



**City of Sheboygan**  
**PLANNING AND DEVELOPMENT**

Sheboygan City Hall  
828 Center Ave, Suite 201  
Sheboygan, WI 53081

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**To:** Redevelopment Authority

**Date:** August 27<sup>th</sup>, 2025

**Subject:** Operational Policies and Procedures for RDA

Staff continues to work with the RDA to update policies for all matters. Attached to this memo is a recent draft of the proposed policy. Over the next several meetings, we will continue to present drafted policies to the board for their feedback.

The policy outlines guiding principles, operational policies and implementation. These categories highlight transparency, fiscal responsibility, disclosure requirements, and ethical standards.

The draft policy outlines several changes from our last meeting. Staff working with Attorney Nick Cerwin has highlighted the substantive changes:

1. Re-organized the title to lead with the organization and then what the document is for the organization.
2. Section 3.c. - added the language about RDA members not disclosing any private, privileged, confidential, or proprietary information to the public or applicants.
3. Operational Guidelines Section 1.d. added language about Roberts rules being discretionary to the chair.

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4. Operational Guidelines Section 2.a. public access to records just made to adopt and reference public records laws.
5. Implementation and Enforcement- added some language to the title as I've seen other policy that is missing enforcement criteria.
  - a. Section 2 of the Implementation and Policy- removed the "annual" training language in case we can't comply with that. Identified as periodic training.
  - b. Enforcement section 3- Identified what a violation could result in, and then changed the process a little bit. We can certainly go back to the proposal but wanted to add some sort of legal standard for when an investigation may be initiated – "reason to believe"- and then what the process would look like – "City attorney or City Administrator" may initiate independent investigation. The city also has an ethics board (which I believe is the common council) that could convene and be the arbiter of any formal allegations of a violation.

As a reminder, the policy refers to the pledge to a code of ethics. This pledge is attached to this memo. Staff are asking members to take the pledge annually.

Over the next several meetings, we will continue to refine the drafted policies to the board for their feedback.