

**CITY OF SHEBOYGAN
ORDINANCE 3-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

MAY 19, 2025.

AN ORDINANCE amending the Sheboygan Municipal Code to effectuate changes to the City's claims procedures.

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

SECTION 1: **AMENDMENT** “Sec 2-912 Approval” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 2-912 Financial Claims Approval

SECTION 2: **ADOPTION** “Sec 2-914 General Claims Procedure” of the Sheboygan Municipal Code is hereby *added* as follows:

ADOPTION

Sec 2-914 General Claims Procedure(*Added*)

- (a) Claims/lawsuits shall be served upon the city clerk or their designee. The city clerk shall immediately forward each claim/lawsuit to the city attorney's office for review and investigation. The city attorney's office shall forward claim information to the city's insurance carrier as appropriate. With the assistance of other departments as requested, the city attorney's office shall investigate all claims within the city's self-retention limit and make a recommendation to the city administrator.
- (b) If the city attorney's office recommends denying a claim and such decision is affirmed by the city administrator, the city administrator may authorize the city attorney's office to deny the claim. The city attorney's office shall submit a claims report to the common council through the finance and personnel committee summarizing such action at least quarterly.
- (c) If the city attorney's office recommends negotiating and/or paying a claim, and such decision is affirmed by the city administrator, the city administrator may negotiate with claimant and/or authorize paying a claim of not more than \$50,000 without prior

referral to the common council. The city attorney's office shall submit a claims report to the common council through the finance and personnel committee stating why the office approved paying the claim at least quarterly.

- (d) Each claim/lawsuit that the city attorney or city administrator seeks authorization to settle that exceeds \$50,000 shall be referred to the common council through the finance and personnel committee. The city attorney or city administrator may refer any claim to the common council through the finance and personnel committee for consideration prior to making a settlement determination.
- (e) Nothing contained within this section, nor any action taken by the city, the city administrator, or the city attorney pursuant to this section shall be construed to impose any liability for damages or otherwise, upon the city, the city administrator, or the city attorney.

SECTION 3: 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 4: EFFECTIVE DATE This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan