

**\*\*\*ATTACHMENTS\*\*\***

## Rajer, Mary

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**From:** Susan Kirchner [susan@perdignus.com]  
**Sent:** Sunday, June 16, 2013 8:58 PM  
**To:** Rajer, Mary  
**Subject:** Re: Email for Patrick Kirchner?

Dear Mary,

I regret to inform you that at this time Patrick is no longer interested in participating in the Capital Improvements Commission.

Susan

On Jun 12, 2013, at 1:56 PM, "Rajer, Mary" <[mrajer@ci.sheboygan.wi.us](mailto:mrajer@ci.sheboygan.wi.us)> wrote:

Hi Sue,

I would like to send an email to members of the Capital Improvements Commission. I do not have Patrick Kirchner's email address. Could you help me with this?

*Mary Rajer*  
City of Sheboygan  
Office of Mayor  
828 Center Avenue  
Sheboygan, WI 53081  
920.459.3317 (phone)  
920.459.0256 (fax)  
[mrajer@ci.sheboygan.wi.us](mailto:mrajer@ci.sheboygan.wi.us)

"Be who you are and say what you feel, because those who mind don't matter, and those who matter don't mind."

— Dr. Seuss

**NOTICE:** This e-mail may contain confidential information and is intended only for the individual named. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail; please notify the sender immediately and delete this e-mail from your system. Also, please be aware that email correspondence to and from "The City of Sheboygan" may be subject to open record requests.

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July 1, 2013

HONORABLE MEMBERS OF THE COMMON COUNCIL:

I hereby submit the following appointment for your consideration:

Nicholas Dussault to be considered for appointment to the Capital Improvements Commission to fill the unexpired term of Patrick Kirchner whose term expires 4/20/15.

A handwritten signature in black ink, appearing to read "Michael Vandersteen", is written over a horizontal line.

MAYOR MIKE VANDERSTEEN

OFFICE OF MAYOR

CITY HALL  
828 CENTER AVE., SUITE 301  
SHEBOYGAN, WI  
53081-4495

920/459-3317  
FAX 920/459-0256

II

R. O. \_\_\_\_\_ - 13 - 14. By Chief Administrative Officer. July 1, 2013

Submitting the Annual Financial Report of the City of Sheboygan for the year ended December 31, 2012, prepared by Schenck SC.

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Chief Administrative Officer

III

**CITY OF SHEBOYGAN, WISCONSIN**

**ANNUAL FINANCIAL REPORT**

**DECEMBER 31, 2012**

**CITY OF SHEBOYGAN, WISCONSIN**

December 31, 2012

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**Schenck**

CPAs AND SO MUCH MORE.

## INDEPENDENT AUDITORS' REPORT

To Mayor Michael Vandersteen and the Common Council  
City of Sheboygan  
Sheboygan, Wisconsin

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Sheboygan, Wisconsin ("the City") as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Water Utility Enterprise fund, which is both a major fund and 55 percent, 54 percent, and 47 percent, respectively, of the assets, net position, and revenues of the City's business - type activities. Those statements were audited by other auditors whose report has been furnished to use, and our opinion, insofar as it relates to the amounts included for the Water Utility Enterprise fund, is based solely on the report of the other auditors. We did not audit the financial statements of the Housing Authority of the City of Sheboygan. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Housing Authority of the City of Sheboygan, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



**Report Issued in Accordance with *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 10, 2013, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Certified Public Accountants  
Green Bay, Wisconsin  
May 10, 2013

**BASIC FINANCIAL STATEMENTS**

**CITY OF SHEBOYGAN, WISCONSIN**  
**Statement of Net Position**  
**December 31, 2012**

	Primary Government			Component Units	
	Governmental Activities	Business-type Activities	Totals	Housing Authority of the City of Sheboygan	Harbor Centre Business Improvement District
<b>ASSETS</b>					
Cash and investments	\$ 49,479,076	\$ 13,198,418	\$ 62,677,494	\$ 4,663,683	\$ 96,476
Receivables					
Taxes	23,794,689	588,287	24,382,976	-	-
Accounts	1,002,873	1,815,251	2,818,124	-	15,133
Special assessments	331,742	464,396	796,138	-	-
Loans	10,781,582	-	10,781,582	-	-
Other	126,214	18,044	144,258	1,151	-
Internal balances	747,621	(747,621)	-	-	-
Due from other governments	1,825,115	422,037	2,247,152	-	-
Inventories and prepaid items	313,655	355,795	669,450	25,564	570
Deposit with CVMIC	2,205,665	-	2,205,665	-	-
Restricted assets					
Cash and investments	-	907,418	907,418	103,289	-
Capital assets, nondepreciable					
Land	15,037,262	887,683	15,924,945	346,944	-
Construction in progress	-	3,524,535	3,524,535	-	-
Capital assets, depreciable					
Buildings and improvements	32,384,886	18,299,959	50,684,845	7,598,136	-
Improvements other than buildings	13,805,709	26,660,073	40,465,782	-	2,291
Machinery and equipment	23,074,793	30,546,752	53,621,545	681,325	1,500
Infrastructure	115,541,365	55,491,473	171,032,838	-	-
Less: Accumulated depreciation	(93,781,537)	(76,273,883)	(170,055,420)	(6,530,223)	(1,046)
<b>TOTAL ASSETS</b>	<b>196,670,710</b>	<b>76,158,617</b>	<b>272,829,327</b>	<b>6,889,869</b>	<b>114,924</b>
<b>LIABILITIES</b>					
Accounts payable	2,112,266	772,237	2,884,503	-	9,283
Accrued and other current liabilities	6,260,843	1,048,631	7,309,474	181,418	1,488
Accrued interest payable	630,176	79,457	709,633	-	-
Due to other governments	1,543,864	340,757	1,884,621	-	-
Unearned revenues	-	24,629	24,629	-	-
Long-term Obligations					
Due within one year	5,534,259	1,427,017	6,961,276	-	-
Due in more than one year	45,557,352	12,257,400	57,814,752	-	-
<b>TOTAL LIABILITIES</b>	<b>61,638,760</b>	<b>15,950,128</b>	<b>77,588,888</b>	<b>181,418</b>	<b>10,771</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Property taxes	23,668,662	511,547	24,180,209	-	-
<b>NET POSITION</b>					
Net investment in capital assets	62,614,199	46,036,580	108,650,779	2,096,182	-
Restricted for					
Debt service	1,582,340	263,213	1,845,553	-	-
Tax incremental financing districts	1,452,586	-	1,452,586	-	-
Community development	5,170,926	-	5,170,926	-	-
Cemetery perpetual care	814,261	-	814,261	-	-
Library trust	1,005,240	-	1,005,240	-	-
Housing assistance	-	-	-	25,001	-
Unrestricted	38,723,736	13,397,149	52,120,885	4,587,268	104,153
<b>TOTAL NET POSITION</b>	<b>\$ 111,363,288</b>	<b>\$ 59,696,942</b>	<b>\$ 171,060,230</b>	<b>\$ 6,708,451</b>	<b>\$ 104,153</b>

The notes to the basic financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position				
Primary Government			Component Units	
Governmental Activities	Business-type Activities	Totals	Housing Authority of the City of Sheboygan	Harbor Centre Business Improvement District

\$ (2,835,203)	\$ -	\$ (2,835,203)	\$ -	\$ -
(16,506,579)	-	(16,506,579)	-	-
(5,337,482)	-	(5,337,482)	-	-
(113,500)	-	(113,500)	-	-
(4,189,500)	-	(4,189,500)	-	-
(1,843,165)	-	(1,843,165)	-	-
(2,035,610)	-	(2,035,610)	-	-
<u>(32,861,039)</u>	<u>-</u>	<u>(32,861,039)</u>	<u>-</u>	<u>-</u>

-	1,236,161	1,236,161	-	-
-	3,035,896	3,035,896	-	-
-	(358,549)	(358,549)	-	-
-	18,435	18,435	-	-
-	16,617	16,617	-	-
-	<u>3,948,560</u>	<u>3,948,560</u>	<u>-</u>	<u>-</u>
<u>(32,861,039)</u>	<u>3,948,560</u>	<u>(28,912,479)</u>	<u>-</u>	<u>-</u>

-	-	-	(261,752)	-
-	-	-	-	(14,692)
-	-	-	<u>(261,752)</u>	<u>(14,692)</u>

20,672,686	511,559	21,184,245	-	-
4,249,816	-	4,249,816	-	-
1,511,160	-	1,511,160	-	-
11,979,429	-	11,979,429	-	-
875,581	157,704	1,033,285	9,907	-
49,806	95,058	144,864	148,135	-
-	6,964	6,964	-	-
1,219,980	(1,219,980)	-	-	-
<u>40,558,458</u>	<u>(448,695)</u>	<u>40,109,763</u>	<u>158,042</u>	<u>-</u>
7,697,419	3,499,865	11,197,284	(103,710)	(14,692)
(243,381)	-	(243,381)	-	-
<u>103,909,250</u>	<u>56,197,077</u>	<u>160,106,327</u>	<u>6,812,161</u>	<u>118,845</u>
<u>\$ 111,363,288</u>	<u>\$ 59,696,942</u>	<u>\$ 171,060,230</u>	<u>\$ 6,708,451</u>	<u>\$ 104,153</u>

**CITY OF SHEBOYGAN, WISCONSIN**  
**Balance Sheet (Continued)**  
**Governmental Funds**  
**December 31, 2012**

**Reconciliation to the Statement of Net Position**

Total Fund Balances as shown on previous page		\$ 36,439,972
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.		102,056,016
Other long-term assets are not available to pay current period expenditures and therefore are deferred in the funds.		
Special assessments		310,043
Accounts receivable		138,402
Loans receivable		9,253,544
Advance from other funds		264,718
Internal service funds reported in the statement of net position as governmental activities (see page 14)		14,622,380
Some liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		
Bonds and notes payable	\$ (46,732,184)	
Bond premium	(86,865)	
Bond discount	87,111	
Capital leases payable	(623,935)	
Unfunded post employment benefits	(913,701)	
Compensated absences	(2,822,037)	
Accrued interest on long-term obligations	(630,176)	(51,721,787)
		(51,721,787)
Net Position of Governmental Activities as Reported on the Statement of Net Position (see page 4)		\$ 111,363,288

The notes to the basic financial statements are an integral part of this statement.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds (Continued)**  
**For the Year Ended December 31, 2012**

Reconciliation to the Statement of Activities

Net Change in Fund Balances as shown on previous page	\$	7,594,061
 Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital assets reported as capital outlay in governmental fund statements	\$	329,069
Depreciation expense reported in the statement of activities	<u>(4,070,168)</u>	(3,741,099)
Amount by which capital outlay is less than depreciation in current period		
 In governmental funds the entire proceeds, if any, from the disposal of capital assets is reported as an other financing source. In the statement of activities only the gain (or loss) on the disposal is reported.		
Proceeds from the disposition of capital assets as reported on the governmental funds operating statement	<u>\$</u>	<u>(10,000)</u>
Cost of assets disposed of		(10,000)
 Certain employee benefits are reported in the governmental funds when amounts are paid. The statement of activities reports the value of benefits earned during the year. This year the accrual of these benefits decreased by:		
		446,533
 Special assessments are recorded as revenues when collected in the governmental funds; however, in the government-wide financial statements, special assessments are recognized as revenue when levied		
Special assessments levied	\$	381,590
Special assessment collections	<u>(291,642)</u>	89,948
Accounts receivable deferred and collected after the period of availability		86,162
Water utility's portion of unfunded pension liability payoff established in 2009		(10,693)
 Loans issued by the City are recorded as an expenditure in the governmental funds when paid and loan repayments are recognized as a revenue when received. The issuance of loans or the receipt of repayments does not have an effect on net position.		
Loans issued	\$	736,448
Loan repayments received	<u>(644,695)</u>	91,753
 Some capital assets acquired during the year were financed with debt. In addition, debt was issued to refinance existing debt obligations. The amount of the debt is reported in the governmental funds as a source of financing. In the statement of net position; however, debt constitutes a long-term liability. Debt issued in the current year is:		
		(4,745,000)
 Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities. The amount of long-term debt principal payments in the current year is:		
		6,593,010
 Interest payments on outstanding debt are reported in the governmental funds as an expenditure when paid, in the statement of activities interest is reported as it accrues.		
		25,698
 Bond premiums and discounts are reported in the governmental funds as revenues and expenditures. In the statement of activities these costs are capitalized and amortized over the life of the bonds.		
Bond premium		(86,865)
Bond discount		(6,843)
 Internal service funds are used by the City to charge the costs of motor vehicle, data processing, health, workers compensation and general liability to individual funds.		
		<u>1,370,754</u>
Change in Net Position of Governmental Activities as Reported in the Statement of Activities (see pages 5 - 6)	<u>\$</u>	<u>7,697,419</u>

The notes to the basic financial statements are an integral part of this statement.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Statement of Revenues, Expenditures and Changes in Fund Balance -**  
**Budget and Actual (Continued)**  
**General Fund**  
**For the Year Ended December 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance Final Budget - Positive (Negative)
	Original	Final		
<b>Culture and Recreation</b>				
Park department	2,136,967	2,243,991	2,138,073	105,918
Celebrations	30,978	30,978	23,885	7,093
Senior citizen center	183,912	183,912	179,096	4,816
<b>Total Culture and Recreation</b>	<b>2,351,857</b>	<b>2,458,881</b>	<b>2,341,054</b>	<b>117,827</b>
<b>Conservation and Development</b>				
City development	247,755	247,755	237,730	10,025
<b>Debt Service</b>				
Interest and fiscal charges	-	285	285	-
<b>Total Expenditures</b>	<b>34,654,533</b>	<b>34,880,592</b>	<b>32,560,703</b>	<b>2,319,889</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(1,461,673)</b>	<b>(1,652,352)</b>	<b>1,227,510</b>	<b>2,879,862</b>
<b>Other Financing Sources (Uses)</b>				
Sale of capital assets	-	-	9,515	9,515
Transfers in	2,388,733	2,388,733	2,742,533	353,800
Transfers out	(7,060)	(206,378)	(42,194)	164,184
<b>Total Other Financing Sources (Uses)</b>	<b>2,381,673</b>	<b>2,182,355</b>	<b>2,709,854</b>	<b>527,499</b>
<b>Net Change in Fund Balance</b>	<b>920,000</b>	<b>530,003</b>	<b>3,937,364</b>	<b>3,407,361</b>
<b>Fund Balance - January 1</b>	<b>13,171,525</b>	<b>13,171,525</b>	<b>13,171,525</b>	<b>-</b>
<b>Fund Balance - December 31</b>	<b>\$ 14,091,525</b>	<b>\$ 13,701,528</b>	<b>\$ 17,108,889</b>	<b>\$ 3,407,361</b>

The notes to the basic financial statements are an integral part of this statement.

Transit Commission	Nonmajor Enterprise Funds	Totals	Governmental Activities - Internal Service Funds
\$ 2,275,378	\$ 1,400,531	\$ 13,198,418	\$ 10,717,374
511,547	12,792	588,287	-
14,606	11,426	1,815,251	38,757
-	103,737	464,396	-
4,221	3,399	18,044	25,961
255,547	-	422,037	-
36,105	-	355,795	76,131
-	-	907,418	-
-	331,435	331,435	-
-	-	-	2,205,665
35,754	716,258	887,683	-
-	-	3,524,535	-
738,173	14,241	18,299,959	-
872,007	1,882,570	26,660,073	-
5,992,832	282,214	30,546,752	12,778,866
-	-	55,491,473	-
(4,767,347)	(1,922,631)	(76,273,883)	(8,772,404)
<u>5,968,823</u>	<u>2,835,972</u>	<u>77,237,673</u>	<u>17,070,350</u>
67,229	18,008	772,237	86,188
157,160	8,313	1,048,631	2,185,819
-	-	79,457	-
-	-	990,301	-
339,701	1,056	340,757	-
-	15,401	24,629	-
-	-	264,718	-
-	-	1,427,017	-
-	-	12,257,400	-
<u>564,090</u>	<u>42,778</u>	<u>17,205,147</u>	<u>2,272,007</u>
<u>511,547</u>	<u>-</u>	<u>511,547</u>	<u>-</u>
2,871,419	972,652	46,036,580	4,006,462
-	-	263,213	-
2,021,767	1,820,542	13,221,186	10,791,881
<u>\$ 4,893,186</u>	<u>\$ 2,793,194</u>	59,520,979	14,798,343
		175,963	(175,963)
		<u>\$ 59,696,942</u>	<u>\$ 14,622,380</u>

Transit Commission	Nonmajor Enterprise Funds	Totals	Governmental Activities - Internal Service Funds
\$ 856,387	\$ 485,445	\$ 15,852,802	\$ 11,182,207
70,237	5,361	256,829	89,700
<u>926,624</u>	<u>490,806</u>	<u>16,109,631</u>	<u>11,271,907</u>
2,760,414	162,817	6,148,843	1,303,772
211,377	209,209	3,576,233	985,335
620,131	31,441	1,676,597	460,063
127,095	771	278,796	6,178,064
868	16,638	472,474	33,132
534,555	48,466	2,672,693	781,429
<u>4,254,440</u>	<u>469,342</u>	<u>14,825,636</u>	<u>9,741,795</u>
(3,327,816)	21,464	1,283,995	1,530,112
511,559	-	511,559	-
2,729,381	-	2,729,381	-
25,205	22,871	157,704	155,022
114,542	32	114,574	-
-	-	(441,530)	-
-	-	197	-
-	-	6,964	42,141
<u>3,380,687</u>	<u>22,903</u>	<u>3,078,849</u>	<u>197,163</u>
52,871	44,367	4,362,844	1,727,275
-	-	90,880	-
-	9,821	9,821	1,657,464
-	-	(1,229,801)	(1,747,864)
52,871	54,188	3,233,744	1,636,875
<u>4,840,315</u>	<u>2,739,006</u>	<u>56,287,235</u>	<u>13,161,468</u>
<u>\$ 4,893,186</u>	<u>\$ 2,793,194</u>	<u>\$ 59,520,979</u>	<u>\$ 14,798,343</u>
		\$ 3,233,744	\$ 1,636,875
		266,121	(266,121)
		<u>\$ 3,499,865</u>	<u>\$ 1,370,754</u>

Transit Commission	Nonmajor Enterprise Funds	Totals	Governmental Activities - Internal Service Funds
\$ 828,514	\$ 542,692	\$ 16,052,142	\$ 11,237,211
(985,084)	(246,051)	(6,396,862)	(9,011,919)
(2,894,550)	(188,160)	(6,095,059)	(1,273,761)
<u>(3,051,120)</u>	<u>108,481</u>	<u>3,560,221</u>	<u>951,531</u>
511,559	-	511,559	-
2,729,381	-	2,729,381	-
-	-	(10,693)	-
-	-	(5,509)	-
114,542	-	114,542	-
-	9,821	(1,183,799)	(90,400)
-	(524)	(524)	-
<u>3,355,482</u>	<u>9,297</u>	<u>2,154,957</u>	<u>(90,400)</u>
(90,185)	-	(2,830,262)	(321,364)
-	-	6,964	42,141
-	-	(1,386,436)	-
-	-	(442,724)	-
-	-	260	-
-	-	92,211	-
-	-	90,880	-
<u>(90,185)</u>	<u>-</u>	<u>(4,469,107)</u>	<u>(279,223)</u>
25,205	22,871	157,704	155,022
239,382	140,649	1,403,775	736,930
2,035,996	1,259,882	12,702,061	9,980,444
<u>\$ 2,275,378</u>	<u>\$ 1,400,531</u>	<u>\$ 14,105,836</u>	<u>\$ 10,717,374</u>
\$ 2,275,378	\$ 1,400,531	\$ 13,198,418	\$ 10,717,374
-	-	907,418	-
<u>\$ 2,275,378</u>	<u>\$ 1,400,531</u>	<u>\$ 14,105,836</u>	<u>\$ 10,717,374</u>
\$ (3,327,816)	\$ 21,464	\$ 1,283,995	\$ 1,530,112
534,555	48,466	2,672,693	781,429
-	-	144,542	-
-	32	32	-
(1,332)	71,426	(17,260)	(34,696)
(85,509)	-	(77,024)	-
(25,252)	-	(71,906)	(39,070)
(361)	12,480	34,121	(43,841)
(134,136)	(25,343)	(377,928)	(1,242,403)
-	(472)	(472)	-
(11,269)	(19,572)	(30,572)	-
<u>\$ (3,051,120)</u>	<u>\$ 108,481</u>	<u>\$ 3,560,221</u>	<u>\$ 951,531</u>
\$ -	\$ -	\$ 20,795	\$ -

**CITY OF SHEBOYGAN, WISCONSIN**  
Notes to Basic Financial Statements  
December 31, 2012

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the City of Sheboygan, Wisconsin ("the City") have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the City are described below:

**1. Financial Reporting Entity**

The City of Sheboygan, Wisconsin is a municipal corporation governed by an elected mayor and sixteen-member council. Included in the City's operations (the primary government) is the City's water utility managed by the Board of Waterworks Commissioners appointed by the Common Council. As required by GAAP, the basic financial statements present the City (the primary government) and any component units. A legal separate organization should be reported as a component unit if the elected officials of the primary government are financially accountable to the organization. The primary government is financial accountable if it appoints a majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. A legally separate, tax exempt organization should be reported as a component unit of a primary government if all of the following criteria are met:

- a. the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units or its constituents;
- b. the primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization;
- c. the economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to the primary government.

The component units discussed below are included in the City's reporting entity because of the significance of their operational and/or financial relationship with the City.

**2. Individual Component Unit Disclosures**

**Discretely Presented Component Units**

The component unit columns in the government-wide financial statements represent the financial data of the Housing Authority of the City of Sheboygan ("Housing Authority") and the Harbor Centre Business Improvement District ("the District"). They are reported in separate columns to emphasize that they are legally separate from the City. The governing bodies of both organizations are appointed by the City's Common Council. Wisconsin Statutes also provide for circumstances where the City can impose their will on both organizations and also create a potential burden on the City. The financial information presented is for the fiscal year ended March 31, 2012 for the Housing Authority and December 31, 2012 for the District. Complete financial statements for the Housing Authority can be obtained from their office at 611 North Water Street, P.O. Box 1052, Sheboygan, WI 53082-1052. Complete financial statements for the District can be obtained from their office at P.O. Box 791, Sheboygan, WI 53082-0791.

**CITY OF SHEBOYGAN, WISCONSIN**  
Notes to Basic Financial Statements  
December 31, 2012

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The City reports the following major enterprise funds:

**SEWERAGE SYSTEM**

This fund is used to account for the operations of the City's sanitary sewer system.

**WATER UTILITY**

This fund is used to account for the operations of the City's water treatment and distribution system.

**TRANSIT COMMISSION**

This fund is used to account for the operations of the City's transit system.

*Special revenue funds* are used to account for the proceeds of specific revenue sources that are legally restricted for specific purposes. Non-major special revenue funds consist of the following:

Community Development Block Grant	Police Meg Unit
Revolving Loan Funds	Special Assessment
Lead Based Abatement Program	Redevelopment Authority
Mead Library	E.H. May Environmental Park
Cable TV	Municipal Court
Tourism Promotion	Ambulance
Harbor Center Marina	Storm Water

*Capital project funds* are used to account for financial resources to be used for the acquisition of equipment or construction of major capital facilities. The Capital Projects Tax Levy, Capital Projects TIF Districts, and Capital Projects Bonded funds are reported as non-major capital project funds.

*Permanent funds* are used to report resources that are legally restricted to the extent that only earning, and not principal, may be used for purposes that support the reporting government's programs. The City's cemetery perpetual care and library trust are reported as non-major permanent funds.

*Enterprise funds* are used to report any activity for which a fee is charged to external users for goods and services, and must be used for activities which meet certain debt or cost recovery criteria. Non-major enterprise funds consist of the following:

Parking Facility	Boat Facility
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Additionally, the government reports the following fund types:

*Internal service funds* account for services provided to other departments or agencies of the City, or to other governments, on a cost reimbursement basis. The City reports the following internal service funds:

Motor Vehicle	Workers Compensation Self Insurance
Data Processing	General Liability Self Insurance
Health Self Insurance	

The City accounts for assets held for individuals by various departments and funds held for other governmental agencies in an *agency fund*. The Property Tax Collection and Business Improvement District are accounted for as agency funds.

**CITY OF SHEBOYGAN, WISCONSIN**  
Notes to Basic Financial Statements  
December 31, 2012

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**5. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance**

**a. Cash and Investments**

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with an original maturity of three months or less from the date of acquisition are considered to be cash equivalents.

**b. Receivables**

Accounts receivable have been shown net of an allowance for uncollectible accounts. Delinquent real estate taxes are assumed by Sheboygan County as of July 31; therefore, no allowance is considered necessary. Delinquent personal property taxes remain the collection responsibility of the City; accordingly, an allowance for uncollectible accounts has been established. The City is able to recover a portion of these delinquent personally property taxes from other taxing jurisdictions.

The City has received federal and state grants for economic development and housing rehabilitation loan programs to area businesses and homeowners. A loan receivable and deferred inflow is recorded when loan funds are disbursed. Loans made to eligible businesses and homeowners are recorded as expenditures while loan repayments are recognized as revenue in the City's fund financial statements. In the government-wide financial statements, loan repayments and disbursements are not recognized as revenue or expenditures but recorded as loans receivable.

**c. Interfund Receivables and Payables**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" and "due to other funds" in the fund financial statements. Noncurrent portions of the interfund receivables/payables are considered "Advance to other funds" and "Advance from other funds" in the fund financial statements. Advances to other funds are offset by a nonspendable fund balance since they do not constitute expendable available financial resources and therefore are not available for appropriation.

The amount reported on the statement of net position for internal balances represents the residual balance outstanding between the governmental and business-type activities.

**d. Inventories**

Inventories are recorded at cost, which approximates market, using the first-in, first-out method. Inventories consist of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual inventory items are consumed rather than when purchased.

Inventories of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

**e. Prepaid Items**

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items.

Prepaid items of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

i. Long-term Obligations

In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts, are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

j. Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments expected to be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not expected to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund financial statements. Claims and judgments in the government-wide financial statements and proprietary funds are recorded as expenses when the related liabilities are incurred. There were no significant claims or judgments at the end of the year.

k. Fund Equity

**GOVERNMENTAL FUND FINANCIAL STATEMENTS**

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- Restricted fund balance - Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- Committed fund balance - Amounts that are constrained for specific purposes by action of the Common Council. These constraints can only be removed or changed by the Common Council using the same action that was used to create them.
- Assigned fund balance - Amounts that are constrained for specific purposes by action of City management. The Common Council has not authorized an employee to assign fund balance. Residual amounts in any governmental fund, other than the General Fund, are also reported as assigned.
- Unassigned fund balance - Amounts that are available for any purpose. Positive unassigned amounts are only reported in the General Fund.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE B - STEWARDSHIP AND COMPLIANCE (Continued)**

- d. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each department of the City. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Common Council. The City's finance committee or the City's director of finance can approve transfers within departments while transfers between departments and changes in the overall budget require approval by two-thirds of the Common Council.

The City did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2012.

2. Deficit Fund Equity

The following fund had deficit fund balance as of December 31, 2012:

Fund	Deficit Fund Balance
Other Governmental Funds	
Harbor Center Marina	\$ 2,577,066

The City anticipates funding the above deficit from future revenues of the fund.

**NOTE C - DETAILED NOTES ON ALL FUNDS**

1. Cash and Investments

The City maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed in the financial statements as "Cash and investments."

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

In addition, investment of most trust funds including cemetery perpetual care funds is regulated by Chapter 881 of the Wisconsin Statutes. Investment of library trust funds is regulated by Chapter 112. These sections give broad authority to use such funds to acquire various kinds of investments, including common stock.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)**

As of December 31, 2012, none of the City's deposits with financial institutions were in excess of federal and state depository insurance limits and uncollateralized.

On December 31, 2012, the City held repurchase agreement investments of \$5,000,000 of which the underlying securities are held by the investment's counterparty, not in the name of the City.

**Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investments in securities to the top two ratings assigned by nationally recognized statistical rating organizations. Presented below is the actual rating as of yearend for each investment type.

Investment Type	Amount	Exempt From Disclosure	AAA	AA	Not Rated
Federal National MTG Assn	\$ 26,584,570	\$ -	\$ 26,584,570	\$ -	\$ -
Federal National MTG Assn Step Up Call	3,004,410	-	3,004,410	-	-
Federal Home Loan MTG Corp	10,020,340	-	10,020,340	-	-
Federal Home Loan Bank	7,328,296	-	7,328,296	-	-
Fixed income mutual funds	6,643,552	-	-	-	6,643,552
Money market mutual funds	66,288	-	-	-	66,288
Cash held by brokerage firm	5,257	-	-	-	5,257
Wisconsin local government investment pool	22,594,679	-	-	-	22,594,679
<b>Totals</b>	<b>\$ 76,247,392</b>	<b>\$ -</b>	<b>\$ 46,937,616</b>	<b>\$ -</b>	<b>\$ 29,309,776</b>

**Concentration of Credit Risk**

The investment policy of the City states that the funds of the City will be invested in accordance with Wisconsin State Statutes. The City's investment policy shall limit the investments to the following investment instruments and shall diversify the portfolio by instruments, financial institutions and maturities:

Instruments	Maximum % of Portfolio
U.S. Treasury Obligations (bills, notes and bonds)	100%
U.S. Government Agency Securities and Instruments of Government Sponsored Operations	75%
Certificates of Deposit in Commercial Banks	50%
State Investment Pool	100%

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)**

Investment in Wisconsin Local Government Investment Pool

The City has investments in the Wisconsin local government investment pool of \$22,594,679 at year-end. The Wisconsin local government investment pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2012, the fair value of the City's share of the LGIP's assets was substantially equal to the carrying value.

**2. Property Taxes**

Property taxes consist of taxes on real estate and personal property. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the Sheboygan County as part of the February tax settlement. The City and all other entities receive payment in full during the August tax settlement. Delinquent personal property taxes remain the collection responsibility of the City.

The City bills and collects its own property taxes and also levies and collects taxes for the Sheboygan Area School District, Kohler School District, Sheboygan County, Lakeshore Technical College and the State of Wisconsin. Collections and remittances of taxes for other entities are accounted for in the property tax agency fund.

**3. Restricted Assets**

The following represents the balances of the restricted assets:

Enterprise Fund	
Water Utility	
Special Redemption Funds	
Interest and principal account	\$ 323,013
Reserve account	584,405
Total Restricted Assets	\$ 907,418

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)**

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Business-type activities:</b>				
<b>Capital assets, not being depreciated:</b>				
Land	\$ 852,683	\$ 35,000	\$ -	\$ 887,683
Construction in progress	6,074,151	1,958,669	4,508,285	3,524,535
<b>Total capital assets, not being depreciated</b>	<b>6,926,834</b>	<b>1,993,669</b>	<b>4,508,285</b>	<b>4,412,218</b>
<b>Capital assets, being depreciated:</b>				
Buildings and improvements	18,282,400	21,303	3,744	18,299,959
Improvements other than buildings	21,898,648	4,761,425	-	26,660,073
Machinery and equipment	30,299,785	444,857	197,890	30,546,752
Infrastructure	55,433,514	57,959	-	55,491,473
<b>Subtotals</b>	<b>125,914,347</b>	<b>5,285,544</b>	<b>201,634</b>	<b>130,998,257</b>
<b>Less accumulated depreciation for:</b>				
Buildings and improvements	12,079,032	474,229	3,744	12,549,517
Improvements other than buildings	18,897,296	376,477	-	19,273,773
Machinery and equipment	21,352,047	966,486	197,629	22,120,904
Infrastructure	21,329,646	1,000,043	-	22,329,689
<b>Subtotals</b>	<b>73,658,021</b>	<b>2,817,235</b>	<b>201,373</b>	<b>76,273,883</b>
<b>Total capital assets, being depreciated, net</b>	<b>52,256,326</b>	<b>2,468,309</b>	<b>261</b>	<b>54,724,374</b>
<b>Business-type activities capital assets, net</b>	<b>\$ 59,183,160</b>	<b>\$ 4,461,978</b>	<b>\$ 4,508,546</b>	<b>59,136,592</b>
Less: Revenue bonds				12,936,655
Less: Alliant Energy notes				745,105
Less: Bond premium				2,657
Plus: Unspent capital related debt proceeds				<u>(584,405)</u>
<b>Net investment in capital assets</b>				<b><u>\$ 46,036,580</u></b>

**CITY OF SHEBOYGAN, WISCONSIN**  
Notes to Basic Financial Statements  
December 31, 2012

**NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)**

The principal purpose of these interfunds is to account for the time lag between the dates that 1) interfund goods and services are provided or reimbursable expenditures occur, 2) transactions are recorded in the accounting system, and 3) payments between funds are made.

For the statement of net position, interfund balances which are owed within the governmental activities or business-type activities are netted and eliminated.

The following is a schedule of interfund advances:

Receivable Fund	Payable Fund	Amount	Amount not Due Within One Year
General fund	Debt service fund - TIF districts	\$ 1,238,161	\$ 1,238,161
Debt service fund - GO debt	Debt service fund - TIF districts	1,450,690	1,450,690
	Enterprise fund - Water utility	264,718	264,718
Capital projects fund - Tax levy	Debt service fund - TIF districts	280,073	-
		<u>3,233,642</u>	<u>2,953,569</u>
Enterprise fund - Boat facility	Special revenue fund - Harbor Center Marina	331,435	331,435
Subtotal - Fund Financial Statements		3,565,077	3,285,004
Less: Fund eliminations		(2,968,924)	(2,688,851)
Less: Enterprise portion of advance		<u>(662,870)</u>	<u>(662,870)</u>
Total Internal Balances - Government-wide Statement of Net Position		<u>\$ (66,717)</u>	<u>\$ (66,717)</u>

The principal purpose of these interfund advances was financing debt service maturities of the City's tax incremental financing districts and capital acquisitions.

For the statement of net position, interfund advance balances which are owed within the governmental activities or business-type activities are netted and eliminated. A reconciliation to the statement of net position follows:

Due from other funds	\$ 990,301
Interfund advances	(66,717)
Internal service fund allocation to business-type activities	<u>(175,963)</u>
Total Internal Balances - Government-wide Statement of Net Position	<u>\$ 747,621</u>

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)**

6. Long-term Obligations

The following is a summary of changes in long-term obligations of the City for the year ended December 31, 2012:

	Outstanding 1/1/12	Issued	Retired	Outstanding 12/31/12	Due Within One Year
<b>Governmental activities:</b>					
<b>General Obligation Debt</b>					
Bonds	\$ 33,855,000	\$ -	\$ 2,980,000	\$ 30,875,000	\$ 2,530,000
Notes	13,386,852	4,745,000	3,499,668	14,632,184	2,883,121
<b>Total General Obligation Debt</b>	<b>47,241,852</b>	<b>4,745,000</b>	<b>6,479,668</b>	<b>45,507,184</b>	<b>5,413,121</b>
Bond premium	-	92,343	5,478	86,865	9,390
Bond discount	(93,954)	-	(6,843)	(87,111)	(6,272)
Mortgage notes	225,000	-	-	225,000	-
Capital lease	737,277	-	113,342	623,935	118,020
Sheboygan County	1,000,000	-	-	1,000,000	-
Unfunded post employment benefits	1,213,653	332,520	632,472	913,701	-
Compensated absences	2,968,618	-	146,581	2,822,037	-
<b>Governmental activities Long-term obligations</b>	<b>\$ 53,292,446</b>	<b>\$ 5,169,863</b>	<b>\$ 7,370,698</b>	<b>\$ 51,091,611</b>	<b>\$ 5,534,259</b>
<b>Business-type activities:</b>					
Revenue bonds	\$ 14,080,502	\$ -	\$ 1,143,847	\$ 12,936,655	\$ 1,180,805
Unamortized bond premium	2,854	-	197	2,657	-
Alliant Energy note	987,694	-	242,589	745,105	246,212
<b>Business-type activities Long-term obligations</b>	<b>\$ 15,071,050</b>	<b>\$ -</b>	<b>\$ 1,386,633</b>	<b>\$ 13,684,417</b>	<b>\$ 1,427,017</b>

Total interest paid during the year on long-term debt totaled \$2,427,181.

For governmental activities, the other long-term liabilities are generally funded by the general fund.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)**

**Build America Bond**

The general obligation debt issued on June 23, 2010 qualifies as Build America Bonds, as described in Section 54AA of the Internal Revenue Code. The interest on the debt is taxable as set forth in the regulations. The City is eligible to receive a 35% subsidy of the annual interest payment from the Federal government. In order to receive this subsidy it is necessary for the City to file a claim form annually.

Annual principal and interest maturities of the outstanding general obligation debt of \$45,507,184 on December 31, 2012 are detailed below:

Year Ended December 31	Governmental Activities		
	Principal	Interest	Total
2013	\$ 5,413,121	\$ 1,722,520	\$ 7,135,640
2014	5,128,626	1,543,942	6,672,568
2015	4,960,182	1,365,278	6,325,460
2016	4,525,726	1,188,812	5,714,538
2017	4,194,952	1,023,871	5,218,823
2018-2022	15,839,757	3,021,220	18,860,977
2023-2027	5,444,820	682,335	6,127,157
	<u>\$ 45,507,184</u>	<u>\$ 10,547,978</u>	<u>\$ 56,055,163</u>

**Legal Margin for New Debt**

The City's legal margin for creation of additional general obligation debt on December 31, 2012 was \$85,892,728 as follows:

Equalized valuation of the City	\$ 2,476,415,800
Statutory limitation percentage	(x) 5%
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes	<u>123,820,790</u>
Total outstanding general obligation debt applicable to debt limitation	\$ 45,507,184
Less: Amounts available for financing general obligation debt	
Debt service funds	<u>7,579,122</u>
Net outstanding general obligation debt applicable to debt limitation	<u>37,928,062</u>
Legal Margin for New Debt	<u><u>\$ 85,892,728</u></u>

**Mortgage Notes**

Mortgage notes currently outstanding consist of a note with the Sheboygan Development Corporation. A repayment schedule does not exist as of December 31, 2012.

**CITY OF SHEBOYGAN, WISCONSIN**  
Notes to Basic Financial Statements  
December 31, 2012

**NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)**

Annual principal and interest maturities of the above outstanding enterprise fund debt of \$12,936,655 on December 31, 2012 are shown below:

Year Ended December 31	Business-type Activities		
	Principal	Interest	Total
2013	\$ 1,180,805	\$ 430,992	\$ 1,611,797
2014	1,213,418	389,243	1,602,661
2015	1,236,705	346,609	1,583,314
2016	951,056	308,857	1,259,913
2017	130,420	49,794	180,214
2018-2022	3,851,642	1,122,446	4,974,088
2023-2027	3,852,436	437,011	4,289,447
2028-2030	520,173	18,924	539,097
	<u>\$ 12,936,655</u>	<u>\$ 3,103,876</u>	<u>\$ 16,040,531</u>

**Utility Revenues Pledged**

The City has pledged future water and sewer customer revenues, net of specified operating expenses, to repay the water and sewer system revenue bonds. Proceeds from the bonds provided financing for the construction or acquisition of capital assets used with the systems. The bonds are payable solely from water and sewer customer net revenues and are payable through 2030. The total principal and interest remaining to be paid on the bonds is \$16,040,531. Principal and interest paid for the current year and net customer revenues for the water utility were \$900,087 and \$4,444,578, respectively. Principal and interest paid for the current year and net customer revenues for the sewer utility were \$714,957 and \$2,352,033, respectively.

