

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

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## City of Sheboygan

### Operational and Organizational Assessment: Finance and Human Resources Departments - Summary

- Reviewed the departments' organizational structure and practices in relation to the strategic plans, roles and responsibilities, services provided, staffing levels, and workload.
- Analyzed items such as training, cross-training, succession planning, and resource utilization
- Reviewed documentation requested and received
- Interviewed 16 personnel from departments – Finance, Human Resources, and others within city
- Identified overall key needs for the departments including:
  - Training on different systems
  - Cross-training employees
  - Creating and/or updating policies and procedures
  - Proper segregation of duties
  - Increased use of current technology available (specifically from banking partners)
  - Establishing a month end closing and financial statement process
- Identified areas where efficiencies can be implemented:
  - Move to only using 1 ERP system (MUNIS) and sunset old AS400
  - More fully utilize available capabilities of the MUNIS system
  - Enforce MUNIS system workflows and approvals to strengthen controls
  - Encourage expense reductions through expanded vendor available programs
  - Work with vendors to reduce extremely manual cumbersome monthly processes
  - Improve financial awareness with journal entry, account reconciliation, and monthly closing processes that produce departmental financial statements for budget managers
  - Perform collection processes on delinquent tax assessments
  - Encourage timely submission of approvals required for recurring processes such as payroll and budgets
  - Properly vet changes to employee benefits and use employee benefit feedback supplied
- Finance Department has obstacles to overcome including: lack of training to keep current with technology, overcoming a lack of segregation of duties in the past, few current policies and procedures, and overcoming previous lack of empowerment within the positions to expand their job duties.
- Human Resources Department faces challenges of consistently working collaboratively across the team, receiving information from other departments in a timely manner to prevent re-work and highly stressful deadline situations, and few current policies and procedures established.
- The assessment brought to light items that exist that may not be optimal but which are able to be addressed/fixed/corrected through a systematic on-going approach and the dedication and desire to improve.
- A couple of the items noted have already been addressed and improvements achieved!

PRIORITY: 1 = HIGHEST, 4 = LOWEST

Item #	Item Name	Assigned Dept	Assigned Staff	Priority Group	CLA Recommendations	City Response to Recommendations	Estimated Range of Hours to complete	Start Date		Completion Date		Additional Training necessary	Estimated Cost	Notes:
								Estimated	Actual	Estimated	Actual			
ITS-1	ERP (MUNIS) System	IT and All City depts that use MUNIS		1	<ul style="list-style-type: none"> <li>•Consolidate to one system</li> <li>•Develop plan to transition Financial applications off the AS400.</li> <li>•Determine which modules are needed to transition off AS400</li> <li>•Create transition team</li> </ul>	<ul style="list-style-type: none"> <li>•We have started to analyze the application use on the AS400 and identify where we may need to purchase addition software or services.</li> </ul>	2,000 to 4,000	1/1/2020	1/1/2020	12/31/2024		2021- \$35,000 2022- \$25,000 2023- \$35,000 Note: 2025- \$35,000 Non-Financial applications		
ITS-2	MUNIS System for HR			3	<ul style="list-style-type: none"> <li>•Perform MUNIS HR Assessment to for improved efficiencies.</li> </ul>	<ul style="list-style-type: none"> <li>•Utilize Tyler Planned Annual Continuing Education (PACE) Program Investment Assessment to perform an in-depth analysis of Payroll/HR. The outcome of this analysis will outline opportunity for improved business processes using existing functionality in MUNIS. Note: We can request an assessment every 3 years.</li> </ul>	120 to 240						Currently included in the IT PACE annual subscription of \$5,325	
						<ul style="list-style-type: none"> <li>•Utilize Tyler Planned Annual Continuing Education (PACE) Program</li> </ul>	4 hour minimum training sessions							
						<ul style="list-style-type: none"> <li>•Utilize the Baecore Group to perform a Payroll Assessment</li> </ul>	10 to 20	4/15/2020	4/15/2020	5/15/2020		\$1,000		
						<ul style="list-style-type: none"> <li>•Utilize the Baecore Group to perform an HR Assessment</li> </ul>						\$15,000 - \$30,000		
ITS-3	MUNIS Customer Service			2	<ul style="list-style-type: none"> <li>•Make MUNIS customer support contact information available to all employees. •Set expectation that employees should contact MUNIS customer support as their first step.</li> </ul>	<ul style="list-style-type: none"> <li>•IT will identify and document the resources available for MUNIS support.</li> </ul>	8 to 16	4/29/2020	4/29/2020	5/22/2020				
						<ul style="list-style-type: none"> <li>•IT will work with the IT Steering Team to determine how best to use these resources. Such as, should we develop user champions for specific applications. We will then provide training on leveraging the resources.</li> </ul>	40 to 60	5/22/2020		7/6/2020				
						<ul style="list-style-type: none"> <li>•IT will continue to work with departments to leverage our PACE days for topics of interest. Note: IT currently subscribes to 5 training days per year.</li> </ul>		ongoing		ongoing		\$5,325 / year	More days can be purchased if needed.	
ITS-4	IT Department			1	<ul style="list-style-type: none"> <li>•Bring the IT Department into the discussions involving system process change or issues at the beginning of the discussion.</li> </ul>	<ul style="list-style-type: none"> <li>•IT has just launched an IT Steering Team consisting of representatives from the following departments: - Finance, Human Resources, City Clerks, Planning and Development, City Attorney, DPW, Police, Fire, Transit, City Administrator, Mayor, Mead Public Library, Municipal Courts</li> </ul>	20	3/5/2020	3/5/2020	3/5/2020	3/5/2020			
ITS-5	MUNIS Workflows			3	<ul style="list-style-type: none"> <li>•Review existing Finance and HR system workflows and correct where necessary.</li> <li>•Create Finance and HR system workflows as necessary.</li> <li>•Hold employees accountable for following the workflows.</li> </ul>		200 to 500	5/18/2020		10/31/2020				
AP-1	Purch Order (PO) Process/Spend Approval	Finance		1	<ul style="list-style-type: none"> <li>•Monetary authorization policy accessible to others which defines the approver of certain types of expenses and amounts as well as the delegation should approver be out of office.</li> <li>•Implement and enforce PO system for front-end approvals.</li> <li>•Policy that outlines required use of PO vs back-end invoice approval.</li> </ul>	<ul style="list-style-type: none"> <li>•Foundational - Policy and procedure</li> <li>•Update existing Procurement Policy</li> <li>•Educate and train City staff on the policy and adherence</li> </ul>								
AP-2	Accounts Payable Approvals	Finance and other departments with invoice entry		1	<ul style="list-style-type: none"> <li>•Various approvals to process payments</li> <li>•Department sign-off and approval</li> <li>•Pre-cursor review that required data is included and accurate</li> <li>•Finance Dept personnel should approve before payment is made.</li> <li>•Large dollar threshold should have second management approval</li> </ul>	<ul style="list-style-type: none"> <li>•Foundational - Policy and procedure</li> <li>•City already has dual approval process with Finance Dept approving all invoices.</li> <li>•Could modify process to become less controls but more efficient by eliminating some Finance Dept approvals.</li> <li>•Work with IT to modify MUNIS AP dollar thresholds</li> </ul>								







Item #	Item Name	Assigned Dept	Assigned Staff	Priority Group	CLA Recommendations	City Response to Recommendations	Range of Hours to complete	Estimated	Actual	Estimated	Actual	Additional Training necessary	Estimated Cost	Notes:
EE-5	Standardized Method of Employee Communication	HR and all city departments		1	<ul style="list-style-type: none"> <li>•Look at methods of electronic receipt of information for employees not assigned city email addresses</li> <li>•Change policy and require all employees be assigned email address at time of hire</li> <li>•If not assigning email addresses attempt to gain personal email addresses</li> <li>•Requiring all hourly employees record their time electronically</li> </ul>	<ul style="list-style-type: none"> <li>•Scrolling electronic kiosks/screens in breakrooms and departments will help to push out information to all employees. This is a work in progress.</li> <li>•HR department to determine the practicality of all employees having electronic or paper documents for communication.</li> </ul>								
EE-6	Terminated Employee Off-Boarding	HR and all city departments		1	<ul style="list-style-type: none"> <li>•Create formalized off board process</li> <li>•Create consistent form to document the required information and include a sign-off by employees supervisor</li> <li>•Human Resources will be only ones to make changes in the system</li> <li>•Human Resources will review form to ensure accuracy</li> </ul>	<ul style="list-style-type: none"> <li>•This item is closely tied with employee onboarding process; in essence a reverse checklist of items and documents to process. The offboard process is being developed alongside the onboarding process.</li> </ul>								
EE-7	Cross Training	Human Resources and Finance		1	<ul style="list-style-type: none"> <li>•Identify critical processes that are performed regularly and designate individuals to be back-up</li> <li>• All policies and procedures associated with critical functions should be reviewed and updated regularly</li> <li>•Set goals for getting department personnel cross-trained. Designated back-ups should train/review/perform the duties on a consistent basis (at least annually) to maintain knowledge of procedures</li> </ul>	<ul style="list-style-type: none"> <li>•Cross training is a critical need for both HR and Finance. After reviews of job duties and skills assessments identified employees will be trained to serve as back-ups.</li> </ul>								
EE-8	Regulatory Compliance	Human Resources		2	<ul style="list-style-type: none"> <li>•Create a list of all required compliance filings by date</li> <li>•Review list with department annual and update as needed</li> <li>•Store listing in shared location</li> </ul>	<ul style="list-style-type: none"> <li>•HR staff have begun to compile this report. All departmental employees will contribute to this shared document.</li> </ul>								
EE-9	Roles and Responsibilities	Human Resources and Finance		1	<ul style="list-style-type: none"> <li>•An assessment of the Finance Department roles and responsibilities to ensure optimal division of duties</li> <li>•A listing of critical processes and duties should be created</li> <li>•All position roles and responsibilities should be document to ensure all duties are accounted for and assigned</li> </ul>	<ul style="list-style-type: none"> <li>•EE-9 has the highest priority of all the items. The completion of this item will serve as the foundation for all other action items.</li> </ul>								
EE-10	Payroll Approvals	HR and all city departments		1	<ul style="list-style-type: none"> <li>•Mandate all employees use online time entry</li> <li>•Establish written policy that requires managers to approve all time by Monday at noon</li> <li>•Communicate policy and hold approvers accountable</li> <li>•Create and deliver a weekly compliance report to the City Administrator by Monday at 2 p.m. so he can reach out to those who are non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>•This item is completed. An updated timekeeping policy was developed and distributed to all employees. Compliance with the policy has improved significantly. HR will incorporate this into the training/development program mentioned above.</li> </ul>					Complete			
EE-11	Employee Benefits and Vendors	Human Resources		1	<ul style="list-style-type: none"> <li>•Follow RFP process of 2-3 vendors for proper price comparison</li> <li>•Follow existing city ordinance for specific requirements</li> </ul>	<ul style="list-style-type: none"> <li>•Human Resources and Finance set the example for accountability in the organization. City ordinances and process are and will be followed.</li> </ul>								
EE-12	Employee Benefits - Employee Requests/Concerns	Human Resources		1	<ul style="list-style-type: none"> <li>•Include the right employees in discussion about changes</li> <li>•Look at employee suggestions for benefits and use to complete budget</li> </ul>	<ul style="list-style-type: none"> <li>•The Group Health Insurance and Wellness Committee has been empowered to ask more questions and to have more input in the research of comprehensive and affordable healthcare plans beginning in 2019. Currently working on benefits for 2021.</li> </ul>					Complete and Ongoing			



