



*****AMENDED***REDEVELOPMENT AUTHORITY AGENDA**

September 17, 2025 at 7:45 AM

**City Hall - Conference Room 106, 828 Center Avenue,
Sheboygan, WI**

Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Roll Call
2. Call to Order
3. Pledge of Allegiance
4. Identify potential conflict of interest

MINUTES

- [5.](#) Motion to approve the minutes from 8-27-2025.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [6.](#) Discussion and possible action of adopting a Code of Ethics and Operational Guidelines of RDA members.

NEXT MEETING

7. October 15, 2025

ADJOURN

8. 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
REDEVELOPMENT AUTHORITY MINUTES
Wednesday, August 27, 2025

MEMBERS PRESENT: Roberta Filicky-Peneski, Steven Harrison, Jim Conway, Cleo Messner, Alderperson Robert La Fave, and Darrell Hofland

MEMBERS EXCUSED: Deidre Martinez

STAFF/OFFICIALS PRESENT: Deputy City Attorney Liz Majerus, Director of Planning and Development Taylor Zeinert, Planner Jeff Witte, Assistant to the City Administrator Marie Foss.

OTHERS: Attorney David Gass, Appointed Council Attorney Nick Cerwin, (remotely), Tim Lindau (remotely), Tad Templeton (remotely), Asher Heimermann

OPENING OF MEETING

1. Roll Call: Steven Harrison, Cleo Messner, Jim Conway, Deidre Martinez, Alderperson Robert LaFave, and Darrell Hofland
2. Call to Order

Vice- Chair Steven Harrison called the meeting to order at 7:46 AM

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Identify potential conflict of interest

No conflicts of interest were identified.

MINUTES

5. Motion to approve the minutes from July 16, 2025.

Motion made by Darell Hofland, seconded by Steven Harrison to approve the minutes from. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Discussion and possible action on the use of RDA properties by Blue Harbor for a wedding event being held on September 6, 2025.

Motion made by, seconded by Alderperson Robert La Fave to approve contingent of paper work being completed. Motion carried.

7. Discussion and possible action on the business development loan to CORTA Sheboygan, LLC, NS Retail Holdings, LLC located at 514 and 518 S. Taylor.

Motion made by Jim Conway, seconded by Darrell Hofland, Steven Harrison abstained to direct CORTA Sheboygan, LLC, NS Retail Holdings, LLC to make and keep up with interest payments within 6 months to come in compliance with loan terms and direct staff to work with NS Retail/

Corta. Pay interest payments at original contractual amount, interest on full amount on a month to month basis.

Item 5.

8. Discussion and possible action relating to lease modification request for a previously approved project located at 820 Indiana Avenue.

Motion made by Jim Conway, seconded by Alderperson Robert La Fave to consent to construction and operation of a boutique hotel. Motion carried.

9. Discussion and possible action on past due lease payment for 528 and 534 South Pier Drive.

Motion made by Alderperson Robert La Fave, seconded by Darrell Hofland to authorize staff to draft a demand letter to Mackimus, LLC. Motion carried.

10. Quarterly RDA Loan Update

Planning and Development director Zeinert provided Quarterly Loan update.

11. Discussion and Possible action of adopting a Code of Ethics and Operational Guidelines of RDA members.

Staff to provide draft document to the RDA at next meeting.

NEXT MEETING

12. September 17th, 2025

ADJOURN

13. Motion to Adjourn

Motion by Darrell Hofland, second by Alderperson Robert La Fave to adjourn. Motion carried. Being no further business, the meeting was adjourned at 8:57 AM.

~~Guiding Principles and Operational Guidelines~~ for the City of Sheboygan Redevelopment Authority (RDA) Operational Policies and Procedures

Mission Statement

The Sheboygan Redevelopment Authority (RDA) is dedicated to fostering sustainable economic growth, revitalizing blighted areas, and enhancing community welfare through transparent, ethical, and inclusive redevelopment practices in accordance with Wisconsin Statutes, Chapter 66.1333.

Guiding Principles

1. Community-Centered Development

- Prioritize projects that enhance the quality of life for Sheboygan residents, promote access to opportunities, and preserve the city's cultural and historical identity.
- Engage stakeholders, including residents, businesses, and community organizations, to ensure redevelopment reflects community needs and aspirations.

2. High Ethical Standards

- Uphold the highest standards of ethics, ensuring all actions are conducted with fairness, impartiality, and accountability.
- Review and sign the code of ethics for the RDA annually.
- ~~Adhere to Wisconsin's Code of Ethics for Public Officials (Wis. Stat. § 19.41 et seq.), prioritizing public interest over personal gain.~~
- ~~Review and sign the code of ethics for the RDA annually.~~

3. Transparency and Accountability

- ~~Maintain open communication with the public by providing accessible information on projects, decisions, and financial activities.~~
- Ensure all meetings and records comply with Wisconsin's Open Meetings Law (Wis. Stat. § 19.81–19.98) and Public Records Law (Wis. Stat. § 19.31–19.39) to provide the public with accessible information on projects, decisions, and financial activities.

4. Fiscal Responsibility

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- Manage public funds and resources prudently, ensuring cost-effective and sustainable redevelopment initiatives.
- Provide financial reports to the public to maintain trust and accountability.

Ethical Requirements

1. The Sheboygan Redevelopment Authority (RDA) hereby adopts Wis. Stat. § 19.59- Code of ethics for local government officials, and the associated definitions in Wis. Stat. § 19.42 for the purposes of this policy.

2. Conflicts of Interest

- Disclosure Requirements: Members and staff must disclose any financial or personal interests that may influence or appear to influence their decisions, as required by Wis. Stat. § 19.59.
- Recusal: Any member with a conflict of interest shall recuse themselves from discussions, deliberations, and votes on related matters.
 - A conflict exists when a member, their immediate family, or associated business stands to gain financially or otherwise from a decision.
 - A conflict may exist where a member feels compelled to make a decision on an official matter based upon some close personal relationship or interest, or based up-on information outside the scope of that which is generally available or otherwise provided for consideration to the other members. Members should consult with staff with questions or concerns.
- Members of the RDA shall be ineligible for loans and/or grants from or through the RDA.

3. Confidentiality

- Protection of Sensitive Information: Members and staff shall safeguard confidential information, including proprietary business data, personal resident information, and preliminary project details, in accordance with Wisconsin's Public Records Law exemptions (Wis. Stat. § 19.35), and are obligated to return any such information or records to City Staff.
- Disclosure Protocols: Confidential information may only be shared with authorized personnel and only when necessary for project execution. Unauthorized disclosure is prohibited and may result in disciplinary action, liability, and/or enforcement.
- RDA Members shall not disclose any privileged information, protected sensitive information, or confidential information, or proprietary information to the public or applicants.

Operational Guidelines

1. Governance and Structure

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1.

- a.** Composition: The Authority shall consist of 7 members (as per Wis. Stat. § 66.1333(3)) appointed by the Mayor and approved by the Common Council, including Representatives with expertise in urban planning, economic development, banking, law, accounting, real estate, and community engagement are preferred.
- b.** Meetings: The RDA will hold regular Regular meetings, which will generally occur on shall be held the first and third Wednesday of the month typically at 7:45 am, with special meetings as needed. Meetings will be held, in compliance with Wisconsin's Open Meetings Law.
- c.** Agendas and minutes shall be publicly posted in advance.
- d.** Roberts Rules of order may be used as needed, at the discretion of the RDA Chair, to help promote order and efficiency.

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2. Ethical Considerations

a. Confidentiality

• **Protection of Sensitive Information:** Members and staff shall safeguard confidential information, including proprietary business data, personal resident information, and preliminary project details, in accordance with Wisconsin's Public Records Law exemptions (Wis. Stat. § 19.35).

• **Disclosure Protocols:** Confidential information may only be shared with authorized personnel and only when necessary for project execution. Unauthorized disclosure is prohibited and may result in disciplinary action.

b. Conflict of Interest

• **Disclosure Requirements:** Members and staff must disclose any financial or personal interests that may influence or appear to influence their decisions, as required by Wis. Stat. § 19.46.

• **Recusal:** Any member with a conflict of interest shall recuse themselves from discussions, deliberations, and votes on related matters. A conflict exists when a member, their immediate family, or associated business stands to gain financially or otherwise from a decision.

• **Members or family member:** Members of the RDA and their family members shall be ineligible for loans and/or grants under any program the RDA has purview over.

c. Transparency Records

- a.** Public Access: Records will be available to the general public in compliance with Wisconsin Open Record Laws, Wis. Stat. §§ 19.31-19.36. All non-confidential documents, including project plans, budgets, and contracts, shall be made available to the public via the City's website and upon request.
- b.** The City is the custodian of RDA records. RDA members should be aware that correspondence and records created in their official capacity may be records subject to public access.