**Alliant Energy Note**

Debt service requirements of the Alliant Energy Notes are financed by the City's sewerage system. Alliant Energy Notes currently outstanding on December 31, 2012 are detailed as follows:

	Date of Issue	Interest Rate	Final Maturity	Issue Amount	Balance Outstanding 12/31/12
Sewerage System					
Alliant Energy Note	8/2009	2.00%	7/2014	\$ 36,725	\$ 10,768
Alliant Energy Note	12/2010	2.00%	12/2015	1,200,000	734,337
					<u>\$ 745,105</u>

Annual principal and interest maturities of the above outstanding Alliant Energy Notes of \$745,105 on December 31, 2012 are shown below:

Year Ended December 31	Business-type Activities		
	Principal	Interest	Total
2013	\$ 246,212	\$ 12,628	\$ 258,840
2014	249,206	7,701	256,907
2015	249,687	2,713	252,400
	<u>\$ 745,105</u>	<u>\$ 23,042</u>	<u>\$ 768,147</u>

**Other Debt Information**

There are a number of limitations and restrictions contained in the various bond and note obligations. The City believes it is substantially in compliance with all material limitations and restrictions.

**CITY OF SHEBOYGAN, WISCONSIN**  
Notes to Basic Financial Statements  
December 31, 2012

**NOTE D - OTHER INFORMATION (Continued)**

The payroll for City employees covered by the WRS for the year ended December 31, 2012 was \$25,031,966; the employer's total payroll was \$26,447,888. The total required contribution for the year ended December 31, 2012 was \$3,630,922, which consisted of \$2,151,393 or 8.6% of covered payroll from the employer, and \$1,479,529, or 5.9% of covered payroll from employees. Total contributions for the years ended December 31, 2011 and 2010 were \$3,754,905 and \$3,158,686, respectively, equal to the required contributions for each year.

Employees who retire at or after age 65 (62 for elected officials and 54 for protective occupation employees with less than 25 years of service, 53 for protective occupation employees with more than 25 years of service) are entitled to receive a retirement benefit. Employees may retire at age 55 (50 for protective occupation employees) and receive actuarially reduced benefits. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor. A final average earnings is the average of the employee's three highest year's earnings. Employees terminating covered employment and submitting application before becoming eligible for a retirement benefit may withdraw their contributions and, by doing so, forfeit all rights to any subsequent benefit. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998 and prior to July 1, 2011 are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011 must have five years of creditable service to be vested.

The WRS also provides death and disability benefits for employees. Eligibility and the amount of all benefits are determined under Chapter 40 of Wisconsin Statutes.

The WRS issues an annual financial report that may be obtained by writing to the Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931.

**2. Other Post-employment Benefits**

*Plan Description* - The City provides health care related benefits for employees who retire prior to the age of 65. Benefit terms including eligibility and vesting requirements vary by employee classification. There were 381 active and 115 retired employees in the plan as of the most recent actuary valuation date.

*Annual OPEB Cost and Net OPEB Obligation* - The City's annual other post-employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution (ARC), and the amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The following table shows the components of the City's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the City's net OPEB obligation.

Component	Amount
Annual required contribution	\$ 350,789
Interest on net OPEB	60,683
Adjustment to annual required contribution	<u>(78,952)</u>
Annual OPEB cost (expense)	332,520
Contributions made	<u>(632,472)</u>
Change in net OPEB obligation	(299,952)
OPEB obligation - beginning of year	<u>1,213,653</u>
OPEB obligation - end of year	<u><u>\$ 913,701</u></u>

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE D - OTHER INFORMATION (Continued)**

**3. Risk Management**

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; workers compensation; and health care of its employees. The City participates in a public entity risk pool called Cities and Villages Mutual Insurance Company to provide coverage for losses from torts; theft of, damage to, or destruction of assets; errors and omission. However, other risks, such as workers compensation and health care of its employees are accounted for and financed by the City in health self insurance internal service fund and the workers compensation self insurance internal service fund.

**a. Self Insurance**

For health insurance claims, the uninsured risk of loss is \$135,000 per person and a minimum annual aggregate deductible of \$7,252,730 for the 2012 policy year. The City has purchased commercial insurance for claims in excess of those amounts. Settled claims have exceeded the commercial coverage for the individual stop-loss, but not the aggregate deductible during any of the past three years.

For workers compensation claims, the uninsured risk of loss is \$350,000 per incident. The City has purchased commercial insurance for claims in excess of those amounts. Settled claims have not exceeded the commercial coverage in any of the past three years.

All funds of the City participate in the risk management program. Amounts payable to the internal service funds are based on actuarial estimates of the amounts necessary to pay prior and current year claims and to establish a reserve for catastrophic losses. \$7,817,493 was available for that reserve at year end, and is included in unrestricted net position of the internal service funds.

A liability for a claim is established if information indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss is reasonably estimable. Liabilities include an amount for health insurance and workers compensation claims that have been incurred but not reported.

Year	Balance Beginning of Year	Current Claims and Changes in Estimates	Claim Payments	Balance End of Year
<b>Health Insurance</b>				
2012	\$2,350,078	\$5,677,791	\$6,378,212	\$1,649,657
2011	2,550,010	6,887,225	7,087,157	2,350,078
<b>Workers Compensation</b>				
2012	\$58,638	\$362,762	\$362,762	\$58,638
2011	50,000	282,653	274,015	58,638

**CITY OF SHEBOYGAN, WISCONSIN**  
Notes to Basic Financial Statements  
December 31, 2012

**NOTE D - OTHER INFORMATION (Continued)**

**4. Property Tax Levy Limit**

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2012 and 2013 budget years, the increase in the maximum allowable tax levy is limited to the percentage change in the City's January 1 equalized value as a result of net new construction. The actual limit for the City for the 2012 budget was 0.25%. The actual limit for the City for the 2013 budget was 0.90%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

**5. Contingencies**

a. The City participates in a number of federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. An audit under OMB Circular A-133 has been conducted but final acceptance is still pending. Accordingly, the City's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

b. From time to time, the City is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and legal counsel that the likelihood is remote that any such claims or proceedings will have a material effect on the city's financial statements.

**6. Cumulative Effect of Change in Accounting Principle**

The City has adopted GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which requires debt issuance costs to be expensed in the period incurred, rather than recorded as assets and amortized over the life of the related debt issue. Financial statements for the year ended December 31, 2011 have not been restated. The cumulative effect of this change was to decrease the December 31, 2012 net position of the governmental activities by \$243,381.

**7. Subsequent Event**

On March 4, 2013, the City Council authorized the issuance of \$3,000,000 in Water Utility Revenue Bonds for the purpose of capital improvement projects. The bonds were issued May 1, 2013.

**NOTE E - COMPONENT UNITS**

This report contains the Housing Authority of the City of Sheboygan and the Harbor Centre Business Improvement District, which are included as component units. Financial information for both is presented as a separate column in the statement of net position and statement of activities.

In addition to the basic financial statements and the preceding notes to financial statements which apply, the following additional disclosures are considered necessary for a fair presentation.

Information related to the Housing Authority of the City of Sheboygan is as follows:

**1. Significant Accounting Policies**

a. The Housing Authority follows the accrual basis of accounting.

b. Temporary cash investments are stated at cost which approximates fair value.

c. Capital assets are recorded at original costs. The provision for depreciation was computed under the straight-line method over the useful lives of the assets.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Notes to Basic Financial Statements**  
**December 31, 2012**

**NOTE E - COMPONENT UNITS (Continued)**

Information related to the Business Improvement District is as follows:

1. Significant Accounting Policies

- a. The Business Improvement District follows the modified accrual basis of accounting.
- b. Temporary cash investments are stated at cost which approximates fair value.

2. Deposits and Investments

Deposits in banks are insured by the Federal Deposit Insurance Corporation (FDIC) up to the statutory amount for demand deposits and time deposits. At year end, the carrying amount of the District's deposits was \$96,476 and the bank balance was \$96,676. The entire bank balance was covered by Federal depository insurance.

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF SHEBOYGAN, WISCONSIN**  
**Schedule of Funding Progress**  
**Other Post-Employment Benefit Plan**  
**For the Year Ended December 31, 2012**

Actuarial Valuation Date December 31,	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry-Age Normal	(3) Funded Ratio (1) / (2)	(4) Unfunded Actuarial Accrued Liability (UAAL) (2) - (1)	(5) Covered Payroll	UAAL as a Percentage of Covered Payroll (4) / (5)
2012	\$ -	\$ 4,231,036	0.0%	\$ 4,231,036	\$ 25,031,966	16.9%
2010	-	6,126,869	0.0%	6,126,869	25,536,076	24.0%
2008	-	5,291,565	0.0%	5,291,565	27,270,092	19.4%

The City implemented GASB Statement No. 45 for the fiscal year ended December 31, 2008. Information for prior years is not available.

The reduction in the Actuarial Accrued Liability and the Unfunded Actuarial Accrued Liability between the 2012 and 2010 actuarial valuations is due to the combination of benefit changes and the decrease in the number of employees.

**SUPPLEMENTARY INFORMATION**

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**Special Revenue Funds (Continued)**

Harbor Center Marina	Police Meg Unit	Special Assessment	Redevelopment Authority	E.H. May Environmental Park	Municipal Court	Ambulance	Storm Water	Total
\$ 3,652	\$ 3,142	\$ 1,862,303	\$ 153,619	\$ 25,563	\$ 40,882	\$ 144,624	\$ 60,975	\$ 4,931,587
-	-	-	-	-	-	-	1,487	2,378,540
33,054	-	-	-	-	12,200	262,556	-	594,241
-	-	184,742	-	-	-	-	-	184,742
-	-	-	1,340,004	-	-	-	-	10,771,582
-	-	5,268	402	64	638	892	135	9,938
-	-	-	-	-	-	-	-	-
-	8,988	-	-	-	-	-	-	1,115,694
19,598	-	-	-	-	-	-	-	19,598
<b>\$ 56,304</b>	<b>\$ 12,130</b>	<b>\$ 2,052,313</b>	<b>\$ 1,494,025</b>	<b>\$ 25,627</b>	<b>\$ 53,720</b>	<b>\$ 408,072</b>	<b>\$ 62,597</b>	<b>\$ 20,005,922</b>
\$ 22,532	\$ 4,090	\$ -	\$ 327	\$ 641	\$ 27,904	\$ 14,407	\$ -	\$ 190,410
78,236	331	-	-	-	6,880	10,512	-	207,906
2,198,612	-	-	-	-	-	-	-	3,089,387
2,555	-	-	-	-	-	-	-	1,520,593
331,435	-	-	-	-	-	-	-	331,435
<b>2,633,370</b>	<b>4,421</b>	<b>-</b>	<b>327</b>	<b>641</b>	<b>34,784</b>	<b>24,919</b>	<b>-</b>	<b>5,339,731</b>
-	-	-	-	-	-	-	-	2,377,053
-	-	167,621	-	-	-	-	-	167,621
-	-	-	1,340,004	-	-	-	-	9,253,544
-	-	-	-	-	-	138,402	-	138,402
-	-	167,621	1,340,004	-	-	138,402	-	11,936,620
19,598	-	-	-	-	-	-	-	19,598
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	1,430,077
-	-	-	-	-	-	-	-	-
-	7,709	1,884,692	153,694	24,986	18,936	244,751	62,597	3,876,560
(2,598,664)	-	-	-	-	-	-	-	(2,598,664)
<b>(2,577,066)</b>	<b>7,709</b>	<b>1,884,692</b>	<b>153,694</b>	<b>24,986</b>	<b>18,936</b>	<b>244,751</b>	<b>62,597</b>	<b>2,729,571</b>
<b>\$ 56,304</b>	<b>\$ 12,130</b>	<b>\$ 2,052,313</b>	<b>\$ 1,494,025</b>	<b>\$ 25,627</b>	<b>\$ 53,720</b>	<b>\$ 408,072</b>	<b>\$ 62,597</b>	<b>\$ 20,005,922</b>

(Continued)

Permanent Funds			Total Governmental Funds
Cemetery Perpetual Care	Library Trust	Total	

\$ 811,813	\$ 1,005,179	\$ 1,816,992	\$ 13,850,275
-	-	-	2,378,540
2,319	-	2,319	596,560
-	-	-	184,742
-	-	-	10,771,582
129	61	190	16,343
-	-	-	280,073
-	-	-	1,768,662
-	-	-	19,598
<u>\$ 814,261</u>	<u>\$ 1,005,240</u>	<u>\$ 1,819,501</u>	<u>\$ 29,866,375</u>

\$ -	\$ -	\$ -	\$ 1,028,473
-	-	-	207,906
-	-	-	3,089,387
-	-	-	1,520,593
-	-	-	331,435
-	-	-	<u>6,177,794</u>
-	-	-	2,377,053
-	-	-	167,621
-	-	-	9,253,544
-	-	-	138,402
-	-	-	<u>11,936,620</u>

-	-	-	19,598
814,261	-	814,261	814,261
-	600,000	600,000	600,000
-	-	-	3,907,840
-	-	-	1,430,077
-	405,240	405,240	405,240
-	-	-	7,171,609
-	-	-	(2,596,664)
<u>814,261</u>	<u>1,005,240</u>	<u>1,819,501</u>	<u>11,751,961</u>

<u>\$ 814,261</u>	<u>\$ 1,005,240</u>	<u>\$ 1,819,501</u>	<u>\$ 29,866,375</u>
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**Special Revenue Funds (Continued)**

Harbor Center Marina	Police Meg Unit	Special Assessment	Redevelopment Authority	E.H. May Environmental Park	Municipal Court	Ambulance	Storm Water	Total
\$ 169	\$ -	\$ -	\$ 27,872	\$ -	\$ -	\$ -	\$ -	\$ 3,603,373
-	-	291,643	-	-	-	-	-	291,643
-	27,801	-	-	-	-	8,774	-	2,122,113
-	-	-	-	-	-	-	-	571,543
-	-	-	-	-	1,037,079	-	-	1,037,160
912,361	-	-	-	30,588	5,801	1,161,578	11,505	2,207,472
1,753	43	44,534	3,340	455	3,810	5,329	1,072	814,700
<b>914,283</b>	<b>27,844</b>	<b>336,177</b>	<b>31,212</b>	<b>31,043</b>	<b>1,046,690</b>	<b>1,175,681</b>	<b>12,577</b>	<b>10,648,004</b>
-	-	-	-	-	591,952	-	-	595,750
-	37,189	-	-	-	-	447,439	-	495,568
834,251	-	-	-	-	-	-	-	834,251
-	-	-	-	-	-	-	-	-
-	-	-	-	32,553	-	-	-	3,406,322
-	-	-	27,473	-	-	-	-	1,952,767
-	-	-	-	-	-	75,170	-	75,170
524	-	-	-	-	-	11,860	-	12,384
-	-	-	-	-	-	-	-	555,748
<b>834,775</b>	<b>37,189</b>	<b>-</b>	<b>27,473</b>	<b>32,553</b>	<b>591,952</b>	<b>534,469</b>	<b>-</b>	<b>7,927,960</b>
<b>79,508</b>	<b>(9,345)</b>	<b>336,177</b>	<b>3,739</b>	<b>(1,510)</b>	<b>454,738</b>	<b>641,212</b>	<b>12,577</b>	<b>2,720,044</b>
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	25,040
-	19,248	-	-	-	-	-	-	19,248
(191,370)	-	(593,670)	-	-	(450,929)	(621,706)	-	(2,775,139)
<b>(191,370)</b>	<b>19,248</b>	<b>(593,670)</b>	<b>-</b>	<b>-</b>	<b>(450,929)</b>	<b>(621,706)</b>	<b>-</b>	<b>(2,730,851)</b>
(111,862)	9,903	(257,493)	3,739	(1,510)	3,809	19,506	12,577	(10,807)
(2,465,204)	(2,194)	2,142,185	149,955	26,496	15,127	225,245	50,020	2,740,378
<b>\$ (2,577,066)</b>	<b>\$ 7,709</b>	<b>\$ 1,884,692</b>	<b>\$ 153,694</b>	<b>\$ 24,986</b>	<b>\$ 18,936</b>	<b>\$ 244,751</b>	<b>\$ 62,597</b>	<b>\$ 2,729,571</b>

(Continued)

Permanent Funds			Total Governmental Funds
Cemetery Perpetual Care	Library Trust	Total	
\$ -	\$ -	\$ -	\$ 3,603,373
-	-	-	291,643
-	-	-	6,321,339
-	-	-	571,543
-	-	-	1,037,160
12,619	-	12,619	2,220,091
1,974	11,698	13,672	890,725
<u>14,593</u>	<u>11,698</u>	<u>26,291</u>	<u>14,935,874</u>
-	-	-	595,750
-	-	-	495,568
-	-	-	834,251
445	-	445	445
-	12,793	12,793	3,419,115
-	-	-	1,952,767
-	-	-	75,170
-	-	-	12,384
-	-	-	5,979,749
<u>445</u>	<u>12,793</u>	<u>13,238</u>	<u>13,365,199</u>
<u>14,148</u>	<u>(1,095)</u>	<u>13,053</u>	<u>1,570,675</u>
-	-	-	4,745,000
-	-	-	35,040
-	-	-	19,248
(1,975)	-	(1,975)	(3,434,481)
<u>(1,975)</u>	<u>-</u>	<u>(1,975)</u>	<u>1,364,807</u>
12,173	(1,095)	11,078	2,935,482
<u>802,088</u>	<u>1,006,335</u>	<u>1,808,423</u>	<u>8,816,479</u>
<u>\$ 814,261</u>	<u>\$ 1,005,240</u>	<u>\$ 1,819,501</u>	<u>\$ 11,751,961</u>

**CITY OF SHEBOYGAN, WISCONSIN**  
**Combining Statement of Revenues, Expenses and Changes in Net Position**  
**Nonmajor Enterprise Funds**  
**For the Year Ended December 31, 2012**

	Parking Facility	Boat Facility	Totals
<b>Operating Revenues</b>			
Charges for services	\$ 383,336	\$ 102,109	\$ 485,445
Other	5,361	-	5,361
<b>Total Operating Revenues</b>	<u>388,697</u>	<u>102,109</u>	<u>490,806</u>
<b>Operating Expenses</b>			
Personal services	161,868	949	162,817
Contractual services	146,145	63,064	209,209
Supplies and materials	31,441	-	31,441
Insurance	771	-	771
Other	16,638	-	16,638
Depreciation	26,987	21,479	48,466
<b>Total Operating Expenses</b>	<u>383,850</u>	<u>85,492</u>	<u>469,342</u>
<b>Operating Income</b>	<u>4,847</u>	<u>16,617</u>	<u>21,464</u>
<b>Nonoperating Revenues</b>			
Investment income	17,064	5,807	22,871
Miscellaneous revenues	32	-	32
<b>Total Nonoperating Revenues</b>	<u>17,096</u>	<u>5,807</u>	<u>22,903</u>
<b>Income Before Contributions and Transfers</b>	21,943	22,424	44,367
<b>Transfers in</b>	<u>9,821</u>	<u>-</u>	<u>9,821</u>
<b>Change in Net Position</b>	31,764	22,424	54,188
<b>Net Position - January 1</b>	<u>1,875,364</u>	<u>863,642</u>	<u>2,739,006</u>
<b>Net Position - December 31</b>	<u>\$ 1,907,128</u>	<u>\$ 886,066</u>	<u>\$ 2,793,194</u>

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Workers Compensation Self Insurance	General Liability Self Insurance	Totals
\$ 1,500,000	\$ 332,896	\$ 10,717,374
-	-	38,757
135	564	25,961
-	38,808	76,131
-	2,205,665	2,205,665
-	-	12,778,866
-	-	(8,772,404)
<u>1,500,135</u>	<u>2,577,933</u>	<u>17,070,350</u>
810	1,326	86,188
<u>58,638</u>	<u>185,703</u>	<u>2,185,819</u>
<u>59,448</u>	<u>187,029</u>	<u>2,272,007</u>
-	-	4,006,462
<u>1,440,687</u>	<u>2,390,904</u>	<u>10,791,881</u>
<u>\$ 1,440,687</u>	<u>\$ 2,390,904</u>	<u>\$ 14,798,343</u>

Workers Compensation Self Insurance	General Liability Self Insurance	Totals
\$ 334,686	\$ 106,091	\$ 11,182,207
4,195	84,853	89,700
<u>338,881</u>	<u>190,944</u>	<u>11,271,907</u>
107,259	-	1,303,772
20,901	8,904	985,335
-	-	460,063
362,762	137,511	6,178,064
-	-	33,132
-	-	781,429
<u>490,922</u>	<u>146,415</u>	<u>9,741,795</u>
<u>(152,041)</u>	<u>44,529</u>	<u>1,530,112</u>
812	3,368	155,022
-	-	42,141
<u>812</u>	<u>3,368</u>	<u>197,163</u>
<u>(151,229)</u>	<u>47,897</u>	<u>1,727,275</u>
1,622,864	-	1,657,464
-	-	(1,747,864)
1,471,635	47,897	1,636,875
<u>(30,948)</u>	<u>2,343,007</u>	<u>13,161,468</u>
<u>\$ 1,440,687</u>	<u>\$ 2,390,904</u>	<u>\$ 14,798,343</u>

Workers Compensation Self Insurance	General Liability Self Insurance	Totals
\$ 338,746	\$ 190,918	\$ 11,237,211
(383,614)	(147,975)	(9,011,919)
(107,259)	-	(1,273,761)
<u>(152,127)</u>	<u>42,943</u>	<u>951,531</u>
1,622,864	-	(90,400)
-	-	(321,364)
-	-	42,141
<u>-</u>	<u>-</u>	<u>(279,223)</u>
812	3,368	155,022
1,471,549	46,311	736,930
28,451	286,585	9,980,444
<u>\$ 1,500,000</u>	<u>\$ 332,896</u>	<u>\$ 10,717,374</u>
\$ (152,041)	\$ 44,529	\$ 1,530,112
-	-	781,429
(135)	(26)	(34,696)
-	(1,747)	(39,070)
45	187	(43,841)
4	-	(1,242,403)
<u>\$ (152,127)</u>	<u>\$ 42,943</u>	<u>\$ 951,531</u>

**ADDITIONAL INDEPENDENT AUDITORS' REPORT  
FOR BASIC FINANCIAL STATEMENTS**



**Schenck**  
SC

CPAs AND SO MUCH MORE.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**Independent Auditors' Report**

To Mayor Michael Vandersteen and Common Council  
City of Sheboygan  
Sheboygan, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Sheboygan, Wisconsin, as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the City of Sheboygan's basic financial statements, and have issued our report thereon which included an emphasis of matter paragraph as indicated on page 2 dated May 10, 2013. Other auditors audited the financial statements of the Water Utility enterprise fund and the Housing Authority of the City of Sheboygan as described in our report on the City of Sheboygan, Wisconsin's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City of Sheboygan, Wisconsin's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Sheboygan, Wisconsin's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Sheboygan, Wisconsin's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



**FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**



**Schenck**

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**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL AND STATE PROGRAM  
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

**Independent Auditors' Report**

To Mayor Michael Vandersteen and Common Council  
City of Sheboygan  
Sheboygan, Wisconsin

**Report on Compliance for Each Major Federal and State Program**

We have audited City of Sheboygan, Wisconsin's compliance with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration that could have a direct and material effect on each of City of Sheboygan, Wisconsin's major federal and state programs for the year ended December 31, 2012. City of Sheboygan, Wisconsin's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal and state programs.

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of City of Sheboygan, Wisconsin's major federal and state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration. Those standards, OMB Circular A-133 and the *State Single Audit Guidelines* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about City of Sheboygan, Wisconsin's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and state program. However, our audit does not provide a legal determination of City of Sheboygan, Wisconsin's compliance.



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(Accrued) Deferred Revenue 1/1/12	Cash Received (Refunded)	Accrued (Deferred) Revenue 12/31/12	Total Revenues	Total Expenditures
\$ (842,149)	\$ 1,133,060	\$ 1,106,706	\$ 1,397,617	\$ 1,397,617
(398,294)	398,294	-	-	-
-	168,303	53,563	221,866	221,866
-	1,201,893	-	1,201,893	1,201,893
-	4,803	-	4,803	4,803
(6,361)	29,997	-	23,636	23,636
(5,558)	29,332	-	23,774	23,774
(11,919)	64,132	-	52,213	52,213
(11,919)	1,266,025	-	1,254,106	1,254,106
-	4,000	-	4,000	4,000
(111,284)	3,554,306	652,968	4,095,990	4,095,990
\$ (1,363,646)	\$ 6,523,988	\$ 1,813,237	\$ 6,973,579	\$ 6,973,579

(Accrued) Deferred Revenue 1/1/12	Cash Received (Refunded)	Accrued (Deferred) Revenue 12/31/12	Total Revenues	Total Expenditures
--	--------------------------------	--	-------------------	-----------------------

\$ 153,323	\$ -	\$ (153,323)	\$ -	\$ -
112,166	-	(112,166)	-	-
74,212	-	(74,212)	-	-
-	903,884	84,684	988,568	988,568
<u>339,701</u>	<u>903,884</u>	<u>(255,017)</u>	<u>988,568</u>	<u>988,568</u>

-	12,480	-	12,480	12,480
9,861	8,952	8,988	27,801	27,801
<u>9,861</u>	<u>21,432</u>	<u>8,988</u>	<u>40,281</u>	<u>40,281</u>

(35,015)	35,015	-	-	-
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<u>\$ 314,547</u>	<u>\$ 960,331</u>	<u>\$ (246,029)</u>	<u>\$ 1,028,849</u>	<u>\$ 1,028,849</u>
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**CITY OF SHEBOYGAN, WISCONSIN**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended December 31, 2012**

**Section I - Summary of Auditors' Results**

**Basic Financial Statements**

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Noncompliance material to basic financial statements noted?	No

**Federal and State Awards Programs**

Internal control over major program:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs	Unqualified
Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?	No
Identification of major federal and state programs:	

CFDA Number	Name of Federal Programs/Cluster
	Federal Transit Cluster
20.507	Federal Transit - Formula grants
66.469	River Habitat Restoration

State ID Number	Name of State Programs/Cluster
395.104	Transit Operating Aid

Audit threshold used to determine between Type A and Type B programs:	\$300,000
Auditee qualified as low-risk auditee	Yes

**Section II - Financial Statement Findings**

There are no findings related to the basic financial statements required to be reported under governmental auditing standards generally accepted in the United States of America for the year ended December 31, 2012.

**Section III - Federal and State Award Findings and Questioned Costs**

There are no audit findings and questioned costs required to be reported under OMB Circular A-133 *Audits of States, Local Governments, and Non-Profit Organizations* and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration for the year ended December 31, 2012.

**CITY OF SHEBOYGAN, WISCONSIN**  
**Schedule of Prior Year Audit Findings and Corrective Action Plan**  
**For the Year Ended December 31, 2012**

**Prior Year Audit Findings**

There were no findings or questioned costs for federal awards for the year ended December 31, 2011.

**Corrective Action Plan**

No corrective action plan is required.

**MANAGEMENT COMMUNICATIONS**

**CITY OF SHEBOYGAN, WISCONSIN**

**DECEMBER 31, 2012**

**CITY OF SHEBOYGAN, WISCONSIN**  
December 31, 2012

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To Mayor Michael Vandersteen and Common Council  
City of Sheboygan  
Sheboygan, Wisconsin

We have completed our audit of the basic financial statements of the City of Sheboygan (the "City") as of and for the year ended December 31, 2012. The City's financial statements, including our report thereon dated May 10, 2013, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

**Our Responsibilities Under U.S. Generally Accepted Auditing Standards, OMB Circular A-133 and the State Single Audit Guidelines**

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, noncompliance with the provisions of laws, regulations, contracts and grants or other illegal acts may exist and not be detected by us.

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on major federal and state programs in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133 and the State Single Audit Guidelines.

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with OMB Circular A-133 and the State Single Audit Guidelines, we examined, on a test basis, evidence about the City's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" and the State Single Audit Guidelines applicable to each of its major federal and state programs for the purpose of expressing an opinion on the City's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements.

**Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.



## Significant Audit Findings

### *Consideration of Internal Control*

In planning and performing our audit of the financial statements of the City of Sheboygan as of and for the year ended December 31, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 70 - 71 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note A to the financial statements. The City implemented GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. We noted no significant transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

Management's estimate of the other post employment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other post employment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the incurred, but not reported (IBNR) insurance reserves are based on actuarial projections of the expected cost of the ultimate settlement and administration of claims. We evaluated the key factors and assumptions used to develop the reserves in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for uncollectible accounts for ambulance receivables are based on the outstanding balances and historical loss levels. We evaluated key factors and assumptions used to develop the allowance which considered management's knowledge, past experience and communication with the City's third party billing provider in determining that the allowance is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the accrued compensated absence liability is based on the number of vested employee hours available and is calculated based on current wage rates. We evaluated key factors and assumptions used to calculate the liability in determining that it is reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The financial statements reflect all accounting adjustments proposed during our audit. Copies of the audit adjustments are available from management.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 10, 2013. The management representation letter follows this communication.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to conducting the audit. These discussions occurred in the normal course of our professional relationship and our responses were not a condition to completing the services as your auditor.

In addition, during our audit, we noted certain other matters that are presented for your consideration. We will review the status of these comments during our next audit engagement. Our comments and recommendations are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these matters in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations. Our comments are summarized in the comments and observations section of this report.

This communication, which does not affect our report dated May 10, 2013 on the financial statements of the City, is intended solely for the information and use of the City Council, management, and others within the City, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Schenck Sc*  
Certified Public Accountants  
Green Bay, Wisconsin  
May 10, 2013



May 10, 2013

Schenck SC  
2200 Riverside Drive  
P.O. Box 23819  
Green Bay, WI 54305-3819

This representation letter is provided in connection with your audit of the financial statements of the City of Sheboygan, (the "City"), which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of December 31, 2012, and the respective changes in the financial position and where applicable, cash flows for the year then ended, and the related notes to the financial statements for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items in No. 48 are considered material based on the materiality criteria specified in OMB Circular A-133 and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of May 10, 2013, the following representations made to you during your audit.

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 11, 2012.
2. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all properly classified funds and other financial information of the primary government and all component units required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **FINANCE DEPARTMENT**

CITY HALL  
828 CENTER AVE., SUITE 205  
SHEBOYGAN, WI  
53081-4442

920/459-3311  
FAX 920/459-3919

[www.cityofsheboygan.info](http://www.cityofsheboygan.info)

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of accounting principles generally accepted in the United States of America.
7. Except as disclosed in Note D 7 to the financial statements, all events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the City's accounts.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
10. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Common Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedules of expenditures of federal awards and state financial assistance.
13. We made an assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have disclosed the results of our assessment as follows:

- a. We have no knowledge of any fraud or suspected fraud that affects the City and involves:
    - i. Management,
    - ii. Employees who have significant roles in internal control, or
    - iii. Others where the fraud could have a material effect on the financial statements.
  - b. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
- 14. We have disclosed to you all known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
  - 15. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
  - 16. We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.

**Government - specific**

- 17. We have made available to you all financial records and related data.
- 18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20. The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts, or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 22. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.


23. As part of your audit, you assisted with preparation of the financial statements and related notes and the state financial report. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and state financial report.
24. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
25. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
26. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
27. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
28. The financial statements properly classify all funds and activities.
29. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
30. Components of net position (net investment in capital assets, restricted, and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
31. Provisions for uncollectible receivables have been properly identified and recorded.
32. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
33. Revenues are appropriately classified in the statement of activities within program revenues, and general revenues.
34. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
35. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly disclosed.
36. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
37. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy.


38. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
39. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, and supporting schedules (the supplementary information) in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
40. We agree with the findings of specialists in evaluating the other post-employment benefits, and incurred but not reported claims and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists
41. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the City's name" during the period significantly exceeded the amounts in those categories as of the balance sheet was properly disclosed in the financial statements.
42. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
43. The methods and significant assumptions used to determine fair values of financial instruments are as follows: Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
44. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been appropriately reduced to their estimated net realizable value.
45. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility.

46. We believe that the actuarial assumptions and methods used to measure OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
47. We do not plan to make frequent amendments to our other post-retirement benefit plans.
48. With respect to federal and state award programs:
  - a. We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration including requirements relating to preparation of the schedule of federal awards and the schedule of state financial assistance.
  - b. We have prepared the schedule of expenditures of federal awards in accordance with OMB Circular A-133 and the schedule of state financial assistance in accordance with *State Single Audit Guidelines*, and have identified and disclosed in the schedules of expenditures of federal awards and state financial assistance, expenditures made during the audit period for all awards provided by federal and state agencies in the form of grants, cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
  - c. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) in accordance with the requirements of OMB Circular A-133 §310.b and the schedule of state financial assistance (SSFA) in accordance with the requirements of the *State Single Audit Guidelines* and we believe the SEFA and SSFA, including their form and content, are fairly presented in accordance with the Circular and the Guidelines. The methods of measurement and presentation of the SEFA and SSFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA and SSFA.
  - d. If the SEFA and SSFA are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA and SSFA information no later than the date we issue the supplementary information and the auditors' report thereon.
  - e. We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133 and the *State Single Audit Guidelines*.
  - f. We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal and state program.

- g. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal and state programs that provide reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
- h. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relating to each major federal and state programs and related activities.
- i. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- j. We have complied with the direct and material compliance requirements, (except for noncompliance disclosed to you) including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement* and the *State Single Audit Guidelines*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the requirements of federal and state awards.
- k. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- m. Amounts claimed or used for matching were determined in accordance with relevant guidelines in *OMB Circular A-87, Cost Principles for State, Local, and Tribal Governments*, and *OMB's Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- n. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- o. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- p. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- q. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.

- r. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance was audited.
  - s. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
  - t. We have charged costs to federal and state awards in accordance with applicable cost principles.
  - u. The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal and state agency or pass-through entity, as applicable.
  - v. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133 and the *State Single Audit Guidelines* and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
  - w. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
  - x. We are responsible for preparing and implementing a corrective action plan for each audit finding
49. We have evaluated and classified any subsequent events as recognized or nonrecognized through the date of this letter. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Signed:   
James Amodeo, Chief Administrative  
Officer

Signed:   
Nancy Buss, City Treasurer

## SUMMARY FINANCIAL INFORMATION

### 1. City Governmental Fund Balances

Presented below is a summary of the various City governmental fund balances on December 31, 2012, including a comparison to the prior year. This information is provided for assisting management in assessing financial results for 2012 and for indicating financial resources available at the start of the 2013 budget year.

	2012	2011
<b>General Fund</b>		
Nonspendable		
Inventories and prepaid items	\$ 217,926	\$ 249,264
Long-term accounts receivable	1,401,119	1,376,431
Unassigned	15,489,844	11,545,830
<b>Total General Fund</b>	<b>17,108,889</b>	<b>13,171,525</b>
<b>Special Revenue Funds</b>		
Nonspendable		
Harbor center marina	19,598	17,672
Restricted		
Community development block grant	813,774	850,672
Revolving loan funds	433,845	280,793
Lead based abatement program	182,458	196,540
Assigned		
Mead library	675,709	701,488
Cable TV	499,396	407,242
Tourism promotion	304,090	162,013
Police meg unit	7,709	-
Special assessment	1,884,692	2,142,185
Redevelopment authority	153,694	149,955
E.H. May environmental park	24,986	26,496
Municipal court fund	18,936	15,127
Ambulance	244,751	225,245
Storm water	62,597	50,020
Unassigned		
Harbor center marina	(2,596,664)	(2,482,876)
Police meg unit	-	(2,194)
<b>Total Special Revenue Funds</b>	<b>2,729,571</b>	<b>2,740,378</b>
<b>Debt Service Funds</b>		
Nonspendable		
General obligation debt	3,914,020	3,731,051
Restricted		
General obligation debt	2,212,516	1,669,833
Tax incremental financing district debt	1,452,586	1,457,023
<b>Total Debt Service Funds</b>	<b>7,579,122</b>	<b>6,857,907</b>
<b>Capital Projects Funds</b>		
Restricted		
Tax incremental financing districts	-	554,625
Bonded projects	3,907,840	411,876
Assigned		
Tax levy projects	3,295,049	3,301,177
<b>Total Capital Projects Funds</b>	<b>7,202,889</b>	<b>4,267,678</b>
<b>Permanent Funds</b>		
Nonspendable		
Cemetery perpetual care	814,261	802,088
Library trust	600,000	600,000
Restricted		
Library trust	405,240	406,335
<b>Total Permanent Funds</b>	<b>1,819,501</b>	<b>1,808,423</b>
<b>Totals</b>	<b>\$ 36,439,972</b>	<b>\$ 28,845,911</b>

**1. City Governmental Fund Balances (Continued)**

**General Fund**

Overall, the City's general fund increased \$3,937,364. The City's unassigned general fund balance increased \$3,944,014 and has a December 31, 2012 balance of \$15,489,844. The unassigned general fund balance represents approximately 44% of the total 2012 budgeted general fund expenditures. The increase in unassigned funds is due to the combination of revenues exceeding budget, expenses being under budget, and transfers in excess of budget.

**Special Revenue Funds**

Overall, the total fund balance for all special revenue funds decreased \$10,807. The revolving loan fund balance increased \$153,052 and has a December 31, 2012 balance of \$433,845. In addition, the deficit in the Harbor Center Marina fund continues to increase and has a December 31, 2012 deficit balance of \$2,596,664.

**Debt Service Funds**

The general obligation debt service fund is responsible for repayment of the non-TID debt service and currently maintains fund balance of \$6,126,536. Included in this fund balance is \$3,914,020 for long-term advances due from other funds and \$2,212,516 available for debt service. The tax incremental financing debt service fund reports a fund balance of \$1,452,586.

**Capital Project Funds**

Overall, the total fund balance for all capital projects funds increased \$2,935,211. The fund balance of the bonded projects fund increased \$3,495,964 and has a December 31, 2012 balance of \$3,907,840. The fund balance of capital projects funds tend to fluctuate between years depending on the timing of receipt of proceeds from issuing debt and the timing of when project costs are incurred. During 2012, \$1.2 million of project costs were incurred in the bonded projects fund while debt proceeds of \$4,745,000 were issued during 2012.