**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** R.O. No. 155-19-20 by Finance Director submitting the Operational and Organizational Assessment report dated February 7, 2020 with regard to the City of Sheboygan Finance and Human Resources Departments which was prepared by CliftonLarsonAllen LLP (“CLA”) pursuant to Res. No. 206-18-19 adopted on April 15, 2019.

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**REPORT PREPARED BY:** Marty Halverson, Finance Director

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**REPORT DATE:** May 6, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The City of Sheboygan in April of 2019 per Res. No. 206-18-19 contracted CLA to perform an Operational and Organizational Assessment for the Finance and Human Resources Departments. This assessment was to address various departmental concerns and provide feedback of observations and recommendations for improvements. The assessment was conducted over a several month timeframe with exchanging of information, staff interviews, and discussions with management. The individual staff interviews, which included the staff within the Finance, Human Resources, and City Administrator Departments, as well as the Information Technology Director was where much of the report information was derived.

**STAFF COMMENTS:**

Overall the report supports items already identified and currently being worked on along with areas that hadn't been previously identified. These items are operational in nature as well as identifying culture challenges within the departments, between the departments, and the overall suite space. The Finance Department, Human Resources Department, and Information Technology Department have been working with staff to gather additional feedback regarding steps necessary to work towards the recommendations provided by CLA. An initial meeting with the staff was held for discussion and questions and answers related to the report. Some of the recommendations will be items that can be accomplished within a short time frame where as others might require some training and/or tools to achieve the recommended goals. Management in coordination with the staff have created a recommendation of prioritization to the items. Some of the prioritization is in conjunction with other improvement areas already in progress that might not have been identified but yet are still important to the departments. The timeframe for these items will continue to be a work in progress due to the quantity and interrelations of the items.

**ACTION REQUESTED:**

Motion to recommend the Common Council accept R.O. 155-19-20 by Finance Director submitting the Operational and Organizational Assessment report dated February 7, 2020 with regard to the City of Sheboygan Finance and Human Resources Departments which was prepared by CliftonLarsonAllen LLP (“CLA”) pursuant to Res. No. 206-18-19 adopted on April 15, 2019.

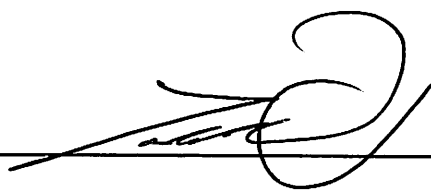
**ATTACHMENTS:**

- I. R.O. 155-19-20
- II. Res. No. 160-19-20
- III. Operational and Organizational Assessment report
- IV. Operational and Organizational Assessment summary spreadsheet

R. C. No. 301 - 19 - 20. By FINANCE AND PERSONNEL COMMITTEE.  
April 8, 2020.

Your Committee to whom was referred R. O. No. 155-19-20 by Finance Director submitting the Operational and Organizational Assessment report dated February 7, 2020 with regard to the City of Sheboygan Finance and Human Resources Departments which was prepared by CliftonLarsonAllen LLP ("CLA") pursuant to Res. No. 206-18-19 adopted on April 15, 2019; recommends referring to the Finance and Personnel Committee of the 2020-2021 Council.

*F+P  
2020-2021*

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

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

R. O. No. 155 - 19 - 20. By FINANCE DIRECTOR. February 17, 2020.

Submitting the Operational and Organizational Assessment report dated February 7, 2020 with regard to the City of Sheboygan Finance and Human Resources Departments which was prepared by CliftonLarsonAllen LLP ("CLA") pursuant to Res. No. 206-18-19 adopted on April 15, 2019.

\_\_\_\_\_  
Finance Director

Finance  
Personnel



February 7, 2020

## Operational and organizational assessment

# CITY OF SHEBOYGAN — FINANCE & HUMAN RESOURCES DEPARTMENTS

*Prepared by:*

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February 7, 2020

Mr. Marty Halverson  
Finance Director  
City of Sheboygan, Wisconsin  
828 Center Avenue  
Sheboygan, WI 53081

Dear Marty,

On behalf of CliftonLarsonAllen LLP ("CLA") and the members of our client service team, we are pleased to present our report on the Organizational and Operational Assessment performed for the City of Sheboygan, Finance and Human Resources Departments. We have captured observations and developed recommendations that we feel will enhance the organizational structure as well as improve operational effectiveness and efficiency of the departments, including control enhancements, resource optimization, and role modifications/enhancements to ensure appropriate reporting of financial information.

We appreciate this opportunity to serve you. Per CLA leading practices, this report is a draft and will not be considered final until you have had the opportunity to review and provide feedback. Subsequent to your review, we welcome the opportunity for a collaborative discussion in working to a final report.

Sincerely,

**Bill Judd, MBA**  
**Senior Director, Client Services**  
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[bill.judd@CLAconnect.com](mailto:bill.judd@CLAconnect.com)

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## Project Background and Scope

CLA performed an Operational and Organizational Assessment for the City of Sheboygan Finance and Human Resources Departments.

The scope of services encompassed performing an Operational and Organizational Assessment. Specific assessment activities included:

- Review and assess the organization structure and operational practices.
- Review and assess the efficiency of department operations in relation to staffing.
- Review and assess process workflow and process information flow within and outside the Finance and Human Resources Departments.
- Evaluate key processes to determine overall effectiveness and identify risks/controls including Segregation of Duties and Delegation of Authority.
- Review and assess Process Documentation and Policies and Procedures.
- Develop recommendations that will enhance the organizational structure and operations.

In conjunction with the review, interview discussions were held with personnel within Finance, Human Resources and other key stakeholders within the city who interact with those departments.

Substantive testing and detail review procedures were not performed as part of this review. The items identified are based solely on discussions with key stakeholders.

## Description of Work Performed

Interviews were conducted with the below indicated personnel. The individuals represented from the Finance, Human Resources Departments and other key stakeholders within the city, which included:

- |                       |  |
|-----------------------|--|
| 1. Darrell Hofland    | City Administrator                       |
| 2. Marty Halverson    | Finance Director                         |
| 3. Bernard Rammer     | Purchasing Agent                         |
| 4. Sandy Diener       | Accounts Payable Clerk                   |
| 5. Doris Ramminger    | Accountant                               |
| 6. Tou Lee            | Accountant – Finance and Human Resources |
| 7. Stacey Strittmater | Senior Accountant                        |
| 8. Laurie Suhrke      | Analyst/Auditor                          |
| 9. Dawn Repinski      | Cashier/ Administrative Assistant        |
| 10. Sandy Rohrick     | Human Resources Director                 |
| 11. Jenny Lawrence    | Benefits Administrator                   |
| 12. Sandy Halvorsen   | Payroll Administrator                    |
| 13. Eric Bushman      | Information Technology Director          |
| 14. Bob Bluske        | Information Technology Business Analyst  |
| 15. Melissa Ness      | Human Resources Generalist               |
| 16. Carrie Arenz      | Assistant to the City Administrator      |



## Interview Responses

Discussions were open and candid with the Interviewees. We felt that the interviewee responses were forthright and that responses were neither guarded nor circumspect during the discussions. The goal was to identify trends and themes verses capturing specific statements from individuals.

The interview discussions covered many topics, functions, areas as it concerned or related to the Finance and Human Resources Departments and/or their interactions with such, along with input regarding overall City of Sheboygan observations.

## Summary of Observations

CLA identified the following, based on the interview response information obtained and client data supplied. The observations and related opportunities for improvement relate to people, process, and policy. The observations are listed by similar area or type and not in an order of perceived priority and risk.

No substantive testing or independent validation was performed regarding the observations indicated.

## Observations - Organizational Assessment:

The organizational assessment included reviewing and assessing the Finance and Human Resources departments' organizational structure and practices in relation to the departments' strategic plans, roles and responsibilities, services provided, staffing levels, and workload. The review and analysis included items such as training, cross-training, succession planning, resource utilization and alignment and role modifications or enhancements.

