



FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

September 22, 2025 at 6:00 PM

Council Chambers, 828 Center Avenue, Sheboygan, WI

Notice that the Finance and Personnel Committee will meet at 6:00 p.m. or immediately following the Public Works Committee meeting.

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

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Finance Department at 920-459-3311. Persons other than council members who wish to participate remotely shall provide notice to the Finance Department at 920-459-3311 by 12:00 p.m. on meeting day to be called upon during the meeting. All Committee members may attend the meeting remotely.

To view the meeting:

Microsoft Teams

Meeting ID: 280 935 294 959 6

Passcode: Z5oo2L5e

OPENING OF MEETING

1. **Call to order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
Finance and Personnel Committee Meeting held on September 8, 2025
5. **Public Comment**
Limit of three minutes per person with comments limited to items on this agenda.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Res. No. 96-25-26 by Alderpersons Mitchell and Perrella approving the transfer of Mead Public Library maintenance staff to the City of Sheboygan Facilities Department.
7. Res. No. 98-25-26 by Alderpersons Mitchell and Perrella authorizing the appropriate City officials to enter into an Intergovernmental Cooperative Agreement with Sheboygan County for Sales Tax Revenue Sharing for Transportation Infrastructure Maintenance.

TENTATIVE DATE OF NEXT REGULAR MEETING

8. Tentative Next Meeting Date - October 13, 2025

ADJOURN MEETING

9. 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 96-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

SEPTEMBER 22, 2025.

A RESOLUTION approving the transfer of Mead Public Library maintenance staff to the City of Sheboygan Facilities Department.

WHEREAS, the City of Sheboygan (the “City”) and the Mead Public Library (the “Library”) recognize the importance of efficient and effective maintenance services for the continued operation and upkeep of public facilities; and

WHEREAS, the Library's maintenance staff currently operates independently from the City’s facilities team, resulting in operational redundancies and inefficiencies; and

WHEREAS, the City and the Library desire to streamline maintenance operations by consolidating the Library’s maintenance staff under the City’s facilities team, thereby improving coordination, reducing costs, and enhancing service delivery; and

WHEREAS, the transfer of maintenance staff will allow for a more comprehensive and centralized approach to facility management while ensuring that the Library continues to receive the necessary maintenance and custodial support; and

WHEREAS, this transfer is intended to leverage the specialized expertise of the City’s facilities staff, provide a larger pool of personnel to ensure coverage and support, and grant access to specialized tools and resources available within other City departments, thereby enhancing the overall quality and efficiency of facility maintenance; and

WHEREAS, the consolidation of maintenance services is expected to generate cost savings through bulk purchasing of supplies and equipment, reducing overall expenditures for both the Library and the City; and

WHEREAS, the City and the Library have agreed upon the terms of the transfer, including employment conditions, budgetary allocations, and oversight responsibilities; and

WHEREAS, this Resolution has been reviewed and endorsed by the appropriate governing bodies, including the Mead Public Library Board of Trustees and the City of Sheboygan Common Council.

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

1. The Library’s maintenance staff shall be transferred to the City’s facilities team effective January 1, 2026.

2. The City shall assume all management and supervisory responsibilities for the transferred employees, including work assignments, scheduling, and performance evaluations.
3. The budgetary adjustments necessary to support this transition shall be made in accordance with the agreed-upon financial plan between the City and the Library.
4. The Library and the City shall establish a service level agreement to ensure that the Library continues to receive the necessary maintenance and custodial services in accordance with its operational needs.
5. Any existing employment agreements, benefits, and tenure of the affected employees shall be honored as part of the transition, subject to applicable City policies and collective bargaining agreements.
6. The City Administrator, Facilities Director and the Library Director shall work collaboratively to implement this transition in a manner that minimizes disruption and maintains high standards of facility maintenance.
7. The Library shall continue to receive the same level of maintenance staffing. Current Library maintenance employees shall generally report to the Library for their daily assignments, but may be rotated periodically to other City facilities for cross-training or to fill in as needed.
8. In addition to generalized maintenance and cleaning duties, the facilities staff assigned to the Library will continue to set up rooms for programming, move furniture and shelving as needed, and occasionally assist with security issues.
9. The Library Board shall have the authority to rescind this resolution if performance metrics indicate that the level of maintenance service provided to the Library has significantly declined and corrective actions have not been adequately implemented within a reasonable timeframe.

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 98-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

SEPTEMBER 22, 2025.

A RESOLUTION authorizing the appropriate City officials to enter into an Intergovernmental Cooperative Agreement with Sheboygan County for Sales Tax Revenue Sharing for Transportation Infrastructure Maintenance.

