

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

## CITY COMMITTEES FOR COUNCIL YEAR 2020-2021

**COUNCIL PRESIDENT: ALDERPERSON TODD WOLF**

**VICE-PRESIDENT: ALDERPERSON MARY LYNNE DONOHUE**

**COMMITTEE OF THE WHOLE CHAIRPERSON: ALDERPERSON RYAN SORENSON**

### ARCHITECTURAL REVIEW BOARD (7 MEMBERS, 3-YEAR TERM)

- 1 alderperson (1-year term), 1 member of the plan commission, 1 general contractor, 3 architects, 1 real estate broker

	NAME	APPOINTED	EXPIRES
1	Aldersperson Markus Savaglio	04/21/2020	04/19/2021
2	Joseph Clarke – Architect	04/17/2018	04/19/2021
3	Richard Linde – Architect	04/17/2018	04/19/2021
4	Gerald Jones – City Plan Commission	04/16/2019	04/18/2022
5	Pam Langan – Real Estate Broker	04/21/2020	04/17/2023
6	Robert Heimerl – Architect	04/21/2020	04/17/2023
7	Charlie Wigg – Contractor	04/21/2020	04/17/2023

### ZONING BOARD OF APPEALS (7 MEMBERS, 3-YEAR TERM)

- Mayor appoints chairperson, 1 member to be architect or senior engineer with 10 years of experience, 2 alternates

	NAME	APPOINTED	EXPIRES
1	Don Gerber (Chairperson)	04/21/2020	04/17/2023
2	Edward Surek (1st Alternate)	04/21/2020	04/17/2023
3	Kevin Sampson (2nd Alternate)	04/16/2019	04/18/2022
4	Don Cvetan	04/16/2019	04/18/2022
5	Richard Linde – Architect	04/16/2019	04/18/2022
6	Rob Ecker	04/16/2019	04/18/2022
7	Keeli Johnson	04/16/2019	04/18/2022

### BOARD OF LICENSE EXAMINERS (2-YEAR TERM)

- 5 voting members who are residents of the city. Members shall be appointed by the Mayor. One shall be an alderperson, who shall be the chairperson. The four remaining members shall be chosen from among the following groups of people, in any combination as the mayor sees fit:
  - Electrical contractors actively established in the electrical contracting business in the city
  - Licensed journeyman electricians
  - Licensed master electricians

- Regular plant electricians
- Licensed heating contractors
- Persons actively engaged in the general contracting business
- In addition to the five members above, the mayor shall appoint two alternate members who shall be actively engaged in the contracting business. The alternate members shall act with full power only when a member of the board refuses or declines to vote, is disqualified because of interest, or when a member is absent. (Updated 11/10/2017)

	NAME	APPOINTED	EXPIRES
1	Aldersperson Jim Bohren (Chairperson)	04/21/2020	04/19/2021
2	Dan Zelm (1st Alternate)	04/21/2020	04/18/2022
3	Craig Seider (2nd Alternate)	04/16/2019	04/19/2021
4	Todd Luedke – Electrical Contractor	04/21/2020	04/18/2022
5	Andy Hopp	04/16/2019	04/19/2021
6	[VACANT] – Heating Contractor	04/16/2019	04/19/2021
7	Todd Thone	04/21/2020	04/18/2022

### HOUSING REHABILITATION LOAN COMMISSION (1-YEAR TERM)

- 1 alderperson and 4 resident members with various backgrounds in areas such as finance, housing, construction, and low to moderate income programs

	NAME	APPOINTED	EXPIRES
1	Aldersperson Trey Mitchell	04/21/2020	04/19/2021
2	Eric Larson	04/21/2020	04/19/2021
3	Roger Lahm	04/21/2020	04/19/2021
4	Kyle Whelton	04/21/2020	04/19/2021
5	Marilyn Montemayor	04/21/2020	04/19/2021

### BOARD OF MARINA, PARK, AND FORESTRY COMMISSIONERS

- 3 residents (all subsequent appointments term of 3 years)
- Chairperson of Public Works Committee (1-year term)
- City Superintendent of Parks and Forestry (1-year term)
- 1 resident member of plan commission
- 1 representative of the Sheboygan Area School District Recreation Dept. (1-year term)
- 1 member of Historic Preservation/Housing Rehab Commission (1-year term)
- 1 individual who currently leases space at either the Harbor Centre Marina or the city-owned boat slips/dockage space in the Sheboygan River (1-year term)
- 1 County Board representative selected by county board chairperson (1-year term)
- Non-voting: Director of Public Works, 1 representative of the police dept. (1-year term)