In general, our assessment brought to light items that exist within the City organizations that may not be optimal but which are not unable to be "fixed/corrected". Some of the observations are systemic of underlying practices that have carried forward for what appears to be a number of years. Addressing the underlying issues along with establishing a plan to work forward on the items addressed within the Finance and Human Resources Departments will help to establish a sustainable, efficient, and growing departmental culture into the future.

### Overall:

There appears to be a lack of accountability to the Finance and Human Resources Departments at the city. Departments do not process items timely including approval of employee time for processing by payroll, properly informing Human Resources and payroll of date/time of terminations of employees, dragging their feet on budget preparations, and having a habit of bringing all things "numbers" to the finance department to have it done for them. Employees are not being held responsible for the "numbers" parts of their jobs. The executive management of the City is also not holding the departments accountable for their finances by not requiring a monthly close process and monthly financial generation with accountability of budget to actual. Ultimately, the Common Council is not holding the city employees accountable throughout the year for the financial operations (revenue and expenses) of the city, and an underlying duty of stewarding the tax dollars of the entire community.



### **Recommendation:**

Common Council and executive management need to hold the city employees accountable specifically as it relates to finances. Managers/ supervisors that are getting paid to be the supervisor need to be held responsible for the required duty of approving their employee hours by the processing deadline date. Time and expenses are wasted trying to track down supervisors for approvals creating inefficient and stressed payroll processing which can result in errors. Budgets need to be created timely within the budgeting process. Review and analysis of budget to actual expenses needs to be performed on a systematic basis starting with the distribution/availability of monthly financial reports. Finally, the executive management needs to push for the migration to and use of the integrated MUNIS system from the AS400 system that is still in use after 10 years of the MUNIS system being in place. The desire of the executive management to set the example to the entire organization of a “new decade approach” regarding the fiscally responsible and accountable leadership and management style would be able to be cascaded throughout the City’s departments and will result in a much more cohesive and responsive management team and style.

Another planning and management tool that should be more fully utilized is the Strategic Plan for the overall city. The first and current strategic plan is for 2017-2021 and has been updated for 2019-20 goals. Ideally this plan would act as a guide and roadmap to reach the goals that the city establishes. All departments should develop a departmental strategic plan with the roadmap of how their department will work to achieve their goals which allows the city to reach its strategic plans. It was noted that numerous statistical data goals are being established each year and progress/ achievement reported. The development of a strategic plan and the related department strategic plan goals will give the Common Council, management, and employees a resource to look to for guidance in daily operations as well as toward long term goals and achievements. Ongoing reference to and use of the departmental strategic plans will help the City to properly use the strategic plan as the roadmap that it is designed to be to accomplish the overall goals of the City.

### **Finance Department:**

*Culture.* The culture within the Finance Department reflects the type of leadership and level of direction and accountability that it had experienced for numerous years under previous management.

The previous Finance Director controlled just about every detail and aspect of the city. She prepared and posted all journal entries (with little or no supporting documents), handled all the cash and investment reconciliations, a vast majority of the budgeting process, and typically overtook tasks of her employees versus delegating tasks out to the staff. Many departments looked to the Finance Director to take care of anything and everything, which she did. This created a dependency and lack of ownership within the department itself and the city as a whole. It appears that little or nothing was pushed down or delegated to any of the Finance Department team to process or handle. This micro-managing, controlling management style has resulted in little or no Segregation of Duties, very few written Policies & Procedures, and minimal Delegation of Authority on the ERP system (MUNIS). Additionally, this management style led to accepting the status quo on the tasks that the other Finance Department employees were responsible for and creating an attitude of “someone else will do it, it’s not my responsibility” and no drive to go “above and beyond” for any issue.



While new management has been in place for over a year now, the attitude and style of the old management still can be felt in the daily operations of the department. The department lacks a sense of purpose, ability to or willingness to collaborate, a willingness to “step out of the box” and try a new idea, to “take the bull by the horns” and attack a new way of doing something or overcoming an existing issue. The employees appear to like and want changes but they do not know what to do with the opportunities to make changes when given them. They appear to be receptive to certain changes and actually want them but they do not know how to react when given the change due to the years of micro-management and lack of ability to ask questions and receive guidance on those questions. The results are task oriented, specific duty focused employees that work with each other when necessary, but not collaboratively. This is evident in the lack of integrated processes, incomplete technology utilization and collegial integration across the team. References to tasks not being “my job” exist while there is an overriding belief that they are not overwhelmed with daily tasks. Due to this laid back attitude it is hard to determine if there is a true lack of staffing or a lack of staff willing to step up and take on more responsibility and streamline existing work and tasks. Individually, the team appears competent and capable of doing their structured current daily tasks but it is unclear as to if they will be able to step up to move forward to meet the future needs of the city. The new management had success in the hiring of a Senior Accountant, who unfortunately has moved on, but showed that there is a need to have both new and existing employees have a desire to pick up new tasks along with their daily tasks in order for the Finance Department to accomplish its identified “Tasks to Accomplish List”. Currently, the tenured management employees have not been pro-active in taking on new tasks “on top of” their existing tasks. While they may be willing to work on a task, it appears that they let their normal tasks slide until the new task is complete. This appears to be more of a mis-prioritization of time and necessary duties than a lack of available time. New management hires have been very pro-active in stepping up to address needs on the task list. Current management may need to attach performance plan goals to the tasks on the task list and stress the “consequences” of not meeting goals. It appears that an incentive for employees to step-up to new expected department strategic plans may need to be put in place to encourage the desired behavior. That incentive for a desired behavior may be that non-achieving of the tasks and goals is not acceptable on a long term basis. Finance management will need to have the executive management team backing and in agreement with any hard line action taken to encourage all employees to actively strive to continuously work towards making the department stronger.

At the present time, there is a clear lack of cohesiveness between the teams, both within the individual departments and the interdepartments of Finance and Human Resources. It appears that some of the divisiveness is perceptions of co-workers not having equal workloads to accomplish and being at different pay grades due to length of time with the organization, not necessarily type of position or job performance. There also appears to be personality conflicts that then result. Perhaps some ways to help to mitigate these conflicts is to do a couple of fun team building activities (a community project like adopt a family or child for a holiday, a white elephant gift exchange for the holiday, a sports team themed day, or a themed food day), offering options for training / cross-training (give options for things that interest them to cross-train in as long as there is not a Segregation of Duties issue and offer general excel and word class training), work with Human Resources to aggressively attack the item noted within this report regarding standardizing job descriptions and pay rate-salary levels analysis working towards less emotionally charged titles and pay ranges. We received the following quote during interviews, “We could be a really good team...we could...but too much animosity.”



Ultimately, the Finance Department will need to be structured with people capable and willing to advance forward with learning new technologies and methods of accomplishing the work that needs to be done. Six full time employees within this area along with the part-time purchasing officer should be able to operate the city's Finance Department in an efficient and non-overburdened manner if all the employees are carrying fairly equal work loads. For those employees that do not want to address and embrace the needed changes, they may need to simply be terminated or offered early retirement, if eligible.

**Recommendation:**

The finance team needs to be incentivized to step-up to the new expectations of the department and its "Tasks to Accomplish List" and departmental strategic goals. Management may need to attach specific goals and due dates to employee performance review plans. The consequences and outcome of not achieving the goals should be clearly defined and stressed. Management will need to have the backing of executive management with any hard line action that may have to be taken in an effort to strengthen the overall department.

The finance team would be stronger if they worked together as a cohesive group toward their department goals. While each person has specific job responsibilities and duties, the group appears to function in silos and not as a collaborative group. Management should strive to build stronger relationships by scheduling periodic department events that require the individuals to get to know each other in roles outside of the job position duties they perform. External team building exercises/activities, a group activity to help a specific community cause, or a "department food day theme" are ways to promote the learning of the employee as a whole and creates bonding that may not be able to be established during a routine work day environment. When employees get to know each other in a non-work environment, a more cohesive and collaborative work relationship can begin to grow and positively affect the daily office atmosphere.

## Human Resources Department:

*Culture.* The culture within the Human Resources Department reflects the level of leadership and direction and accountability it has received. The team lacks the alignment of purpose and collaboration that it appears capable of receiving. The result is professional silos that work with each other when necessary, but not collaboratively. This is evident in the lack of integrated processes, incomplete technology utilization and collegial integration across the team. References to tasks not being "my job" exist while there is an overriding belief that they are overwhelmed with tasks and lack adequate staffing resources. Individually, the team appears competent and capable of meeting the needs of the city – yet lack the leadership to galvanize it as a resource. Several processes are in development, yet there does not appear to be an overriding urgency to their development and as a result, they evolve as time allows. The current large cubicle area of the department does not allow for any level of privacy or noise reduction. This is leading to unnecessary distractions and inefficiencies.



**Recommendation:**

The team needs sound, present, ongoing leadership. Individuals need clarity around where and how they should focus their efforts with the expectation that regular intra- and inter-departmental collaboration is a non-negotiable.

The team needs to be challenged to “raise their game” and take the initiative that aligns with their collective and individual experience. Individual meetings should be used to engage incumbents on the near-term priorities and mid-term focus areas that will contribute to the success of both themselves personally and others relying on them.

The physical layout of the room should include the use of some form of room dividers or slightly higher cubicle divider walls to help eliminate the noise distractions.

## Operational Assessment:

The operational assessment included reviewing and assessing efficiency of the Finance and Human Resources Departments’ operations in relation to staffing, staff competencies, training needs, schedules and productivity. Department process documentation, policies and procedures, key system capabilities, efficiency of flow and analysis, and cross-departmental collaboration are activities that were considered, reviewed, and analyzed during the assessment.