The City utilizes enterprise funds to account for the operations of the Sewerage System, Water Utility, Transit Commission, Parking Facility, and Boat Facility. Presented below is a summary of the funds' Statement of Revenues, Expenses and Changes in Net Position for the year ended December 31, 2012 including a comparison to the prior year.

## 2. Sewerage System

Comparative statements of revenues, expenses and changes in net position for the sewerage system enterprise fund are present below:

	2012	2011
Operating Revenues		
Charges for Services	\$ 6,977,025	\$ 7,082,828
Other	65,644	263,404
Total Operating Revenues	<u>7,042,669</u>	<u>7,346,232</u>
Operating Expenses		
Personal services	1,711,721	2,095,299
Contractual services	2,092,232	2,127,175
Supplies and materials	707,394	790,434
Insurance	66,027	18,351
Other	211,652	306,562
Depreciation	1,045,445	890,238
Total Expenses	<u>5,834,471</u>	<u>6,228,059</u>
Operating Income	<u>1,208,198</u>	<u>1,118,173</u>
Nonoperating Revenues (Expenses)		
Investment income	98,390	101,038
Interest Expense	(95,277)	(126,299)
Total Nonoperating Revenues (Expenses)	<u>3,113</u>	<u>(25,261)</u>
Income Before Contributions and Transfers	1,211,311	1,092,912
Capital contributions	90,880	-
Transfers out	<u>(260,131)</u>	<u>(245,631)</u>
Change in Net Position	1,042,060	847,281
Net Position - January 1	<u>18,575,641</u>	<u>17,728,360</u>
Net Position - December 31	<u>\$ 19,617,701</u>	<u>\$ 18,575,641</u>

In 2012 the Sewerage System reported operating income of \$1,208,198 compared to \$1,118,173 for the prior year.

Operating revenues decreased slightly during 2012 due to a reduction in hauled in waste. In addition, 2011 other operating revenues included a \$205,000 focus on energy rebate which was not expected to continue for 2012.

Operating expenses also decreased slightly during 2012 due to reductions in wages and benefits, services for hauling in waste, reductions in energy costs due to the energy efficiency upgrades in recent years, and reductions in noncapital repairs and maintenance.

As of December 31, 2012, the utility has \$5,323,511, in cash and investments and \$5,292,971 in unrestricted net position.

### 3. Transit Commission

Comparative statements of revenues, expenses and changes in net position for the transit commission enterprise fund are present below:

	2012	2011
<b>Operating Revenues</b>		
Charges for services	\$ 856,387	\$ 707,947
Other	70,237	94,056
<b>Total Operating Revenues</b>	<b>926,624</b>	<b>802,003</b>
<b>Operating Expenses</b>		
Personal services	2,760,414	3,077,358
Contractual services	211,377	235,466
Supplies and materials	620,131	645,076
Insurance	127,095	160,652
Other	868	454
Depreciation	534,555	577,837
<b>Total Operating Expenses</b>	<b>4,254,440</b>	<b>4,696,843</b>
<b>Operating Loss</b>	<b>(3,327,816)</b>	<b>(3,894,840)</b>
<b>Nonoperating Revenue</b>		
Property taxes	511,559	638,595
Intergovernmental	2,729,381	2,798,872
Investment income	25,205	22,755
Miscellaneous income	114,542	107,574
<b>Total Nonoperating Revenue</b>	<b>3,380,687</b>	<b>3,567,796</b>
<b>Change in Net Position</b>	<b>52,871</b>	<b>(327,044)</b>
<b>Net Position - January 1</b>	<b>4,840,315</b>	<b>5,167,359</b>
<b>Net Position - December 31</b>	<b>\$ 4,893,186</b>	<b>\$ 4,840,315</b>

The Transit Commission's net position increased \$52,871 compared to a loss of \$327,044 in 2011. Operating revenues increased due to increases in fares and advertising revenues. Operating expenses decreased primarily due to reductions in wages and related benefits.

As of December 31, 2012, the Transit Commission has \$2,275,378 in cash and investments and \$2,021,767 in unrestricted net position.

#### 4. Parking Facility

Comparative statements of revenues, expenses and changes in net position for the parking facility enterprise fund are present below:

	2012	2011
Operating Revenues		
Charges for services	\$ 383,336	\$ 423,232
Other	5,361	5,677
Total Operating Revenues	<u>388,697</u>	<u>428,909</u>
Operating Expenses		
Personal services	161,868	163,287
Contractual services	146,145	154,901
Supplies and materials	31,441	24,713
Insurance	771	757
Other	16,638	34,952
Depreciation	26,987	27,266
Total Operating Expenses	<u>383,850</u>	<u>405,876</u>
Operating Income	<u>4,847</u>	<u>23,033</u>
Nonoperating Revenues		
Investment income	17,064	16,642
Miscellaneous income	32	34
Total Nonoperating Revenues	<u>17,096</u>	<u>16,676</u>
Income Before Transfers	21,943	39,709
Transfers In	<u>9,821</u>	<u>11,337</u>
Change in Net Position	31,764	51,046
Net Position - January 1	<u>1,875,364</u>	<u>1,824,318</u>
Net Position - December 31	<u>\$ 1,907,128</u>	<u>\$ 1,875,364</u>

The Parking Facility generated operating income of \$4,847 in 2012.

As of December 31, 2012, the Parking Facility has \$1,042,013 in cash and investments and \$1,128,312 in unrestricted net position.

## 5. Boat Facility

Comparative statements of revenues, expenses and changes in net position for the boat facility enterprise fund are present below:

	2012	2011
Operating Revenues		
Charges for services	\$ 102,109	\$ 99,637
Operating Expenses		
Personal services	949	1,232
Contractual services	63,064	162,598
Depreciation	21,479	21,479
Total Operating Expenses	85,492	185,309
Operating Income (loss)	16,617	(85,672)
Nonoperating Revenue		
Investment income	5,807	5,056
Income (loss) Before Contributions	22,424	(80,616)
Capital Contribution	-	5,000
Change in Net Position	22,424	(75,616)
Net Position - January 1	863,642	939,258
Net Position - December 31	\$ 886,066	\$ 863,642

The Boat Facility generated operating income of \$16,617 in 2012 compared to an operating loss of \$85,672 for 2011.

As of December 31, 2012, the Boat Facility has \$358,518 in cash and investments and \$692,230 in unrestricted net position.

The City utilizes internal service funds to account for the operations of the Motor Vehicle, Data Processing, Health Self Insurance, Worker's Compensation Self Insurance, and General Liability Self Insurance funds. Presented below is a summary of the funds' statement of Revenues, Expenses and Changes in Net Position for the year ended December 31, 2012 including a comparison to the prior year.

**6. Motor Vehicle**

Comparative statements of revenues, expenses and changes in net position for the motor vehicle internal service fund are present below:

	2012	2011
Operating Revenues		
Charges for services	\$ 1,577,377	\$ 1,516,462
Other	652	1,041
Total Operating Revenues	<u>1,578,029</u>	<u>1,517,503</u>
Operating Expenses		
Personal services	507,424	584,364
Contractual services	506,595	590,467
Supplies and materials	458,409	427,090
Other	30,717	33,226
Depreciation	743,927	731,531
Total Expenses	<u>2,247,072</u>	<u>2,366,678</u>
Operating Loss	<u>(669,043)</u>	<u>(849,175)</u>
Nonoperating Revenues		
Investment income	36,931	47,285
Sale of capital assets	42,141	37,467
Total Nonoperating Revenues	<u>79,072</u>	<u>84,752</u>
Loss Before Transfers	(589,971)	(764,423)
Transfers out	<u>(125,000)</u>	<u>(167,253)</u>
Change in Net Position	(714,971)	(931,676)
Net Position - January 1	<u>6,647,422</u>	<u>7,579,098</u>
Net Position - December 31	<u>\$ 5,932,451</u>	<u>\$ 6,647,422</u>

The Motor Vehicle internal service fund generated an operating loss of \$669,043 for 2012 compared to a loss of \$849,175 the prior year. As of December 31, 2012, the fund has cash and investments totaling \$2,263,680 and unrestricted net position of \$2,178,469.

**7. Data Processing**

Comparative statements of revenues, expenses and changes in net position for the data processing internal service fund are present below:

	2012	2011
<b>Operating Revenues</b>		
Charges for services	\$ 907,906	\$ 890,458
Other	-	2,525
<b>Total Operating Revenues</b>	<u>907,906</u>	<u>892,983</u>
<b>Operating Expenses</b>		
Personal services	571,481	585,470
Contractual services	155,598	235,738
Supplies and materials	1,541	2,259
Other	2,415	2,471
Depreciation	37,502	91,381
<b>Total Expenses</b>	<u>768,537</u>	<u>917,319</u>
<b>Operating Income (Loss)</b>	<u>139,369</u>	<u>(24,336)</u>
<b>Nonoperating Revenue</b>		
Investment income	<u>13,717</u>	<u>11,831</u>
<b>Income (Loss) Before Transfers</b>	153,086	(12,505)
<b>Transfers in</b>	<u>34,600</u>	<u>-</u>
<b>Change in Net Position</b>	187,686	(12,505)
<b>Net Position - January 1</b>	<u>860,713</u>	<u>873,218</u>
<b>Net Position - December 31</b>	<u>\$ 1,048,399</u>	<u>\$ 860,713</u>

The fund reported operating income of \$139,369 compared to an operating loss of \$24,336 for the prior year. As of December 31, 2012, the fund has cash and investments totaling \$936,624 and unrestricted net position of \$795,919.

## 8. Health Self Insurance

Comparative statements of revenues, expenses and changes in net position for the health self internal service fund are present below:

	2012	2011
<b>Operating Revenues</b>		
Charges for services	\$ 8,256,147	\$ 8,546,641
Other	-	13,884
<b>Total Operating Revenues</b>	<b>8,256,147</b>	<b>8,560,525</b>
<b>Operating Expenses</b>		
Personal services	117,608	74,371
Contractual services	293,337	444,618
Supplies and materials	113	597
Insurance	5,677,791	6,887,224
<b>Total Expenses</b>	<b>6,088,849</b>	<b>7,406,810</b>
<b>Operating Income</b>	<b>2,167,298</b>	<b>1,153,715</b>
<b>Nonoperating Revenue</b>		
Investment income	100,194	93,735
<b>Income Before Transfers</b>	<b>2,267,492</b>	<b>1,247,450</b>
<b>Transfers out</b>	<b>(1,622,864)</b>	<b>(500,000)</b>
<b>Change in Net Position</b>	<b>644,628</b>	<b>747,450</b>
<b>Net Position - January 1</b>	<b>3,341,274</b>	<b>2,593,824</b>
<b>Net Position - December 31</b>	<b>\$ 3,985,902</b>	<b>\$ 3,341,274</b>

The fund reported operating income of \$2,167,298. The net position balance as of December 31, 2012 represents 70.2% of 2012 claims.

## 9. Workers Compensation Self Insurance

Comparative statements of revenues, expenses and changes in net position for the workers compensation self insurance internal service fund are present below:

	2012	2011
Operating Revenues		
Charges for services	\$ 334,686	\$ 76,026
Other	4,195	4,560
Total Operating Revenues	<u>338,881</u>	<u>80,586</u>
Operating Expenses		
Personal services	107,259	87,068
Contractual services	20,901	37,937
Supplies and materials	-	1,755
Insurance	362,762	282,653
Total Expenses	<u>490,922</u>	<u>409,413</u>
Operating Loss	<u>(152,041)</u>	<u>(328,827)</u>
Nonoperating Revenue		
Investment income	<u>812</u>	<u>-</u>
Loss Before Transfers	(151,229)	(328,827)
Transfers in	<u>1,622,864</u>	<u>500,000</u>
Change in Net Position	1,471,635	171,173
Net Position (Deficit) - January 1	<u>(30,948)</u>	<u>(202,121)</u>
Net Position - December 31	<u>\$ 1,440,687</u>	<u>\$ (30,948)</u>

The operating loss decreased from \$328,827 in 2011 to \$152,041 due in part to an increase in operating revenues. The net position balance currently reflects a surplus of \$1,440,687 due to the \$1,622,874 transfer in from the health self insurance fund.

**10. General Liability Self Insurance**

Comparative statements of revenues, expenses and changes in net position for the general liability self insurance internal service fund are present below:

	2012	2011
<b>Operating Revenues</b>		
Charges for services	\$ 106,091	\$ 200,340
Other	84,853	58,385
<b>Total Operating Revenues</b>	<b>190,944</b>	<b>258,725</b>
<b>Operating Expenses</b>		
Contractual services	8,904	1,187
Insurance	137,511	239,095
<b>Total Expenses</b>	<b>146,415</b>	<b>240,282</b>
<b>Operating Income</b>	<b>44,529</b>	<b>18,443</b>
<b>Nonoperating Revenue</b>		
Investment income	3,368	2,562
<b>Income Before Transfers</b>	<b>47,897</b>	<b>21,005</b>
<b>Net Position - January 1</b>	<b>2,343,007</b>	<b>2,322,002</b>
<b>Net Position - December 31</b>	<b>\$ 2,390,904</b>	<b>\$ 2,343,007</b>

The fund reported operating income of \$44,529 in 2012 compared to \$18,443 in 2011.

## COMMENTS AND OBSERVATIONS

### 1. Segregation of Duties

Under ideal conditions, there are many procedures and controls designed to limit the access of any one individual to all phases of a transaction. Many organizations do not have a large administrative staff, making it difficult to ideally segregate various responsibilities throughout a major transaction cycle. Currently, a limited number of finance department personnel perform substantially all accounting functions, which under ideal conditions should be further segregated. Because overlapping responsibilities exist, management and the Council should rely on their direct knowledge of the City's operations and day-to-day contact with employees to control and safeguard assets. This may continue to be an acceptable method for you to use for years to come.

The purpose of this portion of our comments is to meet our professional responsibility of communicating weaknesses to you and to keep you aware of the importance of maintaining well qualified personnel and maintaining close contact with them and the operation of the City. While we recognize that structural changes have been implemented in recent years that have improved the design of the City's internal control process, our review of the internal controls disclosed the following internal control situations in which ideal segregation of duties is not always feasible due to the limited number of staff in the finance office:

- Accounts payable processing - the City's normal internal control structure over accounts payable processing includes several key controls. However due to the limited number of staff, the City Treasurer has the ability to enter new vendors, can process electronically signed checks, and serves as a backup to cover absences of personnel who are primarily responsible for accounts payable processing functions.
- Cash receipt processing - the City's normal internal control structure over cash receipt processing includes several key controls. However due to the limited number of staff, the City Treasurer has the ability to receipt cash at the counter, is currently responsible for reviewing the daily deposit detail including any voided receipts, has the ability to void receipts, and is responsible for preparing the bank reconciliation.
- Journal entry procedures - currently there are two positions within the Finance Department that have the ability to enter journal entries into the City's general ledger accounting software. In an ideal internal control environment all journal entries would be reviewed and approved by someone other than the individual initiating the entry prior to posting. Due to the limited number of personnel, it is our understanding that entries entered by staff are regularly reviewed after they have been posted and entries entered by the City Treasurer are currently not reviewed by a second individual.

The current internal control structure requires continued management oversight of the day-to-day operations of the City. This is not an unusual situation, but management should continue to be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from an internal control perspective.

**MANAGEMENT'S RESPONSE:** Management is cognizant of these weaknesses and will continue to identify opportunities to strengthen controls.

Internal control changes will include limiting authority on accounts payable processing, implement a cash receipting system through MUNIS software, and limit the ability of personnel to post journal entries to allow for review prior to posting.

## COMMENTS AND OBSERVATIONS (Continued)

2. **GASB Statement No. 63: Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position and Statement No. 65, Items Previously Reported as Assets and Liabilities**

For the year ended December 31, 2012, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and Statement No. 65, *Items Previously Reported as Assets and Liabilities*. These statements are intended to provide users of financial statements with information on how past transactions will impact the City's future financial statements.

The effects on the current year financial statements are to change the classification of "Net Assets" to "Net Position" and to create two additional categories on the Statement of Net Position and the Balance Sheet for deferred outflows and deferred inflows.

A deferred outflow of resources is a consumption of net assets that is applicable to a future reporting period. The only item reported as a deferred outflow in the financial statements occurs in the government-wide and enterprise fund Statements of Net Position for the loss on advance refunding of debt. The City currently does not have any items that qualify for reporting in this category.

A deferred inflow of resources is an acquisition of net assets that is applicable to a future reporting period. The government-wide and enterprise fund Statements of Net Position and governmental funds Balance Sheet report a deferred inflow for the 2013 property tax levy. Since the governmental fund financial statements use the modified accrual basis of accounting, there is an additional item reported in those balance sheets for unavailable revenues. The unavailable revenue reported is for special assessments, loans receivable and accounts receivable.

Both of these items have been previously reported in the City's financial statements under "Liabilities", so there is no change to fund balance or net position.

This comment is for informational purposes.

# II

R. O. No.     - 13 - 14. By CITY CLERK. July 1, 2013.

Submitting various license applications.

  
City Clerk

---

AMUSEMENT LICENSE (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2728	Theisen Vending Company	2335 Nevada Ave. N., Golden Valley, MN

CARNIVAL LICENSE

<u>No.</u>	<u>Name</u>	<u>Address</u>
2638	Miesfelds Lakeshore Weekend	2741 N. 40 <sup>th</sup> St. - South Pier Dist.

TEMPORARY CLASS "B" LICENSE

<u>No.</u>	<u>Name</u>	<u>Address</u>
2805	Mayor's International Com.	725 Blue Harbor Dr. - Hosting one-day event held 7/4/13 for Blue Harbor Resort to include NE corner of Blue Harbor Dr. & South Pier Dr. grassy area.
1207	Liars Club	1902 S. 12 <sup>th</sup> St. - one-day event to be held 8/4/13 to include portions of Swift Ave. & backyard of 1902 S. 12 <sup>th</sup> St.
2638	Miesfelds Lakeshore Weekend	2741 N. 40 <sup>th</sup> St. - three-day event to be Held 7/26/13 to 7/28/13 to include west & east of Triple Play Bldg.

TEMPORARY BEVERAGE OPERATOR'S LICENSE

<u>No.</u>	<u>Name</u>	<u>Address</u>
0022	Gasparika, Neil A.	1613 S. 9 <sup>th</sup> St.
0025	Ohland, Megan E.	107 Red Tail Dr., #7, Sheb. Falls

II

R. O. No.       - 13 - 14. By CITY PLAN COMMISSION. July 1, 2013.

Your Commission to whom was referred Gen. Ord. No. 7-13-14 by Alderperson Hammond and Lessard and R. O. No. 38-13-14 by City Clerk relative to granting property owned by the Town of Wilson, the privilege of annexing territory (4108 S 18<sup>th</sup> St) to the City of Sheboygan, Wisconsin; wishes to report this matter was discussed at the regular meeting of the City Plan Commission, June 11, 2013, and after due consideration, recommends approval of the Report of Officer and to pass the Ordinance.

---

Director of Planning and Development

**X**

7.2

Gen. Ord. No. 7-13-14. By Alderpersons Hammond and Lessard.  
June 3, 2013.

AN ORDINANCE annexing territory to the City of Sheboygan, Wisconsin.

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

Section 1. In accordance with sec. 66.0217 of the Wisconsin Statutes and the petition for direct annexation by unanimous approval filed with the city clerk on the 30th day of May, 2013, signed by all the electors residing in the territory and the owners of all the real property in the territory, together with a scale map and a legal description of the property to be annexed, the following described territory in the Town of Wilson, Sheboygan County, Wisconsin, is hereby annexed to the City of Sheboygan, Wisconsin:

PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 3, T. 14 N., R. 23 E., SHEBOYGAN COUNTY, STATE OF WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF S. 18TH ST., ALSO KNOWN AS THE NORTH/SOUTH 1/4 LINE, AND THE EAST/WEST 1/4 LINE OF SECTION 3, T. 14 N., R. 23 E., THENCE WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 630', TO A POINT 970' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE SOUTH, PARALLEL TO SAID NORTH/SOUTH 1/4 LINE 673', THENCE EAST 630', 673' SOUTH OF AND PARALLEL TO THE EAST/WEST 1/4 LINE TO A POINT 340' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE NORTH 673' PARALLEL TO SAID NORTH/SOUTH 1/4 LINE TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 423,987.85 SQ. FT. OR 9.73 ACRES. (Part of Tax Parcel No. 59030451620)

Section 2. From and after the date of this ordinance, the territory described in Section 1 shall be a part of the City of Sheboygan for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Sheboygan.

Section 3. In accordance with sec. 66.0217(14) of the Wisconsin Statutes, the City of Sheboygan agrees to pay annually to the Town of Wilson, for five (5) years, an amount equal to the amount of property taxes that the Town levied on the annexed territory, as shown by the tax

*City Plan  
Approve*

187




roll under sec. 70.65 of the Wisconsin Statutes, in the year in which the annexation is final.

Section 4. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

Section 5. The territory described in Section 1 of this ordinance is hereby made a part of the 23rd Ward and 7th Aldermanic District.

Section 6. This ordinance shall take effect upon passage and publication as provided by law.

  
\_\_\_\_\_  
*Susan J. Leonard*  
\_\_\_\_\_

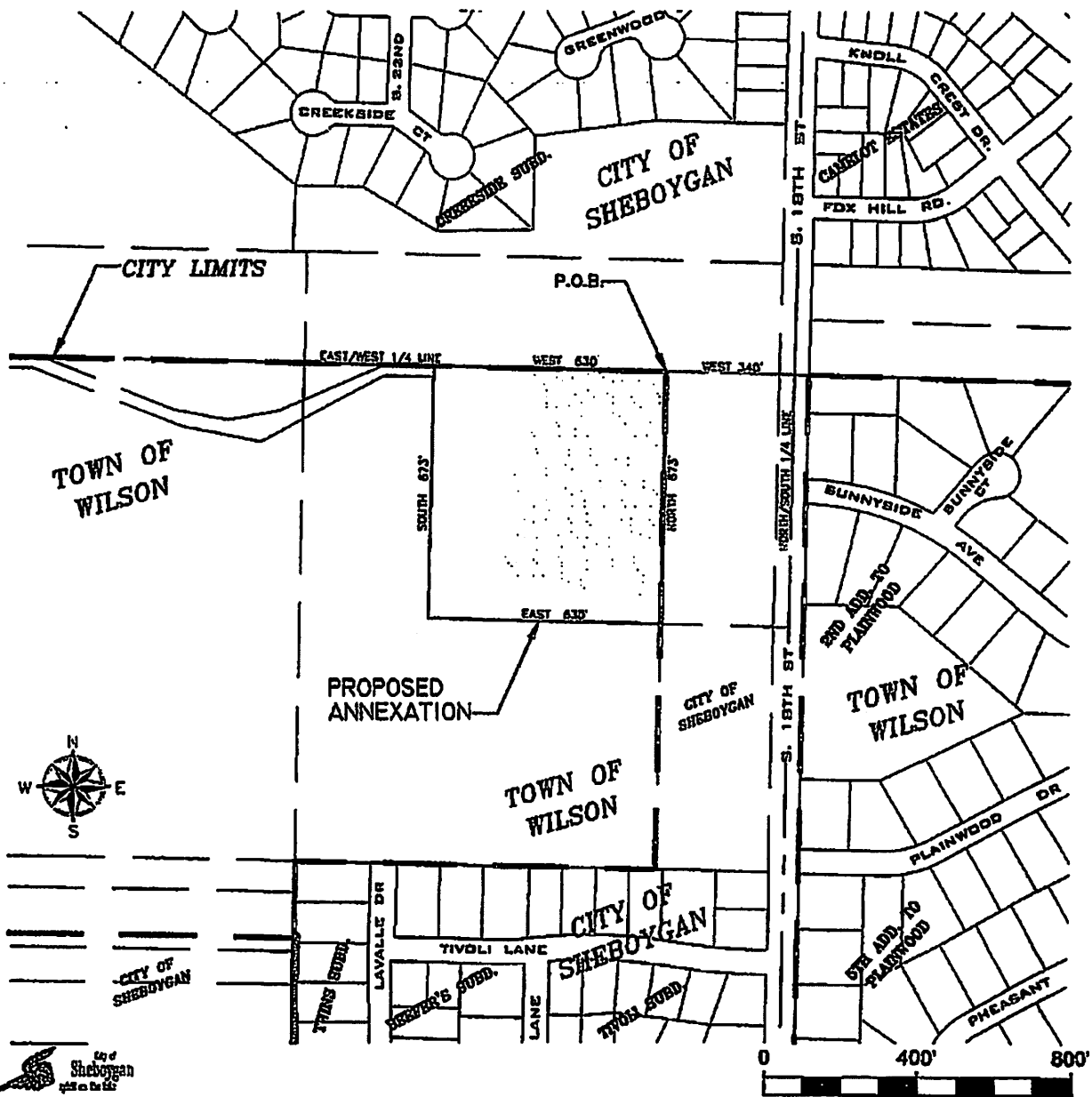
I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk  
Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

# PROPOSED ANNEXATION FOR CITY / TOWN DOG PARK SECTION 3, T. 14 N., R. 23 E.

PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 3, T. 14 N., R. 23 E., SHEBOYGAN COUNTY, STATE OF WISCONSIN. BEING MORE PARTICULARLY DESCRIBED AS

COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF S. 18TH ST., ALSO KNOWN AS THE NORTH/SOUTH 1/4 LINE, AND THE EAST/WEST 1/4 LINE OF SECTION 3, T. 14 N., R. 23 E., THENCE WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 630', TO A POINT 970' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE SOUTH, PARALLEL TO SAID NORTH/SOUTH 1/4 LINE 673', THENCE EAST 630', 673' SOUTH OF AND PARALLEL TO THE EAST/WEST 1/4 LINE TO A POINT 340' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE NORTH 673' PARALLEL TO SAID NORTH/SOUTH 1/4 LINE TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 423,987.85 SQ. FT. OR 9.73 ACRES.



II

4.3

R. O. No. 38-13-14. By CITY CLERK. June 3, 2013.

Submitting a petition for direct annexation by unanimous approval signed by the Town of Wilson regarding 4108 South 18th Street.

*City Plan*

*Susan Richards*  
\_\_\_\_\_  
City Clerk

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL  
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES


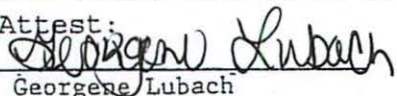
We, the undersigned, constituting all of the electors and all of the owners of real property in the following territory of the Town of Wilson, Sheboygan County, Wisconsin, lying contiguous to the City of Sheboygan, petition the Common Council of said City to annex the territory described below and shown on the attached scale map to the City of Sheboygan, Sheboygan County, Wisconsin:

PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 3, T. 14 N., R. 23 E., SHEBOYGAN COUNTY, STATE OF WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF S. 18TH ST., ALSO KNOWN AS THE NORTH/SOUTH 1/4 LINE, AND THE EAST/WEST 1/4 LINE OF SECTION 3, T. 14 N., R. 23 E., THENCE WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 630', TO A POINT 970' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE SOUTH, PARALLEL TO SAID NORTH/SOUTH 1/4 LINE 673', THENCE EAST 630', 673' SOUTH OF AND PARALLEL TO THE EAST/WEST 1/4 LINE TO A POINT 340' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE NORTH 673' PARALLEL TO SAID NORTH/SOUTH 1/4 LINE TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 423,987.85 SQ. FT. OR 9.73 ACRES. (Part of Tax Parcel No. 59030451620)

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

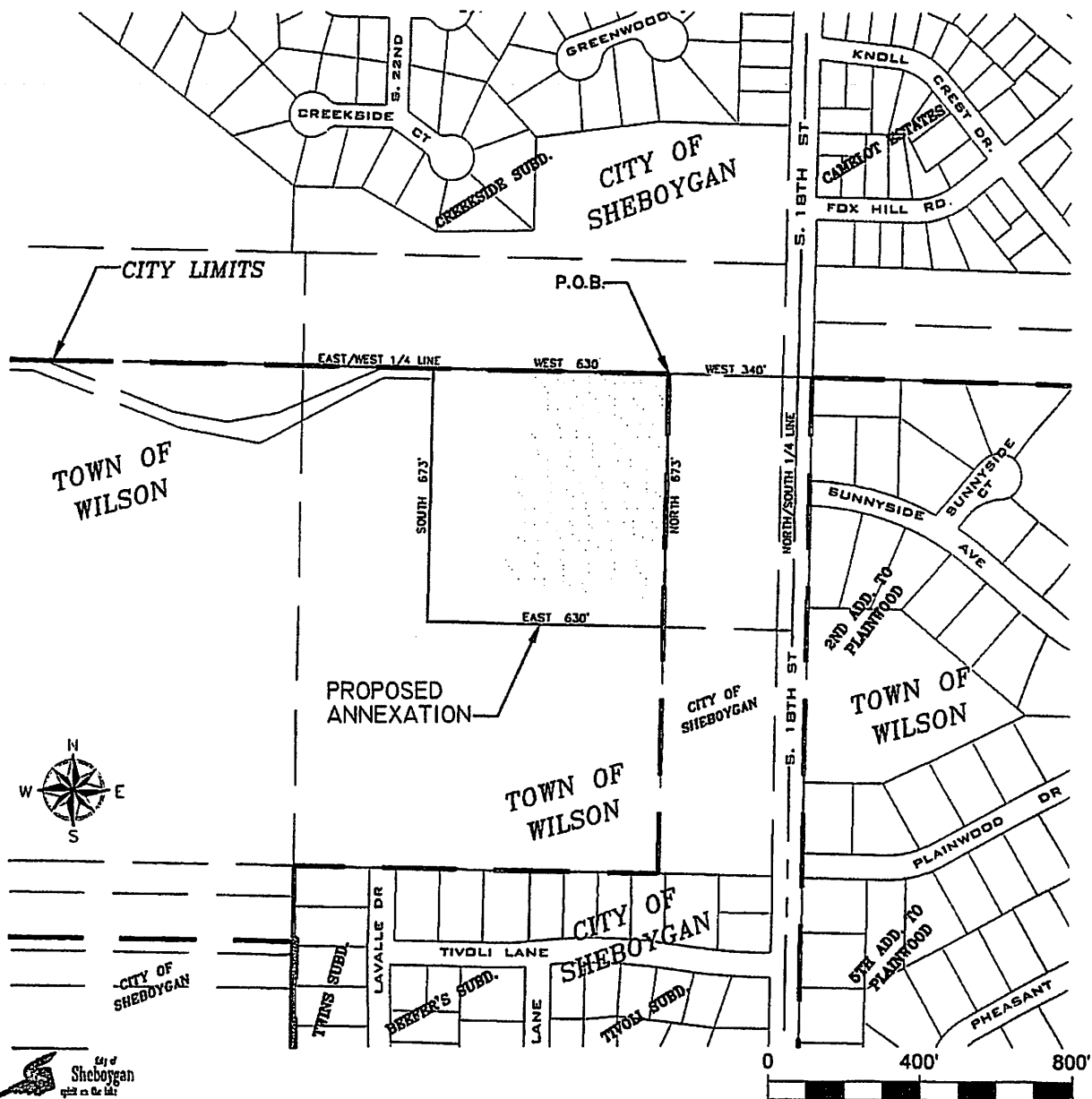
The above described territory contains a population of 0.

Signature of Petitioner	Date	Mark X if owner	Mark X if an elector	Description of Property or Address
TOWN OF WILSON By:  David Gartner Chairperson	5/28/13	X		4108 S. 18th Street Sheboygan, WI
Attest:  Georgene Lubach Interim Clerk	5/28/13			

# PROPOSED ANNEXATION FOR CITY / TOWN DOG PARK SECTION 3, T. 14 N., R. 23 E.

PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 3, T. 14 N., R. 23 E., SHEBOYGAN COUNTY, STATE OF WISCONSIN. BEING MORE PARTICULARLY DESCRIBED AS

COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF S. 18TH ST., ALSO KNOWN AS THE NORTH/SOUTH 1/4 LINE, AND THE EAST/WEST 1/4 LINE OF SECTION 3, T. 14 N., R. 23 E., THENCE WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 630', TO A POINT 970' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE SOUTH, PARALLEL TO SAID NORTH/SOUTH 1/4 LINE 673', THENCE EAST 630', 673' SOUTH OF AND PARALLEL TO THE EAST/WEST 1/4 LINE TO A POINT 340' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE NORTH 673' PARALLEL TO SAID NORTH/SOUTH 1/4 LINE TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 423,987.85 SQ. FT. OR 9.73 ACRES.



**X**

8.1

Gen. Ord. No. 9 - 13 - 14. By Alderpersons Belanger and Dassler.  
June 17, 2013.

AN ORDINANCE granting North and Calumet, LLC, its successors and assigns, the privilege of encroaching upon described portions of Schetter Avenue and N. 22<sup>nd</sup> Place located in the City of Sheboygan for the purpose of a private sidewalk.

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

Section 1. Subject to the terms and conditions contained herein, North and Calumet, LLC, its successors and assigns, is hereby granted the privilege of encroaching into that part of Schetter Avenue and North 22<sup>nd</sup> Place right of way adjacent to Lot 1 of Certified Survey Map recorded on Pages 176 to 178 volume 25 of Certified Surveys, located in Sect. 15, T.15N., R.23E., in the City of Sheboygan, Sheboygan County, Wisconsin, being more particularly described as follows:

Commencing at the northeast corner of said Certified Survey Map also being the center line of N. 22<sup>nd</sup> Place, thence N.89<sup>0</sup>59'28"W. 25.00 feet to the west right of way line for N. 22<sup>nd</sup> Place, thence South 46.10' along said west right of way to the point of beginning, thence S.45<sup>0</sup>17'30"E. 5.53 feet to the south line of Schetter Avenue, thence N.89<sup>0</sup>59'28"W. 3.9 feet along said south right of way line to the west line of N. 22<sup>nd</sup> Place, thence north along said west line 3.9 feet to the point of beginning.

Said parcel contains 7.66 sq. ft., in accordance with the sketch attached hereto and made a part hereof.

Section 2. The privilege as granted above is granted only on the condition that by the acceptance of the privilege, the said North and Calumet, LLC, its successors and assigns:

a. Shall become primarily responsible and liable for all and any damage to persons or property caused by and arising from the grant and exercise of such privilege.

b. Shall remove the encroachment allowed herein within ten (10) days after notice so to remove given by the State of Wisconsin or the City of Sheboygan; in the event of the failure so to remove, the said North and Calumet, LLC, its successors and assigns: shall pay the costs of removal by the State of Wisconsin or the City of Sheboygan, waiving all claim or claims for damages resulting from such removal, whether the removal is done by the said North and Calumet, LLC, its successors and assigns, or by the State of Wisconsin or by the City of Sheboygan.

*City Plan*

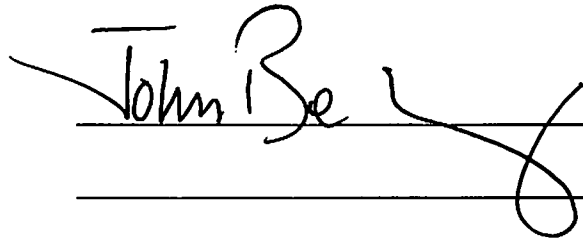
c. Shall pay such compensation to the City of Sheboygan for the grant of this privilege as may be determined by a board consisting of the Mayor, the Director of Public Works and the City Attorney; the compensation shall be paid into the General Fund.

d. Shall make such construction and/or alterations and maintain the same subject to the approval of the City Building Inspector and Director of Public Works, and shall waive the right to contest in any manner the validity of this ordinance or the amount of compensation charged.

Section 3. The provisions of §66.0425(1) thru (5) of the Wisconsin Statutes are incorporated herein by reference to all intents and purposes as if set out fully.

Section 4. The City Clerk is authorized and directed to record a certified copy of this ordinance in the office of the Register of Deeds for Sheboygan County, Wisconsin, the costs thereof to be charged to the General Fund.

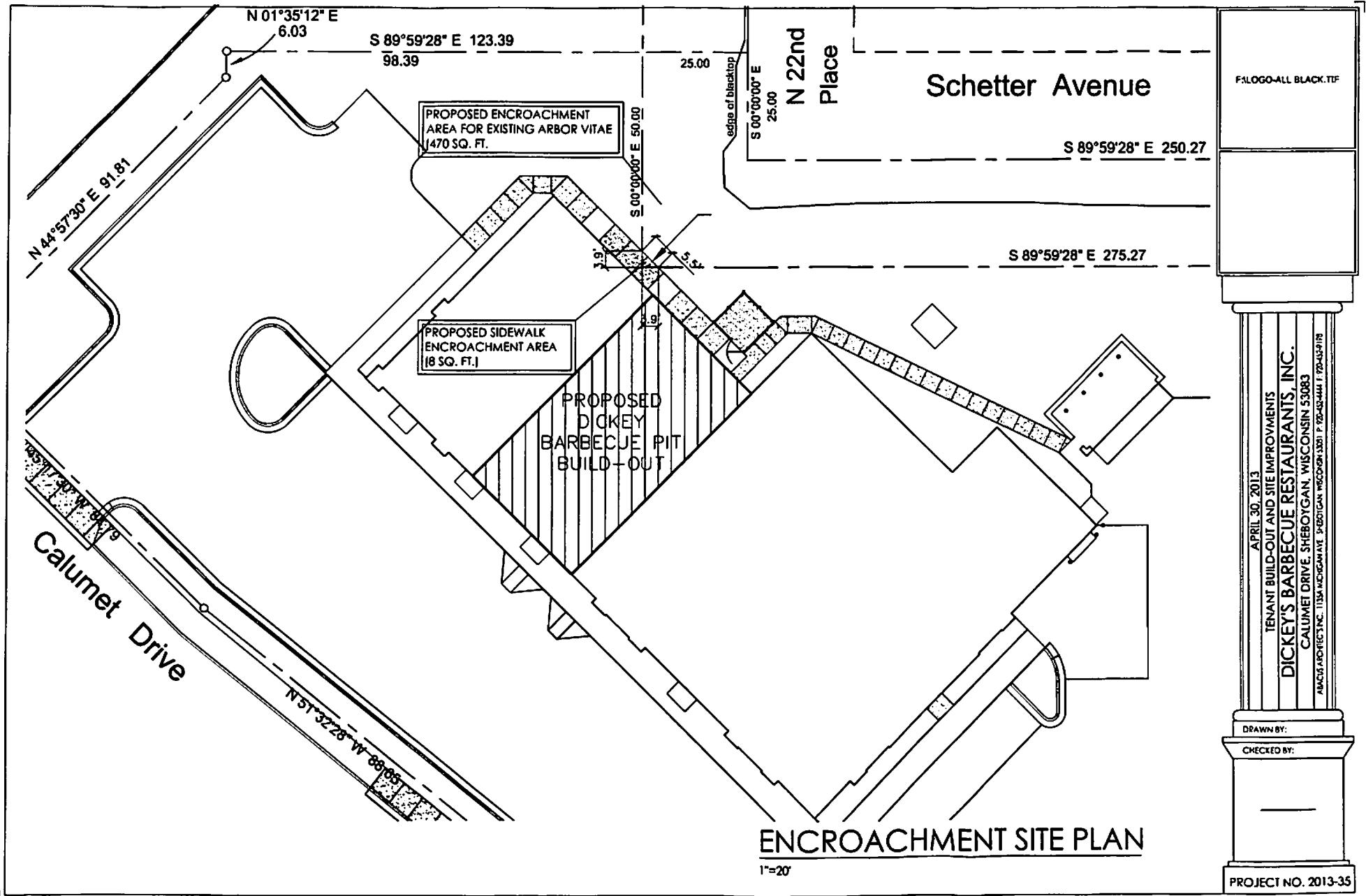
Section 5. This ordinance shall take effect and be in full force from and after its passage and publication and upon payment of the consideration to be determined hereunder, provided, however, that in the event of failure to exercise the privilege herein granted and the payment of such consideration within six (6) months from the effective date hereof, then and in that event such privilege shall be rendered null and void.

