayor.
9. Maintain your composure and show respect to the Chairperson and respective committee members.
10. Except for signs displayed by the City as official government speech, signs are not permitted within Council Chambers during a meeting, regardless of size or content. During a meeting, signs may be displayed in the hallways outside of Chambers or within other common spaces within and around City Hall. The purpose of this restriction is to limit distractions and obstructions that may unreasonably interfere with other attendees' ability to attend and participate in public meetings.

X. Suspending the Rules.

The Common Council operates by a set of operating rules, some of which may be suspended by motion and two-thirds supporting vote. An appropriate motion is, "Your Honor/Mayor, I move to suspend the rules to allow for (select action)." Typically, rules will be suspended to allow for immediate action on an item that was not referred to the Common Council by Committee action.

Rules that cannot be suspended include: procedural rules prescribed by constitution, statute, ordinance, or bylaws; fundamental principles of parliamentary law such as limiting the right to vote or allowing only one question to be considered at a time; rules protecting rights of absentee or individual members such as quorum requirements, requirements for previous notice, the right of any member to exercise their full rights in meeting participation; or rules applicable outside of a meeting, such as day-to-day organizational procedure.

A motion to suspend the rules cannot interrupt a speaker who has the floor, requires a second, is not debatable, cannot be amended, and cannot be reconsidered.

**CITY OF SHEBOYGAN
CHARTER ORDINANCE 1-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS DEKKER AND MITCHELL.

MAY 27, 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 and shall hold office for an indefinite term, subject to removal by the Common Council at its pleasure, 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 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

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan

City Attorney

Direct Supervisor	City Administrator
Department	City Attorney
Version Date	May 21, 2025
Salary Grade	Grade 21
FLSA Status	Exempt
Position Status	Safety, confidential, etc.



Department and Position Summary:

The City Attorney's Office performs legal services for the City, including organizing or rendering legal advice to City Officials, preparation and review of contracts and other legal documents, prosecution of persons accused of violating City ordinances, and representation of the City and City officials in lawsuits. The City Attorney's Office does not provide legal advice to members of the public.

The City Attorney oversees the City Attorney's Office and supervises subordinates therein. The City Attorney is a member of the City's executive leadership team and acts as a legal advisor to all levels of City government. The City Attorney provides a wide range of legal services including, but not limited to, advising and counseling, transactional work, litigation, and administration. The City Attorney position is the department head for the City Attorney's Office.

Essential Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Legal Counsel and Advisory:

1. Conducts legal research and provides written or oral legal advice, recommendations, and opinions to City Officials, departments, boards, commissions, or committees on matters affecting the City operations and on relevant legislation and changes in law, rules, and regulations.
2. Aids City Officials and staff in understanding legal implications and meeting goals.
3. Provide legal training to City staff as requested.
4. Advise City staff regarding ordinances, resolutions, policies and procedures, rules and regulations, legal opinions, contracts, leases agreements, grievance responses, deeds, plats, administration and council policy statements, and other such legal documents.
5. Attend Common Council and other governmental meetings as requested or needed.
6. Aid the City to create and enact innovative legal solutions and strategies to accomplish City goals, objectives, policies, and initiatives.

City Attorney

7. Assist in responses to requests for public records including the review of documents for release as allowed by WI State Statutes.

Transactional:

1. Assist in the sale and acquisition of real property, including eminent domain proceedings.
2. Prepare, draft, review, or make recommendations on ordinances, resolutions policies and procedures, rules and regulations, legal opinions, contracts, leases agreements, grievance responses, deeds, plats, administration and council policy statements, and other such legal documents.

Litigation:

1. Represent the City in variety of matters before judicial or quasi-judicial bodies or commissions, including the preparation of pleadings, conducting discovery, and preparing for hearing or trial.
2. Coordinate defense of the City, its elected officials, appointed officials in all legal actions, state and Federal, legal proceedings, hearings, and other forum regarding personal injury, property damage, all City contract disputes, constitutional and all other challenges to City Ordinances, resolutions and administrative actions of the City.
3. Prosecute or delegate prosecution of ordinance violation cases, including but not limited to traffic, housing, building, and fire code violations.

Administrative:

1. Aid in selection, supervision, training, and evaluation of staff.
2. Oversee City Attorney's Office as a Department.
3. Ensure that other administrative staff are appropriately informed about legal issues as they arise.
4. Oversee the distribution of work and management of the performance of contracted attorneys, outside counsel, and legal service contacts.
5. Prepare and recommend the annual Department budget; implements budget programs and monitors expenses through the year.

