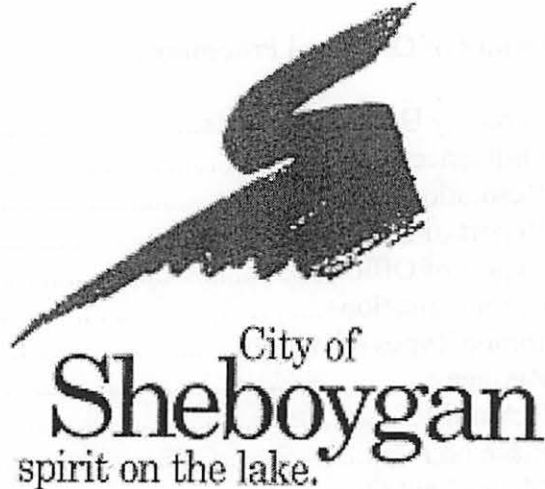


*****ATTACHMENTS*****

"I think local government is the hardest job in the country because it is one thing to be at the federal level where you can talk grand thoughts, talk about things in policy terms, and encourage legislation that channels your decision making into certain goals; it is another thing to pick up the garbage, to plow the snow, to sweep the street, to make sure your signal lights are working. Local government is really hard. That is where the rubber meets the road, and it is much harder than federal government." -- Pauline A. Schneider



**GENERALLY USED RULES OF
ORDER, PROCEDURE AND CONDUCT
FOR
COMMON COUNCIL, COMMISSIONS, COMMITTEES,
BOARD MEMBERS, AND THE PUBLIC**

TABLE OF CONTENTS

	Page
Preface.....	1
A. Common Council Proceedings.....	1
I. Generally Used Rules of Order and Procedure	1
A. Most Commonly Used Documents	2
▪ Ordinances	2
▪ Resolutions.....	2
▪ Report of Committees.....	2
▪ Report of Officers	3
▪ Communications	3
B. Most Common Types of Action.....	3
▪ Passage.....	3
▪ Referral	3
▪ Place on File.....	3
▪ Matter Laid Over.....	3
C. Calling the Vote	3
▪ Voice Vote	3
▪ Roll Call Vote	4
D. Most Commonly Used Motions.....	4
E. Other Common Rules	4
II. General Rules of Conduct	6
B. Commissions, Committees, and Board Proceedings.....	6
I. Generally Used Rules of Order and Procedure	7
II. Most Commonly Used Documents	7
▪ Reports	7
▪ Requests.....	7
▪ Communications	7
▪ Presentations	7
C. Rules for the Public.....	8
I. Public Forum.....	8
▪ Basic Rules.....	8
II. Committees, Commissions and Boards.....	9
▪ Basic Rules.....	9

City of Sheboygan

Generally Used Rules of Order, Procedure and Conduct For

Common Council, Commissions, Committees, Board Members, and the Public

"I think local government is the hardest job in the country because it is one thing to be at the federal level where you can talk grand thoughts, talk about things in policy terms, and encourage legislation that channels your decision making into certain goals; it is another thing to pick up the garbage, to plow the snow, to sweep the street, to make sure your signal lights are working. Local government is really hard. That is where the rubber meets the road, and it is much harder than federal government." -- Pauline A. Schneider

Preface

This handy manual is intended to provide the alderpersons, commissioners, committee members, board members, city officers and those in attendance of all meetings within the jurisdiction of the city with general rules of decorum during all formal meetings. These rules are intended for easy reference only and do not supercede 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 Mayor and Chairperson set the tone and structure of the meetings they preside over. That tone and structure may vary from individual to individual. The Mayor and Chairperson 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 Chairperson have discretionary authority to excuse non-members from the meeting whenever any disturbance or disorderly conduct shall occur.

All alderpersons, commissioners, committee members, board members, officers and those in attendance at all meetings shall conform their conduct to the rules and expectations of this manual.

A. COMMON COUNCIL PROCEEDINGS

I. Generally Used Rules of Order and Procedure

Only the items posted on the agenda may be acted on. Any items posted for discussion only may not be acted on. Items not posted on the agenda may be properly introduced as "Other Matters Authorized by Law."

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. Documents in the consent agenda requiring clarification should simply be inquired about and not called for separate action.

Any Alderperson may request to pull forward any document out of the order of the agenda.

