

**\*\*\*ATTACHMENTS\*\*\***



November 24, 2014

HONORABLE MEMBERS OF THE COMMON COUNCIL:

I hereby submit the following appointments for your confirmation:

BUSINESS IMPROVEMENT DISTRICT

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Pamela Butler Channel (Business Owner)	11/24/14	12/31/16
Amy Horst (Business Owner)	11/24/14	12/31/16
Eileen Simenz (Property Owner)	11/24/14	12/31/16
William Holbrook (Property Owner)	11/24/14	12/31/16
Tyler Ott (Business Owner)	11/24/14	12/31/16
Chad Pelishek (City Government)	11/24/14	12/31/16



MAYOR MICHAEL J. VANDERSTEEN

OFFICE OF MAYOR

CITY HALL  
828 CENTER AVE., SUITE 301  
SHEBOYGAN, WI  
53081-4495

920/459-3317  
FAX 920/459-0256

III

Res. No.           - 14 - 15          . By Alderperson Lessard. November 24, 2014.

A RESOLUTION amending the job description for the Part-Time Permit Clerk position in Building Inspection.

RESOLVED: That the job description for the Part-Time Permit Clerk position in Building Inspection is hereby amended in the Education/Experience/Certification section to read as follows:

"Requires high school diploma or GED certificate recognized by the Wisconsin Department of Public Instruction. Associate's degree or higher or equivalent in administrative/business related degree preferred."

BE IT FURTHER RESOLVED: That the job description as amended is attached hereto.

*Sal + Giv*

\_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

III

## Job Description

<b>Job Title:</b>	<b>Part-Time Permit Clerk</b>	<b>Department:</b> Department City Development/ Building Inspection Division
<b>Reports To:</b>	Director of City Development	<b>Classification:</b> Non Exempt
<b>Wage:</b>	Salary Grade 1	<b>Date to S &amp; G:</b> October 13, 2014

## Position Summary

Under the general direction of the Building Inspection Specialist, performs a wide range of diverse and responsible duties pertaining to a variety of building inspection services requiring individual judgment, initiative, and specialized knowledge in carrying out procedures and applying laws and regulations.

## Essential Duties & Responsibilities

1. Issues permits, collects fees. Issues receipts, and provides assistance to the general public, contractors, developers, realtors, architects, and designers who visit, call, or write about building and construction services.
2. Confers with planners, building inspectors, engineers and staff on developmental plans, policies, specifications or construction documents for compliance with City Ordinances, State Building Codes and other regulations.
3. Determines compliance with rules and regulations affecting accessory residential buildings.
4. Ascertains whether or not proposed alterations and repairs conform to zoning requirements.
5. Ascertains the need for State approval of commercial plans.
6. Reviews applications for fence permits, retaining walls, decks, etc.
7. Performs various receptionist/clerical activities including: greeting customers, telephone receptionist duties, processing mail, composing and typing letters and memoranda from general instructions, preparation of agendas, and assistance with the preparation of contractor license applications, etc.
8. Maintains computerized cash receipts and other records as required.
9. Prepares invoices, collects fees, and issues licenses for Weights & Measures Program.
10. Schedules appointments, issues certificates, and maintains customer contact log for Clearwater Program.
11. Schedules appointments and processes paperwork/certificates for the Inspectors.
12. Performs other related work as assigned.

## Qualification Requirements

Considerable knowledge of materials, methods, practices, and equipment used in the Building Inspection Division. Proficiency in Microsoft Office Products (MS Word, Excel, etc.) a plus. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Ability to communicate effectively both orally and in writing.
2. General knowledge of the laws, codes, principles, practices, methods, and techniques as applied to and pertaining to the various aspects of building inspection, building code, code enforcement, zoning, planning, etc.
3. Knowledge of computers and programs (Microsoft Office Products)

4. Ability to exercise good judgment, courtesy, and tact in dealing with the general public, property owners, contractors, architects, engineers, and designers.
5. Ability to answer a variety of questions and make appropriate referrals to inspectors and/or the division manager.
6. Ability to establish and maintain efficient working relationships with City officials, boards and committees, and City staff.