Other:

1. Establish, maintain, and foster effective working relationships with City staff and employees, officials and other governmental bodies.
2. Assist other departments in the performance of their functions and responsibilities.
3. Correspond and perform general work on matters pertaining to the City.
4. Perform related work as assigned or directed by Common Council, Mayor, or City Administrator not in conflict with the ethical obligations of representation and/or professional conduct.
5. Maintain prompt, predictable, and reliable attendance.
6. Other responsibilities as assigned by the City Administrator or the Administrator's designee.

Supervision:

The City Attorney reports to the City Administrator.

City Attorney

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required of the City Attorney. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education, Licenses, and Experience:

- Admission to the Bar of the State of Wisconsin and maintenance of good standing license status.
- Minimum of three (3) years' experience as a practicing attorney in the municipal or local government field or related fields.
- Preferred qualifications include experience in the areas of municipal law, labor law, civil litigation, contract review, real estate transactions, and code enforcement.
- Direct counsel experience with tax incremental financing, and development agreement negotiating and drafting strongly preferred.
- Unencumbered driver's license and the ability to lawfully operate a motor vehicle.

Applicable Skills:

- Ability to engage in and excel in the identified job duties.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to effectively communicate orally and in writing with City personnel, Department personnel and City residents.
- Knowledge of administrative procedures and circuit, appellate, state, and federal court procedures and rules of evidence.
- Knowledge of principles and practices of accounting, budgeting, and finance in municipalities.
- Proficiency in the City's technology systems. Considerable knowledge of the practices, ethics and procedures of the legal profession, usually acquired through the attainment of a law degree, admission to practice law in Wisconsin, and extensive and varied experience in the practice of municipal law.
- Knowledge of resources is essential to research legal questions and problems.

City Attorney

- Ability to work well under pressure, meet deadlines, regularly, manage multiple assignments, and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention.

Job Offer Requirements:

Authorization for Job offers for this position are contingent on the individual passing a pre-employment background check and any other applicable onboarding process that the city employs at the time of or prior to issuance of the offer.

Work Environment:

The work environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. Work performed is primarily in a standard office environment that includes exposure to computer screens, although exposure to Wisconsin environmental extremes may occur through work-related travel or attendance to duties outside the office. Job duties may require travel throughout the City of Sheboygan to various worksites.

Primary functions include sufficient physical ability and mobility to work in an office or government meeting setting, sit and answer phones, and use computer equipment on a continuous basis. On a frequent basis, must have the ability to stand, walk, sit, talk, and reach with hands and arms and occasionally lift, bend, stoop, retrieve and carry files, bags or cases, and boxes weighing up to 25-30 pounds. Position requires the operation of office equipment and requires repetitive hand movement and fine motor coordination, including use of a computer keyboard.

Selection Guidelines:

Application and selection process will be governed by City policy, as it may be amended from time to time, and at the discretion of the City Administrator and Common Council of the City.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

City Attorney

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee

Date

Department Head

Date

Human Resources Director

Date

City Administrator

Date

**CITY OF SHEBOYGAN
GENERAL ORDINANCE 6-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS DEKKER AND MITCHELL.

MAY 27, 2025.

AN ORDINANCE to Amend, Repeal, and Recreate Provisions Related to the Manner of Selection and Tenure of the City Attorney.

WHEREAS, The Common Council has approved and passed a Charter Ordinance to change the City Attorney position from an elected position to a position appointed by the Common Council; and

WHEREAS, certain provisions of the Sheboygan Municipal Code now require amendments, repeal, or recreation to comply with the Charter Ordinance establishing the City Attorney position be appointed; and

NOW THEREFORE BE IT RESOLVED, the Common Council of the City of Sheboygan do ordain as follows:

SECTION 1: AMENDMENT “Sec 2-200 TERMS” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 2-200 Terms

1. *Mayor*. The term of office of the mayor shall be four years.
2. *Administrative officials*. The terms of office of the clerk ~~and the attorney~~ shall be four years.
3. *Alderpersons*.
 1. The term of alderpersons shall be two years, with the following exception:
 1. The eight alderpersons elected in 2016 shall serve terms of one year; and
 2. The five alderpersons elected in 2017 in the even-numbered aldermanic districts shall serve terms of one year.
 2. The alderpersons shall be residents of the aldermanic district from which they are elected, and commencing in 2018 and thereafter, five of their number, representing one alderperson from each of the five even-numbered districts in even-numbered years, and one alderperson from each of the five odd-numbered districts in odd-numbered years shall be elected.
4. *Appointive officials*. All appointive officials, except as otherwise provided, shall be appointed at-will, removable by the appointing authority at pleasure.

SECTION 2: AMENDMENT “Sec 2-945 Elected Officials Enumerated” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 2-945 Elected Officials Enumerated

The elective officials of the city shall be a mayor, one alderperson from each district, and a city clerk, ~~and the city attorney~~. Every elective official shall hold office until the successor is elected and qualifies.

