

*****ATTACHMENTS*****

1.5



November 21, 2016

HONORABLE MEMBERS OF THE COMMON COUNCIL:

I hereby submit the following appointments for your confirmation:

SHEBOYGAN SQUARED BID BOARD

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Rick Scroggins (Business Owner)	11/21/16	12/31/18
Amy Horst (Business Owner)	11/21/16	12/31/18
Jane Davis-Wood (Business Owner)	11/21/16	12/31/18
Eileen Simenz (Property Owner)	11/21/16	12/31/18
William Holbrook (Property Owner)	11/21/16	12/31/18
Paul Rudnick (Business Owner)	11/21/16	12/31/18
Chad Pelishek (City Government)	11/21/16	12/31/18
Sara Spicer (SCEDC) Non-Voting Partner	11/21/16	12/31/18



MAYOR MICHAEL J. VANDERSTEEN

Lies over

II

R. O. No. - 16 - 17. By CITY CLERK. December 5, 2016.

Submitting various license applications.

City Clerk

COMMERCIAL OPERATORS LICENSE (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
	1727 Millhome Nursery & Greenhou.	N9573 Rhine Rd., Elkhart Lake

SPECIAL "B" BEER LICENSE

<u>No.</u>	<u>Name</u>	<u>Address</u>
	2633 Sheboygan Blue Line Assoc.	1202 Wildwood Dr.

TEMPORARY BEVERAGE LICENSE (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
	8497 Collins, Davis S.	1023 Sommer Dr.

Consent

III

Res. No. _____ - 16 - 17. By Alderperson Trester. December 5, 2016.

A RESOLUTION accepting the generous gift of an Emergency Generator to Mead Public Library to replace the outdated backup generator from the Kohler Company.

WHEREAS, Mead Public Library contacted Kohler giving regarding the need for a replacement backup generator, and

WHEREAS, Mead Public Library director Garrett Erickson received notice from Kohler Company Corporate Giving the donation of an Emergency Generator with sound enclosure and 150 amp ATS was approved.

RESOLVED: That the Common Council and the Mead Public Library Board of Directors hereby accepts as a donation the gift of an emergency generator valued at \$29,015 from the Kohler Company, and publicly thanks the Company for their generous donation.

Comment

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

Res. No. - 16 - 17. By Alderperson Wolf. December 5, 2016.

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2016 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 1.

RESOLVED: That the 2016 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 1 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 1, which is that area of the City generally bounded by N. 7th St. on the east, N. 9th St. on the west, Ontario Ave. on the north, and Center Ave. on the south, and more particularly described as Blocks 105, 106, 127, 129, 130, 152 and the north one-half of Block 151, all in the Original Plat of the City of Sheboygan.

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2017. Any payments received after May 1, 2017, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the City Department of Finance shall prepare a report in accordance with §66.60(2) and §66.60(3), Wis. Stats., and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessments
- d. A statement that the work or improvement constitutes an exercise of the municipality's police powers
- e. A statement that the property against which the assessments are proposed is benefited

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Section 106-54 of the Municipal Code, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

Consent

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2016, as is set forth in Section 106-54(a) of the Municipal Code.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

Res. No. - 16 - 17. By Alderperson Wolf. December 5, 2016.

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2016 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 2.

RESOLVED: That the 2016 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 2 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 2, which is that area of the City bounded by a line described as commencing at the SW corner of Virginia Ave. and Riverfront Dr., also described as the NE corner of Lot 1, Blk. 205 of the Original Plat of the City of Sheboygan, thence W. 240' along the S.L. of Virginia Ave. to the NW corner of Lot 4, Blk. 205, Original Plat (O.P.), thence S. 273' along the W. lot line of Lots 4 and 9, Blk. 205, O.P., thence E. 50' at a right angle to the W. lot line of Lot 9, Blk. 205, O.P., thence S. 125', parallel with said lot line to the S.L. of New Jersey Ave., thence W. 50' along said S.L. to the W. lot line of Lot 4, Blk. 211, O.P., thence S. 90' along said lot line, thence E. 103.12' at a right angle to said lot line to the Wly line of Riverfront Dr., thence SWly 246.89' along said Wly line to an intersection with the W. lot line of Lot 9, Blk. 211. O.P., and the N.L. of Maryland Ave., as originally platted, thence 60' S. to the S.L. of Maryland Ave., thence 60' E. along the said S.L. to the W. lot line of Lot 3, Blk. 234, O.P., thence S. 145', more or less, along said lot line to the NWly shore of the Sheboygan River, thence NEly downstream along said shore to the N.L. of Virginia Ave., thence W. 245', more or less, along said N.L. to the E.L. of Riverfront Dr., thence 80' S. along extension of said E.L. to the S.L. of Virginia Ave., thence 66' W. along said S.L. to the point of beginning, being a part of the NE 1/4 of the NW 1/4 of Sec. 26, T15N, R23E

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2017. Any payments received after May 1, 2017, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the City Department of Finance shall prepare a report in accordance with \$66.60(2) and \$66.60(3), Wis. Stats., and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessment
- d. A statement that the work or improvement constitutes an exercise of the municipality's police power
- e. A statement that the property against which the assessments are proposed is benefited

Consent

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Section 106-54 of the Municipal Code, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2016, as is set forth in Section 106-54(a) of the Municipal Code.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

Res. No. - 16 - 17. By Alderperson Wolf. December 5, 2016.

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2016 cost of operating and maintaining, and the prorated acquisition costs of the off-street parking facilities within the Parking Assessment District No. 4.

RESOLVED: That the 2016 cost of operating and maintaining, and prorated acquisition costs of the off-street parking facilities within the Parking Assessment District No. 4 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 4, which is that area of the City bounded by a line described as commencing at the intersection of the centerline of S. 12th St. with the S. r.o.w. of Clara Ave., thence W. to the NW corner of Lot 1, Blk. 6, Assessment Subd. No. 19, thence S. to the SW corner of Lot 48, Blk. 6, Assessment Subd. No. 19, thence E. to the SE corner of Lot 46, Blk. 6, Assessment Subd. No. 19, thence W. to the SW corner of said Lot 46, thence S. to the SW corner of Lot 43, Blk. 6, Assessment Subd. No. 19, thence W. to the NW corner of Lot 40, Blk. 6, Assessment Subd. No. 19, thence S. to the SW corner of said lot, thence E. to the NE corner of Lot 39, Blk. 6, Assessment Subd. No. 19, thence S. to the SE corner of Lot 35, Blk. 6, Assessment Subd. No. 19, thence E. to the SE corner of Lot 2, Blk. 7, Assessment Subd. No. 19, thence N. to the NE corner of said Lot 2, thence E. to the NE corner of Lot 1, Blk. 7, Assessment Subd. No. 19, thence S. along the E.L. of said Lot 1 to a point in said E.L. opposite the Wly extension of the S.L. of Lot 17, Blk. 8, Assessment Subd. No. 19, thence E. to the SE corner of said Lot 17, thence N. to the NE corner of Lot 15, Blk. 8, Assessment Subd. No. 19, thence W. along the N.L. of said Lot 15 to the centerline of S. 12th St., thence N. along said centerline to point of beginning.

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2017. Any payments received after May 1, 2017, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the City Department of Finance shall prepare a report in accordance with \$66.60(2) and \$66.60(3), Wis. Stats., and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessments
- d. A statement that the work or improvement constitutes an exercise of the municipality's police powers
- e. A statement that the property against which the assessments are proposed is benefited

Consent

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Section 106-54 of the Municipal Code, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2016, as is set forth in Section 106-54(a) of the Municipal Code.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

Res. No. - 16 - 17. By Alderperson Wolf. December 5, 2016.

A RESOLUTION expressing the intent of the Common Council of the City of Sheboygan to exercise its police powers in levying a special assessment for the 2016 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 5.

RESOLVED: That the 2016 cost of operating and maintaining the off-street parking facilities within the Parking Assessment District No. 5 is hereby proposed to be assessed against all benefited property within the Parking Assessment District No. 5, which is that area of Lots 1 through 9 and Lot 11, South Pier Subdivision, of the City of Sheboygan.

BE IT FURTHER RESOLVED: That all special assessments levied hereunder shall be collected and paid on or before May 1, 2017. Any payments received after May 1, 2017, shall be charged interest at the rate of one percent (1%) per month or fraction thereof.

BE IT FURTHER RESOLVED: That the City Department of Finance shall prepare a report in accordance with §66.60(2) and §66.60(3), Wis. Stats., and that such report shall contain the following information:

- a. Preliminary or final plans and specifications
- b. An estimate of the entire cost of the proposed work or improvement
- c. A schedule of the proposed assessments
- d. A statement that the work or improvement constitutes an exercise of the municipality's police powers
- e. A statement that the property against which the assessments are proposed is benefited

BE IT FURTHER RESOLVED: That the Finance Department prepare the schedule of the proposed assessments governing this matter under the provisions of Section 106-54 of the Municipal Code, and after completion of the schedule, submit copies to the City Clerk for the purpose of public hearing and public notice.

Consent

BE IT FURTHER RESOLVED: That the report described above need not be prepared by December 31, 2016, as is set forth in Section 106-54(a) of the Municipal Code.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

VII

R. C. No. - 16 - 17. By LAW AND LICENSING. December 5, 2016.

Your Committee to whom was referred, pursuant to R. O. No. 156-16-17 by the City Clerk, submitting license applications for the period ending December 31, 2016, June 30, 2017 December 31, 2017 and June 30, 2018; recommends granting the following licenses with various caveats:

BEVERAGE OPERATOR'S LICENSE (June 30, 2018)

<u>No.</u>	<u>Name</u>	<u>Address</u>
6398	Beringer, Michael RA	4607 Mueller Rd.
*9868	Eisold, Derric D.	1602 N. 28 th St.
	*grant with instructions to correct the application	
1230	Fritsch, Laura J.	611 Bell Ave.
*1281	Henry, Jacob L.	2220 N. 36 th St.
	*grant contingent upon application being corrected and with a warning to include all violations on future applications	
*1107	Key, Matthew L.	3962 Greenwood Ct.
	*grant contingent upon application being corrected and with a warning to include all violations on future applications	
0525	Kratz, Robert D.	1702 Cedar Grove Dr., #2A, Manitowoc
*1551	Molitor, Justin J.	2001 N. 13 th St.
	*grant with instructions to correct the application	

TAXICAB DRIVER'S LICENSE (RENEW) (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1252	Beyer, Daniel Peter	1735 N. 25 th St.
0093	Butler Jr., James D.	1630 S. 8 th St., #A
8112	Gohr, Trevor M.	4213 Autumn Ct.
*4978	Hunt, Denise L.	2213 N. 20 th St.
	*grant with instructions to correct the application	
*0690	Kohlmann Jr., Francis W.	6 Tacoma Trl.
	*grant contingent upon application being corrected, and with a warning to include all violations on future applications	
*0256	Krueger, Mark A.	13 S. Hiawatha Circle
	*grant with instructions to correct the application	

Consent

*0836 Rivera, Amalio Calderon 1428 S. 8th St.
 *grant with instructions to correct the application

6948 Schneider, Gordon J. 2223 S. 7th St.
1149 Stewart, Harvey L. 1416 Illinois Ave.

_____ Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

VII

R. C. No. - 16 - 17. By LAW AND LICENSING. December 5, 2016.

Your Committee to whom was referred, pursuant to R. O. No. 163-16-17 by the City Clerk, submitting license applications for the period ending December 31, 2016, June 30, 2017 and June 30, 2018; recommends granting licenses various caveats:

CLASS A BEER LICENSE (June 30, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3230	Mi Pueblito	1125 Michigan Ave.

MASSAGE ESTABLISHMENT LICENSE (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3049	G & G Massage	2602 N. 15 th St.
2437	Paula Kuhn	1508 N. 27 th St.

BEVERAGE OPERATOR'S LICENSE (June 30, 2018)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1569	Brotz, Jill E.	902 Mulberry Ln., Kohler
1581	Brunn, Silas M.	1326 Humboldt Ave.
*1579	Degroot, Nikolas A.	908 Lincoln Ave.

***grant contingent upon the application being corrected and with a warning to include all violations on future applications**

1582	Klock, Megan M.	529 North St., Plymouth
4769	Meifert, Lisa M.	1336 North Ave.
1583	Simpson, Julia K.	919 N. 5 th St., #46
1570	Thao, Yoko	1534 Bell Ave.
1571	Vuittonet, Michael	1120 Lincoln Ave.

TAXICAB BUSINESS LICENSE (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1911	Wheelchair Taxi	2516 Superior Ave.

Comment

TAXICAB DRIVER'S LICENSE (NEW) (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1564	Derrick, Ricci L.	422 Washington Ct.
1577	Derosier, Kelly R.	738 Forest Blvd., Sheb. Falls

TAXICAB DRIVER'S LICENSE (RENEW) (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
0570	Anderson, Anthony G.	1941 N. 12 th St.
9554	Champeau, Joseph P.	1821 S. 15 th St.
1116	Feigum, Winston L.	639 Monroe St., #307, Sheb. Falls
1509	Gordon, Jody L.	741 Acacia, Sheb. Falls
0952	Pineda, Berta	1812 S. 12 th St.
*1477	Shaffer, David C.	2407 S. 8 th St.

***grant with instructions to correct the application**

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

VIII

R. C. No. _____ - 16 - 17. By FINANCE. December 5, 2016.

Your Committee to whom was referred Res. No. 127-16-17 by Alderperson Wolf authorizing the Finance Director to enter into contract with Wisconsin Bank and Trust for bank services; recommends that the Resolution be passed.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.2

Res. No. 127 - 16 - 17. By Alderperson Wolf. November 21, 2016.

A RESOLUTION authorizing the Finance Director to enter into contract with Wisconsin Bank and Trust for bank services.

WHEREAS: Wisconsin Bank and Trust has provided banking services to the City of Sheboygan since 2013, and;

WHEREAS: Wisconsin Bank and Trust will provide collateralization of the City's account, and;

WHEREAS: Wisconsin Bank and Trust will discount banking fees for a period of six years.

RESOLVED: That the Finance Director is hereby authorized to enter into contract with Wisconsin Bank and Trust for bank services for a period of six years.

BE IT FURTHER RESOLVED: That the appropriate City officials are hereby authorized to charge the monthly bank fees to the Finance Department Bank Fees account number 10115100-521100 in payment of the same.

*Finance
approve*



I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 2016.

Dated _____ 2016. _____, City Clerk

Approved _____ 2016. _____, Mayor



Agreement to Terms and Conditions

November 10, 2016

Darrell Hofland, City Administrator
Nancy Buss
City of Sheboygan
828 Center Ave Suite 205
Sheboygan, WI 53081

Dear Darrell and Nancy,

Thank you for choosing Wisconsin Bank & Trust as your partner for the banking needs of the City of Sheboygan.

AGREEMENT

This letter is to confirm that Wisconsin Bank & Trust agrees to maintain the City operating checking account at a 50% discount of the standard Wisconsin Bank & Trust fee schedule. The deposits held with Wisconsin Bank & Trust will be secured with an FHLB letter of credit provided by the bank.

TERM

The term of this Agreement is to last for 6 years from the date of documentation signing. There will be an option to review/renew for both parties at that time.

Kevin Tenpas, President/CEO
Wisconsin Bank & Trust
1510 Mid Valley Dr.
De Pere, WI 54115

Date: 11/10/2016

Signature: 

Darrell Hofland, City Administrator
City of Sheboygan
828 Center Ave. Suite 205
Sheboygan, WI 53081

Date: 11/10/2016

Signature: _____

VIII

R. C. No. - 16 - 17 . By FINANCE. December 5, 2016.

Your Committee to whom was referred Res. No. 128-16-17 by Alderperson Wolf authorizing the appropriate City Official to enter into an Intergovernmental Cooperative Agreement with Sheboygan County for Sales Tax Revenue-Sharing for Transportation Infrastructure Maintenance; recommends that the Resolution be passed.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.3

Res. No. 128 - 16 - 17. By Alderperson Wolf. November 21, 2016.

A RESOLUTION authorizing the appropriate City official to enter into an Intergovernmental Cooperative Agreement with Sheboygan County for Sales Tax Revenue-Sharing for Transportation Infrastructure Maintenance.

WHEREAS: Sheboygan County enacted Ordinance No. 2 (2016/17) establishing a one-half percent (.5%) County sales tax for the purpose of raising revenues to address the challenges of maintaining Sheboygan County's roads and bridges, and;

WHEREAS: In enacting the Ordinance, the Sheboygan County Board recognized that the municipalities within Sheboygan County have similar financing challenges for the transportation infrastructures within those municipalities, and;

WHEREAS: The Sheboygan County Ordinance requires that \$1.5 Million of anticipated revenue (adjusted annually) from the sales tax be distributed to municipalities within County based on an equalized value formula provided that the municipalities agree to be bound by the terms of an Intergovernmental Cooperative Agreement as approved by the County Board.

RESOLVED: That the appropriate City official is hereby authorized to enter into an Intergovernmental Cooperative Agreement with Sheboygan County for Sales Tax Revenue-Sharing for Transportation Infrastructure Maintenance for 2017.

BE IT FURTHER RESOLVED: That the City agrees to use the payment for road and bridge maintenance purposes, the City will not reduce the road and bridge maintenance budget as a result of receiving the payment and the City will cooperate with County's Finance Department to allow County to review the City of Sheboygan 2017 budget, resulting financial reports and supporting detail to assure County that the City of Sheboygan is complying with responsibilities of the agreement.

Finance approve.



I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 2016.

Dated _____ 2016. _____, City Clerk

Approved _____ 2016. _____, Mayor



SHEBOYGAN COUNTY

Wendy A. Charnon
Finance Director

Tim J. Woodworth
Senior Accountant

October 28, 2016

Mr. Michael J Vandersteen
Mayor
City of Sheboygan
828 Center Ave
Sheboygan, WI 53081

Re: Sheboygan County Shared Revenue Program

Greetings,

As a participant in the Sheboygan County Shared Revenue Program for the transportation needs of our County, in addition to the executed resolution and signed Intergovernmental Agreement, the Sheboygan County Finance Department is requesting the attached "Form A" be filled out annually. This form will aid in the review process of the activities as outlined in the Agreement under Section 6.

The Intergovernmental Agreement, your Resolution, and Form A should be returned to the Sheboygan County Finance Department by December 30th. Once all signatures are attained, a copy of the Intergovernmental Agreement will be returned to you for your records.

For our 2017 initiating year, payments will be scheduled to be disbursed in two equal installments, the first being in July and the second being in September.

If you have any questions regarding this process, please contact me at 459-3166. I would welcome the opportunity to meet with you directly.

Thank you,

Wendy A. Charnon
Finance Director

**SHEBOYGAN COUNTY SALES TAX REVENUE-SHARING
FOR TRANSPORTATION INFRASTRUCTURE MAINTENANCE
2017 INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

1. **PARTIES.** The parties to the Agreement are the **CITY OF SHEBOYGAN** (Municipality), a municipal corporation with offices at 828 Center Avenue, Sheboygan, Wisconsin 53081, and **SHEBOYGAN COUNTY** (County), a Wisconsin governmental body corporate, organized pursuant to Wis. Stat. § 59.01, having its principal offices at 508 New York Avenue, Sheboygan, Wisconsin 53081.

2. **PURPOSE.** Sheboygan County enacted Ordinance No. 2 (2016/17) establishing a one-half percent (.5%) County sales tax for the purpose of raising revenues to address the challenges of maintaining Sheboygan County's roads and bridges. In enacting the Ordinance, the County Board recognized that the municipalities within Sheboygan County have similar financing challenges for the transportation infrastructures within those municipalities. The Ordinance requires that \$1.5 Million of anticipated revenues (adjusted annually) from the sales tax be distributed to municipalities within County based on a equalized value formula provided that the municipalities agree to be bound by the terms of an Intergovernmental Cooperative Agreement as approved by the County Board. This Agreement, having been approved by the County Board, and agreed to by Municipality, assures that the revenue being distributed herein will be spent to maintain Municipality's road and bridge infrastructure.

3. **EFFECTIVE DATE; TERM; TERMINATION.**

A. **Effective Date.** This Agreement shall become effective on the last date of the required signatures at the end of this document.

B. **Initial Term; Renewals.** The initial term of this Agreement is for calendar year 2017 and is subject to renewal.

C. **Termination – By County.** During the term, this Agreement may be terminated by County, if County determines that Municipality is not honoring the terms and conditions of this Agreement and County shall have no further obligations to make any payments or perform any other requirements herein.

D. **Termination – By Municipality.** During the term, this Agreement may be terminated by Municipality if Municipality determines that it no longer wishes to be bound by the terms and conditions of this Agreement and County shall be relieved of any further obligations to make any payments or perform any other requirements herein.

4. **AUTHORITY.** This Agreement is entered into between the parties pursuant to Wis. Stat. § 66.0301, authorizing intergovernmental cooperation and by Wis. Stat. § 77.76(3) which allows counties to distribute sales tax proceeds to municipalities within Sheboygan County. Both parties represent that their respective governing bodies have authorized entry into this Agreement.

5. RESPONSIBILITIES OF COUNTY.

A. County shall, over the course of calendar year 2017, pay to Municipality as a distribution of sales tax revenue, the sum of **\$412,266**.

B. County shall determine at its option whether the payment will be distributed in one lump sum or whether it will be in periodic payments. County shall determine at its option the timing and method of the payments.

C. County shall provide reasonable advance notice to Municipality as to its payment distribution method so that Municipality may budget accordingly.

6. RESPONSIBILITIES OF MUNICIPALITY.

A. Municipality agrees to use the payment for road and bridge maintenance purposes.

B. Municipality agrees not to reduce its road and bridge maintenance budget as a result of receiving the payment. It is the intent that the payment shall enhance Municipality's ability to address its road and bridge maintenance needs over the amount that Municipality would otherwise be budgeting for this purpose.

C. Municipality may, as part of its budgeting and planning process, hold over spending all or part of the payment into a different calendar year or otherwise bundle the payment in a manner that is acceptable in advance with the County provided the County is satisfied that Municipality's spending of the payment is consistent with the intent that the payment shall enhance Municipality's ability to address its road and bridge maintenance needs over the amount that Municipality would otherwise be budgeting for this purpose

D. Municipality agrees to cooperate with County's Finance Department to allow County to review Municipality's budget, resulting financial reports and supporting detail to assure County that Municipality is complying as provided herein.

E. Municipality must provide a Resolution supporting the County Sales Tax Revenue-Sharing Cooperative Agreement.

7. RESOLUTION OF DISPUTES. County, through its County Administrator, shall determine as to whether Municipality has fulfilled its responsibilities under this Agreement. This Agreement will be renewed annually upon similar terms.

8. HOLD HARMLESS; INDEMNIFICATION. Each party shall defend, hold harmless, and indemnify the other against any and all claims, liabilities, damages, judgments, causes of action, costs, loss, and expense including reasonable attorneys' fees imposed upon or incurred by the other party arising from or related to the negligent or intentionally tortuous acts or omissions of the indemnifying party's officers, employees, or agents in performing the services pursuant to the Agreement. Each party shall promptly notify the other of any claim arising under this provision, and each party

shall fully cooperate with the other in the investigation, resolution, and defense of such claim. This Agreement does not waive any governmental or sovereign immunity. Both parties retain all applicable governmental immunities, defenses, and statutory limitations available, including Wis. Stat. § 893.80, 895.52, and 345.05.

9. SEVERABILITY. If any provision in this Agreement is determined to be void and unenforceable for any reason, the remaining provisions shall remain in full force and effect unless the removal of the severed provision would substantially impair the ability of either party to perform the essential purpose of this Agreement.

10. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding between the parties relating to their relationship and supersedes all prior understandings, oral agreements, negotiations, representations, and agreements relating to the same subject matter.

Approved by the parties by the following authorized representatives:

City of Sheboygan
[Municipality]

By: _____
Authorized Representative

Date Signed

By: _____
Authorized Representative

Date Signed

SHEBOYGAN COUNTY

By: _____
Adam N. Payne
Sheboygan County Administrator

Date Signed

By: _____
Thomas Wegner
County Board Chair

Date Signed

SAMPLE RESOLUTION FOR RECEIVING COUNTY SALES TAX PROCEEDS

WHEREAS, the Sheboygan County Board enacted Ordinance No. 2 (2016/17) establishing a one-half percent (.5%) County sales tax for the purpose of raising revenues to address the challenges of maintaining the roads and bridges under the County's jurisdiction; and,

WHEREAS, in enacting the Ordinance, the County Board recognized that the municipalities within Sheboygan County have similar financial challenges for the transportation infrastructures under the jurisdiction of those municipalities as the County does for the roads and bridges under the County's jurisdiction; and,

WHEREAS, the Ordinance requires that \$1.5 Million of anticipated revenues (adjusted annually) from the sales tax be distributed by the County to municipalities within the County based on an equalized value formula, provided that each recipient municipality agrees that the revenue being distributed will be spent to maintain the municipalities' road and bridge infrastructure as set forth in an Intergovernmental Cooperative Agreement with the County; and,

WHEREAS, the (City) (Village) (Town) of _____ supports the County Sales Tax Revenue-Sharing Cooperative Agreement; and,

WHEREAS, it is in its best interests of the (City) (Village) (Town) of _____ to receive its share of the distribution and agree to be bound by the terms of the County's Intergovernmental Cooperative Agreement;

NOW THEREFORE BE IT RESOLVED that the (Council) (Board) of the (City) (Village) (Town) of _____ approves the proposed Intergovernmental Cooperative Agreement with Sheboygan County, a copy of which is on file with the Clerk, and agrees to be bound by its terms.

BE IT FURTHER RESOLVED, that the (Mayor) (President) (Chairperson) and Clerk are authorized and directed to sign the Intergovernmental Agreement on behalf of the (City) (Village) (Town).

BE IT FURTHER RESOLVED, that the (Mayor) (President) (Chairperson) and Clerk are authorized to sign annual Intergovernmental Agreements going forward on behalf of the (City) (Village) (Town) unless the (Council)(Board) adopts a resolution rescinding this authority.



Sheboygan County Shared Revenue Program

Budget Year 2017

(Form A)

Section One

Municipality: _____

Transportation Budget 2016: \$ _____

Transportation Projection for 2016: \$ _____

Transportation Budget Proposed 2017: \$ _____

County Shared Revenue: \$ _____

Section Two - Transportation Project the revenue will be applied to *(If multiple projects, please complete Form A, Section Two for each project):*

Project Description: _____

Project ID: _____

Total cost of Project: \$ _____

Anticipated start of Project: _____

Anticipated completion of Project: _____

General Ledger Accounting Unit (if identifiable): _____

I hereby attest the information provided above is an accurate representation of the intended use of the transportation funds from the Sheboygan County Shared Revenue Program and understand that any misrepresentations may result in funds being denied in future years.

Signed:

Date: _____

Title

**Sheboygan County Sales Tax Revenue Sharing with Municipalities
For Budget Year 2017**

<u>MUNI NAME</u>	<u>2016 EQ VAL LESS TID</u> <u>INCREMENT</u>	<u>PERCENT</u>	<u>ALLOCATION</u>
GREENBUSH	138,767,100	0.02	\$24,590
HERMAN	133,496,800	0.02	\$23,656
HOLLAND	313,188,000	0.04	\$55,498
LIMA	220,670,900	0.03	\$39,103
LYNDON	165,171,300	0.02	\$29,269
MITCHELL	112,497,200	0.01	\$19,935
MOSEL	129,631,600	0.02	\$22,971
PLYMOUTH	325,637,300	0.04	\$57,704
RHINE	334,344,100	0.04	\$59,247
RUSSELL	35,503,200	0.00	\$6,291
SCOTT	141,948,900	0.02	\$25,154
SHEBOYGAN	709,133,600	0.08	\$125,660
SHEBOYGAN FALLS	200,233,600	0.02	\$35,482
SHERMAN	138,609,500	0.02	\$24,562
WILSON	375,337,300	0.04	\$66,511
ADELL	34,924,500	0.00	\$6,189
CASCADE	38,961,700	0.00	\$6,904
CEDAR GROVE	136,673,600	0.02	\$24,219
ELKHART LAKE	277,790,400	0.03	\$49,225
GLENBEULAH	29,186,600	0.00	\$5,172
HOWARDS GROVE	225,854,600	0.03	\$40,022
KOHLER	404,614,200	0.05	\$71,699
OOSTBURG	169,630,500	0.02	\$30,059
RANDOM LAKE	139,127,700	0.02	\$24,654
WALDO	29,803,400	0.00	\$5,281
PLYMOUTH	606,956,500	0.07	\$107,554
SHEBOYGAN	2,326,529,000	0.27	\$412,266
SHEBOYGAN FALLS	570,678,200	0.07	\$101,125
COUNTY TOTAL	8,464,901,300	1.00	\$1,500,000

SHEBOYGAN COUNTY ORDINANCE NO. 02 (2016/17)

Re: Enacting One-half Percent County Sales Tax to Maintain Sheboygan County's Transportation Infrastructure

WHEREAS, one of the greatest challenges to Sheboygan County government is to raise the revenues necessary to maintain the roads and bridges under County jurisdiction, and

WHEREAS, with 450 miles of County roads, each of which should be repaved approximately every 15 years, Sheboygan County needs to repave an average of 30 miles of the system each year in order to maintain the system to adequate contemporary standards, and

WHEREAS, even based on an average of \$3 million per year that the County currently devotes out of its capital borrowing and \$2 million in property tax levy for construction and paving, the County is currently only able to repave an average of 18 miles of road per year, thus falling further and further behind in addressing the maintenance needs for the County Road system, and

WHEREAS, if a County road is not repaved on a timely basis, the road will be subject to reconstruction costs which become significantly more expensive than timely repaving would have been, and

WHEREAS, in addition to the construction and paving of County roads, the County faces similar challenges with respect to maintaining bridges and town and state roads for which the County is responsible, and

WHEREAS, the problems that the County is facing to finance the required maintenance of its roads and bridges are also faced by the cities, villages, and towns in the County with respect to their transportation infrastructure as well, and

WHEREAS, Wis. Stat. § 77.70 allows counties to enact ordinances to raise revenues by imposing a county sales and use tax at the rate of one-half of one percent (0.5%), and

WHEREAS, 62 of the State's 72 counties have enacted county sales taxes, and

WHEREAS, a September 2015 Wisconsin Taxpayer Alliance publication estimated that if Sheboygan County had put a sales tax in place for all of 2014, it would have yielded approximately \$9.5 million in revenues for Sheboygan County, and

WHEREAS, from an analysis prepared for the Wisconsin Department of Tourism, it can be estimated that as much as \$1.7 million of an estimated \$9.5 million in annual sales tax income, or approximately 18% would be paid by tourists who come to Sheboygan County and who use the County's resources including the County Road system, and

WHEREAS, if Sheboygan County were to enact a county sales tax, the total state and county sales tax rate of five and one-half of one percent (5.5%) for Sheboygan County would still be less than the state rate alone in the neighboring states of Illinois, Indiana, Michigan, and Minnesota where many of Sheboygan County tourists are drawn from, and

WHEREAS, the enactment of a county sales tax will provide property tax relief for Sheboygan County residents by providing an alternate revenue source rather than raising property taxes, while at the same time providing property tax relief by furnishing revenues for County operations from non-resident spending that would otherwise have had to be provided by increasing the property tax rate, and

WHEREAS, in the absence of the enactment of a County sales tax, the County Board would have to borrow considerably more, significantly increase property taxes, or substantially reduce other government services in order to maintain the County's transportation infrastructure, and

WHEREAS, if Sheboygan County were to enact a sales tax and earmark the revenues for transportation spending, there would be a significant increase in revenue dedicated to address the ongoing transportation needs of the County a decrease on average of \$3 million from the County's annual bonding that has heretofore been used to pay for County transportation projects, and direct property tax relief as a result of less borrowing and therefore less debt service, and

WHEREAS, Sheboygan County recognizes the challenges for all municipalities in the County to repair and maintain their roads and would share revenue of \$1.5 Million in the first year of implementation and similar sums thereafter, and

WHEREAS, the enactment of a sales tax within these parameters would be consistent with the vision statement for Sheboygan County to be responsive, cost-effective, and fiscally responsible;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Creating Chapter 7.** Chapter 7 of the Sheboygan County Code of Ordinances is hereby created as follows:

CHAPTER 7
COUNTY SALES AND USE TAX ORDINANCE

7.01 **TITLE.** This Ordinance may be cited as the Sheboygan County Sales and Use Tax Ordinance.

7.02 **AUTHORITY.** This Ordinance is enacted under the authority of Subchapter V of Chapter 77 of the Wisconsin Statutes and acts amendatory thereto.

7.03 **DEFINITION.** As used in this Chapter, "sales and use tax" includes the excise tax referred to in Wis. Stat. § 77.71.

7.04 **PURPOSE OF ORDINANCE.** The purpose and goal of enacting this Ordinance is to utilize revenues from the County sales and use tax to reduce the property tax levy.

7.05 **COUNTY SALES AND USE TAX.** Pursuant to and in strict conformity with the provisions of Wis. Stat. ch. 77, Subchapter V, the County of Sheboygan does hereby elect to impose a County sales and use tax in the manner and to the extent permitted by Wis. Stat. ch. 77, Subchapter V.

7.06 **SALES AND USE TAX RATE.** The sales and use tax imposed by this Chapter shall be at the rate of one half of one percent (0.5%).

7.07 **EARMARKED REVENUES.** In order to assure the statutory goal of using sales and use tax revenues to reduce property taxes, as long as Sheboygan County receives revenues from this sales and use tax, all revenues derived therefrom shall be held in a segregated account. From that account, the revenues shall be designated for use for the following two purposes and no other:

- (1) The sum of \$1.5 Million in 2017 pursuant to Wis. Stat. § 77.76(3) will be available to be distributed in arrears to each of the cities, villages and towns ("Municipality") within Sheboygan County based on the respective equalized value as adjusted annually, in

relation to the total sum to be distributed. The amount to be distributed will be adjusted annually from \$1.5 Million based on the percentage that \$1.5 Million comprises in relation to the total county sales and use tax revenue received annually after the first full year of revenue collection in 2018. The terms and conditions of the distribution to each Municipality shall be set forth in a standard Intergovernmental Cooperative Agreement between the County and each Municipality. In order to receive the distribution, the Municipality shall agree to be bound by the terms of the Intergovernmental Cooperative Agreement with the County, the terms of which shall be annually reviewed and approved by resolution by the County Board. In the event that the Municipality declines to be so bound, the sums that would otherwise be allocated to that Municipality shall be utilized by the County's Transportation Department. In the event that the Municipality does not act in accordance with the terms of an intergovernmental cooperative agreement, the County Board in its sole discretion may decline to offer any sums to that Municipality in the following year and the sums that would otherwise have been allocated to that Municipality shall be utilized by the County's Transportation Department.

- (2) The balance shall be assigned as revenue to the Transportation Department Highway Division in its annual budgets, for its use for maintaining and improving its transportation system and capital equipment.

7.08 HIGHWAY CAPITAL BORROWING. In consideration of receiving the sales and use tax revenues, no annual budget of the Transportation Department Highway Division shall include bonding capital projects or capital equipment related to road and bridge repairs, maintenance, or road and bridge reconstruction unless authorized by the County Board.

7.09 REPORTS FROM FINANCE DIRECTOR.

- (1) The Finance Director shall provide to the Finance Committee a report of all revenue received through the imposition of the sales and use tax since the previous reporting period. This report shall be given on a monthly basis or within thirty (30) days of such time as the Finance Director receives the information from the WI Department of Revenue.
- (2) The Finance Director shall provide a report to the Finance Committee no later than July 31 of each year analyzing the revenues derived hereunder.
- (3) After providing the report as described in (2) above and after consulting with the Finance Committee and the County Administrator, the Finance Director or County Administrator shall provide a similar report to the County Board at each August County Board meeting.

7.10 SEVEN-YEAR REVIEW. After January 1, 2024, at which time the sales and use tax will have been in place for seven (7) years, the County Administrator, together with the Finance Director and the Transportation

Director, shall prepare a report to the County Board as to the amount of revenue received through the tax since its inception, the amount of debt service reduction realized since its inception, the impact that the tax revenue has had on the stated goal to maintain the County transportation system, the projected future transportation infrastructure needs after 2024, and such other aspects as may be deemed relevant. The report shall contain a recommendation as to whether this Chapter shall be continued and be presented to the County Board no later than June 1, 2024, so that the Board may act on the report's recommendations as it determines may be appropriate for implementation prior to the enactment of the budget for 2025.

- 7.11 CONFORMITY TO STATE LAWS. It is the express intent of the County of Sheboygan that the construction, administration, and application of this Ordinance to all persons in all situations shall conform to the laws of the State of Wisconsin in all ways and it shall be so construed, applied, and administered.
- 7.12 EFFECTIVE DATE. This Ordinance shall become effective as of the first day of January 2017 in the manner provided for by law.

Section 2. **Delivery to Department of Revenue.** The County Clerk is hereby directed to deliver a certified copy of this Ordinance to the Secretary of Revenue at least one hundred twenty (120) days prior to January 1, 2017.

Respectfully submitted this 21st day of June, 2016.

TRANSPORTATION COMMITTEE

Jacob Van Dixhorn
Jacob Van Dixhorn, Chairperson

James P. Glavan
James P. Glavan, Secretary

Roger Te Stroete
Roger Te Stroete, Vice-Chairperson

Richard C. Bemis
Richard C. Bemis

Al Bosman
Al Bosman

Opposed to Introduction:

ENACTED 07.19.2016

**SHEBOYGAN COUNTY SALES TAX REVENUE-SHARING
FOR TRANSPORTATION INFRASTRUCTURE MAINTENANCE
2017 INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

1. **PARTIES.** The parties to the Agreement are the **CITY OF SHEBOYGAN** (Municipality), a municipal corporation with offices at 828 Center Avenue, Sheboygan, Wisconsin 53081, and **SHEBOYGAN COUNTY** (County), a Wisconsin governmental body corporate, organized pursuant to Wis. Stat. § 59.01, having its principal offices at 508 New York Avenue, Sheboygan, Wisconsin 53081.

2. **PURPOSE.** Sheboygan County enacted Ordinance No. 2 (2016/17) establishing a one-half percent (.5%) County sales tax for the purpose of raising revenues to address the challenges of maintaining Sheboygan County's roads and bridges. In enacting the Ordinance, the County Board recognized that the municipalities within Sheboygan County have similar financing challenges for the transportation infrastructures within those municipalities. The Ordinance requires that \$1.5 Million of anticipated revenues (adjusted annually) from the sales tax be distributed to municipalities within County based on a equalized value formula provided that the municipalities agree to be bound by the terms of an Intergovernmental Cooperative Agreement as approved by the County Board. This Agreement, having been approved by the County Board, and agreed to by Municipality, assures that the revenue being distributed herein will be spent to maintain Municipality's road and bridge infrastructure.

3. **EFFECTIVE DATE; TERM; TERMINATION.**

A. **Effective Date.** This Agreement shall become effective on the last date of the required signatures at the end of this document.

B. **Initial Term; Renewals.** The initial term of this Agreement is for calendar year 2017 and is subject to renewal.

C. **Termination – By County.** During the term, this Agreement may be terminated by County, if County determines that Municipality is not honoring the terms and conditions of this Agreement and County shall have no further obligations to make any payments or perform any other requirements herein.

D. **Termination – By Municipality.** During the term, this Agreement may be terminated by Municipality if Municipality determines that it no longer wishes to be bound by the terms and conditions of this Agreement and County shall be relieved of any further obligations to make any payments or perform any other requirements herein.

4. **AUTHORITY.** This Agreement is entered into between the parties pursuant to Wis. Stat. § 66.0301, authorizing intergovernmental cooperation and by Wis. Stat. § 77.76(3) which allows counties to distribute sales tax proceeds to municipalities within Sheboygan County. Both parties represent that their respective governing bodies have authorized entry into this Agreement.

5. RESPONSIBILITIES OF COUNTY.

A. County shall, over the course of calendar year 2017, pay to Municipality as a distribution of sales tax revenue, the sum of **\$412,266**.

B. County shall determine at its option whether the payment will be distributed in one lump sum or whether it will be in periodic payments. County shall determine at its option the timing and method of the payments.

C. County shall provide reasonable advance notice to Municipality as to its payment distribution method so that Municipality may budget accordingly.

6. RESPONSIBILITIES OF MUNICIPALITY.

A. Municipality agrees to use the payment for road and bridge maintenance purposes.

B. Municipality agrees not to reduce its road and bridge maintenance budget as a result of receiving the payment. It is the intent that the payment shall enhance Municipality's ability to address its road and bridge maintenance needs over the amount that Municipality would otherwise be budgeting for this purpose.

C. Municipality may, as part of its budgeting and planning process, hold over spending all or part of the payment into a different calendar year or otherwise bundle the payment in a manner that is acceptable in advance with the County provided the County is satisfied that Municipality's spending of the payment is consistent with the intent that the payment shall enhance Municipality's ability to address its road and bridge maintenance needs over the amount that Municipality would otherwise be budgeting for this purpose

D. Municipality agrees to cooperate with County's Finance Department to allow County to review Municipality's budget, resulting financial reports and supporting detail to assure County that Municipality is complying as provided herein.

E. Municipality must provide a Resolution supporting the County Sales Tax Revenue-Sharing Cooperative Agreement.

7. RESOLUTION OF DISPUTES. County, through its County Administrator, shall determine as to whether Municipality has fulfilled its responsibilities under this Agreement. This Agreement will be renewed annually upon similar terms.

8. HOLD HARMLESS; INDEMNIFICATION. Each party shall defend, hold harmless, and indemnify the other against any and all claims, liabilities, damages, judgments, causes of action, costs, loss, and expense including reasonable attorneys' fees imposed upon or incurred by the other party arising from or related to the negligent or intentionally tortuous acts or omissions of the indemnifying party's officers, employees, or agents in performing the services pursuant to the Agreement. Each party shall promptly notify the other of any claim arising under this provision, and each party

shall fully cooperate with the other in the investigation, resolution, and defense of such claim. This Agreement does not waive any governmental or sovereign immunity. Both parties retain all applicable governmental immunities, defenses, and statutory limitations available, including Wis. Stat. § 893.80, 895.52, and 345.05.

9. SEVERABILITY. If any provision in this Agreement is determined to be void and unenforceable for any reason, the remaining provisions shall remain in full force and effect unless the removal of the severed provision would substantially impair the ability of either party to perform the essential purpose of this Agreement.

10. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding between the parties relating to their relationship and supersedes all prior understandings, oral agreements, negotiations, representations, and agreements relating to the same subject matter.

Approved by the parties by the following authorized representatives:

City of Sheboygan
[Municipality]

By: 
Authorized Representative

December 21, 2016
Date Signed

By: 
Authorized Representative

Date Signed

SHEBOYGAN COUNTY

By: 
Adam N. Payne
Sheboygan County Administrator

1/10/17
Date Signed

By: 
Thomas Wegner
County Board Chair

1-10-17
Date Signed



Sheboygan County Shared Revenue Program

Budget Year 2017

(Form A)

Section One

Municipality: City of Sheboygan

Transportation Budget 2016: \$ 11,967,578

Transportation Projection for 2016: \$ 11,967,578

Transportation Budget Proposed 2017: \$ 12,324,108

County Shared Revenue: \$ 412,266

Section Two - Transportation Project the revenue will be applied to (*If multiple projects, please complete Form A, Section Two for each project*):

Project Description: Georgia Ave

Project ID: N/A

Total cost of Project: \$ 900,000

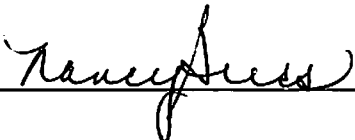
Anticipated start of Project: May, 2017

Anticipated completion of Project: August, 2017

General Ledger Accounting Unit (if identifiable): 40033140-631200

I hereby attest the information provided above is an accurate representation of the intended use of the transportation funds from the Sheboygan County Shared Revenue Program and understand that any misrepresentations may result in funds being denied in future years.

Signed:



Date: December 21, 2016

Finance Director

Title

**Sheboygan County Sales Tax Revenue Sharing with Municipalities
For Budget Year 2017**

<u>MUNI NAME</u>	<u>2016 EQ VAL LESS TID</u> <u>INCREMENT</u>	<u>PERCENT</u>	<u>ALLOCATION</u>
GREENBUSH	138,767,100	0.02	\$24,590
HERMAN	133,496,800	0.02	\$23,656
HOLLAND	313,188,000	0.04	\$55,498
LIMA	220,670,900	0.03	\$39,103
LYNDON	165,171,300	0.02	\$29,269
MITCHELL	112,497,200	0.01	\$19,935
MOSEL	129,631,600	0.02	\$22,971
PLYMOUTH	325,637,300	0.04	\$57,704
RHINE	334,344,100	0.04	\$59,247
RUSSELL	35,503,200	0.00	\$6,291
SCOTT	141,948,900	0.02	\$25,154
SHEBOYGAN	709,133,600	0.08	\$125,660
SHEBOYGAN FALLS	200,233,600	0.02	\$35,482
SHERMAN	138,609,500	0.02	\$24,562
WILSON	375,337,300	0.04	\$66,511
ADELL	34,924,500	0.00	\$6,189
CASCADE	38,961,700	0.00	\$6,904
CEDAR GROVE	136,673,600	0.02	\$24,219
ELKHART LAKE	277,790,400	0.03	\$49,225
GLENBEULAH	29,186,600	0.00	\$5,172
HOWARDS GROVE	225,854,600	0.03	\$40,022
KOHLER	404,614,200	0.05	\$71,699
OOSTBURG	169,630,500	0.02	\$30,059
RANDOM LAKE	139,127,700	0.02	\$24,654
WALDO	29,803,400	0.00	\$5,281
PLYMOUTH	606,956,500	0.07	\$107,554
SHEBOYGAN	2,326,529,000	0.27	\$412,266
SHEBOYGAN FALLS	570,678,200	0.07	\$101,125
COUNTY TOTAL	8,464,901,300	1.00	\$1,500,000

SHEBOYGAN COUNTY ORDINANCE NO. 02 (2016/17)

Re: Enacting One-half Percent County Sales Tax to Maintain Sheboygan County's Transportation Infrastructure

WHEREAS, one of the greatest challenges to Sheboygan County government is to raise the revenues necessary to maintain the roads and bridges under County jurisdiction, and

WHEREAS, with 450 miles of County roads, each of which should be repaved approximately every 15 years, Sheboygan County needs to repave an average of 30 miles of the system each year in order to maintain the system to adequate contemporary standards, and

WHEREAS, even based on an average of \$3 million per year that the County currently devotes out of its capital borrowing and \$2 million in property tax levy for construction and paving, the County is currently only able to repave an average of 18 miles of road per year, thus falling further and further behind in addressing the maintenance needs for the County Road system, and

WHEREAS, if a County road is not repaved on a timely basis, the road will be subject to reconstruction costs which become significantly more expensive than timely repaving would have been, and

WHEREAS, in addition to the construction and paving of County roads, the County faces similar challenges with respect to maintaining bridges and town and state roads for which the County is responsible, and

WHEREAS, the problems that the County is facing to finance the required maintenance of its roads and bridges are also faced by the cities, villages, and towns in the County with respect to their transportation infrastructure as well, and

WHEREAS, Wis. Stat. § 77.70 allows counties to enact ordinances to raise revenues by imposing a county sales and use tax at the rate of one-half of one percent (0.5%), and

WHEREAS, 62 of the State's 72 counties have enacted county sales taxes, and

WHEREAS, a September 2015 Wisconsin Taxpayer Alliance publication estimated that if Sheboygan County had put a sales tax in place for all of 2014, it would have yielded approximately \$9.5 million in revenues for Sheboygan County, and

WHEREAS, from an analysis prepared for the Wisconsin Department of Tourism, it can be estimated that as much as \$1.7 million of an estimated \$9.5 million in annual sales tax income, or approximately 18% would be paid by tourists who come to Sheboygan County and who use the County's resources including the County Road system, and

WHEREAS, if Sheboygan County were to enact a county sales tax, the total state and county sales tax rate of five and one-half of one percent (5.5%) for Sheboygan County would still be less than the state rate alone in the neighboring states of Illinois, Indiana, Michigan, and Minnesota where many of Sheboygan County tourists are drawn from, and

WHEREAS, the enactment of a county sales tax will provide property tax relief for Sheboygan County residents by providing an alternate revenue source rather than raising property taxes, while at the same time providing property tax relief by furnishing revenues for County operations from non-resident spending that would otherwise have had to be provided by increasing the property tax rate, and

WHEREAS, in the absence of the enactment of a County sales tax, the County Board would have to borrow considerably more, significantly increase property taxes, or substantially reduce other government services in order to maintain the County's transportation infrastructure, and

WHEREAS, if Sheboygan County were to enact a sales tax and earmark the revenues for transportation spending, there would be a significant increase in revenue dedicated to address the ongoing transportation needs of the County a decrease on average of \$3 million from the County's annual bonding that has heretofore been used to pay for County transportation projects, and direct property tax relief as a result of less borrowing and therefore less debt service, and

WHEREAS, Sheboygan County recognizes the challenges for all municipalities in the County to repair and maintain their roads and would share revenue of \$1.5 Million in the first year of implementation and similar sums thereafter, and

WHEREAS, the enactment of a sales tax within these parameters would be consistent with the vision statement for Sheboygan County to be responsive, cost-effective, and fiscally responsible;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Creating Chapter 7.** Chapter 7 of the Sheboygan County Code of Ordinances is hereby created as follows:

CHAPTER 7
COUNTY SALES AND USE TAX ORDINANCE

- 7.01 **TITLE.** This Ordinance may be cited as the Sheboygan County Sales and Use Tax Ordinance.
- 7.02 **AUTHORITY.** This Ordinance is enacted under the authority of Subchapter V of Chapter 77 of the Wisconsin Statutes and acts amendatory thereto.
- 7.03 **DEFINITION.** As used in this Chapter, "sales and use tax" includes the excise tax referred to in Wis. Stat. § 77.71.
- 7.04 **PURPOSE OF ORDINANCE.** The purpose and goal of enacting this Ordinance is to utilize revenues from the County sales and use tax to reduce the property tax levy.
- 7.05 **COUNTY SALES AND USE TAX.** Pursuant to and in strict conformity with the provisions of Wis. Stat. ch. 77, Subchapter V, the County of Sheboygan does hereby elect to impose a County sales and use tax in the manner and to the extent permitted by Wis. Stat. ch. 77, Subchapter V.
- 7.06 **SALES AND USE TAX RATE.** The sales and use tax imposed by this Chapter shall be at the rate of one half of one percent (0.5%).
- 7.07 **EARMARKED REVENUES.** In order to assure the statutory goal of using sales and use tax revenues to reduce property taxes, as long as Sheboygan County receives revenues from this sales and use tax, all revenues derived therefrom shall be held in a segregated account. From that account, the revenues shall be designated for use for the following two purposes and no other:
 - (1) The sum of \$1.5 Million in 2017 pursuant to Wis. Stat. § 77.76(3) will be available to be distributed in arrears to each of the cities, villages and towns ("Municipality") within Sheboygan County based on the respective equalized value as adjusted annually, in

relation to the total sum to be distributed. The amount to be distributed will be adjusted annually from \$1.5 Million based on the percentage that \$1.5 Million comprises in relation to the total county sales and use tax revenue received annually after the first full year of revenue collection in 2018. The terms and conditions of the distribution to each Municipality shall be set forth in a standard Intergovernmental Cooperative Agreement between the County and each Municipality. In order to receive the distribution, the Municipality shall agree to be bound by the terms of the Intergovernmental Cooperative Agreement with the County, the terms of which shall be annually reviewed and approved by resolution by the County Board. In the event that the Municipality declines to be so bound, the sums that would otherwise be allocated to that Municipality shall be utilized by the County's Transportation Department. In the event that the Municipality does not act in accordance with the terms of an intergovernmental cooperative agreement, the County Board in its sole discretion may decline to offer any sums to that Municipality in the following year and the sums that would otherwise have been allocated to that Municipality shall be utilized by the County's Transportation Department.

- (2) The balance shall be assigned as revenue to the Transportation Department Highway Division in its annual budgets, for its use for maintaining and improving its transportation system and capital equipment.

7.08 HIGHWAY CAPITAL BORROWING. In consideration of receiving the sales and use tax revenues, no annual budget of the Transportation Department Highway Division shall include bonding capital projects or capital equipment related to road and bridge repairs, maintenance, or road and bridge reconstruction unless authorized by the County Board.

7.09 REPORTS FROM FINANCE DIRECTOR.

- (1) The Finance Director shall provide to the Finance Committee a report of all revenue received through the imposition of the sales and use tax since the previous reporting period. This report shall be given on a monthly basis or within thirty (30) days of such time as the Finance Director receives the information from the WI Department of Revenue.
- (2) The Finance Director shall provide a report to the Finance Committee no later than July 31 of each year analyzing the revenues derived hereunder.
- (3) After providing the report as described in (2) above and after consulting with the Finance Committee and the County Administrator, the Finance Director or County Administrator shall provide a similar report to the County Board at each August County Board meeting.

7.10 SEVEN-YEAR REVIEW. After January 1, 2024, at which time the sales and use tax will have been in place for seven (7) years, the County Administrator, together with the Finance Director and the Transportation

Director, shall prepare a report to the County Board as to the amount of revenue received through the tax since its inception, the amount of debt service reduction realized since its inception, the impact that the tax revenue has had on the stated goal to maintain the County transportation system, the projected future transportation infrastructure needs after 2024, and such other aspects as may be deemed relevant. The report shall contain a recommendation as to whether this Chapter shall be continued and be presented to the County Board no later than June 1, 2024, so that the Board may act on the report's recommendations as it determines may be appropriate for implementation prior to the enactment of the budget for 2025.

- 7.11 CONFORMITY TO STATE LAWS. It is the express intent of the County of Sheboygan that the construction, administration, and application of this Ordinance to all persons in all situations shall conform to the laws of the State of Wisconsin in all ways and it shall be so construed, applied, and administered.
- 7.12 EFFECTIVE DATE. This Ordinance shall become effective as of the first day of January 2017 in the manner provided for by law.

Section 2. **Delivery to Department of Revenue.** The County Clerk is hereby directed to deliver a certified copy of this Ordinance to the Secretary of Revenue at least one hundred twenty (120) days prior to January 1, 2017.

Respectfully submitted this 21st day of June, 2016.

TRANSPORTATION COMMITTEE

Jacob Van Dixhorn
Jacob Van Dixhorn, Chairperson

Roger Te Stroete
Roger Te Stroete, Vice-Chairperson

James P. Glavan
James P. Glavan, Secretary

Richard C. Bemis
Richard C. Bemis

Al Bosman
Al Bosman

Opposed to Introduction:

ENACTED 07.19.2016

VIII

2.12

R. C. No. - 16 - 17. By SALARIES AND GRIEVANCES. December 5, 2016.

Your Committee to whom was referred Res. No. 131-16-17 by Alderperson Donohue authorizing the City to enter into contract with Sun Life Stop Loss Insurance Coverage effective January 1, 2017; recommends that the attached Substitute Resolution be passed.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

Subs. of Res. No. 131 - 16 - 17. By Alderperson Donohue. December 5, 2016.

A RESOLUTION authorizing the City to enter into contract with Optum's Managed Transplant Program Coverage effective January 1, 2017.

RESOLVED: That the appropriate City Officials are hereby authorized to enter into contract accepting a supplemental Stop Loss Insurance Plan to include a separate plan for Transplant Coverage, Optum's Managed Transplant Program.

BE IT RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the City's Insurance Fund Account Number 70411030-540206 in payment of same.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.6

Res. No. 131 - 16 - 17. By Alderperson Donohue. November 21, 2016.

A RESOLUTION authorizing the City to enter into contract with Sun Life Stop Loss Insurance Coverage effective January 1, 2017. Coverage in 2017 will be \$150,000 per unit.

RESOLVED: That the appropriate City Officials are hereby authorized to enter into contract accepting a supplemental Stop Loss Insurance Plan to include a separate plan for Transplant Coverage, Optum's Managed Transplant Program.

BE IT RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the City's Insurance Fund Account Number 70411030-540206 in payment of same.

Sal + Drew

M. Lynn Donohue

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Kenneth Mohr
9100 Shelbyville Road
Louisville, KY 40222
502-318-1743 Telephone
ken.mohr@optum.com

Attention: Joanne Frye, UMR joanne.frye@umr.com

Cc: UMR-StopLossMarketin@umr.com

www.optum.com

Policyholder: City of Sheboygan
828 Center Avenue
Sheboygan, WI 53081

Policy Date: January 1, 2017 to December 31, 2017

Policy Number: 1000467

Premium Due Date: January 1, 2017

The Policyholder has selected the following critical care benefits plan: Optum Managed Transplant Program

Premium Rates: \$5.20 Single
\$12.46 Family

Commissions: 10%

Please notify Optum if you have any changes in your Third Party Administrator, Case Management or Agent of Record. This will allow Optum to continue to administer the Managed Transplant Program without disruption.

By signing this document I agree to renew the Managed Transplant Program policy for City of Sheboygan

(Signature)

(Title)

(Date)

VIII

R. C. No. _____ - 16 - 17. By SALARIES AND GRIEVANCES. December 5, 2016.

Your Committee to whom was referred Res. No. 132-16-17 by Alderperson Donohue authorizing the appropriate City officials to enter into an agreement with Diversified Benefit Services, Inc., to administer the Flexible Benefit Plan for the period January 1, 2017 through December 31, 2017; recommends that the Resolution be passed.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.7

Res. No. 132 - 16 - 17. By Alderperson Donohue. November 21, 2016.

A RESOLUTION authorizing the appropriate City officials to enter into an agreement with Diversified Benefit Services, Inc. to administer the Flexible Benefit Plan for the period January 1, 2017 through December 31, 2017.

WHEREAS, the City allows employees to enroll in a flexible spending program;

BE IT FURTHER RESOLVED: That the appropriate officers of the City of Sheboygan enter into a Flexible Benefit Plan Agreement for Services for the time period January 1, 2017 through December 31, 2017.

Sae & Green approve.

Elizabeth Donohue

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

City of Sheboygan
Flexible Benefit Plan
Agreement for Service

01/01/2017 - 12/31/2017



DIVERSIFIED BENEFIT SER**VICES**, INC.
Dedicated to Excellence in Benefit Management Solutions

This Agreement for Third Party Administration Services ("Agreement") is made and entered into between Diversified Benefit Services, Inc. hereinafter referred to as "DBS" and the Employer designated on page (4) hereinafter referred to as "Employer".

WHEREAS, Employer has engaged DBS as a Third Party Administrator ("TPA") to provide Section 125 - Flexible Benefit Plan - FSA ("Plan") services ("Services") for the Plan sponsored by the Employer;

WHEREAS, DBS is making available FSA administrative and other related services to be established by the Employer and designed to comply with Section 125 of the Internal Revenue Code (the "Code");

WHEREAS, the FSA administrative services incorporates professional material, and internally developed DBS corporate information;

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein the parties hereto agree as follows:

1. DBS agrees to make available the Flexible Benefit Plan to be used as the Employer Flexible Benefit Plan. Employer agrees not to disclose details of the Plan to other parties or copy any materials provided, except for auditors, attorneys, and others to whom disclosure is legally required, unless DBS gives permission to do so.
2. Employer retains DBS as Plan Agent for the Employer Flexible Benefit Plan and authorizes DBS to perform all functions necessary to prepare, implement, and operate the Employer Flexible Benefit Plan.
3. Employer agrees to provide data that DBS needs in communication and enrollment of the Flexible Benefit Plan. Employer also agrees to make the necessary payroll deductions and assist DBS in implementing and operating the Plan.
4. Employer recognizes that certain owners and their family members may not be eligible to participate in the Flexible Benefit Plan (including the pre-tax premium portion of the Plan). The Employer agrees to contact their legal counsel as needed to determine whether their owners and family members can participate. The Employer further agrees not to provide DBS with enrollment information on the owners and family members if it is determined said persons are ineligible to participate.
5. DBS services may include some or all of the following items (as needed): restatement of a Flexible Benefit Plan Document, Summary Plan Description, ancillary forms, employee enrollment, and claims recordkeeping. In addition, annual non-discrimination testing required under Code Section 125 may be completed only if the Employer agrees to provide all Plan contribution information to DBS, including any group insurance premium contributions and key / highly compensated employee information (including salaries). Only dependent care testing can be completed if the Employer elects not to provide group insurance premium contribution amounts to DBS. The testing will be completed only if the Employer provides timely and complete information. Other package services specified in the attached Schedule A may be provided as noted by the Employer.
6. If the Employer elects to have the employee pay the monthly ongoing administration fee and an employee terminates with a balance in an account, the Employer shall be responsible for the monthly fee from that point forward. In addition, Employer recognizes that the Plan allows employees to submit claims after Plan year end for a specified period in accordance with the Plan Document. Employer understands and agrees that during this Plan year run out period, fees will be invoiced on the same basis as the previous months of the Plan year and will be for the run out period. This will be shown as a separate line item on the invoice. In addition, a separate line item on the invoice will be for services pertaining to the new Plan year coverage period.
7. Employer agrees to pay fees for services on a timely basis to DBS as listed in the attached Schedule A which is made part of this Agreement. Terms are included on each invoice as due upon receipt. In the event that the Employer does not remit payment for an undisputed invoice within a reasonable period of time (30 days), DBS shall cease providing Services to the Employer until such time that any outstanding invoices are paid.
8. Any overpayments to employees as a result of the Employer not notifying DBS as to status changes via the DBS Status Change Notification Form or other agreed upon format by both parties as of the claim cut-off date, will be the responsibility of the Employer. DBS shall have two complete business days to respond to the Employers request on a termination change, status change or other election change. Any subsequent bank charges as a result of the aforementioned will be the responsibility of the Employer. Requests by the Employer for processing special checks (meaning checks not processed at the regular claims processing date) due to an employee filing late claim(s), (meaning claim(s) received by DBS after the claims deadline date), or for lost or stolen checks will be done for a fee of \$35 per check. If an employee or former employee fails to retain original documentation regarding claims submitted to DBS and the employee or former employee requests copies of claims and/or documentation from DBS



because of an audit by the IRS or another agency, there will be a fee of \$0.25 per copy made. This will only be authorized by the Employer and will be billed to the Employer if authorization is obtained.

9. With respect to inadvertent overpayments to participants, DBS shall make reasonable efforts to recoup such payments, including offsets to future payments, ACH withdrawals (in the case of direct deposit participants) and a written request to return such overpayments, provided that DBS is notified within sixty days of such overpayments. However, DBS will not be responsible for funding any legal action to recover such overpayments, nor will it be responsible for reimbursing such overpayments to the Employer.
10. Employer agrees to pay to DBS the agreed upon fee indicated for other services listed on attached Schedule. This agreement does not cover any possible future Government imposed costs regarding auditing of Flexible Benefit Plans. Also, it is not within the scope of this Agreement to cover possible future Government imposed costs with regard to filing fees for any Government forms, documents, or year end (5500) reports. The term "Government" shall include but not be limited to the United States Government, Internal Revenue Service, Department of Labor, or a State within the United States.
11. This Agreement shall be exclusive and remain in effect for a period of one full Plan year wherein both parties have signed and dated said Agreement ("Initial Term"), after which time it shall be renewed automatically for one Plan year period ("Renewal Terms"), unless one party notifies the other in writing at least ninety (90) days prior to the renewal date that it does not intend to renew. The renewal date shall be the end of the Plan year. Notification under Section 11 of this Agreement shall be deemed duly given if delivered by certified or registered mail with postage prepaid to DBS or the Employer.
12. Notwithstanding the preceding paragraphs, either party may terminate this Agreement for cause at any time. "Cause" shall be limited to any of the following reasons: (a) if either party fails to perform its duties hereunder and such failure is not cured within thirty days of receipt of written notice thereof; (b) if all or any portion of the Plan fails to comply with applicable provisions of the Code and regulations thereunder or state regulations; or (c) if some or all of the Plan is not legally or validly implemented.
13. If the Employer terminates the Agreement without cause during the Agreement period ("Initial Term or Renewal Term"), the Agreement must be purchased by the Employer. Such Agreement buyout shall be based upon the fees that would have been charged for the remainder of the Agreement period for such services as future enrollment, monthly administration, miscellaneous, and any package services that may apply. Such fees shall be those as set forth in the attached Schedule A of the Agreement. Payment of the final invoice shall be due upon receipt. If the final invoice is not paid as described, DBS will not process claims and/or reports until full payment is made by the Employer.
14. If the Employer is purchased by another organization and/or merges and/or affiliates with another organization, the terms of this Agreement shall remain in full force and shall be binding until the end of the term of the Agreement unless a buyout of the Agreement is agreed to. Any buyout of the Agreement shall be the fees that would have been charged for the remainder of the Agreement period. Such fees shall be based upon the attached Schedule A of the Agreement including enrollment, monthly administration, miscellaneous, and any package fees that may apply.
15. DBS shall have the right to retain, at its own cost, outside services in preparing, implementing and operating of the Plan.
16. Nothing contained herein shall obligate Employer to utilize DBS as its agent or broker in providing group benefits to employees.
17. Employer recognizes that the Plan Document is an important legal document and that it has been prepared based on the understanding of DBS of the desired provisions. To ensure that the Plan Document conforms to the Employer's situation the Employer should consult with its attorney on the legal and tax implications of the Plan. Employer recognizes that DBS is not a law firm and that DBS employees are not attorneys. Additionally, Employer recognizes that DBS is not an accounting (CPA) firm.
18. Employer recognizes that DBS may maintain paper and/or electronic records related to member/participant claims for a period of seven years, after which time the records will be destroyed.
19. Employer agrees to indemnify and hold harmless DBS, its affiliates, and any of its directors, officers or employees with respect to any and all liabilities, losses, damages, or expenses, including reasonable attorneys' fees, related to third party claims incurred by reason of the failure of the Employer to carry out its obligation under this agreement on a timely and non-negligent basis, unless such failure is based upon the negligence of DBS or any of its employees.
20. DBS agrees to indemnify and hold harmless Employer, its affiliates, and any of its directors, officers or employees with respect to any and all liabilities, losses, damages, or expenses, including reasonable attorneys' fees, related to third



party claims incurred by reason of the failure of DBS to carry out its obligation under this agreement on a timely and non-negligent basis, unless such failure is based upon the negligence of Employer or any of its employees.

- 21. This exclusive Agreement, including Schedule A, constitutes the entire understanding of the parties and may be modified only in writing executed by both parties. It shall be binding upon both parties and their successors or assigns and shall be interpreted under the laws of the State of Wisconsin.
- 22. Plan years covered by the "Initial Term" of this Agreement shall be 01/01/2017 - 12/31/2017.
- 23. The respective rights and obligations of the parties under Sections 7, 18, 19, 20, 21, and 24 shall survive the termination of this Agreement.
- 24. If any provision of this Agreement is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this Agreement shall be construed and enforced as if such provision had not been included.
- 25. This Agreement may be executed in one or more counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument. Any signature delivered by a party by facsimile transmission shall be deemed to be an original signature thereto.
- 26. All notices, demands, and requests that a party is required or elects to give to any other party shall be in writing and any such notice shall become effective (a) upon personal delivery thereof, including, but not limited to, delivery by a recognized overnight mail or courier service, or (b) three (3) days after it shall have been mailed by United States mail, first class, certified or registered, with postage prepaid, in each case addressed to the party to be notified as set forth in the agreement or to such other address as each party may designate for itself by like notice.
- 27. Notices to DBS will be sent to:

Diversified Benefit Services, Inc.
 P.O. Box 260
 Hartland, WI 53029
 Attn: Timothy G. Pederson, President

Dated this _____ day of _____, 2016.

City of Sheboygan - "Employer"

By: _____ Title: _____

Attest: _____ Title: _____

 Employer Address, City, State, Zip / (Notices will be sent to the above address)

Diversified Benefit Services, Inc. - "DBS"

By: _____ Title: President

Witness: _____ Title: Sales & Enrollment Coordinator



City of Sheboygan Schedule A

1. Plan Implementation

Plan Design, Plan Document, Summary Plan Description, Business Associate Agreement, Privacy Practices provided as is. Client generated benefit or Plan changes that require the updating, changing, amending or restating of the Plan Document or Summary Plan Description will be billed separately. Printing of SPD booklets will be billed separately.

Fee: *No Charge for Legal Documents 'as is'*

2. Group Meetings

Flexible Benefit Plan group meeting materials provided to the employer for distribution to employees. Group presentation(s) or webinars include communication of the Flexible Benefit Plan and explanation of enrollment materials and how to file a claim for reimbursement.

Fee: \$90/meeting initial plan year; \$50/meeting in subsequent plan years. *(Travel/lodging/meals billed separately if applicable)*

3. Employee Enrollment Options & Related Services

(Employer May Choose the Type of Enrollment)

- A. Individual Employee Meetings. Option A (1) – Comprehensive Individual Employee Meetings: Services will include individual employee enrollment sessions with DBS Benefit Enrollers with a review of the employee flexible benefit Plan worksheet/employee guide and the utilization of the prior plan year. The DBS notebook computer system may be utilized if appropriate. Also includes the completion of enrollment forms and providing employees with an expense reimbursement kit. DBS will provide the Employer with copies of completed enrollment forms if requested. Also includes establishing Plan records on the DBS flexible benefit Plan software administration system, preliminary Plan compliance, election auditing, and other related in-house Plan year setup services. Option A (2) – DBS Enrollers onsite to answer employee questions: DBS Benefit Enrollers will be available for a limited period of time to answer employee questions regarding the plan. Enroller related costs such as travel, lodging, meals may be billed separately if applicable.
- B. Employer Self-Enrollment. DBS will provide the Employer with enrollment forms, employee guides, and additional Plan materials for distribution to all eligible employees. An enrollment letter and Plan fact sheet will be provided as well. DBS will supply the Employer with claim forms and/or expense reporting kits as needed. This section also includes establishing Plan records on the Flexible Benefit Plan software administration system, preliminary Plan compliance, election auditing, and other related in-house Plan services. Another option allows for DBS to provide an electronic file of the enrollment materials for Employer to distribute to eligible employees. A third option allows for the employer to send an eligibility/enrollment file electronically to DBS to allow enrollment information to be downloaded into the DBS administration system.
- C. Online Internet Enrollment. DBS will provide the Employer with an enrollment instruction letter and Plan information letter that includes a system password for User name and PIN. This will allow employees access to the DBS Website and Online enrollment system. Employees will receive screen confirmation when submitting their election information with print capability. The Employer agrees to distribute the enrollment letter with instructions to all eligible employees. DBS will provide the Employer with copies of completed online enrollment forms if requested. This section also includes establishing Plan records on the Flexible Benefit Plan software administration system, preliminary Plan compliance, election auditing, and other related in-house Plan year setup services.

Option A Fee: (1) Comprehensive individual employee meetings with DBS enroller(s): \$10.00/eligible employee/plan year
(Minimum fee: \$150)

(2) DBS Enrollers onsite to answer employee questions: \$300/enroller/day
(Minimum fee: \$150)

Option B Fee: Self-Enrollment using paper packets or electronic file of materials or eligibility file sent by Employer to DBS: \$3.00/FSA participant/year
(Minimum fee: \$100)

Option C Fee: Online Internet Enrollment: \$3.00/FSA participant/year
(Minimum fee: \$100)



City of Sheboygan Schedule A (continued)

4. Record-keeping, Claims processing, and Plan Reporting

- Process claims from Plan participants and issue reimbursements
- A.S.A.P.@ Online Account Viewing (Advanced Strategic Administrative Program) package for enhanced administrative user features including claim details, advanced report options and advanced report filtering services. Also includes access to archived Plan year data for all years and related data and ASCII/Excel data format download for certain reports
- Provide employer aggregate Plan reporting for online viewing and printing
- Prepare employee statements as needed
- Process all family status changes including new hires and terminations
- Reissue lost or stolen reimbursement checks
- Provide 800 toll free telephone number for out of area participants
- Provide periodic informational notices as needed

<u>Plan Year</u>	<u>Monthly Fee Schedule – (FSA Service Only)</u>
01/01/2017 – 12/31/2017	\$4.20/participant/month for service agreement year one

The above monthly fee includes the following categories: Dependent Care Reimbursement Account, Medical Expense Reimbursement Account and/or the Independent Premium Feature. Employer reports including transaction ledger summary, payments in excess of deposits, account deposit summary, and check register are included in the online service package for the Employer.

Minimum Monthly Group Administration Fee: **\$100.00**

Miscellaneous Fees

- I. Postage/UPS Reimbursement: Statements/checks/direct deposit notices mailed directly to Plan participants and packages sent via UPS directly to the client.
Fee: *First class postage and/or UPS shipping fees*
- II. Customized materials requested by the client: *To be quoted*

Optional Services

- I. ACH/EFT service includes account setup with client bank, direct deposit of FSA reimbursements, and transfer of claim payments via ACH from the Employer designated account to the DBS Master 125-FSA account and the mailing of checks and/or direct deposit notices directly to Plan participants.
Fee: *First Class postage reimbursement*
- II. Annual 5500 & SAR Preparation: Includes data gathering, 5500 & SAR form preparation, answers to questions regarding the form, related W2 questions.
Fee: *\$350/year (if required for employer)*
- III. Pre-paid stored value card service (debit cards) includes bank account and system set-up, preparation, and administration for the medical reimbursement FSA account. Employer pre-funding of the debit card bank account and additional bank fees due to insufficient funds in the Employer bank account are the responsibility of the Employer. Fees for lost or stolen cards are the responsibility of the Employer or Employee.
Fee: *\$1.00/participant/month (minimum group fee: \$50.00)*
Replacement Card Fee: \$5.00



VIII

R. C. No. _____ - 16 - 17. By SALARIES AND GRIEVANCES. December 5, 2016.

Your Committee to whom was referred Res. No. 133-16-17 by Alderperson Donohue authorizing the appropriate City officials to enter into contract with United Health Care (UMR) to provide administrative services for the City's medical health benefit plan for calendar year 2017; recommends that the Resolution be passed.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.8

Res. No. 133- 16 - 17. By Alderperson Donohue. November 21, 2016.

A RESOLUTION authorizing the appropriate City officials to enter into contract with United Health Care (UMR) to provide administration services for the City's medical health benefit plan for calendar year 2017.

RESOLVED: That the appropriate City officials are hereby authorized to enter into contract with United Health Care (UMR) for the administration services for the City's medical health benefit plan for the period January 1, 2017 through December 31, 2017, a copy of which is attached hereto.

BE IT FURTHER RESOLVED: That the appropriate officers of the City of Sheboygan be, and they hereby are, authorized to draw on the Insurance Administration Services Account, Account No. 70411030-521500, in payment same.

Paul J. Grew
approve

W. Lynn / Donohue

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



July 2016

A renewal presentation for City of Sheboygan

Presented to Diversified Insurance Services, Inc.

by Dena Zezulka



A UnitedHealthcare Company

Renewal Services

Customer Name : City of Sheboygan
Plan Renewal Date : 1/1/2017

All fees shown as per employee per month (PEPM) unless otherwise noted

Proposed renewal fees assume all existing products and services written with UMR will be retained throughout the renewal period. New products and services may be added however proposed fees are subject to change and/or and/or additional fees may apply if any existing products or services are discontinued.

Administration and access fees	Subscribers	Current Fees	Renewal Fees	
			1/1/2017	1/1/2018
Medical claims	379	\$14.59	\$14.88	\$15.33
Medical client advisor commission	379	\$6.50	\$6.50	\$6.50
Required stop loss interface fee	379	Included	Included	Included
UnitedHealthcare Choice Plus® network- access fee	378	\$16.87	\$16.87	\$16.87
First Health Network - access fee	1	30% of savings	30% of savings	30% of savings
Utilization and case management (includes NurseLine) - per employee per month savings of \$0.58	379	\$3.35	\$3.42	\$3.52
Maternity management (MM)	328	\$0.65	\$0.66	\$0.68
Truven Health Analytics reporting – three licenses included	379	Included	Included	Included
Medical and pharmacy integration - per participating employee per month	379	\$1.00	\$1.00	\$1.00
Medical Insured Carve Out Coordination Fee	379	\$0.35	\$0.35	\$0.35
Cost reduction and savings program - large bill review/fee negotiation and secondary/travel network - % of savings	379	30%	30%	30%
Subtotal	379	\$43.18	\$43.55	\$44.12

Non-preferred vendor surcharge: An additional stop loss interface fee surcharge of \$5.00 PEPM applies if stop loss coverage is not placed with a UMR preferred vendor. This fee is in addition to the "Required stop loss interface fee" which applies for all groups. Consult your UMR representative for a list of preferred vendors.

UnitedHealthcare Choice Plus assumes that the benefit plans will meet the steerage requirements of the networks proposed or will be changed to meet the requirements, including but not limited to: deductible, out-of-pocket, coinsurance and plan limitations. Usage of the Choice Plus network requires employer participation in Value Based Contracting payment methodologies.

External PBM Vendors are subject to prior approval and may require additional fees.

Additional Services

Customer Name : City of Sheboygan
Plan Effective Date : 1/1/2017

All renewal fees are good for one year and are shown as per employee per month (PEPM) unless otherwise noted

<u>Plan Administration</u>	<u>Current Fees</u>	<u>Renewal Fees 1/1/2017</u>
SPD printing	Cost plus postage	Cost plus postage
ID card mailing charge - employee residence	Included with medical administration	Included with medical administration
New York surcharge filing and administration - annual fee	Included with medical administration	Included with medical administration
Claim reprocessing - per claim	\$25.00	\$25.00
Subrogation - percent of recoveries	33%	33%
Federal external review for appeals - for non-grandfathered plans for adverse benefit determinations that involve medical judgment or a rescission of coverage.	Up to 5 included, then \$500.00 per review	Up to 5 included, then \$500.00 per review
Full/Partial Summary of Benefits and Coverage (SBC) creation with data UMR has on file (includes initial SBC plus one amendment, electronic version only provided to employer)	Included with medical administration	Included with medical administration
Two or more SBC requests per year	\$500.00 per SBC per benefit plan	\$500.00 per SBC per benefit plan
Reporting		
Ad hoc reports and analysis - per hour (2 hours included with medical administration)	\$100.00	\$100.00

Fixed Fee Pharmacy Pricing

Customer Name : City of Sheboygan
Plan Effective Date : 1/1/2017

Pharmacy benefits provided through OptumRx™. The following fees apply to all retail network pharmacies with the exception of pharmacies located in states that may elect to participate on a state-fee schedule. Retail discounts and fees illustrated below are based on the OptumRx book-of-business average. Actual retail discounts may vary.

	Published AWP
Electronic claim adjudication - per claim ¹	\$2.60
Retail	
Brand discount, plus dispensing fee	Pass-through
Net effective generic discount, plus dispensing fee	Pass-through
Mail Order	
Brand discount, plus dispensing fee	26.00% + \$0.00
Net effective generic discount, plus dispensing fee	78.25% + \$0.00
Retail 90 Rx (Optional)	
Brand discount, plus dispensing fee	Pass-through
Net effective generic discount, plus dispensing fee	Pass-through
Rebate Share	
100% Pass-Through Minimum Guarantee per Paid Claim	\$4.25
100% Pass-Through Minimum Guarantee per Paid Claim Mail	\$15.00
Additional Programs	
Prior authorizations - per clinical prior authorization	Included

Specialty drugs are priced on an individual drug basis, with an estimated average aggregate specialty discount around 14.5%.

Compound Drug Claim Pricing: AWP less Standard Contracted Discount + \$7.50 Dispensing fee.

¹ An additional \$1.75 per claim applies to the electronic per claim fee for paper claims.

Fixed Fee Pharmacy Pricing

Pharmacy Conditions

Fees proposed assume the use of OptumRx as the pharmacy benefits manager.

Retail and mail order guarantees are reconciled in the aggregate.

Rates exclude compound, Direct Member Reimbursement claims. (ie: Paper Claims), and Vaccines.

Administrator may change pricing (a) any time City of Sheboygan initiated changes are made to the Benefit Plan, Formulary, Pharmacy Network, or a utilization management program, that adversely impact Administrator's compensation, cost to provide services or ability to satisfy a guarantee (b) when there are changes in Laws and Regulations after the date this quote was provided that affect or are related to the services outlined in this cost proposal (c) when City of Sheboygan asks and Administrator agrees to perform any service in addition to the services outlined in this cost proposal; or (d) if there is a change in market conditions or utilization or the total number of Members decreases by 10% or more after the date this quote was provided. Any change in the pricing required by the changes will be effective as of the date the changes occur, even if the date is retroactive.

All rates, fees and guarantees are contingent upon OptumRx serving as City of Sheboygan's exclusive provider of core prescription drug benefit plan, Mail Order Pharmacy, and specialty pharmacy services from OptumRx's specialty pharmacies or any participating pharmacy in OptumRx's retail pharmacy network. Additional fees apply if another mail provider is selected.

Medicare Part D Wrap plans are required to use fixed fee pricing.

Groups with in-house pharmacies utilizing 340B or GPO pricing are required to use Fixed Fee pricing.

Rebate guarantees and generic AWP discounts may be adjusted proportional to the impact of unexpected releases of generic products to market, or the withdrawal/recall of existing branded products.

Generic discount and dispensing fee guarantees cover Multi-Source products only. A Multi-Source product is defined as one that is manufactured by more than two generic manufacturers. The brand discount and dispensing fee guarantees apply to non-Multi-Source products.

Discounts and dispensing fees exclude Specialty Drugs and certain non-specialty injectable products.

Rates for extended days' supply apply to participating pharmacies only.

Deductible integration of prescription drug and medical claims requires daily connectivity between the pharmacy benefits manager and the plan administrator, additional coordination fees apply. External vendors are subject to prior approval.

Rebate Management Terms

All rebate guarantees are subject to the following terms:

Non-Incentivized

City of Sheboygan's adoption, without deviation, of OptumRx's formulary and utilization management programs, as well as any changes OptumRx makes to its formulary or utilization management.

Incentivized

City of Sheboygan's adoption, without deviation, of OptumRx's formulary and utilization management programs, as well as any changes OptumRx makes to its formulary or utilization management.

A minimum of \$10 difference in copayment, or 10% difference in coinsurance between preferred and non-preferred Brand Drugs.

Rebate claims exclude ineligible claims, such as Prescription Claims with invalid service provider identification or prescription numbers; where, after meeting the deductible, the Member's Cost-Sharing Amount under the applicable Benefit Plan requires the Member to pay more than 50% of the Prescription Claim; that are manufacturer negotiated fee products not listed on City of Sheboygan's Formulary for devices without a Prescription Drug component; that are re-packaged NDCs; from 340B which typically receive a discount or rebate directly from Drug Manufacturers under section 340B of the Public Health Service Act, or entities eligible for federal supply schedule prices (e.g., Department of Veterans Affairs, U.S. Public Health Service, Department of Defense); or that are not for Prescription Drugs (except for insulin or diabetic supplies).

Rebates and Rebate guarantee contingencies are subject to City of Sheboygan's adoption of OptumRx's formulary, formulary management, and utilization management.

Incentivized plan designs are two-tier closed or three-tier with a minimum of \$10.00 difference in copayment or 10% difference in coinsurance between preferred and non-preferred Branded Drugs.

Rebate claims exclude ineligible claims, such as Prescription Claims with invalid service provider identification or prescription numbers; where, after meeting the deductible, the Member's Cost-Sharing Amount under the applicable Benefit Plan requires the Member to pay more than 50% of the Prescription Claim; that are manufacturer negotiated fee products not listed on City of Sheboygan's Formulary for devices without a Prescription Drug component; that are re-packaged NDCs; from 340B which typically receive a discount or rebate directly from Drug Manufacturers under section 340B of the Public Health Service Act, or entities eligible for federal supply schedule prices (e.g., Department of Veterans Affairs, U.S. Public Health Service, Department of Defense); or that are not for Prescription Drugs (except for insulin or diabetic supplies).

If City of Sheboygan makes any change to its Formulary, not initiated by OptumRx, or Benefit Plan, or adopts any formulary or utilization management program other than one of the options offered by Administrator under its formulary or utilization management programs, Administrator may adjust the Rebate guarantees, effective the date of the change.

Fixed Fee Pharmacy Pricing

"AWP" means the average wholesale price, as reflected on the Pricing Source, of a Prescription Drug or other pharmaceutical products or supplies based on the NDC of the Drug dispensed. Administrator will rely on the Pricing Source as updated by Administrator no less frequently than every seven days to determine AWP for purposes of establishing the pricing provided to City of Sheboygan under this agreement. Administrator will not establish AWP, and Administrator will have no liability to City of Sheboygan arising from use of the Pricing Source. If Administrator decides to use a pricing benchmark other than AWP or is required to do so because the Pricing Source discontinues publication of AWP and the change would materially affect City of Sheboygan's economic benefit under this agreement, then Administrator will provide City of Sheboygan with modified pricing terms at least 30 days before the effective date of the change. If the parties fail to agree upon the modified pricing terms before the effective date of the modified pricing terms, then Administrator's proposed modified pricing terms will apply until the parties otherwise agree. If the parties are unable to agree to modified pricing terms, then either party may terminate this agreement upon 60 days prior notice to the other party.

Conditions

Customer Name : City of Sheboygan
Plan Effective Date : 1/1/2017

This renewal proposal is valid until 30 days before the effective date and does not bind coverage or obligate UMR.

The information contained in this response to the request for proposal is considered confidential and proprietary. We are providing this information with the understanding that it will not be used for any purpose other than to evaluate our capabilities to provide the services requested. In addition, this information will not be disclosed to person(s) or entity(s) other than those who are involved in the process of evaluating our response. Written permission must be obtained from UMR prior to any exceptions of these obligations in order to maintain the confidentiality of our responses.

All quoted product fees assume UMR administers the medical plan.

UMR assumes all services provided will be handled according to our standard format and procedures, unless otherwise specifically addressed within this proposal. Specialized services will be priced as necessary.

Fees proposed are based on the plan of benefits as submitted but does not assume duplication of benefits or provisions. Fees proposed assume a standard PPO plan design with no referral administration and no primary care physician tracking. Proposal assumes that the benefit plans will meet the steerage requirements of the networks proposed or will be changed to meet the requirements, including but not limited to; deductible, out of pocket, coinsurance and plan limitations. Plan design changes may impact a Grandfathered Health Plan status. Usage of the Choice Plus network requires employer participation in Value Based Contracting payment methodologies. Please review any changes with your advisor.

The Plan or its sponsor is responsible for state or federal surcharges, assessments, or similar taxes or fees imposed by governmental entities or agencies on the Plan, Plan Sponsor, or us, including but not limited to those imposed pursuant to the Patient Protection and Affordable Care Act of 2010 (PPACA), as amended from time to time. This includes responsibility for determining the amount due, funding, and remitting the PPACA PCORI reinsurance fee which is remitted to the government (federal and/or state).

The fees quoted do not include state or federal surcharges, assessments, or similar taxes/fees imposed by governmental entities or agencies on the Plan, Plan Sponsor, or UnitedHealthcare. We reserve the right to adjust the rates (i) in the event of any changes in federal, state or other applicable legislation or regulation; (ii) in the event of any changes in plan design or procedures required by the applicable regulatory authority or by the sponsor; (iii) any taxes, surcharges, assessments or similar changes being imposed by a governmental entity on the Plan or UnitedHealthcare; or, (iv) as otherwise permitted in our Administrative Service Agreement.

UMR reserves the right to adjust fees in the event of (i) any changes in federal, state or other applicable law or rules; (ii) changes in plan design required by the applicable regulatory authority (e.g. mandated benefits) or by the customer; or (iii) any taxes, surcharges, assessments or similar charges being imposed by a governmental entity on the plan or UMR.

To comply with the Department of Labor's (DOL) claims regulations, we encourage pre-notification of at least 60 calendar days prior to the effective date of this contract. In the event that a 60-day notice is not feasible, UMR does not guarantee, but will make every reasonable effort, to have new plan(s) programmed quickly so claims can be processed within the required DOL timelines.

Fees proposed assume one billing, reporting, eligibility feed, stop loss and banking arrangement.

Do not cancel in-force plan(s) and/or policy(ies) until final approval is received.

UMR is not bound by any typographical errors and/or omissions contained herein.

Fees proposed assume utilization and case management services are provided through UMR in order to access UnitedHealthcare Networks.

Fees proposed are subject to change if a division, subsidiary or affiliated company is added or deleted from the plan, or if the number of covered employees changes by 15% or more from this proposal.

Claim reprocessing due to situations, such as retroactive benefit or eligibility changes, may require additional fees.

Conditions

UMR will share raw claims and eligibility data, however, we reserve the right to exclude data elements deemed proprietary by our organization.

The UMR renewal proposal requires the Cost Reduction and Savings Program. Additional fees will apply, should this program be carved out.

UMR provides an ERISA DOL appeals process. UMR does not participate in Grievance Review Panel Hearings.

UMR requires that all qualified high-deductible plan designs meet federal regulatory requirements. Our coordination of benefits (COB) process will meet the requirements for Preservation COB processing.

Administration of plans requiring integrated deductible and out of pocket to comply with the Essential Health Benefits provision of Health Care Reform, qualified high deductible health plan or the like, assumes the use of service providers (pharmacy benefits manager (PBM), dental, vision, etc.) that are currently integrated with UMR. Utilizing these service providers may require additional fees. Please refer to your representative to identify integrated service providers.

FSA fees: HCA assumes a minimum of 20% of medical employees participating; DCA assumes a minimum of 20% of the HCA population participating.

Care management bundled discount - fees assume all care management products listed on care management bundled discount line are selected. Discount will change if services selected change.

UMR does not administer statutory disability benefits.

Health reimbursement account assumes 20% participation rate.

HSA trustees bill directly for HSA services.

UMR cannot support the drug data requirements for Medicare Part D subsidy submission of plans where the pharmacy claims are paid under the medical plan. We recommend these pharmacy benefits be provided by a pharmacy benefits manager.

VIII

R. C. No. _____ - 16 - 17. By SALARIES AND GRIEVANCES. December 5, 2016.

Your Committee to whom was referred Res. No. 134-16-17 by Alderperson Donohue authorizing the appropriate City officials to enter into contract with Delta Dental to administer dental benefit plan services for the City for calendar year 2017; recommends that the Resolution be passed.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.9

Res. No. 134 16 - 17. By Alderperson Donohue. November 21, 2016.

A RESOLUTION authorizing the appropriate City officials to enter into contract with Delta Dental to administer dental benefit plan services for the City for calendar year 2017.

RESOLVED: That the appropriate City officials are hereby authorized to enter into contract with Delta Dental to administer dental benefit plan services for the City for the period January 1, 2017 through December 31, 2017, a copy of which is attached hereto.

BE IT FURTHER RESOLVED: That the appropriate officers of the City of Sheboygan be, and they hereby are, authorized to draw on the Insurance Administration Services Account, Account No. 70411032-521500, in payment same.

Sally Green
approve

Lynne Donohue

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

SCHEDULE 6.1

SCHEDULE OF ADMINISTRATIVE FEES

90811 – 0 – 08072015

To be attached to, and made part of, the Third-Party Administrative Agreement, Article VI – Administrative Fees.

IT IS HEREBY AGREED, that the Administrative Fees, payable on a monthly basis from the City of Sheboygan to Delta Dental of Wisconsin, shall be the following, and shall be valid starting January 1, 2016, and ending on December 31, 2017.

Monthly Administrative Fee:

Per Employee	\$3.93
--------------	--------

COBRA Rate Establishment

**City of Sheboygan
90811 – 0 – 08072015**

As a service to you, Delta has calculated rates that can be used for your Plan's COBRA enrollees.

These rates reflect only the anticipated claims expenses for those enrollees and Delta's administrative fees. No other administrative fees have been included.

	<u>Active Employee Rates</u>	<u>COBRA Rates (102%)</u>
Single Coverage (employee, 1 Party)	\$45.24	\$46.15
Family Coverage (employee and spouse, 2 Party)	\$91.31	\$93.14
Family Coverage (employee and child(ren))	\$86.72	\$88.45
Family Coverage (full family, 3 + Party)	\$149.92	\$152.92

VIII

2.16

R. C. No. - 16 - 17 . By SALARIES AND GRIEVANCES. December 5, 2016.

Your Committee to whom was referred Res. No. 135-16-17 by Alderperson Donohue authorizing the City to enter into contract for obtaining Medical Stop-Loss Insurance, with Sun Life; recommends that the attached Substitute Resolution.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Subs. of Res. No. 135 - 16 - 17. By Alderperson Donohue. December 5 2016.

A RESOLUTION authorizing the City to enter into contract for obtaining Medical Stop-Loss Insurance, with Sun Life coverage in 2017 will be 150,000/unit.

RESOLVED: That the appropriate City Officials are hereby authorized to enter into contract with Sun Life for providing specific medical stop loss insurance at a cost of \$52.49 single/month, \$116.18 family/month, at an estimated annual premium of \$421,521.84 and aggregate insurance at an estimated annual premium of \$29,529.36 for the period of January 1, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the City's Insurance Fund Account Number 70411030-521500 in payment of same.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.10

Res. No. 135 - 16 - 17. By Alderperson Donohue. November 21, 2016.

A RESOLUTION authorizing the City to enter into contract for obtaining Medical Stop-Loss Insurance, with Sun Life.

RESOLVED: That the appropriate City Officials are hereby authorized to enter into contract with Sun Life for providing specific medical stop loss insurance at a cost of \$52.49 single/month, \$116.18 family/month, at an estimated annual premium of \$421,521.84 and aggregate insurance at an estimated annual premium of \$29,529.36 for the period of January 1, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the City's Insurance Fund Account Number 70411030-521500 in payment of same.

Salv Greer

By Lynne Donohue

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

**Summary of Partially Self-Funded Premiums for
CITY OF SHEBOYGAN**

Anticipated Contract Period:	(ALTERNATIVE) January 1, 2017 to December 31, 2017			
Administrator:	UMR			
Insurance Carrier:	Sun Life			
 FINANCIAL SUMMARY				
Fixed Costs	<u>Single</u>	<u>Family</u>	<u>Monthly</u>	<u>Annual</u>
Employee count:	138	240		
Annual Administration				\$0.00
Claim Administration Fee				
Medical	14.88	14.88	5,624.64	67,495.68
Network Access Fee	16.87	16.87	6,376.86	76,522.32
Case Management / Utilization Review	3.42	3.42	1,292.76	15,513.12
Maternity Management	0.66	0.66	249.48	2,993.76
Optum Transplant Program	5.20	12.46	3,708.00	44,496.00
Truven Health Analytics Reporting	Included in Medical Admin Fee			
Medical and Pharmacy Integration	1.00	1.00	378.00	4,536.00
Medical Insured Carve Out Coordination Fee	0.35	0.35	132.30	1,587.60
Broker Fee	6.50	6.50	2,457.00	29,484.00
Stop Loss Premiums				
Specific Stop Loss (M, Rx)	52.49	116.18	35,126.82	421,521.84 ✕ 19.60%
Deductible: (PAID) \$150,000				
\$75,000 Aggregating Specific Deductible				
Aggregate Stop Loss (M, Rx)				
Basis 125% of Expected				
Claims: (PAID)	<u>6.51</u>	<u>6.51</u>	<u>2,460.78</u>	<u>29,529.36</u> ✕
Total Fixed Costs	\$107.88	\$178.83	\$57,806.64	\$693,679.68 10.47%
Expected Costs				
Total Fixed Cost	107.88	178.83	57,806.64	693,679.68
Expected Claims	<u>1,205.90</u>	<u>1,216.22</u>	<u>458,308.51</u>	<u>5,499,702.14</u>
Total Expected Cost	\$1,313.78	\$1,395.05	\$516,115.15	\$6,193,381.82 0.75%
Estimated Maximum Annual Costs				
Total Fixed Cost	107.88	178.83	57,806.64	693,679.68
Maximum Claims	<u>1,507.38</u>	<u>1,520.28</u>	<u>572,885.64</u>	<u>6,874,627.68</u>
Total Estimated Maximum Cost	\$1,615.26	\$1,699.11	\$630,692.28	\$7,568,307.36 0.55%
Additional Plan Information:				
Preferred Provider Organization:			Choice Plus	
Specific Carrier Limit of Liability:			Unlimited	
Annual Plan Limit Per Member:			Unlimited	
Aggregate Carrier Limit of Liability:			\$1,000,000	
Prescription Drug Coverage Included:			Specific and Aggregate Coverage	
Prescription Drug Management Services:			Optum Rx	

Rates firm thru 11/15

No Laser at Renewal with 50% Rate Cap

UBA coalition included

IX

R. C. No. _____ - 16 - 17. By SALARIES AND GRIEVANCES. December 5, 2016.

Your Committee to whom was referred Gen. Ord. No. 31-16-17 by Alderperson Donohue amending Section 82-33 of the Sheboygan Municipal Code so as to add/amend positions to the Table of Organization for the City of Sheboygan; recommends that the Ordinance be passed.

Consent

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

~~V~~

6.1

Gen. Ord. No. 31 - 16 - 17. By Alderperson Donohue. November 21, 2016.

AN ORDINANCE amending Section 82-33 of the Sheboygan Municipal Code so as to add/amend positions to the Table of Organization for the City of Sheboygan.

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

Section 1. Section 82-33 of the Sheboygan Municipal Code entitled, "List of Classes and Class Specifications," is hereby amended so that Section A. 3b, A. 6, A. 9, C. 1, and D. 1 read as follows:

A. CITY HALL DEPARTMENTS

3. City Development Department

Class
Grade

No. of
Employees

b. City Planning and Inspection Division

Delete:

Part-Time Permit Clerk

1

.5

Add:

Full-Time Permit Clerk

1

1

6. Information Technology

Delete:

Network Specialist

8

1

Add:

Network Administrator (Exempt)

9

1

9. Municipal Court

Delete:

Part-Time Assistant Municipal Court Clerk

2

.5

Add:

Full-Time Assistant Municipal Court Clerk

2

1

Salvatore G. Donohue
approve.

Class
Grade NO. of
 Employees

C. FIRE DEPARTMENT

1. Fire Department – Sworn Officers

Delete:

Battalion Chief	11	3
-----------------	----	---

Add:

Battalion Chief	11	4
-----------------	----	---

D. POLICE DEPARTMENT

Delete:

Part-Time Records Specialist Clerk	3	.5
------------------------------------	---	----

Add:

Full-Time Digital Evidence Manager	5	1
------------------------------------	---	---

Section 2. The new job description for the Network Administrator and the Digital Evidence Manager are attached, copies of which shall be on file in the office of the City Clerk, the City Finance Department, and the City Human Resources Department.

Section 3. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached job descriptions shall be in effect from and after its passage and publication.



I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20__.

Dated _____ 20__. _____, City Clerk

Approved _____ 20__. _____, Mayor

Job Description

Job Title: **Digital Evidence Manager** **Department:** Police
Date Issue: 11/4/2016 **Reports To:** Captain of CID
Classification: Non-Exempt **Wage:** Salary Grade 5

Position Summary

Under direction of the Captain of CID, performs all duties related to Police digital evidence, storage, records and prepares open records and discovery requests.

Essential Duties & Responsibilities

1. Is responsible for control of all digital evidence brought into the department, keeps detailed records of all digital evidence transactions. Assures the security of digital evidence and that the chain of custody is maintained until court proceedings are completed. Digital evidence includes but is not limited to any digital photographs, video and audio recordings, Cellebrite downloads, and digital fingerprints records.
2. Reviews investigative reports to determine the status of digital evidence.
3. Makes requests to the Captain of CID for budgetary changes or equipment requests outside of established budget.
4. Works with investigating officers to digitally enhance photos or video to aid in investigative or court proceedings.
5. Is responsible for departmental fingerprint records and storage and completes all necessary reporting requirements for the State.
6. Arranges for the viewing of digital evidence by defense attorneys in coordination with the District Attorney's Office.
7. Ability to testify in court proceedings related to the storage, chain of custody and enhancement of digital records.
8. Is responsible for preparing open record requests and discovery requests of digital evidence files.
9. Reviews in-squad and body worn video and makes redactions in regards to open record requests.
10. Assists the property officer as needed to check in property and evidence, assist with periodic audits and disposals, and return property of citizens.
11. Performs other duties as assigned.

Qualification Requirements:

1. Knowledge of, or ability to learn, State Statutes, City Ordinances and departmental policy regarding digital evidence storage and control, chain of custody and disposal.
2. Ability to work from written and oral instructions and keep accurate records and reports.
3. A high sense of responsibility and initiative to work independently and productively without direct supervision.

4. Working knowledge and experience working with photo and video editing software including but not limited to Photoshop, AVID, and Clear ID.
5. Working knowledge, or ability to learn, computer operating systems, essential software and programs including but not limited to "Word" and "Excel" to accurately maintain and update records in a computerized records and inventory system including Spillman, Cellebrite and Coban.
6. Ability to obtain a satisfactory grade on examinations involving recordkeeping, clerical accuracy, maintenance skills, etc.
7. Ability to handle sensitive matters, including sensitive images, on a confidential basis.
8. Ability to exercise good judgement, courtesy, and tact in dealing with the public and departmental personnel.
9. Ability to be bonded.
10. Possession of a valid Wisconsin Motor Vehicle Operator's License in good standing.

Education and/or Experience

Requires a High School Diploma or a GED Certificate recognized by the WI Department of Public Administration. Associates Degree or Bachelor's Degree in related field preferred. Experience in digital photo editing and related software also preferred.

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen and an extensive background check.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

Job Title:	Network Administrator	Department:	Information Technology
Date Issue:	11/21/16	Reports To:	Director of Information Technology
Classification:	Exempt	Wage:	Salary Grade 9

Position Summary

Under general direction of the Director of Information Technology, is responsible for providing management and technical support of the Personal Computers (PC) and Local Area Networks (LAN) of the City. Work involves responsibility in configuring network software and hardware and supporting all users on the network.

Essential Duties & Responsibilities

1. Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
2. Establishes network by evaluating network performance issues including availability, utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
3. Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
4. Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
5. Configure and maintain the connection of all PC's to the LAN and also the LAN to the main computer system and to the internet.
6. Provide technical service and assistance to computer hardware, software, and network users.
7. Prepares users by designing and conducting training programs; providing references and support.
8. Maintain hardware systems on the network including PC's, terminals, printers, peripherals, and other equipment. Performs routine maintenance as required and solves problems.
9. Install and configure computer hardware and software on the PC, LAN and internet.
10. Analyze and evaluate network computer software systems and resolve current problems and make recommendations for network system improvements.
11. Develop and maintain hardware and software inventories.
12. Perform security functions as related to the PC, network system and internet which includes granting and controlling authority to use equipment and software.
13. Maintain anti-virus software.
14. Protect organization's value by keeping information confidential.
15. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
16. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

17. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
18. Meets financial requirements by submitting information for budgets; monitoring expenses
19. Perform related work as required.

Qualification Requirements:

1. Thorough knowledge of network system operations and techniques of maintaining PC's and networks.
2. Thorough level of proficiency in PC hardware and software.
3. Demonstrated ability to modify procedures to increase efficiency within the organization.
4. Thorough knowledge of the operations and program methods for conversion from mechanical and clerical processes to the computer.
5. Demonstrated ability with a network operating system running a minimum of 30 software applications.
6. Ability to express oneself clearly and concisely both orally and in writing.
7. Ability to work effectively and portray a professional attitude when dealing with employees and departmental representatives.

Education and/or Experience

1. Experience servicing multiple locations, Internet connections and web page development preferred.
2. Five years of full time experience administering a network operating system with multiple servers and a minimum of 50 PC's connected to the LAN.
3. High school diploma or a GED Certificate recognized by the Wisconsin Department of Public Instruction, plus satisfactory completion of twelve (12) semester credits in post high school courses in computer science from an accredited college or institution of higher learning.

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

II

R. O. No. - 16 - 17. By CITY CLERK. December 5, 2016.

Submitting a claim from Doneff Properties, LLC, for alleged damages to an apartment door and lock.

France

City Clerk

DATE RECEIVED 11-29-16

RECEIVED BY MD

CLAIM NO. 19-16

CITY OF SHEBOYGAN NOTICE OF DAMAGE OR INJURY

INSTRUCTIONS: TYPE OR PRINT IN BLACK INK

NOV 29 '16 PM 2:23

1. Notice of death, injury to persons or to property must be filed not later than 120 days after the occurrence.
2. Attach and sign additional supportive sheets, if necessary.
3. This notice form must be signed and filed with the Office of the City Clerk.

4. TWO ESTIMATES MUST BE ATTACHED IF YOU ARE CLAIMING DAMAGE TO A VEHICLE.

1. Name of Claimant: Donoff Properties, LLC (Brian Tesarik Maintenance Manager)
2. Home address of Claimant: 5160 Expo Drive, Manitowoc, WI 54220
3. Home phone number: 920-682-0066 ext. 313
4. Business address and phone number of Claimant: cell: 920-901-8675

5. When did damage or injury occur? (date, time of day) 9-7-16 morning.

6. Where did damage or injury occur? (give full description) Fire Dept. smashed in apartment door on apartment #213.

7. How did damage or injury occur? (give full description) Fire Dept. employee did not use the master key located in Knox Box. The key was used the previous week for an inspection and was known then.

8. If the basis of liability is alleged to be an act or omission of a City officer or employee, complete the following:

(a) Name of such officer or employee, if known: Don't know.

(b) Claimant's statement of the basis of such liability: _____

9. If the basis of liability is alleged to be a dangerous condition of public property, complete the following:

(a) Public property alleged to be dangerous: N/A

(b) Claimant's statement of basis for such liability: _____

10. Give a description of the injury, property damage or loss, so far as is known at this time. (If there were no injuries, state "NO INJURIES").

No injuries. Damage is extended to door, frame and lockset.

11. Name and address of any other person injured: N/A

12. Damage estimate: (You are not bound by the amounts provided here.)

Auto: \$ _____

Property: \$ 1,676.24

Personal injury: \$ _____

Other: (Specify below) \$ _____

TOTAL \$ 1,676.24

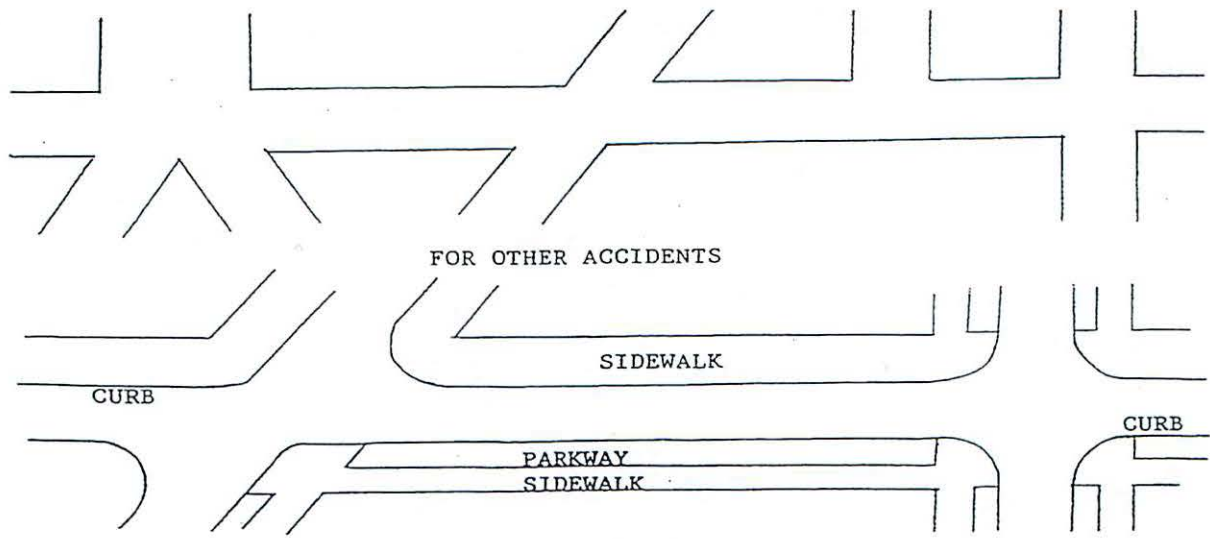
Damaged vehicle (if applicable)

Make: _____ Model: _____ Year: _____ Mileage: _____

Names and addresses of witnesses, doctors and hospitals: _____

FOR ALL ACCIDENT NOTICES, COMPLETE THE FOLLOWING DIAGRAM IN DETAIL. BE SURE TO INCLUDE NAMES OF ALL STREETS, HOUSE NUMBERS, LOCATION OF VEHICLES, INDICATING WHICH IS CITY VEHICLE (IF APPLICABLE), WHICH IS CLAIMANT VEHICLE, LOCATION OF INDIVIDUALS, ETC.

NOTE: If diagrams below do not fit the situation, attach proper diagram and sign.



SIGNATURE OF CLAIMANT Brian Jeschke DATE 11-25-16

DATE RECEIVED 11-29-16

RECEIVED BY MD

CLAIM NO. 19-16

CLAIM

Claimant's Name:	<u>Donett Companies, LLC</u>	Auto	\$	_____
Claimant's Address:	<u>5160 Expo Drive</u>	Property	\$	<u>1,676.²⁴</u>
	<u>Manitowoc, WI 54220</u>	Personal Injury	\$	_____
Claimant's Phone No.	<u>920-682-0066 ext. 313</u>	Other (Specify below)	\$	_____
			TOTAL	\$ <u>1,676.²⁴</u>

PLEASE INCLUDE COPIES OF ALL BILLS, INVOICES, ESTIMATES, ETC.

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM.
(WISCONSIN STATUTES 943.395)

The undersigned hereby makes a claim against the City of Sheboygan arising out of the circumstances described in the Notice of Damage or Injury. The claim is for relief in the form of money damages in the total amount of \$ 1,676.²⁴.

RE: Damaged apartment door
Sheboygan Regency House
919 Wisconsin Avenue
Sheboygan, WI 53081

SIGNED Brian Jensen DATE: 11-25-16

ADDRESS: 5160 Expo Drive, Manitowoc, WI 54220

MAIL TO: CLERK'S OFFICE
828 CENTER AVE #100
SHEBOYGAN WI 53081

LAFORCE^{INC}

Your door opening specialist for life safety and security

1060 W. Mason Street, Green Bay, WI 54303
 P.O. Box 10068, Green Bay, WI 54307
 Questions: (920) 497-7100
 (800) 236-8858
 (800) 672-6795 Auto Attendant
 Fax: (920) 497-4955

QUOTE

QUOTE NUMBER	313809QU
QUOTE DATE	11/9/2016
CUSTOMER REQUISITION	
MODE OF DELIVERY	Green Bay to Fox Valley/Lakeshore area
CUSTOMER	30331
CONTACT	BRIAN TESARIK

SOLD TO	DONEFF COMPANIES LLC 5160 EXPO DRIVE STE. 100 MANITOWOC, WI 54220 USA
---------	--

SHIP TO	SHEBOYGAN REGENCY HOUSE 919 WISCONSIN AVE SHEBOYGAN, WI 53081 USA
---------	--

JOB *** RATED DOOR

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.000	1	WDD	3068 FLUSH PLASTIC LAMINATED WOOD DOOR - UL 20 MINUTE RATING		
2.000	1	HDW	SCHLAGE H110PD LEV 626 INTERCONNECTED LOCK		
**OPTION FOR INSTALLATION BY LAFORCE - ADD \$500 TO THIS QUOTE.					

RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.	
Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days. This quotation is subject to the Terms and Conditions found at http://laforceinc.com/about/terms-conditions/ , which are incorporated in full by this reference. The Terms and Conditions will be sent by mail or fax to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.	
	SUBTOTAL \$797.00
	SALES TAX \$39.85
	TOTAL \$836.85
DISCOUNT TERMS: 1% 15 DAYS	PAY TERMS: NET 30

QUALIFICATIONS

- Quote is valid for 30 days from date of quotation unless otherwise stated herein.
- Past due accounts are subject to a service charge of 1.5% per month on the unpaid balance.
- This offer is conditioned upon approval of credit by LaForce on the purchaser.
- No sales, use or other taxes included unless otherwise stated herein in writing.
- See attached qualifications and terms for this project.

Doneff Companies, LLC

5160 Expo Drive

Manitowoc, WI 54220

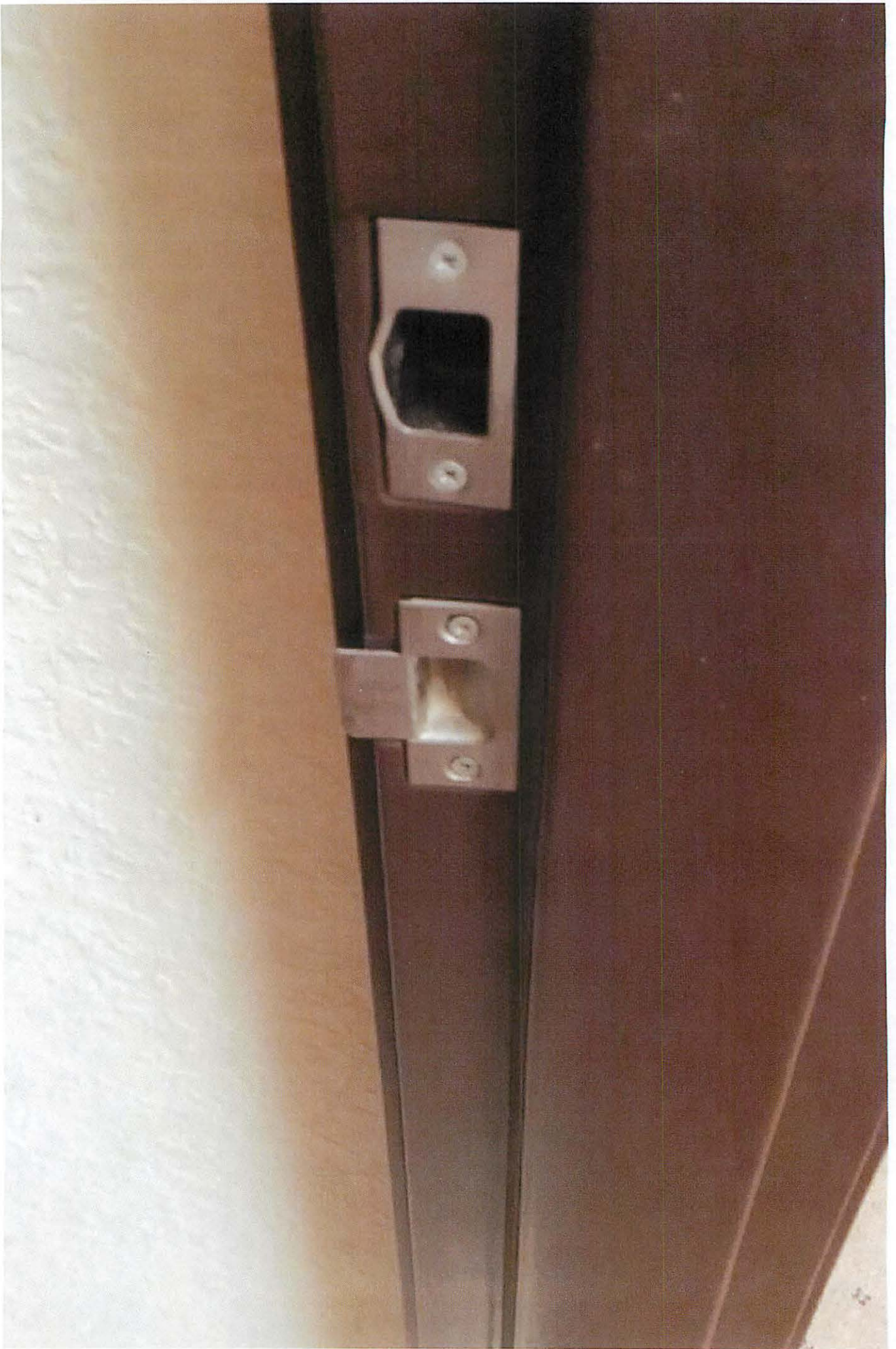
RE: Sheboygan Regency House, Apt. 213

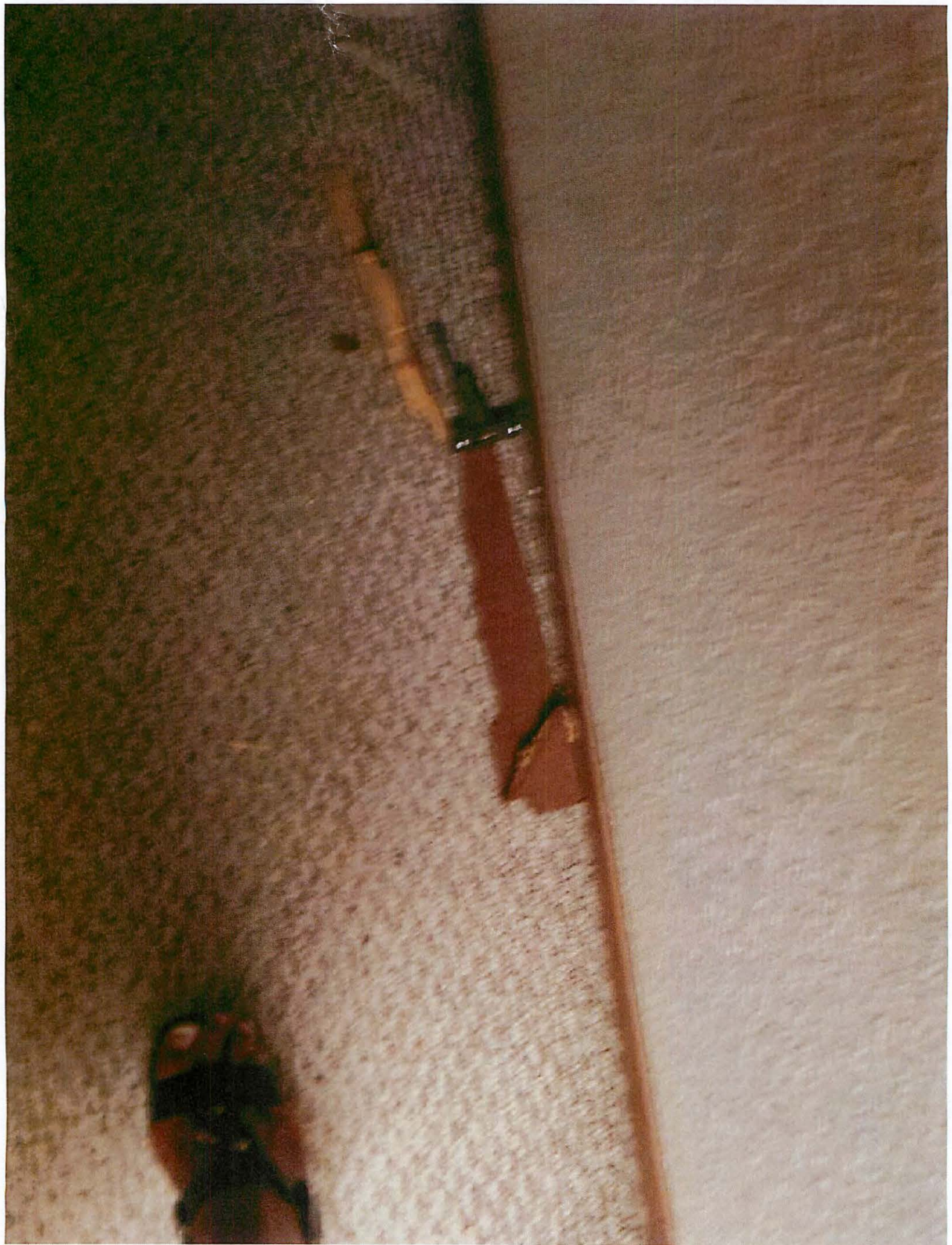
919 Wisconsin Avenue

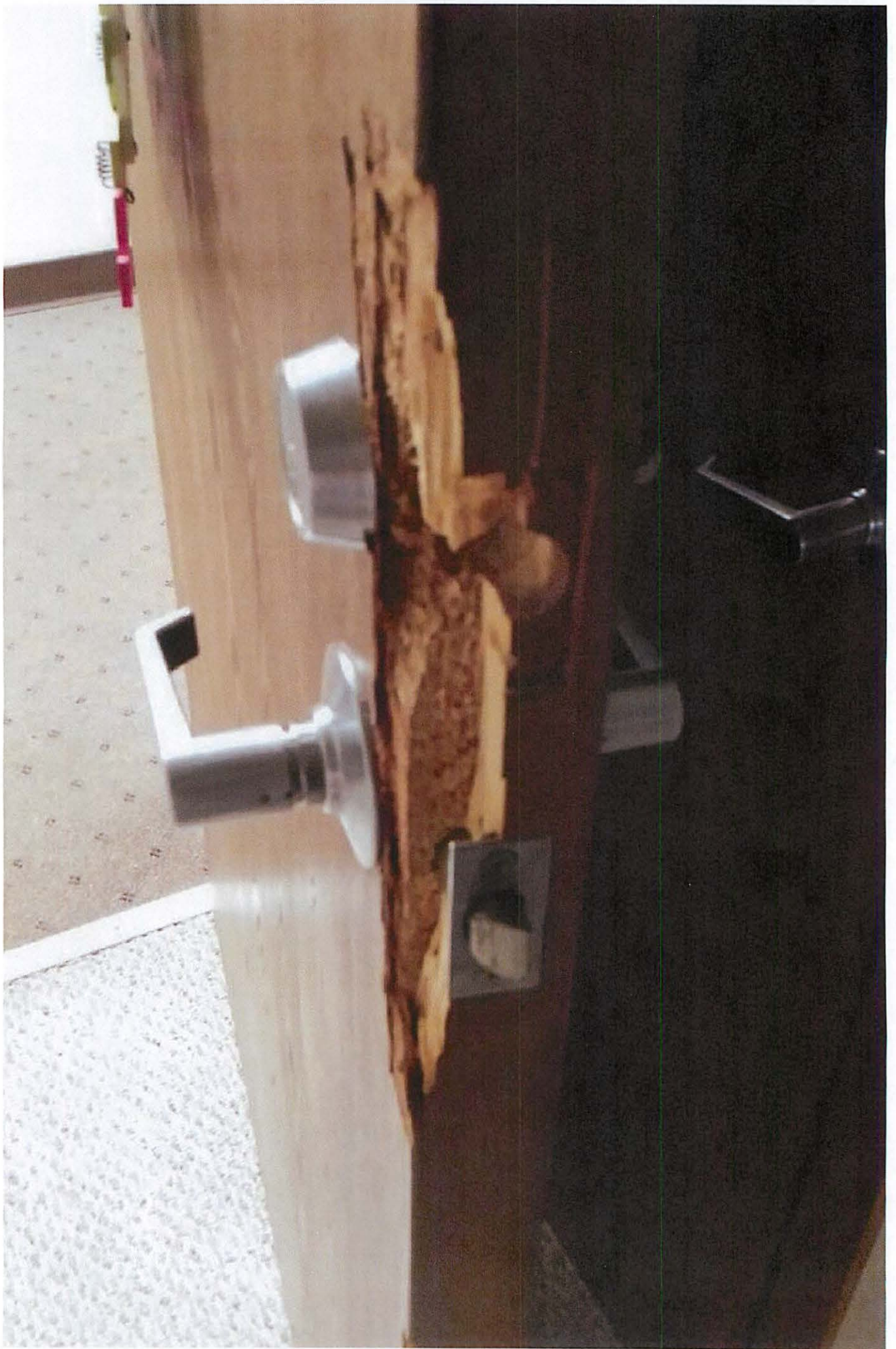
Sheboygan, WI 53081

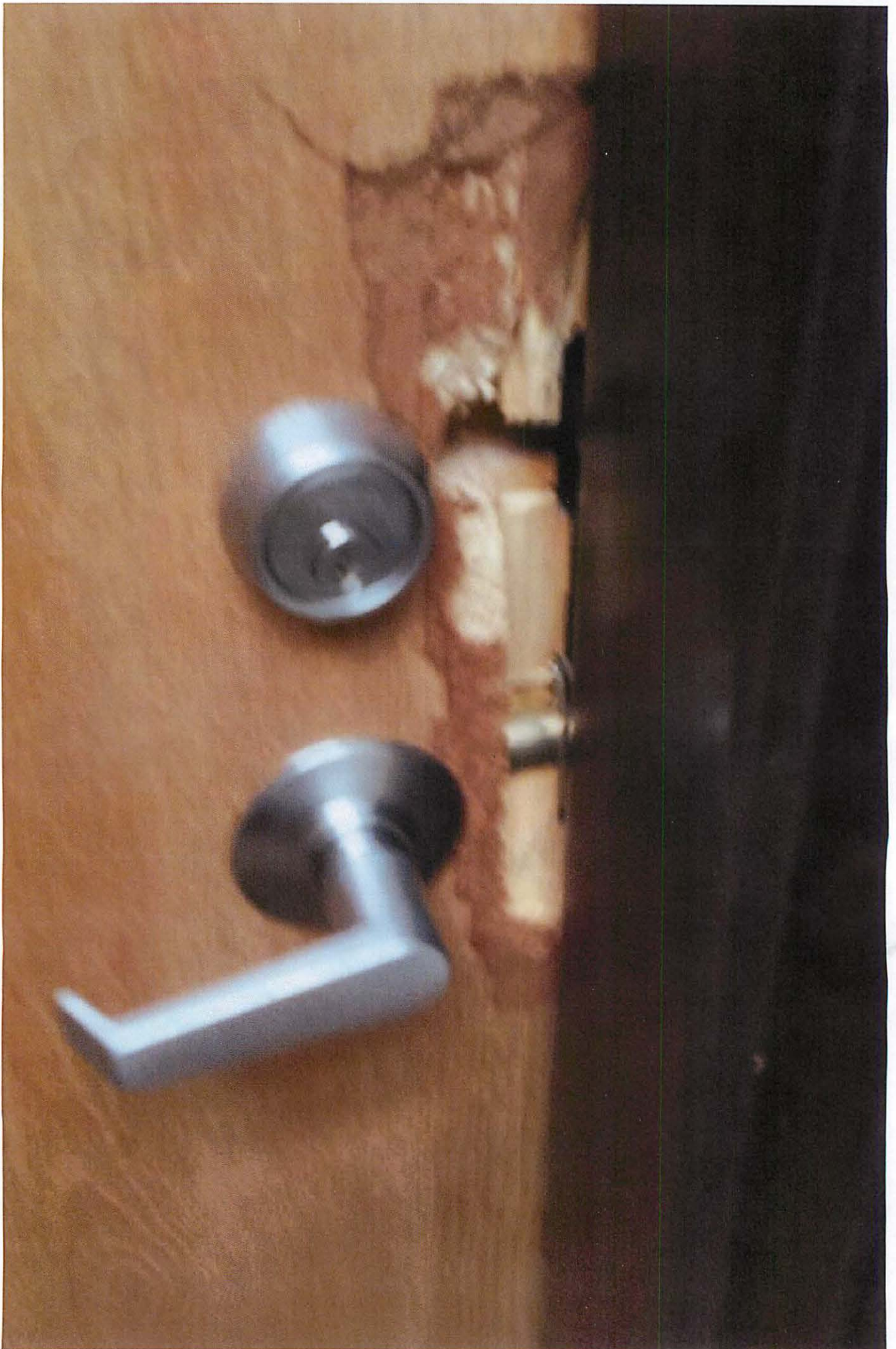
- Invoices and associated costs:

Replacement door and lockset.....		\$835.00
Installation labor.....		\$500.00
Maintenance time to temporarily repair door:		
(4.5 hrs. = 9-7-16, .5 hrs. = 9-8-16) Total 5 hrs. x \$35.00.....		\$175.00
Temporary materials to repair door.....		<u>\$12.00</u>
Subtotal	=	\$1,523.85
10% overhead	=	<u>\$152.39</u>
TOTAL	=	\$1,676.24









II

R. O. No. - 16 - 17. By CITY CLERK. December 5, 2016.

Submitting a claim from Michael J. Miller for alleged damages to his house when a city tree fell into the house.

Inance

City Clerk

DATE RECEIVED 11-29-16

RECEIVED BY CBL

CLAIM NO. 1814

CITY OF SHEBOYGAN NOTICE OF DAMAGE OR INJURY

NOV 29 '16 PM 4:08

INSTRUCTIONS: TYPE OR PRINT IN BLACK INK

1. Notice of death, injury to persons or to property must be filed not later than 120 days after the occurrence.
2. Attach and sign additional supportive sheets, if necessary.
3. This notice form must be signed and filed with the Office of the City Clerk.

4. TWO ESTIMATES MUST BE ATTACHED IF YOU ARE CLAIMING DAMAGE TO A VEHICLE.

1. Name of Claimant: Michael J Miller
2. Home address of Claimant: 1404 N 12th St., Sheboygan, WI 53081
3. Home phone number: (920) 458-5582
4. Business address and phone number of Claimant: Same As Above

5. When did damage or injury occur? (date, time of day) Sep 20, 2014 / storm am.

6. Where did damage or injury occur? (give full description) 1719 N 12th St.
city tree fell on property doing damage to house

7. How did damage or injury occur? (give full description) By tree falling
into the house

8. If the basis of liability is alleged to be an act or omission of a City officer or employee, complete the following:

(a) Name of such officer or employee, if known: N/A

(b) Claimant's statement of the basis of such liability: N/A

9. If the basis of liability is alleged to be a dangerous condition of public property, complete the following:

(a) Public property alleged to be dangerous: N/A

(b) Claimant's statement of basis for such liability: N/A

10. Give a description of the injury, property damage or loss, so far as is known at this time. (If there were no injuries, state "NO INJURIES").

No Injuries. Damage to rain gutter, window, wooden porch railing & iron railing

11. Name and address of any other person injured: N/A

12. Damage estimate: (You are not bound by the amounts provided here.)

Auto: \$ _____

Property: \$ 541.00

Personal injury: \$ _____

Other: (Specify below) \$ None

TOTAL \$ 541.00

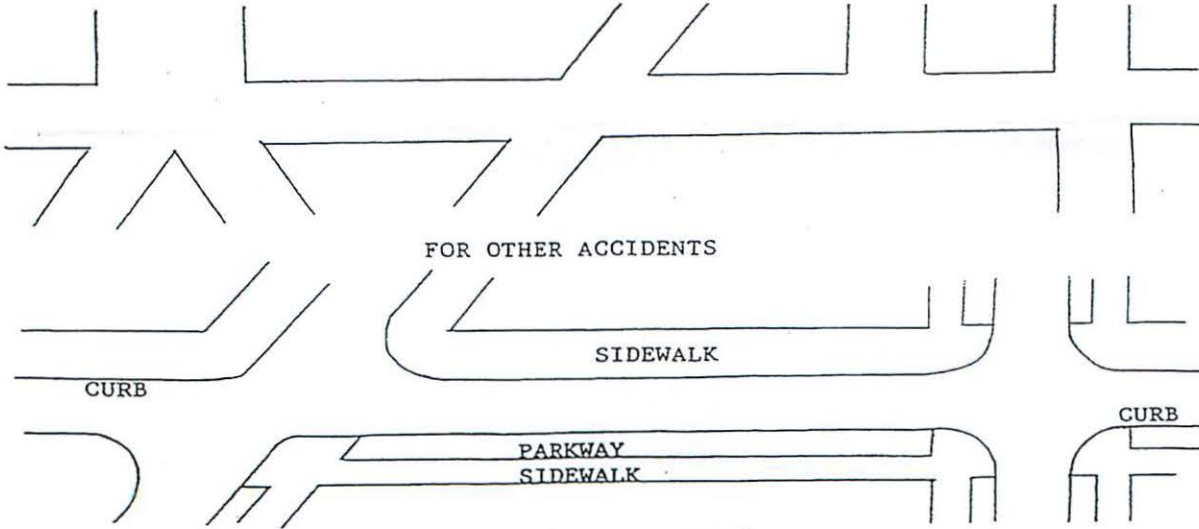
Damaged vehicle (if applicable)

Make: _____ Model: _____ Year: _____ Mileage: _____

Names and addresses of witnesses, doctors and hospitals: _____

FOR ALL ACCIDENT NOTICES, COMPLETE THE FOLLOWING DIAGRAM IN DETAIL. BE SURE TO INCLUDE NAMES OF ALL STREETS, HOUSE NUMBERS, LOCATION OF VEHICLES, INDICATING WHICH IS CITY VEHICLE (IF APPLICABLE), WHICH IS CLAIMANT VEHICLE, LOCATION OF INDIVIDUALS, ETC.

NOTE: If diagrams below do not fit the situation, attach proper diagram and sign.



SIGNATURE OF CLAIMANT

Michael J. Miller

DATE 25 Nov 2016

DATE RECEIVED 11-28-16

RECEIVED BY CPB

CLAIM NO. _____

CLAIM

Claimant's Name: Michael Miller

Auto \$ _____

Claimant's Address: 1406 N. 12th St.

Property \$ 541.00

Sheboygan, WI 53081

Personal Injury \$ _____

Claimant's Phone No. (920) 458-5582

Other (Specify below) \$ N/A

TOTAL \$ 541.00

PLEASE INCLUDE COPIES OF ALL BILLS, INVOICES, ESTIMATES, ETC.

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM.
(WISCONSIN STATUTES 943.395)

The undersigned hereby makes a claim against the City of Sheboygan arising out of the circumstances described in the Notice of Damage or Injury. The claim is for relief in the form of money damages in the total amount of \$ 541.00.

SIGNED *Michael Miller*

DATE: 28 Nov 2016

ADDRESS: 1406 N. 12th St. Sheboygan, WI 53081

MAIL TO: CLERK'S OFFICE
828 CENTER AVE #100
SHEBOYGAN WI 53081

| Checkout

[Sign Out](#)

Thank you for your order!

We'll email this confirmation to you. You may also save or print this page.

Order Date: Friday, Nov. 25, 2016

Pickup Information

Friday,
November 25, 2016

1029 N 14TH ST
SHEBOYGAN, WI53081

Payment

Pay In Store \$1.23

After 12:21 PM

(920) 458-7707



Your Phone Number: (920) 458-5582

Order Summary

Subtotal	\$1.16
Tax*	\$0.07
Total	\$1.23
Pay in store	\$1.23

*Sales tax is estimated and may vary by location

Need Help?

[Get Online Help](#)
Call (866) 264-2910

[Live Chat](#)

More Options

[Place This Order Again](#)
(You can make changes to it)
[Start a New Photo Order](#)

Product	Price	Quantity	Total
 Glossy Prints 4x6 Print(s)	\$0.29	4	\$1.16
		Tax*	\$0.07
		Print(s) Total	\$1.23

Order Number: 32002348003

Total \$1.23

*Sales tax is estimated and may vary by location.

[Mobile Apps](#) | [Pricing](#)

PHOTO PRODUCTS

- Books
- Cards
- Calendars
- Posters
- Prints
- All Photo Products

OUR SERVICES

- Mobile Photo
- Same Day Pickup
- Passport Photos
- DVD Transfer
- Photo Blog

PRICING

- Prints & Enlargements
- Photo Gifts
- Photo Cards
- Poster Prints
- Photo Books

[Sign up now](#)

PHOTO HELP

- Help Center
- Upload Help
- Contact Us
- Site Map

ORDER INFORMATION

- Ordering Prints
- Payment Information
- Shipping Information
- Refund & Return Policy

COMPANY INFORMATION

- Walgreens.com
- Careers
- Company Information
- Diversity

[Social Responsibility](#)
[Affiliate Program](#)

[Notice Of Privacy Practices](#) | [Terms Of Use](#) | [Online Privacy & Security](#)
© Copyright 2016 Walgreen Co. All rights reserved.



"SMILEY'S"
HANDYMAN SERVICE.
LLC

1715 ALABAMA AVE.
 SHEBOYGAN, WISC 53081

Invoice

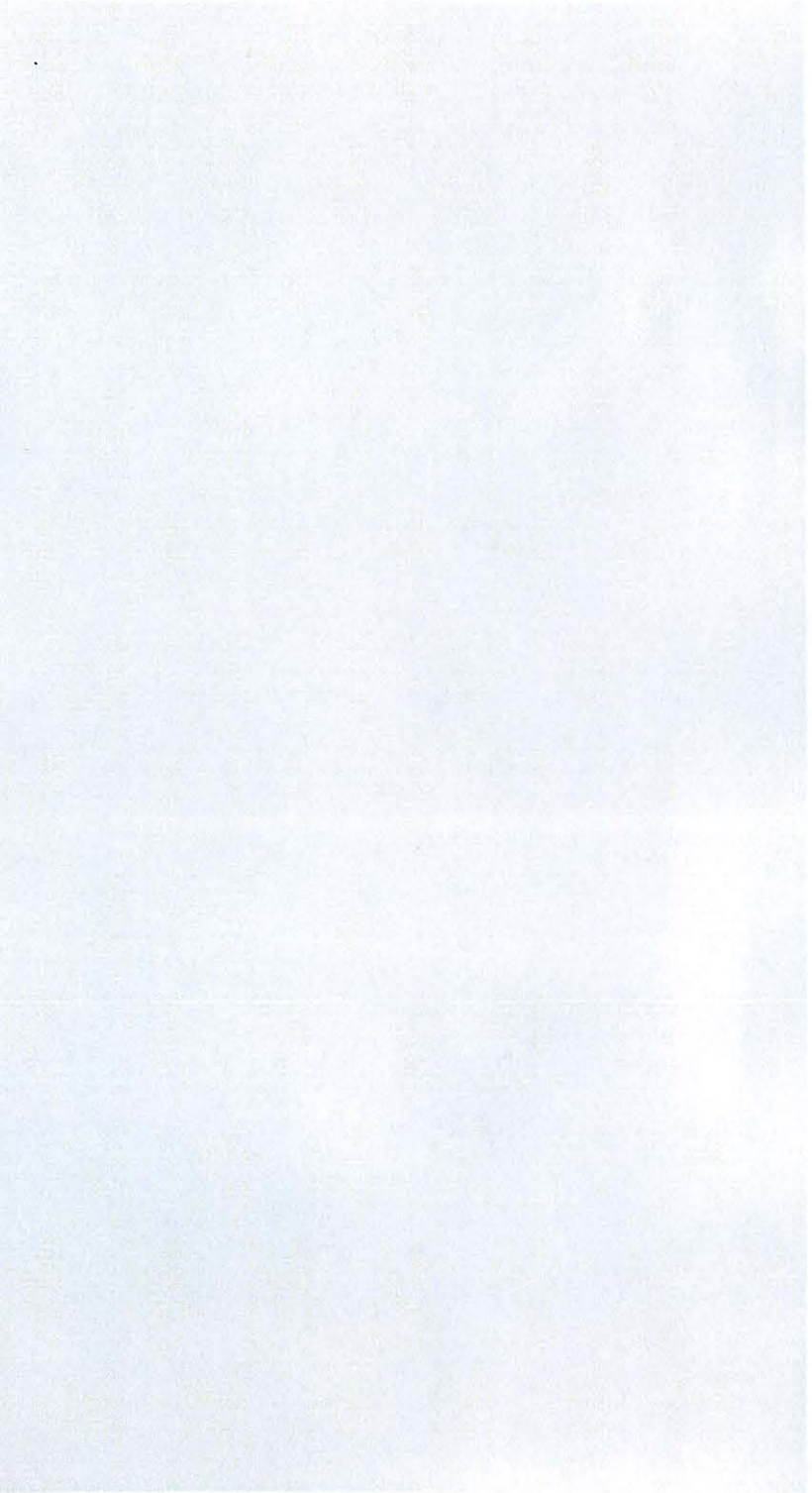
DATE	INVOICE NO.
11/10/2016	838

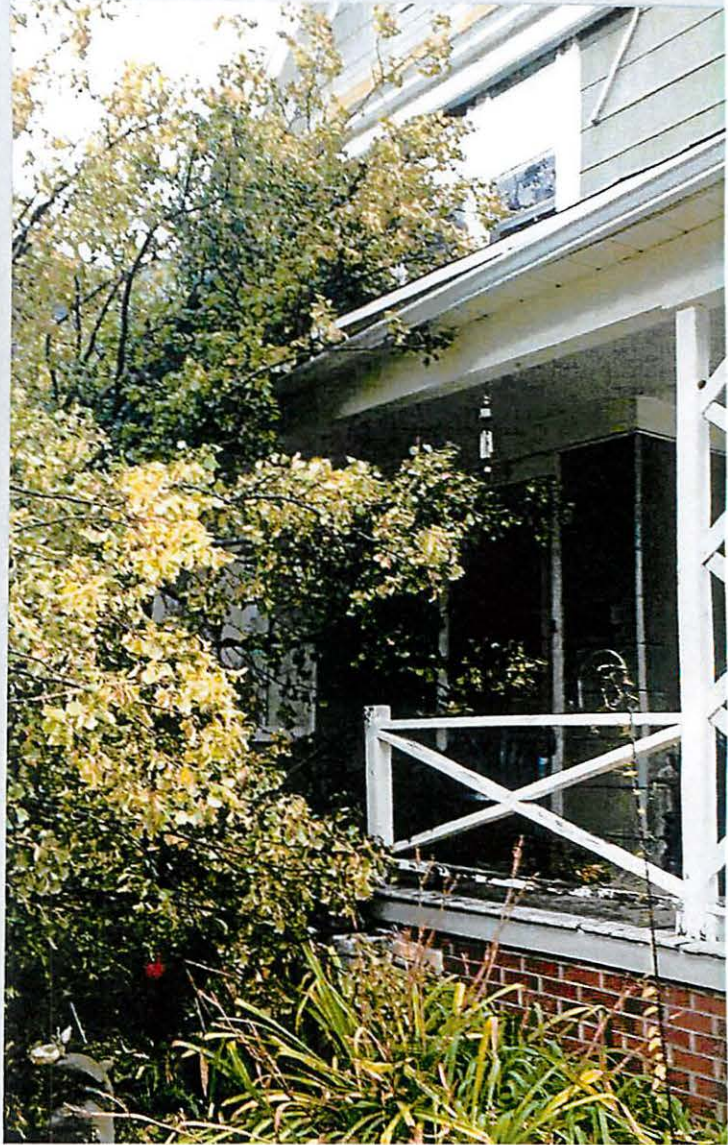
BILL TO	JOB DESCRIPTION
MIKE MILLER 1406 N 12TH ST SHEBOYGAN, WI 53081	RENTAL AT 1719 N 12TH ST REPAIR DAMAGE TO FRONT OF HOUSE FROM FALLEN CITY TREE

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
NOTES	JOB NOTE; REPAIR TO 1719 N 12TH ST		0.00	0.00
HANGERS	HANGER STRAPS	6	3.50	21.00
STEEL POST	1-1/4" x 36" STEEL POST	2	15.00	30.00
RAIL POSTS	ATTACHING BRACETS, BOLTS	1	45.00	45.00
4' RAILINGS	4' ROD IRON RAILING SECTION	2	24.00	48.00
BASE PLATE F...	ROD IRON 1" BASE PLATE FLANGE	2	6.00	12.00
4"x4"-8'GRN	4"x4"- 8' GREENTREATED	1	9.00	9.00
2x4-8' GRN	2"x4"-8 GREENTREATED	1	4.00	4.00
BASE STORM	STORM WINDOWS 29 1/2" x 59"	1	75.00	75.00
DECK ANCHO...	4"x4" FLUTE ANCHOR/ RAILING FLANGE/	1	15.00	15.00
JOB DESCRIP	JOB DESCRIPTION:REMOVE BROKEN AWNING ON 2ND FLOOR, REPLCE BROKEN RAILINGS, REPLACE BROKEN HAND RAILINGS, REPLACE BROKEN STORM WINDOW	0	20.00	0.00
LABOR	CHARGES FOR JOB COMPLETED: 2 MEN	6	47.00	282.00

Thank you for your business.	Total \$541.00
------------------------------	-----------------------

ALL CHARGES ARE DUE WITHIN 30 DAYS FROM BILLING DATE. IF PAYMENT IN FULL IS NOT MADE BY THEN ,
 SIMPLE INTEREST AT 2% PER MONTH [24% PER ANNUALLY] WILL BE CHARGED ON DECLINING UNPAID BALANCE
 UNTIL PAID IN FULL.





II

R. O. No. - 16 - 17. By CITY CLERK. December 5, 2016.

Submitting a communication from the State of Wisconsin Department of Corrections on behalf of Khamphout Phonesaythip requesting a waiver from the Sex Offender Residency restrictions in order to be placed at a Transitional Living Placement (TLP) residence at 1123/1125 N. 14th St. or 930A Michigan Ave. based on availability.

PP+S

City Clerk

Scott Walker
Governor

Jon E. Litscher
Secretary



3422 Wilgus Avenue
Sheboygan, WI 53081
Phone (920) 459-3097
Fax (920) 459-4386

State of Wisconsin
Department of Corrections

November 17, 2016

To whom it may concern:

The Department of Corrections, on behalf of Khamphout Phonesaythip (DOC # 435908...DOB: 08/04/1978), is hereby filing an appeal to the Sex Offender Residency Restrictions.

Mr. Phonesaythip is slated to be released from the Sheboygan County Detention Center, on December 14, 2016. Upon his release, the Department would like to place him at a Transitional Living Placement (TLP) residence located at 1123 / 1125 North.14th Street or 930A Michigan Avenue, based on availability.

Respectfully,

A handwritten signature in cursive script that reads "Sara Peters".

Sara Peters
Probation & Parole Agent #71215
3422 Wilgus Ave. Sheboygan, WI 53081
920.918.8058

III

Res. No. _____ - 16 - 17. By Alderpersons Donohue, Belanger,
Thiel and Wolf. December 5, 2016.

A RESOLUTION authorizing changes in the committee structure effective April, 2017 and April 2018.

WHEREAS: on November 16, 2015, the Committee of the Whole requested the Strategic Fiscal Planning Committee review the City's current committee structures and report back to the Common Council, and;

WHEREAS: the Common Council established a Committee Structure Subcommittee that was charged with studying and providing analysis regarding the City's current committee structure; day-to-day work that could be performed by staff rather than by committees, leaving policy matters to the committees; and recommendation regarding changes to the committee structure in light of the upcoming reduction in size of the Common Council, and;

WHEREAS: the Strategic Fiscal Planning Committee reviewed the Committee Structure Subcommittee's July 27, 2016 recommendations and amended to separate the Historic Preservation Committee and the Housing Rehabilitation Loan Committee and to consolidate the Public Works Committee and the Board of Marina, Park and Forestry Commissioners.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council supports the recommendation of the Strategic Fiscal Planning Committee on committee structure changes.

Meg

BE IT FURTHER RESOLVED: That the Common Council direct the City Attorney to draft an ordinance to reflect the findings of the Strategic Fiscal Planning Committee on committee structure changes.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 2016.

Dated _____ 2016. _____, City Clerk

Approved _____ 2016. _____, Mayor

III

Res. No. - 16 - 17 . By Alderperson Wolf. December 5, 2016.

A RESOLUTION authorizing entering into an agreement with Advanced Disposal related to tipping costs for contaminated fill from the Portscape Apartment project.

WHEREAS: Advanced Disposal will use the estimated 1,500 tons of contaminated material as daily cover and has quoted the City a cost of \$33.00/ton to disposal of the material, and;

WHEREAS: City staff has obtained a second bid from Waste Management, the only other licensed landfill able to accept these materials and the bid was approximately \$60.00/ton

RESOLVED: That the appropriate City Officials are hereby authorized to enter into contract with Advanced Disposal at \$33.00/ton and draw orders on TID 6 funds in payment of same.

*1
suspend*
*1
Res pass*

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

Res. No. _____ - 16 - 17. By Alderperson Wolf. December 5, 2016.

A RESOLUTION to authorize a transfer of appropriations in the 2016 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2016 Budget for the purposes of:

Establish appropriation for environmental remediation costs related to the Portscape Apartment project:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
TID Six Unreserved Fund Balance 304-253000	TID Six Environmental Remediation 41161100-611200	\$75,000

*1
suspend
Res pass.*

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Res. No. - 16 - 17. By Alderperson Donohue. December 5, 2016.

A RESOLUTION adopting the City of Sheboygan 2017-2021 Strategic Plan.

WHEREAS, in April 2015, the Common Council adopted revised mission, vision and core values, and;

WHEREAS, in July 2016, a community survey was provided to the public to gain public input on a variety of topics to be used as a basis for developing a strategic plan. City staff developed a public outreach plan to notify the public of the survey. Approximately two percent of the residents participated in the community survey.

WHEREAS, in August 2016, an Alderperson and Department Head strategic plan retreat was held at Maywood Environmental Park that identified six strategic goals that advance the mission and vision and they include:

1. Quality of Life
2. Infrastructure and Public Facilities
3. Economic Development
4. Neighborhood Revitalization
5. Governing and Fiscal Management
6. Communication

WHEREAS, the Strategic Plan includes the above mentioned goals as well as specific actions and tasking that support the goals and move the City toward our vision for the future.

C.O.W.

WHEREAS, the actions and tasks are linked to the city budget and Five Year Capital Improvement Plan. Progress will be tracked through regular reporting as part of the City's annual budget process.

RESOLVED: That the City of Sheboygan does hereby adopt the Five Year Strategic Plan in form substantially similar to the documents attached hereto and incorporated herein by this reference.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



City of Sheboygan Five-Year Strategic Plan 2017-2021



Strategic Planning Process

Government was never intended to operate like a business, and any for-profit enterprise would not last very long if it had to follow the same rules as a unit of government. Business success is measured by profits, sometimes referred to as the “bottom line”; and government has no obvious equivalent. Business however, frequently provides government with important management tools that should be emulated to help improve efficiency and effectiveness.

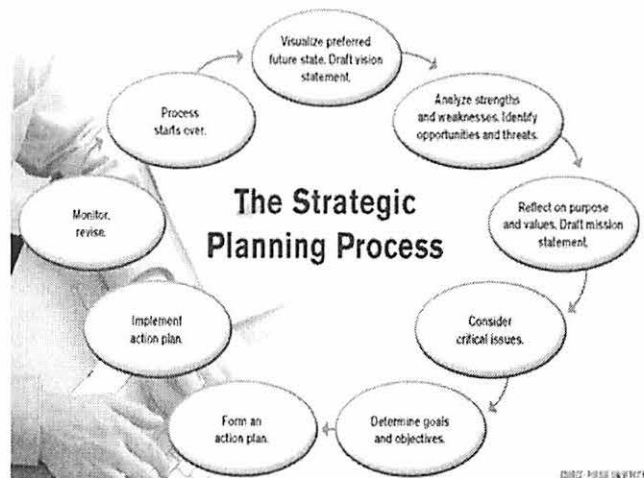
Financial statements, audits, cost accounting, personal policy manuals, and collective bargaining are just a few of the many business practices used by government every day. Strategic plans have also become a valuable resource for government as a way not only to communicate with citizens, but also as a means to establish a performance based bottom line.

While the Strategic Plan is a new document for the City, the Common Council and City Employees have always been committed to providing quality services to promote a high quality of life in a strong community. There are many examples to support how the City’s values are routinely observed. A long-term commitment to common values and a willingness to critically evaluate the City’s performance will produce noteworthy and important positive results, including statewide and national recognition.

A strategic plan that is regularly reviewed and revised to reflect changing circumstances serves a city’s bottom line by communicating to citizen’s (shareholders) what the organization is trying to achieve, how it proposes to do it, and what the outcomes will be. The City is not a business, but it does do important things that make the community a good place to to live, do business, and to recreate. The City’s Strategic Plan is a critical tool to help accomplish that goal.

In February, 2015, a small group of Management Team members met and completed analyzed strengths, weaknesses, opportunities, and threats (SWOT analysis) facing Sheboygan over the next five years. From this exercise the team developed a new vision and mission statement and core values. A survey was then sent out to all Management Team members asking whether they could support and direct their respective department based on the proposed vision and mission statements. All Management Team members agreed with the statements. The statements and core values were presented to the Committee of the Whole who unanimously recommended Common Council approval. On April 20, 2015, the Common Council approved the mission and vision statements and core values.

Management Team members designed a community survey to collect information from Sheboygan residents about important issues facing the City, rankings of the departments, and quality of life questions. The survey was completed using the on-line survey response system, Survey Monkey.



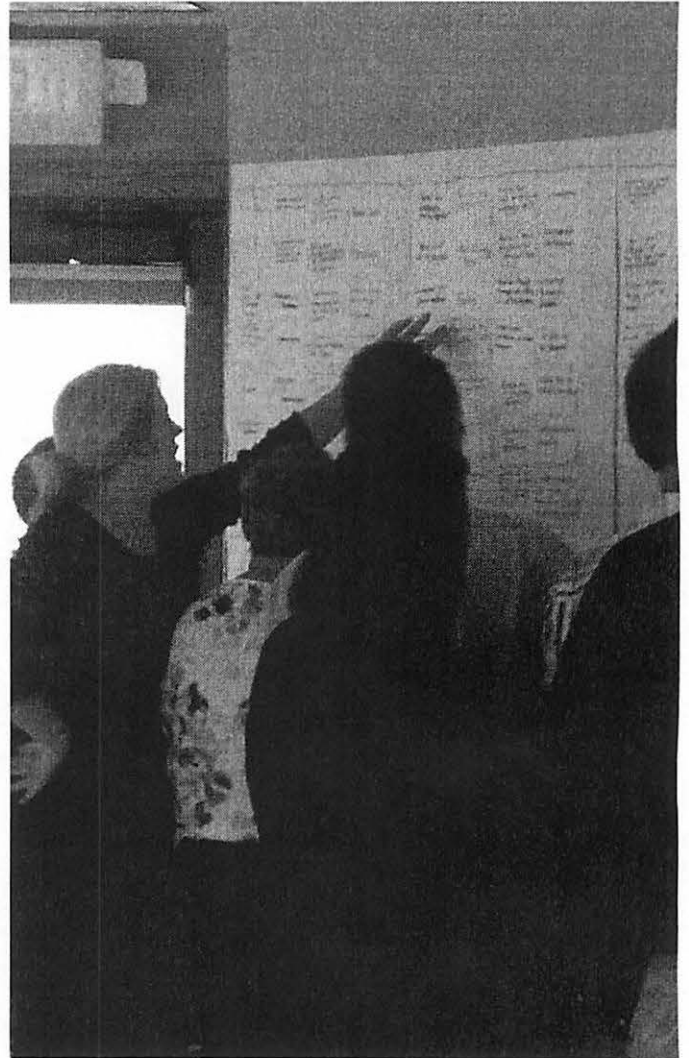
The survey was available for 30 days and received about 750 responses.

Results of the survey are included in Appendix A. The combination of qualitative input from residents and stakeholders combined with quantitative trend data set the foundation for a highly interactive workshop.

A strategic planning workshop was held with the Sheboygan Common Council and Management Team members on Monday, August 8, 2016 at Maywood Environmental Park. During the session the vision, mission, values, goals and action steps were discussed. The following Common Council and Management Team members participated in this workshop:

Darrell Hofland, City Administrator
 Derek Muench, Transit and Parking Director
 David Biebel, Director of Public Works
 Natasha Torry, Municipal Judge
 Wendy Schmitz, Senior Activity Director
 Joe Trueblood, Water Utility
 Nancy Buss, Finance Director
 Christopher Domagalski, Police Chief
 Mike Romas, Fire Chief
 Susan Richards, City Clerk
 David Augustin, IT Director
 Garrett Erickson, Library Director
 Sandy Rohrick, Director of Human Resources
 Chad Pelishek, Director of Planning & Development
 Alderperson John Belanger
 Alderperson Scott Lewandoske
 Alderperson Bill Thiel
 Alderperson Bryan Bitters
 Alderperson Joe Heidemann
 Alderperson Todd Wolf
 Michael Vandersteen, Mayor
 Alderperson Andrew Schneider
 Alderperson Mary Lynne Donohue
 Alderperson Tammy Rabe
 Alderperson Rosemarie Trester
 Alderperson Susan Holzschuh

As a follow up to the strategic planning workshop, Management Team members facilitated a meeting to create an implementation action plan. The action plan sets forth the key tasks necessary to accomplish each strategy, assigns responsible department(s), establishes a timeline for major milestones, and identifies success indicators to help Sheboygan measure performance and ensure accountability.



Mission Statement

The City of Sheboygan is dedicated to providing residents, the business community and visitors with fiscally-responsible municipal services in an effective and responsive manner to meet the needs of our diverse community.

Vision Statement

The City of Sheboygan will be a family-oriented and prosperous community with a wide-variety of housing, business, cultural and recreations opportunities in safe and attractive neighborhoods.

Our Values

The City of Sheboygan's Strategic Plan is guided by three fundamental elements: mission, vision, and core values. The Mission Statement is based on the principals of high quality and continuous improvement. The Vision Statement presents a compelling future toward which our Strategic Plan is directed. Both the mission and vision are founded on the following basic values that guide all actions and reflect what we require of our employees and expect from our elected officials; these values set the high standard to which we expect to be measured.



○ Respect ○

Treating people with dignity and an attitude of caring and understanding. Showing genuine consideration for others. Valuing each individual as an individual.

○ Accountability ○

This value reflects our first and most important responsibility. Our competence is measured and, in fact, reinforced through active engagement of those we serve. We maintain an organizational reputation for openness, accountability, and integrity.

○ Teamwork ○

We are a team that emphasizes high levels of trust, full cooperation, and a commitment to thorough, effective communications within our city organization. We encourage employees to exercise independent judgment in meeting customer needs through professional behavior always consistent with our values.

○ Innovation ○

We acknowledge the weaknesses within government and create ethical, forward thinking solutions to overcome them. We identify, develop and deploy leading edge technology, employee development programs and process improvement tools.

○ Fiscal Responsibility ○

Proper use of public resources is a trust we continually guard. In management of this trust, we must avoid even the appearance of impropriety. In management of public funds, we constantly strive for the greatest possible efficiency, effectiveness, and quality outcome.

○ Service ○

Our primary duty is to the people we serve. We are accessible, consistent, responsive, and understanding. We provide assistance beyond our customers' expectations, and we find effective solutions to problems that they bring to our attention.

Strategic Plan Goals

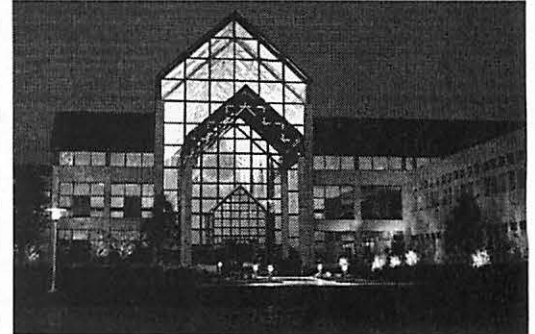
The City of Sheboygan Strategic Plan has developed the following goals that advance our Mission and Vision:

1. **Quality of Life**
2. **Infrastructure and Public Facilities**
3. **Economic Development**
4. **Neighborhood Revitalization**
5. **Governing and Fiscal Management**
6. **Communication**

These goals, along with specific actions and tasks supporting them, will move the City toward our vision of the future.

Each goal is followed by the City's primary actions and tasks in that subject area for the foreseeable future. The goals should remain constant over time and should only be revised to reflect significant community changes or unanticipated events. A list of measurable actions with tasks helps to track process toward the goals. Actions are generally identified to cover a five-year planning cycle period from the date they are adopted or revised.

The Plan is and always will be a work in progress. While the mission, vision, and core values should remain constant, and the goals are slowly evolving, the actions and tasks will need periodic review and refinement. Progress will be tracked through regular reporting as part of the City's annual project process.



Strategic Plan Actions and Tasks



Implementation of the six goals is accomplished by execution of a formal list of Strategic Plan actions and tasks developed during a planning session with the Common Council and the City's Management Team.

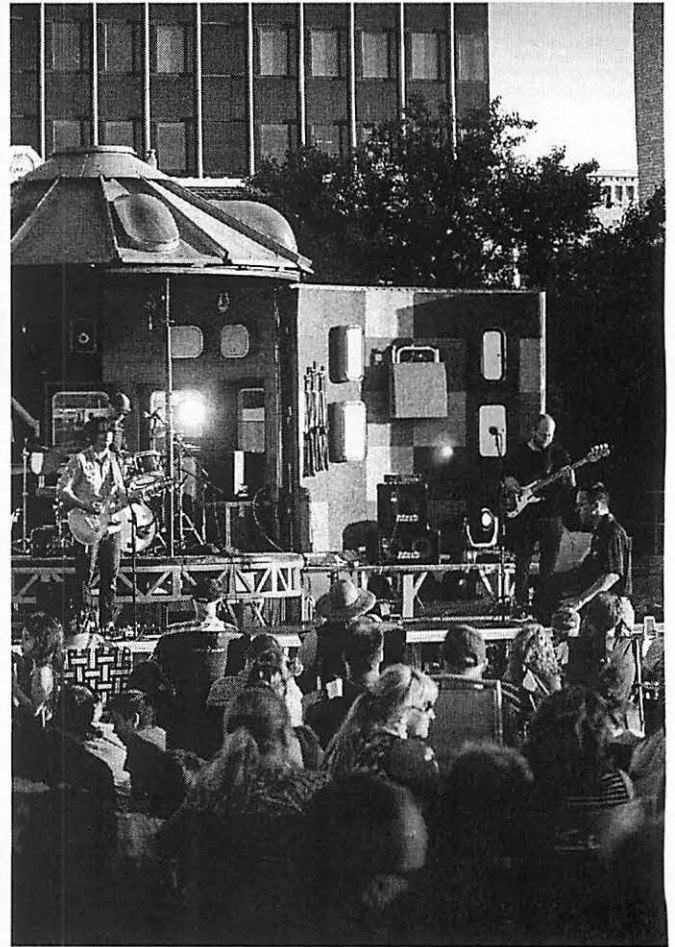
- The timeframe covered is the next five years.
- The actions and tasks are linked to the city budget and the five year Capital Improvement Plan as approved by the Common Council.
- The City Administrator will report the accomplishment status of the goals and their associated actions and tasks two times a year to the Common Council.

Quality of Life

Provide Sheboygan's citizens with a safe and secure community which invests in outstanding recreation, libraries, community open spaces maximizing the natural environment, which delivers transportation choices, elevates culture, arts, education, and ensures solutions that are sustainable and environmentally responsible.

Key Strategies

1. Refurbish, maintain, develop and/or expand public use places and spaces.
2. Support and enhance programming and activities that encourage increased guardianship and crime reduction in our neighborhoods.
3. Build capacity within the community to address a broad range of issues and build consensus around collaborative responses.
4. Pursue multi-modal transportation options to ensure the community is convenient, accessible, and connected by local transportation options.



Objectives

Refurbish, maintain, develop and/or expand public use places and spaces.

- Provide residents with information to help them make informed decisions.
- Offer increased opportunities for civic engagement.
- Increase the community's knowledge about how to prevent themselves from becoming a victim of crime.
- Continue to monitor, maintain and, if necessary replace park and recreation equipment in all City parks.
- Lead sustainability practices preserving natural resources and reducing energy consumption.
- Maintain an adequate amount of active and passive recreational lands to meet current and future recreation needs.
- Ensure that open space, recreation facilities, and programs are designed to meet the special needs of all residents, especially senior citizens and the disabled.

Support and enhance programming and activities that encourage increased guardianship and crime reduction in our neighborhoods.

- Increase police visibility in neighborhoods where crime is occurring.
- Continue patrol deployments that provide increased interaction with the neighborhood residents.
- Provide residents with information to help them make informed decisions.
- Continue to create opportunities for citizen engagement and relationship building.
- Increase the community's knowledge about how to prevent themselves from becoming a victim of crime.
- Collect and properly dispose of garbage, litter, debris, and graffiti from public spaces, creating a clean livable community.

Build capacity within the community to address a broad range of issues and build consensus around collaborative responses.

- Develop partnerships and programs with Sheboygan organizations that will assist in enhancing economic, employment and training opportunities.
- Continue the Mayor's Neighborhood Leadership Cabinet to foster leadership in our residents involved in neighborhood associations.
- Continue partnership with the Sheboygan Area School District.
- Continue participation in Tavern Safety Coalition, Retail Security Group, Sheboygan Safe Stay and Crisis Network meeting.
- Continue participation in domestic violence and sexual assault support response teams.
- Continue prescription drug collection box and coordinate with Federal, State, and Local partners regarding prescription drug collection.
- Continue participation and support of the Sheboygan County Drug Treatment Court.

Pursue multi-modal transportation options to ensure the community is convenient, accessible, and connected by local transportation options.

- Improve the walkability and bikeability of Sheboygan.
- Continue expansion of non-motorized pedestrian routes and bike lanes.
- Improve mass-transit options throughout Sheboygan and Sheboygan County.
- Update transit routes to serve the largest population.

Fiscal Year 2017 Action Items

- Create a replacement park equipment schedule.
- Coordinate with the Senior Activity Center to inform citizens about civic engagement opportunities.
- Complete a building adequacy study on the Senior Activity Center building.
- Become a bike-friendly City.
- Coordinate with Sheboygan County on Southside utility corridor bike path.
- Obtain railroad right-of-way to incorporate bike path along Indiana Avenue.
- Expand library resource sharing consortium to a four county system.
- Second floor library is redesigned to provide more collaborative public spaces.
- Radio-frequency identification (RFID) inventory system implemented at Library.
- Implement Northside Neighborhood Beat Officer.



Fiscal Year 2018 Action Items

- Construct bike path on railroad right-of-way along Indiana Avenue.
- Update pedestrian plan to increase walkability score.
- Maintain City Neighborhood Beat Officer Positions.

Critical Measures

- Emergency response times.
- Public perceptions of safety.
- Monthly crime reports.
- Number of recognized neighborhood associations on the Mayor’s Neighborhood Leadership Cabinet.
- Number of neighborhood meetings.
- Number of joint projects with the Sheboygan Area School District.
- Walkability score.
- Increase in Shoreline Metro and Metro Connection monthly and yearly ridership.
- Percent of graffiti removed in three days of notification on city facilities.
- Number of lineal feet of additional trails created annually.
- Passenger opinion surveys conducted by Shoreline Metro and Bay-Lake Regional Planning Commission.
- Number of High Visibility Education and Enforcement traffic safety related deployments.
- Pounds of prescription drugs collected .



Location Not Too Small Library Weather Safe Neighborhoods
 Friendly People Beach Small Town
 Low Crime Community Clean Living
 Restaurants Lake Quiet Family Neighbors
 Parks Quality of Life Activities Services Size
 Art Center Beautiful Schools

Infrastructure and Public Facilities



Improve the quality of life by effectively developing, maintaining and improving the infrastructure, natural resources and community services.

Key Strategies

1. Provide quality infrastructure that conveys safe, efficient delivery of essential goods and services.
2. Preserve and maintain City buildings and/or facilities in a manner that provides a safe environment for the facilities' functions and occupants.

Objectives

Provide quality infrastructure including technology that conveys safe, efficient delivery of essential goods and services.

- Construct, repair and maintain city streets, sewers and other critical infrastructure to ensure public safety and commerce.
- Maximize agency relationships with other entities to coordinate expansion, maintenance and reconstruction of infrastructure in an equitable manner.
- Develop public right of ways with designs that encourage accessibility and efficient movements.
- Meet with key stakeholders early in the planning stage to gain understanding and informed consent.
- Provide “complete” streets and use best practices to create clean and beautiful public spaces.
- Continue to maintain environmental compliance below regulatory requirements.
- Continue to operate the wastewater/storm water collection and treatment system in a fiscally sound manner for the benefit of our customers.
- Evaluate all infrastructure for areas of insufficiency and develop an action plan to correct areas of concern.
- Develop a five year Capital Improvements Program identifying and prioritizing the major infrastructure projects needed to meet the community’s needs.

Preserve and maintain City buildings and/or facilities in a manner that provides a safe environment for the facilities' functions and occupants. Strive to reduce facility depreciation, equipment and structural failures through preventative maintenance programs and scheduling of work.



- Ensure that all buildings, system improvements, and capital projects meet or surpass environmental and regulatory requirements and incorporate sustainable practices.
- Use environmentally preferable products.
- New construction should maximize Leadership in Energy and Environmental Design (LEED)-comparable practices and foster sustainable principals.

Fiscal Year 2017 Action Items

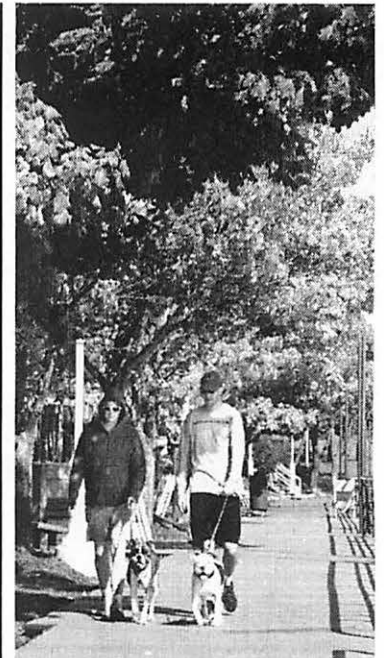
- Complete resurfacing of three city streets per year leveraging local, state, and federal funding.
- Dedicate funding to the emerald ash borer program.
- Continue to hold the Tree City USA designation.
- Develop a five year information technology plan and provide adequate funding to invest in it.
- Repaint railings at the riverfront (south side of river).
- Install new river docks at South Pier.
- Continue implementation of the Sheboygan A's improvements.
- Replace (two fixed route buses and replace two paratransit buses that are past their useful life.
- Refurbish 8th Street bridge
- Refurbish alley between N. 8th Street and the parking lot East of the Shoreline Metro Transfer Station.
- Finalize the redevelopment of alleys on N. 8th Street.

Fiscal Year 2018 Action Items

- Complete resurfacing of three city streets per year leveraging local, state, and federal funding.
- Dedicate funding to the emerald ash borer program.
- Continue to hold the Tree City USA designation.
- Implement information technology plan recommendations.
- Replace three fixed route buses and replace one paratransit bus that are past their useful life.
- Repaint railings at the riverfront (north side of river).
- Install new river docks at Harbor Centre.

Critical Measures

- Number of new city street trees planted.
- Number of years holding the Tree City USA designation.
- Pavement rating.
- Lineal feet of infrastructure improved with costs.

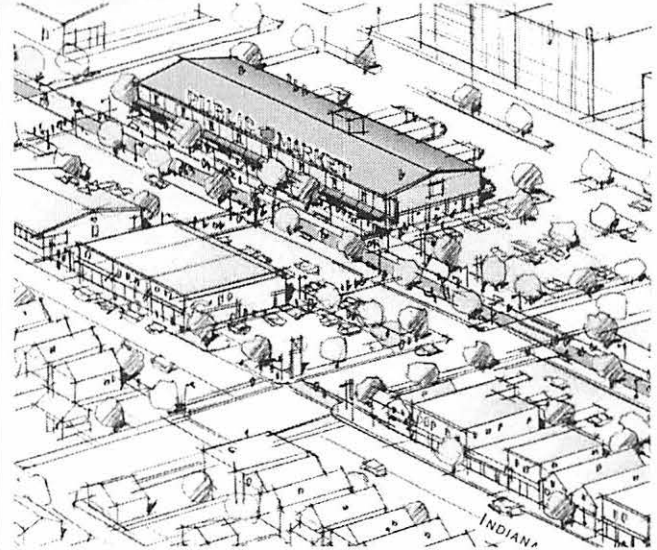


Economic Development

Actively pursue economic and business development strategies to support a growing and sustainable economic base, ensuring the financial resources needed to improve the quality of life, fund services and provide a diversity of job opportunities for City residents.

Key Strategies

1. Market the City as a desirable business location by leveraging our unique assets.
2. Position Sheboygan favorably for local investment by maintaining an attractive business environment.
3. Support existing manufacturing businesses and offer opportunities for attraction and expansion.
4. Market the City as a tourism destination.
5. Support implementation of the sheboygan master plan including revitalization of commercial districts: Harbor Centre, Michigan Avenue, Indiana Avenue, Taylor Drive, and South Business Drive.



Objectives

Market the City as a desirable business location by leveraging our unique assets.

- Develop a baseline for tracking success in economic development.
- Develop business outreach and ombudsman initiatives to build stronger relationships with businesses.
- Participate in local and state trade associations and emphasize exposure in local and business media.
- Continue to establish distinct economic development brand and associated collateral materials.
- Use e-newsletter and other digital media outlets to establish frequent communication with business community.

Support existing manufacturing businesses and offer opportunities for attraction and expansion.

- Use economic development program funding to incentivize and leverage extraordinary opportunities that present major job relocation, retention and/or development prospects.
- Direct economic development “toolbox” funding to businesses that exhibit growth potential, provide stable, well-paying jobs and help to diversify the City’s economy.
- Focus on retaining existing businesses and attracting new businesses from desired industries and diversifying the local economy.

Position Sheboygan favorably for local investment by maintaining an attractive business environment.

- Work with site and/or industry specific local business groups on cooperative efforts including development of new retail and business sites.
- Use Economic Development program funding to incentivize and leverage opportunities that present major job relocation, retention and/or development prospects.
- Utilize the Sheboygan Redevelopment Authority, Sheboygan County Economic Development Corporation, and Sheboygan Squared to act as ombudsmen to attract businesses.
- Focus on retaining existing businesses and attracting new businesses from desired industries and diversifying the local economy.
- Work with commercial property owners interested in converting obsolete office/flex space into marketable uses.
- Provide quality infrastructure and services that support economic development.
- Maintain low sanitary sewer and water rates.

Support implementation of the Sheboygan Master Plans.

- Support infill development to accelerate implementation of the City Master Plan including commercial corridor master plans.
- Facilitate strategic acquisition of sites within larger, potential redevelopment assemblages to leverage partnerships with the development community.
- Explore the use of alternative funding methods to enhance infrastructure throughout the City.
- Promote rezoning of parcels that exhibit strong development and redevelopment potential in accordance with the Master Plan including commercial corridor master plans.
- Administer and better promote the benefits of the Tax Incremental Districts as it relates to incentivizing new development and business relocation.
- Establish the draw for Harbor Centre as a distinct commercial hub with a unique identity by adding/upgrading public areas and amenities surrounding Lake Michigan and Sheboygan River waterfronts.
- Promote cost-effective allocation of limited public resources to promote change.
- Retain existing and attract new employers.
- Enhance market driven opportunities for new businesses and private investment in real estate.
- Facilitate development of city-owned parcels to assist in bringing in new residents and marketable commercial/office space.

Fiscal Year 2017 Action Items

- Construct the Arts/Culture Plaza.
- Coordinate with BID on recreational programming for plaza.
- Assemble redevelopment site in key areas.
- Attract a new hotel.
- Execute a new tourism commission and Tourism Zone.
- Coordinate with Chamber for July 4th Celebration
- Coordinate with developer to build a new business park.
- Leverage WSCS Cable TV for producing public service announcements that can be shared.
- Create a stronger tie between WSCS Cable TV and the Tourism Division.

Fiscal Year 2018 Action Items

- Coordinate new development on city owned redevelopment sites.
- Construct a new business park.
- Analyze the current housing stock from single- family to multi-family include additional condominiums to build new units required in the market.

Critical Measures

- Amount of room tax generated.
- Number of new hotel room constructed.
- Number of jobs retained.
- Number of jobs created.
- Value of industrial property.
- Vacancy rate of industrial buildings.
- Square feet of industrial property (construction commenced).
- Average pay of jobs created.
- Number of acres of new industrial sites created
- Number of new residential units (construction commenced).
- Number of new businesses.
- Valuation of property with Tax Incremental Districts (TID).
- Percent change of property valuation
- Amount of new commercial square feet (constructed commenced).
- Dollars spent per parking stall in the parking utility jurisdiction.
- Ridership per hour on the trolley.



Neighborhood Revitalization

Encourage reinvestment in the City's housing stock and create solid neighborhoods with strong leadership and ensure quality new housing developments creating new diverse and affordable options for all citizens.

Key Strategies

1. Develop a process to identify and stabilize at-risk neighborhoods.
2. Work with developers to expand and create new housing options including single-family, multi-family and condominiums, etc.
3. Preserve historical housing, neighborhood elements and support initiatives that improve rental housing stock in the City.



Objectives

Develop a process to identify and stabilize at-risk neighborhoods.

- Continue to support enhanced code enforcement within the neighborhoods.
- Continue neighborhood based policing deployment strategy.
- Partner with peer institutions, local governments, nonprofit organizations, and/or for-profit developers to maximize City investment.
- Provide opportunities to redevelop or improve underutilized properties.
- Develop neighborhood development plans, as part of the Master Plan process, that identify opportunities to form partnerships and implement solutions to identified problems, opportunities, and issues.
- Use crime analysis tools to identify problem places and addresses with repeat calls for service, in real time, so that resources are focused and deployed in a timely manner.
- Continue patrol deployments in a manner that allows for a concentration of officers at times and in areas where they are most likely to suppress street level criminal activities.

Work with developers to expand and create new housing options including single family, multi-family and condominiums, etc.

- Assemble redevelopment sites to provide for infill development to occur.
- Identify new subdivision locations that do not contribute to urban sprawl.
- Provide necessary incentives as needed to facilitate condominium developments in the downtown area.

Preserve historical housing, neighborhood elements and support initiatives that improve rental housing stock in the City.

- Ensure that there is an adequate mix of rental and homeownership units.
- Work with owners of established properties to provide upgrades and improvements.

Fiscal Year 2017 Action Items

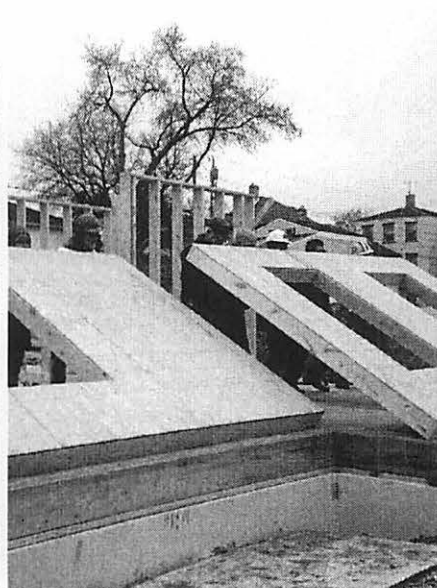
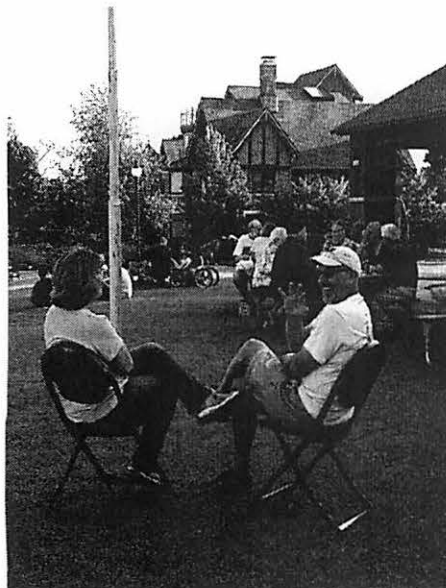
- Develop Neighborhood Development Plans for three of the official neighborhood associations.
- Continue monthly interdepartmental staff meetings to coordinate neighborhood issues.
- Continue to grow the number of new neighborhood associations.
- Make necessary public infrastructure improvements in at-risk neighborhoods.
- Promote the City's housing funding programs to qualified homeowners to make improvements on their properties.
- Continue the neighborhood association grant program with city funds.
- Implement Northside Neighborhood Beat Officer.

Fiscal Year 2018 Action Items

- Develop Neighborhood Development Plans for three of the official neighborhood associations.
- Continue monthly interdepartmental staff meetings to coordinate neighborhood issues.
- Continue to grow the number of new neighborhood associations.
- Make necessary public infrastructure improvements in at-risk neighborhoods.
- Promote the City's housing funding programs to qualified homeowners to make improvements on their properties.
- Continue the neighborhood association grant program with city funds.
- Implement MUNIS code enforcement software.
- Maintain City Beat Officer positions.

Critical Measures

- Number of new neighborhood associations.
- Number of housing loans issued.
- Number of added affordable units.
- Number of code enforcement orders issued.
- Number of abandoned vehicles towed.
- Number of garbage complaints investigated and cited.

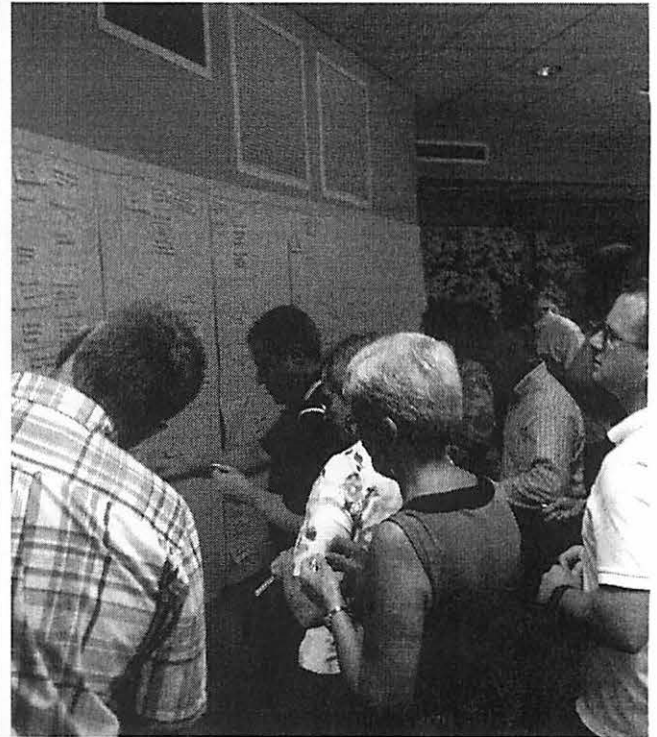


Governing and Fiscal Management

The City of Sheboygan will implement innovative and responsible policies and business practices to effectively manage its fiscal and human resources and maintain an outstanding quality of life for our citizens.

Key Strategies

1. Develop efficient, transparent processes/systems to provide financial information and foster sustainability.
2. Ensure City policies and processes that reflect City values, mission and vision.
3. Retain, develop and recruit individuals with self-motivation and personal responsibility while embracing diversity and overall understanding of the City's mission.
4. Provide a safe, healthy and supportive work environment valuing employee contributions to the community.
5. Leverage the use of volunteers and public/private contractors to supplement the core levels of service needed.



Objectives

Develop efficient, transparent processes/systems to provide financial information and foster sustainability.

- Safeguard and maximize the use of resources through risk management, prudent investments, and best financial management practices.
- Review and improve financial processes and procedures to remain current with changing needs and technology.
- Provide timely, relevant financial information to decision makers and the public.
- Ensure financial stability through long-range financial planning and encouraging long-term decision making.
- Ensure budget document and financial statements meet the Government Finance Officers Associations (GFOA's) Distinguished Budget Presentation Award and Excellence in Financial Reporting Award criteria.

Embrace best management practices for development of policies and practices to enhance service to customers.

- Ensure City services are able to respond to the needs of a diverse community.
- Provide managers and supervisors with knowledge, tools, resources and a policy framework that facilitates accurate and consistent interpretation of policies.
- Utilize “green purchasing” policies as much as possible.
- Administer fair, accurate and responsive election processes.
- Provide managers and supervisors with knowledge, tools, resources and policy framework that facilitate accurate and consistent interpretation of policies.
- Promote a “value driven” organizational culture that reinforces ethical behavior, exercises transparency and maintains the public trust.
- Implement 24/7 self-service technologies from the web and mobile apps.
- Ensure City policies and processes reflect City values, mission and vision.

Retain, develop and recruit individuals with self-motivation and personal responsibility while embracing diversity and overall understanding of the City's mission.

- Employ performance measurement systems that provide feedback for decision making.
- Provide a competitive and sustainable benefits package to recruit/retain high caliber employees.
- Engage employees in determining how work is performed to enhance ownership and accountability.
- Provide training, organization development, and career management opportunities to meet the changing needs of the City.
- Enhance city hall operations to provide opportunities for cross-departmental cooperation and promotion.
- Encourage and seek out employee feedback on issues in the workplace.
- Develop time management principals, scheduling and prioritization of activities through communication within the organization.

Provide a safe, healthy and supportive work environment valuing employee contributions to the community.

- Ensure the organization is structured in a manner that facilitates quality service, cooperation, teamwork, and communication and is flexible and adaptable to changing conditions.
- Utilize Strategic Plan in identifying budget priorities.
- Maintain strategies to address current and future organization needs including optimal workforce size, structure and space needs.
- Identify all strategies for key City service delivery in the Strategic Plan document.
- Sustain an organization environment that acknowledges and celebrates diversity and employs inclusive practices throughout daily operations.
- Leverage the use of volunteers and public/private contractors to supplement the core levels of service needed.

Fiscal Year 2017 Action Items

- Implementation of MUNIS software modules to streamline operations.
- Continue providing detailed city budget and financial audit documents to citizens.
- Support employee recognition team recommendations.
- Create other employee teams to engage employees.
- Continue and enhance employee picnics and special events.
- Submit budget and financial audit documents for GFOA award consideration.
- Continue employee newsletters.
- Include Senior Activity Center participants in planning related to the retirement population.
- Develop a succession plan for staffing all management.
- Conduct a Transit Transportation Development Program to analyze customer and service demographics, as well as economic conditions for the next five years.

Fiscal Year 2018 Action Items

- Implementation of MUNIS software modules to streamline operations.
- Continue providing detailed city budget and financial audit documents to citizens.
- Support employee recognition team recommendations.
- Create other employee based teams to engage employees.
- Continue and enhance employee socials and special events.
- Continue employee newsletters.

Critical Measures

- Percent of unspent General Fund budget.
- Unassigned fund balance as a percent of revenues.
- Number of MUNIS software modules implemented.
- Moody’s Investor Service bond rating for Sheboygan.



Communication

Ensure effective and consistent communication activities with residents, businesses and visitors using new technologies, innovative approaches, and brand identity that ensure transparency and encourage dialog among residents and governmental agencies.

Key Strategies

1. Maximize the use of electronic communication to provide comprehensive, timely and accurate information.
2. Inform citizens of news, services, programs and events with unique and compelling video productions. Develop positive relationships with the local media.
3. Market/brand the City and increase exposure through effective multimedia campaigns and special events. Manage a consistent message that promotes the City and fosters goodwill with the community through targeted audiences and uniform information from City departments.



Objectives

Inform citizens of news, services, programs and events with unique and compelling video productions.

- Ensure transparency through live broadcast of select public meetings.
- Maintain collaborative relationships with other Public/Education/Government (PEG) entities and service providers.
- Produce and promote programs in a variety of formats and across multiple platforms that benefit the City both strategically and economically.
- Leverage the Hmong and other local foreign language radio stations to get information out to the non-English speaking community and research other technologies to reach other population classes.

Market/brand the City and increase exposure through effective multimedia campaigns and special events. Manage a consistent message that promotes the City and fosters goodwill with the community through targeted audiences and uniform information from City departments.

- Develop a multimedia messaging strategy to position Sheboygan as a desirable place in which to live and do business. Ensure messaging is consistent and non-contradictory across City departments.
- Leverage involvement with professional and trade associations and explore opportunities for cooperative advertising and promotion.
- Use strategic marketing initiatives to generate awareness and maximize attendance for events and programs.

Maximize the use of electronic communication to provide comprehensive, timely and accurate information.

- Leverage social networking opportunities to expand the reach of the City's message.
- Maintain an effective, efficient website that ensures transparency, is responsive to the needs of the users, and communicates City strategies, priorities, mission, vision, goals, and events.
- Conduct more public input sessions regarding key issues to receive support from city residents and be able to present both sides of the issue.

Fiscal Year 2017 Action Items

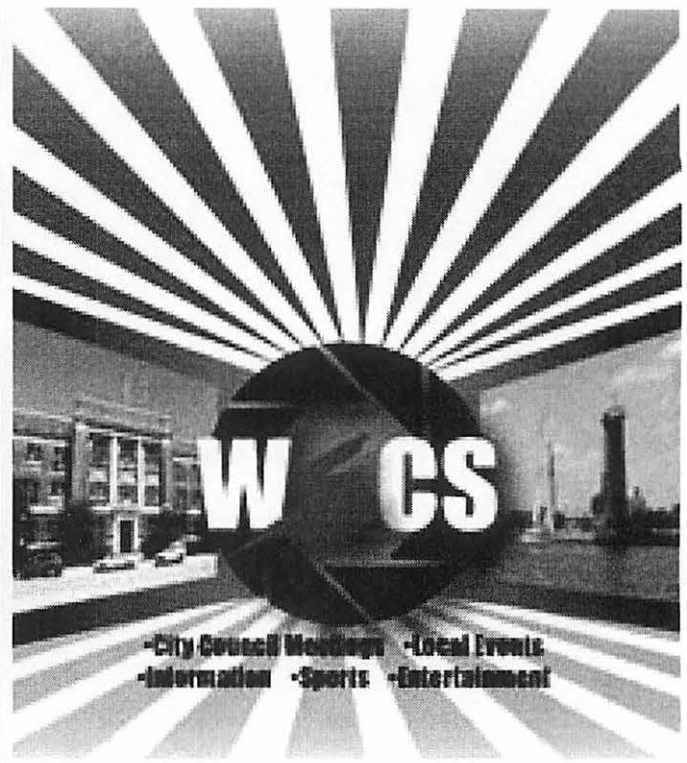
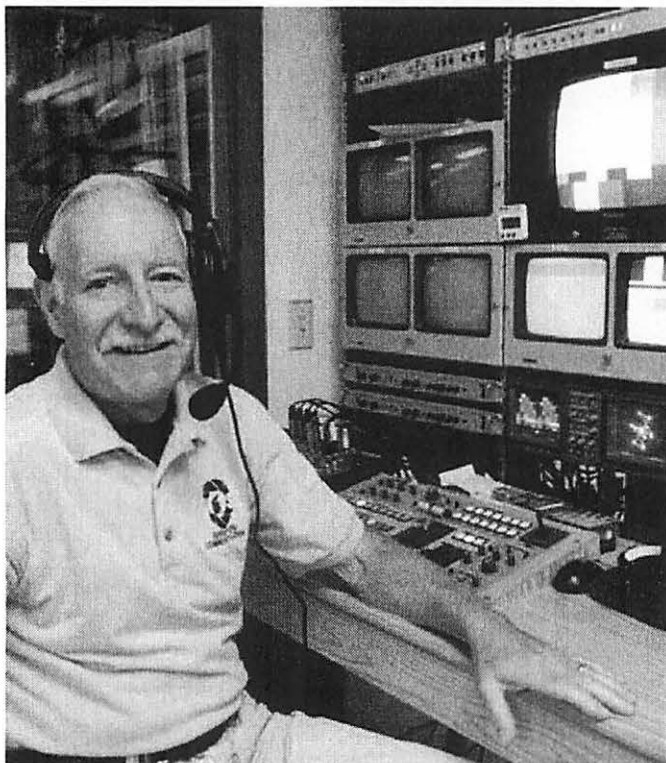
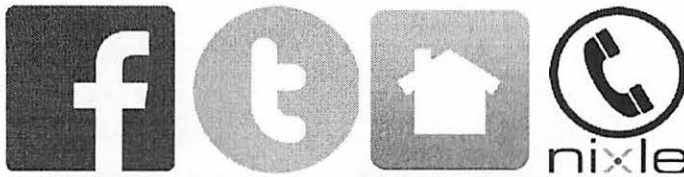
- Identify the need for dedicated 0.5 FTE Public Information Officer position to coordinate and increase communication.
- Create a bimonthly electronic community newsletter.
- Continue citizen survey on annual basis.
- Develop an internal communication plan that is shared with employees.
- Create a Citizen Engagement Plan.
- Hire a third party consultant to update the City's brand as a destination and an organization.