A. Most Commonly Used Documents

The following are the five types of documents the Common Council generally acts on:

Ordinances - ordinances are the laws of the city. An ordinance may enact new legislation or amend or repeal an existing ordinance.

The proper motion for the passage of an ordinance is: "I move that the Ordinance be put upon its passage."

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.

Resolutions - the Common Council conducts general business through resolutions. They 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. Resolutions also may be used to create committees, commissions or boards to assist the Common Council in conducting its business.

The proper motion for the passage of a resolution is: "I move that the resolution be put upon its passage."

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 Council.

Report of Committees - generally known as R.C.s, these reports are generated and referred to the Common Council by a committee for approval or disapproval on matters that were initially referred to them.

The proper motion for acting on an R.C. is: "I move that the R.C. be accepted and adopted" (or accepted and filed). "Accept and adopt" is approval of the recommendation. "Accept and file" is taking no action on the recommendation.

This motion requires a second, is debatable but not amendable and requires a majority vote.

Report of Officers - generally known as R.O.s, these reports are recommendations submitted by boards, commissions, or department heads.

The proper motion for acting on an R.O. is: "I move that the R.O. be accepted and placed on file" (or accepted and filed). "Accept and adopt" is approval of the recommendation. "Accept and file" is taking no action on the recommendation.

This motion requires a second, is debatable, but not amendable, and requires a majority vote.

Communications - these are letters received by the Mayor, Alderpersons or the City Clerk that are submitted to the Common Council for consideration. Communications may be referred to a committee, commission, or board or may be immediately acted on during a council meeting. All communications must be submitted to the City Clerk before the meeting of the Common Council. All communications submitted to the City Clerk on the council floor will be held by the City Clerk until the next regular meeting.

The proper motion for acting on a communication is: "I move that the Communication be accepted and placed on file."

This motion requires a second, is debatable, but not amendable, and requires a majority vote.

B. Most Common Types of Action

The following are the four most common types of actions the Common Council takes during a meeting:

Passage - this is favorable action taken by the Common Council.

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

Place on File - this action dispenses of a document immediately or refers out of committee.

Matter Laid Over - this results when certain documents cannot be passed on the first reading without suspension. Generally, these are documents drafted from committee deliberation.

C. Calling the Vote

Voice Vote - all actions other than those requiring a roll call vote may be adopted or passed by voice vote.

Roll Call Vote - a roll call vote is required on the adoption of all ordinances, resolutions, report of committees, report of officers and other documents assessing or levying taxes, appropriating or disbursing funds, actions creating a liability or charge against the city or discharging or commuting a claim or demand against the city. A roll call vote is also required on confirmation of appointments.

A roll call vote may be called for by the Mayor at his discretion or upon the request of any member of the common council.

An appropriate request for a roll call is: "Your Honor/Mayor, I request a roll call vote." This is not a motion and therefore does not require a second, debate or vote.

D. Most Commonly Used Motions

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

* The Motion to Suspend the Rules, per Sec. 2-168, Sheboygan Municipal Code, requires ¾ vote of the members-elect." In addition, "unless unanimous consent is given, the vote on suspension shall be by call of the roll."

E. Other Common Rules

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 council shall rule in the first instance as to the admissibility of the amendment in question.

Alderpersons shall speak only twice on matters being debated or discussed during a council meeting except upon leave of the council. (See Sec. 2-184, Sheb. Muni. Code.)

No Alderperson shall cross the floor or leave the council chamber while the Mayor or presiding officer is addressing the council or submitting a question. (See Sec. 2-180, Sheb. Muni. Code.)

When an Alderperson is called to order, the Alderperson shall sit down and not speak except in explanation until it shall have been determined that the Alderperson is in order. (See Sec. 2-183, Sheb. Muni. Code.)

Any action under consideration by the Common Council on any matter, at the request of three Alderpersons, shall be deferred to the next 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, Sheb. Muni. Code.)

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 Chief of Police or police officers in attendance, to cause the chambers, rooms or halls to be cleared of all persons except the Alderpersons or officers of the council. (See Sec. 2-39(a), Sheb. Muni. Code.)

Privilege of the floor during council meeting is extended to the Mayor, the City Clerk, the City Attorney, the Chief of Police or such other police officer in attendance, Department Heads or other designated staff members, and the media who shall confine themselves to their professional duty. No other person is allowed on the council floor except upon the invitation of the Mayor or Common Council.