SECTION 3: AMENDMENT “Sec 2-347 Position Established; Outside Business Activities Prohibited,” of the City of Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

DIVISION 2-III-6 CITY ATTORNEY

Sec 2-347 Position Established; Appointment; Qualifications; Outside Business Activities Prohibited

The position ~~full-time-salaried position~~ of city attorney is established. The qualifications and duties for the city attorney position are identified within municipal code and the corresponding job description. The city administrator shall submit a qualified individual to the common council for their consideration and/or appointment. The city attorney shall serve as a full-time employee at the pleasure of the common council in accordance with the city attorney’s employment contract. The city attorney shall serve an indeterminate term subject to the employment contract or removal pursuant to Section 17.12(1) of the Wisconsin Statutes.

The city attorney shall not engage in any outside business activities adverse or potentially adverse to their primary representation of the City of Sheboygan, without consent or approval from the city administrator and mayor. during normal city hall hours. The city attorney shall have the duties and powers as established by the municipal code. ~~prescribed by state statute.~~

SECTION 4: REPEAL “Sec 2-348 Health Insurance Premiums” of the City of Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

~~Sec 2-348 Health Insurance Premiums~~

~~Employee health insurance premium contributions for the city attorney shall be consistent with that of nonrepresented city employees.~~

HISTORY

~~Adopted _____ by _____ Ord. _____ 36-21-22 _____ on _____ 11/11/2022
Adopted by Ord. 3-23-24 RECODIFICATION on 6/5/2023~~

SECTION 5: REPEAL “Sec 2-349 Salary” of the City of Sheboygan Municipal Code is hereby *repealed* as follows:

REPEAL

~~Sec 2-349 Salary~~

- ~~(a) The city attorney shall receive a salary in the annual amount established by the city council, commencing with the first payday in May of each year. For the years 2023–2026, the salary of the city attorney shall be as follows:~~

- ~~1. 2023: \$132,320.00.~~
- ~~2. 2024: \$134,967.00.~~
- ~~3. 2025: \$137,666.00.~~
- ~~4. 2026: \$140,419.00.~~

- ~~(b) Amounts given in subsection (a) of this section for 2023 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.~~

HISTORY

~~Adopted _____ by _____ Ord. _____ 36-21-22 _____ on _____ 11/11/2022
Adopted by Ord. 3-23-24 RECODIFICATION on 6/5/2023~~

SECTION 6: ADOPTION “Sec 2-348 Qualifications, Duties, Informed Consent” of the City of Sheboygan Municipal Code is hereby *added* as follows:

ADOPTION

Sec 2-348 Qualifications, Duties, Informed Consent

- (a) Prior to appointment to the City Attorney position, a person must be an attorney licensed to practice law within the state of Wisconsin. The Common Council may make exceptions to this requirement for exceptional applicants provided the appointee qualifies by the date of hire.

(b) Duties and Responsibilities

1. The City Attorney shall be a full-time officer of the City and shall perform the functions of the Office of City Attorney as provided under the Constitution and laws of the State of Wisconsin, as established or set within the municipal code, as identified within the position job description and employment contract, and such other duties as the Common Council may prescribe from time to time. This includes but is not limited to enforcement of every provision of this Code by any legal means deemed appropriate by law or municipal code.
2. Assistants. The City Attorney may appoint Assistants, as authorized by action of the common council, who shall have power to perform the duties of the City Attorney’s office. The City Attorney shall be responsible for and oversee the actions of the Assistants. The Assistants shall receive such compensation as the Common Council shall provide.

(c) Informed Consent:

1. Pursuant to this section, the Common Council provides informed consent to the Office of the City Attorney to share information regarding representation of the City including the identify of the City as a client and information which may not be available to the public at the time of the release of information for the purpose of consulting with and collaborating with other municipal attorneys or legal counsel representing other governmental jurisdictions or other public or private organizations or parties, for the benefit of the City. This informed consent explicitly includes but is not limited to participation in legal listservs, joint meetings or conferences with other municipal attorneys or legal counsel representing other governmental jurisdictions, and individual consultations with other attorneys with expertise in the subject matter or legal interests similar to those of the City.

2. This section shall not provide informed consent to the Office of the City Attorney to release confidential information relating to the representation of the City where the disclosure would disadvantage the City's legal position or where the communication is reasonably likely to be conveyed or otherwise disclosed to a party that is adverse to the City in the particular legal matter. In its sole discretion, the Common Council may establish additional restriction or conditions related to its informed consent pursuant to this section.
3. In specific instances where the Office of the City Attorney deems it necessary to seek more specific informed consent regarding disclosure of information due to the requirements of subsection (2) or due to other obligations of the City Attorney under the rules of professional conduct for attorneys or to other factors or circumstances, the City Attorney may seek such informed consent from the Mayor and the Mayor may, in their sole judgment, determine whether such informed consent may be provided on behalf of the City.

