


City Clerk

CITY OF SHEBOYGAN
ORDINANCE 1-25-26

BY ALDERPERSONS DEKKER AND PERRELLA.

MAY 5, 2025.

AN ORDINANCE amending various sections of the Sheboygan Municipal Code to effectuate changes to the 2025-2026 Council Rules Handbook.

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

SECTION 1: AMENDMENT "Sec 2-31 Disturbances" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-31 Disturbances

- (a) Whenever any disturbance or disorderly conduct shall occur in the council chambers or rooms or halls adjacent thereto, the mayor or other presiding officer of the council is empowered, by and with the aid of the chief of police or other police officer in attendance upon the meeting of the council, to cause the chambers, rooms or halls to be cleared of all disorderly persons. ~~except members and officers of the council.~~
- (b) ~~The council may punish by fine members or other persons present for disorderly behavior or improper conduct"~~

SECTION 2: AMENDMENT "Sec 2-32 Clerk's Attendance At Meetings" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-32 Clerk's Attendance At Meetings

The city clerk shall attend the meetings of the common council and keep a full record of its proceedings. In the ~~absence of the clerk's~~ absence, the deputy city clerk shall perform the ~~duties of the clerk's duties.~~"

SECTION 3: AMENDMENT "Sec 2-33 Clerk's Duties For Journal Of Proceedings" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-33 Clerk's Duties For Journal of Proceedings

- (a) ~~Contents. The city clerk shall superintend the recording in a journal of the proceedings of each meeting of the common council, which recordation shall be verified by the signature of the mayor or other presiding officer of the council and attested by the signature of the clerk. The clerk shall also record at length in the journal all reports of committees and of~~

the department of engineering and public works; all ordinances, resolutions and memorials passed by the council; and such other matters which the council may direct.

Pursuant to Wis. Stat. § 62.09(11)(f), the city clerk shall enter at length, immediately after it goes into effect, every ordinance in an "ordinance book," with proof of publication, date of passage and page of journal where final vote is recorded. The clerk shall keep a record of all resolutions, licenses and permits granted, and record all bonds, in appropriate books. The clerk shall keep a record of all memorials, reports, and such other matters as directed by council. The clerk shall keep a record of all common council proceedings in the official journal and shall attest to the signatures thereon of the mayor or other presiding officer of the council.

- (b) *Manner of keeping.* In making up the journal of the proceedings, the clerk shall enter a synopsis of all ordinances, resolutions, petitions, communications and other matters introduced or presented to the council and the immediate action taken thereon. The clerk shall only record at length in the journal, ~~on first presentation or consideration by the council,~~ reports of regular and special committees, reports of the department of engineering and public works, the quarterly and other reports of city officers and such other matters as the council shall direct the clerk to record at length. The clerk shall cause to be prepared, for the printer of the official newspaper authorized to print the proceedings of the council, a copy of the journal of its proceedings but shall only include therein copies of the recapitulation of the reports of the finance director/treasurer, ~~director of public assistance,~~ chief of police, chief of the fire department, ~~board of education,~~ library board, public works committee, and such other matters as the council shall order and direct the printing of, together with copies of all reports of officers, committees and finance director/treasurer, ~~the department of engineering and public works,~~ ordinances, resolutions, orders and memorials which were passed by the council ~~on first or second reading or otherwise.~~"

SECTION 4: AMENDMENT "Sec 2-34 Clerk's Preparation Of Agenda And Delivery Of Matters Referred" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-34 Clerk's Preparation Of Agenda And Delivery Of Matters Referred

- (a) The city clerk shall, ~~within 24 hours after reference shall have been made,~~ timely deliver copies of all petitions, communications, memorials, ordinances, resolutions, amendments or other matters to ~~the chairperson of the committee of the council or to any city official or board thereof to whom any such matter was referred and as may be required.~~ The clerk shall permit no record or papers belonging to the city to be taken out of the clerk's custody, otherwise than in the regular course of business. The clerk shall report any missing paper or record to the mayor or other presiding officer of the council. The clerk shall generally perform all duties pertaining to the clerk's office as city clerk and shall be responsible for all official acts of the clerk's assistants.
- (b) ~~The clerk shall, on the Thursday preceding any regular council meeting or until completed, prepare an agenda of the proceedings of the meeting, including a synopsis of all documents~~

listing them by folio number and a file of the documents referred to and to be considered at such regular meeting, and present them to the mayor, each alderperson and the city attorney thereafter as soon as possible. The agenda and file documents shall include all council documents, except messages by the mayor which shall be read by the mayor, and appointments and resignations which shall be received and read by the city attorney. On the Wednesday preceding a common council meeting, the city clerk, city administrator, mayor, city attorney, and finance director or their designees shall meet to review proposed agenda items for inclusion. Such agenda and supporting documents shall be published no later than the Friday preceding the common council meeting pursuant to Wis. Stat. § 62.11(4) and on the City of Sheboygan webpage.