	NAME	APPOINTED	EXPIRES
1	Aldersperson Todd Wolf – Chair of Public Works	04/21/2020	04/19/2021
2	John Koehler – Recreation Department Representative	04/21/2020	04/19/2021
3	Gerald Jones – City Plan Commission Representative	04/21/2020	04/19/2021

4	Peter Mayer – Historic Preservation Commission Representative	04/21/2020	04/19/2021
5	Michael Froh (Chairperson) – Boat Slip leaser	04/21/2020	04/19/2021
6	[REDACTED] – County Board Representative	04/21/2020	04/19/2021
7	Sarah Schwefel	04/16/2019	04/18/2022
8	Dennis Wield	04/21/2020	04/17/2023
9	Marge Mattern	04/17/2018	04/19/2021
10	Sgt. Alexander Jaeger – Police Department (non-voting)	04/21/2020	04/19/2021
11	Joe Kerlin – Superintendent of Parks and Forestry	Ex-Officio	Ex-Officio
12	David Biebel – Director Of Public Works (non-voting)	Ex-Officio	Ex-Officio

### **BOARD OF POLICE & FIRE COMMISSIONERS (5 MEMBERS, 5-YEAR TERM)**

- No more than 3 belonging to same political party

	NAME	APPOINTED	EXPIRES
1	Andrew Hopp – Republican	04/17/2018	04/17/2023
2	Jeanne Kliejunas – Independent	04/16/2019	04/15/2024
3	Henry Jung – Independent	04/21/2020	04/21/2025
4	Larry Samet – Democrat	04/19/2016	04/19/2021
5	Robert Lettre – Democrat	04/18/2017	04/18/2022

### **BOARD OF REVIEW (5 MEMBERS, 5-YEAR TERM)**

- All members appointed by mayor – 5 city residents, none of whom shall occupy any public office or be publicly employed.

	NAME	APPOINTED	EXPIRES
1	Kenneth King	04/17/2018	04/17/2023
2	David Hinze	04/16/2019	04/15/2024
3	Linda Serrano	04/21/2020	04/21/2025
4	Andy Ross	04/19/2016	04/19/2021
5	Patricia Weisrock	04/18/2017	04/18/2022

### **BOARD OF WATER COMMISSIONERS (3 MEMBERS, 3-YEAR TERM)**

- Members elected by council in October

	NAME	APPOINTED	EXPIRES
1	Thomas Howe (Secretary)	10/01/2017	10/01/2020
2	Mark Smith (Member)	10/01/2018	10/01/2021
3	Gerald Van De Kreeke (President)	10/01/2019	10/01/2022

## HARBOR CENTRE BUSINESS IMPROVEMENT DISTRICT (12 MEMBERS, 2-YEAR TERM)

	NAME	APPOINTED	EXPIRES
1	David Gass (Past President) – Business Owner	01/01/2020	12/31/2021
2	David Haneman – Property Owner	01/01/2020	12/31/2021
3	Susan Engler – Business Owner/Property Owner	01/01/2020	12/31/2021
5	Jamie Haack – Property Owner	01/01/2020	12/31/2021
4	Katy Glodosky – Property Owner	01/01/2020	12/31/2021
6	Marlo Testwuide (Treasurer) – Business Owner	01/01/2020	12/31/2021
7	Amy Horst (Vice President) – Business Owner/ Property Owner	01/01/2019	12/31/2020
8	Eileen Simenz (Secretary) – Business Owner/ Property Owner	01/01/2019	12/31/2020
9	Jordan Saunders – Business Owner	01/01/2019	12/31/2020
10	Jane Davis-Wood– Business Owner	01/01/2019	12/31/2020
11	Paul Rudnick (President) – Business Owner/Property Owner	01/01/2019	12/31/2020
12	Chad Pelishek – City Government	01/01/2019	12/31/2020
*	Joe Seeker – SCEDC (non-voting partner)	01/01/2019	12/31/2020

## CAPITAL IMPROVEMENTS COMMISSION (3-YEAR TERM)

- Mayor is Chairperson
- 2 alderpersons elected by Council
- 2 residents
- 1 member of Finance & Personnel Committee
- 1 member of City Plan Commission
- Director of Planning & Development
- Finance Director/Treasurer
- City Engineer

	NAME	APPOINTED	EXPIRES
1	Mayor Mike Vandersteen (Chairperson)	Ex-Officio	Ex-Officio
2	Aldersperson Ryan Sorenson [elected]	04/21/2020	04/19/2021
3	Aldersperson Trey Mitchell [elected]	04/21/2020	04/19/2021
4	Henry Jung	04/17/2018	04/19/2021
5	Nicholas Dussault	04/17/2018	04/19/2021
6	Aldersperson Mary Lynne Donohue – Finance & Personnel Committee	04/21/2020	04/19/2021
7	Gerald Jones – City Plan Commission	04/16/2019	04/18/2022
8	Chad Pelishek (Secretary) – Director of Planning & Development (voting member)	Ex-Officio	Ex-Officio
9	Marty Halverson – Finance Director/Treasurer (voting member)	Ex-Officio	Ex-Officio
10	Ryan Sazama – City Engineer (voting member)	Ex-Officio	Ex-Officio

### CITY PLAN COMMISSION (3-YEAR TERM)

- Alderperson elected by Council, Mayor, 4 residents (three of which have 3-year terms, one of which has a 1-year term), City Engineer

	NAME	APPOINTED	EXPIRES
1	Mayor Mike Vandersteen (Chairperson)	Ex-Officio	Ex-Officio
2	Alderperson Jim Bohren [elected]	04/21/2020	04/19/2021
3	Dave Hoffman	04/21/2020	04/17/2023
4	Marilyn Montemayor	04/17/2018	04/19/2021
5	Gerald Jones	04/16/2019	04/18/2022
6	Don Cvetan	04/21/2020	04/19/2021
7	Ryan Sazama – City Engineer (voting member)	Ex-Officio	Ex-Officio
*	Chad Pelishek – Director of Planning & Development (non-voting)	Ex-Officio	Ex-Officio

### HISTORIC PRESERVATION COMMISSION (5 MEMBERS, 3-YEAR TERM)

- If available in the community: 1 shall be a registered architect, 2 shall be historians, 1 a licensed real estate broker

	NAME	APPOINTED	EXPIRES
1	Travis Gross	04/17/2018	04/19/2021
2	Peter Fetterer	04/16/2019	04/18/2022
3	VACANT	04/21/2020	04/17/2023
4	Peter Mayer	04/21/2020	04/17/2023
5	Paul Gottsacker	04/21/2020	04/17/2023
*	Chad Pelishek – Director of Planning & Development (non-voting)	Ex-Officio	Ex-Officio

### HOUSING AUTHORITY (5 MEMBERS, 5-YEAR TERM)

- No commissioner may be connected in any official capacity with any political party nor shall more than two be officers of the city.
- Residency exemption: members who have an ownership interest in a multi-unit residential facility consisting of no fewer than ten (10) separate residential units provided that facility is located within the corporate boundaries of the City of Sheboygan.

	NAME	APPOINTED	EXPIRES
1	Robert Rank	04/17/2018	04/17/2023
2	Marge Mattern	04/16/2019	04/15/2024
3	Kay Hill	04/21/2020	04/21/2025
4	Dean Bogenschuetz	04/19/2016	04/19/2021
5	Kasey Sipiorski	04/18/2017	04/18/2022

**JOINT REVIEW BOARD (1-YEAR TERM)**

- 1 representative chosen by the Sheboygan Area School District
- 1 representative chosen by the Lakeshore Technical College district
- 1 representative chosen by Sheboygan County
- 1 representative chosen by the City of Sheboygan
- 1 public member (shall be selected by a majority of the other board members)
- Chairperson shall be selected by a majority of the other board members

	NAME	APPOINTED	EXPIRES
1	Mayor Mike Vandersteen	04/21/2020	04/19/2021
2	Mark Boehlke – SASD representative	04/21/2020	04/19/2021
3	Roy Kluss – LTC representative	04/21/2020	04/19/2021
4	Roger TeStroete – County representative	04/21/2020	04/19/2021
5	Roberta Filicky-Peneski	04/21/2020	04/19/2021

**LIBRARY BOARD (10 MEMBERS, 3-YEAR TERM INCLUDING ALDERPERSON)**

	NAME	APPOINTED	EXPIRES
1	Aldersperson Mary Lynne Donohue	04/17/2018	04/19/2021
2	Maeve Quinn (President)	04/21/2020	04/17/2023
3	Sherry Speth – Appointed by Sheboygan County Administrator	04/21/2020	04/17/2023
4	Kathie Norman	04/17/2018	04/19/2021
5	VACANT	04/17/2018	04/19/2021
6	Marcos Guevara	04/16/2019	04/18/2022
7	Nancy Mannchen	04/16/2019	04/18/2022
8	Christine Campe – Sheboygan Area School District Designee	04/16/2019	04/18/2022
9	Meg Albrinck	04/21/2020	04/17/2023
10	Kyle Whelton	04/21/2020	04/17/2023
*	Garrett Erickson – Library Director (non-voting)	Ex-Officio	Ex-Officio