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 3-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

MAY 19, 2025.

AN ORDINANCE amending the Sheboygan Municipal Code to effectuate changes to the City's claims procedures.

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

SECTION 1: **AMENDMENT** “Sec 2-912 Approval” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 2-912 Financial Claims Approval

SECTION 2: **ADOPTION** “Sec 2-914 General Claims Procedure” of the Sheboygan Municipal Code is hereby *added* as follows:

ADOPTION

Sec 2-914 General Claims Procedure(*Added*)

- (a) Claims/lawsuits shall be served upon the city clerk or their designee. The city clerk shall immediately forward each claim/lawsuit to the city attorney's office for review and investigation. The city attorney's office shall forward claim information to the city's insurance carrier as appropriate. With the assistance of other departments as requested, the city attorney's office shall investigate all claims within the city's self-retention limit and make a recommendation to the city administrator.
- (b) If the city attorney's office recommends denying a claim and such decision is affirmed by the city administrator, the city administrator may authorize the city attorney's office to deny the claim. The city attorney's office shall submit a claims report to the common council through the finance and personnel committee summarizing such action at least quarterly.
- (c) If the city attorney's office recommends negotiating and/or paying a claim, and such decision is affirmed by the city administrator, the city administrator may negotiate with claimant and/or authorize paying a claim of not more than \$50,000 without prior

referral to the common council. The city attorney's office shall submit a claims report to the common council through the finance and personnel committee stating why the office approved paying the claim at least quarterly.

- (d) Each claim/lawsuit that the city attorney or city administrator seeks authorization to settle that exceeds \$50,000 shall be referred to the common council through the finance and personnel committee. The city attorney or city administrator may refer any claim to the common council through the finance and personnel committee for consideration prior to making a settlement determination.
- (e) Nothing contained within this section, nor any action taken by the city, the city administrator, or the city attorney pursuant to this section shall be construed to impose any liability for damages or otherwise, upon the city, the city administrator, or the city attorney.

SECTION 3: 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 4: 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
RESOLUTION 19-25-26
DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

BY ALDERPERSONS MITCHELL AND PERRELLA.

MAY 27, 2025.

A RESOLUTION authorizing the appropriate City officials to sign the January 1, 2024 - December 31, 2028 Contract between the City of Sheboygan and International Association of Firefighters - Local 483.

WHEREAS, representatives from City of Sheboygan management and the International Association of Firefighters - Local 483 met to negotiate a renewal to the collective bargaining agreement between them and entered into a Tentative Agreement that set forth the agreed upon terms and changes in the agreement.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby authorizes the appropriate City officials to sign the January 1, 2024 - December 31, 2028 Contract between the City of Sheboygan and International Association of Firefighters – Local 483, as amended to incorporate all changes as described in the attached Package Proposal dated May 8, 2025.

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

May 8, 2025

**PACKAGE PROPOSAL OF THE CITY OF SHEBOYGAN TO IAFF LOCAL 483
FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

1. **Term.** Modify Article XXXIX Duration for January 1, 2024 through December 31, 2026
2. **Issues previously addressed between the union and management**
 - a. Page 12, Section 3, Line 4; add “per SFD procedures” after “qualified employee” (6/2/23)
 - b. Page 18, lines 9-11; clarify language to reflect five days *after* the PFC approves list.
 - c. Page 25, Section E2, Lines 4-8; change language to allow both Assistant Chief’s (6/2/23)
 - d. Page 35, Section B, Lines 1-6; remove language from contract per MOU.
 - e. Page 43, Lines 24-26; remove language from contract per MOU and to match WRS rules
3. **Article XXXIII Time Trades, Section B page 62.** Amend language as follows:
~~B. Captains shall be responsible for the approval of all time trades, which shall be submitted in writing. Once approved all time trades shall be considered as final. The on-duty Battalion Chief or the acting Battalion Chief for the day shall be responsible for approving all time trades, which shall be submitted via the departments scheduling app. Once approved, all time trades shall be considered as final. Time Trades that will cause an employee to work more than 72 hours will not be approved without prior authorization from the fire chief.~~
4. **Passim and Article VIII.** Move the duty start from 8am to 7am and adjust any language accordingly and modify extended shift and standby increments from 2 hours to 15 minutes.
5. **Article XXII Administration, Section B page 47 and passim.** Amend this section and other applicable contract provisions addressing four off at a time to change it to three off, including Article VIII Section B.2, consistent herein, as follows:
 - A. Employees may use cycles for vacation, an EMS day, Convention Leave, School for Workers, FLSA and regular compensatory time requests, or as required by law. The computer entry of a leave of absence request is the responsibility of the employee.
 - B. A maximum of ~~four~~ three (3) union personnel will be approved for leaves of absence in accordance with this article at any given time, unless the City employs ninety (90) or more full-time employees in this bargaining unit to which this maximum will then be four (4) union personnel and which shall be reflected therein. Personnel off on leave for department funded and/or required business would be considered as one of the three (3) ~~four~~ union personnel. (This is a factor in granting untimely off-duty and same day leave of absence requests only.)
 - C. Employees may use cycles for vacation, an EMS day, Convention Leave, School for Workers, FLSA and regular compensatory time requests, or as required by law. The computer entry of a leave of absence request is the responsibility of the employee.
 - D. A maximum of three (3) ~~four~~ union personnel will be approved for leaves of absence in accordance with this article at any given time, with the exception that members with 15 years or more of service may pick one vacation cycle annually during normal vacation picking for vacation picking for use in 2026, 2027, and 2028 wherein that pick brings the number off to a maximum of four off in those specific circumstances (this would require the member to designate the one cycle pick and must be the fourth pick for that cycle and not the first through