WHEREAS, the Sheboygan County Board enacted Ordinance No. 2 (2016/17) establishing a one-half percent (.5%) County sales tax for the purpose of raising revenues to address the challenges of maintaining the roads and bridges under the County's jurisdiction; and

WHEREAS, in enacting the Ordinance, the County Board recognized that, in addition to the County, Sheboygan County's municipalities face similar financial challenges for transportation infrastructure within their jurisdictions; and

WHEREAS, the Ordinance requires that \$1.5 Million of anticipated revenues (adjusted annually) from the sales tax be distributed by the County to municipalities within the County based on an equalized value formula, provided that each recipient municipality agrees that the revenue being distributed will be spent maintaining the municipality's road and bridge infrastructure as set forth in an Intergovernmental Cooperative Agreement with the County; and

WHEREAS, the County will distribute \$2,423,852 to local units of government, including \$715,753 to the City of Sheboygan, during calendar year 2026, which is an increase of \$33,183 from 2025; and

WHEREAS, the County will distribute the funds in two equal installments, one in July, 2026 and one in September, 2026; and

WHEREAS, the City of Sheboygan supports the County Sales Tax Revenue-Sharing Cooperative Agreement; and

WHEREAS, it is in the City of Sheboygan's best interests to receive its share of the distribution and agree to be bound by the terms of the County's Intergovernmental Cooperative Agreement.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council of the City of Sheboygan approves the Intergovernmental Cooperative Agreement with Sheboygan County, a copy of which is attached hereto, and agrees to be bound by its terms.

BE IT FURTHER RESOLVED: That the appropriate City officials are authorized and directed to sign the Intergovernmental Cooperative Agreement on behalf of the City of Sheboygan and to take the action necessary to comply with the terms of the Agreement, including filling out "Form A," a copy of which is attached hereto as part of the Intergovernmental Cooperative Agreement.

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



SHEBOYGAN COUNTY

Item 7.

Keith Abler
Chairman of the Board

Alayne Krause
County Administrator

September 3, 2025

Ryan Sorenson
City of Sheboygan
828 Center Avenue
Sheboygan, WI 53081

Re: Sheboygan County Transportation Shared Revenue Program

Dear Mr. Sorenson,

Effective January 1, 2017, the Sheboygan County Board enacted a one-half percent county sales tax to help maintain Sheboygan County's transportation system. The County Ordinance includes a provision to share the county sales tax revenue with local units of government to assist you in addressing your own transportation needs. We will be sharing a total of \$2,423,852 for 2026. We will once again allocate based on your municipality's equalized value. The respective amounts are shown in the enclosed equalized value worksheet. Payments will again be disbursed in two equal installments in July 2026 and September 2026.

Please find enclosed the Sheboygan County Sales Tax Revenue-Sharing Intergovernmental Cooperative Agreement which sets forth the terms and conditions upon which Sheboygan County will share sales tax revenue to assist you in maintaining your roads and bridges. A signed Intergovernmental Cooperative Agreement and signed Form A should be returned to the Sheboygan County Finance Department by December 1st. Once all signatures are obtained, a copy of the Intergovernmental Agreement will be returned to you for your records.

We respect and appreciate your role in helping maintain a safe and reliable transportation system. We are striving to keep the process of sharing this revenue efficient, transparent, and straight forward. If you have questions, please don't hesitate to contact us.

Respectfully yours,

Keith Abler, County Board Chairperson

Alayne Krause, County Administrator

Cc: Deputy Finance Director Jeremy Fetterer
Transportation Director Bryan Olson

Enclosed: Intergovernmental Cooperative Agreement
Form A
Equalized Value Worksheet

**SHEBOYGAN COUNTY SALES TAX REVENUE-SHARING
FOR TRANSPORTATION INFRASTRUCTURE MAINTENANCE
2026 INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

1. PARTIES. The parties to the Agreement are the City of Sheboygan (Municipality), a municipal corporation with offices at 828 Center Avenue, Sheboygan, WI 53081 and **SHEBOYGAN COUNTY** (County), a Wisconsin governmental body corporate, organized pursuant to Wis. Stat. § 59.01, having its principal offices at 508 New York Avenue, Sheboygan, Wisconsin 53081.