**MAYOR'S INTERNATIONAL COMMITTEE (1 ALDERPERSON, UP TO 17 MEMBERS, 1-YEAR TERM)**

- All members appointed by Mayor
- Members must be city residents or live within the Sheboygan Area School District

	NAME	APPOINTED	EXPIRES
1	Aldersperson Todd Wolf	04/21/2020	04/19/2021
2	Sarah Schwefel (Secretary & Treasurer)	04/21/2020	04/19/2021
3	Ruth Gerstner	04/21/2020	04/19/2021
4	James Graf	04/21/2020	04/19/2021
5	Yolanda Graf	04/21/2020	04/19/2021
6	Charlene Hinze	04/21/2020	04/19/2021

7	Mark Hinze	04/21/2020	04/19/2021
8	Thomas Michel	04/21/2020	04/19/2021
9	Carolyn Miesfeld	04/21/2020	04/19/2021
10	Rich Miesfeld (Chairperson)	04/21/2020	04/19/2021
11	Cole Phillips	04/21/2020	04/19/2021
12	Trent Rammer	04/21/2020	04/19/2021
13	Anna Schoen	04/21/2020	04/19/2021
14	Henry Schoen	04/21/2020	04/19/2021
15	Patrick Siebold	04/21/2020	04/19/2021
16	Julie Vandersteen (Vice Chairperson)	04/21/2020	04/19/2021
17	<b>[VACANT]</b>	04/21/2020	04/19/2021

**MAYOR’S NEIGHBORHOOD LEADERSHIP CABINET (1-YEAR TERM)**

- The Mayor, 1 alderperson, 1 representative and 1 alternate from each recognized neighborhood in the city, the director of planning and development or designee, the chief of police or designee, Sheboygan Neighborhood Pride Board President or designee to be appointed annually by the mayor and approved by the Common Council.
- Organizing neighborhoods may recommend a representative; however, until the neighborhood is recognized by the Common Council, the member shall be considered ex-officio.

	NAME	APPOINTED	EXPIRES
1	Mayor Mike Vandersteen	Ex-Officio	Ex-Officio
2	Aldersperson Betty Ackley	04/21/2020	04/19/2021
3	Chad Pelishek – Director of Planning & Development	Ex-Officio	Ex-Officio
4	Chris Domagalski – Chief of Police	Ex-Officio	Ex-Officio
5	Penny Weber – Sheboygan Neighborhood Pride President	Ex-Officio	Ex-Officio
6	Tina Wick – Gateway Neighborhood Primary		
7	John Ogden – Gateway Neighborhood Alternate		
8	– Ellis Historical Neighborhood Primary		
9	– Ellis Historical Neighborhood Alternate		
10	Betty Ackley – Maple Heights Neighborhood Primary		
11	Brenda Goddard – Maple Heights Neighborhood Alternate		
12	Joe Clarke – Near North Neighborhood Primary		
13	Tom Binder – Near North Neighborhood Alternate		
14	Dean Dekker – Indiana Corridor Primary		
15	Peter Sjollemma – Indiana Corridor Alternate		
16	Bryan Mohoric – King Park Neighborhood Primary		
17	Andrea Mace – King Park Neighborhood Alternate		
18	Jody Kraemer – Memorial Neighborhood Primary		
19	Nancy Maring – Memorial Neighborhood Alternate		
20	Paul Aparicio – Historic Grant Neighborhood Primary		
21	CJ Grace – Historic Grant Neighborhood Alternate		

*These people are appointed by their own neighborhood boards to serve in these roles for the MNL. Each neighborhood association does appointments/elections on their own schedule based on their own bylaws.*

22	Dottie Anderson – Vollrath/North Point Neighborhood Primary		
23	Beth Counard – Vollrath/North Point Neighborhood Alternate		
24	Mary Dotz – End Park Neighborhood Primary		
25	Mark Goswitz – End Park Neighborhood Alternate		

### REDEVELOPMENT AUTHORITY (5-YEAR TERM)

- 7 members all appointed by Mayor
- No more than 2 shall be officers of the city
- 1 shall be member of Council