third picks). Effective December 31, 2028, a maximum of three (3) union personnel will be approved for leaves of absence in accordance with this article at any given time. This maximum of three off shall apply unless the City employs ninety (90) or more full-time employees in this bargaining unit to which this maximum will then be four (4) union personnel. Personnel off on leave for department funded and/or required business would be considered as one of the four union personnel. (This is a factor in granting untimely off-duty and same day leave of absence requests only.)

- E. ~~Of the allotted four (4) persons, no more than two (2) paramedics will be approved for leaves of absence on the same date(s). This rule will be in effect unless ten (10) or more paramedics are assigned to the shift.~~
- F. If an employee has not requested the use (all or part) of a selected cycle within fifty (50) days prior to the start of the cycle, the cycle is considered vacated and available to other employees. Requests made forty-nine (49) through forty-five (45) days prior to the start of a vacated cycle will be considered as received at the same time and will be awarded in preference of the employee requesting a full cycle and then by seniority. Days in vacated cycles that were not requested as a full cycle will be approved as timely forty-five (45) days in advance of each individual day. A separate entry must be made for each date requested. Requests for full tours of duty take preference over partial tour requests.
- G. Timely requests shall be submitted at least forty-five (45) days prior to the requested date. Timely requests are considered final; no request for change will be honored.
- H. The Fire Chief or the Chief's designee may authorize additional shift members off in the discretion of the Chief or designee.

6. **Article XIX Special Salary Provisions Section H page 42.** Modify Section H 1 as follows:

H. **Premium pay for work outside normal station work routine hours.**

- 1. Public relations/education. ~~An On duty employees required to represent the fire department for the purpose of scheduled public relations or public education outside the normal station work routine hours (8am-5pm weekdays, 8-11 Sat./Sun./holidays) will receive premium pay of an additional fifty (50%) percent of the employee's regular hourly rate (biweekly rate without holiday pay divided by one hundred twelve (112) times five (.5) tenths) will receive time back during normal station work routine hours for time the employee worked the public education or public relations event. Such time should be requested for use by the employee during the same shift if available as determined by the Battalion Chief, or during a subsequent shift during the current or next work cycle.~~

- 7. **Article XXV, and passim, Sick Leave.** Change sick time calculation to be based on the 24-hour conversion rather than the 16-hour conversion and calculate sick time usage by 15-minute increments (rounded up) and adjust contract language accordingly. *Statement of intent: the language changes are not intended to reduce or increase employee sick leave pay as this change is more addressing how the benefit is administratively handled by the City.*
- 8. **Article XXII. Rules and Regulations.** Delete this Article and rewrite as follows: The Association recognizes the rights of the City to promulgate reasonable rules and regulations; however the City agrees that all new Fire Department rules and regulations primarily related to wages, hours, and working conditions shall be submitted to the Association thirty (3) days prior to implementation. Nothing herein shall preclude the City from promulgating work rules and regulations for emergency purposes so that the thirty day notice is not required.