  
\_\_\_\_\_  
\_\_\_\_\_

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



F:\LOGO-ALL BLACK.TIF

APRIL 30, 2013  
 TENANT BUILD-OUT AND SITE IMPROVEMENTS  
**DICKEY'S BARBECUE RESTAURANTS, INC.**  
 CALUMET DRIVE, SHEBOYGAN, WISCONSIN 53083  
 ARACUS ARCHITECTS INC. 1135A MICHIGANWAYE SHEBOYGAN WISCONSIN 53081 P. 920-452-4444 F. 920-452-9178

DRAWN BY:  
 CHECKED BY:

PROJECT NO. 2013-35

ENGINEERING APPROVED MAP  
 Brian Sandberg 6/12/13

II

R. O. No.        - 13 - 14. By TRANSIT COMMISSION. July 1, 2013.

Your Commission met and discussed R. O. No. 14-13-14 by the City Clerk submitting a communication from Alderperson Hermann proposing that the City put parking meters in the parking lot in front of the YMCA as this would generate a lot of revenue for the City; recommends that the document be placed on file.

*Susan Richards*

---

City Clerk

11

Handwritten text, possibly a signature or name, located in the lower-left quadrant of the page.

II

4.3

R. O. No. 14 - 13 - 14. By CITY CLERK. May 6, 2013.

Submitting a communication from Alderperson Hermann proposing that the City put parking meters in the parking lot in front of the YMCA as this would generate a lot of revenue for the City.

*Transit  
file*

*Susan Richards*  
\_\_\_\_\_  
City Clerk

8.4

II

41

Handwritten text, possibly a signature or name, written in cursive.

APR 29 '13 AM 10:40

## Proposal for 4-29

I Propose Putting Parking Meters  
in the parking lot of the  
Y.M.C.A.

These lots are Plowed at the  
taxpayers expense and the Patrons  
of the Y.M.C.A. dont have to  
pay to use the lots.

This would generate alot of  
Revenue for the city. ~~It would~~  
It would provide the city  
with enough money to eliminate  
the garbage fee.

⊙ We could also use this money  
to improve streets and sewers.

Mark Herrmann  
District 6 Alderman

## Proposal for 4-29

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in the parking lot of the  
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These lots are Plowed at the  
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This would generate alot of  
Revenue for the city. ~~It would~~  
It would provide the city  
with enough money to eliminate  
the garbage fee.

⊙ We could also use this money  
to improve streets and sewers.

Mark Herrmann  
District 6 Alderman

11/11/19

Dear Mr. [Name] [Address] [City] [State] [Zip]

I am writing to you regarding [Topic]

I hope this letter finds you well

I am writing to you regarding [Topic]

I am writing to you regarding [Topic]

# III

Res. No.       - 13 - 14. By Alderperson Carlson. July 1, 2013.

A RESOLUTION in recognition of the service of Karin Menzer to Mead Public Library.

WHEREAS, Karin Menzer served as interim library director from February 4, 2013 to June 10, 2013; and

WHEREAS, Karin Menzer has been employed at Mead Public Library since February 15, 1984. After completing her appointment as interim director she returned to her position as manager of Children's Services at the library.

WHEREAS, she served in the capacity of interim library director in an informed, responsible, and gracious manner including representing the library to the public and at City of Sheboygan meetings; and

WHEREAS, as interim director Karin Menzer served as a member and secretary to both the Mead Public Library Board of Trustees and the Foundation Board of Directors accomplishing meeting preparation, attendance, and participation at both Boards monthly meetings; and

WHEREAS, additionally as secretary she was involved in the process to distribute authorized funds to benefit the library and the community we serve, and she was involved in the task of tax preparation on behalf of the Foundation Board of Directors; and

WHEREAS, she additionally enthusiastically supported the efforts of the Friends Organization including monthly updates to the Board of Trustees of the Friends plans and successes; and

WHEREAS, Karin Menzer as interim director managed the library staff and managers in a fair and effective manner keeping them well informed. She also moved forward with renovation to The Loft and Mead Children's Activity Center; and

WHEREAS, Karin Menzer is to be commended for maintaining her role as co-chair of the Sheboygan Children's Book Festival on our behalf and children, teens, and families who attend this annual fun and educational festival; and

WHEREAS, Board members thank Karin Menzer for her involvement and help to facilitate the hiring of Garrett Erickson as Mead Public Library director.

NOW THEREFORE BE IT RESOLVED: That the Mead Public Library Board does hereby publicly commend Karin Menzer for her time and attention so generously devoted to her responsibilities as interim director of the library. The Board members thank her for her commitment and recognizes her service through designation of appropriate books for purchase in her honor. Members of the Board of Trustees thank her and wish her all the best as she returns to her responsibilities as manager of Children's Services.

---

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.       - 13 - 14      . By Alderpersons Thiel and Lewandoske.  
July 1, 2013.

A RESOLUTION directing a public hearing to be held in connection with change of the City's Official Zoning Map for property located at 2708 Superior Ave.

RESOLVED: That the City Clerk is hereby directed to publish the following notice in the official newspaper in accordance with the provisions of §62.23(7)(d) of the Wisconsin Statutes:

NOTICE OF PUBLIC HEARING ON AMENDMENT TO THE  
SHEBOYGAN ZONING ORDINANCE

Notice is hereby given that a public hearing will be held at 7:00 P.M., August 5, 2013, in the Council Chambers of the City Hall, Sheboygan, Wisconsin, to give persons an opportunity to be heard relative to the proposed amendment to the City of Sheboygan's Official Zoning Map. The purpose of the amendment is to change the Use District Classification of the following described property from Class SI Suburban Industrial to Class SC Suburban Commercial Classification:

Property located at 2708 Superior Ave.

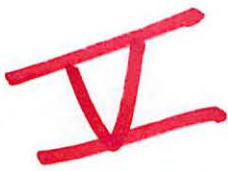
Section 16, T15N, R23E Fairview Subd., Lots 28 & 29 and the south ½ of the vacated east/west alley adjacent to said lots

\_\_\_\_\_

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



R. C. No. \_\_\_\_\_ - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.

Your Committee to whom was referred Com. No. 3-13-14 from Thomas and Christina Blindauer regarding parking concerns involving a boat and an RV; recommends that the Police Department draft an appropriate Ordinance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I

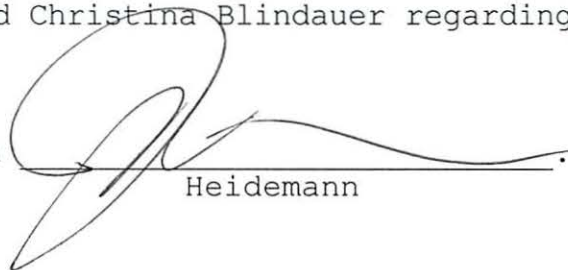
Other Matters

9.4

Com. No. 3 - 13 - 14. June 3, 2013.

Submitting a communication from Thomas and Christina Blindauer regarding parking concerns involving a boat and an RV.

Presented to the Common Council by Alderperson



Heidemann

~~Pub Trust~~  
~~Safety~~  
Police to draft ordinance

## **Richards, Sue**

---

**From:** Alderperson Joseph Heidemann  
**Sent:** Monday, June 03, 2013 6:36 AM  
**To:** Richards, Sue  
**Subject:** FW: Parking concerns

Sue,

Please forward this to Council so we get it to PP&S. Thank you. Have a great week.

Joe Heidemann

---

**From:** Thomas Blindauer [tblindauer@hotmail.com]  
**Sent:** Sunday, June 02, 2013 7:37 PM  
**To:** Alderperson Joseph Heidemann  
**Subject:** Parking concerns

Hello  
I am not sure who to actually write to in the counsel, I am not sure who my alderperson is. I however have a concern about the parking of a boat and a RV. These items are parked by the entrance of an alley. I have contacted the police on many occasions and nothing seems to get done. The RV is parked for the majority of the month, moves every other weekend. This is now the start of the second summer for this. There have been many times that I have come out of the alley and almost been hit because I can not see if there are cars coming.

The RV is on Ashland Ave between 11th and 10th. The boat is on 10th street. Both get moved very rarely and cause a major problem.

In talking with the police they have stated that the process can take months, however nothing happened last summer and I am not liking the fact that it seems to be talking all summer for something to be done.

Thanks for the time to listen

Thomas and Christina Blindauer  
2319 South 11th Street

Sent from my iPad

I

Other Matters

9.5

Com. No. 4-13-14: June 3, 2013.

Submitting a communication from Pam Schneekloth stating that garbage is still a problem at Wildwood Cemetery.

Presented to the Common Council by Alderperson Scott Lewandoske.  
Lewandoske

Pub Wks.

## **Richards, Sue**

---

**From:** Alderperson Scott Lewandoske  
**Sent:** Friday, May 31, 2013 4:53 PM  
**To:** Richards, Sue  
**Subject:** FW: Garbage left at Wildwood Cemetery  
**Attachments:** 2013-04-26 11.45.52.jpg; 2013-05-27 17.30.19.jpg; 2013-05-27 17.30.30.jpg; 2013-05-27 17.30.52.jpg; 2013-05-29 08.18.19.jpg; 2013-05-29 08.18.27.jpg; 2013-05-29 08.18.59.jpg; 2013-05-29 08.19.06.jpg; 2013-05-29 08.19.19.jpg; 2013-05-29 08.31.28.jpg; 2013-05-29 08.31.46.jpg

Sue,

I got this email. Can it still be added to the agenda for next Monday's common council and be referred to Public Works?

Scott Lewandoske

---

**From:** Pam Schneekloth [psboden202@yahoo.com]  
**Sent:** Friday, May 31, 2013 4:13 PM  
**To:** Biebel, David; Mayor Vandersteen  
**Cc:** McCabe, Linda; Alderperson Scott Lewandoske; Alderperson Joseph Heidemann; Alderperson Jim Bohren  
**Subject:** Garbage left at Wildwood Cemetery

Garbage is still a problem Wildwood Cemetery. This is disgusting. I'm sick of finding plastic spoons, styrofoam cups, tin foil, food or those nasty banana peels on my husband's grave and around the cemetery. Animals are attacking the food. The wind is blowing the styrofoam and bits of tin foil all over the place.

No family member should have to bring a garbage bag along with every visit to the cemetery to pick up after people who intentionally leave this trash behind. There is a garbage can right there. I think this issue needs to be addressed again.

Pam Schneekloth  
1310 Greenfield Ave  
Sheboygan, WI 53081  
(920) 980-1788

DIETSCH

MATTHEW JOHN

MAY 29, 1986 - APRIL 12, 2002

BELOVED SON

FRIEND






YEE V.  
THAO

MAR 10 1909

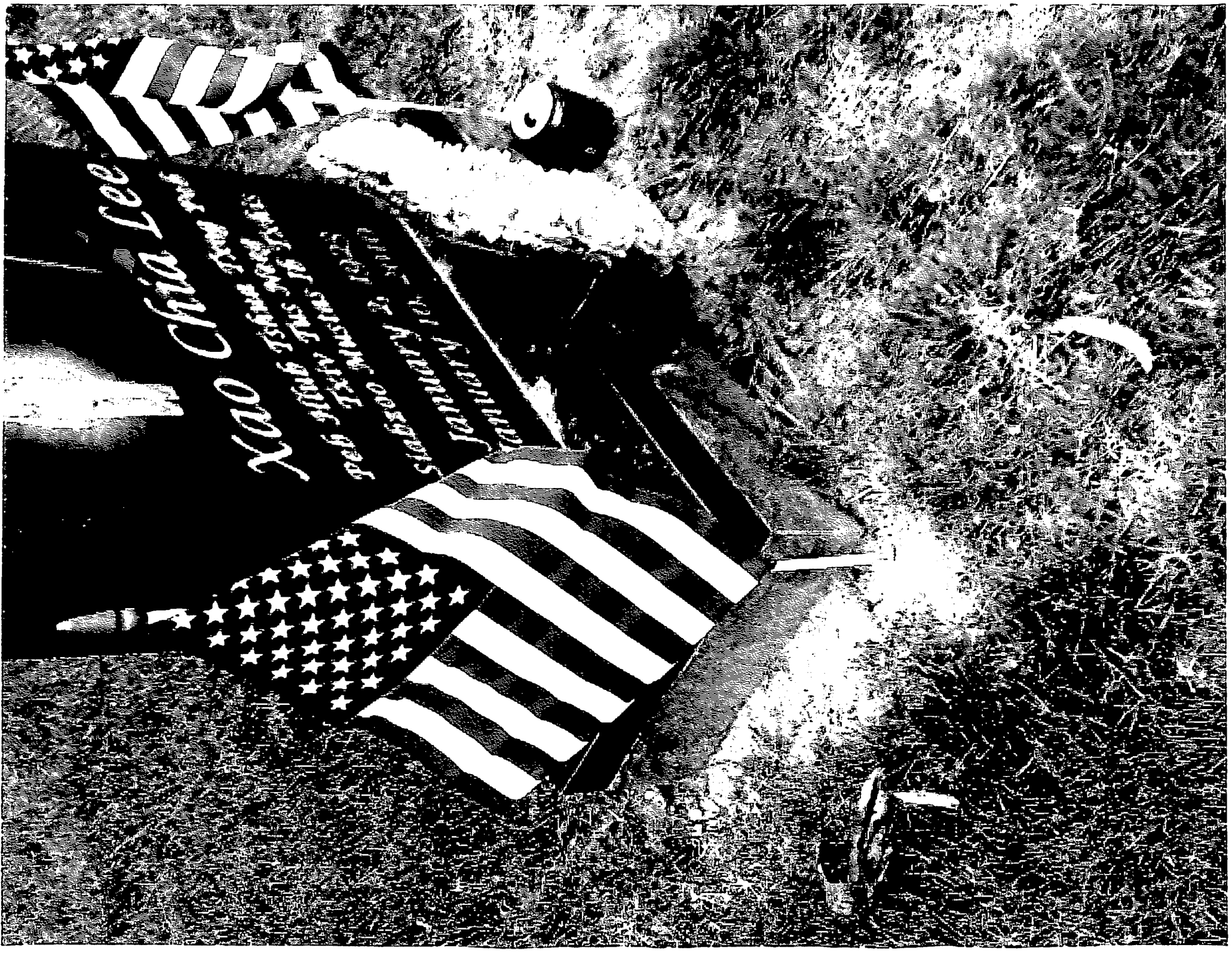




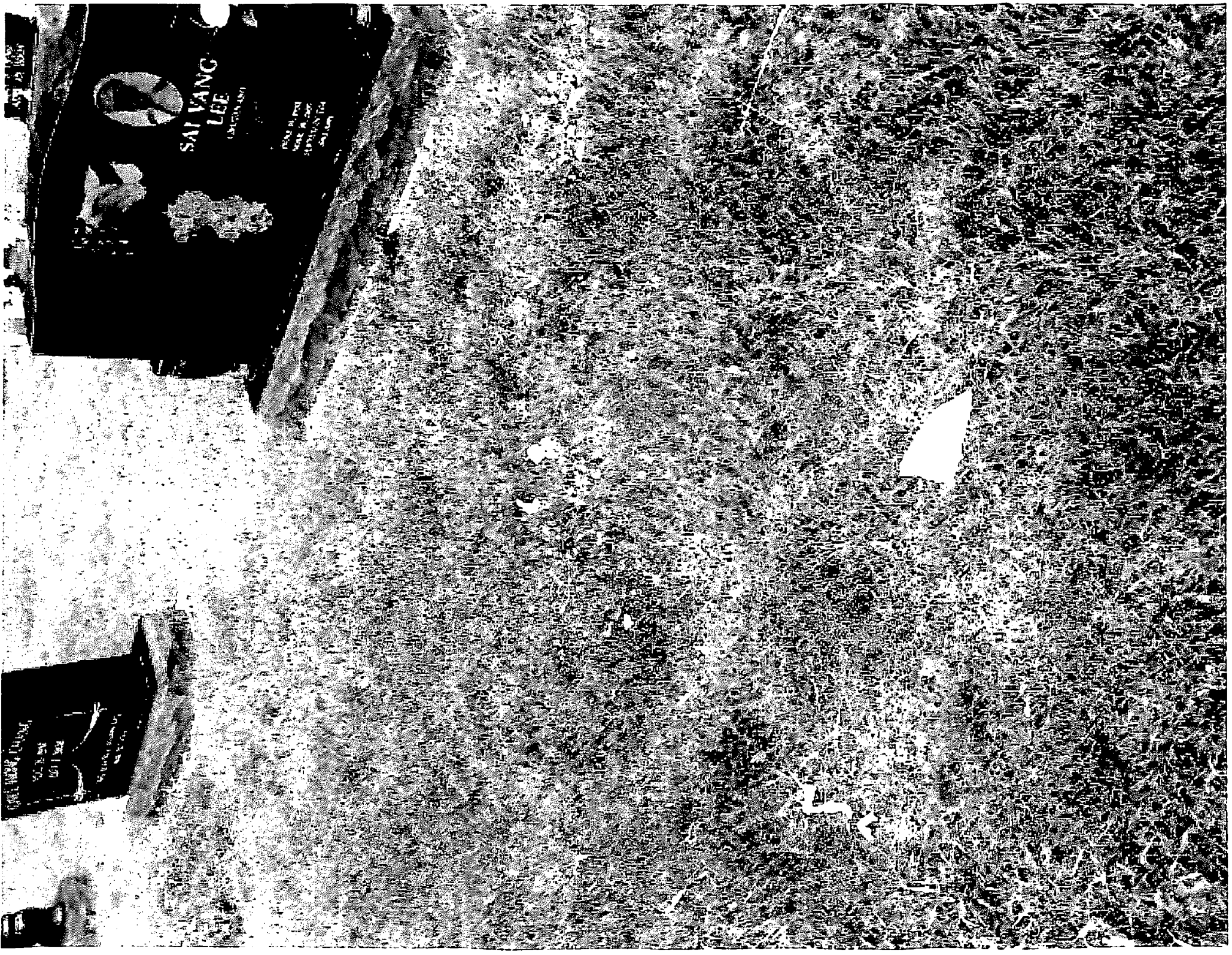
TILO  
CHONG LOU  
JUN. 16, 1930  
APR. 18, 1999







Xiao Chia Lee  
1918-1988  
Born in Taiwan, Republic of China  
Died in Los Angeles, California  
Buried in the same grave as his wife  
January 10, 1988

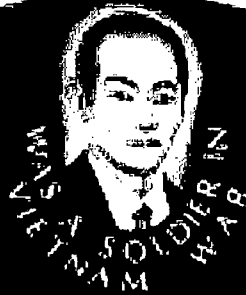


SAY KANG  
LEE



PHOTO BY [unreadable]  
[unreadable] [unreadable]  
[unreadable] [unreadable]

[unreadable]  
[unreadable]  
[unreadable]



CHOU THENG  
XIONG

JUNE 15, 1942  
SEPT. 27, 2010

KOÛ THOÛI KÛY HÛI HÛI TÛN  
TSHAI MÛR KÛY TSHAI  
LOAN MÛR KÛY TSHAI







YANG

MANHUA YANG  
BORN 1880 DIED 1968  
BURIED HERE

SON SHIYU YANG  
BORN 1900 DIED 1975  
BURIED HERE

WIFE OF MANHUA YANG  
BORN 1885 DIED 1965  
BURIED HERE

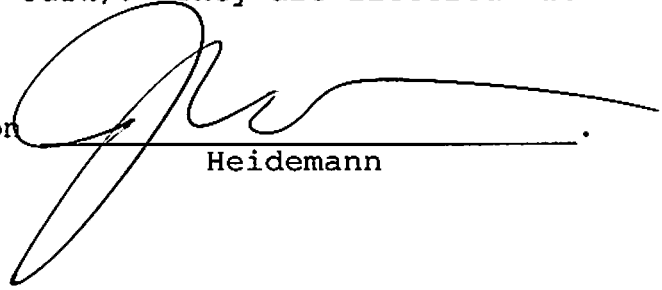
I

4.2

Com. No. 6 - 13 - 14. June 17, 2013.

Submitting a communication from Andrew Baumann regarding the current condition of south beach (High Ave. and Kings Park). They are littered with sticks, log and other debris.

Presented to the Common Council by Alderperson



Heidemann

Pub Wks.

## Richards, Sue

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**From:** Alderperson Joseph Heidemann  
**Sent:** Wednesday, June 05, 2013 2:25 PM  
**To:** Richards, Sue  
**Subject:** FW: Kings Park and South beach condition and clean

Sue,

Please forward this communication to the Council. Thank you and I hope your having a great week.

Joe Heidemann

---

**From:** andrew bauman [abaumanster@gmail.com]  
**Sent:** Wednesday, June 05, 2013 11:05 AM  
**To:** Alderperson Joseph Heidemann  
**Subject:** Kings Park and South beach condition and clean

This year we had an unbelievable wet and cold spring. One of the results of this was flooding along of the Sheboygan river and in turn a much larger percentage of debris on the south side beaches.

I am writing to bring to attention the current condition of south beach. Currently the High ave and Kings Park beach are in a very sorry state. The beach is littered with sticks, logs and other debris, making going to the beach a unpleasant experience. I understand the city started to clean the beach on May 23rd but only cleaned up the area directly in front of Blue Harbor and a bit south. The reality of the situation is Kings park and High ave beach receive without a doubt the most use and should receive the same if not more attention than Blue Harbors beach.

Our beaches are an amazing resource for this community and only need to be maintained. With the heavy use of the Kings Park pavilion and beach I am surprised that the beach is so dirty and that even after Memorial day there is no flag flying. Please pass this along to those it concerns, as the city simply needs to complete standard spring maintenance along with use of the beach comber to remedy the situation.

Thank you

Andrew Bauman



R. C. No. \_\_\_\_\_ - 13 - 14. By PUBLIC WORKS. July 1, 2013.

Your Committee to whom was referred the following:

- 1. Com. 4-13-14 from Pam Schneekloth stating that garbage is still a problem at Wildwood Cemetery; and
- 2. Com. 6-13-14 from Andrew Baumann regarding the current condition of south beach (High Ave. and Kings Park);

recommends that the documents be placed on file.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**VI**

R. C. No.           - 13 - 14. By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 27-13-14 by the City Clerk, submitting license application for the period ending June 30, 2014 and June 30, 2015; that the following application by granted contingent upon the application being corrected, and with a warning to include all violations on future applications.

TAXICAB OPERATOR'S LICENSE (NEW) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
9217	Bence, Frederick E.	2137 W College Ave., #213, Oak Creek

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

9.2

R. O. No. 27 - 13 - 14. By CITY CLERK. May <sup>20</sup> 2013.

Submitting various license applications for the period ending June 30, 2014 and June 30, 2015.

*Lawrence*  
 6/3/13 - grant all lic -  
 expect Bence & Nielson  
 hold Kunschke, negron,  
 6/17/13 - withdraw - Kunschke  
 grant negron, hold Bence,  
 Nielson

*Susan Richards*  
 \_\_\_\_\_  
 City Clerk

BEVERAGE OPERATOR'S LICENSE (NEW) (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
6623	Beniger, Andrew L.	2626 N. 8 <sup>th</sup> St.
7290	Bruinooge, Tarri L.	1832 N. 20 <sup>th</sup> St.
5463	Clark, Deborah L.	2626 Georgia Ave.
6655	Donohue, Dawn M.	1704 N. 29 <sup>th</sup> St.
9963	Ertel, Samantha M.	418 New York Ave.
9961	Freis, Clarissa A.	2216 S. 7 <sup>th</sup> St.
9965	Hartmann, Pamela L.	520 Airpark Rd., Plymouth
9966	Holtz, Kayla M.	1834A Saemann Ave.
9957	Kunschke, Michael G.	1286 Martin Ave., Fond Du Lac
9964	Laska, Christopher A.	929 Bluff Ave.
9962	McGrew, Steven T.	812 Humboldt Ave.
9967	Meyer, Elizabeth A.	729 St. Clair Ave., #3
1876	Miller, Mark J.	3712 Lime Stone Ct.
9954	Motalvo, Stacey	1310A N. 9 <sup>th</sup> St.
9959	Negron, Kaylin L.	1812 N. 11 <sup>th</sup> St.
9958	Rice, Justin J.	1338 School Ave.
4246	Roerdink, Orlean	2431 N. 9 <sup>th</sup> St.
2680	Schubert, Robin L.	2037 Wiemann Ave.
9949	Schueller, Heather M.	N1838 Cty Rd. KW, Oostburg
8880	Schulz, Curtiss J.	411 James St.
9947	Sears, Michael D.	712 Broughton Dr., #22
9952	Tellez, Cecilia Y.	920 S. 16 <sup>th</sup> St.
7454	Wery, Corbin J.	625A Superior Ave.
7402	Wriedt, Jeff S.	2006 N. 18 <sup>th</sup> St.

BEVERAGE OPERATOR'S LICENSE (RENEWAL) (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1004	Adamavich, William	3823 S. 11 <sup>th</sup> St.
3923	Altmeyer, Melissa J.	1645 S. 25 <sup>th</sup> St.
6932	Aschenbach, Kimberly A.	728 State Rd. 57 lot 63, Plymouth
1200	Beenen, Donna J.	3103 Calumet Dr.
9099	Bennett, Nicole J.	3504 Eisner Ct. #A
9442	Bockin, Mary R.	3111 E. Mark Dr.

6818 Boldt, Candice	2214 Superior Ave.
9516 Boss, Destiny L.	2523 N. 8 <sup>th</sup> St.
1186 Boyle, Linda S.	1608 Kentucky Ave.
2676 Brand, Peg A.	1902 S. 12 <sup>th</sup> St.
4515 Bukovic, Nadine A.	W1760 Riverwoods Ct.
3350 Burhop, Robin A.	3602 N. 21 <sup>st</sup> St., #101
8556 Deamico, Debra L.	918 Humboldt Ave.
7672 Decker, Dennis E. (Club)	N7122 Riverwoods Dr.
9342 Dekker, Zachary G.	1441 Parkview Ter., #48
3600 Dolgner, Randall	2611 Pine Grove Ave.
3659 Emmer, Patrick J.	606 St. Clair Ave., #103
1605 Emmer, Tami Ann	906 S. 15 <sup>th</sup> St.
8379 Falle, Michelle M.	3908 S. 10 <sup>th</sup> St.
2968 Feudner, Kenneth R.	3303 Hickory Cir.
9409 Franco, Marc A.	1914 Cooper Ave.
9327 Gruenke, Elizabeth A.	2745 N. 8 <sup>th</sup> St.
4936 Hartman, Gary C. (Club)	79 Oak St., Sheb. Falls
1505 Hinz, Laurie J.	3616 S. 17 <sup>th</sup> St.
8427 Hoepfner, Jerome W.	N6319 Woodland Meadows Dr.
3004 Jeanty, Bruce D. (Club)	13926 Meggers Rd., Kiel
9128 Jelinek-Zittel, Scott J.	4600 Nicole LN.
1568 Jetzer, Julian E. (Club)	9421 S Shore Dr., Valders
3998 King Jr., Robert W. (Club)	3227 N. 28 <sup>th</sup> St.
1628 Klabecek, James R.	504 Washington St., Sheboygan Falls
5346 Kreutz, Michael S. (Club)	5315 Lakeshore Rd.
6340 Kruse, Richard J. (Club)	5334 Hidden Creek Dr.
4972 Lawrence, Susan M.	1028 Lincoln Ave.
3607 Lloyd, Thomas H.	430 Spruce St., Sheboygan Falls
9091 Lomibao, Shakari L.	2007 N. 15 <sup>th</sup> St.
3291 Mallmann, Louis L.	2631 N. 29 <sup>th</sup> St.
5596 McGlade, Leah Marie	3620 Larkspur Way
9311 Meerdink, Abigail L.	1415 N. 4 <sup>th</sup> St.
9248 Mehlberg, Vicki L.	1224 Ashland Ave.
9087 Mersberger, Melissa M.	2010 S. 13 <sup>th</sup> St.
9149 Muecke, Nicole M.	640 Mark Ave., Sheboygan Falls
1889 Mueller, Jeffery C.	1734 S. 15 <sup>th</sup> St.
6011 Nennig, David M.	1559 N. 15 <sup>th</sup> St.
4927 Oehldrich, Richard M.	830 N. 36 <sup>th</sup> St.
4956 Opgenorth, Andrew L.	2713 Wedemeyer St.
1956 Peloquin, William D. (Club)	68 Lighthouse Ct.
4890 Peterson, Leslie M.	1614 S. 25 <sup>th</sup> St.
9453 Pilgrim, Marion M.	1042A Willow Ln, Kohler
1992 Procek, Edward J.	1215 S. 13 <sup>th</sup> St.
1993 Procek, Susan L.	1215 S. 13 <sup>th</sup> St.
2038 Richter, Joseph M.	1822 N. 1 <sup>st</sup> St.
2083 Scheunert, James S.	1618 S. 8 <sup>th</sup> St.
1925 Schmidt, Rebecca L.	1211 Washington Ave.
2098 Schmitt, Donald L. (Club)	4130 Elmwood Ct.
2135 Sessler, Steven J. (Club)	1019 Indiana Ave.
2528 Sheraski, Pamela M.	1410 N. 27 <sup>th</sup> St.

7621	Skrube, Lisa L.	1844 N. 20 <sup>th</sup> St.
2944	Smith, Donna Marguerite	1422 Logan Ave.
2174	Spira, Romaine G. (Club)	2011 N. 19 <sup>th</sup> St.
2177	Stangel Eugene J. (Club)	3226 S. 18 <sup>th</sup> St.
6782	Tadych, Joanne M.	1323 Superior Ave.
8229	Ubbelohde, Lisa	720 Whitcomb Ave.
2257	Van Veghel Jr., John	3801 N 45 <sup>th</sup> St.
9435	Vandeloo, Jennifer R.	3513 Main Ave. #204
8331	Vitale, Umberto	1128 N. 29 <sup>th</sup> St.
7639	Vreeke, Bruce L.	5574 Indian Mound Circle
2970	Vreeke, Marianne	1929 N. 28 <sup>th</sup> St.
7603	Wagner, Michael C.	933A Michigan Ave., #4
7652	Weckwerth, Leah N.	310 Dicke Ave., Sheboygan Falls
7064	Wright, Crystal M.	825 N. 28 <sup>th</sup> St.

TAXICAB OPERATOR'S LICENSE (NEW) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
9217	Bence, Frederick E.	2137 W College Ave., #213, Oak Creek
9956	Clayborn, Elvira C.	2226 Kroos Ct., #A
9950	Daehnert, Todd J.	1203 S. 15 <sup>th</sup> St.
9955	Dippel, Robert B.	115 Red Tail Dr., Sheb. Falls
9948	Hernickle, Pamela A.	1534 Illinois Ave.
9882	Loya, Nancy T.	1535 John Ct.
9953	Nielson, Robert M.	1326 N. 12 <sup>th</sup> St.
7143	Shelton, Mellissa L.	603 S. 14 <sup>th</sup> St.

TAXICAB OPERATOR'S LICENSE (RENEWAL) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
5356	Balassi, Christos G.	508 N. 13 <sup>th</sup> St.
7348	Castro Jr., Mauro	611 S. 15 <sup>th</sup> St.
9313	Demeuse, Robert J.	4336 Lavalley Dr.
9386	Hermann, Ryan M.	1036 Ontario Ave.
8522	Pantel, Paul D.	1008 Kentucky Ave.
6913	Rios, Ricardo	1731A Calumet Dr.
9341	Weber, Jeffrey D.	2313 Hillshire Dr., 3A
9351	Yera, Javier F.	1127 N. 8 <sup>th</sup> St.

R. C. No.       - 13 - 14      . By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 45-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following applications be withdrawn.

TAXICAB OPERATOR'S LICENSE (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
6914	Bayer, Adam M.	W6170 Cty Rd. MM, Elkhart Lake
5842	Sanstadt, Theodore T.	805 Chicago St, Sheb. Falls

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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

R. C. No.       - 13 - 14. By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 45-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following applications be granted contingent upon the application being corrected, and with a warning to include all violations on future applications:

BEVERAGE OPERATOR'S LICENSE (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
8216	Haas, Brooks F.	1010 Truman Circle, Howards Grove

TAXICAB OPERATOR'S LICENSE (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
7731	Santana, Reynel	2724 Main 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

R. C. No.       - 13 - 14. By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 46-13-14 by the City Clerk, submitting license application for the period ending June 30, 2014 and June 30, 2015; that the following licenses be granted contingent upon the application being corrected, and with a warning to include all violations on future applications:

BEVERAGE OPERATOR'S LICENSE (RENEWAL) (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
9517	Prinsen, Cole A.	840 Palmer Rd., Cedar Grove

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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

R. C. No.       - 13 - 14. By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 46-13-14 by the City Clerk, submitting license application for the period ending June 30, 2014 and June 30, 2015; that the following licenses be granted:

BEVERAGE OPERATOR'S LICENSE (RENEWAL) (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
9485	Brickey Jr., Michael C.	3637 S. 12 <sup>th</sup> St.
7853	Nitze, Theresa L.	1408 Lenz Ct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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

R. C. No.     - 13 - 14. By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 52-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following licenses be granted:

CHANGE OF PREMISE

<u>No.</u>	<u>Name</u>	<u>Address</u>
2914	T & L's Northstar	3004 N. 8 <sup>th</sup> St. - one-day event to be held 7/6/13 to include parking lot & Grassy area west side of building & south concrete area.

FERMENTED MALT BEVERAGE LICENSE (NEW) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2996	Dickey's Barbecue Pit	2719 Calumet Dr.

CLASS "C" WINE LICENSE (NEW) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2996	Dickey's Barbecue Pit	2719 Calumet Dr.

CLASS "A" FERMENTED MALT BEVERAGE (Renewal) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1424	Walgreens #06097	3320 S. Business Dr.
2088	Walgreens #6570	1029 N. 14 <sup>th</sup> St.
2601	Walgreens #12020	2702 Calumet Dr.

"CLASS B" LIQUOR LICENSE (Renewal) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1912	Brisco County Wood Grill	539 Riverfront Dr.
2373	Duke of Devon, The	739 Riverfront Dr.
1926	Il Ritrovo	515 S. 8 <sup>th</sup> St.
1412	Trattoria Stefano	522 S. 8 <sup>th</sup> St.

BEVERAGE OPERATOR'S LICENSE (NEW) (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
7431	Carcara, Frank J.	1127 North Ave.
0010	Groenewald, Constance M.	116 Cedar Ave., Cedar Grove
0005	Jensen, Marissa A.	1006 Sommer Dr.

8516 Lepak, Nichole M.	3431 N. 10 <sup>th</sup> St., #931
0004 McRae, Ruby M.	1218 S. 19 <sup>th</sup> St.
0006 Miller, Matthew P.	1243 Geele Ave.
9996 Neese, Cassandra L.	2608 S. 8 <sup>th</sup> St.
6815 Quasius, Jaclyn A.	926 Swift Ave.
0013 Sass, Kaila K.	1637 Sibley Ct.
1055 Scheibl, Robert J.	520A Washington Ct.
7616 Shaha, Eryn L.	1620 Knoll Crest Dr.
7675 Wery, Shakira L.	625A Superior Ave.

BEVERAGE OPERATOR'S LICENSE (RENEW) (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
6261	Alcala, Norma L.	1820 N. 19 <sup>th</sup> St.
4736	Bartlow, Keli M.	1812 S. 13 <sup>th</sup> St.
9220	Boeldt, Caslin M.	315 S. Wisconsin Dr., Howards Grove
5340	Call, Matthew D.	1617 N. 35 <sup>th</sup> St.
7020	Dawson, Elizabeth M.	1220A Alabama Ave.
8213	Dern, Kathy M.	2613 N. 10 <sup>th</sup> St.
9213	Diven, Tiffany M.	2112 S. 11 <sup>th</sup> St.
4689	Ellinger, Shannon S.	1642 Saemann Ave.
1312	Felsing, Mary Beth	5121 Koechel Ct.
2377	Fischer, Donna S.	1824 N. 27 <sup>th</sup> Pl.
9338	Flores, Diane G.	1637 S. 26 <sup>th</sup> St.
6149	Greger, Kimberly A.	2226 S. 14 <sup>th</sup> St.
2993	Hemsing, Steven R.	1159 Cherry Ln.
8391	Hernandez, Jose U.	906 Michigan Ave.
7782	Heyman, Benjamin F.	2722 Michigan Ave.
9390	Janey, Heather J.	1445 S. 9 <sup>th</sup> St.
9401	Jantz, Crystal P.	4120 Oakdale Ct., #F106
7249	Kisolek, Jeannie M.	1544 N. 26 <sup>th</sup> St.
9426	Kress, Scott J.	2607 N. 20 <sup>th</sup> St.
9188	Moya, Joseph R.	828 Water St.
5631	Mueller, Tiffany M.	1623 Georgia Ave.
1919	Norris, Mary J.	1911 S. 13 <sup>th</sup> St.
9451	O'Connell, Cooper R.	818 N. 4 <sup>th</sup> St.
9536	Patz, Derek A.	4918 Windward Ct.
3797	Pena, Javier (Club)	925A Indiana Ave.
6184	Pfeifer, Katherine A.	706 Oriole LN, Howards Grove
9353	Phalin-Christman, Thomas J.	4133 Pine Bluff Dr.
2497	Reineking, Janelle G.	1808 Bell Ave.
6888	Rosas, Lucia	2407 Broadway
8451	Rupnik, Rachel M.	2911 Rammer Ct.
6350	Steinberg, Scott L.	724 Broughton Dr.
5985	Strohmeyer, Joseph J.	5213 S. 12 <sup>th</sup> St.
9402	Trout, Autumn E.	W3089 State Rd. 28, Sheboygan Falls
6231	Uribe, Silvia	815A Bluff Ave.
9083	Von Der Puetten, Frank	1716 N. 19 <sup>th</sup> St.
3089	Walker, Elizabeth Ann	612 Superior Ave.
6803	Wilsing, William J. (Club)	4454 Idlewild Ln.
9389	Zerger, Brian R.	2438 W. Mark Dr.