- (c) The city clerk may create a subsection on any council agenda entitled, "consent agenda." In a Except as otherwise provided by law, the consent agenda, the clerk shall place matters that, in the clerk's judgment, are routine and noncontroversial and do not require a special vote or specific action by the council shall include routine procedural matters or matters unanimously decided by committees such as approving minutes, staff and officer reports, nominations, appointments, and budgeted items approved by a standing committee."

SECTION 5: AMENDMENT "Sec 2-67 Dissenting Members" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-67 Dissenting Members

- (a) Council committee members dissenting from an committee action ~~of a committee~~ shall be so reported when requested by them.
- (b) Where committee members are not unanimous on a report matter to be submitted to the council, ~~the majority and minority of such committee may each make a separate report, and any member dissenting in whole or in part from the reasoning and conclusions of both majority and minority may also present a statement of that member's reasons and conclusions. All such reports, decorous in language and respectful to the council, shall be entered at length on the journal.~~ the committee chair shall summarize the committee discussion during such council meeting. Such matters not unanimously supported by committee shall be excluded from the consent agenda."

SECTION 6: REPEAL "Sec 2-68 Majority And Minority Reports To Lie Over" of the Sheboygan Municipal Code shall be repealed.

~~"Sec 2-68 Majority And Minority Reports To Lie Over~~ Reserved.

~~In all cases where there shall be majority and minority reports submitted to the council, as provided in section 2-67, the ordinance, resolution, memorial or other matter reported upon shall lie on the table until the reports thereon shall have been printed in the public copy of the journal."~~

SECTION 7: AMENDMENT "Sec 2-111 Order Of Business" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-111 Order Of Business

The order of business in the meetings of the common council shall be as follows:

- (a) Call of roll and announcement of the presence or absence of a quorum.
- (b) Corrections of the journal and approval of minutes.
- (c) Executive communications and other communications from the mayor or presiding officer of the council including nominations for appointment.
- ~~(d) Communications to the council.~~
- ~~(e)(d)~~ Public input from preregistered citizens persons consistent with council rules.
- (e) Oral presentation and consideration of matters concerning the general welfare of the city.
- (f) Hearings.
- ~~(f)(g)~~ Consent Agenda.
- ~~(g)(h)~~ New reports of officers. Resolutions.
- ~~(h)(i)~~ Offering, reference or consideration of resolutions. Ordinances.
- ~~(i)~~ Reports of standing committees with new resolutions or ordinances. Other matters authorized by law.
- ~~(j) Reports of committees with communications only.~~
- ~~(k) Reports of committees with reports of officers only.~~
- ~~(l) Reports of committees with resolutions or ordinances placed on file.~~
- ~~(m) Reports of committees with resolutions on second reading.~~
- ~~(n) Reports of committees with ordinances on second reading.~~
- ~~(o) New ordinances introduced.~~
- ~~(p) Oral presentation and consideration of matters concerning the general welfare of the city.~~

The order of business for standing committee meetings shall substantially follow the order of business for common council except as set forth by council rule."

SECTION 8: AMENDMENT “Sec 2-115 Ordinances And Resolutions” of the Sheboygan Municipal Code is hereby amended as follows:

“Sec 2-115 Ordinances And Resolutions

- (a) All ~~ordinances, resolution reports of officers and reports of committees~~ to be submitted at a regular common council meeting shall be submitted in full to the city attorney for review for conformance with local and/or state requirements no later than 12:00 p.m. on the Monday preceding committee meetings. All ordinances shall be drafted or reviewed by the City Attorney's Office. ~~Once review is complete, s~~Such matters shall then be submitted in full to the city clerk so that ~~they can be included in the~~ for numbering and then shall be submitted in full to the committee clerks for agenda inclusion. ~~and set forth in full in the attached documents.~~ Any submission to the city ~~committee~~ clerk ~~must~~ shall be made no later than 4:30 p.m. on the Wednesday preceding any regular ~~council~~ committee meeting in order to be included in the agenda.
- (b) ~~All ordinances, resolutions, communications, and other matters to be directly referred to a board, commission, or committee shall be submitted in full to the city attorney for review. Once review is complete, such matters shall be submitted in full to the city clerk at least 72 hours preceding any meeting of the board, commission or committee so that they can be included in the agenda and set forth in full in the attached documents. After inclusion on a board, commission or committee agenda, the matter may be reported on to council and shall be considered to be before the council for consideration and action with no need for a second reading.”~~