9. **Bereavement Leave.** Union initial proposal #6 dated December 12, 2023 to modify Article XIV Bereavement Leave to allow one twenty-four hour tour off for death of a spouse's grandparent.
10. **Military Leave.** Delete Article XXIV Military Service and replace as follows: "Any military leave benefits available to an employee shall be as stated in applicable City policy involving military leave, subject to change by the City from to time."
11. **Wages.** The City proposes the following adjustments effective the first full payroll period after:
- | | | | |
|--------------------|------|--------------|------|
| a. January 1, 2024 | 3.5% | | |
| b. January 1, 2025 | 3.5% | | |
| c. January 1, 2026 | 2.0% | July 1, 2026 | 2.0% |
| d. January 1, 2027 | 3.0% | | |
| e. January 1, 2028 | 3.0% | | |
- f. **Across-the Board Percentage Adjustment Me-Too For 2027 and 2028.** The parties agree that this Union shall receive the same percentage across the board wage adjustment as received by another union for wage percentage adjustments in 2027 or 2028 if such across the board wage percentage adjustment is above the listed percentage settlements above.
12. **Uniform Allowance.** Amend Article XVIII "Uniform Allowance" effective January 1, 2026 to provide a uniform allowance of \$550.00 instead of \$450.00.
13. **Sick Leave Pool. Article XXV Sick Leave and Article XXVII Health Insurance – retiree insurance sick leave pool.** The City proposes to end the sick leave pool and dispose of the value in a lump amount not to exceed \$811,000 in total payout, less any amounts used from May 1, 2025 through the final date of ratification. No employees other than FF Haltaufderheid are authorized to draw from the sick leave pool and any further requests by FF Haltaufderheid shall be subject to consideration for authorization.

ARTICLE XXV SICK LEAVE

- A. Personnel on extended sick leave must report, on a weekly basis, to the Fire Chief or his/her designee either in person or by telephone stating his/her condition, work limitations, and anticipated date of return to duty.
1. Each member assigned to a 24 hour-shift covered by the Agreement shall be entitled to sick leave credit of twelve (12) hours ~~one (1) workday~~ with pay for each completed month of service with pay. Unused sick leave may be accumulated up to a maximum of one thousand one hundred fifty two (1152) hours. ~~one hundred forty four (144) workdays.~~

2. ~~Unused sick leave accumulated in excess of one hundred forty-four (144) days prior to 1985 shall be pooled in the Fire Department and may be restored for use by individual members of the Department in the event of an extended illness. All such requests to participate in the sick leave pool must be made in writing by the employee to the Fire Chief setting forth and including the following information:~~
- ~~a. Submission of satisfactory medical evidence from a physician on a form prescribed by the City listing the qualified serious health condition of the employee certifying that the employee has been incapacitated for said period of absence, the estimated period of time the employee will continue to be incapacitated, and the nature and prognosis of the illness or injury.~~
 - ~~b. An employee who is using sick days from the sick leave pool shall furnish an updated Physician's Report from his/her physician on the form prescribed by the City more or less than thirty (30) days for recertification unless this requirement is waived by the Fire Chief or his/her designee.~~
3. ~~The administration of the sick leave pool shall be under the jurisdiction of the Fire Chief after he/she has consulted with the Director of Human Resources and Labor Relations, as well as, Local 483's Executive Board, in compliance with the applicable state and federal laws including ADA and FMLA, etc. Each employee must accumulate the basic one hundred forty-four (144) days' sick leave and all additional days shall then be credited to his/her retirement insurance credit account. An employee is not eligible to participate in the sick leave pool or bank if he/she is eligible for other City paid benefit programs, including but not limited to the following list:~~
- ~~—— City paid retirement disability programs~~
 - ~~—— Social Security disability benefits~~
 - ~~—— City paid annuity programs~~
4. Employees absent from work on legal holidays, during sick leave, vacation, or disability arising from injuries sustained in the course of their employment, or for authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate during such absence as though they were on duty, subject to the maximum limitation herein provided.
5. An employee eligible for sick leave with pay may use such sick leave upon approval of the Fire Chief for absence due to non-occupational illness, injury, exposure to contagious disease, or up to two (2) tours of duty in an emergency due to serious illness in the employee's immediate family. The terms "emergency due to serious illness" as referred to above is such illness, which in the reasonable opinion of a physician, requires immediate and indispensable care or hospitalization. The term "**immediate family**" as referred to in this section is hereby defined as follows:
- a. Spouse of the employee.
 - b. Unemancipated children of the employee under the age of 18.

- c. Disabled dependents of the employee who are wholly dependent upon the employee for their support and maintenance and who reside in the employee's household.

If while on duty, an employee's wife has a normal pregnancy delivery devoid of serious complications, said employee may utilize sick leave or the remaining portion of that tour of duty, regardless of departmental staffing needs. In addition, said employee may use up to either two (2) days of vacation, accrued compensatory time, or unpaid leave of absence to attend to personal business during the period of his/her wife's convalescence regardless of departmental staffing needs. Employees will not be ineligible for benefits as contained in this Agreement as result of said time off to attend to personal business.

6. The Fire Chief or his/her designee may require a medical certificate to justify the granting of sick leave.
7. An employee on sick leave shall inform his/her immediate supervisor of the fact and the reason therefore prior to the day of absence or as soon as possible but no later than seven (7:00) eight (8:00) a.m. of the first day of absence; and failure to do so within a reasonable time may be cause for denial of pay for the period of absence.
8. Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions, shall be charged in fifteen (15) minute increments, rounded up, and deducted from the employee's sick leave account. proportionately in an amount not smaller than one-eighth (1/8) day for employees who work a twenty four (24) hour tour of duty. ~~Absences for a fraction or part of a day that are chargeable to sick leave shall be charged in one (1) hour increments for employees working a regular eight hour shift.~~
9. Employees who work a twenty-four (24) hour tour of duty shall be charged at the rate of one day (24 hours) two (2) days for each twenty-four (24) hour tour of duty that is missed. The employee shall be charged in proportion to the time missed in amounts not smaller than fifteen minutes, rounded up, one-eighth (1/8) day of sick leave. ~~(Schedule of Sick Leave Attached, Exhibit B)~~
10. It is recognized that sick leave is a valuable benefit paid for by the City to be used solely for bona fide sickness, accidents, or emergencies.
11. ~~Use of the sick leave pool is available to all active employees and is limited to a maximum of 12 months of utilization (once employee enters the sick leave pool). Employees unable to return to work upon the expired 12 months will transition to inactive employment and will either be laid off, need to apply for retirement benefits (if qualified) or long term disability benefits.~~
12. In the event any employee has misused the sick leave provisions contained herein or has requested the use of sick leave when such sick leave is not warranted, he/she shall subject himself/herself to disciplinary action.

The City also proposes to delete Article XXVII, Section C. 2 – 3 as they are archaic and no longer apply.

- ~~2. Upon retirement, all said employees' sick days accumulated after January 1, 1985, which are accredited to the sick leave pool shall be removed from the employees' sick leave accounts and the department's sick leave pool.~~
- ~~3. The intent of the Firefighters Retiree Health Insurance Good Attendance/Retirement Program as it relates to one (1) retirement insurance credit for each unused sick leave day is: For each unused sick leave day (8 hours) in Fire Department that is credited to the sick leave pool that is above one hundred forty four (144) base days pursuant to the Agreement initialed on February 23, 1988, you will receive one (1) retirement insurance credit. The intent being if you work a full month with no sick leave, you will receive one (1) credit pursuant to the above requirements.~~

14. **Archaic language clean-up and clarification of errors.**

- a. Mutually agreed upon changes.
- b. Incorporate MOUs involving 72 hours (September 14, 2023), Article XVI Paragraph B (November 8, 2021), Article XX Severance Pay (November 8, 2021),

The City reserves its right to modify, amend, delete or add to its proposals at any time and for any reason during negotiations. All tentative agreements, if any are reached, remain subject to acceptance of the collective bargaining agreement as a whole by the City Council and correction of any errors or omissions. The City reserves all rights to identify and object to any permissive or illegal subjects of bargaining and to process any declaratory ruling proceedings if this offer is not accepted.



TO: Mayor Sorenson and Common Council Members
FROM: Casey Bradley, City Administrator
DATE: May 21, 2025
SUBJECT: Fire Union Contract

Item 15.

This memorandum intends to provide background regarding the proposed Collective Bargaining Agreement with Local 483 or Fire Department Union.

Background

We have been working since fall of 2023 to reach an agreement on this contract. In that same time, we have settled the union contracts with our other three unions. With this contract, we had to make some significant changes to legacy programs as well as some legacy language. This has drawn out the process and I would like to thank President Grandlic and the Local 483 negotiating team for working with us to find an amicable resolution to these items.

Proposed Changes

Here is a brief summary of the proposed changes and the discussion as to why the changes are being proposed.

Routine updates:

- a) Page 12, Section 3, Line 4; add “per SFD procedures” after “qualified employee” (6/2/23)
- b) Page 18, lines 9-11; clarify language to reflect five days after the PFC approves list.
- c) Page 25, Section E2, Lines 4-8; change language to allow both Assistant Chief’s (6/2/23)
- d) Page 35, Section B, Lines 1-6; remove language from contract per MOU.
- e) Page 43, Lines 24-26; remove language from contract per MOU and to match WRS rules
- f) Article XXXIII Time Trades, Section B page 62. Amend language as follows:
~~B. Captains shall be responsible for the approval of all time trades, which shall be submitted in writing. Once approved all time trades shall be considered as final.~~ The on-duty Battalion Chief or the acting Battalion Chief for the day shall be responsible for approving all time trades, which shall be submitted via the department’s scheduling app. Once approved, all time trades shall be considered as final. Time trades that will cause an employee to work more than 72 hours will not be approved without prior authorization from the fire chief.
- g) Passim and Article VIII Move the duty start from 8am to 7am, adjust any language accordingly and modify extended shift/holdover overtime from 2 hours to 15-minute increments. The intent for these changes is to establish a duty day as 0700-1600 M-F and 0700-1100 Saturday/Sunday/ and holidays. (This change was mutually requested from both sides and includes an adjustment related to language for physical training and lunch periods.)

