

City of Sheboygan Redevelopment Authority (RDA) Operational Policies and Procedures

Mission Statement

The Sheboygan Redevelopment Authority (RDA) is dedicated to fostering sustainable economic growth, revitalizing blighted areas, and enhancing community welfare through transparent, ethical, and inclusive redevelopment practices in accordance with Wisconsin Statutes, Chapter 66.1333.

Guiding Principles

1. Community-Centered Development

- Prioritize projects that enhance the quality of life for Sheboygan residents, promote access to opportunities, and preserve the city's cultural and historical identity.
- Engage stakeholders, including residents, businesses, and community organizations, to ensure redevelopment reflects community needs and aspirations.

2. High Ethical Standards

- Uphold the highest standards of ethics, ensuring all actions are conducted with fairness, impartiality, and accountability.
- Review and sign the code of ethics for the RDA annually.

3. Transparency and Accountability

- Ensure all meetings and records comply with Wisconsin's Open Meetings Law (Wis. Stat. § 19.81–19.98) and Public Records Law (Wis. Stat. § 19.31–19.39) to provide the public with accessible information on projects, decisions, and financial activities.

4. Fiscal Responsibility

- Manage public funds and resources prudently, ensuring cost-effective and sustainable redevelopment initiatives.
- Provide financial reports to the public to maintain trust and accountability.

Ethical Requirements

1. The Sheboygan Redevelopment Authority (RDA) hereby adopts Wis. Stat. § 19.59- Code of ethics for local government officials, and the associated definitions in Wis. Stat. § 19.42 for the purposes of this policy.
2. Conflicts of Interest
 - a. Disclosure Requirements: Members and staff must disclose any financial or personal interests that may influence or appear to influence their decisions, as required by Wis. Stat. § 19.59.
 - b. Recusal: Any member with a conflict of interest shall recuse themselves from discussions, deliberations, and votes on related matters.
 - i. A conflict exists when a member, their immediate family, or associated business stands to gain financially or otherwise from a decision.
 - ii. A conflict may exist where a member feels compelled to make a decision on an official matter based upon some close personal relationship or interest, or based up-on information outside the scope of that which is generally available or otherwise provided for consideration to the other members. Members should consult with staff with questions or concerns.
 - c. Members of the RDA shall be ineligible for loans and/or grants from or through the RDA.
3. Confidentiality
 - a. Protection of Sensitive Information: Members and staff shall safeguard confidential information, including proprietary business data, personal resident information, and preliminary project details, in accordance with Wisconsin's Public Records Law exemptions (Wis. Stat. § 19.35), and are obligated to return any such information or records to City Staff.
 - b. Disclosure Protocols: Confidential information may only be shared with authorized personnel and only when necessary for project execution. Unauthorized disclosure is prohibited and may result in disciplinary action, liability, and/or enforcement.
 - c. RDA Members shall not disclose any privileged information, protected sensitive information, or confidential information, or proprietary information to the public or applicants.

Operational Guidelines

1. Governance and Structure
 - a. Composition: The Authority shall consist of 7 members (as per Wis. Stat. § 66.1333(3)) appointed by the Mayor and approved by the Common Council. Representatives with expertise in urban planning, economic development, banking, law, accounting, real estate, and community engagement are preferred
 - b. Meetings: The RDA will hold regular meetings, which will generally occur on the first and third Wednesday of the month typically at 7:45 am, with special

meetings as needed. Meetings will be held in compliance with Wisconsin's Open Meetings Law.

- c. Agendas and minutes shall be publicly posted in advance.
- d. Roberts Rules of order may be used as needed, at the discretion of the RDA Chair, to help promote order and efficiency.

2. Records

- a. Public Access: Records will be available to the general public in compliance with Wisconsin Open Record Laws, Wis. Stat. §§ 19.31-19.36.
- b. The City is the custodian of RDA records. RDA members should be aware that correspondence and records created in their official capacity may be records subject to public access.

3. Project Development and Implementation

- a. Project Selection: Projects shall be selected based on alignment with the city's comprehensive plan, economic impact, and community benefit. A scoring matrix provided by staff shall be used to evaluate proposals objectively.
- b. Partnerships: Collaborate with private developers, business owners, nonprofits, and government agencies to leverage resources while maintaining public oversight.
- c. Compliance: Ensure all projects comply with Wisconsin Statutes (e.g., Wis. Stat. § 66.1333 for redevelopment authorities) and local ordinances.

4. Monitoring and Evaluation

- a. Performance Metrics: Establish clear metrics for project success, including economic impact, job creation, and community benefits.
- b. Regular Reviews: Conduct quarterly reviews of ongoing projects to assess progress, address challenges, and ensure alignment with Authority goals.

Implementation and Enforcement of Policy

- 1. Adoption: These guidelines shall be formally adopted by the Sheboygan Redevelopment Authority and reviewed annually to ensure relevance and compliance with state laws.
- 2. Training: All members and staff will receive periodic training on ethics, Wisconsin's Open Meetings and Public Records Laws, and redevelopment best practices.
- 3. Enforcement:
 - a. Violations of this policy may be grounds for enforcement, sanctions, removal from the RDA, or any other remedy allowed by law.

- b. In the event there is reason to believe that a member has violated this policy the City Attorney or the City Administrator may initiate an independent investigation. Any findings and/or formal allegations will be referred to the Sheboygan Ethics Board for determination.

Contact Information

For inquiries or to access records, contact the Director of Development, Taylor Zeinert, at TZ1388@sheboyganwi.gov or 920-459-3383.