Only those persons who have privilege of the floor may address the Common Council. All others may address the 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 council is: "Your Honor/Mayor, I request that Mr./Mrs. (state name) address the council." The Mayor calls the person forward not the Alderperson.

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 those persons who have privilege of the floor or to whom the floor has been open with the consent of the Mayor.

An appropriate request to address those persons is: "Your Honor/Mayor, may I address Mr./Ms. (state name)"?

An Alderperson may not engage in debate or become confrontational with persons who have 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.

II. General Rules of Conduct

Alderpersons, Committee, Commission, and Board members shall conduct themselves in a professional and respectful manner while representing the city.

Alderpersons, Committee, Commission and Board members should wait to be recognized by the Mayor or Chairperson before speaking. Upon being recognized, an appropriate preface to your comments is: "Thank you your Honor/Mayor" or "Thank you Mr. Chairman" or "Thank you Madam Chair."

Alderpersons shall not make disparaging statements during council meetings about each other, elected officials, or other members belonging to a different committee, commission, board, or staff.

Alderpersons, Committee, Commission and Board members shall have all personal electronic devices, including but not limited to cell phones, PDA's, smart phones, etc., turned off during meetings unless prior permission is obtained from the respective body for extenuating circumstances.

B. COMMISSIONS, COMMITTEES, AND BOARD PROCEEDINGS

The Common Council has five standing committees: Public Protection and Safety Committee, Public Works Committee, Finance Committee, Salary and Grievances Committee and Law and Licensing Committee. All committee members are appointed by the Mayor and confirmed by the council.

The Committee of the Whole is comprised of all the alderpersons. The Mayor is not a member of the committee. The meetings are called as needed and serve the purpose of deliberation. The Committee of the Whole does not approve or disapprove, it simply makes a recommendation to the Common Council.

The Common Council has the power to create special committees on motion or by resolution as the council deems appropriate.

Any standing committee or special committee may appoint a subcommittee from its membership.

I. Generally Used Rules of Order and Procedure

Only the items posted on the agenda may be acted on or discussed. Any items posted for discussion only may not be acted on.

The Chairperson is responsible for preparing the agenda for all meetings. Members may make a request for an item to be placed on the agenda.

A quorum must be present in order for the meeting to proceed and the Chairperson set the tone for the meeting. A quorum for committees, commissions, and boards is a majority of the full membership.

Members may speak only when recognized by the Chairperson.

There is no limitation on how many times a member may speak 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.

II. Most Commonly Used Documents

Every committee, commission, and board is unique. Many of them handle documents that are pertinent to them or have been referred to them by the council.

The following documents are generally acted on or handled by committees, commissions, and boards:

Reports – reports by an Executive Director, Department Head or other officials are generally informative. The proper motion for reports is to accept and file the report. Reports may also be referred.

Requests – requests are generally made by the public and in some instances city employees. Requests may be granted, denied, held or referred.

Communications – communications vary and they generally are filed. In some instances they may be referred, held or acted on.

Presentations – presentations are generally for information only but in some instances action may be requested.

C. RULES FOR THE PUBLIC

All personal electronic devices that make noise, including but not limited to cell phones, pagers, PDA's, smart phones, etc., or anything else that makes noise, should be turned off while Council is in session so as not to cause a disturbance or distraction.

I. Public Forum

The Common Council welcomes community input during its meetings.

The public present at the meeting is required to remain silent during the Common Council meeting. The Mayor sets the tone for the Common Council meetings and enforces all the rules. The Mayor may call anyone out of order. In order to preserve order, the Mayor may also have anyone who is out of order escorted out of the council chambers.

In order to speak before the Common Council at the public forum, the public must first make a request to the City Clerk. Up to five persons are allowed to speak for up to five minutes during the public forum. Any alderman may move to open the floor for one minute additional time. The Common Council has a full agenda to follow but may grant a person additional time to speak by a majority vote.

Basic Rules

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. Do not be argumentative with presenters or department heads or representatives.
5. Do not personally attack or criticize the mayor, alderpersons, city officials, department heads, elected officials or staff.
6. Do not personally attack or criticize members of the public present at the meeting.
7. Do not personally attack any member of the public (whether or not present), board/committee members, employees, and the mayor.
8. Maintain your composure and show respect to the Chairperson and respective committee members.