	NAME	APPOINTED	EXPIRES
1	Aldersperson Todd Wolf	04/17/2018	04/17/2023
2	Steve Harrison	04/17/2018	04/17/2023
3	David Sachse	04/16/2019	04/15/2024
4	Amy Horst	04/16/2019	04/15/2024
5	James Owen	04/21/2020	04/21/2025
6	David Gass	04/19/2016	04/19/2021
7	Roberta Filicky-Peneski	04/18/2017	04/18/2022

### SENIOR ACTIVITY CENTER COMMISSION (3-YEAR TERM)

- 9 voting members: 8 resident members and 1 council member
- The Senior Activity Center Supervisor shall be a non-voting ex-officio member
- A minimum of three of the resident members shall be members of the friends of the Senior Activity Center
- The names of the resident members shall be recommended to the Mayor by the SACC, and shall represent a cross-section of the community. Final appointments shall be made by the mayor, subject to approval by the common council. The resident members of the SACC shall serve for a term of three years, and may be reappointed for not more than one consecutive three-year term. After the second three-year term, the individual must remain off the commission for one year before being eligible for reappointment. The council member shall serve a one-year term, to expire at the end of the council year for which the council member was appointed. The mayor may reappoint the council member at his/her discretion, subject to council approval.

	NAME	APPOINTED	EXPIRES
1	Aldersperson Barb Felde	04/21/2020	04/19/2021
2	Laura Gumm	04/17/2018	04/19/2021
3	Sue Garski	04/17/2018	04/19/2021
4	Samy Yang	04/16/2019	04/18/2022
5	Candace Pitts	04/16/2019	04/18/2022
6	Martha Leppanen	04/21/2020	04/17/2023
7	Rich Miesfeld (Friend)	04/21/2020	04/17/2023
8	Jeanne Bogardus (Friend)	04/21/2020	04/17/2023
9	[VACANT] (Friend)	04/21/2020	04/17/2023

*	Vicky Schneider – Director of the Senior Activity Center of Sheboygan (non-voting)	Ex-Officio	Ex-Officio
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### **SHEBOYGAN TRANSIT COMMISSION (3-YEAR TERM)**

- Mayor
- Police Chief
- 3 residents
- Director of Planning & Development
- Member of Finance & Personnel
- Member of LHPS
- Member of Public Works

	NAME	APPOINTED	EXPIRES
1	Mayor Mike Vandersteen	Ex-Officio	Ex-Officio
2	Aldersperson Trey Mitchell – Finance & Personnel	04/21/2020	04/19/2021
3	Aldersperson Ryan Sorenson – LHPS	04/21/2020	04/19/2021
4	Aldersperson Todd Wolf – Public Works	04/21/2020	04/19/2021
5	Charles Windsor	04/17/2018	04/19/2021
6	Roy Kluss	04/17/2018	04/19/2021
7	Ryan Zinkel	04/16/2019	04/18/2022
8	Chad Pelishek – Director of Planning & Development	Ex-Officio	Ex-Officio
9	Chris Domagalski – Chief of Police	Ex-Officio	Ex-Officio
10	Derek Muench – Transit Director	Ex-Officio	Ex-Officio

### **SHEBOYGAN COUNTY EMERGENCY MEDICAL SERVICES COUNCIL**

	NAME	APPOINTED	EXPIRES
1	Aldersperson Ryan Sorenson	04/21/2020	04/19/2021

### **FRIENDS OF MAYWOOD BOARD (NOT A CITY COMMITTEE, BUT IN OUR RECORDS FOR TRACKING WHO WE APPOINT)**

	NAME	APPOINTED	EXPIRES
1	Aldersperson Rose Phillips	04/21/2020	04/19/2021

## Senior Activity Center Commission Guidelines

### I. Name

The name of the commission shall be the Senior Activity Center Commission, abbreviated SACC.

### II. Mission Statement

The purpose of the SACC is to oversee and support the mission of the Senior Activity Center of Sheboygan (SACS), which is: Providing dynamic social opportunities which promote wellness, learning, and recreation for active seniors.

### III. Organization

The SACC will support and uphold the following City of Sheboygan ordinances:

#### DIVISION 10. - SENIOR ACTIVITY CENTER COMMISSION

##### Sec. 2-726. - Composition.

The ~~SACC senior activity center commission~~ shall consist of nine voting members, composed of eight citizen members and one council member. The director of senior services shall be a non-voting ex-officio member. A minimum of three of the citizen members shall be members of the Friends of the Senior Activity Center. The names of the citizen members shall be recommended to the mayor by ~~the SACC senior activity center commission~~, and shall represent a cross-section of the community. Final appointments shall be made by the mayor, subject to approval by the common council.