During the assessment, it was noted that the City has had some recent operational “wins” including:

- 2019 marked the first year using the budgeting system with MUNIS. It worked great despite the first year learning curve issues that were encountered. Management is optimistic that the process should be better for the 2020 budget process.
- Budgeting Position Control was implemented during the 2019 budgeting process and it was reported to have “helped a lot”.
- Employees are allowed and have been attending training and conferences related to their areas of work with proper request documentation and available budget funds.
- There has been collaboration with other municipalities that use the same software programs. The Human Resources Department has been working with Sheboygan County on NEOGOV software. The Finance and Human Resources Departments have been contacting and working with other municipalities that use the same MUNIS software and collaborating with current and former employees of other municipalities that have experience with the software for troubleshooting and general operational improvements or sharing of ideas.
- The City of Sheboygan and Sheboygan County have collaborated and share the Purchasing Agent employee. This allows both entities to have cost savings and work collaboratively on pricing strategies and discounts/rebates/gross purchase sales deals offered by vendors. Only one other county sharing of a purchasing agent in Wisconsin is known.
- Use of the State of Wisconsin “used good disposal” site for the disposal of the City’s fixed assets. The on-line auction site, which removes the tax reporting and other obstacles of disposing of assets, makes more money on the surplus or disposal of items than has ever been received before.



The existence of the operational “wins” in the recent past will help the City to embrace the following items which may not be operating as effectively or efficiently as would be beneficial for the City. These observations are not in a specific priority, rather they are grouped by similar topic to aid in looking at an entire area and addressing the needs found.

## Information Technology and Systems

### ITS-1. ERP (MUNIS) System:

The current ERP system, MUNIS, is not meeting all the current needs of the city. The system was implemented ten years ago however, not all of the modules that were purchased with the system have been brought on board and used on an on-going basis. Some modules were initially implemented and tested but never actually used. Certain processes are still being run on the old AS400 system which is still in use and maintained. The continued operation of two systems by the city is inefficient from both a time and expense viewpoint.

#### **Recommendation:**

The City needs to perform a detailed analysis of what needs to be done to migrate the remaining AS400 systems off that platform and onto MUNIS or a separate integrated software. It appears that as few as 5 -10 processes are still on the AS400. The migration plan should be strategized in order to be off the old system in less than 3 years, preferably 1-2 years. Processes that can migrate directly onto MUNIS modules that are currently owned should be addressed first. Processes for which MUNIS has a system which may not have been purchased should be reviewed for pricing and functionality. If outside software needs to be obtained to cover shortfalls in the MUNIS functionality, third party vendors should be discussed in order to maximize use of a vendor software to its fullest capacity and covering as many system needs of the City as possible. The City should strive to maintain a low amount of external software integrations into the MUNIS system to create on-going efficiencies related to system upgrades and integration changes. Leading practices would be to create a cross-organizational project “AS400 Sunset” team that can work collaboratively to determine and meet the needs of the users and the City. This project team would be responsible for the analysis, timelines, prioritization and overall assessment of the progress of the various integrations off and sunset of the AS400.

Additionally, the impending retirement of the current Information Technology personnel that know both AS400 and MUNIS creates an urgency that needs to be considered in the migration process. The ability to find capable AS400 programmers is becoming harder as those programmers are no longer in the work force.

### ITS-2. MUNIS System for Human Resources:

The MUNIS system has the capabilities to flow Human Resources data to the payroll area when the systems are properly interfaced and the data is properly entered into Human Resources module. Currently, the information does not flow smoothly between the different working module areas of the software.



It was also noted that while certain parts of the Human Resources module within MUNIS is being used, there are many more “modules/facets” which could be used which would move items from paper to electronic formats creating efficiencies.

**Recommendation:**

It is suggested that the Human Resources department, Information Technology Department and MUNIS work to properly interface data so that it flows to all the proper areas where it needs to reside. Proper implementation and routing of system data to other modules saves time, creates efficiencies, and reduces manual re-keying errors. The full HR MUNIS offering should be discussed during this process in order to evaluate additional “facets” of the system that the City has and owns but which has not yet been brought on-line. Continued implementation of other modules creates further savings and robust use of items that exist in the system to help the user obtain an integrated efficient system and work environment.

### ITS-3. MUNIS Customer Service:

MUNIS is reported to have a good Customer Support Center that is available to all city MUNIS users as part of the City’s contract.

**Recommendation:**

The MUNIS customer support contact information should be shared with employees and available on any internal portal or help desk. Employees should be encouraged to call the MUNIS help desk at the start of a problem as the first step versus immediately involving the Information Technology department. In many cases the MUNIS customer support can handle the issue. When customer support is contacted and able to quickly assess and mitigate issues that occur, the user is more efficient in their activities and the Information Technology personnel are not interrupted which creates more efficient performance of their duties since not involved in the minor issues.

### ITS-4. Information Technology Department:

It was noted that in many instances, the Information Technology Department is not being brought into discussions involving system process changes or issues at the beginning of discussions. Not including the Information Technology Department in system related issues can be inefficient from a cost/expense and time management viewpoint.

**Recommendation:**

Integrated systems require on-going collaboration and inclusion of all vested parties in order to create optimal process improvement. The Information Technology Department should be one of the first departments contacted in almost all instances where processes or change with any system is involved. It is recommended to improve the planning process to insure that all key stakeholders are invited early into planning processes. Perhaps a MUNIS team leaders group, which includes key “super-user” representatives of the various systems could be put in place to be the first step in system or process change discussions.

### ITS-5. MUNIS Workflows:

The Finance and Human Resources Departments should work with the Information Technology Department to create as much system workflow as can be allowed both intra-and inter- departmental



within the system. These workflows should not be allowed to be circumvented due to lack of accountability or poor planning by those within the workflow. Workflows that have been put in place are frequently circumvented or simply not used even after training on how to use the workflow has occurred. This blatant disregard for job duties should not be tolerated since it creates numerous inefficiencies and subsequently frustration, wasted time, and resentment within those having to incur extra work as the result.

**Recommendation:**

City executive management need to be made aware of instances where system processes and procedures were blatantly disregarded and the consequences that ensued for other workers as a result of the in-process procedural controls. If the same individuals are circumventing the controls, the City executive management needs to have a discussion with the individual(s) stressing the importance of all employees performing and being held accountable to the work required within their job. It should be stressed that continued disregard for processes and procedures in place will result in termination. If this is the case, there may come a time when the unpleasant task may need to take place and the example set for the expectation to follow the processes that have been developed.

## Accounts Payable

### AP-1. Purchase Order (PO) Process/Spend Approval:

There is a policy in place that requires a purchase order for items over \$850. It was noted by various employees that the purchase orders are not being properly created and approved prior to the actual purchase of the goods/service. It was noted that most purchase orders are created after the actual invoice has been received.

Without pre-approval for purchases, employees may commit City funds inappropriately which may not be in line with the budget, strategic plan, or mission of the City. In the event of unauthorized spend the City may have limited recourse as the approval occurs after the funds have been committed and goods or services received.

In addition, the monetary limits for approval requirements are not all in written format but reside with the Accounts Payable (AP) clerk's expert knowledge. The risk is that if the accounts payable clerk was not available, the knowledge would not be retained by the Organization and the approval requirements not enforced. The risk is that City funds could be spent inappropriately and not easily detected.

**Recommendation:**

Approval

A monetary authorization policy/matrix should be created and stored on a central repository that all employees have access to. This policy would define who must approve certain types of expenses and dollar amounts of spend. It would also define delegation procedures in the event the approver was unavailable or out of the office.

Use of Purchase Orders (PO's)

The City should implement/enforce the use of a purchase order system for creating front-end approval, which takes place prior to committing the City's funds. A policy should be created to



outline when the use of a purchase order is required versus a back-end invoice approval. If the invoice matches the purchase order and delivery confirmation (2 or 3-way match) then no further approval at the invoice level would be necessary. Acceptable tolerances on price and quantity variances will need to be defined and when a 2-way or 3-way match is required prior to payment.

### AP-2. Accounts Payable Approvals:

The Senior Accountant position has a large majority of the final payment approval of the Accounts Payable check payments. While this process is not inherently incorrect, stronger controls and best practices would require large dollar items to have upper management approval prior to release of funds.

#### **Recommendation:**

The processing of payments to vendors needs to have various approvals in place for internal control and fraud prevention. Invoices should be signed off by the respective department and level or approver as authorized in a "Payment Approval Policy". Once approved, the invoice can be entered into the system (or entered into the system and routed via an established approval workflow) to the accounts payable payment area. The accounts payable payment process should include a pre-cursor review that all required data is included and accurate. Once complete, the actual payment may be generated. The payment should be approved by a Finance Department personnel prior to release of the payment. For control purposes, large dollar threshold items (determine a limit, perhaps \$10,000) should include a second approval by either the Director of Finance or the City Administrator. Inclusion of various approvers in the process creates better internal controls, increases fraud prevention, and proper delegation of authority within the organization.

### AP-3. Accounts Payable Decentralization:

In 2019, the City moved from a Finance Department centralized accounts payable methodology to a decentralized methodology where invoices are entered into the system by each city department. While the decentralized methodology may result in less data entry in the finance accounts payable area, the decentralized methodology should be reviewed to determine if the desired results of less errors and fewer "rush" payments have resulted.

#### **Recommendation:**

The processing of invoices within an accounts payable system have been moving to a centralized accounts payable process for payments and a decentralized process relating to department purchase orders, PO approvals, and invoice approvals. A decentralized payment process of invoices results in a largely increased number of "payment process experts" in the system. With the increase of "input" employees, more time may be spent in the final review within the finance area related to account string and department approval. The decentralized nature requires more training time for more employees and a higher amount of re-training as employees in the departments change. A review of the decentralized methodology is recommended and if not creating efficiencies and fewer "rush" payments, the continuation of the decentralized should be discussed and potentially reversed back to a centralized processing.



