

**SHEBOYGAN COMMON COUNCIL  
COMMITTEE OF THE WHOLE**

**MINUTES OF THE FEBRUARY 6, 2013 MEETING**

**PRESENT:** Chairperson Bohren, Alderpersons Belanger, Carlson, Dekker, Donohue, Hammond, Heidemann, Lessard, Lewandoske, Van Akkeren, and Vander Weele

**EXCUSED:** Alderpersons Kath, Roeseler and Versey

**ABSENT:** Alderpersons Matichek and Wangemann

1. Chairperson Bohren called the meeting to order at 5:15 p.m.
2. Roll Call.
3. Pledge of Allegiance.
4. **Motion by Ald. Hammond, second by Ald. Carlson to approve the minutes of 1/17/13. All Ayes – Motion Carried.**
5. Public Forum – No Speakers.
6. Chairman’s comments - No comments.
7. **COUNCIL DOCUMENT #3.1 FROM NOVEMBER 19, 2012.**

Com. No. 12-12-13.

Submitting a communication from Alderperson Donohue presenting a proposal for Job Responsibilities for the Mayor of Sheboygan.

Possible revisions to this resolution to be discussed.

Alderperson Donohue went through the revised resolution item by item to explain any changes that were made to the document. A discussion followed in which several changes were suggested.

**A motion was made by Ald. Hammond, second by Ald. Carlson to amend the revised resolution to incorporate language which states that the mayor shall conduct himself with a high level of professionalism and conduct at all times, both inside and outside of City Hall. 10 Ayes – 1 Abstention (Belanger) – Motion Carried.**

**A motion was made by Ald. Bohren, second by Ald. Hammond to amend #5 of the revised resolution to change the period to a comma and add – with the advice and consent of the Common Council. 3 Ayes (Bohren, Carlson, Heidemann) – 7 Nays – 1 Abstention (Belanger) Motion Fails.**

**A motion was made by Ald. Heidemann, second by Ald. Hammond to amend the revised resolution to include the words – to the Chief Administrative Officer – at the end of #8. 7 Ayes – 3 Nays – 1 Abstention (Belanger) Motion Carried.**

**A motion by Ald. Van Akkeren, second by Ald. Hammond that the Committee of the Whole recommends the Common Council adopts the “Guiding Principles” for the Mayor of Sheboygan as amended. 10 Ayes – 1 Abstention (Belanger) Motion Carried.**

**ITEMS FOR DISCUSSION ONLY**

8. **The 2013-2014 goals and objectives of the City of Sheboygan Department of Public Works. Discussion with David Biebel, Director of Public Works.**

David Biebel provided a PowerPoint presentation to explain the goals and objectives for the Department of Public Works for 2013-2014. Eisner Avenue reconstruction, Erie Avenue resurfacing from 8<sup>th</sup> to 14<sup>th</sup> Street, Quarry swimming area revitalization and garbage/recycling collection methods study are just a few of the items planned. DPW has been finding ways to work more efficiently with less staff. David responded to questions from the Council.

**NEXT MEETING DATE: TBD**

**ADJOURN. Motion by Ald. Hammond, second by Ald. Carlson to adjourn at 6:33 p.m.**

Res. No. \_\_\_\_\_ . By Alderperson Donohue. February \_\_\_\_\_, 2013.

A RESOLUTION for “Guiding Principles” for the Mayor of the City of Sheboygan.

WHEREAS, the Common Council created the position of Chief Administrative Officer to be responsible for the day to day operation of city in October 2011, and

WHEREAS, the Chief Administrative Officer’s job description has been developed and subsequently modified to clarify the CAO’s job responsibilities, and

WHEREAS, since Mayor Van Akkeren was elected in February, 2012, important questions have arisen about the Mayor’s job responsibilities and authority with respect to the Chief Administrative Officer’s job description, and

WHEREAS, resolution of those questions is vital to the smooth and efficient operation of city government, and

WHEREAS, the Common Council, meeting as the Committee of the Whole, has discussed the value of articulating “Guiding Principles” for the Mayor’s position as a means of resolving said questions, and

WHEREAS, those Guiding Principles, by agreement of the Committee of the Whole, provide as follows:

1. Statutory duties and authority:

- a) The Mayor is the chief executive officer of the City;
- b) The Mayor is a member of the Common Council, presides at its meetings and may vote on business before the Council in the event of a tie vote. The mayor may veto actions of the Common Council;
- c) The Mayor ensures that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties.
- d) The Mayor is the head of the fire and police departments;
- e) The Mayor may appoint security personnel to serve without pay, and, in case of riot or other emergency, appoint as many special police officers as may be necessary.

2. One of the Mayor’s most important jobs is supporting and facilitating economic growth within the City. The Mayor actively works with economic development organizations in the City and County such as the Sheboygan County Chamber of Commerce and Sheboygan Economic Development Corporation, as well as other local, state and national organizations, to attract new businesses and good jobs to the City. The Mayor is an active and enthusiastic representative for the City’s best economic interests.

3. The Mayor is the City’s “good will ambassador” and the face of city government. The Mayor spends significant time meeting with concerned citizens and addressing constituent questions. S/he participates in community activities and events (e.g. parades, festivals, events and ceremonies) which enhance the visibility and economic wellbeing of the City.

4. The Mayor may speak as the voice of city government with respect to legislative matters at a regional and state level, with the advice and consent of the Common Council.
5. The Mayor works in a cooperative manner with other local units of government to advance the City's interests.
6. The Mayor delivers an annual "State of the City" address to the Common Council at its first regular meeting of each session. The Mayor's vision for the City is a key element of the address and sets out the hopes and expectations for the Mayor, the Common Council and all elements of city government to make sure that Sheboygan is a great place to live, work and raise a family.
7. The Mayor provides input and cooperates with the Chief Administrative Officer, department heads and alderpersons in developing the City's annual budget.
8. While the Chief Administrative Officer is responsible for the supervision and work performance of department heads, the Mayor may provide observations and feedback about such work performance to the Chief Administrative Officer.
9. The Mayor and the Chief Administrative Officer understand and support the need for each to work cooperatively with the other to ensure that the best interests of the City are always of primary importance.
10. The Mayor makes all required and necessary appointments to special and standing committees of the Council and all other boards and commissions as required by statute. To the extent allowed by statute, the Mayor may serve on boards and commissions as needed.
11. The Mayor provides input and cooperates with the Chief Administrative Officer, department heads and alderpersons to develop and implement short and long term strategic plans for the City.
12. The Mayor will conduct him/herself in a professional manner both inside and outside of City Hall.

NOW, THEREFORE BE IT RESOLVED: That the Common Council adopts these Guiding Principles for the Mayor of Sheboygan.

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I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Dated: \_\_\_\_\_, 2013 \_\_\_\_\_, City Clerk  
 Approved: \_\_\_\_\_, 2013 \_\_\_\_\_, Mayor