SECTION 9: AMENDMENT “Sec 2-118 Referral Of Matters To Committees” of the Sheboygan Municipal Code is hereby amended as follows:

“Sec 2-118 Referral Of Matters To Committees

- ~~(a) All ordinances, resolutions, petitions, communications or other matters may be referred by the city clerk directly to an appropriate board, commission, or committee without being first introduced at a meeting of the council. Matters that have not been directly referred in such a fashion may be referred to an appropriate committee by announcement of the presiding officer unless the council on motion shall make a different order in relation thereto. However, any matter or measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the city or any fund thereof shall be referred to a committee and shall not be acted upon by the council until reported upon by the committee.~~
- (b) With the exception of the adoption of any measure assessing or levying taxes, appropriating or disbursing money, ~~or~~ or creating any liability or charge against the city or any fund thereof, or the adoption of any ordinance, all documents of the same classification may be referred to the common council or to an appropriate board, commission, or committee in a comprehensive report thereon.”

SECTION 10: AMENDMENT “Sec 2-121 Roll Call Vote” of the Sheboygan Municipal Code is hereby amended as follows:

“Sec 2-121 Roll Call Vote

On adoption of all ordinances, ~~and of all resolutions, reports, of committees or officers~~ or other measures assessing or levying taxes, appropriating or disbursing money, creating any liability or charge against the city or any fund thereof, or releasing, discharging or commuting a claim or demand of the city, the vote of the council shall be taken by roll call ~~of the roll~~ and shall be passed or adopted by a majority of all members-elect of the council, which vote shall be recorded in the journal. In recording the votes taken by roll call ~~of the roll~~, the clerk shall also report those members absent or not voting.”

SECTION 11: AMENDMENT “Sec 2-126 Remote Attendance At Meetings” of the Sheboygan Municipal Code is hereby amended as follows:

“Sec 2-126 Remote Attendance At Meetings

- (a) *Remote attendance permitted.* A member of a city governmental body, as defined in Wis. Stats. § 19.82(1), who desires to appear at a meeting by telephone, video conference, or other remote method of participation shall be entitled to participate and vote to the fullest extent possible, except as follows:
 - 1. The member shall not be entitled to participate and vote on any matter that requires the visual assessment of a witness's demeanor if the member is unable to make such a visual assessment.
 - 2. The member shall not be entitled to participate and vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.
- (b) *Quorum.* A member who appears remotely pursuant to subsection (a) of this section shall count towards a quorum during the appearance.
- (c) *Proper Equipment.* Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.
- (d) *Notice.* ~~Whenever a city governmental body anticipates that a member will appear by telephone, video conference, or other remote method of participation, the~~ Each meeting agenda shall specifically and include a conspicuously identify which persons or members shall be appearing by such means advisement that members of the body may be appearing and participating remotely. Members intending to attend or participate remotely shall notify the body chair prior to the meeting.

~~(e) *Exceptions.* No person shall be allowed to participate in any meeting where the meeting notice failed to state the person would appear by telephone/conference means or where such equipment is unavailable or unusable at the time of the meeting."~~

SECTION 12: AMENDMENT "Sec 2-153 Suspension Of Rules" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-153 Suspension Of Rules

(a) Any standing rules of order or procedure of the council, except as provided herein, may be suspended in reference to any proposition or action by a majority vote ~~of not less than three-fourths~~ of the members-elect of the council. Unless unanimous consent is given, the vote on suspension shall be by roll call ~~vote on call of the roll~~.

(b) *Exceptions.* Rules that may not be suspended include procedural rules prescribed by constitution, statute, ordinance, or bylaws; fundamental principles of parliamentary law; rules protecting rights of absentee or individual members; requirements for previous notice; the right of any member to exercise their full rights in meeting participation; or rules applicable outside of a meeting."

SECTION 13: AMENDMENT "Sec 2-202 Oath" of the Sheboygan Municipal Code is hereby amended as follows:

"Sec 2-202 Oath

Every person elected or appointed to an office with the city shall take and file the official oath within ten days after notice of such election or appointment. When an appointive officer has filed the oath, and bond if required, the clerk shall issue to the officer a certificate of appointment. If the appointment is to a board or commission, the appointee shall file the certificate with the secretary thereof.

State law reference – Wis. Stat. § 62.09(4)."

SECTION 14: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 15: **EFFECTIVE DATE** This ordinance shall be in effect sixty (60) days from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

May 19, 2025.

Presiding Officer



Ryan Sorenson, Mayor, City of
Sheboygan

Attest



Meredith DeBruin, City Clerk, City of
Sheboygan

Published May 23, 2025.

Certified May 20, 2025 to – Atty.; Fin. Dir.; CA.; Mayor