#### AP-4. Accounts Payable – Pro-rating of Invoice charges:

It was noted that delays and confusion result from the pro-rating of charges on an invoice prior to final receipt of all items ordered.

**Recommendation:**

Invoices from vendors should be properly verified for actual receipt of the goods and services order via a shipping/receiving receipt. Any shortages and backorders of items should be properly documented on the receiving receipt. If invoices have orders from numerous departments, care should be made when entering and assigning the purchases to the account string in the system. If a large quantity of a product is entered and then allocated out to numerous other departments, leading practices would have the entire receipt and payment of the product into a single department. A subsequent allocation of the pro-rated amount to other departments can occur as the goods are physically allocated via a journal entry. Post receipt allocation of items aids in more efficient processing of the invoices and less confusion and timelier processing of individual invoice line items, specifically if a backorder of the original purchase occurs.

#### AP-5. Accounts Payable Vendor Approval:

While some procedures occur when it comes to new vendors in the accounts payable area, it appears that they may not always be fully followed or carried out on every new vendor. It is also not known if the new vendors are reviewed on a consistent basis by the appropriate level of management.

**Recommendation:**

There should be a formal written procedure regarding the steps to accept and enter a new vendor into the system. This procedure should include as a final step, a documented approval of new vendors by the Finance Director on a regular basis, either with each check run, weekly, or monthly. The approved new vendor list with name and Employer Identification Number (EIN #) should be maintained by the approver for use in the audit and per the document retention schedule in place.

#### AP-6. Accounts Payable Vendor and Group Consortium Lists:

The City has various discount and group purchase agreements available to them. These lists do not really exist outside of the Finance area and the ability to take full advantage of the offerings is not always known by employees.

**Recommendation:**

The Purchasing and Accounts Payable Department personnel should work together to create a list of all vendors used in the last 12-18 months which have a discount for municipalities or are in the municipality's group consortium pricing lists. This list should then be shared with all departments and existing managers and kept in a shared policy and procedures area. The Human Resources Department could include this list as part of the on-boarding of new employee process, especially to new managers.

#### AP-7. Vendor Open Accounts charge details:

The City has open charge accounts at a few local businesses where employees can charge purchases and the vendor bills the City on a regular basis (i.e. weekly, monthly). While this arrangement may be a time



savings for the City employee on the front end, time is wasted each billing cycle when accounts payable tries to match up charges to the departments. It is also unclear whether the original receipts of the purchases are properly submitted for attachment to the original vendor invoice.

**Recommendation:**

The City could reduce accounts payable processing time by closing the “open accounts” at stores such as Menards and Home Depot and require the purchases to be made on the already issued department P-cards. This would reduce the time spent trying to allocate the monthly “open account” charges to the appropriate department, time spent during the cycle on the original receipt collection, and the potential of employee fraud on purchases that may not be for City purposes.

### AP-8. Fleet Gas Card with Kwik Trip:

The City’s fleet gas card with Kwik Trip allows for quick and efficient gas purchases for city vehicles as well as a streamlined billing process. The City is given an invoice (an electronic invoice is available) to streamline the process. The City requires the original purchase receipts to be submitted for all purchases prior to payment. This requirement may delay payment and has the potential to create ill-will with the employees when an original receipt is unavailable.

**Recommendation:**

The fleet gas card process that Kwik Trip has instituted allows for efficient streamlining of invoicing and payment for both Kwik Trip and the City. The gas card is only allowed to purchase gas for the city vehicles and lists the details of each purchase by card number, date, and amount. The City’s requirement of submission of all the original receipts may be excessive and an inefficient use of employee time. It would be suggested to verify if there appears to be any abuse of the gas card occurring. If no abuse has been noted, it would be suggested to still require the original receipts to be collected and turned in but grant the occasional “missing receipt” unless a pattern develops. It would be recommended to put a “monthly spot check” in place and rotate this among the cards used. The cost/benefit of time to track down the original receipts when the system appears to work correctly and efficiently without abuse most of the time creates an inefficient process around an efficient streamlined method put in place by the vendor.

### AP-9. Utility Billings and Payments:

The City currently receives numerous monthly utility invoices in paper form from its vendors (Alliant Energy ~260, AT&T, and others). The receipt of the quantity of paper invoices creates an inefficient use of the cashier’s time to open, record, and process into the system. Additionally, each approval of the monthly bills occurs as well as the physical payment (note – all the month’s invoices can be included on one check, but the matching and attaching of the physical invoices to the payment is also time consuming.

**Recommendation:**

The City should contact the vendors, specifically Alliant Energy, and work to out a way to receive the monthly invoices via an electronic format that can be uploaded into the MUNIS system. An electronic file, which lists all ~ 260 invoices, could then be easily viewed, approved, and loaded in the system for processing, and finally attached to the check payment. Numerous hours of



manual work could be eliminated and result in savings for both Alliant Energy (no printing and mailing of ~260 monthly invoices) and handling and processing at the City. A simple excel file of the data extracted from their system could be manipulated to the proper format for uploading into MUNIS. This electronic process would takes minutes once the initial files are properly formatted, tested, and approved saving numerous hours of clerical work on a monthly basis.

**Update since Initial Assessment:**

The City had been working with Aliant Energy to find a more efficient method to the ~ 260 invoices it was receiving monthly. The vendor was not able to send an electronic file so the City worked with the vendor to consolidate the numerous invoices into "Summary Billing". This step was done on Aliant's end and it took them several months to get this accomplished, but as of December the City has begun to receive "Summary Billing" from Aliant Energy with the invoices grouped by department, or cost center, so as to minimize the time spent by City staff coding and data entering the individual billings.

**AP-10. Purchasing Credit Card (PCARD):**

The City has a P-card program with / through a local bank. It was noted that the State of WI has a P-card program that is used by many governmental bodies. It is unclear if the P-card programs have been compared to verify which vendor has the best card processing capabilities, file uploads, billing, on-line processing detail allocating, and rebates on volume purchases.

**Recommendation:**

The current P-card contract should be reviewed and analyzed. This analysis should be compared to the options available under the State of WI P-card program. All aspects of the program should be reviewed including on-line access and volume rebate offerings, and the City's ability to optimize restrictions of use. The City can then make an informed decision as to which program would be more advantageous when the next contract renewal opportunity arrives.

## Cash and Bank Accounts

**CBA-1. Cash Handling:**

The City does have cash handling transactions that occur, mainly at the cashier counter/desk within the Finance area. This counter area is open to the public during normal business hours. The cash is received at the counter and not in a lockbox. The cash drawer in the cashier's desk is not locked. The new open counter concept for the cashier provides little security of the funds. Without proper safeguards around cash, misappropriation, theft, and fraud is difficult to detect.

**Recommendation:**

Implement appropriate cash handling controls to deter misappropriation of cash and instances of theft or fraud. These controls would include making sure that a detailed receipt of the cash transaction is created when the cash is received. The cash should then be put in a locked drawer and the key should remain on the cashier person, not left in the lock, on a key chain on the desk, or in a drawer. A bank deposit should be created for all the cash received each day



and put in the sealed bank deposit bag and deposited daily (this will help with the bank reconciliations). All of the cash that remains at the end of a day should be properly stored in the vault and access to the vault and cash storage area of the vault should be limited to specific employees.

### CBA-2. Bank Reconciliations:

It was noted that the main cash account had not yet been reconciled since the fiscal year end audit. Bank reconciliations are prepared manually and are time consuming to prepare due to the current system limitations and the structure of the cash accounts and general ledger. While portions of the account were being monitored and reconciled on a daily and weekly basis, the entire cash account reconciliation is extremely cumbersome and had not yet been completed for almost nine months. Bank reconciliations can be streamlined and efficiencies gained by automating the matching of bank transactions in reconciliations. Bank reconciliations are time sensitive and should be performed prior to month-end close to ensure that cash is reported accurately. This can be challenging if the bank reconciliation is a time consuming manual process. Unreconciled cash accounts can result in fraud being undetected for a long period of time.

**Recommendation:**

Research and implement a tool to automate the bank reconciliation process. There are several third party programs that facilitate the reconciliation process and include automated matching, workflow and electronic approvals. If an additional system is not feasible, weekly on-going reconciling activities can be performed (such as deposits, wires, and ACH activity – it was noted that some of this is already occurring) so that not all the reconciling needs to be done after the end of the month. Electronic features that are available in the MUNIS system and within current bank processes including paying via ACH files and using the bank positive pay features related to physical checks may help streamline the payments side of the reconciliation. If timely bank account reconciliations are not performed, the city is financially responsible for any fraudulent presentation of checks for payment. Positive Pay eliminates fraudulent checks being presented on the bank by an outside party.

It was also noted that numerous types of transactions are all run through the same bank operating account. It would be suggested that the City review the different unique types of cash and investment activities and work with the bank to establish separate accounts and move funds accordingly based on “purpose” or other restrictions. Some of the accounts might be best established as “zero balance” accounts where the funds pull to the accounts from the main account each day to pay the activity that hit the account. Separate accounts for specific types of cash would help to relieve the cumbersome reconciliation of the main bank account.

### CBA-3. Electronic Access to Cash Accounts:

It was noted that on-line cash movement at the bank can occur with only one employee approval. Lack of dual approval for on-line cash activity can result in fraudulent activity.

**Recommendation:**

Leading practices regarding the movement of cash is to have dual approvers to electronically move any cash for fraud and internal control purposes. The City should talk with their bank to upgrade the electronic processes from single to dual approvers.