TAXICAB OPERATOR'S LICENSE (NEW) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
0012	Loya, Felix A.	832 N. 10 <sup>th</sup> St.

TAXICAB OPERATOR'S LICENSE (RENEWAL) (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
7805	Reiner, Michael G.	2419 N. 29 <sup>th</sup> St.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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

R. C. No.       - 13 - 14      . By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 52-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following applications be granted contingent upon the application being corrected, and with a warning to include all violations on future applications:

BEVERAGE OPERATOR'S LICENSE (June 30, 2015)

<u>No.</u>	<u>Name</u>	<u>Address</u>
7782	Heyman, Benjamin F.	2722 Michigan Ave.
0004	McRae, Ruby M.	1218 S. 19 <sup>th</sup> St.
1055	Scheibl, Robert J.	520A Washington Ct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 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

5.1

Res. No. 10 - 13 - 14. By Alderperson Donohue. May 20, 2013.

A RESOLUTION amending, for the calendar year 2014 and going forward, the monthly premium share for dental insurance for all non-represented employees and elected officials.

RESOLVED: That the monthly premium share for the Dental Benefit Plan for all non-represented employees and elected officials shall increase to 15% per month, with the exception that part-time non-represented employees shall pay 50% of the monthly premium, so as to match all other benefit premiums, effective for January 2014 coverage and thereafter.

*Paul Shew*

*Melissa Nowlan*  
\_\_\_\_\_

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

**VIII**

R. C. No.           - 13 - 14          . By SALARIES AND GRIEVANCES. July 1, 2013.

Your Committee to whom was referred Res. No. 10-13-14 by Alderperson Donohue amending, for the calendar year 2014 and going forward, the monthly premium share for dental insurance for all non-represented employees and elected officials; recommends that the Resolution be passed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. \_\_\_\_\_ - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.

Your Committee to whom was referred Res. No. 20-13-14 by Alderperson Carlson authorizing application for the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award, Local Solicitation and entering into a Memorandum of Understanding with Sheboygan County; recommends that the Resolution be passed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

6.2

Res. No. 20 - 13 - 14. By Alderperson Carlson. June 17, 2013.

A RESOLUTION authorizing application for the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award, Local Solicitation and entering into a Memorandum of Understanding with Sheboygan County.

WHEREAS, the City of Sheboygan and Sheboygan County have the opportunity to obtain a federal local solicitation grant in the total amount of \$13,191 funded through the Edward Byrne Memorial Justice Assistance Grant Program, which is the primary provider of federal criminal justice funding to state and local jurisdictions, and

WHEREAS, in order to obtain the grant in the amount of \$13,191, it is necessary for the County to submit an application through the Justice Assistance Grant Award Program to obtain funding for the purchase of an analytical software package and Tasers and for the County to enter into a memorandum of understanding with the City of Sheboygan for the sharing of grant proceeds and the equipment purchase therewith under terms similar to previous memoranda of understanding with the City of Sheboygan for previous similar grant award sharing, and

WHEREAS, the funding received would be 100% from federal sources with no state or local match requirement;

NOW, THEREFORE, BE IT RESOLVED: That the City of Sheboygan Common Council authorizes the Mayor and Chief of Police to execute the 2013 Justice Assistance Grant Program Award Memorandum of Understanding between the City of Sheboygan and the County of Sheboygan, for \$13,191 of the funds to be disbursed to the County of Sheboygan under terms similar to previous memoranda of understanding with Sheboygan County for previous similar grant award sharing.

*Pass*

*[Signature]*

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

**VIII**

R. C. No.           - 13 - 14          . By PUBLIC WORKS. July 1, 2013.

Your Committee to whom was referred Res. No. 21-13-14 by Alderperson Heidemann authorizing signing easement(s) for a mini-storm sewer to be constructed in portions of various properties (Burkart, Feld); recommends that the Resolution be passed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

6.3

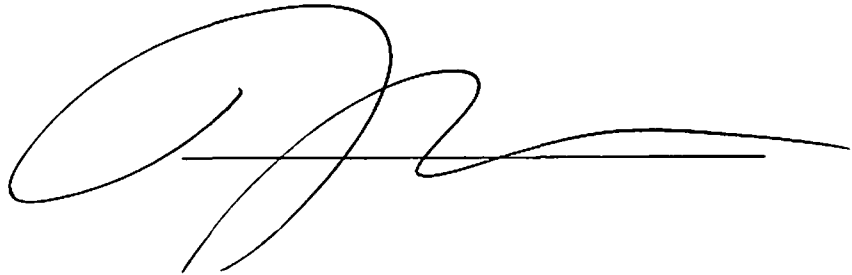
Res. No. 21 - 13 - 14. By Alderperson Heidemann. June 17, 2013.

A RESOLUTION authorizing signing easement(s) for a mini-storm sewer to be constructed in portions of their property.

RESOLVED: That the Mayor and City Clerk are hereby authorized to sign the easement(s) for a mini-storm sewer for the following properties:

1. Dennis W. Burkart and Mary L. Burkart, 1711 N. 27<sup>th</sup> Pl.
2. Dale R. Feld and Barbara A. Feld, 530 S. 27<sup>th</sup> St.

*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

**EASEMENT**

**THIS INDENTURE**, made this 15 day of MAY, 2013, by and between Dale R. Feld and Barbara A. Feld, husband and wife, and as joint tenants, residing at 530 S. 27<sup>th</sup> Street, Sheboygan, Wisconsin, "**GRANTOR**," and the City of Sheboygan, a Municipal Corporation of the State of Wisconsin, "**GRANTEE**";

Return To:  
City Attorney  
807 Center Avenue  
Sheboygan WI 53081

59281-212080  
Tax Parcel No.

**WITNESSETH:**

**KNOW ALL MEN BY THESE PRESENTS**, that the said **GRANTOR**, in consideration of the sum of one (\$1.00) dollar and other valuable consideration in hand paid by said **GRANTEE**, receipt whereof is hereby confessed and acknowledged, and the covenants hereinafter contained, hereby grants a permanent easement to **GRANTEE** for municipal purposes, to construct and maintain a mini-storm sewer in, under, and along the north six feet (6') of the following described property:

SCHUCHARDTS SUBD PART OF LOT 1 BLOCK 3 & PART OF LOT 25 OF VISTA HEIGHTS SUBD DESC AS: COM AT THE SE CORNER OF SD LOT 1 BLOCK 3, TH N 72.75' ALONG THE E LINE OF LOT 1, TH WLY 132' M/L, PARALLEL TO THE S LINE OF SD LOT 1 TO THE W LINE OF LOT 25 OF VISTA HEIGHTS SUBD, TH S 72.75' ALONG THE W LINE OF SD LOT 25 & THE W LINE OF LOT 1 TO THE SW CORNER OF LOT 1, TH E 132' ALONG THE S LINE OF LOT 1 TO BEG, CITY OF SHEBOYGAN, COUNTY OF SHEBOYGAN, STATE OF WISCONSIN.

The **GRANTOR** further grants unto the **GRANTEE**, its successors and assigns, the right, privilege and easement to enter on said premises for the purposes of laying, patrolling, maintaining, cleaning, repairing and renewing said mini-storm sewer.

**GRANTEE** shall not specially assess **GRANTOR** for the mini-storm sewer construction. However, **GRANTOR** acknowledges and agrees that no site restoration is to be provided by **GRANTEE** in connection with construction of the mini-storm sewer.

The covenants herein contained shall be binding upon the parties hereto and their successors and assigns.

IN WITNESS WHEREOF, the GRANTOR, has caused the execution of this document on this 15 day of May, 2013.

Dale R. Feld

Barbara A. Feld

Dale R. Feld  
(Sign in the presence of a Notary Public)

Barbara A Feld  
(Sign in the presence of a Notary Public)

STATE OF WISCONSIN )  
  ) §  
SHEBOYGAN COUNTY )

Personally came before me, this 15 day of May, 2013, Dale R. Feld and Barbara A. Feld, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Kasie Queen  
Kasie Queen  
Notary Public-Sheboygan County  
My commission expires 9/29/13

ACCEPTED BY: CITY OF SHEBOYGAN

BY: \_\_\_\_\_  
Michael Vandersteen  
Mayor

ATTEST: \_\_\_\_\_  
Susan Richards  
City Clerk

STATE OF WISCONSIN )  
  ) §  
SHEBOYGAN COUNTY )

Personally came before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2013, Michael Vandersteen, Mayor, and Susan Richards, City Clerk, of the above-named municipal corporation, to me known to be such Mayor and City Clerk of said corporation, and acknowledged that they executed the foregoing instrument as such officers of said corporation, by its authority.

\_\_\_\_\_  
Notary Public-Sheboygan County

My commission expires \_\_\_\_\_

Acceptance is authorized by and in accordance with Res. No. \_\_\_\_\_.

This instrument drafted by:

Stephen G. McLean  
Wisconsin State Bar No. 01011662

**EASEMENT**

THIS INDENTURE, made this 22 day of May, 2013, by and between Dennis W. Burkart and Mary L. Burkart, husband and wife, and as joint tenants, residing at 1711 N. 27<sup>th</sup> Place, Sheboygan, Wisconsin, "GRANTOR," and the City of Sheboygan, a Municipal Corporation of the State of Wisconsin, "GRANTEE";

Return To:  
City Attorney  
807 Center Avenue  
Sheboygan WI 53081

59281-613220  
Tax Parcel No.

**WITNESSETH:**

**KNOW ALL MEN BY THESE PRESENTS**, that the said **GRANTOR**, in consideration of the sum of one (\$1.00) dollar and other valuable consideration in hand paid by said **GRANTEE**, receipt whereof is hereby confessed and acknowledged, and the covenants hereinafter contained, hereby grants a permanent easement to **GRANTEE** for municipal purposes, to construct and maintain a mini-storm sewer in, under, and along the east six feet (6') of the following described property:

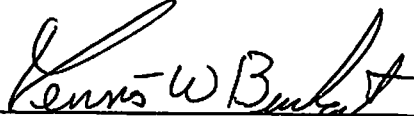
GRACELAND SUBD NO 04, S 5' OF LOT 5 & N 55' OF LOT 6 BLK 9,  
CITY OF SHEBOYGAN, COUNTY OF SHEBOYGAN, STATE OF  
WISCONSIN

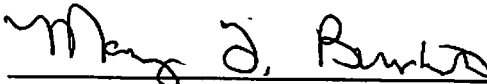
The **GRANTOR** further grants unto the **GRANTEE**, its successors and assigns, the right, privilege and easement to enter on said premises for the purposes of laying, patrolling, maintaining, cleaning, repairing and renewing said mini-storm sewer.

**GRANTEE** shall not specially assess **GRANTOR** for the mini-storm sewer construction. However, **GRANTOR** acknowledges and agrees that no site restoration is to be provided by **GRANTEE** in connection with construction of the mini-storm sewer.

The covenants herein contained shall be binding upon the parties hereto and their successors and assigns.

IN WITNESS WHEREOF, the **GRANTOR**, has caused the execution of this document on this 22<sup>nd</sup> day of May, 2013.

  
\_\_\_\_\_  
Dennis W. Burkart

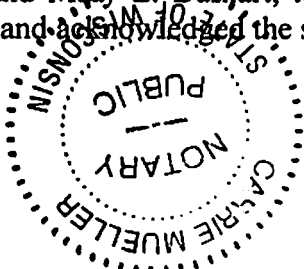
  
\_\_\_\_\_  
Mary L. Burkart

(Sign in the presence of a Notary Public)

(Sign in the presence of a Notary Public)

STATE OF WISCONSIN )  
 ) §  
SHEBOYGAN COUNTY )

Personally came before me, this 22<sup>nd</sup> day of May, 2013,  
Dennis W. Burkart and ~~Mary L. Burkart~~, to me known to be the person(s) who executed the  
foregoing instrument and acknowledged the same.



Carrie Mueller  
Carrie Mueller  
Notary Public-Sheboygan County  
My commission expires 6/26/16

ACCEPTED BY: CITY OF SHEBOYGAN

BY: \_\_\_\_\_  
Michael Vandersteen  
Mayor

ATTEST: \_\_\_\_\_  
Susan Richards  
City Clerk

STATE OF WISCONSIN )  
 ) §  
SHEBOYGAN COUNTY )

Personally came before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2013,  
Michael Vandersteen, Mayor, and Susan Richards, City Clerk, of the above-named municipal  
corporation, to me known to be such Mayor and City Clerk of said corporation, and  
acknowledged that they executed the foregoing instrument as such officers of said corporation,  
by its authority.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public-Sheboygan County  
My commission expires \_\_\_\_\_

Acceptance is authorized by and in accordance with Res. No. \_\_\_\_\_.

This instrument drafted by:

Stephen G. McLean  
Wisconsin State Bar No. 01011662

VIII

R. C. No. \_\_\_\_\_ - 13 - 14. By PUBLIC WORKS. July 1, 2013.

Your Committee to whom was referred Res. No. 22-13-14 by Alderperson Heidemann authorizing the appropriate City Officials to execute a contract between the City of Sheboygan and Short Elliott Hendrickson, Inc., (SHE), in the amount of \$14,470 for the design of the Pennsylvania Ave. siphon modifications; recommends that the Resolution be passed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**

*Other Matters*

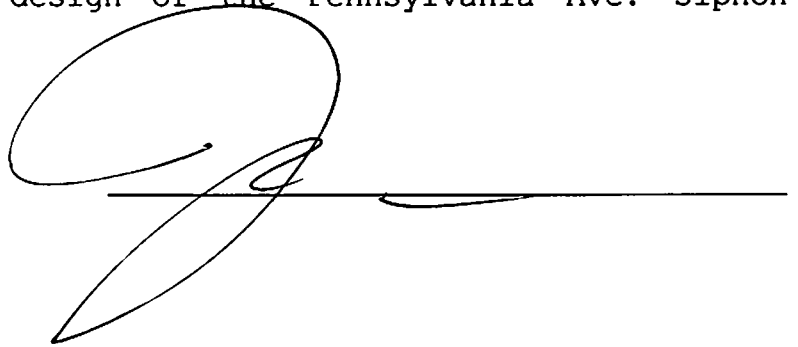
10.3

Res. No. 22 - 13 - 14. By Alderperson Heidemann. June 17, 2013.

A RESOLUTION authorizing the appropriate City Officials to execute a contract between the City of Sheboygan and Short Elliott Hendrickson, Inc., (SEH), in the amount of \$14,470 for the design of the Pennsylvania Ave. siphon modifications.

RESOLVED: That the appropriate City Officials is authorized to execute a contract between the City of Sheboygan and SEH in the amount of \$14,470 as shown in the attachment for the design of the Pennsylvania Ave. siphon modifications.

*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



May 30, 2013

RE: City of Sheboygan  
Proposal  
Pennsylvania Ave Siphon Modifications  
SEH No. 120301

Ryan Sazama, PE  
City Engineer  
City of Sheboygan DPW  
2026 New Jersey Avenue  
Sheboygan, WI 53081

Dear Mr. Sazama:

As a follow-up to our meeting of May 14<sup>th</sup>, 2013, Short Elliott Hendrickson Inc. (SEH) is pleased to present this letter proposal for Engineering Design for preparation of construction plans, specifications and bidding documents for the Pennsylvania Ave Siphon Modifications project.

The project will consist of the repair of the sheet pile damage to the siphon and the installation of an access manhole on the south side of the river.

SEH personnel have completed construction plans and specifications for the rehabilitation and correction of existing issues within sanitary sewer pipes for numerous clients and projects over the years. Steve Peterson has personally worked on the rehabilitation of approximately 50 miles of sanitary sewer pipes for the Milwaukee Metropolitan Sewerage District and has encountered similar situations which you have with the 30-inch siphon pipe.

In addition, SEH's office and personnel who will be working on this project are located 2 minutes from the project site and 5 minutes from your office. We will be able to respond quickly to your needs from our Sheboygan downtown location.

SEH has enclosed the attached agreement for professional services to complete the project. Upon your review, SEH is amiable to revise to meet your needs.

Ryan Sazama, PE  
May 30, 2013  
Page 2

SEH looks forward to working with you to complete this project. Should you have any questions or comments, please feel free to contact me via phone at 920.287.0679 or via e-mail [speterson@sehinc.com](mailto:speterson@sehinc.com).

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "Steven L. Peterson". The signature is fluid and cursive, written in a professional style.

Steven L. Peterson, PE  
Regional Wastewater Practice Center Leader

mjs  
Agreement for Engineering Services  
c: Matt Stephan – SHE

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**SHORT ELLIOTT HENDRICKSON INC.**  
**Agreement for Professional Services**

This Agreement is effective as of May 29, 2013, between City of Sheboygan (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Pennsylvania Ave Siphon Modifications.

**Client's Authorized Representative:** Ryan Sazama, PE  
**Address:** 2026 New Jersey Avenue  
Sheboygan, WI 53083  
**Telephone:** 920.459.3394      **e-mail:** rsazama@ci.sheboygan.wi.us

**Project Manager:** Steven L. Peterson, PE  
**Address:** 809 North 8th Street, Suite 205  
Sheboygan, WI 53083  
**Telephone:** 920.287.0679      **e-mail:** speterson@sehinc.com

**Scope:** The Basic Services to be provided by Consultant as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 08.03.11), which is incorporated by reference herein and subject to Exhibits attached to this Agreement. Detailed Scope of Services – Attachment A

**Schedule:** Included in Attachment A.


**Payment:** The lump sum fee is \$14,470.00 including expenses and equipment. The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**Other Terms and Conditions:** Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:  
None.

**Short Elliott Hendrickson Inc.**

**City of Sheboygan**

By:  For \_\_\_\_\_  
F. Jason Martin, PE  
Title: Client Service Manager

By: \_\_\_\_\_  
Title: \_\_\_\_\_

x:\pfs\shebo\120912\1-gen\10-contracts\proposal\design of siphon repair\20130529 siphon modification letter agreement.docx

## General Conditions of the Agreement for Professional Services

### SECTION I – SERVICES OF CONSULTANT

#### A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

#### B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

#### C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

#### D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

### SECTION II – CLIENT RESPONSIBILITIES

#### A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

### SECTION III – PAYMENTS

#### A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices in small claims court or through the American Arbitration Association Construction Industry Rules without the necessity of any mediation proceedings and the Client agrees to be bound by such venue.

**Attachment A  
to Agreement for Professional Services  
Between City of Sheboygan (Client)  
and  
Short Elliott Hendrickson Inc. (Consultant)  
Dated May 29, 2013**

**Pennsylvania Ave Siphon Modifications**

**Scope of Services**

**A. Background**

The City of Sheboygan DPW installed a single barrel 30-inch sanitary siphon under the Sheboygan River in 2003. The siphon is located south of Pennsylvania Avenue and ends at South Pier Drive. The City has incorporated a continued maintenance program of cleaning and inspecting the pipe every five (5) years. Poor access to allow cleaning of the pipe is a concern that the City has received from contractors hired to clean and inspect the pipe. In early 2012, televising of the pipe showed that the sheet piling on the north side of the Sheboygan River has pierced the side of the pipe and possibly caused a fracture above the spring-line approximately one (1) foot from the sheet piling. Minimal infiltration was viewed at the location of the penetration.

SEH, Inc. completed a study with recommendations for the project in May, 2013. The City DPW staff is interested in bidding out the installation of an access manhole on the south side of the river and the repair of the sheet pile damage to the siphon.

**B. Part I – Consultant Responsibilities**

The scope of services for the proposed study is listed below:

1. Prepare plans and specifications for the repair of the sheet pile siphon damage and for the installation of the new access manhole.
2. Prepare bidding documents and provide the City an Advertisement for Bids document for the City to advertise the project per State Statutes.
3. Answer contractor questions during bidding process.
4. Attend bid opening.
5. Review bids and prepare bid tab and letter of recommendation to the City.
6. Attend Pre-Construction meeting with the City and Selected Contractor.
7. Provide two site visits during construction to monitor progress.

**C. Client's Responsibilities and Assumptions**

This Agreement is subject to the following assumptions/conditions:

1. Client will advertise the project and pay for advertising fees.
2. Client will provide construction inspection of the project.
3. Client will process pay requests and any construction change orders if required.
4. Client will provide specifications for concrete restoration work associated with the new access manhole on the south side of the river.
5. Client will provide concrete stamp during construction for concrete work associated with the new access manhole on the south side of the river.
6. FEES - Pay fees required for submittal and approval by governmental agencies, if any required.

7. **REPRESENTATIVE** - Designate a representative for the Project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies and make decisions with respect to the Services.

**D. Anticipated Schedule**

1. Agreement Approved by Public Works Committee – June 18, 2013
2. Agreement Approved by Common Council – July 1, 2013
3. Kick-off Meeting – July 8, 2013
4. Meet with City DPW Staff to review preliminary documents – July 29, 2013
5. Submit Final Construction Documents to City DPW Staff – August 12, 2013

**END OF DOCUMENT**

x:\p\1\shebo\120912\1-gen\10-contracts\proposal\design of siphon repair\20130529 siphon modification attachment a.docx

**Exhibit A-2  
to Agreement for Professional Services  
Between City of Sheboygan (Client)  
and  
Short Elliott Hendrickson Inc. (Consultant)  
Dated May 29, 2013**

**Payments to Consultant for Services and Expenses  
Using the Lump Sum Basis Option  
Pennsylvania Ave Siphon Modifications**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the lump sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.
4. Fees required for submittal and approval by governmental agencies, if any required will be paid by the Client.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

p:\pt\shebo\120912\1-gen\10-contracts\proposal\design of siphon repair\20130529 siphon modification exhibit a2.docx

## SECTION IV – GENERAL CONSIDERATIONS

### A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

### B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

### C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed one million dollars (\$1,000,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional million dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed

and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

### D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

## SECTION V – DISPUTE RESOLUTION

### A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

### B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

## SECTION VI – INTELLECTUAL PROPERTY

### A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

### B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

### C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



## **Richards, Sue**

---

**From:** Alderperson Scott Lewandoske  
**Sent:** Monday, June 24, 2013 12:16 PM  
**To:** Richards, Sue  
**Cc:** Mayor Vandersteen  
**Subject:** FW: Regulation of Piers-Scott Lewandoske

Sue,

Could you put the following item on the agenda for the next Common Council meeting to be referred to Public Works and Public Protection and Safety. I am bringing up my proposal from last year to put life rings on the pier in the hope that it will prevent drownings like we had last year. Attached is an email from State Senator Joe Leibham's office and the Wisconsin DNR stating that no special permit would be needed and the City of Sheboygan could go forward with putting life rings on the pier.

Scott Lewandoske

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**From:** Hansen, Alex [Alex.Hansen@legis.wisconsin.gov]  
**Sent:** Monday, June 24, 2013 10:47 AM  
**To:** Alderperson Scott Lewandoske  
**Cc:** [Michael.Bruhn@wisconsin.gov](mailto:Michael.Bruhn@wisconsin.gov)  
**Subject:** FW: Regulation of Piers-Scott Lewandoske

Scott,

Please see the e-mail below from DNR. Let me know if you have any questions.

Thank you.

Alex Hansen  
Office of Senator Joe Leibham  
Phone: (608) 266-2056  
Room 15 South, State Capitol  
[www.leibhamsenate.com](http://www.leibhamsenate.com)<<http://www.leibhamsenate.com/>>

**From:** Rasmussen, Russell A - DNR  
**Sent:** Thursday, June 20, 2013 1:51 PM  
**To:** Bruhn, Michael L - DNR  
**Cc:** Biersach, Pamela A - DNR  
**Subject:** FW: Regulation of Piers-Scott Levendusky

As I understand this, the City of Sheboygan wants to put life preserver rings on their piers (assume they go out into Lake Michigan?) and seem to think they need some sort of permit. If they are just adding a ring to some posts and hanging a life preserver on it, I think they could just do it. Perhaps they are contemplating drilling a hole into an existing solid pier out in Lake Michigan, putting in a post, filling the hole with concrete and hanging a life preserver. If that is the case, we

might ask them to minimize the amount of debris that gets into the lake, but I don't think that would entail a permit either. However, if they are thinking about an expansion of the pier footprint, then they would need a permit from us.

Pam, any alternate thoughts?

P Russell Rasmussen  
Deputy Administrator  
Water Division  
Wisconsin Department of Natural Resources  
-(•) phone: (608) 267-7651  
(•) cell: (608) 279-3170  
(•) e-mail: [Russell.Rasmussen@wi.gov](mailto:Russell.Rasmussen@wi.gov)<mailto:Russell.Rasmussen@wi.gov>

Quality customer service is important to us. Please tell us how we're doing:  
<https://www.surveymonkey.com/s/WDNRWater>

I

Com. No. \_\_\_\_\_ - 13 - 14. July 1, 2013.

Submit a communication from Alderperson Lewandoske in regards to pet licenses fees collected by the City and recommending that all monies from the City of Sheboygan pet licenses be held until the City officials and the Common Council have proof that the money from the licenses is being spent on the animals and not for attorneys or any other such expenses that do not directly benefit the animals.

Presented to the Common Council by Alderperson \_\_\_\_\_.  
Lewandoske

## **Richards, Sue**

---

**From:** Alderperson Scott Lewandoske  
**Sent:** Thursday, June 27, 2013 2:32 PM  
**To:** Richards, Sue  
**Subject:** Can you add to the next common council meeting agenda

Sue,

Can you add the following to the agenda for the next Common Council meeting?

I would like to propose that all money from City of Sheboygan pet licenses usually forwarded to the Sheboygan County Humane Society be held until the City of Sheboygan officials and Common Council have proof that the money from the pet licenses is being spent on the animals and not for attorneys or any other such expenses that do not directly benefit the animals> Also that questions as to who is running the Sheboygan County Humane Society, and whether the animals are receiving the proper care and attention, now that there is no in house veterinarian and that the former executive director has been found guilty of criminal activity. Also, I have heard that there are board members still serving, that according to by-laws have finished their terms on the board, and should be replaced by a new board member.

Scott Lewandoske

II

R. O. No. \_\_\_\_\_ - 13 - 14. By CITY CLERK. July 1, 2013.

Submitting a communication from Brian Fischer requesting a waiver from the Sex Offender Residency restrictions in order to live at 929 N. 8<sup>th</sup> St.

  
\_\_\_\_\_  
City Clerk

Date 06/17<sup>th</sup>/2013

My name is Brian Fischer

I am requesting a waiver to the Sexual Residency Requirements so I may live at \_\_\_\_\_

929 N. 8th St. Shel. W.V.

Signature Brian Fischer

(920)  
Phone No 889-6086

II

R. O. No. \_\_\_\_\_ - 13 - 14. By CITY CLERK. July 1, 2013.

Submitting a communication from David Gass, President, and Dave Hoffman, Manager of the Harbor Centre BID requesting that the City of Sheboygan approve the 2013 amended budget to fund a contract for the Harbor Centre BID Master Plan Project with the Vierbicher/PUMA Team, approved by the BID Board of Directors on June 18, 2013.

  
\_\_\_\_\_  
City Clerk



JUN 19 '13 AM 8:46

DOWNTOWN/RIVERFRONT/SOUTH PIER  
SHEBOYGAN, WISCONSIN

June 18, 2013

Common Council  
City of Sheboygan  
828 Center Avenue  
Sheboygan, WI 53081

Dear Common Council,

The Harbor Centre Business Improvement District requests that the City of Sheboygan approve the 2013 amended budget to fund a contract for the Harbor Centre BID Master Plan Project with the Vierbicher/PUMA Team, approved by the BID Board of Directors on June 18, 2013.

(budget attached)

Thank you for your help in this matter.

Sincerely,

  
David O. Gass  
President

  
Dave Hoffman  
Manager

# Harbor Centre Business Improvement District Profit & Loss Budget Overview January through December 2013

JUN 19 '13 AM 8:46

	Jan - Dec 13
<b>Income</b>	
401 · Special Assessments	130,000.00
408 · Interest	600.00
418 · Website & Misc. Income	600.00
419 · Ladies Night Income	2,500.00
420 · Market Days Sponsorship	10,000.00
423 · Harvest Fest Sponsorship	1,000.00
<b>Total Income</b>	<b>144,700.00</b>
<b>Expense</b>	
500 · Wages	46,500.00
501 · Office supplies	360.00
503 · Postage	150.00
505 · Rent	6,840.00
506 · Taxes - Payroll	3,504.00
507 · Business Recruitment	1,000.00
508 · Taxes - Unemployment	1,970.00
509 · Telephone	720.00
511 · Travel & Meetings	2,000.00
516 · Audit and Accounting	3,960.00
520 · Brochure Expense	3,500.00
521 · Insurance	3,000.00
531 · Miscellaneous	100.00
532 · Computer and Printer	104.00
533 · Professional Fees	
Master Plan	70,000.00
533 · Professional Fees - Other	1,000.00
<b>Total 533 · Professional Fees</b>	<b>71,000.00</b>
534 · Christmas Decorations	10,000.00
650 · Marketing Expense	
651 · Print	8,000.00
652 · Radio	10,000.00
653 · Cable	10,000.00
654 · Web	3,000.00
655 · Printing	3,000.00
656 · Misc.	1,200.00
<b>Total 650 · Marketing Expense</b>	<b>35,200.00</b>
657 · Event Production	
658 · Market Days Production	10,000.00
659 · Riverfront Music	3,300.00
660 · South Pier Music	3,300.00
661 · 4th of July	2,000.00
662 · Ladies Night	2,500.00
664 · Holidays & Ice Rink	2,000.00
665 · Misc.	1,692.00
<b>Total 657 · Event Production</b>	<b>24,792.00</b>
<b>Total Expense</b>	<b>214,700.00</b>
<b>Net Income</b>	<b>-70,000.00</b>

# Harbor Centre Master Plan

Sheboygan, WI

Vierbicher / PUMA Team  
June 17, 2013

vierbicher  
CONSULTANTS

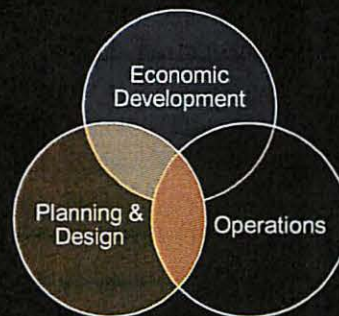


P.U.M.A.



## The Team

- Passionate About Downtowns
- Experts in Areas of Interest to Harbor Centre BID
- Understanding of Implementation and Operations
- Local Market Knowledge & National Expertise



## Team Responsibilities

Harbor Centre  
 BID/ City of  
 Sheboygan

- Provision of background data
- Timely review/response to reports
- Contact information for key stakeholders
- Recruiting participants for work groups/open house
- Assistance in selecting/refining phased scenarios

Erin Welty,  
 Project Manager

- Primary Point of Contact
- Economic & Real Estate Market Analysis
- Funding & Redevelopment Planning

Ben Zellers  
 Project Planner

- Land Use & Zoning Impact Assessment
- Municipal Cost/Benefit Project Review/QC

Suzanne Vincent  
 Ken Saiki  
 Urban Design

- Streetscape Planning
- Public Space Planning
- Urban Design Illustrations
- Redevelopment Concept Planning
- Mapping

Rena Leddy &  
 Brad Segal  
 Downtown Planning

- Trend Identification
- Community Visioning
- Public Facilitation
- Operations & Sustainability Strategies

## Project Understanding

### Sustainable Path to the Future

- Organizational Funding & Support
- Sustainable Development & Growth

### Build Upon Past Efforts

- Connect and Leverage Key Assets
- Create Define Downtown Districts to Support Anchors

### Increase Awareness & Engagement

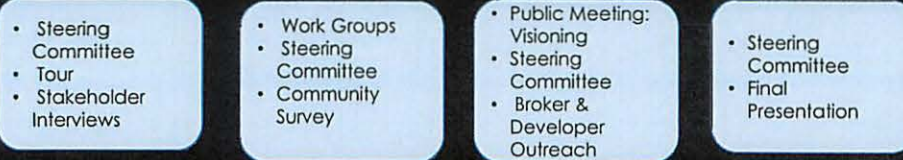
- Engage Regional Population & Visitors
- Increase Workers & Residents in Downtown



## Project Timeframe



## Public Input/Outreach



## Market Analysis

- Assessment of Baseline Conditions
  - Regional Context, Infrastructure, Transportation, Economic, Demographics
- Who, What and Where
  - Industry potential & facility trends
  - Demographics, Tourism & Residential Trends
  - Competitive position
- Identify Issues & Opportunities
  - Internal and external constraints based on current or future conditions
- Confirm Findings, Test Market



## Sheboygan Opportunities

- Connect the dots
- Increase capture of existing markets
- Create destinations
- Expand local market



## Operations

### Bringing BIDs and Partners into alignment with the Plan

- Programs, Projects & Services
- Budgets and Revenue Sources
- Organizational Structure, Staffing and Board Representation
- Partnerships and leverage with City, partners
- Sequencing, Roles and Responsibilities

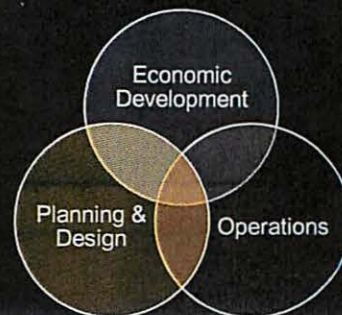


## IMPLEMENTATION TRACK RECORD

Community	1-Year Implementation Rate	5-Year Implementation Rate	Success Story
 Cambridge	95%	-	13 new businesses open downtown, arts council, residential development
 Muskego	65%	-	Live here, work here incentive program, streetscaping
 Waterloo	95%	85% (Year 3)	Entrepreneurship Program, Pending Redevelopment
 Whitewater	75%	84%	Arts Incubator & Education Center, Riverfront Recreation
 Wisconsin Rapids	70%	50%	Downtown Housing Development
 Sparta	50%	80%	Inter-state marketing coordination
 Stoughton	90%	110% (conducted additional studies in year 4)	Rail corridor redevelopment, historic rehabilitation, grocery

## Value of the Vierbicher | PUMA Team

- Implementation Focused & Market Based Planning
- Knowledge of National Trends & Best Practices with Local Experience & Relationships
- Experience as Downtown Practitioners
- Planning, Economic Development, Design and Real Estate Experience
- Engineering/GIS/Finance Support



II

R. O. No. \_\_\_\_\_ - 13 - 14. By CITY CLERK. July 1, 2013.

Submitting an application from Susan Hubbard for a change in the zoning classification of property located at 2708 Superior Ave. from Class SI Suburban Industrial to Class SC Suburban Commercial Classification.

*Susan Richards*

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City Clerk

OFFICE USE ONLY  
APPLICATION NO.:  
RECEIPT NO.: 131070 6-24-13  
FILING FEE: \$200.00 (Payable to City of Sheboygan)

JUN 24 '13 AM 8:51

**CITY OF SHEBOYGAN  
APPLICATION FOR  
AMENDMENT OF OFFICIAL ZONING MAP**  
(Requirements Per Section 15.903)  
Revised May, 2012

Completed application is to be filed with the Office of the City Clerk, City Hall, 828 Center Avenue. Application will not be processed if all required attachments and filing fee of \$200 (payable to the City of Sheboygan) is not submitted along with a complete and legible application. Application filing fee is non-refundable.

**1. APPLICANT INFORMATION**

APPLICANT: Susan Hubbard PHONE NO.: 920 912-5019

ADDRESS: N6151 Hwy 32 E-MAIL: sue@carinocapellison.com

OWNER OF SITE: Brenden Biever PHONE NO.: 920 208-0353  
↳ letter attached

**2. DESCRIPTION OF THE SUBJECT SITE**

ADDRESS OF PROPERTY AFFECTED: 2708 Superior Ave

LEGAL DESCRIPTION: ~~map~~ see attached see attached  
map

PARCEL NO. ~~map~~ 609970 MAP NO. ~~map~~ 16-478044

EXISTING ZONING DISTRICT CLASSIFICATION: suburban industrial

PROPOSED ZONING DISTRICT CLASSIFICATION: suburban commercial

BRIEF DESCRIPTION OF THE EXISTING OPERATION OR USE: \_\_\_\_\_

warehouse

BRIEF DESCRIPTION OF THE PROPOSED OPERATION OR USE: \_\_\_\_\_

beauty salon

OFFICE USE ONLY

APPLICATION NO.: \_\_\_\_\_  
 RECEIPT NO.: \_\_\_\_\_  
 FILING FEE: \_\_\_\_\_

**CITY OF SHEBOYGAN**  
**APPLICATION FOR**  
**AMENDMENT OF OFFICIAL ZONING MAP**  
 (Regulations Part Section 18.03)  
 Revised May, 2017

Completed application is to be filed with the Office of the City Clerk, City Hall, 828 Center Avenue, Sheboygan, Wisconsin. Will not be processed if all required attachments and filing fee of \$200 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

**1. APPLICANT INFORMATION**

APPLICANT: \_\_\_\_\_  
 PHONE NO.: ( ) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_  
 OWNER OF SITE: \_\_\_\_\_  
 PHONE NO.: ( ) \_\_\_\_\_

**2. DESCRIPTION OF THE SUBJECT SITE**

ADDRESS OF PROPERTY AFFECTED: \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_  
 PARCEL NO. \_\_\_\_\_ MAP NO. \_\_\_\_\_  
 EXISTING ZONING DISTRICT CLASSIFICATION: \_\_\_\_\_  
 PROPOSED ZONING DISTRICT CLASSIFICATION: \_\_\_\_\_  
 BRIEF DESCRIPTION OF THE EXISTING OPERATION OR USE: \_\_\_\_\_  
 BRIEF DESCRIPTION OF THE PROPOSED OPERATION OR USE: \_\_\_\_\_

### 3. JUSTIFICATION OF THE PROPOSED ZONING MAP AMENDMENT

How does the proposed Official Zoning Map amendment further the purposes of the Zoning Ordinance as outlined in Section 15.005 and, for flood plains or wetlands, the applicable rules and regulations of the Wisconsin Department of Natural Resources and the Federal Emergency Management Agency? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which of the following factors has arisen that are not properly addressed on the current Official Zoning Map? (Provide explanation in space provided below.)

- The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Master Plan.
  - A mistake was made in mapping on the Official Zoning Map. (An area is developing in a manner and purpose different from that for which it is mapped.) *NOTE: If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.*
  - Factors have changed, (such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
  - Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.
  - Explain: see attached
- \_\_\_\_\_
- \_\_\_\_\_

How does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. JUSTIFICATION OF THE PROPOSED ZONING MAP AMENDMENT

How does the proposed Official Zoning Map amendment further the purposes of the Zoning Ordinance as outlined in Section 18.005 and for flood plains or wetlands, the applicable rules and regulations of the Wisconsin Department of Natural Resources and the Federal Emergency Management Agency?