The Common Council receives citizen input and generally does not respond or debate issues with the public during the meeting. However, during a period of public comment, the open meeting law allows a governmental body to discuss any matter raised by the public. (See Sec. 19.83(2), Wis. Stats.) If there is a need for a response or answer to a question or concern, please make a request during your statement and the appropriate city official or employee will get back to you within a reasonable time.

II. Committees, Commissions and Boards

The various city committees, commissions and boards welcome community input. When communications are received by the city and referred to a committee, commission or board, the respective Chairperson may invite individuals to attend the meeting. The opportunity to speak is strictly up to the discretion of the Chairperson.

Persons wishing to speak during these meetings should raise their hand and be recognized by the Chairperson before speaking. There is no limitation on the amount of time an individual has to speak but the Chairperson may limit the time.

Everyone is required to remain quiet during the meeting. The Chairperson may rule one out of order and may have one escorted out if necessary.

Basic Rules

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. Do not be argumentative with presenters or department heads or representatives.
5. Do not personally attack or criticize the mayor, alderpersons, city officials, department heads, elected officials or staff.
6. Do not personally attack or criticize members of the public present at the meeting.
7. Do not personally attack any member of the public (whether or not present), board/committee members, employees, and the mayor.
8. Maintain your composure and show respect to the mayor and alderpersons.

April 15, 2014

TO THE HONORABLE MEMBERS OF THE COMMON COUNCIL:

I hereby submit the following appointments for your confirmation:

ARCHITECTURAL REVIEW BOARD

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. BRYAN BITTERS	04/15/14	04/20/15
PAM LANGAN – Real Estate Broker	04/15/14	04/24/17
SCOTT MATULA – Architect	04/15/14	04/24/17
PETE STRYSICK - Contractor	04/15/14	04/24/17

BOARD OF APPEALS

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
LEE MONTEMAYOR (FULL)	04/15/14	04/24/17
EDWARD SUREK (1 ST ALT.)	04/15/14	04/24/17

BOARD OF CONTRACTOR'S EXAMINERS

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. ELECTED	04/15/14	04/20/15
CRAIG SEIDER	04/15/14	04/25/16
DAN DAUN	04/15/14	04/25/16
PETE STRYSICK	04/15/14	04/25/16

BOARD OF ELECTRICAL & HEATING EXAMINERS

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. JOHN BELANGER	04/15/14	04/20/15
THOMAS TRILLING (ELEC)	04/15/14	04/25/16
TODD LUEDTKE (ELEC)	04/15/14	04/25/16

BOARD OF HOUSING APPEALS AND FAIR HOUSING PRACTICES

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. MARY LYNNE DONOHUE	04/15/14	04/20/15
ALD. SUSAN LESSARD	04/15/14	04/20/15
THOMAS FRITZ	04/15/14	04/24/17

BOARD OF MARINA, PARK AND FORESTRY COMMISSIONERS

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. JOE HEIDEMANN	04/15/14	04/20/15

GERALD JONES (PLAN COMM.)	04/15/14	04/27/15
JODY BROOKS (REC. DEPT.)	04/15/14	04/27/15
JOE KERLIN (PARK SYSTEMS MANAGER)	04/15/14	04/27/15
ROGER LAHM (HISTORIC PRESERVATION COMM.)	04/15/14	04/27/15
MICHAEL FROH (CITIZEN/BOAT SLIP)	04/15/14	04/27/15
DENNIS WIELD (CITIZEN)	04/15/14	04/24/17
COUNTY BOARD REPRESENTATIVE		

NON-VOTING MEMBERS

SGT. SCOTT REINKE, SPD	04/15/14	04/27/15
DAVID BIEBEL (DIRECTOR OF PW)	04/15/14	04/27/15

BOARD OF POLICE & FIRE COMMISSIONERS

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
JAMES PRAGATZ	04/15/14	04/22/19

BOARD OF REVIEW

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
DAVID HINZE	04/15/14	04/22/19

CAPITAL IMPROVEMENTS COMMISSION

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MAYOR MIKE VANDERSTEEN	04/15/14	04/20/15
ALD. ELECTED	04/15/14	04/20/15
ALD. ELECTED	04/15/14	04/20/15
ALD. DON HAMMOND	04/15/14	04/20/15