#### CBA-4. Electronic Automated Clearing House (ACH) Payments:

Automated Clearing House (ACH) payments are not used as a standard feature of the check processing functions within the Accounts Payable Department at the City. The MUNIS system is capable of paying vendors via ACH versus manual checks. ACH payments are made on occasion via the features on the bank on-line banking site instead of the more expensive wire transfer when available. ACH payments can streamline the payable process, reduce expenses, and create efficiencies and enhanced controls over payments.

**Recommendation:**

Discuss with the City's bank the file format to initiate ACH Electronic payments to vendors where appropriate. Collaborate between MUNIS, the bank, and the City's Information Technology Department personnel to establish the required file formatting and procedures for paying vendors via ACH. Create a Vendor ACH Data Inquiry form and mail it to vendors and requesting they return it with the required information to establish the ACH process directly to their account. Proper use of ACH payments along with consistently using a standard payment timeframe such as "net 30", would allow the city to take advantage of short-term cash investment opportunities and improved cash flow overall. The use of ACH payments also reduces expense of check stock, MICR toner, wear and tear on printer, time to stuff envelopes, envelope cost, postage, and handling by mailroom personnel.

#### CBA-5. Bank Cash Protection Processes:

It appears that the City may not be using available bank processes that help to protect accounts from fraud including Positive Pay, ACH electronic payments, Remote Deposit, and Cash Lockbox.

**Recommendation:**

Cash and cash equivalents are an easy target for fraud and improper activity to occur. Most banks now offer a variety of "protection" features on accounts to help to mitigate improper activity. The use of the ACH payments and Positive Pay of vendor payments is available and helps to prevent fraudulent submissions of checks for payment. It appears that MUNIS is capable of creating the files necessary to use these features. Additionally, use of a cash lockbox would better protect cash received and an on-site remote deposit terminal would reduce the trips to the bank with physical checks while achieving a faster cash flow of the payment.

## GENERAL ACCOUNTING AND TAX BILLINGS

#### GA-1. Monthly Financials / Month End Close:

The City Finance Department currently does not perform any standard month end close process nor report the actual financial status to executive management or the Common Council on a monthly or quarterly basis. The annual audit is performed and the financial status is shared via the Comprehensive Annual Financial Report (CAFR) after completed but no updates on actual expenses to budget are performed or discussed throughout the fiscal year.

**Recommendation:**

Periodic financials (monthly/quarterly) allow management and the Common Council to assess how the City is performing against their budget and allows management to make decisions to



bring spending back in line with the budget if it is going astray. Periodic financials would also allow for strategic adjustments to be made to the on-going operations of the City in order to make or surpass and achieve budget goals.

Periodic financials also require management to identify standard entries required to accrue for obligations on an on-going basis. If this is only performed annually, it increases the potential for those manual entries to be overlooked and missed resulting in financial statements that may be misstated. The Finance Department should begin to prepare financial statements at least quarterly and preferably monthly. These reports should be shared with department managers and the managers should be held accountable as to where the department is in relationship to their budget. Analysis should also be done on a monthly and year-to-date view to account for the various cyclical nature of aspects of the city's operations (i.e. receipt of property tax dollars). The Common Council should develop a plan that includes the financial data accountability to be included within the monthly strategic statistical goals that are already being measured. Having the Common Council stress the importance of the financial status of the organization will create a means of accountability that can be used to more efficiently operate all aspects of the organization.

### GA-2. Chart of Accounts ("COA"):

The current chart of accounts contains some repetition and omissions that have created inefficiencies when coding expenditures. If you encompass "Funds" under the chart of accounts category for the general ledger structure, additional complexities and inefficiencies exist in the redundant use of funds. Overall the chart of accounts general ledger structure is in need of review and potential modifications to create better clarity and operational efficiency.

It appears that new accounts are set-up within the general ledger chart of accounts typically by one person. An individual designee is not an issue; however, there appears to not be any review or approval of new accounts by any other employee.

#### **Recommendation:**

The chart of accounts is an integral part of an efficient accounting system. The nature of fund accounting adds complexity to a chart of accounts however, a dynamic chart of accounts within an ERP system can help to streamline daily processes and reporting requirements for the City. It is recommended to review the existing chart of accounts and add/inactivate the funds and accounts as needed in order to improve efficiencies.

Leading practice would have any new account within the ledger reviewed and approved by someone other than the initiator, and preferably a member of the finance management team. This will help to insure that all new accounts are necessary, are not duplicative of existing accounts, and are properly routed for reporting. The review procedure also helps to mitigate potential improper fraudulent activity that could be routed through improper accounts.

### GA-3. Account Reconciliations:

There does not appear to be clear accountability as to who is responsible for preparing and approving the Statement of Financial Positions account reconciliations and by what due date. Furthermore, there is no defined process over preparation of the account reconciliations. Account reconciliations are a key



control to ensure accurate financial reporting and without a consistent and timely process to reconcile the accounts, the accuracy of financial reporting may be impaired.

**Recommendation:**

Define a policy with clear ownership of who is responsible to prepare and review the account reconciliations and the dates they are due. A consistent format and process should be applied when preparing the reconciliations and the timing of the reconciliations should be determined based on risk and materiality of accounts. At a minimum, they should be performed quarterly.

#### GA-4. Journal Entry Approval:

All journal entries should be reviewed and approved prior to the entry of the journal into the system. It appears that an approval system was in place for the journal entries of the Senior Accountant and those positions below the Senior Accountant. It was unclear as to if the journal entries of the Finance Director were approved.

**Recommendation:**

The entry and approval of journal entries in the system should not be done by the same person for proper internal control. If entries are not reviewed/approved by a second person, improper movement of funds and fraudulent activities could be occurring. If the issue exists only on the Director of Finance entries, then establish a procedure that the Senior Accountant or Deputy Assistant to the Finance Director or the City Administrator are required to approve the journal entries of the Director of Finance.

#### GA-5. Segregation of Duties Review:

Segregation of Duties analysis is not performed on a regular basis to ensure there are no responsibility or system conflicts of interest where an employee has ability to record, monitor, and safeguard assets of the City. When a segregation of duties conflict exists, there is a greater risk that City assets could be misappropriated without timely detection due to lack of oversight and employees having too much control over an area.

**Recommendation:**

The City should periodically, at least annually, verify that a proper segregation of duties exists and limit system rights to duties necessary to perform job functions. If proper segregation of duties cannot be achieved due to limited personnel, then appropriate monitoring and mitigating controls including requiring managers to periodically review financial information should be put in place to ensure timely detection of any inappropriate action.

#### GA-6. Policies and Procedures:

The City does not have documented formalized policies in a consistent format for all critical functions and stored in a central repository that is easy to access by all employees. This may allow key functions to be improperly performed, unintentionally overlooked, or ineffective, since personnel may be relying upon informal procedural information that is passed down from one employee to another and may be out-of-date or incorrect. Not having written policies that are easily accessible to employees may impact the ability to properly train employees and employee's ability to properly execute critical functions of the City.



Policies within Finance and Human Resources were virtually non-existent prior to June 2019. Procedures existed for various employee activities but are not consistently prepared for every function, are not always kept up to date, and reviews are inconsistently performed. Furthermore, there is no central repository that contains all policies and procedures that is easily accessible by all employees.

**Recommendation:**

Existing policies and procedures should be reviewed to ensure they are still current. If not, then the policies and procedures need to be brought current and they need to be reviewed on a cycle basis - annually or as needed. The policies should contain a "Last Reviewed / Revised Date" and "Supersedes" within its formatting. Written policies should be created for all key functions of the City, Finance and Human Resources Departments where they are deficient. Search on-line for policies and procedures and use these as templates to change and update to fit the specific steps and tasks of the City. The use of established templates reduces the overwhelming nature of the project. Contact other Wisconsin municipalities that use the same systems to request a copy of their policies and procedures. Task each employee with documenting all aspects of their specific jobs (as part of goals and with a due date). Every position within the departments should have clearly defined responsibilities and procedures.

The policies should be stored in a central repository that is easily accessible and communicated to all employees. Policies that are defined by the City must be followed on a consistent basis to comply with federal grant guidelines.

In addition to the policies and procedures being stored in a central repository, all City Ordinances should also be housed within a section of the centralized repository. Every department affected by an Ordinance should be made aware of the Ordinance when passed through formal communication channels.

### GA-7. Grant Funding - Accounting and Reporting:

The City receives various federal and state grant dollars. These funding sources require a need for structure of who is responsible for the grant dollars and reporting and proper policies and procedures around both the grant funding as well as general operations of the organization. It was noted that a grant check was received in the name of an employee and not with the "City of Sheboygan" as the payee.

**Recommendation:**

All grants, federal and state, should be coordinated and grant requests should be approved by the Finance Director or his designee. Establishing a specific grant coordinator will help to insure that grants are made to appropriate legal entities, that the grant terms are being followed, and reporting requirements are being met. Misappropriation of grant funding can result in the revocation of grant funds in the future as well as penalties and fines related to the misappropriation being levied.

### GA-8. Cell Phone Expenses:

The City supplies cell phones via a City plan and also has a Bring Your Own Device (BYOD) policy regarding cell phones. Perhaps the supplying of cell phones should be reviewed for relevancy and, if possible, reduce the amount of City supplied phones to a bare minimum and require BYOD as much as possible.



**Recommendation:**

Many organizations are no longer supplying cell phones to employees or supplying a very limited number. It is recommended that the City review their policy and perhaps survey other peer municipalities, to determine the common practice for number of phones and positions which have a supplied cell phone. Generally, cell phones should only be issued, or reimbursed, for those employees who are required to respond after work hours.