Casey Bradley
City Administrator

CITY HALL
828 CENTER AVE.
SHEBOYGAN, WI 53081

920-459-3317
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TO: Mayor Sorenson and Common Council Members
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Item 15.

- h) Article XXV, and passim, Sick Leave
 - a. Change the sick time calculation to be based on the 24-hour conversion rather than the 16-hour conversion, calculate sick time usage by 15-minute increments (rounded up), and adjust contract language accordingly. Statement of intent: these language changes are not intended to reduce or increase employee sick leave pay as this change is more addressing how the benefit is administratively handled by the City.
- i) Article XIV Bereavement Leave
 - a. To allow one twenty-four-hour tour off for death of a spouse's grandparent.
- j) Delete Article XXIV Military Service and replace as follows:
 - a. "Any military leave benefits available to an employee shall be as stated in applicable City policy involving military leave, subject to change by City from time to time."

More significant changes:

- a) Article XXII Administration, Section B page 47 passim. Amend this section and other applicable contract provisions addressing four off at a time and change it to three off, including Article VII Section B.2.
 - a. This is language that was left over from when the fire department had 90 firefighters and now, we have significantly less staff. This provision results in mandatory call-ins for staff to ensure we are meeting minimum staffing requirements. Reducing the allowable number of staff off will reduce the call-ins. If staffing levels change in the future, we will address this provision to see if it can be added back into the contract.
- b) Article XIX Special Salary Provisions Section H page 42. Modify Section H 1 as follows: Premium Pay for work outside normal station work routine hours:
 - a. Public relations/education. On duty employees required to represent the fire department for the purpose of ~~scheduled~~ public relations or public education outside the normal station work routine hours (8am-4pm Monday-Friday, 8am-11am Sat/Sun/Holidays) will receive premium pay of an additional fifty (50%) percent of the employee's regular hourly rate (biweekly rate without holiday pay divided by one hundred twelve (112) times five (.5) tenths) will receive time back during normal station work routine hours for time the employee worked the public education or public relations event. Such time should be requested for use by the employee during the same shift, if available, as determined by the Battalion Chief, or during a subsequent shift during the current or next work cycle.
- c) Article XXII. Rules and Regulations
 - a. The Association recognizes the rights of the Fire Chief to promulgate reasonable rules and regulations for the Sheboygan Fire Department; however, the City of Sheboygan agrees that all new rules and regulations, primarily related to wages, hours, and working conditions shall be submitted to the association thirty (30) days prior to implementation, . Nothing herein shall preclude the Chief from promulgating work rules and S.O.P.'s for emergency purposes so that the thirty (30) day notice is not required.

Casey Bradley
City Administrator

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SHEBOYGAN, WI 53081

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TO: Mayor Sorenson and Common Council Members
FROM: Casey Bradley, City Administrator
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SUBJECT: Fire Union Contract

Item 15.

- i. This was a change that brings this contract language into conformance with the other union contracts.
- d) Wages:
 - a. January 1, 2024 3.5%
 - b. January 1, 2025 3.5%
 - c. January 1, 2026 2.0%
 - d. July 1, 2026 2.0%
 - e. January 1, 2027 3.0%
 - f. January 1, 2028 3.0%
 - i. This proposed wage increase is in line with our other union contracts with the exception of the additional .5% in 2026. Likewise, we have not started negotiations with other unions at this time for future years.
- e) Article XVII Uniform Allowance:
 - a. Effective January 1, 2024, payable during the month of January each calendar year, a five hundred- and fifty-dollar (\$550) uniform allowance shall be paid to all other members of the Fire Department who are required to wear uniforms.
- f) Article XXV Sick Leave and Article XXVII Health Insurance retiree insurance sick leave pool. Lump sum payout of this program in an amount estimated to be worth about \$811,000.
 - a. The Sick Leave Pool was comprised of pre-1985 sick hours that accumulated by employees that exceeded their personal sick bank allowed. The number of days earned was frozen at that time and the City has been paying out at current rate of pay for hours utilized by eligible employees. By paying in a lump sum, City staff anticipates future savings of approximately \$1.44M.
 - b. Associated language changes to implement this change.
 - c. Sick leave credit is changed from one day to a credit of 12 hours and the bank limit is changed from 144 workdays to one thousand one hundred fifty-two hours.
- g) Article VII Overtime and Compensatory Time, Section A: Overtime Scheduling: Added language stating “no employee shall work more than seventy (72) consecutive hours, unless authorized by the Fire Chief for an emergency.

If you have any questions, please don’t hesitate to contact me.

Casey Bradley
City Administrator

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