

**CITY OF SHEBOYGAN  
R. C. 207-23-24**

**BY FINANCE AND PERSONNEL COMMITTEE.**

**MARCH 4, 2024.**

Your Committee to whom was referred Direct Referral R. O. No. 115-23-24 by City Administrator Casey Bradley submitting a communication to Mayor Ryan Sorenson and Common Council members requesting to have Kapur function as the City’s Director of Public Works and City Engineer during the transition period stemming from the retirements of Director David Biebel (effective April 1<sup>st</sup>) and Engineer Ryan Sazama (effective March 1<sup>st</sup>); recommends filing the document.

Committee:

_____	_____
_____	_____
_____	_____

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

\_\_\_\_\_.

Presiding Officer

Attest

\_\_\_\_\_  
Ryan Sorenson, Mayor, City of  
Sheboygan

\_\_\_\_\_  
Meredith DeBruin, City Clerk, City of  
Sheboygan

**CITY OF SHEBOYGAN  
DIRECT REFERRAL R. O. 115-23-24  
TO FINANCE AND PERSONNEL COMMITTEE.**

**BY CITY ADMINISTRATOR CASEY BRADLEY.**

**FEBRUARY 26, 2024.**

Submitting a communication to Mayor Ryan Sorenson and Common Council members requesting to have Kapur function as the City's Director of Public Works and City Engineer during the transition period stemming from the retirements of Director David Biebel (effective April 1<sup>st</sup>) and Engineer Ryan Sazama (effective March 1<sup>st</sup>).



**TO:** Mayor Sorenson and Common Council Members  
**FROM:** Casey Bradley  
**DATE:** February 20, 2024  
**SUBJECT:** Kapur – Contracted Services for Temporary Management of DPW

I have asked for a direct referral of the [proposed contract](#) with [Kapur](#). The purpose of this request is to have Kapur function as the City's Director of Public Works and City Engineer during the transition period stemming from the retirements of Director David Biebel (effective April 1<sup>st</sup>) and Engineer Ryan Sazama (effective March 1<sup>st</sup>).

### **Background**

I have discussed this process extensively with internal stakeholders, and have decided to proceed with this recommendation for a variety of reasons. Director Biebel and Engineer Sazama have very long tenures with the City, and we will not be able to adequately offboard them and onboard new staff in the timeline available. Bringing a consultant in will help bridge the hiring process while not burdening the existing staff with additional workloads. The City has a significant number of development-related projects that have critical timelines that are in addition to our day-to-day operations. Having existing staff attempt take these duties on in the interim, is not a realistic expectation.

In addition to providing a bridge for the staffing transition, utilizing a consultant will afford us the opportunity to take the necessary time in the hiring process to ensure the best candidates for the position are hired. I believe the new City Engineer should be selected by the new Director of Public Works as this position reports directly to the director, so that position will stay vacant for the time being. I would expect that the new director will handle the hiring process once the individual is onboard and knows how they want to fill the City Engineer position.

Kapur is a long-tenured company that has received numerous [awards](#) for their work in project management and engineering. I believe their skills and expertise will be a helpful asset in assisting the City during this transition time.

### **Kapur's Proposal**

Kapur is proposing a two-tiered approach to address the project management needs as well as the day-to-day supervisory needs of the department.

1. [Claude Lois](#) would handle the project management of our economic development projects. Claude has extensive experience serving in this capacity, and is currently doing this for the Town of Mt. Pleasant. For Mt. Pleasant, Claude represented the community in the development of 2,600 acres of property for the Foxconn Project which has now transitioned over to Microsoft. Throughout this project, he has worked with Foth Engineering which is the same consultant we are working with for the design of the South

Casey Bradley  
City Administrator

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Side interceptor as well as the infrastructure design for the south side development.

2. Kapur is proposing a mix of staff to handle the Director and Engineering duties until we have candidates onboard, based on specialty needs of the City, to assist through this transition internally. We have a significant level of expertise inhouse, and anticipate that the utilization of specialty staff to be limited, but having it available is an important resource through this transition position.

#### **Next Steps**

This contract is ready for consideration by Council.

Casey Bradley  
City Administrator

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