Which of the following factors has been that are not properly addressed in the current Official Zoning Map? Provide explanation in space provided below.

a. The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Master Plan.

b. A mistake was made in mapping on the Official Zoning Map. (An area is being mapped in a manner and purpose different from that for which it is mapped). Where the reason is cited, it must be demonstrated that the discussed inconsistency between the current and designated zoning is not intended as the City may intend to stop an undesirable land use pattern from occurring.

c. Factors have changed (such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.

d. Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.

e. Explain:

How does the proposed amendment to the Official Zoning Map maintain the desired consistency of land use and use intensities, and land use impacts as related to the divisions of the subject property?

Indicate reasons why the applicant believes the proposed map amendment is in harmony with the recommendations of the City of Sheboygan Comprehensive Plan.

see attached

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**4. CERTIFICATE**

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

  
**APPLICANT'S SIGNATURE**

4/21/13  
**DATE**

Susan Hubbard  
**PRINT ABOVE NAME**

**APPLICATION SUBMITTAL REQUIREMENTS**

A copy of the current zoning map of the subject property and vicinity showing:

- The property proposed to be rezoned.
- All lot dimensions of the subject property.
- All other lands within 200 feet of the subject property.
- Map size not more than 11" X 17" and map scale not less than 1" = 600'.
- Graphic scale and north arrow.

indicate reasons why the applicant believes the proposed map amendment is in harmony with the recommendations of the City of Sheboygan Comprehensive Plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. CERTIFICATE

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT ABOVE NAME

APPLICATION SUBMITTAL REQUIREMENTS

A copy of the current zoning map of the subject property and vicinity showing:

- a. The property proposed to be rezoned.
- b. All lot dimensions of the subject property.
- c. All other lots within 200 feet of the subject property.
- d. Map size not more than 11" X 17" and map scale not less than 1" = 600'.
- e. Graphic scale and north arrow.

## **Rezoning of 2708 Superior Ave.**

We would like to have [2708 Superior Ave.](#) rezoned to suburban commercial. It is currently suburban industrial. It was formerly Tube World. We would like to move Carino Capelli Salon to this location.

Carino Capelli Salon originally opened in August 2003. I took over in July 2011. We offer haircuts, styling, color, hiliting, straightening and perming services. Our other services include facial waxing and nail (which includes manicures, pedicures and artificial nails) services. Our hours of operation are 9a.m to 8p.m. Mon. through Friday, and 8a.m. to 3p.m. on Saturday.

Rezoning this property would be consistent with most of the businesses on Superior Ave such as Kirby, Medical Eye Associates, Superior Ave. Medical, Edward Jones Financial Services, and Superior Bar and Grill. There are a number of commercial and industrial business along Superior Avenue but many similar style professional service type businesses from N. 25 th to N. 40 th Street. We believe our proposed salon business fits in very with this mixed use neighborhood and Superior Avenue corridor.

We believe that rezoning the property and opening a beauty salon at 2708 Superior Ave benefits the area in several ways:

- We believe our proposed salon business is a better use and is a very compatible use in this mixed use neighborhood.
- Industrial does not appear compatible with the adjacent residential neighborhood. The rezone to Suburban Commercial prevents a potential nuisance industrial business from negatively impacting the adjacent residential neighborhood.
- Our purchase of this property makes productive use of this vacant building, creates jobs and provides a professional service business that is more compatible and can be used by the adjacent residential neighborhood.

Carino Capelli Salon is currently at [1330 N. Taylor Dr.](#) We would like to stay near our clients in the area.

We feel the salon would be a perfect fit.

Thank you,

Sue Hubbard

Carino Capelli Salon III

1330 North Taylor Drive

Sheboygan, WI 53081

(920)458-6888

Reasoning of 2708 Superior Ave.

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- Carino Capelli Salon is currently at 1330 North Taylor Drive. We would like to stay near our clients in the area.

We feel the salon would be a perfect fit.

Thank you,

Sue Hubbard

Carino Capelli Salon III

1330 North Taylor Drive

Sheboygan, WI 53081

(920)488-6888

**Brendan Biever  
N7470 Bittersweet Rd.  
Plymouth, WI 53073**

**June 19, 2013**

**Carino Capelli Studio III  
1330 North Taylor Drive  
Sheboygan, WI 53081**

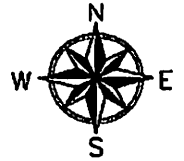
**RE: Rezoning of commercial property at 2708 Superior Ave., Sheboygan**

**Dear Sue Hubbard:**

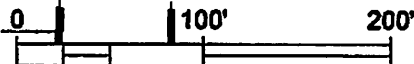
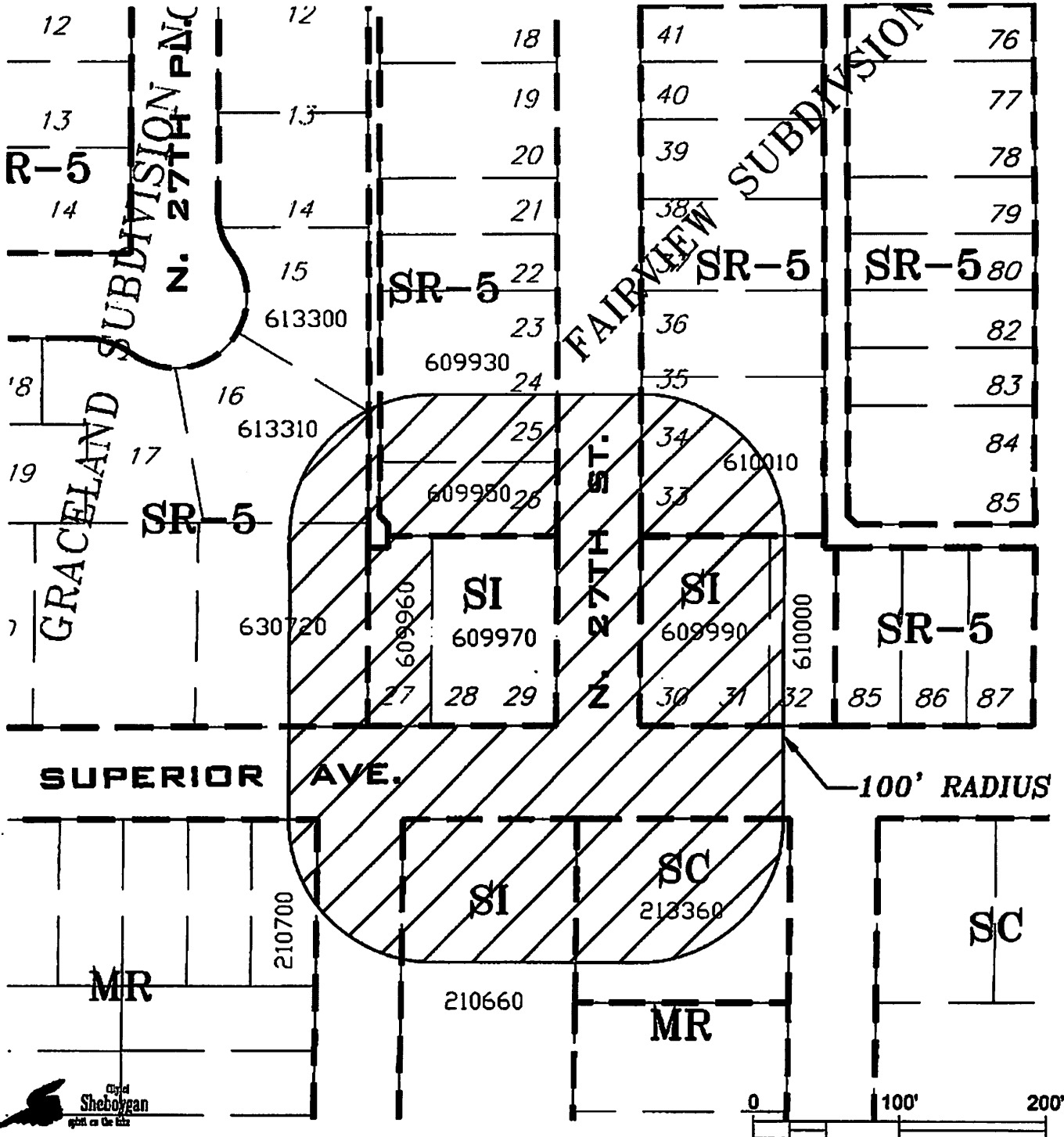
**I, Brendan Biever, owner of the commercial property at 2708 Superior Ave., Sheboygan (Fairview Lots 28 & 29 & the S1/2 of VAC E/W Alley Adjacent) approve of the rezoning request for this commercial property by Sue Hubbard.**

**Sincerely,  
Brendan Biever  
(920) 208-0353**

# PROPOSED ZONING CHANGE FROM SI TO SC SECTION 16, T. 15 N., R. 23 E.



FAIRVIEW SUBDIVISION, LOTS 28 & 29 AND THE SOUTH 1/2 OF THE VACATED EAST/WEST ALLEY ADJACENT TO SAID LOTS.





Res. No. \_\_\_\_\_ - 13 - 14. By Alderperson Hammond. July 1, 2013.

A RESOLUTION authorizing the appropriate City officials to execute an access easement agreement with Betty Kauger.

RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the Access Easement Agreement with Betty Kauger, in form substantially similar to the copy attached hereto, contingent upon receipt of the sum of \$1,500.00.

\_\_\_\_\_

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

## ACCESS EASEMENT AGREEMENT

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between CITY OF SHEBOYGAN, a municipal corporation ("*Sheboygan*") and BETTY KAUGER, ("*Kauger*").

### RECITALS

0.1. Sheboygan is the current owner of a parcel of real estate located in the City of Sheboygan, Sheboygan County, Wisconsin ("*Sheboygan Parcel*") and more particularly described on attached Exhibit A.

0.2. Kauger is the current owner of four parcels of real estate, two of which are located at 3618 Lower Falls Road, the front parcel of which is improved and the rear parcel of which is vacant, and two of which are presently vacant parcels lying north of and not contiguous to the other two parcels, in the Town of Sheboygan, Sheboygan County, Wisconsin ("*Kauger Parcels 1, 2, 3 and 4*") and more particularly described on attached Exhibit B, which parcels have no direct pedestrian or vehicular access to any public roadway.

0.3. The Kauger Parcels 1, 3 and 4 are contiguous to and adjoin the Sheboygan Parcel.

0.4. Sheboygan is willing to give, grant and convey to Kauger certain access easements across the Sheboygan Parcel to and for the benefit of the Kauger Parcels.

NOW THEREFORE, in consideration of One Dollar (\$1.00) paid by Kauger to Sheboygan, the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

#### 1. Easements.

a. *Easement for the Benefit of Kauger Parcels 1 and 2.* Sheboygan hereby grants and conveys to Kauger a non-exclusive easement for private *vehicular and pedestrian* ingress and egress only, serving Kauger Parcels 1 and 2, over and across the existing twelve foot (12') wide private dirt road outlined on the Plat of Survey, attached as Exhibit C (the "*Vehicular Easement Area*") and more particularly described in the attached Exhibit D; and

b. *Easement for the Benefit of Kauger Parcels 3 and 4.* Sheboygan hereby grants and conveys to Kauger a non-exclusive easement for private *pedestrian only* ingress and egress, serving Kauger Parcels 3 and 4, over and across the easement area delineated and described as a private foot path on the Plat of Survey, attached as Exhibit C (the "*Pedestrian Easement Area*") and more particularly described in the attached Exhibit E. The Pedestrian Easement Area shall be no more than ten feet (10') wide and shall extend to the southeast corner of Kauger Parcel 4.

2. **Maintenance; Costs.** Kauger, or the owner(s) of Kauger Parcels 1 and 2, as the case may be, shall be solely responsible for the maintenance, repair and upkeep of, and improvements to, the Vehicular Easement Area and the cost thereof. Kauger, or the owner(s) of Kauger Parcels 1 and 2, as the case may be, shall be solely responsible for snow removal within the

Vehicular Easement Area and the cost thereof. Kauger, or the owner(s) of Kauger Parcels 3 and 4, as the case may be, shall be solely responsible for the maintenance, repair and upkeep of, and improvements to, the Pedestrian Easement Area and the cost thereof.

3. **Indemnification; Hold Harmless.** To the fullest extent permitted by law, Kauger or the then-current owner(s) of the affected dominant estate(s), as the case may be, hereby agrees to indemnify and hold Sheboygan, and its successors and assigns, harmless and defend them from and against any and all claims, actions, damages, liabilities, losses, expenses and liens, including, without limitation, reasonable attorneys' fees and costs, arising out of any occurrence causing injury or damage to any person(s) or property, whensoever and wheresoever, resulting from the use, maintenance, repair, or upkeep of, or improvements to, the respective Easement Area(s) by Kauger, her heirs, successors and assigns, and their agents, contractors, guests, invitees and licensees.

4. **Usage.**

(a) Use of the Vehicular Easement Area for the benefit of Kauger Parcels 1 and 2 shall extend to Kauger or the then-current owner(s) of Parcels 1 and 2 and their family, agents, contractors, invitees, social guests or licensees only.

(b) Use of the Pedestrian Easement Area for the benefit of Kauger Parcels 3 and 4 shall extend to Kauger or the then-current owner(s) of Parcels 3 and 4 and their family, agents, contractors, invitees, social guests or licensees only.

(c) Sheboygan and its successors and assigns and the owner(s) of the benefitted Parcels shall not in any way obstruct or limit the use of any portion of the Vehicular Easement Area or Pedestrian Easement Area, nor shall such owner(s) of Kauger Parcels 1, 2, 3 and 4 erect or cause to be erected any structure or improvement, including fences, on any part of the Vehicular Easement Area or Pedestrian Easement Area or park or cause to be parked any motor vehicles within the Vehicular Easement Area or Pedestrian Easement Area.

(d) Non-use or limited use of the easement rights granted in this Agreement shall not prevent the benefitting party from later use of the easement rights to the fullest extent authorized in this Agreement.

(e) The right is hereby expressly reserved to Sheboygan, and its successors and assigns, of every use and enjoyment of the respective Easement Areas not inconsistent with the rights granted herein. Nothing contained in this Agreement shall be construed to be a gift or dedication of any portion of the Easement Areas to the general public or for any public purpose whatsoever.

5. **Appurtenant Rights.** The easements granted under Section 1 of this Agreement are easements appurtenant to the respective Kauger Parcels and may not be transferred separately from, or severed from, title to the respective Kauger Parcels. Furthermore, the benefits of the easements shall not be expanded or extended to any properties other than the respective Kauger

Parcels without the consent of the owner(s) of the fee simple interest of so much of the Sheboygan Parcel affected by the Easements.

6. **Assignment or Transfer.** The rights and obligations granted, reserved or imposed under this agreement shall attach to and run with the land, and the same shall be binding upon and inure to the benefit of the heirs, administrators, assignees, successors or transferees of the parties to this Agreement. This Agreement shall not operate to convey to Kauger the fee title to any portion of the Easement Area.

7. **Termination.** If the Vehicular Easement Area and/or the Pedestrian Easement Area shall at any time be dedicated for public street purposes, this Agreement shall terminate and be null and void and of no effect whatsoever. The Easements shall remain in existence only for so long as necessary to provide sole legally enforceable access to the respective Kauger Parcels, and it shall terminate and be null and void and of no further effect whatsoever if and when other legal access to the respective Kauger Parcels becomes available.

8. **Modification, Waiver and Termination.** This agreement may be modified, waived or terminated only in writing signed by all owners of the Sheboygan Parcel affected by the Easement(s) and by all owners of the respective Kauger Parcels affected by the Easement(s). No waiver or breach of any provision herein shall waive any other or subsequent breach of said provision.

9. **Notice.** Notices provided pursuant to this agreement shall be in writing and shall be deemed delivered three (3) business days after being sent by first-class mail to the respective address of each party.

10. **Entire Agreement.** This agreement constitutes the entire agreement of the parties hereto regarding the Easement Areas.

11. **Effective Date.** When duly signed and acknowledged by all parties hereto, this Agreement shall be effective.

12. **Recording.** This agreement shall be prepared and executed in recordable form and shall be recorded in the Office of the Register of Deeds for Sheboygan County, Wisconsin.

13. **Governing Law.** This agreement shall be governed by, construed and enforced in accordance with the law of the State of Wisconsin.

14. **No Waiver.** No waiver of, acquiescence in, or consent to any default in any term, covenant or condition of this Agreement shall be construed as or constitute a waiver of, acquiescence in, or consent to any other, further, or succeeding default in the same or any other term, covenant or condition.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 2013.

Owner of Sheboygan Parcel:  
City of Sheboygan, a municipal corporation

Owners of Kauger Parcels:

By: \_\_\_\_\_  
Michael J. Vandersteen, Mayor

\_\_\_\_\_  
Betty Kauger

Attest: \_\_\_\_\_  
Sue Richards, City Clerk

STATE OF WISCONSIN            )  
  ) SS.  
COUNTY OF SHEBOYGAN        )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2013, Michael J. Vandersteen, Mayor, and Sue Richards, City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same in such capacity and by its authority.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires:  
\_\_\_\_\_

STATE OF WISCONSIN            )  
  ) SS.  
COUNTY OF SHEBOYGAN        )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2013, Betty Kauger, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires:  
\_\_\_\_\_

**This instrument was jointly drafted by:**

**CARROLL LAW OFFICE, s.c.**  
**Attorney Robert A. Carroll**  
**W62 N562 Washington Avenue**  
**Cedarburg, WI 53012**  
**Phone: 262-375-9800**

**AND**

**City Attorney Stephen G. McLean**  
**City Hall**  
**828 Center Avenue, Suite 304**  
**Sheboygan, WI 53081-4442**

## **EXHIBIT A**

### **Legal Description of Sheboygan's Parcel**

All that part of Government Lot 3 in Section 28, Town 15 North, Range 23 East, lying North of the center of STH 28 (now known as CTH PP), except 3.21 acres previously conveyed and used for railroad right of way purposes and except commencing at the Northwest corner of Government Lot 3 to a point which is 1660.4 feet more or less N80°37'E of the point of beginning (the NW corner of Government Lot 3); thence South 738.2 feet to the Northerly right of way line of the railroad; thence Westerly along the Northerly railroad right of way line to the West line of Government Lot 3; thence North to beginning; and except that portion conveyed for highway purposes as recorded in Volume 593 of Records on Pages 423/24.

Tax Key No. 59281216516

## **EXHIBIT B**

### **Legal Description of Kauger Parcels**

**Parcel 1:** Part of Government Lots 3 and 4, Section 28, Town 15 North, Range 23 East, Town of Sheboygan, Sheboygan County, Wisconsin, described as follows:

Commencing 1660.4 feet East and 521.4 feet South of the Northwest corner of said Section 28; thence West, 160 feet; thence South to the North right-of-way line of Railroad; thence East, 160 feet, more or less; thence North, 216.8 feet to the beginning, being the East 160 feet of Lot G of proposed Starich Greendale Addition.

Tax Key # 59024352680

**Parcel 2:** Part of Government Lots 3 and 4, Section 28, Town 15 North, Range 23 East, Town of Sheboygan, Sheboygan County, Wisconsin, described as follows:

Commencing 1302.9 feet East and 501 feet South of the Northwest corner of said Section 28; thence East, 181.7 feet; thence South to the North right of way line of the Chicago and Northwestern Railway Company; thence West along said right of way line, 28 feet, more or less, thence North, 18 feet; thence West along the right of way line, 153 feet, thence North 206.4 feet to the point beginning.

Tax Key # 59024352670

**Parcel 3:** Part of Government Lots 3 and 4, Section 28, Town 15 North, Range 23 East, Town of Sheboygan, Sheboygan County, Wisconsin, described as follows:

Commencing 1302.9 feet East and 151 feet South of the Northwest corner of said Section 28; thence South, 80 feet; thence East, 349.1 feet; thence North, 80 feet; thence West, 351.66 feet to beginning, being Lot C of proposed Starich Greendale Addition.

Tax Key # 59024352630

**Parcel 4:** Part of Government Lots 3 and 4, Section 28, Town 15 North, Range 23 East, Town of Sheboygan, Sheboygan County, Wisconsin, described as follows:

Commencing 1302.9 feet East and 231 feet South of the Northwest corner of said Section 28; running thence South, 80 feet; thence East, 346.6 feet; thence North, 80 feet; thence West, 349.1 feet to the point of beginning, being Lot D of proposed Starich Greendale Addition.

Tax Key # 59024352640

# HINZE WADE

REGISTERED LAND SURVEYORS  
& CONSULTING ENGINEERS  
P.O. Box 364  
Sheboygan, Wisconsin 53082  
920.458.5921

Survey Prepared for: **BETTY KAUGER**  
3618 LOWER FALLS ROAD  
SHEBOYGAN, WI 53081

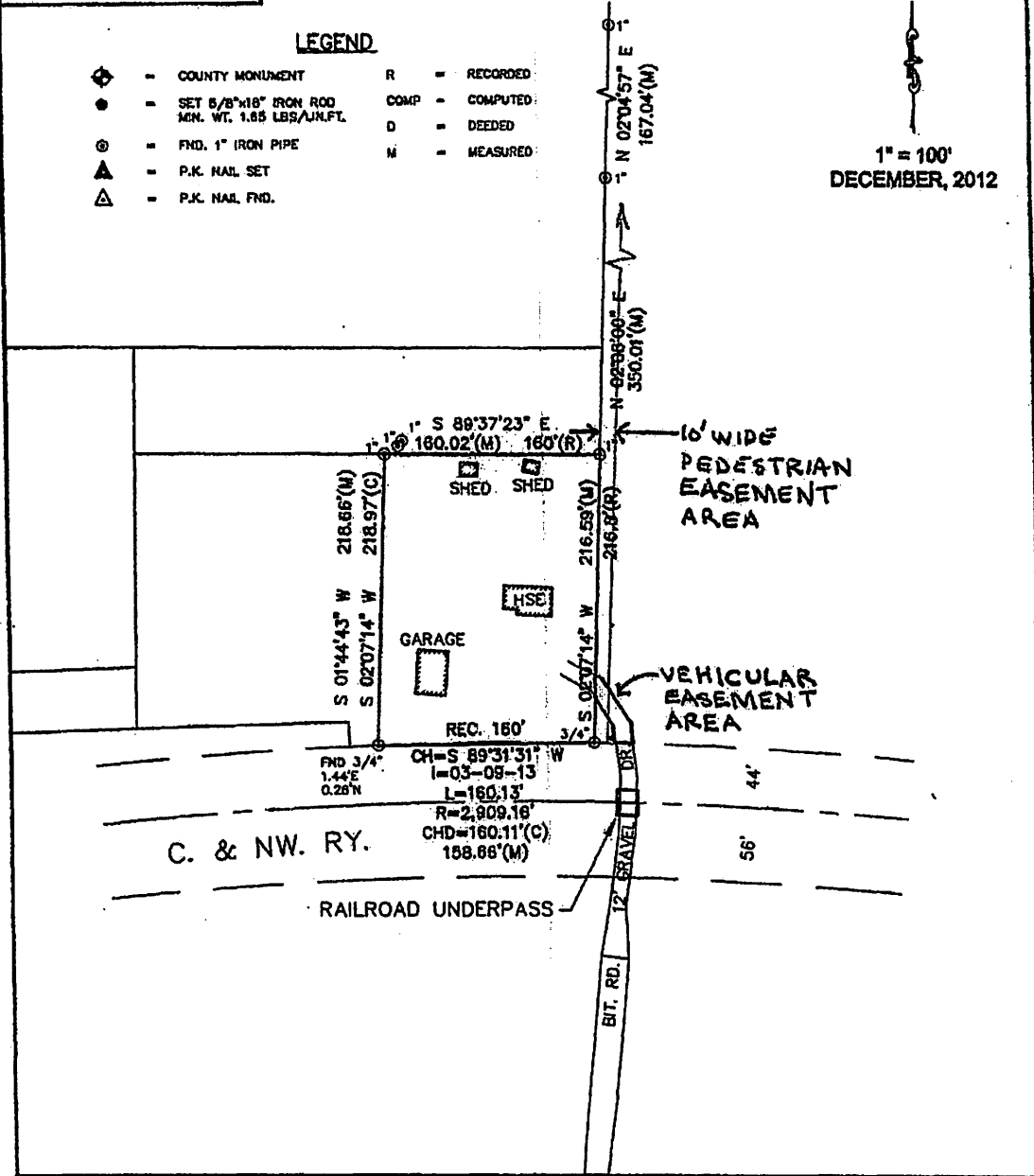
Tax No. 59024352680

Description: PART OF GOVT LOTS 3 & 4, SECT. 28, COMMENCING 1,660.4' E & 521.4' S. OF NW CORNER SECT. 28; THENCE W. 160'; THENCE S. TO N RW. LINE OF RR; THENCE E. 160' M/L; THENCE N. 216.8' TO BEG., BEING E. 160' OF LOT G OF PROP. PLAT.

### LEGEND

- |   |   |      |            |
|---|---|------|------------|
| ⊕ | - COUNTY MONUMENT                                   | R    | - RECORDED |
| ● | - SET 5/8"x18" IRON ROD<br>MIN. WT. 1.65 LBS/AJ/FT. | COMP | - COMPUTED |
| ⊙ | - FND. 1" IRON PIPE                                 | D    | - DEEDED   |
| ▲ | - P.K. NAIL SET                                     | M    | - MEASURED |
| △ | - P.K. NAIL FND.                                    |      |            |

1" = 100'  
DECEMBER, 2012

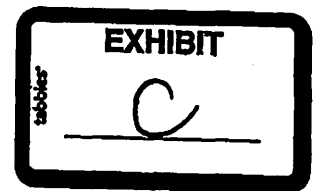
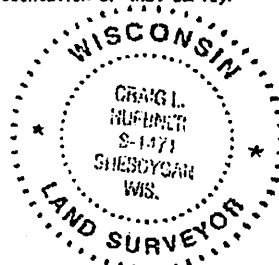


I, Craig L. Huebner, Registered Land Surveyor, certify that I have caused the survey to be made of the above described property and that the drawing shown is a true representation of that survey.

Dated this 19 day of DEC., 2012.

*Craig L. Huebner*

Craig L. Huebner  
Registered Land Surveyor No. 1471  
in the State of Wisconsin  
Hinze - Wade, LLC  
P.O. Box 364  
Sheboygan, Wisconsin 53082-0364  
(920) 458-5921



**EXHIBIT D**

**Legal Description of Vehicular Easement Area**

## **EXHIBIT E**

### **Legal Description of Pedestrian Easement Area**

Westerly ten feet (10') of Sheboygan's Parcel extending from the north line of the railroad right of way to the southern boundary of Kauger's Parcel 4 extended easterly.

III

Res. No. \_\_\_\_\_ - 13 - 14. By Alderperson VanderWeele. July 1, 2013.

A RESOLUTION authorizing the City Attorney to engage the services of special outside legal counsel to represent the Law & Licensing Committee and Common Council with regard to quasi-judicial hearings regarding the suspension/revocation of Taxicab Operator's License No. 8177 (David J. McKenzie) and Beverage Operator's License No. 9694 (John D. Schneider), and authorizing payment for said services.

RESOLVED: That the Common Council hereby authorizes the City Attorney to engage the services of special outside legal counsel to represent the Law & Licensing Committee and Common Council with regard to quasi-judicial hearings regarding the suspension/revocation of Taxicab Operator's License No. 8177 (David J. McKenzie) and Beverage Operator's License No. 9694 (John D. Schneider), and authorizes payment for said services.

BE IT FURTHER RESOLVED: That the Finance Department is hereby authorized and directed to draw on the City Attorney's Judgments & Settlement Expense Account No. 10119100-590400 in payment for said services.

\_\_\_\_\_

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.       - 13 - 14       . By Alderperson Lewandoske. July 1, 2013

A RESOLUTION authorizing the designation of several sites as historic.

WHEREAS, the Historic Preservation Commission, pursuant to Section 15.915 of the Sheboygan Zoning Ordinance notified all property owners within 100 feet of the designated sites; and

WHEREAS, the Historic Preservation Commission published the necessary Notice of Public Hearing in the Sheboygan Press on June 16, 2013 and the hearing was held on June 26, 2013; and

WHEREAS, the Historic Preservation Commission met following the public hearing and voted to designate several sites as historic.

RESOLVED: That the following sites are hereby designated as historic in accordance with the Historic Preservation Regulations, Section 15.915 of the City of Sheboygan Zoning Ordinance:

**SITE:** Residence at 519 Erie Avenue  
**ADDRESS:** 519 Erie Avenue  
**TAX PARCEL NO:** 59281 - 105000  
**LEGAL DESCRIPTION:** Original Plat, Lot 4 Block 97

**SITE:** Rudnick Jewelers Building  
**ADDRESS:** 919 N. 8<sup>th</sup> Street  
**TAX PARCEL NO:** 59281 - 106080  
**LEGAL DESCRIPTION:** Original Plat, N 40' of S 60' of Lots 5 & 6, Block 105

**SITE:** Former Charles Hanf Building  
**ADDRESS:** 902 Michigan Avenue  
**TAX PARCEL NO:** 59281 - 102530  
**LEGAL DESCRIPTION:** Original Plat, Lot 12, Block 45

BE IT FURTHER RESOLVED: That the historic sites designated herein shall be subject to the provisions of Section 15.915 of the Sheboygan Zoning Ordinance. In particular, Section 15.915 (5)(b) provides that no owner or person in charge of a historic site shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or cause or permit any such work to be performed upon such property or demolish such property unless a Certificate of Appropriateness has been granted by the City of Sheboygan Historic Preservation Commission.

BE IT FURTHER RESOLVED: That the City Clerk is authorized and directed to record a certified copy of this Resolution in the Office of the Register of Deeds for Sheboygan County, Wisconsin at the City's expense, and to provide copies to the Building Inspector, Plan Commission, and the City Assessor.

---

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. \_\_\_\_\_ - 13 - 14. By Alderperson Hammond. July 1, 2013.

A RESOLUTION authorizing extending the contract with EMS Medical Billing Associates LLC of Milwaukee for providing Emergency Medical Services billing and collection services for an additional two years period by Letter of Agreement to that effect.

WHEREAS: The City of Sheboygan has utilized EMS Medical Billing Associates LLC of Milwaukee for three years;

WHEREAS: The original contract with EMS Medical Billing Associates LLC provided for an extension of the contract with the same terms and conditions;

RESOLVED: That the City is hereby authorized to extend the contact with EMS Medical Billing Associates LLC until October 11, 2015. The cost of these services is based upon a specific percentage of all funds collected and there is no cost to the City assessed unless revenue is collected.

\_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Dated \_\_\_\_\_ 2013. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 2013. \_\_\_\_\_, Mayor

# III

Res. No. \_\_\_\_\_ - 13 - 14. By Alderperson Hammond. July 1, 2013.

A RESOLUTION to authorize a transfer of appropriations in the 2013 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2013 Budget for the purposes of:

Establish appropriation for Erie Ave street improvement projects:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General Fund Unreserved Fund Balance 101-253000	General Fund Street Construction Materials 10133140-530290	\$679,000

---

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. 13 - 14. By Alderperson Heidemann. July 1, 2013.

A RESOLUTION authorizing entering into a contract for the Erie Ave. Resurfacing project (N. 14<sup>th</sup> St. to N. 8<sup>th</sup> St), Bid 2359-13;

WHEREAS: The City received two bids for this project with the low bid from Vinton Construction Co having been found to meet all of the specifications and;

RESOLVED: That the Mayor and City Clerk are hereby authorized and directed to enter into contract with Vinton Construction Co. for the resurfacing of Erie Ave. (N. 14<sup>th</sup> St. to N. 8<sup>th</sup> St.) for the proposed sum of \$819,431.10 per their proposal.

BE IT FURTHER RESOLVED: That the proper City Officials be and they are hereby authorized and directed to draw orders on the Wastewater Sanitary Sewer Account No 60134110-980099 in the amount of \$140,439.50 and Capital Improvements Account No 47233140-631200 in the amount of \$678,991.60.

---

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.       - 13 - 14      . By Alderperson Heidemann. July 1, 2013.

A RESOLUTION authorizing the appropriate City Officials to execute an Amendment No. 3 to the contract between the City of Sheboygan, State of Wisconsin Dept. of Transportation, and AECOM Technical Services, Inc. in the amount of \$24,552.02 for the Sidewalk Gap Filling Project Id. 4996-01-53.

RESOLVED: That the appropriate City Officials execute an Amendment No. 2 to the contract between the City of Sheboygan, State of Wisconsin Dept. of Transportation, and AECOM Technical Services, Inc. in the amount of \$24,552.02 for the Sidewalk Gap Filling Project Id. 4996-01-53.

\_\_\_\_\_

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

AMENDMENT NO. 3 TO THE CONTRACT BETWEEN  
The City of Sheboygan (MUNICIPALITY),  
State of Wisconsin Department of Transportation (DEPARTMENT),

AND

AECOM Technical Services, Inc. (CONSULTANT)

FOR  
Project ID: 4996-01-53  
Sidewalk Gap Filling  
City of Sheboygan  
Sheboygan County

DOT FOS OBJECT CODE 5501

The contract made and entered into by and between City of Sheboygan (MUNICIPALITY), State of Wisconsin Department of Transportation (DEPARTMENT), and AECOM Technical Services, Inc. (CONSULTANT), dated June 4, 2010 is hereby amended as set forth on the following pages.

In witness whereof, the parties hereto have caused this amendment to be executed and approved on the date signed by their authorized officers or representatives.

For the CONSULTANT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the MUNICIPALITY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the DEPARTMENT

\_\_\_\_\_  
Contract Manager, WisDOT

Date: \_\_\_\_\_

REASON FOR AMENDMENT

This Three-Party Design Engineering Services Contract is hereby amended to add real estate acquisitions for 22 parcels as requested by the MUNICIPALITY. The MUNICIPALITY does not have the resources for these acquisitions.

This DESIGN ENGINEERING SERVICES CONTRACT between The City of Sheboygan (MUNICIPALITY), DEPARTMENT, and AECOM Technical Services, Inc., (CONSULTANT) to provide consultant engineering services shall be completed by July 1, 2014.

ALL SERVICES

Compensation for all Services provided by the CONSULTANT under terms of the CONTRACT shall be from the DEPARTMENT:

- (1) A lump sum of \$206,473.57 (increase of \$1,652.43)
- (2) For Right-of-Way Acquisition Services subcontracted to Steigerwaldt Land Services, Inc. The CONSULTANT'S actual cost not to exceed \$22,900.02 for a Cost Per Unit subcontract based on 22 units at \$1,040.91 per unit (increase \$22,900.02).

Compensation in excess of the total CONTRACT amount of \$229,373.59 (increase \$24,552.45) shall not be allowed unless approved by a written CONTRACT amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed. Details of CONTRACT compensation provisions follow in the text of the CONTRACT and STANDARD PROVISIONS incorporated by reference.

L. PROSECUTION AND PROGRESS

(1) The CONSULTANT shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with WisDOT internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format (Excel spreadsheet), or on paper.

(2) Invoice amounts for milestones will be based on the following percentages of the lump sum fee (sub-consultant invoices will be billed based on specific tasks completed and are in addition to these percentages):

30% Plan Review Submittal	45%
60% Plan Review Submittal	75%
90% PS&E Review Submittal	96%
Final PS&E Acceptance	100%

(3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by July 5, 2013. The milestones in **bold** have changed.

Operational Planning Meeting	May 28, 2010
Phase 1 Hazardous Materials Reconnaissance	September 24, 2010
30% Plan and Construction Cost Estimate	November 19, 2010
Environmental Document	January 7, 2011

Exceptions to Standards Report  
60% Plan and Construction Cost Estimate  
Design Study Report  
90 % Plans  
Right of way Plat  
Final P.S. & E.  
Bid Letting  
Attend Preconstruction Conference

January 7, 2011  
April 8, 2011  
April 8, 2011  
March 15, 2012  
April 15, 2012  
November 1, 2013  
April 8, 2014  
Spring 2014

**BASIS OF PAYMENT:**

The total amount of this amendment is

(1) The CONSULTANT will be compensated by the DEPARTMENT for services under this CONTRACT on the following basis:

- (a) For design engineering services performed by CONSULTANT A LUMP SUM OF \$206,473.57 (Increase of \$1,652.43).
- (b) For Right-of-Way Acquisition Services subcontracted to Steigerwaldt Land Services, Inc. The CONSULTANT'S actual cost not to exceed \$22,900.02 for a Cost Per Unit subcontract based on 22 units at \$1,040.91 per unit (increase \$22,900.02).

For all services on this contract, total compensation shall not exceed \$229,373.59 (increase of \$24,552.45) unless approved by a written CONTRACT amendment.