2. PURPOSE. Sheboygan County enacted Ordinance No. 2 (2016/17) establishing a one-half percent (.5%) County sales tax for the purpose of raising revenues to address the challenges of maintaining Sheboygan County's roads and bridges. In enacting the Ordinance, the County Board recognized that the municipalities within Sheboygan County have similar financing challenges for the transportation infrastructures within those municipalities. The Ordinance requires that \$1.5 Million of anticipated revenues (adjusted annually) from the sales tax be distributed to municipalities within County based on an equalized value formula provided that the municipalities agree to be bound by the terms of an Intergovernmental Cooperative Agreement as approved by the County Board. This Agreement, having been approved by the County Board, and agreed to by Municipality, assures that the revenue being distributed herein will be spent to maintain Municipality's road and bridge infrastructure.

3. EFFECTIVE DATE; TERM; TERMINATION.

A. Effective Date. This Agreement shall become effective on the last date of the required signatures at the end of this document.

B. Term. The term of this Agreement is for calendar year 2026.

C. Termination – By County. During the term, this Agreement may be terminated by County, if County determines that Municipality is not honoring the terms and conditions of this Agreement and County shall have no further obligations to make any payments or perform any other requirements herein.

D. Termination – By Municipality. During the term, this Agreement may be terminated by Municipality if Municipality determines that it no longer wishes to be bound by the terms and conditions of this Agreement and County shall be relieved of any further obligations to make any payments or perform any other requirements herein.

4. AUTHORITY. This Agreement is entered into between the parties pursuant to Wis. Stat. § 66.0301, authorizing intergovernmental cooperation and by Wis. Stat. § 77.76(3) which allows counties to distribute sales tax proceeds to municipalities within Sheboygan County. Both parties represent that their respective governing bodies have authorized entry into this Agreement.

5. RESPONSIBILITIES OF COUNTY.

A. County shall, over the course of calendar year 2026, pay to Municipality as a distribution of sales tax revenue, the sum of \$715,753.

B. County shall determine at its option whether the payment will be distributed in one lump sum or whether it will be in periodic payments. County shall determine at its option the timing and method of the payments.

C. County shall provide reasonable advance notice to Municipality as to its payment distribution method so that Municipality may budget accordingly.

6. RESPONSIBILITIES OF MUNICIPALITY.

A. Municipality agrees to use the payment for road and bridge maintenance purposes.

B. Municipality agrees not to reduce its road and bridge maintenance budget as a result of receiving the payment. It is the intent that the payment shall enhance Municipality's ability to address its road and bridge maintenance needs over the amount that Municipality would otherwise be budgeting for this purpose.

C. Municipality may, as part of its budgeting and planning process, hold over spending all or part of the payment into a different calendar year or otherwise bundle the payment in a manner that is acceptable in advance with the County provided the County is satisfied that Municipality's spending of the payment is consistent with the intent that the payment shall enhance Municipality's ability to address its road and bridge maintenance needs over the amount that Municipality would otherwise be budgeting for this purpose

D. Municipality agrees to cooperate with County's Finance Department to allow County to review Municipality's budget, resulting financial reports, and supporting detail to assure County that Municipality is complying as provided herein.

E. Municipality must provide a Resolution supporting the County Sales Tax Revenue-Sharing Cooperative Agreement.

7. RESOLUTION OF DISPUTES. County, through its County Administrator, shall determine as to whether Municipality has fulfilled its responsibilities under this Agreement. This Agreement will be renewed annually upon similar terms.

8. HOLD HARMLESS; INDEMNIFICATION. Each party shall defend, hold harmless, and indemnify the other against any and all claims, liabilities, damages, judgments, causes of action, costs, loss, and expense including reasonable attorneys' fees imposed upon or incurred by the other party arising from or related to the negligent or intentionally tortious acts or omissions of the indemnifying party's officers, employees, or agents in performing the services pursuant to the Agreement. Each party shall promptly notify the other of any claim arising under this provision, and each party shall fully

cooperate with the other in the investigation, resolution, and defense of such claim. This Agreement does not waive any governmental or sovereign immunity. Both parties retain all applicable governmental immunities, defenses, and statutory limitations available, including Wis. Stat. § 893.80, 895.52, and 345.05.

9. SEVERABILITY. If any provision in this Agreement is determined to be void and unenforceable for any reason, the remaining provisions shall remain in full force and effect unless the removal of the severed provision would substantially impair the ability of either party to perform the essential purpose of this Agreement.

10. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding between the parties relating to their relationship and supersedes all prior understandings, oral agreements, negotiations, representations, and agreements relating to the same subject matter.