Fiscal Year 2018 Action Items

- Continue citizen survey on annual basis.
- Implement Tyler Notify for subscription communications.

Critical Measures

- Number of followers on all City departments' Twitter accounts.
- Number of users on Nextdoor.
- Number of likes on all City's Facebook accounts.
- Number of new programs on WSCS Cable TV.
- Number of Common Council and Committee of the Whole meetings that are televised.
- Number of appearances on Hmong radio station.
- Number of Nixle postings.



III

Res. No. _____ - 16 - 17. By Alderperson Wolf. December 5, 2016.

A RESOLUTION authorizing executing the Cooperation Agreement for City Hall Office Space between the City of Sheboygan and the Harbor Centre Business Improvement District.

RESOLVED: That the City of Sheboygan does hereby approve the attached Cooperation Agreement in form substantially similar to the documents attached hereto and incorporated herein by this reference; and

BE IT FURTHER RESOLVED: That the Common Council approves the Cooperation Agreement and that the Common Council authorizes the Mayor and City Clerk to act on behalf of the City and sign all appropriate documents related to execution of the agreement.

Finance

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

**COOPERATION AGREEMENT FOR
CITY HALL OFFICE SPACE
BETWEEN THE CITY OF SHEBOYGAN AND THE
HARBOR CENTRE BUSINESS IMPROVEMENT DISTRICT**

THIS INTERGOVERNMENTAL COOPERATION AGREEMENT is entered into by and between the City of Sheboygan ("City"), and the Harbor Centre Business Improvement District ("BID"), for office space in City Hall to house the Business Improvement District staff and operations.

WHEREAS, the BID office would be assigned to a City-designated work space in the former first floor payment center at City Hall; and

WHEREAS, this relocation would provide synergies between City Planning and Development staff and BID staff and create efficiencies related to planning for downtown revitalization projects; and

WHEREAS, the BID would provide their own office equipment including a computer, printer and file cabinets, etc.; and WHEREAS, the City will provide the BID with a work desk; and

WHEREAS, the BID would receive a City account number and any printing to City copy machines would be billed out at \$.03 cents for black and white and \$.10 for color copies at the end of each month; and

WHEREAS, under this agreement, the City would not provide technical support services, other than the agreed upon services; internet, phone and anti-virus, of its Information Technology Department ("IT Department").

NOW THEREFORE, the parties agree that, in consideration of the mutual covenants, promises and agreements contained herein, City will provide office space in City Hall as follows:

1. The BID shall receive the office space provided the BID contributes dollar for dollar up to \$3,600 yearly on agreed upon downtown revitalization projects that the City is undertaking. Failure to provide up to \$3,600 towards a city sponsored downtown revitalization project will result in the City billing the BID the difference up to \$3,600.
2. The BID shall pay a monthly service fee for telephone, internet and anti-virus protection on the City's server of \$100 per month.
3. This Agreement shall be in effect from the date of execution hereof until terminated by either party upon thirty (30) days prior written notice to the other addressed to the respective authorized person representing their entity.

4. The City, its officers, officials and employees, do not assume any responsibility for loss of data caused by any of its support services activities. The BID shall indemnify and hold City, its officers, officials, and employees, harmless from any costs, expenses or liability directly or indirectly arising out of any claim from party based upon services under this Agreement, excluding claims of gross negligence or willful misconduct on the part of City, its officers, officials or employees. Such indemnity shall survive the termination of this agreement.
5. The BID agrees that board meeting agendas and minutes may become open records and subject to the State's open records law.

6. Miscellaneous

- a. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any prior or subsequent breach of the same or other provisions hereof.
- b. If any provision of this Agreement, or portion thereof, is invalid or unenforceable in any circumstances, the remainder of this Agreement and the application of such provision in any other circumstance, shall not be affected thereby.
- c. Users of the City's computer network and systems are subject to, and agree to comply with, existing IT Department policies.

IN WITNESS WHEREOF, the City of Sheboygan has caused this instrument to be executed by Michael Vandersteen, Mayor, and Susan Richards, City Clerk, this ___ day of _____, 2016.

CITY OF SHEBOYGAN

BY:

 Michael Vandersteen
 Mayor

ATTEST:

 Susan Richards
 City Clerk

Subscribed and sworn to before me
 this ___ day of _____, 2016.

Notary Public, State of Wisconsin

My Commission expires _____

IN WITNESS WHEREOF, the Harbor Centre Business Improvement District caused this instrument to be executed by David O. Gass, President, this ____ day of _____, 2016.

Harbor Centre Business Improvement District

BY: _____

David O. Gass, President

ATTEST: _____

Subscribed and sworn to before me

this ____ day of _____, 2016.

Notary Public, State of Wisconsin

My Commission expires _____

This document is authorized by and in accordance with Res. No. _____

III

Res. No. _____ - 16 - 17. By Alderperson Belanger. December 5, 2016.

A RESOLUTION authorizing the appropriate City Officials to enter into contract for the purchase of an asphalt compactor for the Motor Vehicle Department.

WHEREAS: The Department of Public Works demonstrated this asphalt compactor this past summer and found it to be meet the needs and demands associated with the asphalt compactor operations.

WHEREAS: This asphalt compactor was also leased by the department with the understanding the lease payments would be credited towards the purchase if the department found the asphalt compactor acceptable.

WHEREAS: This unit is considered used and also available under the national joint powers alliance contract; therefore, the department is able to waive the competitive bidding.

RESOLVED: That the appropriate City Officials to enter into contract for the purchase of an asphalt compactor for the Motor Vehicle Department from Miller Bradford & Risberg, Inc., Sussex, Wisconsin, the 2016 Bomag BW138 AD-5 for approximately \$50,900 less the current lease payments of approximately \$9,000.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the Motor Vehicle Fund Account Number 70136100-641400.

Pub Wks.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Corporate Office:
 W250 N6851 Hwy 164
 P.O. Box 904
 Sussex, WI 53089

Sussex, WI 1-800-242-3115	Madison, WI 1-800-585-7219	De Pere, WI 1-800-638-7448	Negaunee, MI 1-800-562-9770
Eau Claire, WI 1-800-585-7232	Abbotsford, WI 1-888-886-4410	Rockford, IL 1-800-585-7231	

Distributors of Equipment and Supplies for ■ Construction ■ Forestry ■ Industry ■ Government

TO: CITY OF SHEBOYGAN

DATE: December 1, 2016

REFERENCE:

WE SUBMIT THE FOLLOWING PROPOSAL:

QUANTITY	DESCRIPTION	AMOUNT
1	2016 Bomag BW138 AD-5 Includes Economizer Compaction Monitor	\$50,900.00
	5 Months Rent minus interest cost	(\$11,193.00)
	total	\$39,707.00
	MBR will do a Rent to Own 5 Months Minimum, \$2,400/ Month 100% of the rent gets applied to purchase less interest costs.	

TERMS:

F.O.B.: MBR Sussex

DELIVERY: 60-75 days from order date

WE THANK YOU FOR THE OPPORTUNITY TO QUOTE ON THIS EQUIPMENT

QUOTATIONS SUBJECT TO CHANGE IN PRICE PRIOR TO SHIPMENT. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, AND UNAVOIDABLE DELAYS BEYOND OUR CONTROL.

Miller-Bradford & Risberg, Inc.

SIGNED _____

WRITTEN COPY

III

Res. No. _____ - 16 - 17. By Alderperson Belanger. December 5, 2016.

A RESOLUTION authorizing the appropriate City officials to enter into a professional engineering services agreement for the High Strength Waste Receiving (Co-Digestion) Evaluation.

WHEREAS: The Department of Public Works is facing potentially large capital improvement expenses associated with the High Strength Waste Receiving (Co-Digestion) processes and desires an independent evaluation and review of the program to determine the most cost effective solution for the long-term interests at the Waste Water Treatment Plant.

WHEREAS: The Department of Public Works is conducting reviews of two proposals and will be making a recommendation to the Common Council as part of this process, and it is anticipated this evaluation will be presented at the Public Works Committee for their approval.

RESOLVED: That the appropriate City officials are hereby authorized to enter into a professional engineering services agreement for the High Strength Waste Receiving (Co-Digestion) Evaluation to be determined by the Public Works Committee and draw orders on the WWTP Engineering Services Account Number 60138300-521150.

Pub Works.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Res. No. _____ - 16 - 17. By Alderperson Belanger. December 5, 2016.

A Resolution authorizing the Purchasing Agent to enter into contract for playground equipment for Veterans Park.

WHEREAS: The Park Department has established safety standards for playground equipment in all City parks, and

WHEREAS: The City has established a relationship with vendors that meet the safety standards for playground equipment in City parks, and

WHEREAS: The Superintendent of Parks and Forestry will work with the vendors to determine the best equipment for the playground area at Veterans Park.

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract in an amount not to exceed \$35,000 for playground equipment for Veterans Park.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the General Fund Park Department Improvement Other than Buildings Account Number 10153000-631100.

Pub Wks.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

Res. No. _____ - 16 - 17. By Alderperson Belanger. December 5, 2016.

A Resolution authorizing the Purchasing Agent to enter into contract for replacement trees for Ash trees.

WHEREAS: The Emerald Ash Borer will eventually affect all City Ash trees and the City Park Department is planning to replace the trees prior to infestation, and

WHEREAS: The City Park Department has developed a plan for tree replacement and/or treatment of Ash trees in the City, and

WHEREAS: The Superintendent of Parks and Forestry desires to order trees from Johnson's Nursery Inc as is mutually agreed upon by the vendor.

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract with Johnson's Nursery Inc in an amount not to exceed \$30,000 for street and park trees.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the General Fund Park Department Improvement Other than Buildings Account Number 10153000-631100.

Pub Works

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

VI

R. C. No. _____ - 16 - 17. By LAW AND LICENSING. December 5, 2016.

Your Committee to whom was referred R. O. No. 140-16-17 by the City Clerk, submitting license applications for the period ending December 31, 2016, June 30, 2017 and June 30, 2018; recommends denying Beverage Operator's License #1525 based upon her failure to accurately reveal all relevant convictions on her application, her record of violations related to the licensed activity, her record as a repeat law violator, and her failure to cooperate with the Committee.

reg

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

II

Other Matters

7.2

R. O. No. 140 - 16 - 17. By CITY CLERK. October 17, 2016.

Submitting various license applications for the period ending December 31, 2016, June 30, 2017 and June 30, 2018.

Law & Lic
11/7/16 - grant all Lic except hood Saap Lai, Harris
11/21/16 - deny Saap Lai, Moan, hood
12/5/16 - deny Harris

City Clerk

FERMENTED MALT BEVERAGE (June 30, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3225	Saap Lai	1402 S. 8 th St.

CLASS "C" WINE (June 30, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3225	Saap Lai	1402 S. 8 th St.

BEVERAGE OPERATOR'S LICENSE (June 30, 2018)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1542	Anderson, James C.	1014 Dillingham Ave.
6087	Benirschke, Barbara J.	910 N. 10 th St., #328
1536	Bresser, Joel M.	3142 S. 17 th St.
1525	Harris, Shantae N.	1515A Alabama Ave.
1519	Joshi, Bashudev	1418 Wisconsin Ave.
1517	Mason JR., Charles W.	1528 Main Ave.
1528	Moan, Chad R.	2607 N. 8 th St.
1550	Outland, Brenda J.	516A S. Water St.
1534	Patnode, Kasey L.	924 Ashland Ave.
1523	Presley, Wendi J.	530 N. 15 th St.
7214	Semsch, Daniel L.	924 Logan Ave.
7565	Sievers, Fred A.	4257 Honeysuckle Ct., #I203
5650	Soerens, Donna M.	1113 N. 10 th St.
1548	Sommerfeld, Adrian M.	2307 Hillshire Dr., 1D
1533	Vandeberg, Brenda L.	508 S. 13 th St.
0661	Vanic, Patrick R.	3732 N. 12 th St.

TAXICAB DRIVER'S LICENSE (December 31, 2016)

No. Name

Address

1532 Fiedler, Randy Bruce

40 Selma St., Plymouth

VII

R. C. No. _____ - 16 - 17. By PUBLIC PROTECTION AND SAFETY.
December 5, 2016.

Your Committee to whom was referred Res. No. 129-16-17 by Alderperson Thiel authorizing the Purchasing Agent to enter into contract for professional services related to performance of an Operational and Departmental Structure study for the Sheboygan Fire Department; recommends that the documents be referred to the Committee of the Whole with no recommendations.

C.O.W

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

~~III~~

4.4

Res. No. 129-16-17. By Alderperson Thiel. November 21, 2016.

A RESOLUTION authorizing the Purchasing Agent to enter into contract for professional services related to performance of an Operational and Departmental Structure study for the Sheboygan Fire Department.

WHEREAS: With the passage of Res. No. 72-16-17, the Common Council directed that the purchasing agent prepare and issue a request for proposals for performance of an operational and departmental structure study of the Sheboygan Fire Department and;

WHEREAS: Six proposals from firms having the necessary qualifications were received and reviewed by a team consisting of the Fire Chief, Assistant Fire Chief, Deputy Fire Chief, several Battalion Chiefs, the City Administrator and the Purchasing Agent and;

WHEREAS: In addition, the Request for Proposals was structured in such a way as to account for the items suggested by the Fire Chief as 'Phase I' and the additional items in the detailed in the resolution as "Phase II", should the Council decide to split the project due to fiscal or other constraints.

WHEREAS: The Fire Chief has also gone on record with a plan to seek additional accreditation for the Sheboygan Fire Department and has indicated that a number of tasks identified in this project are also required components of an endeavor to seek accreditation.

~~PPS~~
refer to C.O.W
with no recommendation

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract with the firm recommended by the Public Protection and Safety Committee for a Phase I (and Phase II) Operational and Departmental Structure Study.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on an account which has not yet been identified in payment of same.



I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Gen. Ord. No. - 16 - 17. By Alderperson Thiel. December 5, 2016.

AN ORDINANCE repealing Gen. Ord. No. 34-98-99 so as to rescind the parking restrictions on the north side of Lincoln Avenue from the west curb line of N. 10th Street to a point 137' west thereof, and also repealing Gen. Ord. No. 77-99-00 so as to rescind the parking restrictions to the additional 40' on the north side of Lincoln Avenue at 1032 Lincoln Avenue.

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

Section 1. Gen. Ord. Nos. 34-98-99 and 77-99-00 are hereby repealed.

Section 2. The Department of Public Works and the Police Department are hereby authorized and directed to remove the signs for the aforementioned parking restrictions.

Section 3. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

pp+5.

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC PROTECTION & SAFETY COMMITTEE CONSIDERATION

ITEM DESCRIPTION: To rescind Ordinance Nos. 34-98-99 & 77-99-00.

REPORT PREPARED BY: Ryan Sazama, City Engineer

REPORT DATE: December 1, 2016

MEETING DATE: December 14, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS: The majority of the property owners on Lincoln Avenue between N. 10th Street and N. 11th Street have requested to rescind the existing city ordinances which currently only allows One Hour Parking on the north side of the street for this section of Lincoln Avenue.

STAFF COMMENTS: Approve this request.

ACTION REQUESTED:

Motion to recommend the Common Council to approve.

ATTACHMENTS:

- I. Gen. Ord. No. ____-16-17

II

Other Matters

7.1

Building
Use

R. O. No. - 16 - 17. By CITY ADMINISTRATOR AND
DIRECTOR OF PLANNING AND DEVELOPMENT.
December 5, 2016.

Submitting a summary of options regarding renovating the current City Hall or constructing a new City Hall.

Option 1: Renovate the existing City Hall. Earlier in 2016, the City of Sheboygan hired Bray Architects to complete a feasibility study on renovating City Hall. The original estimate to renovate the facility was approximately \$11,200,000. This option included a complete renovation of the basement, first, second, third and fourth floors. This option added an all glass grand lobby to the north side of the building, new stair towers, new elevator, complete relocation and renovation of the bathrooms, and new front drive through entrance on the north side of the building. This option would follow what other communities are creating in that the public areas of city hall operations would be segregated from the administration.

Option 2: Renovate the existing City Hall. With feedback from the Common Council, the Strategic Fiscal Planning Committee, at its April 11 meeting, established a renovation budget not to exceed \$8,000,000. Bray Architects re-designed the building for a revised cost estimate of approximately \$8,464,500. The revised plan includes complete renovation of the first, second and third floors. The plan does not include renovating the basement and the fourth floor. The revised Bray Architects' budget assumes approximately \$100,000 for relocation activities, but it is difficult to estimate the costs associated with the relocation of office furnishing, set up of computer hub for all City operations, and set up of leased space data and phone services, and office space lease during the construction phase. The cost to relocate during construction could range from \$100,000 to \$500,000.

Option 3: New City Hall at 604 North Eighth Street. The purchase of this Wisconsin Bank and Trust property includes the parking lot to the north and west of the existing 1.5 story bank building. Should the Common Council select this option, the existing bank building would be demolished allowing for a new building with Wisconsin Bank and Trust and City Hall as tenants. The building would function similar to a condominium development where the bank will own their portion of the building and the City owns their portion. The estimated square footage of the new City Hall space would be approximately 25,400 (or first floor at estimated 2,600 square feet, second, third and fourth floors at 7,600 square feet each), similar to the renovated size of the existing City Hall at 25,368 square feet (which is equivalent to the first, second and third floors being remodeled). The estimated cost to acquire the land and construct the City Hall portion of the building is approximately \$7,911,800. The building could be designed, similar to the Mead Library, to allow for another floor to be added in the future, should additional space be needed in an expansion of City Hall staff or a fifth floor shell could be included for a future build-out.

With recent developments in downtown Sheboygan and the interest from major

employers wanting to expand in downtown Sheboygan, the need in the near future to construct a downtown parking structure will become necessary. As part of the TID No. 16 project plan, a parking structure was included to be built in 2018-2019. Under the project plan, a parking structure would be developed as part of the new bank/city hall building in the existing parking lot to the west of the current bank building. Locating the parking structure at this site would allow the opportunity for infill development and additional tax base to occur on five existing surface parking lots that could be consolidated into the parking garage and continue to provide centralized parking within 500 feet of the proposed structure. Under this option, the existing City Hall would be sold to a developer for conversion into market rate apartments, generating approximately \$259,300 in new property tax revenue. This option would also allow for approximately \$530,000 in new property tax revenue from infill development opportunities. Design of the new building would meet the Eighth Street Design Guidelines and be aesthetically appealing to augment the existing historic buildings adjacent to the proposed site.

Option 4: New City Hall at North 10th Street and Wisconsin Avenue. This option includes constructing a new 25,368 square foot City Hall building on property that is owned by the Redevelopment Authority of Sheboygan. This property is considered an open environmental site in the Wisconsin Department of Natural Resources database. With the proposed environmental remediation, this option is estimated to cost approximately \$8,089,200. Under this option, the existing City Hall would be sold for conversion into market rate apartments, generating approximately \$259,300 in new property tax revenue.

Option 5: New City Hall on Parking Lot west of Mead Public Library. This option includes constructing a new 25,368 square foot building in the parking lot that is owned by the Parking Utility. This option would take approximately half of the available parking stalls and require a parking structure to be built to service the library participants. This option is estimated to cost approximately \$7,054,300. Under this option, the existing City Hall would be sold for conversion into market rate apartments, generating approximately \$259,300 in new property tax revenue. The location of the parking structure is outside of the area of daily users and has a large concentration of residential housing to the west that would not have a need to be served by the structure.

Option 6: New City Hall on Parking Lot north of South Ninth Street. This option would include constructing a new 25,368 square foot building in an existing Parking Utility-owned parking lot with the front of the City Hall being on the one-way South Ninth Street and the facility being accessed by existing alleyways. This option is estimated to cost approximately \$7,066,800. Under this option, the existing City Hall would be sold for conversion into market rate apartments, generating approximately \$259,300 in new property tax revenue.

Option 7: New City Hall on Parking Lot adjacent to Pennsylvania Avenue (east of Penn Avenue Pub). This option would include constructing a new 25,368 square foot building in an existing Parking Utility-owned parking lot with the front of the building facing Pennsylvania Avenue. This option is estimated to cost approximately \$6,990,800. Under this option, the existing

City Hall would be sold for conversion into market rate apartments, generating approximately \$259,300 in new property tax revenue. The estimated costs related to the options are listed below:

Preliminary Cost Estimates for City Hall Project

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
	Renovation	WB&T Site*	10th St/ Wisc Av	Mead Public Library	9th St Parking Lot	Penn Av Parking Lot
Revenues:						
Sale of Excess Land	\$ -	\$ 125,000	\$ -		\$ -	\$ -
Sale of Land to Parking Utility		\$ 100,000				
Sale of City Hall		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Revenue	\$ -	\$ 525,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Expenses:						
Existing Demolition	\$ 209,400	\$ 150,000	\$ 115,000	\$ 50,000	\$ 50,000	\$ 50,000
Renovation/Construction	\$ 6,254,900	\$ 5,476,600	\$ 5,867,300	\$ 5,466,600	\$ 5,476,600	\$ 5,416,600
General Construction	\$ 543,000	\$ 511,200	\$ 530,300	\$ 510,400	\$ 511,200	\$ 505,700
Project Contingency	\$ 280,300	\$ 513,200	\$ 532,300	\$ 512,300	\$ 513,200	\$ 507,700
Architectural/Engineering	\$ 400,800	\$ 458,600	\$ 475,600	\$ 457,800	\$ 458,600	\$ 453,600
Soft Costs	\$ 481,000	\$ 205,000	\$ 216,500	\$ 205,000	\$ 205,000	\$ 205,000
Land Acquisition	\$ -	\$ 970,000	\$ -	\$ -	\$ -	\$ -
Furnishings	\$ 195,100	\$ 152,200	\$ 152,200	\$ 152,200	\$ 152,200	\$ 152,200
Environmental Remediation			\$ 500,000			
Temporary Relocation	\$ 100,000	\$ -	-	-	-	-
Total Expenses	\$ 8,464,500	\$ 8,436,800	\$ 8,389,200	\$ 7,354,300	\$ 7,366,800	\$ 7,290,800
Net Project Cost Estimate	\$ 8,464,500	\$ 7,911,800	\$ 8,089,200	\$ 7,054,300	\$ 7,066,800	\$ 6,990,800
Leverage Annual Property Taxes	\$ -	\$ 530,580	\$ 259,300	\$ 259,300	\$ 259,300	\$ 259,300

Options 2 - 6: 25,368 square feet for new construction

Options 1 - 6: Does not include land survey nor construction manager

Option 2: Does not include 4,000 square foot of costs associated with the bank (which will be paid by the bank).

CITY ADMINISTRATOR

DIRECTOR OF PLANNING
AND DEVELOPMENT

III

Other Matters

7.2

Res. No. - 16 - 17 . By Alderperson Wolf. December 5, 2016.

A RESOLUTION determining a maximum bid on a property auction for 606 N. 9th Street.

WHEREAS: The City of Sheboygan has been notified that their offer for \$100,000 for 606 N. 9th Street has been rejected, and;

WHEREAS: General Services Administration has offered the building to the City of Sheboygan for \$345,000, and;

WHEREAS: General Services Administration has notified City officials that they plan to auction the property off, and;

RESOLVED: the Common Council authorizes appropriate City officials to bid on the property up to a maximum bid as recommended by the Finance Committee.

BE IT FURTHER RESOLVED: That any conveyance of property shall be contingent upon Common Council approval.

Finance

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



GSA New England Region

November 23, 2016

Mr. Chad Pelishek
Director of Planning and Development
828 Center Avenue, Suite 104
Sheboygan, WI 53081

RE: Social Security Administration Office
606 N. 9th Street, Sheboygan, Wisconsin
GSA Control Number: 1-G-WI-623

Dear Mr. Pelishek:

Thank you for your offer to purchase the above-listed property. While we appreciate your interest to acquire this property, we are obligated to obtain fair market value for properties sold by negotiated sale. Your offer of \$100,000.00 is far below our asking price of \$365,000.00 and may not be accepted.

Therefore, we shall proceed to offer the property for public sale via online auction in the near future. The City is welcome to submit an offer when the auction begins at our <https://realestatesales.gov> website and we shall notify you when the auction is ready to commence.

We regret we were unable to reach agreement in this matter. If you have any questions or wish to discuss this further, please contact Lisa Tangney at 312-886-9480.

Sincerely,

A handwritten signature in black ink, appearing to read "JOSEPH O'BRADOVIC".

Joseph O'Bradovic
Chief, Chicago Operations Branch
Real Property Utilization and Disposal Division

U.S. General Services Administration
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street
Boston, MA 02222
www.gsa.gov

II

Other Matters

7.3

R. O. No. _____ - 16 - 17. By CITY CLERK. December 5, 2016.

Submitting various license applications for the period ending December 31, 2017, June 30, 2017 and June 30, 2018.

Law & Co

City Clerk

CHANGE OF AGENT

Consuelo Maria Neuaone is replacing Alexandra Hernandez as agent for the Saap Lai restaurant located at 1402 S. 8th St. effectively immediately.

MASSAGE ESTABLISHMENT LICENSE (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2586	In Balance Therapeutics, LLC	832 N. 6 th St.
2792	Integrated Health Therapies	833 Pennsylvania Ave.

TAXICAB BUSINESS LICENSE (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2997	Best Taxi, The	1937 S. Business Dr.
3215	Two Guys Taxi Service	1226A N. 8 th St.
3023	Yellow Cab	2917 N. 15 th St.
2509	Santana Limo	2724 Main Ave.
2572	Lakeshore Transportation	N5806 County Rd. M., Plymouth

BEVERAGE OPERATOR'S LICENSE (June 30, 2018)

<u>No.</u>	<u>Name</u>	<u>Address</u>
4677	Forey, Jamie L.	1520 John Ct.
4542	Huenink, Jeffrey D.	138 Meadow Ridge Dr., Sheb. Falls
1591	Jahns, Joshua E.	3311 Main Ave.
1592	Madrigal, Debra	1623 Saemann Ave.
1595	Mathison, Nancy L.	1715 Illinois Ave.
9266	Minglana, Megan L.	4325 Morningview Ct., #K201
1587	Nicholas, Lesley M.	6514 Paradise LN., Sheb. Falls
1585	Norling, Veronica S.	2305 Wedemeyer St.
0551	Phillips, Lori A.	101 E. Mill St., #1, Plymouth
1589	Schmitt, Richard J.	1643 Andrae Cir.

1584 Schrimpf, Mykayla

3705 Sheridan Ave., #F3

TAXICAB DRIVER'S LICENSE (RENEW) (December 31, 2017)

<u>No.</u>	<u>Name</u>	<u>Address</u>
6363	Brass, Thomas H.	3314 Mill Road
7788	DeGroat, Shawn	1614 S. 9 th St.
1532	Fiedler, Randy Bruce	40 Selma St., Plymouth
0211	Herren, Richard E.	2217 Sunflower Ave.
0712	Lopez, Jose D.	3022 N. 8 th St.
1590	Rieger, Alex C.	2206 Sunflower Ave.
6913	Rios, Ricardo	2619A N. 8 th St.
0142	Waraich, Jesse Singh	N6233 Woodland Rd.
7731	Santana, Reynel	2724 Main Ave.