## Consultant Direct Labor Rates

**Project ID:** 4996-01-53 City of Sheboygan Sidewalk Gap Filling Project

Employee Name(a)	Classification(b)	Current Rate(c)	% Pay Increase(d)	Date of Increase(f)	% Work at Current Rate(g)	% Work at Year 1 Increased Rate(h)	% Work at Year 2 Increased Rate(h)	% Work at Year 3 Increased Rate(h)	% Work at Year 4 t Increased Rate(h)	Weighted Average Hourly Rate(i)
Tom Holtan	Project Manager	\$60.38	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$60.38
Rick LeMahieu	Senior Engineer	\$47.33	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$47.33
Ken Wolf	Lead Surveyor	\$40.35	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$40.35
Kim Workman	Project Engineer	\$29.01	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$29.01
Joe Holzart	Engineer	\$27.76	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$27.76
Bill Thiele	Sr. Engineering Tech	\$31.51	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$31.51
Chris LeHaye	Engineering Tech	\$26.26	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$26.26
Mike Gonnering	Surveyor	\$26.03	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$26.03
Betty Worzella	Clerical	\$18.33	0.00%	1/1/2010	100.00%	0.00%	0.00%	0.00%	0.00%	\$18.33
										\$0.00
										\$0.00

**Contract Start Date:** 2/28/2010  
**Contract Completion Date:** 7/1/2013

**Summary of Staff Hours and Direct Labor Costs**

**PROJECT TOTAL**

**Project ID:** 4996-01-53 City of Sheboygan Sidewalk Gap Filling Project

Classification		Project Manager		Senior Engineer		Lead Surveyor		Project Engineer		Engineer		Sr. Engineering Tech		Engineering Tech		Surveyor		Clerical		Total Direct Labor	
Avg. Hourly Wage		\$60.38		\$47.33		\$40.35		\$29.01		\$27.76		\$31.51		\$26.26		\$26.03		\$18.33			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Project Management	771	10	\$603.80		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	10	\$603.80
Data Gathering	644		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Design Reports	748		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Environmental Documentation	767		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Agency Coordination	746		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Railroad & Utility Involvements	746		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Public Involvement	743		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Survey-General	729		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Preliminary Wall Design	1001		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Preliminary Roadway Design	741		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Final Wall Design	1001		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Final Roadway Design	742		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Meetings and Conferences	747		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
PS&E	794		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Right of Way Plat			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Right of Way Acquisition			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
<b>TOTAL:</b>		10	\$603.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	10	\$603.80



## Fee Computation Summary by Engineering Task

### PROJECT TOTAL

**Project ID:** 4996-01-53 City of Sheboygan Sidewalk Gap Filling Project

Task	Activity Code	Direct Labor Costs	Overhead Costs	Fixed Fee/Profit	Direct Expenses	Total
Project Management	771	\$603.80	\$926.23	\$122.40		\$1,652.43
Data Gathering	644	\$0.00	\$0.00	\$0.00		\$0.00
Design Reports	748	\$0.00	\$0.00	\$0.00		\$0.00
Environmental Documentation	767	\$0.00	\$0.00	\$0.00		\$0.00
Agency Coordination	746	\$0.00	\$0.00	\$0.00		\$0.00
Railroad & Utility Involvements	746	\$0.00	\$0.00	\$0.00		\$0.00
Public Involvement	743	\$0.00	\$0.00	\$0.00		\$0.00
Survey-General	729	\$0.00	\$0.00	\$0.00		\$0.00
Preliminary Wall Design	1001	\$0.00	\$0.00	\$0.00		\$0.00
Preliminary Roadway Design	741	\$0.00	\$0.00	\$0.00		\$0.00
Final Wall Design	1001	\$0.00	\$0.00	\$0.00		\$0.00
Final Roadway Design	742	\$0.00	\$0.00	\$0.00		\$0.00
Meetings and Conferences	747	\$0.00	\$0.00	\$0.00		\$0.00
PS&E	794	\$0.00	\$0.00	\$0.00		\$0.00
Right of Way Plat		\$0.00	\$0.00	\$0.00		\$0.00
<b>TOTAL:</b>		\$603.80	\$926.23	\$122.40	\$0.00	\$1,652.43

**Negotiated Overhead Rate:** 153.40%

**Percent Profit:** 8.00%

## Consultant Contract Total Fee Computation

Project ID:

4996-01-53 City of Sheboygan Sidewalk Gap Filling Project

Project ID	Project ID 4996 01-53	Amendment 1 Overhead 157.97% Profit 8%	Amendment 2 Overhead 157.97% Profit 8%	Amendment 3 Overhead 156.22% Profit 8%	Total for Contract
Number of Staff Hours	1864	-197	406	10	2083
Total Direct Labor	\$62,160.30	-\$4,633.49	\$12,862.64	\$603.80	\$70,993.25
Total Overhead Costs	\$101,408.31	-\$7,319.52	\$20,319.11	\$926.23	\$115,334.13
Fixed Fee/Profit	\$13,085.49	-\$956.24	\$2,654.54	\$122.40	\$14,906.19
Direct Expenses	\$5,850.00	-\$610.00	\$0.00	\$0.00	\$5,240.00
<b>Subtotal</b>	<b>\$182,504.10</b>	<b>-\$13,519.25</b>	<b>\$35,836.29</b>	<b>\$1,652.43</b>	<b>\$206,473.57</b>
Subcontract				\$22,900.02	\$22,900.02
Subcontract Subtotal	\$0.00	\$0.00	\$0.00	\$22,900.02	\$22,900.02
<b>TOTAL COST</b>	<b>\$182,504.10</b>	<b>-\$13,519.25</b>	<b>\$35,836.29</b>	<b>\$24,552.45</b>	<b>\$229,373.59</b>

Negotiated Overhead Rate:

163.14%

## **QUALIFICATIONS AND EXPERIENCE**

Since 1990, Steigerwaldt Land Services, Inc. has worked extensively with state, county, city, and township agencies and understands the strict compliance needed to meet Wisconsin Department of Transportation standards related to the acquisition of property rights for construction projects.

Steigerwaldt Land Services' experienced team includes Wisconsin Certified General Real Estate Appraisers and qualified negotiators. Steigerwaldt Land Services is adept in all areas of right-of-way acquisition including securing of property rights, preparation of market studies/project data books, setting values, negotiating with landowners, preparation of appraisals and, if necessary, completion of acquisition through eminent domain. Steigerwaldt Land Services also assists municipalities with the preparation of documents for reimbursement of funding with the Wisconsin Department of Transportation, the most recent example being the newly completed trail project in the City of Sheboygan dealing with the Union Pacific Railroad.

At Steigerwaldt Land Services, Inc. we understand the need to meet deadlines and have built a reputation for consistently meeting these critical dates. Our staff's strong communication skills and amicable personalities facilitate successful negotiations.

Enclosed are the qualifications of our staff members available to work on this project.

Total contract price based on 22 parcels will be: \$22,900.02.

Per Unit Cost: \$ 1,040.91

If it becomes necessary to prepare appraisals and proceed with the acquisition through condemnation, there will be an additional charge of \$1,800.00 per parcel for any standard abbreviated appraisals and \$2,600.00 for any "before" and "after" appraisals for more complicated and/or acquisitions over \$10,000.00.

The final amount of the invoice will be adjusted prior to the final invoice, based on actual number of parcels acquired in each category.

Any additional services required will be invoiced at the following rates (for example, expert witness in the event of court trial).

Edward F. Steigerwaldt	\$190.00 per hour
Staff Appraisers	\$110.00 per hour
Staff Assistants	\$ 95.00 per hour
Mileage	IRS Rate
Expenses at Cost	

**City of Sheboygan, Sidewalk Gap Schedule**

May 30, 2013 – Prepare market study for property valuation

June 5, 2013 – Complete Nominal Payment Parcel Report and submit for approval

June 10, 2013 – Contact landowners to begin negotiations

August 1, 2013 – Appraisals delivered

October 1, 2013 – Landowner appraisals received and attempt to negotiate purchase

October 10, 2013 – Issue Jurisdictional Offer

October 30, 2013 – Issue Award of Damages.

October 31, 2013 – Complete LPA certificate and diaries, submit to Shawano County.

**Qualifications of  
Carol J. Ahles  
Real Estate Acquisition Specialist**

**Education:** Nicolet College – Associates Degree, 1983  
Wisconsin Realtors Association Real Estate Salesperson Course  
Course 209 – Negotiating with a Diverse Clientele  
Course 100 – Principles of Land Acquisition

**Employment Period:** May 2008 to Present

**Experience:**

Responsibilities include all aspects of highway right-of-way acquisition including preparing real estate market studies, setting land values, negotiating with landowners. Prepares nominal payment parcel forms, statements to construction engineers, and deeds and easements. Completes diaries, settlements of damage claims, and prepares final documents through eminent domain procedures. Works with utility companies to obtain conveyances and release of rights documents for road projects. Conducts additional work with mortgage companies, title companies, and courthouses to secure necessary documents and prepare LPA certificates. Maintains an in-house database system to record landowner information and important dates.

Previously worked as a land sales researcher, working with county offices to acquire deeds, acreages, Certified Survey Maps, and other information to maintain in-house comparable sales database. Work included researching and inspecting sales, and analyzing sale information.

**Memberships and Certifications:**

Wisconsin Licensed Real Estate Salesperson – #74276-094  
International Right-of-Way Association  
Wisconsin Notary Public

**Qualifications of  
Haakon K. Hagemester  
Real Estate Project Manager**

**Education:** Michigan Technological University – Houghton, Michigan, 2002  
Bachelor of Science – Forestry

**Employment Period:** April 2004 to present

**Current Responsibilities:** Perform and oversee all aspects of utility and highway right-of-way acquisitions including preparing market studies, meeting with landowners for negotiation, settling damage claims, public meetings, and handling vegetation management issues. Duties also include landowner file management (recording of easements, release of easements, and obtaining consent from mortgage companies and lenders) and completing landowner communication diaries.

**GIS, Forest Mapping, and Aerial Photo Interpretation:** Skilled in aerial photography interpretation and analysis, as well as in the use of ArcGIS software for day-to-day forest management operations.

**Appraisal Assistant:** Serves as an appraisal assistant on valuation assignments, conducts property inspections, and gathers comparable sales data for real estate appraisal purposes.

**Past Experience:**

**Forest Management:** Project Forester/Private Lands Specialist with Steigerwaldt Land Services. Responsible for the day-to-day management activities of three timberland investment properties with an estimated total gross value of over \$50,000,000.00. Responsibilities included three- to five-year harvest planning and income projections, annual budgeting, timber sale contract negotiation, working with user groups and individual landowners on temporary and permanent road/trail use agreements, and overseeing all aspects of timber sale setup and administration. Worked with non-industrial private landowners in preparing and implementing silviculturally sound forest management plans to include properties in the Wisconsin Department of Natural Resources (WDNR) Tax Law Program (MFL) and the State of Michigan Forest Stewardship Program. Oversaw all aspects of timber sale setup and administration on non-industrial private lands.

**Forest Inventory, Timber Cruising:** Assisted in the development and implementation of large- and small-scale inventories on industrial, county, and private lands used in the development of long-term forest management plans. Cruised and evaluated timberland during forestland acquisitions and sales.

**Memberships and Certifications:**

International Right of Way Association  
Association of Consulting Foresters (ACF) – Candidate Member  
Society of American Foresters (SAF) – Northeast Chapter, 2012 Chair Elect  
Wisconsin DNR Certified MFL Plan Writer – CPW# 091  
State of Michigan Certified Stewardship Plan Writer

**Qualifications of  
Edward F. Steigerwaldt  
President**

**Education:** University of Michigan, 1970  
Bachelor of Science, Forestry

Appraisal Institute and Society of Real Estate Appraisers: Many introductory through advanced classes on residential appraisals, income approach techniques, and Standards of Professional Appraisal Practice. Completed "Uniform Appraisal Standards for Federal Land Acquisitions" course on May 8, 2004.

**Employment Period:** 1970 to present – Owner and President since 1983

**Experience:**

Forester and real estate appraiser with over 40 years' experience. As owner of Steigerwaldt Land Services, Inc., Mr. Steigerwaldt helps direct daily business management and directs the staff of appraisers, foresters, assistants, and land managers. His appraisal experience includes a wide variety of assignments including the appraisal of waterfront, recreation, forest land, residential, commercial, agricultural, and industrial property, as well as easements and individual trees and landscaping. He currently directs real estate appraisal projects throughout Wisconsin, Michigan, Minnesota, and other states when requested. Mr. Steigerwaldt has qualified as an expert witness in court proceedings in Wisconsin, Michigan, Minnesota, and California. He has also given numerous presentations covering real estate and tree appraisal. Mr. Steigerwaldt also has 30 years of experience as a Wisconsin tax assessor.

**Presentations:**

"Tree Appraisal Workshop" ACF, June 2010  
"Tree Appraisal Workshop," November 2009  
"A Real Estate Professional's View of Tree Appraisal," December 2008  
"Christmas Tree and Ornamental Tree Valuation," September 2008  
"Valuing Trees and Landscape," May 2004

**Memberships and Certifications:**

Wisconsin Certified General Appraiser – #293  
Minnesota Certified General Appraiser – #20183266  
Michigan Certified General Appraiser – #1201001969  
ISA Certified Arborist – #WI-0902A  
Wisconsin Real Estate Broker License #6461-90  
International Right-of-Way Association  
Association of Consulting Foresters of America, Inc. (ACF)  
National Association of Consulting Foresters – Current Financial Director and Past President (2006-2008)  
Society of American Foresters (SAF)  
State of Michigan Registered Forester  
Wisconsin Christmas Tree Growers Association – Past President and Director  
Past ACF Representative for American Tree Farm System (2004-2005)  
Xi Sigma Pi, Scholastic Honor Society  
University of Michigan – Society of Les Voyageurs

**Qualifications of  
Jody L. Isaacson  
Accounts Manager  
Real Estate Acquisition Specialist**

**Education:** Prentice High School Graduate

Local Public Agency Real Estate Seminar 2010  
Course 100 – Principles of Land Acquisition  
Course 103 – Ethics and the Right of Way Profession  
Course 200 – Principles of Real Estate Negotiations  
Course 800 – Principles of Real Estate Law  
Course 900 – Principles of Real Estate Engineering  
Course 901 – Engineering Plan Development and Application  
Course 902 – Property Descriptions  
Various courses on proof-reading, front desk management, and Microsoft Office applications including Word, Access, and Excel.

**Employment Period:** 1998 to Present

**Experience:**

Duties and responsibilities include: Management of all bookkeeping matters, invoice management, and internal budget tracking and accounting. Preparation and creation of all documents for right-of-way acquisitions (including preparation of nominal payment parcel forms, statement to construction engineers, deeds, and easements) prior to landowner negotiation meetings. Landowner negotiations and acquisitions through eminent domain procedures. File management and completion of filing documents (including request of release of consent of easements from mortgage companies and lenders), preparation of diaries and completion of LPA certificates. Assistance in writing both nominal and "Before" and "After" appraisals for right-of-way projects. Assisted in creating an in-house tracking database for right-of-way projects.

Prior to working for Steigerwaldt Land Services, Inc. worked as a legal secretary for three years in Tomahawk and Stevens Point, and as an administrative assistant in a residential and commercial appraisal firm in Rhinelander for 13 years, with experience in comparable sales research.

**Memberships and Certifications:**

International Right-of-Way Association – Chapter 17A Chair  
Wisconsin Licensed Real Estate Salesperson – #66744-094  
Wisconsin Notary Public

**Qualifications of  
Lee Ann Steigerwaldt  
Vice President – Operations  
Appraiser/Arborist/Forester**

**Education:** University of Wisconsin – Stevens Point, 1999  
Bachelor of Science, Forest Management, Urban Forestry, Philosophy

**Employment Period:** September 2001 to Present  
Part-Time June 1993 to May 2000

**Experience:**

**Vice President – Operations:** Oversees and implements the strategic planning and direction for Steigerwaldt Land Services, Inc. Directs internal budget tracking and performance assessment system and serves as Appraisal Operations Director.

**Appraisals:** Licensed Certified General Appraiser in Wisconsin, Michigan, and Minnesota. Past and current projects include work for the State of Wisconsin, conservation easement appraisals, tree and landscape valuation, and utility easement damage appraisals. Completed the “Uniform Appraisal Standards for Federal Land Acquisitions” course on January 8, 2010.

**Certified Arborist:** Skilled in complete tree and shrub pruning, maintenance, installation, establishment, and removals on commercial and residential properties in Arizona, Idaho, and Wisconsin. Experience with tree disease and damage diagnosis, hazard tree evaluations, and preparation of landscape bid proposals. Also experienced with Christmas tree farm field operations and Christmas tree and nursery sales.

**Forest Inventory and Cruising:** Field forester responsible for the collection of field data. Experience includes work on industrial and private lands. Skilled in aerial photography interpretation and experience also includes the use of ArcGIS software for forest data analysis and use of various GPS units for navigation.

**Timber Sale Preparation and Administration:** Experienced in forest management activities on utility-owned lands and private forestland tracts in Wisconsin and Michigan’s Upper Peninsula. Trained to perform all private forestland management tasks including initial land inspections, creating management plans, and implementing plans.

**Expert Court Testimony:** Appeared as an expert witness, testifying on tree disease and condition for a client in Winnebago County, on cost-of-cure tree damages for a client in Juneau County, on cost-of-cure damages and market value damages for a client in Clark County, and on replacement value, stumpage value and market value damages for clients in Door County, Wisconsin. Appeared as a fact witness, testifying on real estate market research in central Wisconsin.

**Memberships and Certifications:**

Wisconsin Certified General Appraiser – #1516  
Michigan Certified General Appraiser – #1201073565  
Minnesota Certified General Appraiser – #40092083  
ISA Certified Arborist – #WI-0462A  
International Society of Arboriculture  
Wisconsin Arborists Association  
Society of American Foresters (SAF) – NE Chapter Chair 2009-2011  
Xi Sigma Pi, Scholastic Honor Society  
American Society of Consulting Arborists  
Association of Consulting Foresters (ACF)

R. C. No.       - 13 - 14      . By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 27-13-14 by the City Clerk, submitting license application for the period ending June 30, 2014 and June 30, 2015; that the following Taxicab Operator's License #9953 be denied based upon his failure to accurately reveal all relevant convictions on his application and his record of violations related to the licensed activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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

R. C. No.       - 13 - 14      . By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 45-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; recommends that Taxicab Operator's License application #8913 be denied based upon her failure to accurately reveal all relevant convictions, her record of violations related to the licensed activity, and a negative recommendation from the Sheboygan Police Department.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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

R. C. No.       - 13 - 14      . By LAW AND LICENSING. July 1, 2013.

Your Committee to whom was referred R. O. No. 52-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following change of premise application be denied due to the fact that the applications includes non-contiguous areas.

CHANGE OF PREMISE

<u>No.</u>	<u>Name</u>	<u>Address</u>
2805	Blue Harbor I	725 Blue Harbor Dr. - one-day event to be held 7/4/13 to include current premise and grassy area by the Triple Play Building.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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. \_\_\_\_\_ - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.

Your Committee to whom was referred R. C. No. 60-13-14 by Finance and Res. No. 13-13-14 by Alderperson Carlson amending the city's bond schedule; recommends sending the document back to Council with no recommendations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

5.2

Res. No. 13 - 13 - 14. By Alderperson Carlson. June 3, 2013.

A RESOLUTION amending the city's bond schedule.


WHEREAS, §1-13(h) of the Municipal Code provides for the establishment and update of a bond schedule;

WHEREAS, the City adopted a bond schedule via Res. No. 287-05-06;

WHEREAS, there is a need to amend the bond schedule to account for the additional violation contained in §70-154 of the Code;

NOW THEREFORE BE IT RESOLVED: That the bond schedule adopted via Res. No. 287-05-06 pursuant to sec. 1-13(h), Sheboygan Municipal Code is hereby amended to provide that the deposit for first violations of §70-154 of the Sheboygan Municipal Code shall be set at \$250 plus costs, and the deposit for second and subsequent violations of §70-154 of the Sheboygan Municipal Code shall be set at \$500 plus costs.

*Finance  
refer to L & L.*

  
\_\_\_\_\_

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**

7.2

R. C. No. 60 - 13 - 14 By FINANCE. June 17, 2013.

Your Committee to whom was referred Res. No. 13-13-14 by Alderperson Carlson amending the city's bond schedule; recommends that the document be referred to Law and Licensing.

*PPS.  
no recommendation*

*QAD*

*Daryl P. Cook*

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

137

137

III

JHG

Faint, illegible text at the bottom of the page, possibly bleed-through from the reverse side.

VIII

R. C. No. \_\_\_\_\_ - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.

Your Committee to whom was referred Res. No. 14-13-14 by Alderperson Carlson providing a list of approved evidence-based alcohol education programs pursuant to §70-154(c)(2), Sheboygan Municipal Code; recommends sending the document back to Council with no recommendations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**

5.1

Res. No. 14 - 13 - 14. By Alderperson Carlson. June 3, 2013.

A RESOLUTION providing a list of approved evidence-based alcohol education programs pursuant to §70-154(c)(2), Sheboygan Municipal Code.

WHEREAS, §70-154(c)(2) of the Municipal Code provides that any person who has no prior convictions pursuant to that ordinance and who has never been given the opportunity for the alternative penalty in this subsection, may, as an alternative sentence, have all forfeitures and costs waived, conditioned upon such person attending and successfully completing an approved evidence-based alcohol education program; and,

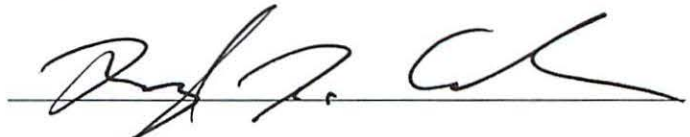
WHEREAS, §70-154(c)(2) of the Municipal Code further provides that the common council may, by resolution, provide a list of such alcohol education programs;

WHEREAS, in the absence of such programs offered by local mental health providers, schools, and colleges, the Police Department has created and developed a department-run alcohol education program that will cost the department and other city agencies approximately \$100.00 per person to maintain and operate;

NOW, THEREFORE BE IT RESOLVED: That the alcohol education program created and developed by the Sheboygan Police Department is an approved evidence-based alcohol education program.

BE IT FURTHER RESOLVED: That said the cost to an individual for attending said program shall be set at \$100.00.

BE IT FURTHER RESOLVED: That the Common Council encourages local mental health providers, schools, and colleges to consider developing evidence-based alcohol education programs and obtaining approval for such programs.



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

*no recommendation*

**IV**

R. C. No. \_\_\_\_\_ - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.

Your Committee to whom was referred Gen. Ord. No. 8-13-14 by Alderperson Carlson creating section 70-154 of the Municipal Code, entitled "Public Intoxication," so as to prohibit intoxication in public places, provide a penalty, and provide an alternative to said penalty in certain situations; recommends sending the document back to Council with no recommendations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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



Gen. Ord. No. 8 - 13 - 14. By Alderperson Carlson. June 3, 2013.

AN ORDINANCE creating section 70-154 of the Municipal Code, entitled "Public Intoxication," so as to prohibit intoxication in public places, provide a penalty, and provide an alternative to said penalty in certain situations.

WHEREAS, it is the policy of the City of Sheboygan to comply with Chapter 51, Wis. Stats., the State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act;

WHEREAS, it is also the policy of the City of Sheboygan to provide for the safety, welfare and health of the public while prohibiting certain harmful conduct of intoxicated persons;

WHEREAS, being publicly intoxicated makes a person vulnerable to injury, robbery, assault, and a number of other difficulties;

WHEREAS, this ordinance addresses the behavior of the individual, rather than his or her blood alcohol content level, thus encouraging responsible behavior while consuming alcohol and providing benefit to both the individual and the public;

WHEREAS, this section is intended to provide for the safety, welfare and health of the public as is allowed under §62.11(5), Wis. Stats., and is intended to comply with ch. 51, Wis. Stats.

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

Section 1. Section 70-154 of the Sheboygan Municipal Code is hereby created to read as follows:

"Section 70-154 Public Intoxication.

(a) Definitions:

The following words and phrases are defined as follows for the purpose of this section:

1. INCAPACITATED PERSON: A person, that as the result of the use of alcohol, drugs and/or another controlled substance, is unconscious or whose judgment is so impaired that he or she is incapable of making rational decisions, as evidenced objectively by indicators such as extreme physical debilitation, physical harm, or threats of harm to himself or herself or to any other person or to property.
2. IMPAIRED PERSON: A person who is under the influence of alcohol or whose mental or physical functioning is impaired as a result of the use of alcohol, drugs and/or another controlled substance. The fact

*PPS  
no recommendations*

1.7



1

that a test of the person's breath, blood, or urine (including a preliminary breath test) shows that the person had an alcohol concentration of 0.08 or more is prima facie evidence that he or she is an impaired person.

3. PUBLIC NUISANCE: Conduct by an individual that is a disturbance of the peace, including, but not limited to, endangering himself or herself or other persons or property, acting in an unruly or combative manner, creating loud noises to the disturbance of other persons, refusing to follow the instructions of a police officer, refusing to follow the instructions to leave a place of business by the owner, employee or other person in charge thereof, or otherwise disturbing the peace in any public place.
4. PUBLIC PLACE: A place to which the public has access, and includes, but is not limited to, places owned or controlled by the city, county or state, any public street, highway, sidewalk, parking lot, alley, parks, schools, places of worship and private places open to the general public.

(b) Impairment in Public Places Prohibited

No person shall, in a public place, conduct himself or herself in such a manner as to be any of the following:

- (1) a danger to himself/herself or to others as a result of the use of alcohol, drugs, or other substances;
- (2) an incapacitated person as a result of the use of alcohol, drugs, or other substances;
- (3) unable to care for his or her own safety or the safety of others by reason of impairment due to the use of alcohol, drugs, or other substances;
- (4) an impaired person who
  - a. engages in disorderly conduct; or,
  - b. creates a public nuisance; or,
  - c. violates any ordinance or state statute.

(c) Penalty:

- (1) In general

Any person violating the provisions of this section is subject to a forfeiture of not less than one hundred and fifty dollars (\$150.00) together with statutory costs, and a forfeiture of not less than

three hundred dollars (\$300.00) together with statutory costs for each subsequent violation within one year.


(2) Alternative penalty

Any person who has no prior convictions pursuant to this ordinance and who has never been given the opportunity for the alternative penalty in this subsection, may, as an alternative to the sentence in (1) above, have all forfeitures and costs waived, conditioned upon such person attending and successfully completing an approved evidence-based alcohol education program. The common council may, by resolution, provide a list of such alcohol education programs. Successful and timely completion of the alcohol education program shall result in the dismissal of the citation. However, failure to timely complete the alcohol education program shall result in the imposition of the original forfeiture.

(d) Exception.

No individual actively seeking medical treatment for an alcohol or other drug-related overdose will be subject to this ordinance for the sole violation of using or possessing alcohol. This exception shall extend to another individual seeking help for an intoxicated individual."

Section 2. 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.



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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

**VI**

R. C. No. \_\_\_\_\_ - 13 - 14. By WHOLE. July 1, 2013.

Your Committee to whom was referred R. O. No. 332-12-13 by the City Clerk submitting a communication from Alderperson Bohren regarding the City of Sheboygan 2012 and 2013 Health Insurance rates; recommends referral of document to Salaries and Grievances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

4.4

R. O. No. 332 - 12 - 13. By CITY CLERK. April 15, 2013.

Submitting a communication from Alderperson Jim Bohren regarding the City of Sheboygan 2012 and 2013 Health Insurance rates.

~~C.O.W~~  
new C.C  
refer to Sub.

  
\_\_\_\_\_  
City Clerk

## **Richards, Sue**

---

**From:** Alderperson Jim Bohren  
**Sent:** Friday, April 05, 2013 10:37 AM  
**To:** Richards, Sue  
**Subject:** 2012 and 2013 City of Sheboygan Health Insurance Rates  
**Attachments:** scan0001.jpg; scan0002.jpg; scan0003.jpg

Sue -

Please include this e-mail and the three attachments as a document for the Tuesday, April 16, 2013 Council meeting (new council). Please also refer it to the Committee of the Whole of the new council. Thanks.

Alderman Jim Bohren  
8th District - Wards 24, 25 & 26  
City of Sheboygan, Wisconsin  
920.395.2230  
[jim.bohren@ci.sheboygan.wi.us](mailto:jim.bohren@ci.sheboygan.wi.us)  
2012 - 2013 Committee Assignments  
Chairman, Committee of the Whole  
Vice Chairman, Public Works Committee

Com. No. \_

Submitting a communication from Alderperson Bohren regarding the City of Sheboygan 2012 and 2013 Health Insurance rates.

Presented to the Common Council by Alderperson

James A. Bohren  
Bohren

Effective 1/1/2012

Per Resolution No. 105-10-11

CITY OF SHEBOYGAN

2012 HEALTH INSURANCE RATES

2013

(Excludes Transit System)

		<u>TOTAL COST</u>	<u>CITY PAYMENT</u>	<u>EMPLOYEE PAYMENT</u>
Single	(1)	\$ 737.00 x 12 = 8844.00	\$ 648.56	\$ 88.44
	(2)	\$ 737.00	\$ 626.46	\$ 110.54
	(3)	\$ 737.00	\$ 368.50	\$ 368.50
Family	(1)	\$1731.40 x 12 = 20,776.80	\$1523.64	\$ 207.76
	(2)	\$1731.40	\$1471.70	\$ 259.70
	(3)	\$1731.40	\$ 865.70	\$ 865.70

- CODES:
- (1) City pays 88% - Employee pays 12%
  - (2) City pays 85% - Employee pays 15%
  - (3) PT—City pays 50%--Employee pays 50%

**2012 COBRA RATES**  
(102% of Active employee rate)

Single	\$751.74 (Active) (737.00 x 1.02)
Single (Over 65)	\$632.52 (Retirees) (620.11 x 1.02)
Single (Under 65)	\$751.74 (Retirees) (737.00 x 1.02)
Family	\$1766.03 (Active) (1731.40 x 1.02)
Family (1Over/1Under 65)	\$1316.82 (Retirees) (\$1291.00 x 1.02)
Family (65 and Over)	\$1265.05 (Retirees) (\$1240.24 x 1.02)

NATIONAL DATA BELOW IS FROM:

THE KAISER FAMILY FOUNDATION & THE HEALTH RESEARCH & EDUCATIONAL TRUST, AN AFFILIATE OF THE AMERICAN HOSPITAL ASSOC. AND IT FOUND THE FOLLOWING:

AVERAGE NATIONAL SINGLE COVERAGE \$ 5,615.00

CITY OF SHEBOYGAN SINGLE COVERAGE \$ 8,844.00

\$ 8,844.00 CITY

\$ 5,615.00 NATL. AVE.

+ \$ 3,229.00 FOR CITY PER YR.

+ \$ 269.08 FOR CITY PER MONTH

AVERAGE NATIONAL FAMILY COVERAGE \$ 15,745.00

CITY OF SHEBOYGAN FAMILY COVERAGE 20,776.80

\$ 20,776.80 CITY

\$ 15,745.00 NATIONAL AVE.

+ \$ 5,031.80 FOR CITY PER YR.

+ \$ 419.32 PER MONTH

NATIONAL EMPLOYER'S  
PAY AVERAGE

SINGLE PLAN 82%

FAMILY PLAN 72%

SHEBOYGAN PAY  
FAMILY PLAN 88%  
+ 16%

SHEBOYGAN PAY  
SINGLE PLAN 88%  
+ 6%

ABOVE DATA IS FOR 2012.  
KAISER DATA DOES NOT INCLUDE DEDUCTIBLE OR OUT OF POCKET



Gen. Ord. No. \_\_\_\_\_ - 13 - 14. By Alderpersons Thiel and Lewandoske.  
July 1, 2013.

AN ORDINANCE amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 2708 Superior Ave. from Class SI Suburban Industrial to Class SC Suburban Commercial Classification.

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

Section 1. Appendix A, Chapter 15 of the Sheboygan Zoning Ordinance establishing zoning districts and prescribing zoning standards and regulations is hereby amended by changing the Official Zoning Map thereof and Use District Classification of the following described lands from Class SI Suburban Industrial to Class SC Suburban Commercial Classification:

Property located at 2708 Superior Ave.

Section 16, T15N., R23E. Fairview Subd., Lots 28 & 29 and the south ½ of the vacated east/west alley adjacent to said lots.

Section 2. 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.

\_\_\_\_\_  
\_\_\_\_\_

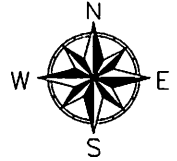
I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

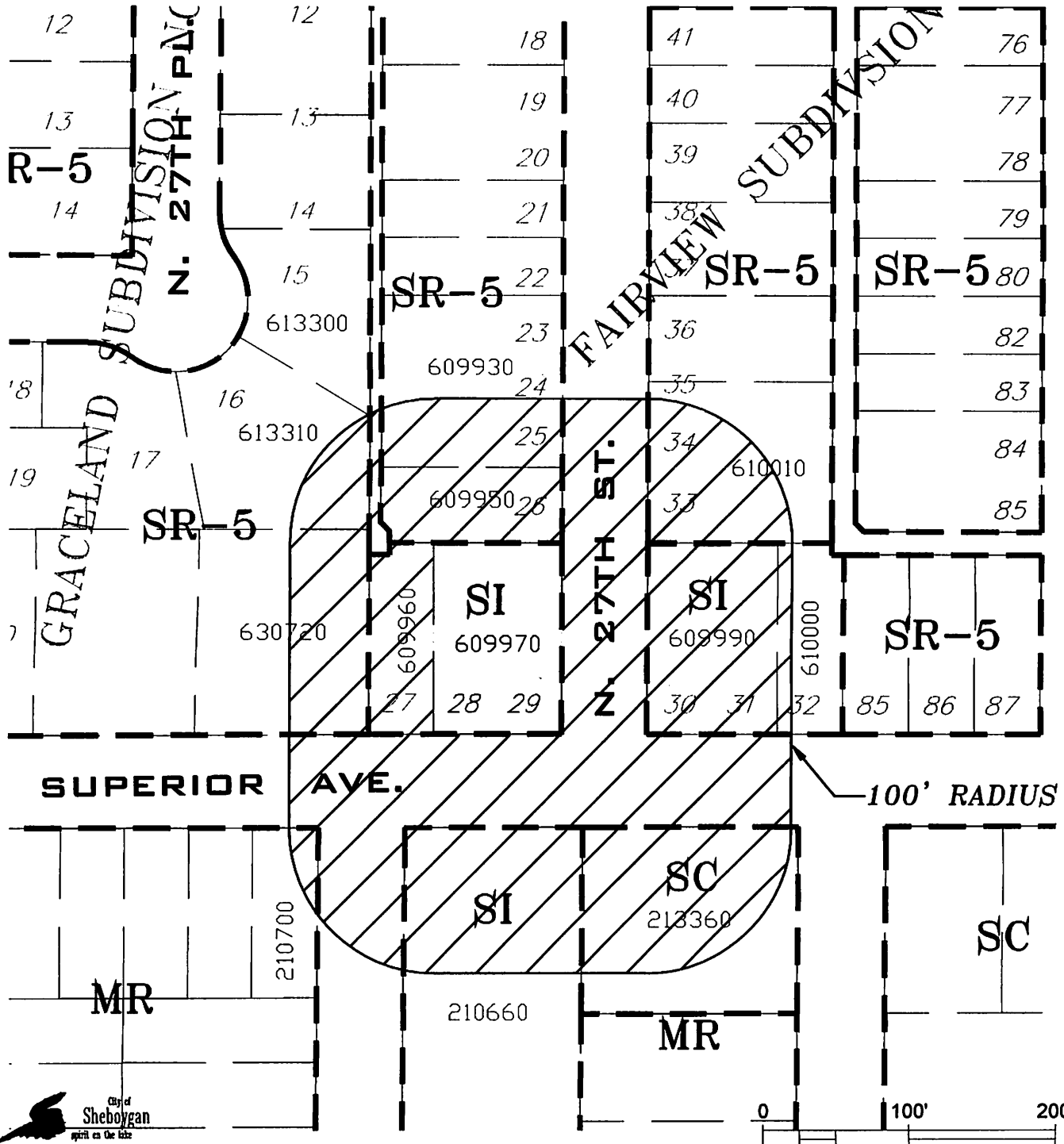
Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor



# PROPOSED ZONING CHANGE FROM SI TO SC SECTION 16, T. 15 N., R. 23 E.



FAIRVIEW SUBDIVISION, LOTS 28 & 29 AND THE SOUTH 1/2 OF THE VACATED EAST/WEST ALLEY ADJACENT TO SAID LOTS.





Gen. Ord. No.           - 13 - 14. By Alderpersons Donohue and Matichek.  
July 1, 2013.

AN ORDINANCE granting 8<sup>th</sup> Street Ale Haus Holdings, LLC, its successors and assigns, the privilege of encroaching upon described portions of N. 8<sup>th</sup> St. located at 1132 N. 8<sup>th</sup> St. in the City of Sheboygan for the purpose of maintaining an outside dining area.

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

Section 1. Subject to the terms and conditions contained herein, 8<sup>th</sup> Street Ale Haus Holdings, LLC, its successors and assigns, is hereby granted the privilege of encroaching into that part of N. 8<sup>th</sup> St. right of way adjacent to Lot 1, Block 76, Original Plat of the City of Sheboygan, located in Sect. 23, T.15N., R.23E., City of Sheboygan, Sheboygan County, Wisconsin being more particularly described as follows:

Commencing at the NE corner of Lot 1, Block 76, Original Plat of the City of Sheboygan (said point also being the intersection of the south line of St. Clair Ave. right of way with the west line of N. 8<sup>th</sup> St. right of way); thence W'ly 2.7' along said south line; thence N'ly 5.0'; thence E'ly 9.6'; thence S'ly 31.9'; thence W'ly 6.7'; thence N'ly 26.9' along said west line to the P.O.B.

Said parcel contains 229.1 sq. ft., in accordance with the sketch attached hereto and made a part hereof.

Section 2. The privilege as granted above is granted only on the condition that by the acceptance of the privilege, the said 8<sup>th</sup> Street Ale Haus Holdings, LLC, its successors and assigns:

a. Shall become primarily responsible and liable for all and any damage to persons or property caused by and arising from the grant and exercise of such privilege.

b. Shall remove the encroachment allowed herein within ten (10) days after notice so to remove given by the State of Wisconsin or the City of Sheboygan; in the event of the failure so to remove, the said 8<sup>th</sup> Street Ale Haus Holdings, LLC, its successors and assigns: shall pay the costs of removal by the State of Wisconsin or the City of Sheboygan, waiving all claim or claims for damages resulting from such removal, whether the removal is done by the said 8<sup>th</sup> Street Ale Haus Holdings, LLC, its successors and assigns, or by the State of Wisconsin or by the City of Sheboygan.

c. Shall pay such compensation to the City of Sheboygan for the grant of this privilege as may be determined by a board consisting of the Mayor, the Director of Public Works and the City Attorney; the compensation shall be paid into the General Fund.

d. Shall make such construction and/or alterations and maintain the same subject to the approval of the City Building Inspector and Director of Public Works, and shall waive the right to contest in any manner the validity of this ordinance or the amount of compensation charged.

Section 3. The provisions of §66.0425(1) thru (5) of the Wisconsin Statutes are incorporated herein by reference to all intents and purposes as if set out fully.