Approved by the parties by the following authorized representatives:

[Municipality]

By: _____
Authorized Representative

Date Signed

By: _____
Authorized Representative

Date Signed

SHEBOYGAN COUNTY

By: _____
Alayne Krause
Sheboygan County Administrator

Date Signed

By: _____
Keith Abler
County Board Chair

Date Signed

S:\Finance\Administrative\Revenue Sharing Program\FY_2026\Word Documents\2 2026 Intergovernmental Cooperative Agreement (sales tax revenue sharing) (002).docx



Sheboygan County Shared Revenue Program

Item 7.

Budget Year 2026

(Form A)

Section One

Municipality: _____

Transportation Budget 2025: \$ _____

Transportation Estimated Actual Expenditures for 2025: \$ _____

Transportation Budget Proposed 2026: \$ _____

County Shared Revenue: \$ _____

Per Intergovernmental Agreement Section 6.C. - is the County Shared Revenue increasing what would have otherwise been accomplished in 2026? (check one)

☐ Yes ☐ No ☐ Project is a multi-year project

Section Two - Transportation Project the revenue will be applied to *(If multiple projects, please complete Form A, Section Two for each project):*

Project(s) Description

Where: _____

What work will be done: _____

Project ID: _____

Total cost of Project: \$ _____

Anticipated start of Project: _____

Anticipated completion of Project: _____

General Ledger Accounting Unit (if identifiable): _____

I hereby attest the information provided above is an accurate representation of the intended use of the transportation funds from the Sheboygan County Shared Revenue Program and understand that any misrepresentations may result in funds being denied in future years.

Signature

Date

Title

Sheboygan County Sales Tax Revenue Sharing with Municipalities
Budget Year 2026

<u>MUNI NAME</u>	<u>2025 EQ VAL LESS</u>	<u>PERCENT</u>	<u>2026</u>	<u>2025</u>	<u>Change</u>
	<u>TID INCREMENT</u>		<u>BUDGET</u> <u>ALLOCATION</u>	<u>BUDGET</u> <u>ALLOCATION</u>	
GREENBUSH	275,225,000	1.63%	\$39,622	\$35,601	\$4,021
HERMAN	275,539,600	1.64%	\$39,667	\$32,741	\$6,926
HOLLAND	606,005,300	3.60%	\$87,242	\$76,129	\$11,113
LIMA	418,208,800	2.48%	\$60,206	\$56,061	\$4,145
LYNDON	298,918,100	1.78%	\$43,033	\$42,380	\$653
MITCHELL	219,462,600	1.30%	\$31,594	\$28,195	\$3,399
MOSEL	204,875,700	1.22%	\$29,494	\$28,561	\$933
TOWN OF PLYMOUTH	647,734,800	3.85%	\$93,249	\$87,220	\$6,029
RHINE	686,505,300	4.08%	\$98,831	\$93,449	\$5,382
RUSSELL	58,745,000	0.35%	\$8,457	\$8,093	\$364
SCOTT	270,696,200	1.61%	\$38,970	\$35,728	\$3,242
TOWN OF SHEBOYGAN	1,372,031,900	8.15%	\$197,521	\$188,695	\$8,826
TOWN OF SHEBOYGAN FALLS	361,570,500	2.15%	\$52,053	\$47,135	\$4,918
SHERMAN	259,448,400	1.54%	\$37,351	\$33,839	\$3,512
WILSON	763,632,600	4.54%	\$109,934	\$104,328	\$5,606
ADELL	50,155,600	0.30%	\$7,221	\$7,293	-\$72
CASCADE	77,903,600	0.46%	\$11,215	\$10,370	\$845
CEDAR GROVE	263,500,000	1.57%	\$37,934	\$35,951	\$1,983
ELKHART LAKE	573,953,500	3.41%	\$82,628	\$68,799	\$13,829
GLENBEULAH	61,549,500	0.37%	\$8,861	\$7,744	\$1,117
HOWARDS GROVE	444,621,200	2.64%	\$64,009	\$62,346	\$1,663
KOHLER	685,852,500	4.07%	\$98,737	\$93,902	\$4,835
OOSTBURG	431,068,000	2.56%	\$62,058	\$56,052	\$6,006
RANDOM LAKE	265,254,500	1.58%	\$38,187	\$33,479	\$4,708
WALDO	63,002,100	0.37%	\$9,070	\$8,578	\$492
PLYMOUTH	1,225,281,200	7.28%	\$176,394	\$143,652	\$32,742
SHEBOYGAN	4,971,814,900	29.53%	\$715,753	\$682,570	\$33,183
SHEBOYGAN FALLS	1,004,161,800	5.96%	\$144,561	\$135,892	\$8,669
COUNTY TOTAL	16,836,718,200	1.00	\$2,423,852	\$2,244,783	\$179,069