CITY COUNTY SHARED SERVICE COMMITTEE

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MAYOR MIKE VANDERSTEEN	04/15/14	04/20/15
ALD. DARRYL CARLSON	04/15/14	04/20/15
ALD. MARY LYNNE DONOHUE	04/15/14	04/20/15
ALD. DON HAMMOND	04/15/14	04/20/15

CITY PLAN COMMISSION

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MAYOR MIKE VANDERSTEEN	04/15/14	04/20/15
ALD. ELECTED	04/15/14	04/20/15
JOSE ARAUJO	04/15/14	04/24/17
RYAN SAZAMA – CITY ENGINEER	04/15/14	04/20/15

CIVIL SERVICE COMMISSION

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MICHAEL LANGAN	04/15/14	04/23/18

COLLECTIVE BARGAINING COMMITTEE

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MAYOR MIKE VANDERSTEEN	04/15/14	04/20/15
ALD. DON HAMMOND	04/15/14	04/20/15
ALD. COUNCIL PRESIDENT		
ALD. MARY LYNNE DONOHUE	04/15/14	04/20/15
STEPHEN MCLEAN, CITY ATTORNEY	04/15/14	04/27/15
SANDY ROHRICK, DIRECTOR HUMAN RESOURCES	04/15/14	04/27/15
JAMES AMODEO, CHIEF ADMINISTRATIVE OFFICER	04/15/14	04/27/15

GROUP HEALTH INSURANCE & WELLNESS COMMITTEE

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. MARY LYNNE DONOHUE	04/15/14	04/20/15
ALD. JODI VANDER WEELE (ADDITIONAL ALD.)	04/15/14	04/20/15
JAMES AMODEO (CHIEF ADMINISTRATIVE OFFICER)	04/15/14	04/30/15
SANDY ROHRICK (DIRECTOR HUMAN RESOURCES)	04/15/14	04/30/15
DEBRA DE AMICO (MEAD LIBRARY REP)	04/15/14	04/30/15
REPRESENTATIVES OF THE BARGAINING UNITS		
JO-ANN DECKER, CITY HALL	04/15/14	04/30/15
JOHN BRIDGES, DPW	04/15/14	04/30/15
LAURIE SUHRKE, PROFESSIONALS	04/15/14	04/30/15
SCOTT NAVIS, TRANSIT	04/15/14	04/30/15
CHASE LONGMILLER, FIRE DEPT.	04/15/14	04/30/15
PIOTR GORDZIEJ, POLICE DEPT.	04/15/14	04/30/15
KURT ZEMPEL, POLICE DEPT. SUPV.	04/15/14	04/30/15

HISTORIC PRESERVATION/HOUSING REHABILITATION LOAN COMMISSION

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. MICHAEL DAMROW	04/15/14	04/20/15
MARILYN MONTEMAYOR	04/15/14	04/24/17
HENRY NELSON	04/15/14	04/24/17

HOUSING AUTHORITY

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MARGE MATTERN	04/15/14	04/22/19

JOINT REVIEW BOARD

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MAYOR MIKE VANDERSTEEN	04/15/14	04/20/15
MARK BOEHLKE – SASD REP	04/15/14	04/20/15
LUCIO FUENTEZ – LTC REP	04/15/14	04/20/15
COUNTY REP	04/15/14	04/20/15
PUBLIC MEMBER	04/15/14	04/20/15

LIBRARY BOARD

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
HENRY NELSON	05/01/14	04/30/17
MAEVE QUINN	05/01/14	04/30/17
DAVID HOFFMAN	05/01/14	04/30/17
COUNTY BOARD REP	05/01/14	04/30/17

MAYOR'S INTERNATIONAL COMMITTEE

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. BILLY THIEL	04/15/14	04/27/15
MARY RAJER	04/15/14	04/27/15
JAMES GRAF	04/15/14	04/27/15
YOLANDA GRAF	04/15/14	04/27/15
ANNA SCHOEN	04/15/14	04/27/15
DON SILVIS	04/15/14	04/27/15
HENRY SCHOEN	04/15/14	04/27/15
JANE WONG KAUTZER	04/15/14	04/27/15
KEARY KAUTZER	04/15/14	04/27/15
JULIE VANDERSTEEN	04/15/14	04/27/15
MAI XIONG	04/15/14	04/27/15
RUTH GERSTNER	04/15/14	04/27/15
FRAN BURG	04/15/14	04/27/15
BARB KUETHER	04/15/14	04/27/15
AL KUETHER	04/15/14	04/27/15
RANDY SCHWOERER	04/15/14	04/27/15
GERMAINE SCHWOERER	04/15/14	04/27/15

REDEVELOPMENT AUTHORITY

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. DON HAMMOND	04/15/14	04/20/15
DAVID SACHSE	04/15/14	04/22/19
AMY HORST	04/15/14	04/22/19

SENIOR ACTIVITY CENTER COMMISSION

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. MARY LYNNE DONOHUE	04/15/14	04/20/15
ALD. JIM BOHREN	04/15/14	04/20/15
EVELYN PREVENAS	04/15/14	04/24/17
RICHARD MANNY (FRIEND)	04/15/14	04/24/17
MARILYN MONTEMAYOR (FRIEND)	04/15/14	04/24/17
LAURA GOETZ-GUMM (FRIEND)	04/15/14	04/24/17

SHEBOYGAN TRANSIT COMMISSION

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
MAYOR MIKE VANDERSTEEN	04/15/14	04/20/15
ALD. DON HAMMOND	04/15/14	04/20/15
ALD. DARRYL CARLSON	04/15/14	04/20/15
ALD. JOE HEIDEMANN	04/15/14	04/20/15
CHARLES WINDSOR	04/15/14	04/24/17
CHAD PELISHEK, DIRECTOR CITY DEV.	04/15/14	04/30/15
CHRISTOPHER DOMAGALSKI, CHIEF OF POLICE	04/15/14	04/30/15

STRATEGIC FISCAL PLANNING COMMITTEE

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. DON HAMMOND	04/15/14	04/20/15
ALD. DARRYL CARLSON	04/15/14	04/20/15
ALD. JOE HEIDEMANN	04/15/14	04/20/15
ALD. MARY LYNNE DONOHUE	04/15/14	04/20/15
ALD. JODI VANDER WEELE	04/15/14	04/20/15
EX-OFFICIO		
CHAD PELISHEK, DIR. DEVELOPMENT & PLANNING	04/15/14	04/27/15
JIM AMODEO, CHIEF ADMINISTRATIVE OFFICER	04/15/14	04/27/15
SANDY ROHRICK, DIRECTOR HR & LABOR REL.	04/15/14	04/27/15

SUSTAINABLE SHEBOYGAN TASK FORCE

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
ALD. DARRYL CARLSON	04/15/14	04/20/15
ALD. BRYAN BITTERS	04/15/14	04/20/15
DAVID BIEBEL	04/15/14	04/27/15
CHAD PELISHEK	04/15/14	04/27/15
AARON BRAULT	04/15/14	04/27/15
JOHN HILL	04/15/14	04/27/15
BRIAN STOUT	04/15/14	04/27/15

SCOTT HANSON	04/15/14	04/27/15
PETER PITTNER	04/15/14	04/27/15
TED VALLIS	04/15/14	04/27/15
LAURA GUMM	04/15/14	04/27/15
REBECCA CLARKE	04/15/14	04/27/15
BRIAN SCHWALLER	04/15/14	04/27/15
HEATHER CLEVELAND	04/15/14	04/27/15
JEANNE KLIEJUNAS	04/15/14	04/27/15
GREG RYAN	04/15/14	04/27/15
SEAN HURLEY	04/15/14	04/27/15



MICHAEL J. VANDERSTEEN, MAYOR



APRIL 15, 2014

TO THE HONORABLE MEMBERS OF THE COMMON COUNCIL:

I hereby submit the following appointments for your confirmation:

FINANCE

DON HAMMOND, CHAIRMAN
JOHN BELANGER, VICE CHAIRMAN
DARRYL CARLSON
MARY LYNNE DONOHUE
JULIE KATH

PUBLIC PROTECTION & SAFETY

DARRYL CARLSON, CHAIRMAN
SUSAN LESSARD, VICE CHAIRMAN
MARK HERMANN
BRYAN BITTERS
MICHAEL DAMROW

PUBLIC WORKS

JOE HEIDEMANN, CHAIRMAN
JOHN BELANGER, VICE CHAIRMAN
JIM BOHREN
BILLY THIEL
DAVID VAN AKKEREN

SALARIES & GRIEVANCES

MARY LYNNE DONOHUE, CHAIRMAN
TY DASSLER, VICE CHAIRMAN
JIM BOHREN
DON HAMMOND
JODI VANDER WEELE

LAW & LICENSING

JODI VANDER WEELE, CHAIRMAN
BILLY THIEL, VICE CHAIRMAN
JOE HEIDEMANN
SUSAN LESSARD
KEVIN MATICHEK

MICHAEL J. VANDERSTEEN, MAYOR

OFFICE OF MAYOR

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

920/459-3317
FAX 920/459-0256

State of the City Message

Tonight I would like to extend a warm welcome to the new Common Council members. It's good to see Ald. Kath returning to the Council after a year off. Aldermen Bitters and Damrow, you may be rookies but we hope that you will bring a fresh perspective to our discussions. Thank you to all the Aldermen for pursuing the elected office of Alderman and your interest in serving the citizens of the City of Sheboygan.

Starting with this Council year we will be changing to a paperless meeting format. Aldermen will be using their laptop computers to access the council documents and to vote on the matters being discussed. This change will also bring the use of a new voting system that will allow the viewers at home to see the individual votes of each Alderperson. As this new system is integrated and used by each City Committee the City residents will be able to see the same supporting documents that the committee members receive in a special document packet that accompanies their agenda. This will allow Sheboygan City Government to give a greater transparency to Sheboygan residents.

Last year Sheboygan was faced with many challenges. One of the largest was the news that the Boston Store was closing. This could have been devastating for our Harbor Center Business District, but by working preemptively with the Business Improvement District, we have now approved a Harbor Centre Master Plan to guide us in recovering from this change and making us stronger for the future.

This master plan is the next stage of Sheboygan's ongoing commitment to revitalize the downtown and waterfront, recognizing that these assets set Sheboygan apart as a destination. In the plan three key strategies have emerged for Harbor Centre. Based on a market analysis and input from key stakeholders and the public, these strategies will create a unique identity and focus our efforts which will generate additional activity and investment in Harbor Centre.

1st leverage Sheboygan's Arts Culture and food offerings

2nd encourage market rate housing and urban development

3rd enhance travel connections and cross marketing within Harbor Centre

Successfully implementing these three strategies will require the participation of several private sector partners to invest in Sheboygan's future. With a strong partnership between the City and the private interests, Harbor Centre has the potential to make great strides in achieving the vision outlined in the Master Plan.

In another related challenge Spaceport announced a move to South Pier, leaving the City with an unoccupied Armory building. The decision was made to request RFP's from those interested in repurposing this key property on Sheboygan's lakefront. To date approximately 50 parties have requested information. These proposals are due back to the City by October 31st. After review and evaluation these will be forwarded to the Common Council for a decision. This decision is yet another opportunity to make Harbor Centre a stronger destination.

A recent challenge we faced is the harshest winter in a decade. This left us with water main breaks to repair, more than our usual share of potholes to repair and extensive damage to the marina docks that are 20 years old. We have responded and have contracted for the Marina repairs and the water mains have been repaired. The DPW staff has developed a new pavement management program that will address the current potholes and prioritizes the street repavement opportunities. While this work cannot all be done this year, the plan looks to take the best advantage of the DPW staff and equipment that is available and contract for the needed services that can best be provided by the private sector.

This last year our 20 year contract with Skipper Bud's to operate the Sheboygan Harbor Centre Marina expired. Our challenge here was that the Marina has not achieved the occupancy that was expected when it was built. By inviting bids and awarding a contract with occupancy incentives to Siegel-Gallagher we trust that there is the opportunity for a better outcome to improve the future growth in the marina occupancy.

Sheboygan had developed a neighborhood association plan several years ago and partnered with Sheboygan Neighborhood Pride to develop neighborhood

associations. While many neighborhoods have held regular meetings, only two Ellis and Gateway have asked the City for formal neighborhood status. To meet this challenge of transitioning more neighborhoods to association status, the Mayors Neighborhood Leadership Cabinet has been developed. This new Cabinet will work to encourage more neighborhoods to be formally recognized by the City through a direct connection to the Mayor and city staff, offering mini-grants to assist the associations and providing an awards program to recognize residential achievements.