#### **Education / Experience / Certifications**

Requires high school diploma or GED certificate recognized by the Wisconsin Department of Public Instruction.

Associate's degree or higher or equivalent in administrative/business related degree preferred.

#### **Pre-employment Requirement**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer  
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

S HR  
Job des alpha PT Permit Clerk

**IV**

R. C. No. \_\_\_\_\_ - 14 - 15. By FINANCE. November 24, 2014.

Your Committee to whom was referred R. C. No. 208-14-15 by Salaries and Grievances and Gen. Ord. No. 36-14-15 by Alderperson Lessard amending the Municipal Code so as to add a part-time code enforcement officer position in the City Development Department for the City of Sheboygan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee

**I HEREBY CERTIFY** that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

IV

THE HISTORY OF THE UNITED STATES

CHAPTER I  
THE EARLY HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES  
CHAPTER I  
THE EARLY HISTORY OF THE UNITED STATES  
BY  
JAMES OSGOOD  
NEW YORK: G. P. PUTNAM'S SONS, 1895.

**II**

Gen. Ord. No. \_\_\_\_\_ - 14 - 15. By Alderperson Belanger. November 24, 2014.

AN ORDINANCE amending the text of the City of Sheboygan Official Zoning Ordinance in Section 15.206 Detailed Land Use Descriptions and Regulations so as to amend Section 15.206(4)(e).

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

Section 1. Section 15.206(4)(e) of the Sheboygan Official Zoning Ordinance, Indoor Maintenance Service, is hereby amended in the description portion to read as follows:

"Description: Indoor maintenance services include all land uses which perform maintenance and repair services (including engine and/or vehicle repair and maintenance) and contain all operations (except loading and/or vehicle storage) entirely within an enclosed building."

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

*City Plan*

\_\_\_\_\_

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor



November 1977

City of Madison, Wis.

TO: DEPT. OF PUBLIC WORKS

Department Director

Re: [Illegible text]

[Illegible text]

I hereby certify that the [Illegible] Ordinance was duly passed by the [Illegible] of the City of Madison, Wisconsin, on the [Illegible] day of [Illegible] 1977.

[Illegible signature]

[Illegible text]

IX

6.1 / 7.3

Gen. Ord. No. 34 - 14 - 15. By Alderpersons Donohue, Dassler, Hammond and VanderWeele. November 3, 2014.

AN ORDINANCE amending Section 2-341 of the Municipal Code so as to extend the expiration date of the initial Chief Administrative Officer appointee's term to August 23, 2016.

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

Section 1. Section 2-341 of the Sheboygan Municipal Code is hereby amended in the second sentence thereof so as to change the expiration date of the initial appointee's term from August 22, 2015 to August 23, 2016, so that, as amended, Section 2-341 shall read as follows:

"Section 2-341. *Appointment and term.*

The chief administrative officer shall be appointed by the common council with input from the mayor. The initial appointee's term shall expire August 23, 2016, and said appointee may be removed only for cause by a three-fourths vote of the common council. The term "cause" as used in this subsection is defined as inefficiency, neglect of duty, official misconduct or malfeasance in office."

Lies over

Donohue / Dassler


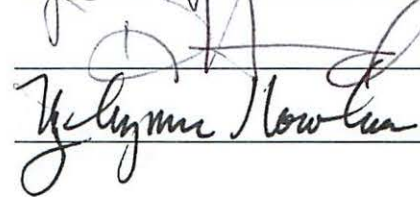
Ord pass.

3 men hold to Nov. 24<sup>th</sup>  
Behren, Heidenrom, Kach

Lies over to Nov. 24<sup>th</sup>

15

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

  
\_\_\_\_\_  
Jodi Vandenberg  
  
\_\_\_\_\_  
William Nowlan

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

III

Res. No. \_\_\_\_\_ - 14 - 15. By Alderperson Hammond. November 24, 2014.

A RESOLUTION authorizing entering into a Tentative Agreement with the Sheboygan Professional Police Officers' Association for a successor contract.

RESOLVED: That the Common Council hereby authorizes the appropriate City officials to enter into a Tentative Agreement with the Sheboygan Professional Police Officers' Association for a successor contract, a copy of which is attached hereto.

reg

\_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

III

# TENTATIVE AGREEMENT

Between the City of Sheboygan  
and  
Sheboygan Professional Police Officers Association

The parties have negotiated a successor to the 2012-2014 collective bargaining agreement. All items in the 2012-2014 collective bargaining agreement not altered by the remaining provisions of this tentative agreement shall be incorporated into the successor contract in their current form.

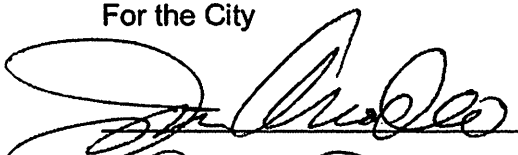
---

1. Duration: 3 year contract: 2015 - 2017
2. WRS: All police officers to contribute the yearly State-identified protected employee contribution amount on a go-forward basis. Changes in contribution amounts to be applied the first full payroll in January of each calendar year.
3. Increase Rates of Pay\*:  
C: 2.50% in January 2015  
2.00% in January 2016 + .5 one x lump sum in Jan 2016  
2.00% in January 2017 + .5 one x lump sum in Jan 2017  
\* Pay increases become effective first payroll in January each year
4. Medical Insurance: Employees will have the same premium contribution amount/percentage, health savings account contributions (if any) and plan design as non-represented employees. Premium contributions for January 2014 start in December 2014.
5. Life Insurance: Employee will pay 50% of the cost of life insurance effective the first full payroll in January of each year.
6. Duty Disability: Employees will continue to receive pay continuation with regards to lost time injuries, not to exceed 250 work days in one's lifetime. The "days" will simply be converted to hours as follows:  
Officers: 2,095 (77.48 bi-weekly hours plus report time)  
Detectives: 2,107 (77.96 bi-weekly hours plus report time)
7. Detective Pay Report Time: Convert 10 minutes per day to an average bi-weekly amount (like supervisors).
8. Residency: Effective January 2015, all employees shall, as a condition of their employment, establish a permanent residence within 15 miles radius of the City of Sheboygan, within four (4) months of their completion of probation and must remain residents within said radius throughout their employment with the above describe requirement, except for the following:
  - a) The Human Resources Director, with input and/or recommendation of the Chief of Police, may extend the four (4) months to accommodate a hardship with evidence the employee is in the process of securing residency.
  - b) Employees living outside the 15 mile radius as of December 31, 2014 may continue to reside at the address of record on December 31, 2014. Any future change in address must not be further away from the current address on record. (TA)
9. Physical Exams. In the physical exam portion of the contract, remove language specific to number of years listed for "required" physicals. All remaining language to continue as-is.


10. Clarify / update contract language that may either conflict with updated laws or no longer has merit. For example, remove any arbitration option for discipline due to the change in State law.
11. Education Incentive: Bachelor's Degree: \$700 per year. Associates Degree – no change in language from previous contract.
12. Medical Insurance Opt-out  
An employee who chooses to leave or decline the City Health Insurance Plan will be eligible for up to \$1,200 per year (prorated for partial-year opt out). Upon an IRS Qualifying Event, or during the annual open enrollment period, said employee is permitted to return to the City Health Plan.
13. This agreement is subject to ratification and passage by the Union, with the approval of the Sheboygan City Council.

Dated this 17<sup>th</sup> day of November, 2014

For the City

  
\_\_\_\_\_  
Sadya Robrick  
\_\_\_\_\_  
Clifton J. J.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Union

  
\_\_\_\_\_  
m.w.l.  
\_\_\_\_\_  
Cameron Stewart  
\_\_\_\_\_  
Kevin Dief  
\_\_\_\_\_  
\_\_\_\_\_