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~~3.~~ ~~3.~~ Project Development and Implementation

- ~~1.~~ ~~a.~~ ~~Project Selection:~~ Projects shall be selected based on alignment with the city's comprehensive plan, economic impact, and community benefit. A scoring matrix provided by staff shall be used to evaluate proposals objectively.

~~a.~~

- ~~1.~~ ~~a.~~ ~~Partnerships:~~ Collaborate with private developers, business owners, nonprofits, and government agencies to leverage resources while maintaining public oversight.

~~b.~~

- ~~c.~~ ~~Compliance:~~ Ensure all projects comply with Wisconsin Statutes (e.g., Wis. Stat. § 66.1333 for redevelopment authorities) and local ordinances.

~~3.~~ ~~4.~~ Monitoring and Evaluation

~~4.~~

- ~~1.~~ ~~a.~~ ~~Performance Metrics:~~ Establish clear metrics for project success, including economic impact, job creation, and community benefits.

~~a.~~

- ~~1.~~ ~~b.~~ ~~Regular Reviews:~~ Conduct quarterly reviews of ongoing projects to assess progress, address challenges, and ensure alignment with Authority goals.

Implementation and Enforcement of Policy

- ~~1.~~ ~~1.~~ ~~Adoption:~~ These guidelines shall be formally adopted by the Sheboygan Redevelopment Authority and reviewed annually to ensure relevance and compliance with state laws.

~~1.~~

- ~~2.~~ ~~1.~~ ~~Training:~~ All members and staff ~~shall will~~ receive ~~periodic annual~~ training on ethics, Wisconsin's Open Meetings and Public Records Laws, and redevelopment best practices.

~~2.~~

- ~~3.~~ ~~Enforcement:~~

- ~~a.~~ ~~Violations of these guidelines this policy may be grounds for enforcement, sanctions, removal from the RDA, or any other remedy allowed by law.~~

~~3-b.~~

- ~~In the event there is reason to believe that a member has violated this policy the City Attorney or the City Administrator may initiate an independent investigation. Any findings and/or formal allegations will be referred to the Sheboygan Ethics Board for determination. particularly ethical standards, shall be investigated by an independent ethics committee appointed by the Common Council, with appropriate disciplinary measures applied.~~

Contact Information

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For inquiries or to access records, contact the Director of Development, Taylor Zeinert, at TZ1388@sheboyganwi.gov or 920-459-3383.

Page 4: [1] Formatted **Nicholas S. Cerwin** **8/1/2025 11:34:00 AM**

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Page 4: [2] Commented [NSC8] **Nicholas S. Cerwin** **7/28/2025 4:37:00 PM**

What would this look like? Call projects in to discuss? Something in writing?

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City of Sheboygan PLANNING AND DEVELOPMENT

Sheboygan City Hall
828 Center Ave, Suite 201
Sheboygan, WI 53081

To: Redevelopment Authority

Date: September 17th, 2025

Subject: Operational Policies and Procedures for RDA

Staff continues to work with the RDA to update policies for all matters. Attached to this memo is a recent draft of the proposed policy for your feedback.

The policy outlines guiding principles, operational policies and implementation. These categories highlight transparency, fiscal responsibility, disclosure requirements, and ethical standards.

The draft policy outlines several changes from our last meeting. Please note that the attached is a red line version of the drafted policy. For your convenience staff has outlined the major changes within the red line.

1. Re-organized the title to lead with the organization and then what the document is for the organization.
2. Section 3.c. - added the language about RDA members not disclosing any private, privileged, confidential, or proprietary information to the public or applicants.
3. Operational Guidelines Section 1.d. added language about Roberts rules being discretionary to the chair.

City of Sheboygan
PLANNING AND DEVELOPMENT

Sheboygan City Hall
828 Center Ave, Suite 201
Sheboygan, WI 53081

4. Operational Guidelines Section 2.a. public access to records just made to adopt and reference public records laws.
5. Implementation and Enforcement- added some language to the title as I've seen other policy that is missing enforcement criteria.
 - a. Section 2 of the Implementation and Policy- removed the "annual" training language in case we can't comply with that. Identified as periodic training.
 - b. Enforcement section 3- Identified what a violation could result in, and then changed the process a little bit. We can certainly go back to the proposal but wanted to add some sort of legal standard for when an investigation may be initiated – "reason to believe"- and then what the process would look like – "City attorney or City Administrator" may initiate independent investigation. The city also has an ethics board (which I believe is the common council) that could convene and be the arbiter of any formal allegations of a violation.

Staff will continue to refine the drafted policies to the board for their feedback.