SHEBOYGAN COMMON COUNCIL
COMMITTEE OF THE WHOLE

AGENDA

DATE: Monday, April 29, 2013

TIME: 5:15 p.m. (or immediately following any other City of Sheboygan Committee meeting)

PLACE: 3rd Floor, City Hall – Common Council Chambers

1. Call meeting to order. This is the 1st meeting of the 2013-2014 Committee of the Whole.
2. Roll Call.
3. Pledge of Allegiance.
4. Approval of the minutes of 2/6/13.
5. Public Forum on agenda items (no prior registration required – those wishing to speak will be called up from the audience by the Chairman – limit 3 minutes per person).
6. Chairman's comments.

<u>ITEMS FOR DISCUSSION ONLY</u>

7. ALDERMANIC ORIENTATION/REFRESHER:
   A. Function/Duties of Committee of the Whole – Chairperson Ald. Jim Bohren, City Attorney Steve McLean
   B. Role of Mayor's Office – Mayor Mike Vandersteen
   C. Role of Chief Administrative Officer – CAO Jim Amodeo
   D. Board Docs & Aldermanic E-Mail System – IT Manager Dave Augustin
   E. Council Policies and Procedures/Role of Clerk's Office – City Clerk Sue Richards
   F. Legal Authority/Overview for Alderpersons/Open Meetings/Public Records/Code of Ethics – City Attorney Steve McLean
   G. Understanding Harassment Law – a presentation by CVMIC, the city's insurance provider, by Rich Bayer and Mike DeMoss with CVMIC.

NEXT MEETING DATE: TBD

ADJOURN.

Ald. James Bohren, Chairman
Ald. Don Hammond, Council President

Persons with disabilities who need accommodations to attend the meeting should contact Mary Rajer in the Mayor's Office as soon as possible at 459-3317.

2013-2014 COMMITTEE OF THE WHOLE CHAIRMAN'S EXPECTATIONS AND COMMITTEE PROTOCOLS FOR EFFICIENT OPERATION

1. Please, if at all possible, arrive ten minutes before the meeting start time.

2. Please call Mary Rajer in the Mayor's office at 459-3317 or the Chairman's cell phone number as soon as possible if you are unable to attend the meeting (or will be late).

3. Please remember that the Committee of the Whole needs a minimum of 9 Alderpersons present for a quorum to conduct City business.

4. Please - no unexcused absences.

5. Please keep cell phones and other electronic devices turned off and out of sight.

6. Please come to the meeting prepared to be an active participant by having read all the documents and materials prior to the meeting.

7. Please be prepared to be an active participant in all discussions.

8. The Chairman will vote last on all roll call votes.

9. If you wish to speak, press the button at your desk to be recognized by the Chairman. Please acknowledge the Chairman by saying, "Thank you, Mr. Chairman." Each Alderperson will be allowed to speak THREE times on any agenda item.

10. A full discussion of each agenda item will take place with no time limit. Most meetings will not exceed two hours in length.

11. The Mayor is not a member of the Committee of the Whole. The Mayor is welcome to attend the meeting and will be seated in the public seating area. The Mayor may speak at the Chairman's discretion.

12. For maximum transparency for the citizens of Sheboygan, I will attempt to have all Committee of the Whole meetings televised on Channels 95 and 990.

13. A public forum will be on the agenda for each Committee of the Whole meeting (exception - closed session portion of meeting) for any agenda item with a time limit of three (3) minutes per person with no time extensions. No prior registration required - those wishing to speak will be called up from the audience by the Chairman.

The Chairman's expectations and committee protocols listed above will allow the Committee of the Whole to run in a professional, efficient manner for the benefit of the citizens of Sheboygan. I look forward to working with all of you.

Alderman Jim Bohren
8th District
Chairman, Committee of the Whole