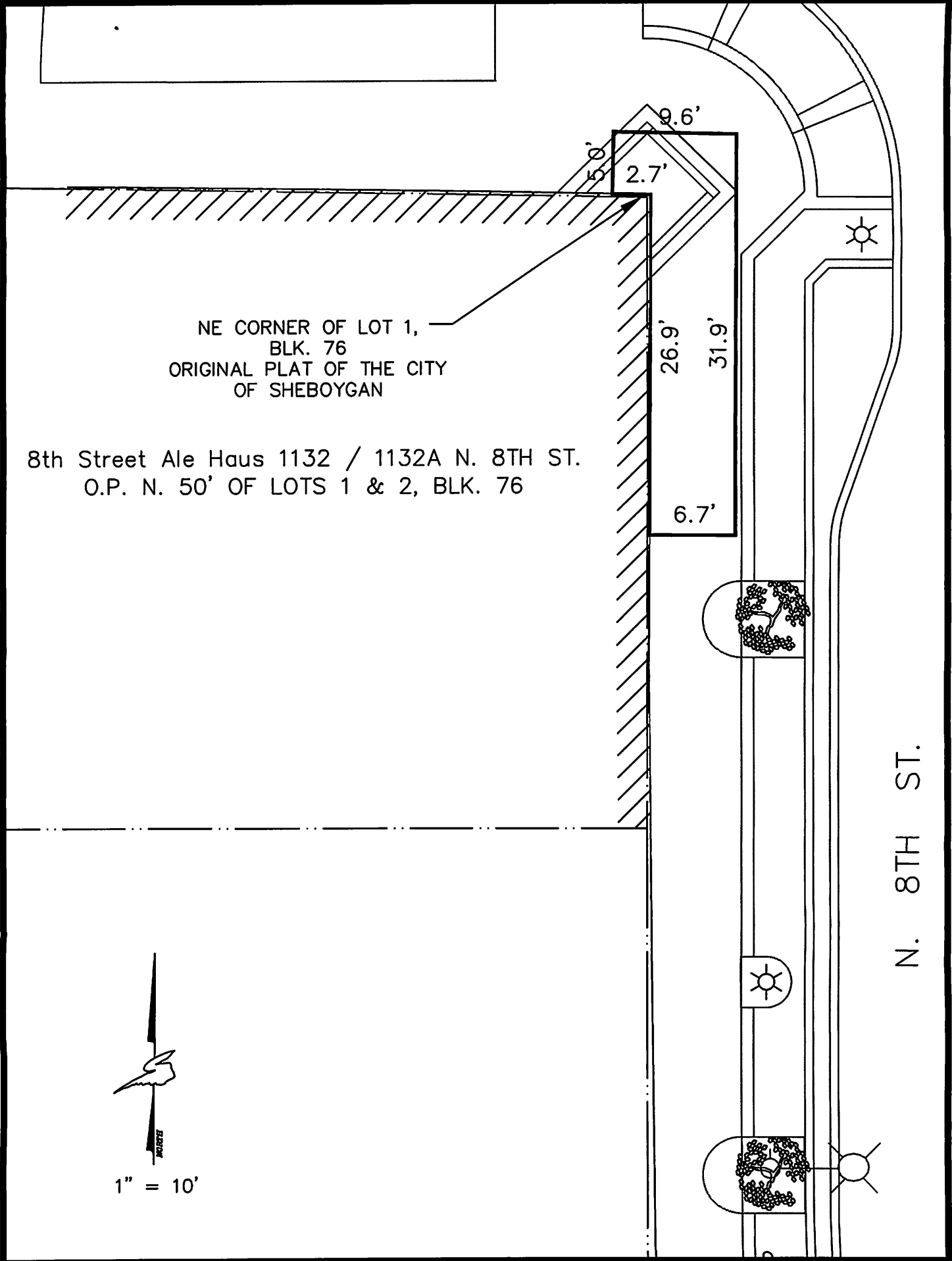
Section 4. The City Clerk is authorized and directed to record a certified copy of this ordinance in the office of the Register of Deeds for Sheboygan County, Wisconsin, the costs thereof to be charged to the General Fund.

Section 5. This ordinance shall take effect and be in full force from and after its passage and publication and upon payment of the consideration to be determined hereunder, provided, however, that in the event of failure to exercise the privilege herein granted and the payment of such consideration within six (6) months from the effective date hereof, then and in that event such privilege shall be rendered null and void.

**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



**COMMON COUNCIL**

Official Proceedings of the 2013 - 2014 Common Council of the City of Sheboygan.

**SEVENTH REGULAR MEETING**

The Council met: Monday, July 1, 2013.

Mayor Mike Vandersteen in the Chair:

On call of the roll, the following Alderpersons were present:

Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele □ 14.

Absent and Excused: Van Akkeren, Versey □ 2.

On motion by Alderperson Hammond and second by Alderperson Carlson, the reading of the minutes of the Sixth Regular Meeting held June 17, 2013, was approved as entered on the record, all Alderpersons present voting "Aye".

**RESIGNATIONS**

June 24, 2013

Dear Mary,

I regret to inform you that at this time Patrick is no longer interested in participating in the Capital Improvements Commission.

Susan

On motion by Alderperson Hammond and second by Alderperson Carlson, the Resignation was accepted and placed on file, all Alderpersons present voting "Aye".

**MAYOR'S APPOINTMENTS**

July 1, 2013

HONORABLE MEMBERS OF THE COMMON COUNCIL:

I hereby submit the following appointments for your consideration:

Nicholas Dussault to be considered for appointment to the Capital Improvements Commission to fill the unexpired term of Patrick Kirchner whose term expires 4/20/15.

MICHAEL J VANDERSTEEN, MAYOR

A motion by Alderperson Hammond and second by Alderperson Carlson to suspend the rules of the Common Council was passed by unanimous consent.

On motion by Alderperson Hammond and second by Alderperson Carlson, the foregoing Appointment was passed on call of the roll:

Ayes: Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele □ 14.

Nays: None.

**PUBLIC FORUM**

Melanie Nick, W5090 Wooldland Rd., Plymouth, Rochelle Drews, 1221 N. 4<sup>th</sup> St. and Rufino Martinex, 914 N. 17<sup>th</sup> St. spoke.

**MAYOR'S COMMENTS**

On motion by Alderperson Hammond and second by Alderperson Carlson, the following documents notated with an asterick (\*) were accepted and placed on file, accepted and adopted, or passed on call of the roll:

Ayes: Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele □ 14.

Nays: None.

**COMMUNICATIONS AND PETITIONS**

**Com. No. 7 - 13 - 14. July 1, 2013.**

Submit a communication from Alderperson Lewandoske in regards to pet licenses fees collected by the City and recommending that all monies from the City of Sheboygan pet licenses be held until the City officials and the Common Council have proof that the money from the licenses is being spent on the animals and not for attorneys or any other such expenses that do not directly benefit the animals.

Was referred to the Committee on Finance.

**Com. No. 8 - 13 - 14. July 1, 2013.**

Submit a communication from Russell Rasmussen from the DNR stating that he understands from Alderperson Lewandoske that the City of Sheboygan wants to put life preserver rings on their piers and seem to think they need some sort of permit. The DNR states that unless they are expanding the pier footprint, the City would not need a permit from the DNR.

Was referred to the Committee on Public Works.

**REPORTS OF OFFICERS**

**\*R. O. No. 57 - 13 - 14. By CHIEF ADMINISTRATIVE OFFICER. July 1, 2013.**

Submitting the Annual Financial Report of the City of Sheboygan for the year ended December 31, 2012, prepared by Schenck SC.

**\*R. O. No. 58 - 13 - 14. By CITY CLERK. July 1, 2013.**

Submitting various license applications.

AMUSEMENT LICENSE (June 30, 2014)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2728	Theisen Vending Company	2335 Nevada Ave. N., Golden Valley, MN

CARNIVAL LICENSE

<u>No.</u>	<u>Name</u>	<u>Address</u>
2638	Miesfelds Lakeshore Weekend	2741 N. 40 <sup>th</sup> St. – South Pier Dist.

CIRCUS LICENSE

<u>No.</u>	<u>Name</u>	<u>Address</u>
2999	Carson & Barnes Circus Co.	516 Broughton Dr. – one-day event to be held at the Parking lot of Sheboygan Armory.

TEMPORARY CLASS "B" LICENSE

<u>No.</u>	<u>Name</u>	<u>Address</u>
1207	Liars Club	1902 S. 12 <sup>th</sup> St. – one-day event to be held 8/4/13 to include portions of Swift Ave. & backyard of 1902 S. 12 <sup>th</sup> St.
2638	Miesfelds Lakeshore Weekend	2741 N. 40 <sup>th</sup> St. – three-day event to be Held 7/26/13 to 7/28/13 to include west & east of Triple Play Bldg.
3000	Sheboygan Theatre Co.	607 S. Water St. – one-day event to be held 7/4/13 at Fountain Park.

TEMPORARY BEVERAGE OPERATOR'S LICENSE

<u>No.</u>	<u>Name</u>
0022	Gasparika, Neil A.
0025	Ohland, Megan E.

**\*R. O. No. 59 - 13 - 14. By CITY CLERK. July 1, 2013.**

Submitting a communication from the Wisconsin Department of Administration regarding the Town of Wilson annexation and stating that they have reviewed the proposed annexation and it was found to be in the public interest.

**\*R. O. No. 60 – 13 - 14. By CITY PLAN COMMISSION. July 1, 2013.**

Your Commission to whom was referred Gen. Ord. No. 7-13-14 by Alderperson Hammond and Lessard and R. O. No. 38-13-14 by City Clerk relative to granting property owned by the Town of Wilson, the privilege of annexing territory (4108 S 18<sup>th</sup> St) to the City of Sheboygan, Wisconsin; wishes to report this matter was discussed at the regular meeting of the City Plan Commission, June 11, 2013, and after due consideration, recommends approval of the Report of Officer and to pass the Ordinance.

**\*R. O. No. 61 – 13 - 14. By CITY PLAN COMMISSION. July 1, 2013.**

Your Commission to whom was referred Gen. Ord. No. 9-13-14 by Alderperson Belanger and Dassler and R. O. No. 51-13-14 by City Clerk relative to granting North and Calumet LLC the privilege of encroaching upon described portions of Schetter Avenue and N 22<sup>nd</sup> Place located in the City of Sheboygan for the purpose of a private sidewalk; wishes to report this matter was discussed at the regular meeting of the City Plan Commission, June 25, 2013, and after due consideration, recommends approval of the General Ordinance and the Report of Officer.

**\*R. O. No. 62 - 13 - 14. By TRANSIT COMMISSION. July 1, 2013.**

Your Commission met and discussed R. O. No. 14-13-14 by the City Clerk submitting a communication from Alderperson Hermann proposing that the City put parking meters in the parking lot in front of the YMCA as this would generate a lot of revenue for the City; recommends that the document be placed on file.

**R. O. No. 63 – 13 – 14. By CITY CLERK. July 1, 2013.**

Submitting an application from Susan Hubbard for a change in the zoning classification of property located at 2708 Superior Ave. from Class SI Suburban Industrial to Class SC Suburban Commercial Classification.

Was referred to the City Plan Commission.

**R. O. No. 64 - 13 - 14. By CITY CLERK. July 1, 2013.**

Submitting a communication from David Gass, President, and Dave Hoffman, Manager of the Harbor Centre BID requesting that the City of Sheboygan approve the 2013 amended budget to fund a contract for the Harbor Centre BID Master Plan Project with the Vierbicher/PUMA Team, approved by the BID Board of Directors on June 18, 2013.

Was referred to the Committee on Finance.

**R. O. No. 65 - 13 - 14. By CITY CLERK. July 1, 2013.**

Submitting an Amended Summons in the matter of Community Bank and Trust vs Maria A. Mulvaney et al.

Was referred to the Committee on Finance.

**R. O. No. 66 - 13 - 14. By CITY CLERK. July 1, 2013.**

Submitting various license applications for the period ending June 30, 2014 and June 30, 2015.

Was referred to the Committee on Law and Licensing.

**R. O. No. 67 - 13 - 14. By CITY CLERK. July 1, 2013.**

Submitting a communication from Brian Fischer requesting a waiver from the Sex Offender Residency restrictions in order to live at 929 N. 8<sup>th</sup> St.

Was referred to the Committee on Public Protection and Safety.

**RESOLUTIONS INTRODUCED**

**\*Res. No. 23 - 13 - 14. By Alderperson Carlson. July 1, 2013.**

**A RESOLUTION** in recognition of the service of Karin Menzer to Mead Public Library.

**WHEREAS**, Karin Menzer served as interim library director from February 4, 2013 to June 10, 2013; and

**WHEREAS**, Karin Menzer has been employed at Mead Public Library since February 15, 1984. After completing her appointment as interim director she returned to her position as manager of Children's Services at the library.

**WHEREAS**, she served in the capacity of interim library director in an informed, responsible, and gracious manner including representing the library to the public and at City of Sheboygan meetings; and

**WHEREAS**, as interim director Karin Menzer served as a member and secretary to both the Mead Public Library Board of Trustees and the Foundation Board of Directors accomplishing meeting preparation, attendance, and participation at both Boards monthly meetings; and

**WHEREAS**, additionally as secretary she was involved in the process to distribute authorized funds to benefit the library and the community we serve, and she was involved in the task of tax preparation on behalf of the Foundation Board of Directors; and

**WHEREAS**, she additionally enthusiastically supported the efforts of the Friends Organization including monthly updates to the Board of Trustees of the Friends plans and successes; and

**WHEREAS**, Karin Menzer as interim director managed the library staff and managers in a fair and effective manner keeping them well informed. She also moved forward with renovation to The Loft and Mead Children's Activity Center; and

**WHEREAS**, Karin Menzer is to be commended for maintaining her role as co-chair of the Sheboygan Children's Book Festival on our behalf and children, teens, and families who attend this annual fun and educational festival; and

**WHEREAS**, Board members thank Karin Menzer for her involvement and help to facilitate the hiring of Garrett Erickson as Mead Public Library director.

**NOW THEREFORE BE IT RESOLVED:** That the Mead Public Library Board does hereby publicly commend Karin Menzer for her time and attention so generously devoted to her responsibilities as interim director of the library. The Board members thank her for her commitment and recognizes her service through designation of appropriate books for purchase in her honor. Members of the Board of Trustees thank her and wish her all the best as she returns to her responsibilities as manager of Children's Services.

**\*Res. No. 24 - 13 - 14. By Alderpersons Thiel and Lewandoske. July 1, 2013.**

**A RESOLUTION** directing a public hearing to be held in connection with change of the City's Official Zoning Map for property located at 2708 Superior Ave.

**RESOLVED:** That the City Clerk is hereby directed to publish the following notice in the official newspaper in accordance with the provisions of §62.23(7)(d) of the Wisconsin Statutes:

NOTICE OF PUBLIC HEARING ON AMENDMENT TO THE  
SHEBOYGAN ZONING ORDINANCE

Notice is hereby given that a public hearing will be held at 7:00 P.M., August 5, 2013, in the Council Chambers of the City Hall, Sheboygan, Wisconsin, to give persons an opportunity to be heard relative to the proposed amendment to the City of Sheboygan's Official Zoning Map. The purpose of the amendment is to change the Use District Classification of the following described property from Class SI Suburban Industrial to Class SC Suburban Commercial Classification:

Property located at 2708 Superior Ave.

Section 16, T15N, R23E Fairview Subd., Lots 28 & 29 and the south ½ of the vacated east/west alley adjacent to said lots

**Res. No. 25 - 13 - 14. By Alderperson Hammond. July 1, 2013.**

**A RESOLUTION** authorizing the appropriate City officials to execute an access easement agreement with Betty Kauger.

**RESOLVED:** That the Mayor and City Clerk are hereby authorized to execute the Access Easement Agreement with Betty Kauger, in form substantially similar to the copy attached hereto, contingent upon receipt of the sum of \$1,500.00.

A motion by Alderperson Hammond and second by Alderperson Carlson to suspend the rules of the Common Council was passed by unanimous consent.

On motion by Alderperson Hammond and second by Alderperson Carlson, the foregoing Resolution was passed on call of the roll:

Ayes: Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele □ 14.

Nays: None.

**Res. No. 26 - 13 - 14. By Alderperson VanderWeele. July 1, 2013.**

**A RESOLUTION** authorizing the City Attorney to engage the services of special outside legal counsel to represent the Law & Licensing Committee and Common Council with regard to quasi-judicial hearings regarding the suspension/revocation of Taxicab Operator's License No. 8177 (David J. McKenzie) and Beverage Operator's License No. 9694 (John D. Schneider), and authorizing payment for said services.

**RESOLVED:** That the Common Council hereby authorizes the City Attorney to engage the services of special outside legal counsel to represent the Law & Licensing Committee and Common Council with regard to quasi-judicial hearings regarding the suspension/revocation of Taxicab Operator's License No. 8177 (David J. McKenzie) and Beverage Operator's License No. 9694 (John D. Schneider), and authorizes payment for said services.

**BE IT FURTHER RESOLVED:** That the Finance Department is hereby authorized and directed to draw on the City Attorney's Judgments & Settlement Expense Account No. 10119100-590400 in payment for said services.

A motion by Alderperson Hammond and second by Alderperson Carlson to suspend the rules of the Common Council was passed by unanimous consent.

On motion by Alderperson Hammond and second by Alderperson Carlson, the foregoing Resolution was passed on call of the roll:

Ayes: Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele □ 14.

Nays: None.

**Res. No. 27 - 13 - 14. By Alderperson Lewandoske. July 1, 2013.**

**A RESOLUTION** authorizing the designation of several sites as historic.  
Lies over under the rules to July 15<sup>th</sup>.

**Res. No. 28 - 13 - 14. By Alderperson Versey. July 1, 2013.**

**A RESOLUTION** authorizing the purchase of 1014B Erie Avenue for the purposes of the razing the property for new private investment in the neighborhood as part of the Neighborhood Revitalization Strategy Area activities.

Was referred to the City Plan Commission.

**Res. No. 29 - 13 - 14. By Alderperson Hammond. July 1, 2013.**

**A RESOLUTION** authorizing extending the contract with EMS Medical Billing Associates LLC of Milwaukee for providing Emergency Medical Services billing and collection services for an additional two years period by Letter of Agreement to that effect.

Was referred to the Committee on Finance.

**Res. No. 30 - 13 - 14. By Alderperson Hammond. July 1, 2013.**

**A RESOLUTION** to authorize a transfer of appropriations in the 2013 Budget.

Was referred to the Committee on Finance.

**Res. No. 31 - 13 - 14. By Alderperson Heidemann. July 1, 2013.**

**A RESOLUTION** authorizing soliciting request for proposals to manage the Harbor Centre Marina as the current 5-year (with a 5-year renewal option) agreement expires December 31, 2013.

Was referred to the Board of Marina, Parks and Forestry and to the Committee on Public Works.

**Res. No. 32 - 13 - 14. By Alderperson Heidemann. July 1, 2013.**

**A RESOLUTION** authorizing entering into a contract for the Erie Ave. Resurfacing project (N. 14<sup>th</sup> St. to N. 8<sup>th</sup> St), Bid 2359-13;

Was referred to the Committee on Public Works.

**Res. No. 33 - 13 - 14. By Alderperson Heidemann. July 1, 2013.**

**A RESOLUTION** authorizing the appropriate City Officials to execute an Amendment No. 3 to the contract between the City of Sheboygan, State of Wisconsin Dept. of Transportation, and AECOM Technical Services, Inc. in the amount of \$24,552.02 for the Sidewalk Gap Filling Project Id. 4996-01-53.

Was referred to the Committee on Public Works.

**Res. No. 34 - 13 - 14. By Alderperson Heidemann. July 1, 2013.**

**A RESOLUTION** authorizing signing easement(s) for a mini-storm sewer to be constructed in portions of their property.

Was referred to the Committee on Public Works.

**REPORTS OF COMMITTEES**

**\*R. C. No. 64 - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.**

Your Committee to whom was referred Com. No. 3-13-14 from Thomas and Christina Blindauer regarding parking concerns involving a boat and an RV; recommends that the Police Department draft an appropriate Ordinance.

**\*R. C. No. 65 - 13 - 14. By PUBLIC WORKS. July 1, 2013.**

Your Committee to whom was referred the following:

1. Com. 4-13-14 from Pam Schneekloth stating that garbage is still a problem at Wildwood Cemetery; and
2. Com. 6-13-14 from Andrew Baumann regarding the current condition of south beach (High Ave. and Kings Park);

recommends that the documents be placed on file.

**\*R. C. No. 66 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 27-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following application by granted contingent upon the application being corrected, and with a warning to include all violations on future applications.

TAXICAB OPERATOR'S LICENSE (NEW)(June 30, 2014)

No.	Name
9217	Bence, Frederick E.

**R. C. No. 67 - 13 - 14. By WHOLE. July 1, 2013.**

Your Committee to whom was referred R. O. No. 332-12-13 by the City Clerk submitting a communication from Alderperson Bohren regarding the City of Sheboygan 2012 and 2013 Health Insurance rates; recommends referral of document to Salaries and Grievances.

Was referred to the Committee on Salaries and Grievances.

**\*R. C. No. 68 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 45-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following applications be withdrawn.

TAXICAB OPERATOR'S LICENSE (June 30, 2014)

No.	Name
6914	Bayer, Adam M.
5842	Sanstadt, Theodore T.

**\*R. C. No. 69 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 45-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following applications be granted contingent upon the application being corrected, and with a warning to include all violations on future applications:

BEVERAGE OPERATOR'S LICENSE (June 30, 2015)

No.	Name
8216	Haas, Brooks F.

TAXICAB OPERATOR'S LICENSE (June 30, 2014)

No.	Name
7731	Santana, Reynel

**\*R. C. No. 70 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 46-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following licenses be granted contingent upon the application being corrected, and with a warning to include all violations on future applications:

BEVERAGE OPERATOR'S LICENSE (RENEWAL) (June 30, 2015)

No.	Name
9517	Prinsen, Cole A.

**\*R. C. No. 71 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 46-13-14 by the City Clerk, submitting license application for the period ending June 30, 2014 and June 30, 2015; that the following licenses be granted:

BEVERAGE OPERATOR'S LICENSE (RENEWAL) (June 30, 2015)

No.	Name
9485	Brickey Jr., Michael C.
7853	Nitze, Theresa L.

**\*R. C. No. 72 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 52-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following licenses be granted:

CHANGE OF PREMISE

No.	Name	Address
2914	T & L's Northstar	3004 N. 8 <sup>th</sup> St. – one-day event to be held 7/6/13 to include parking lot & Grassy area west side of building & south concrete area.

FERMENTED MALT BEVERAGE LICENSE (NEW)(June 30, 2014)

No.	Name	Address
2996	Dickey's Barbecue Pit	2719 Calumet Dr.

CLASS "C" WINE LICENSE (NEW)(June 30, 2014)

No.	Name	Address
2996	Dickey's Barbecue Pit	2719 Calumet Dr.

CLASS "A" FERMENTED MALT BEVERAGE (Renewal)(June 30, 2014)

No.	Name	Address
1424	Walgreens #06097	3320 S. Business Dr.
2088	Walgreens #6570	1029 N. 14 <sup>th</sup> St.
2601	Walgreens #12020	2702 Calumet Dr.

"CLASS B" LIQUOR LICENSE (Renewal)(June 30, 2014)

No.	Name	Address
1912	Brisco County Wood Grill	539 Riverfront Dr.
2373	Duke of Devon, The	739 Riverfront Dr.

1926 Il Ritrovo 515 S. 8<sup>th</sup> St.  
 1412 Trattoria Stefano 522 S. 8<sup>th</sup> St.

BEVERAGE OPERATOR'S LICENSE (NEW)(June 30, 2015)

<u>No.</u>	<u>Name</u>
7431	Carcara, Frank J.
0010	Groenewald, Constance M.
0009	Jarrett, Tabitha L.
0005	Jensen, Marissa A.
9995	Kovacich, Joseph R.
8516	Lepak, Nichole M.
0004	McRae, Ruby M.
0006	Miller, Matthew P.
9996	Neese, Cassandra L.
6815	Quasius, Jaclyn A.
0013	Sass, Kaila K.
1055	Scheibl, Robert J.
7616	Shaha, Eryn L.
7675	Wery, Shakira L.

BEVERAGE OPERATOR'S LICENSE (RENEW)(June 30, 2015)

<u>No.</u>	<u>Name</u>
6261	Alcala, Norma L.
4736	Bartlow, Keli M.
9220	Boeldt, Caslin M.
5340	Call, Matthew D.
7020	Dawson, Elizabeth M.
8213	Dern, Kathy M.
9213	Diven, Tiffany M.
4689	Ellinger, Shannon S.
1312	Felsing, Mary Beth
2377	Fischer, Donna S.
9338	Flores, Diane G.
6149	Greger, Kimberly A.
2993	Hemsing, Steven R.
8391	Hernandez, Jose U.
7782	Heyman, Benjamin F.
9390	Janey, Heather J.
9401	Jantz, Crystal P.
7249	Kisolek, Jeannie M.
9426	Kress, Scott J.
9188	Moya, Joseph R.
5631	Mueller, Tiffany M.
1919	Norris, Mary J.
9451	O'Connell, Cooper R.
9536	Patz, Derek A.
3797	Pena, Javier (Club)
6184	Pfeifer, Katherine A.
9353	Phalin-Christman, Thomas J.
2497	Reineking, Janelle G.
6888	Rosas, Lucia
8451	Rupnik, Rachel M.
6350	Steinberg, Scott L.
5985	Strohmeyer, Joseph J.
9402	Trout, Autumn E.
6231	Uribe, Silvia
9083	Von Der Puetten, Frank
3089	Walker, Elizabeth Ann
6803	Wilsing, William J. (Club)
9389	Zerger, Brian R.

TAXICAB OPERATOR'S LICENSE(NEW) (June 30, 2014)

<u>No.</u>	<u>Name</u>
0012	Loya, Felix A.

TAXICAB OPERATOR'S LICENSE(RENEWAL) (June 30, 2014)

<u>No.</u>	<u>Name</u>
9812	Kropuenske, Vincent E.
7805	Reiner, Michael G.

**\*R. C. No. 73 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 52-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following applications be granted contingent upon the applicaton being corrected, and with a warning to include all violations on future applications:

BEVERAGE OPERATOR'S LICENSE (NEW)(June 30, 2015)

<u>No.</u>	<u>Name</u>
7782	Heyman, Benjamin F.
0004	McRae, Ruby M.
1055	Scheibl, Robert J.

**R. C. No. 74 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 27-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following Taxicab Operator's License #9953 be denied based upon his failure to accurately reveal all relevant convictions on his application and his record of violations related to the licensed activity.

On motion by Alderperson VanderWeele and second by Alderperson Matichek, the Report of Committee was accepted and adopted on call of the roll:

Ayes: Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele  14.

Nays: None.

**R. C. No. 75 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 45-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following Taxicab Operator's License #8913 be denied based upon her failure to accurately reveal all relevant convictions, her record of violations related to the licensed activity, and a negative recommendation from the Sheboygan Police Department.

On motion by Alderperson VanderWeele and second by Alderperson Matichek, the Report of Committee was accepted and adopted on call of the roll:

Ayes: Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele  14.

Nays: None.

**R. C. No. 76 - 13 - 14. By LAW AND LICENSING. June 17, 2013.**

Your Committee to whom was referred R. O. No. 52-13-14 by the City Clerk, submitting license applications for the period ending June 30, 2014 and June 30, 2015; that the following change of premise application be denied due to the fact that the applications includes non-contiguous areas.

CHANGE OF PREMISE

<u>No.</u>	<u>Name</u>	<u>Address</u>
2805	Blue Harbor I	725 Blue Harbor Dr. – one-day event to be held 7/4/13 to include current premise and grassy area by the Triple Play Building.

On motion by Alderperson VanderWeele and second by Alderperson Matichek, the Report of Committee failed on call of the roll:

Ayes: None.

Nays: Belanger, Bohren, Dassler, Donohue, Hammond, Heidemann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VandeerWeele  12.

Abstain: Carlson, Hermann  2.

On motion by Alderperson Hammond and second by Alderperson VanderWeele to grant the change of premise was passed on call of the roll:

On motion by Alderperson VanderWeele and second by Alderperson Matichek, the Report of Committee was accepted and adopted on call of the roll:

July 1, 2013

Ayes: Belanger, Bohren, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele □ 13.

Nays: None.

Abstain: Carlson □ 1.

**\*R. C. No. 77 - 13 - 14. By SALARIES AND GRIEVANCES. July 1, 2013.**

Your Committee to whom was referred Res. No. 10-13-14 by Alderperson Donohue amending, for the calendar year 2014 and going forward, the monthly premium share for dental insurance for all non-represented employees and elected officials; recommends that the Resolution be passed.

**\*R. C. No. 78 - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.**

Your Committee to whom was referred Res. No. 20-13-14 by Alderperson Carlson authorizing application for the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award, Local Solicitation and entering into a Memorandum of Understanding with Sheboygan County; recommends that the Resolution be passed.

**\*R. C. No. 79 - 13 - 14. By PUBLIC WORKS. July 1, 2013.**

Your Committee to whom was referred Res. No. 21-13-14 by Alderperson Heidemann authorizing signing easement(s) for a mini-storm sewer to be constructed in portions of various properties (Burkart, Feld); recommends that the Resolution be passed.

**\*R. C. No. 80 - 13 - 14. By PUBLIC WORKS. July 1, 2013.**

Your Committee to whom was referred Res. No. 22-13-14 by Alderperson Heidemann authorizing the appropriate City Officials to execute a contract between the City of Sheboygan and Short Elliott Hendrickson, Inc., (SHE), in the amount of \$14,470 for the design of the Pennsylvania Ave. siphon modifications; recommends that the Resolution be passed.

**R. C. No. 81 - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.**

Your Committee to whom was referred R. C. No. 60-13-14 by Finance and Res. No. 13-13-14 by Alderperson Carlson amending the city's bond schedule; recommends sending the document back to Council with no recommendations.

Was referred to the Committee on Public Protection and Safety.

**R. C. No. 82 - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.**

Your Committee to whom was referred Res. No. 14-13-14 by Alderperson Carlson providing a list of approved evidence-based alcohol education programs pursuant to §70-154(c)(2), Sheboygan Municipal Code; recommends sending the document back to Council with no recommendations.

Was referred to the Committee on Public Protection and Safety.

**R. C. No. 83 - 13 - 14. By PUBLIC PROTECTION AND SAFETY. July 1, 2013.**

Your Committee to whom was referred Gen. Ord. No. 8-13-14 by Alderperson Carlson creating section 70-154 of the Municipal Code, entitled "Public Intoxication," so as to prohibit intoxication in public places, provide a penalty, and provide an alternative to said penalty in certain situations; recommends sending the document back to Council with no recommendations.

Was referred to the Committee on Public Protection and Safety.

**RESOLUTIONS ON SECOND READING**

**\*Res. No. 10 - 13 - 14. By Alderperson Donohue. May 20, 2013.**

**A RESOLUTION** amending, for the calendar year 2014 and going forward, the monthly premium share for dental insurance for all non-represented employees and elected officials.

**RESOLVED:** That the monthly premium share for the Dental Benefit Plan for all non-represented employees and elected officials shall increase to 15% per month, with the exception that part-time non-represented employees shall pay 50% of the monthly premium, so as to match all other benefit premiums, effective for January 2014 coverage and thereafter.

**\*Res. No. 20 - 13 - 14. By Alderperson Carlson. June 17, 2013.**

**A RESOLUTION** authorizing application for the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award, Local Solicitation and entering into a Memorandum of Understanding with Sheboygan County.

**WHEREAS**, the City of Sheboygan and Sheboygan County have the opportunity to obtain a federal local solicitation grant in the total amount of \$13,191 funded through the Edward Byrne Memorial Justice Assistance Grant Program, which is the primary provider of federal criminal justice funding to state and local jurisdictions, and

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**WHEREAS**, in order to obtain the grant in the amount of \$13,191, it is necessary for the County to submit an application through the Justice Assistance Grant Award Program to obtain funding for the purchase of an analytical software package and Tasers and for the County to enter into a memorandum of understanding with the City of Sheboygan for the sharing of grant proceeds and the equipment purchase therewith under terms similar to previous memoranda of understanding with the City of Sheboygan for previous similar grant award sharing, and

**WHEREAS**, the funding received would be 100% from federal sources with no state or local match requirement;

**NOW, THEREFORE, BE IT RESOLVED:** That the City of Sheboygan Common Council authorizes the Mayor and Chief of Police to execute the 2013 Justice Assistance Grant Program Award Memorandum of Understanding between the City of Sheboygan and the County of Sheboygan, for \$13,191 of the funds to be disbursed to the County of Sheboygan under terms similar to previous memoranda of understanding with Sheboygan County for previous similar grant award sharing.

**\*Res. No. 21 – 13 - 14. By Alderperson Heidemann. June 17, 2013.**

**A RESOLUTION** authorizing signing easement(s) for a mini-storm sewer to be constructed in portions of their property.

**RESOLVED:** That the Mayor and City Clerk are hereby authorized to sign the easement(s) for a mini-storm sewer for the following properties:

1. Dennis W. Burkart and Mary L. Burkart, 1711 N. 27<sup>th</sup> Pl.
2. Dale R. Feld and Barbara A. Feld, 530 S. 27<sup>th</sup> St.

**\*Res. No. 22 - 13 - 14. By Alderperson Heidemann. June 17, 2013.**

**A RESOLUTION** authorizing the appropriate City Officials to execute a contract between the City of Sheboygan and Short Elliott Hendrickson, Inc., (SEH), in the amount of \$14,470 for the design of the Pennsylvania Ave. siphon modifications.

**RESOLVED:** That the appropriate City Officials is authorized to execute a contract between the City of Sheboygan and SEH in the amount of \$14,470 as shown in the attachment for the design of the Pennsylvania Ave. siphon modifications.

#### **ORDINANCES ON SECOND READING**

**\*Gen. Ord. No. 7 – 13 - 14. By Alderpersons Hammond and Lessard. June 3, 2013.**

**AN ORDINANCE** annexing territory to the City of Sheboygan, Wisconsin.

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

Section 1. In accordance with sec. 66.0217 of the Wisconsin Statutes and the petition for direct annexation by unanimous approval filed with the city clerk on the 30th day of May, 2013, signed by all the electors residing in the territory and the owners of all the real property in the territory, together with a scale map and a legal description of the property to be annexed, the following described territory in the Town of Wilson, Sheboygan County, Wisconsin, is hereby annexed to the City of Sheboygan, Wisconsin:

PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 3, T. 14 N., R. 23 E., SHEBOYGAN COUNTY, STATE OF WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF S. 18TH ST., ALSO KNOWN AS THE NORTH/SOUTH 1/4 LINE, AND THE EAST/WEST 1/4 LINE OF SECTION 3, T. 14 N., R. 23 E., THENCE WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 340' TO THE POINT OF BEGINNING, THENCE CONTINUING WEST ALONG SAID EAST/WEST 1/4 LINE 630', TO A POINT 970' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE SOUTH, PARALLEL TO SAID NORTH/SOUTH 1/4 LINE 673', THENCE EAST 630', 673' SOUTH OF AND PARALLEL TO THE EAST/WEST 1/4 LINE TO A POINT 340' WEST OF THE NORTH/SOUTH 1/4 LINE, THENCE NORTH 673' PARALLEL TO SAID NORTH/SOUTH 1/4 LINE TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 423,987.85 SQ. FT. OR 9.73 ACRES. (Part of Tax Parcel No. 59030451620)

Section 2. From and after the date of this ordinance, the territory described in Section 1 shall be a part of the City of Sheboygan for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Sheboygan.

Section 3. In accordance with sec. 66.0217(14) of the Wisconsin Statutes, the City of Sheboygan agrees to pay annually to the Town of Wilson, for five (5) years, an amount equal to the amount of property taxes that the Town levied on the annexed territory, as shown by the tax roll under sec. 70.65 of the Wisconsin Statutes, in the year in which the annexation is final.

Section 4. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

July 1, 2013

Section 5. The territory described in Section 1 of this ordinance is hereby made a part of the 23rd Ward and 7th Aldermanic District.

Section 6. This ordinance shall take effect upon passage and publication as provided by law.

**\*Gen. Ord. No. 9 – 13 - 14. By Alderpersons Belanger and Dassler. June 17, 2013.**

**AN ORDINANCE** granting North and Calumet, LLC, its successors and assigns, the privilege of encroaching upon described portions of Schetter Avenue and N. 22<sup>nd</sup> Place located in the City of Sheboygan for the purpose of a private sidewalk.

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

Section 1. Subject to the terms and conditions contained herein, North and Calumet, LLC, its successors and assigns, is hereby granted the privilege of encroaching into that part of Schetter Avenue and North 22<sup>nd</sup> Place right of way adjacent to Lot 1 of Certified Survey Map recorded on Pages 176 to 178 volume 25 of Certified Surveys, located in Sect. 15, T.15N., R.23E., in the City of Sheboygan, Sheboygan County, Wisconsin, being more particularly described as follows:

Commencing at the northeast corner of said Certified Survey Map also being the center line of N. 22<sup>nd</sup> Place, thence N.89°59'28"W. 25.00 feet to the west right of way line for N. 22<sup>nd</sup> Place, thence South 46.10' along said west right of way to the point of beginning, thence S.45°17'30"E. 5.53 feet to the south line of Schetter Avenue, thence N.89°59'28"W. 3.9 feet along said south right of way line to the west line of N. 22<sup>nd</sup> Place, thence north along said west line 3.9 feet to the point of beginning.

Said parcel contains 7.66 sq. ft., in accordance with the sketch attached hereto and made a part hereof.

Section 2. The privilege as granted above is granted only on the condition that by the acceptance of the privilege, the said North and Calumet, LLC, its successors and assigns:

a. Shall become primarily responsible and liable for all and any damage to persons or property caused by and arising from the grant and exercise of such privilege.

b. Shall remove the encroachment allowed herein within ten (10) days after notice so to remove given by the State of Wisconsin or the City of Sheboygan; in the event of the failure so to remove, the said North and Calumet, LLC, its successors and assigns: shall pay the costs of removal by the State of Wisconsin or the City of Sheboygan, waiving all claim or claims for damages resulting from such removal, whether the removal is done by the said North and Calumet, LLC, its successors and assigns, or by the State of Wisconsin or by the City of Sheboygan.

c. Shall pay such compensation to the City of Sheboygan for the grant of this privilege as may be determined by a board consisting of the Mayor, the Director of Public Works and the City Attorney; the compensation shall be paid into the General Fund.

d. Shall make such construction and/or alterations and maintain the same subject to the approval of the City Building Inspector and Director of Public Works, and shall waive the right to contest in any manner the validity of this ordinance or the amount of compensation charged.

Section 3. The provisions of §66.0425(1) thru (5) of the Wisconsin Statutes are incorporated herein by reference to all intents and purposes as if set out fully.

Section 4. The City Clerk is authorized and directed to record a certified copy of this ordinance in the office of the Register of Deeds for Sheboygan County, Wisconsin, the costs thereof to be charged to the General Fund.

Section 5. This ordinance shall take effect and be in full force from and after its passage and publication and upon payment of the consideration to be determined hereunder, provided, however, that in the event of failure to exercise the privilege herein granted and the payment of such consideration within six (6) months from the effective date hereof, then and in that event such privilege shall be rendered null and void.

**ORDINANCES INTRODUCED**

**Gen. Ord. No. 10 - 13 - 14. By Alderpersons Thiel and Lewandoske. July 1, 2013.**

**AN ORDINANCE** amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 2708 Superior Ave. from Class SI Suburban Industrial to Class SC Suburban Commercial Classification.

Was referred to the City Plan Commission.

**Gen. Ord. No. 11 - 13 - 14. By Alderpersons Donohue and Matichek. July 1, 2013.**

**AN ORDINANCE** granting 8<sup>th</sup> Street Ale Haus Holdings, LLC, its successors and assigns, the privilege of encroaching upon described portions of N. 8<sup>th</sup> St. located at 1132 N. 8<sup>th</sup> St. in the City of Sheboygan for the purpose of maintaining an outside dining area.

Was referred to the City Plan Commission.

**July 1, 2013**

There being no further business, on motion by Alderperson Hammond and second by Alderperson Carlson, the meeting was then adjourned on call of the roll:

Ayes: Belanger, Bohren, Carlson, Dassler, Donohue, Hammond, Heidemann, Hermann, Lessard, Lewandoske, Matichek, Pentico, Thiel, VanderWeele □ 14.

Nays: None.

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Mayor

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City Clerk