In addition to the current neighborhood programs we received a suggestion from Pastor Ric Olson who gave us our invocation tonight. Ric who also serves as the leader of a neighborhood and a board member of SNP suggested that the City take a look at the Next Door program. After investigation by city staff it was determined that Next Door would be another avenue to connect neighbors digitally and will dovetail nicely with the neighborhood associations allowing us to reach new individuals who may join in the neighborhood meetings. In addition this program allows City Departments like the Police Department and DPW to use Next Door to inform just an individual neighborhood or all Next Door users in the City of an issue or concern. Next Door users can also use the program to connect with their neighborhood officer. Last year Neighborhood Policing programs of the Police Department continued a positive trend with the Police Department an 18% drop in Sheboygan crime statistics.

City planning for some time has administered HUD housing rehabilitation loan program. These loans were granted to properties and individuals that needed improvement. The challenge was that they were widely dispersed throughout the city. The City Planning Department realized that they needed to concentrate this program into a smaller area to have a larger impact. Habitat for Humanity was approached to partner with the City on a project that would transform one city block that was located in the center of the Gateway neighborhood on Erie Ave. Through this partnership between the City, Habitat and ~~with an assist from the County Treasurer~~, the homes on this city block will be transformed during the next two years from rundown apartments to new single family owner occupied homes. Our Habitat for Humanity partners are now looking at their program

growing from home builders to block builders. This transformation will be amazing, I applaud all that have supported this effort.

The Sustainable Sheboygan Task Force had a challenge in that they had brought sustainable projects to the Common Council for consideration that had been rejected. This group of citizens became frustrated and was close to disbanding because of the poor communication with the Common Council. This group has embraced the Green Tier Legacy program that is fostered by the League of Municipalities, and that the City of Sheboygan recently approved. Sheboygan is now the 11th Wisconsin municipality to join the Green Tier Legacy program. The City is drafting their sustainability baseline report and the Sustainable Sheboygan Task Force will work with the Strategic Fiscal Planning Committee to set the sustainable goals for the City. SSTF will then work with the City departments to implement the new programs and budget to accomplish the goals.

The Green Tier Legacy Program also allows Sheboygan to claim additional scoring points when applying for DNR Grants for City operations. The city is also eligible for 10% loan forgiveness from the DNR for City project loans. The Green Tier Legacy program has restored the feeling of importance and relevance in the members of the SSTF and has improved the communication with the Council through the goal setting partnership with the SFP committee.

Last year two LED lighting pilot projects were recommended by the SSTF and funded through the HUD budget. This year LED lights will be installed on N. 14th St. from Erie Ave. north to Calumet Dr. and the second project will see new LED lighting installed in Fountain Park.

Since 2010, the City has been challenged with a higher than State average unemployment rate and a declining tax base. 2014 is lining up to be a promising year with major expansion at Acuity. Under construction today is a 641 car multi-story parking structure, expansion of the Galleria is to occur next along with the installation of new flagpole and in 2015 a second parking structure. Nematik has been making investments in their Sheboygan facilities with a new 30,000 sf expansion to their Gateway plant, Saco Polymers, another local manufacturing company is underway with a 40,000 sf expansion. All of these projects will

support new jobs for Sheboygan residents. The City has recently purchased the first property on the west side of I-43. The opportunity to continue to expand our tax base and add new taxable land is putting Sheboygan in a positive position well into the future.

There are these challenges that I have mentioned that are being addressed and others that we will be facing in the coming term. I believe that this Common Council and our great team of department heads and all of their staff have and will continue to meet these challenges with resolve to find solutions that look for new opportunities to improve the City of Sheboygan.

I have been reminded that “Leadership is not a position but rather action”. You and I have been elected as leaders in this community. Our responsibility is to help form the vision and the future of Sheboygan. We need to carefully consider all the available options to the challenges that we face and realize that many times without compromise nothing will change. Change is difficult and sometimes painstaking. But without change nothing will ever change.

III

Res. No. _____ - 14 - 15. By Alderperson Hammond. April 15, 2014.

A RESOLUTION requesting the Mayor to reactivate various special committees for the 2014-2015 Council year.

WHEREAS, by Res. No. 1-13-14 the Mayor was requested to reappoint various special committees.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor is hereby respectfully requested to reactivate the following committees by reappointment of members thereon:

- City-County Shared Services Committee
- Collective Bargaining Committee
- Group Health Insurance & Wellness Committee
- Mayor's International Committee
- Senior Activity Center
- Sheboygan Sustainable Task Force
- Strategic Fiscal Planning Committee

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