(Ord. No. 7-08-09, § 1, 6-2-08; Ord. No. 7-10-11, § 1, 6-21-10; Ord. No. 45-10-11, § 1, 12-20-10; Ord. No. 39-16-17, § 9, 4-5-17; Ord. No. 2-19-20, § 1, 5-6-19)

##### Sec. 2-727. - Appointment.

The citizen members of the ~~SACC senior activity center commission~~ shall serve for a term of three years, and may be reappointed for not more than one consecutive three-year term. After the second three-year term, the individual must remain off the commission for one year before being eligible for reappointment. The council member shall serve a one-year term, to expire at the end of the council year for which the council member was appointed. The mayor may reappoint the council member at his/her discretion, subject to council approval.

(Ord. No. 7-08-09, § 1, 6-2-08; Ord. No. 7-10-11, § 2, 6-21-10; Ord. No. 45-10-11, § 2, 12-20-10; Ord. No. 39-16-17, § 10, 4-5-17)

##### Sec. 2-729. - Organization.

The senior activity center commission shall annually elect, at the May meeting, a chairman, vice-chairman and secretary, whose terms shall begin June 1.

(Ord. No. 7-08-09, § 1, 6-2-08)

Sec. 2-730. - Functions and duties.

(a) ~~The~~ City Administrator, ~~chief administrative officer~~ in consultation with the SACC ~~senior activity center commission~~ shall establish and direct policy of the multipurpose senior activity center, shall develop a mission statement, shall establish goals, shall be involved in the selection and appointment of a full-time supervisor, shall establish bylaws, subject to common council approval, and shall govern the facilities and activities.

(b) ~~The hours of operation of the senior activity center of Sheboygan shall be from 8:00 a.m. to 4:00 p.m. Monday through Thursday, and on varied evenings, Fridays and weekends as established by the chief administrative officer in consultation with the senior activity center commission, except for city observed holidays.~~

(~~be~~) The City Administrator, ~~chief administrative officer~~ with input from the SACC ~~senior activity center commission~~ shall direct and supervise the management and operation of the senior activity center in accordance with appropriate city policies and procedures.

(~~ce~~) The City Administrator, ~~chief administrative officer~~ in consultation with the SACC ~~senior activity center commission~~ shall oversee the budget and financial activities of the senior activity center, subject to common council approval.

(~~de~~) The City Administrator, ~~chief administrative officer~~ in consultation with the SACC ~~senior activity center commission~~ shall report to the common council on the status of the management and operation of the senior activity center annually.

(~~ef~~) To encourage and promote gifts, grants and donations of money and property from all available resources for senior activity center purposes.

(Ord. No. 7-08-09, § 1, 6-2-08; Ord. No. 45-10-11, § 3, 12-20-10; Ord. No. 58-12-13, § 1, 4-15-13)

Changes to the above ordinances are by common council approval only.

#### IV. Duties of Officers

The chairperson shall preside at all meetings and shall be an ex-officio member of all committees, and shall carry out other duties pertaining to the office as the SACC directs. The SACS director or designee shall set and distribute the meeting agendas, after consultation with the SACC chair.

The vice-chairperson shall preside in the absence of the chairperson and shall carry out other assigned duties.

The secretary shall keep accurate records and minutes of the proceedings of the SACC, and shall be responsible for correspondence, or shall delegate this task. The secretary shall also receive minutes of all sub-committee meetings. The minutes shall be reported to the director of SACS, the chair of the SACC, and the city clerk no later than 96 hours following the meeting and presented to the public and members 24 hours before the next meeting.

V. Committees

Elected officers shall constitute the executive committee.

The executive committee shall appoint all committees and ad-hoc committees as needed.

VI. Meetings

Regular SACC meetings shall be held bi-monthly at the SACS.

Special meetings may be called by the chairperson or vice-chairperson and may act on behalf of the SACC, when necessary, between regular SACC meetings.

Vacancies are to be filled within two months of the vacancy occurring, by candidates suggested by the SACC to the mayor, and appointed by the mayor.

These guidelines may be amended by a majority voted of the SACC at a regular meeting ~~and approved by the common council~~. Any proposed amendment must be submitted to the SACC at least one month prior to voting on the amendment.

VII. Rules of Order

Conduct of the meeting shall follow Robert's Rules of Order.

Amended and approved unanimously 07/19/2017 at the regular meeting of the SACC.

Proposed amendments 3/18/2020.