### GA-9. Special Tax Assessments Reviews:

The Finance Department is responsible for the processing of all City Special Assessments that have been approved. It appears that no assessments are entered into the AS400 system without proper approval. However, it appears that no one is reviewing the special assessment tax bills prior to the bills being released which could result in incorrect assessments being mailed creating re-work, additional unexpected expenses, and loss of community trust of the city's ability to competently process and run the organization.

**Recommendation:**

Special Assessments should be reviewed for accuracy by the Finance Director or his designate prior to the Special Assessment bills being released. They should document their review and approval.

### GA-10. Delinquent Tax Bills:

Currently, little to no follow-up is being performed and no specific forwarding of delinquent Special Assessment tax bills to the property tax rolls or into any third party collection mechanism. Lack of follow-up on delinquent payments results in a loss of revenue to the City and ultimately may create budget shortfalls.

It was also noted that Delinquent Tax Bills have not been written off the books due to not filing specifically with the state because of a mismatch between the AS400 system that houses the Special Assessment software and the MUNIS system.

**Recommendation:**

Follow-up on receivables needs to occur for proper stewarding of patrons' tax money. The person responsible for billing the special assessments should be noting receipt of payment and following-up with calls to those who have not paid their assessment. Continued delinquency may result in the special assessment being included on property tax rolls or being forwarded to a third party collections company. Perhaps involve the Office of City Clerk or the Office of City Attorney to research the legal special assessment collection methods and help to implement those allowed methods via written legal letters to the delinquent parties.

The mis-match between the AS400 and MUNIS systems is yet another example of the need to fully sunset the AS400 system and run all City processes within the integrated MUNIS system. See "ITS-1 – ERP (MUNIS) System" above.



## Employee / Employment

### EE-1. Employee Training:

Training of employees, both internal training and external training, has been neglected for many years. While some system specific training has been received by some of the Finance and Human Resources Department employees, there has been a lack in overall training in general workplace electronic systems and Finance Department specific systems. As a result, the current employees, especially those that have a longer tenure at the City, are not up-to-date on the numerous changes within the standard suites of office products generally used. This results in employees who are inadequately trained or equipped with the system knowledge needed to do their job efficiently leading to unproductive time spent and employee morale issues.

#### **Recommendation:**

Training of employees is an effective way to demonstrate appreciation to employees as well as increase their productivity, efficiency, and morale. It symbolizes that you value the employee, their contribution, and continued growth in abilities. The City should make an effort to budget for external training for employees especially as it relates to use of software systems necessary to execute the employee's job. Also, a search for low cost options such as on-line classes or local community or technical school continuing education classes for general office system products (such as Microsoft excel and word classes) would be advantageous. There may be opportunity to bring an outside professional on-site to train a group of City employees at a low cost. This may also be discussed with the local school system to see if they would host a class within their classroom on a day or evening when school is not in session.

If not currently in place, Human Resources should also implement formal employee on-boarding training to ensure new employees are equipped to do their jobs effectively. The training should be initiated by the Human Resources Department related to general Employee Handbook and benefit issues/topics. Additionally, the on-boarding should include discussions and processes within key areas of the city including information technology, finance, payroll, key management personnel, organizational charts of the executive level and the employee's department, and the mission and vision of the city. Exposure to these areas will help to engage the new employee into the day-to-day ongoing operations at a faster pace resulting in higher productivity and results.

### EE-2. Employee Competency and Skills:

It appears that the city may have employees who are lacking in the skills and competency to perform beyond their current level. This lack may result in not being able to take on additional duties as assigned or being able to perform their current duties in a more efficient and effective manner. Lack of ability to expand duties and roles may result in low employee productivity and general lowering of department morale as other employees continue to accept more responsibilities creating the perception of inequity and disgruntled actions between co-workers.

#### **Recommendation:**

The City and Human Resources Department may want to look into a skills assessment tool or on-line analysis program that could be given to the employees. Results from an assessment tool could be used in employee goal planning or personnel improvement plan. Additionally, the



results could provide insight on the general training needed by the employees in common office systems such as excel and word. Typically, an on-site training could be done and offered at both a “beginner” and “intermediate” level to address the employees varying skill levels. Perhaps look into local or on-line offerings of training classes or refresher or continuing education courses by local groups or UW system campuses or area high schools. See “EE-1 - Employee Training” section within this report.

### EE-3. Performance Monitoring and Development Plans:

Performance reviews were conducted, however performance improvement plans were not always developed for employees under past management. It was also noted that increases in pay had been given despite the lack of a performance evaluation. The lack of regular performance setting and review can lead to employee morale issues and sub-performing employees. The giving of raises without documented performance results can lead to apathy within job positions and an attitude of “why go the extra mile” if I receive the increased pay without having to go above and beyond.

**Recommendation:**

Performance evaluations are helpful and essential to both the employee and the employer. They establish expected job performance and result in a way to measure if the employee is performing at the level needed or desired. Performance evaluations should be used as documentation behind pay increases or as evidence and grounds for termination for lack of performance. Pay increases given out of cycle or without a performance evaluation may be reinforcing less than acceptable job duty performance and may put the employer into a legal issue if they want to terminate an employee without proper documentation within the employee's file.

The Human Resources Director should plan and facilitate annual performance reviews for all City personnel. Results should be monitored and compliance should be reported to the City Administrator. Following the annual performance review, conclusions need to be documented identifying talent pool and personnel performing under expectations. Performance improvement plans should be drafted for underperforming employees, developed, implemented, and monitored by direct supervisors and discussed with employee.

### EE-4. Succession Planning:

There is no consistent, formalized succession planning done at the City of Sheboygan. Without proper succession planning, key positions may be vacant for prolonged periods of time in the event of a key employee departure. This could result in the operations of the City being adversely affected.

**Recommendation:**

Human Resources should mandate that all departments be required to prepare a succession plan annually. Human Resources should monitor this process and review all Department's succession plan submissions. The details would be retained within the Departments and the results would be communicated to leaders of Human Resources, Finance and the City Administrator.



## EE-5. Standardized Method of Employee Communication:

Based on discussions with employees, it seems that the standard method of communication of City employee news and information is electronic via email. This is an acceptable methodology and allows easy dissemination of the same information in a short amount of time. The problem arises in that not all of the City employees (transit, crossing guards, etc.) are issued email addresses and as such do not receive the information in this manner or not at all. It is incumbent on these employees' supervisors to print the email and post on a general posting board. This method still does not guarantee that all of the employees will see the posting.

### **Recommendation:**

If the City is going to use an electronic format for its dissemination of critical data, they should look at methods of electronic information receipt by those employees that currently do not have City email addresses. Perhaps change the policy so that all employees receive an email address as part of their on-boarding process. At least try to obtain a personal e-mail address if not giving them a city address and communicating critical information via that address.

Additionally, it was noted that not all hourly employees are given system access in order to log in and record their hours worked in the time reporting system (i.e. crossing guards). These employees prepare manual paper timesheets that must be accumulated, reviewed and approved, submitted to payroll, and manually keyed into the system. Assigning these employees with electronic access to the email and time reporting systems would create efficient and informational improvements for everyone involved in the manual processes.

In both examples, the employees may not have City issued computers. It would be suggested to set up a kiosk that could house a terminal for accessing emails and the time recording modules.

## EE-6. Terminated Employee Off-Boarding:

Notifications of terminating employees are not always communicated timely to the Human Resources Department by other city departments. Lack of communication can result in terminated employees continuing to be paid, inappropriate calculation of on-going and accrued benefits, and employee related insurance expenses being paid past the required date. Additionally, non-timely communication of terminations creates processing "fire-storms" for various departments and results in a lack of trust on the process and employees especially when payroll amounts are involved.

### **Recommendation:**

A formalized off-boarding policy and procedures should be created to ensure all employee terminations are approved and properly processed in a timely manner. The new process should include a consistent form to document the required information and include the sign-off by the supervisor of the employee. Only Human Resources should be allowed to enter changes in the system and they should review both the form and the system change reports for correctness and completeness to ensure all aspects of the off-boarding is accurate.

## EE-7. Cross Training:

In many cases, there is minimal cross-training of employees within the department to perform on-going operations, especially critical daily functions. In the event that an employee is absent, critical functions



may not be carried out properly or timely resulting in possible errors in processing, misreported information, and missed deadlines.

**Recommendation:**

There is a need to identify critical processes that require a need to be performed daily or weekly, designate qualified individuals to be the designated back-up, and ensure that there is adequate cross-training performed. The policies and procedures related to the critical functions are a necessity and should be reviewed and updated on a consistent basis. Set a goal for getting department personnel cross-trained by specific dates. Ask the current employees what areas they may have an interest in being cross-trained for and try to meet these aspirations as long as it does not interfere with required Segregation of Duties policies. This helps build ownership and personal growth. The designated back-up personnel should train/review/perform the duties on a consistent basis (at least annually) to ensure knowledge of procedures and processes is maintained and any system changes from the prior training is experienced.

### EE-8. Regulatory Compliance:

It appears that perhaps not all regulatory compliance filings or reporting are being completed by the City and properly filed timely with the related governmental agency (i.e. Occupational Safety and Health Administration [OSHA], Workers' Compensation Insurance [WC], etc.).

**Recommendation:**

Lack of compliance to regulatory filings can result in penalties, fines, and the inability to receive federal and/or state funding. Every department should create a list of all required compliance filings by date. This list should be reviewed with the department at least annually, updated as appropriate, and finally stored in a shared document repository on the system.

### EE-9. Roles and Responsibilities:

There are not clearly defined roles and responsibilities for all positions at the City Finance Department. This can lead to employee confusion, employee morale issues, and sub-optimal division of responsibilities.

**Recommendation:**

An assessment of the Finance Department position roles and responsibilities should be conducted to ensure optimal division of responsibilities. A listing of critical processes and duties that need to be performed within the Finance Department should be drafted and as inclusive as possible. All position roles and responsibilities should be documented making sure that the critical processes and duties are accounted for and assigned. This may be a method by which a clearer picture of each positions workload may be established. It may also aid in the distribution of the Finance Department "Tasks to Complete List". Having clearly defined roles and responsibilities will assist with cross-training, new employee on-boarding and training, and reduce employee confusion.

### EE-10. Payroll Approvals:

The complete and accurate processing of a payroll is critical for the reputation of the people and department responsible for the timely and accurate paying of employees. This is especially important



when the Payroll Department is tasked with processing numerous payrolls each month under various contract terms. Significant time is spent by the Payroll Department trying to get the department managers who are responsible for approving the employees' hours, to do so on a timely basis.

**Recommendation:**

Mandate that all employees use on-line time entry. Establish a written policy that requires managers to approve all time by Monday noon (or 10am). Meet with key stakeholders, including department managers to communicate the policy and hold approvers accountable. Create and deliver a weekly compliance report to the City Administrator by Monday at 2pm (or noon) so he can reach out to those department heads who are non-compliant.

### EE-11. Employee Benefits and Vendors:

Employee benefits are a large expense to most organizations. The benefits offered to employees and their price is typically reviewed every couple of years in order to keep the best products at the most affordable level for the employees. It was noted that the City was changing benefit vendors for a high dollar item benefit without performing an RFP to any other vendor/company.

**Recommendation:**

The leading practice for any large purchase (or overall outlay of cash) is to do an RFP process of 2-3 vendors for proper price comparison and stewarding of the City's tax roll. Additionally, city ordinance may already require more than one quote for new contracts.

### EE-12. Employee Benefits – Employee Requests/Concerns:

The perception of employees is that there is no long-term strategy for employee benefits. What is now being offered (through the new vendor) is a duplicate of other benefits that are offered. Employees have requested additional life insurance purchase options for the past couple of years but this has not yet been negotiated with a vendor and offered to the employees. There is an established "health and wellness committee" which does receive comments and issues from employees. These items are summarized and shared with management and the committee feels that management is "listening to" the comments, however, nothing happens and no actions are taken on the comments submitted. The lack of action on items gives the committee and employees the impression that "decisions" had already been "set" and that they do not want to change from what is currently being done or budgeted for. The committee and employees feel "dismissed" by the management team.

**Recommendation:**

Inclusion of the right people in discussions, especially when it relates to changes, is critical to the management of the business. If the people that deal with processes on a daily basis are not at least consulted about the current environment and what a change to that environment could mean or entail, decisions could be made that cannot be handled within the current system or which may be a duplicate of something already in place, thus a waste of funds of the city.

While adhering to overall budget amounts is important, the route taken to achieve the budget can be made up of different dollar expenses than originally thought in the budget. A thorough look at employee suggestions while potentially differing from initial thoughts used to create the budget may actually be more beneficial to/for the overall organization. The ideas and suggestions from the employees and the acknowledgement that management has heard and is



considering the suggestion has the potential to save money and boost employee morale. When employees feel that they matter and can be an agent for change, productivity increases which helps the employee and employer.

### EE-13. Standardized Job Descriptions:

It appears that the job position descriptions around the city are very individualized. This has occurred over time and as the result of different methodologies for employees (union versus non-union). Continued advancements in technology and streamlining of processes creates efficiencies and “non-over-bearing” workloads that leave opportunity to expand job duties and performance expectations of the employees and positions. Ownership appears to be lacking for items not originally/specifically in the existing job descriptions. Unfortunately, this creates ill-will, discontentment, and resentment between employees.

**Recommendation:**

It may be beneficial for the City to move towards standardized job description titles such as Accountant I, Accountant II, Accountant III, Clerk I, Clerk II, Clerk III, etc. These standardized job titles would allow the city to identify similar tasks across departments and classify them in similar titles. Existing positions should be analyzed for tasks and duties currently being performed and additional duties added as necessary. All position descriptions should include the “Any other duty as assigned” verbiage to protect the city and increase efficiency and responsibility within employees. In addition to standardizing the job titles/descriptions, Human Resources should begin work on standard job classifications that match with the appropriate Pay Rate-Salary Band schedule for MUNIS. Building these at the same time would allow the city to have like job titles/duties listed for each standard pay rate classification (i.e. Clerk I salary range \$30,000 – \$40,000, Clerk II salary range \$35,000 – \$45,000, etc.).

### EE-14. Pay Rate - Salary Bands:

The City has Pay Rate - Salary Bands that have been established for union and non-union employees. The current rate schedules should be systematically re-assessed and defined based on roles and responsibilities that are encompassed within that pay rate. When job title descriptions are standardized, they can assign to the pay rate schedule to assess the reasonableness of the salary levels. This can result in more equitable pay for positions that are doing similar jobs but in different departments of the city. Pay inequities make it hard to budget for positions and can also lead to employee morale issues if the inequity becomes known or is perceived by employees.

**Recommendation:**

The City should consider pay rate-salary bands with defined pay ranges that encompasses all of the jobs and positions with the city. Similar job duties should be within the same salary band regardless of who the position reports to on an organizational chart. The salary bands should have a low, medium, high range and if an employee maximizes their salary level, they are not given an automatic raise but are encouraged to explore ways to change levels.

### EE-15. Union Contracts:

The negotiations on union contract renewals should be started and completed timely in order to allow for any system or benefit changes that could result. Since the union contracts typically cover a period of years, the negotiation process should not be assumed to be a quick process and discussions should be



started months in advance in order to complete the negotiations and properly update the systems and data in a timely and efficient manner allowing for proper reviewing of all contract changes implemented.

**Recommendation:**

The city has three union contracts that need to be renewed within specified time frames. These negotiations should be started early enough in the final year to properly negotiate expectations and changes while completing in a time frame that leaves enough time to properly adjust the financial processes that any changes may have caused/now require. All changes should be implemented and reviewed prior to their “go live” date in order to verify accuracy and efficiency within the processes.

## Conclusion

We appreciate the opportunity to conduct this assessment of the Finance and Human Resources Departments of the City of Sheboygan. During our observation process, we noted positive changes that have recently been put in place. These changes show a desire and commitment to effective change within the organization. We have captured observations and developed recommendations that we feel will enhance the organizational structure as well as improve operational effectiveness and efficiency of the Finance and Human Resources Departments, as well as some overall city operations. Our report includes control enhancements, resource optimization, and role modifications/enhancements to ensure appropriate reporting of financial information and required regulatory items.

Although there are many findings to remediate, we feel that the City is well positioned to address and remediate the findings identified due to recent leadership and management changes. The Finance and Human Resources Department management along with the City Administrator should review and prioritize the findings. There are items that can be a quick fix, items that provide greatly increased efficiencies, items that help to protect the city from fraudulent activities, items that will help to increase employee morale and items that are simply leading practices for the departments. A prioritized list with achievable goals over a period of time will help to not become overwhelmed with the prospect and create a roadmap to future success and efficiency within the departments.

The leadership and management are seeking to enhance the culture as well as the operations and organization at the City and we believe that this assessment provides an excellent road map to drive positive change.



III

DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

R. O. No. 6 - 20 - 21. BY CITY ADMINISTRATOR DARRELL HOFLAND.  
May 11, 2020.

Submitting for your information the 2021 Budget Schedule.

**2021 City of Sheboygan Budget Schedule**

- May 4, 2020 City Administrator submits 2021 Budget Schedule to Common Council.
- June 8, 2020 City Administrator discusses budget parameters with Finance and Personnel Committee.
- June 15, 2020 City Administrator communicates to Management Team the parameters for 2021 Budget submittals.
- August 3, 2020 Preliminary departmental budget submittals due.
- August - September, 2020 City Administrator review of preliminary department budgets.
- September 21, 2020 City Administrator submits Budget Resolution to Common Council.
- September 22 – October 2, 2020 Standing Committee review 2021 Proposed Budget and submit recommendations to Common Council on October 5.
- September 25, 2020 Publish Notice of Public Hearing on 2021 Proposed Budget.
- October 5, 2020 Committee of the Whole review.
- October 19, 2020 Committee of the Whole refers final 2021 Proposed Budget to Common Council.
- October 19, 2020 Public Hearing on 2021 Proposed Budget.
- November 2, 2020 Common Council to adopt the Budget Resolution.

FHP

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City Administrator Darrell Hofland

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

**ITEM DESCRIPTION:** R.O. No. 180-19-20, submitting a communication from Harbor Centre Business Improvement District requesting that the City of Sheboygan release all funds collected on their behalf and those funds allocated to them for fiscal year 2020.

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**REPORT PREPARED BY:** Chad Pelishek, Director of Planning & Development

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**REPORT DATE:** May 6, 2020      **MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The City of Sheboygan collects BID assessments as part of the tax collection process. Each year the BID requests a release of the funds that the City has collected to them to be used for your budget items. Given that they have had a recent reorganization and no full-time director, city staff has invited the current president and executive committee members to attend the meeting and answer any questions as it relates to use of the funds in calendar year 2020.

**STAFF COMMENTS:**

None at this time.

**ACTION REQUESTED:**

Motion as determined by the committee.

**ATTACHMENT**

- I. R.O. No. 180-19-20

II

R. O. No. 180 - 19 - 20. By CITY CLERK. April 8, 2020.

Submitting a communication from Harbor Centre Business Improvement District requesting that the City of Sheboygan release all funds collected on their behalf and those funds allocated to them for fiscal year 2020.

Finance  
Personnel  
2020-2021

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CITY CLERK



March 26, 2020

Common Council  
City of Sheboygan  
828 Center Ave.  
Sheboygan, WI 53081

Dear Common Council,

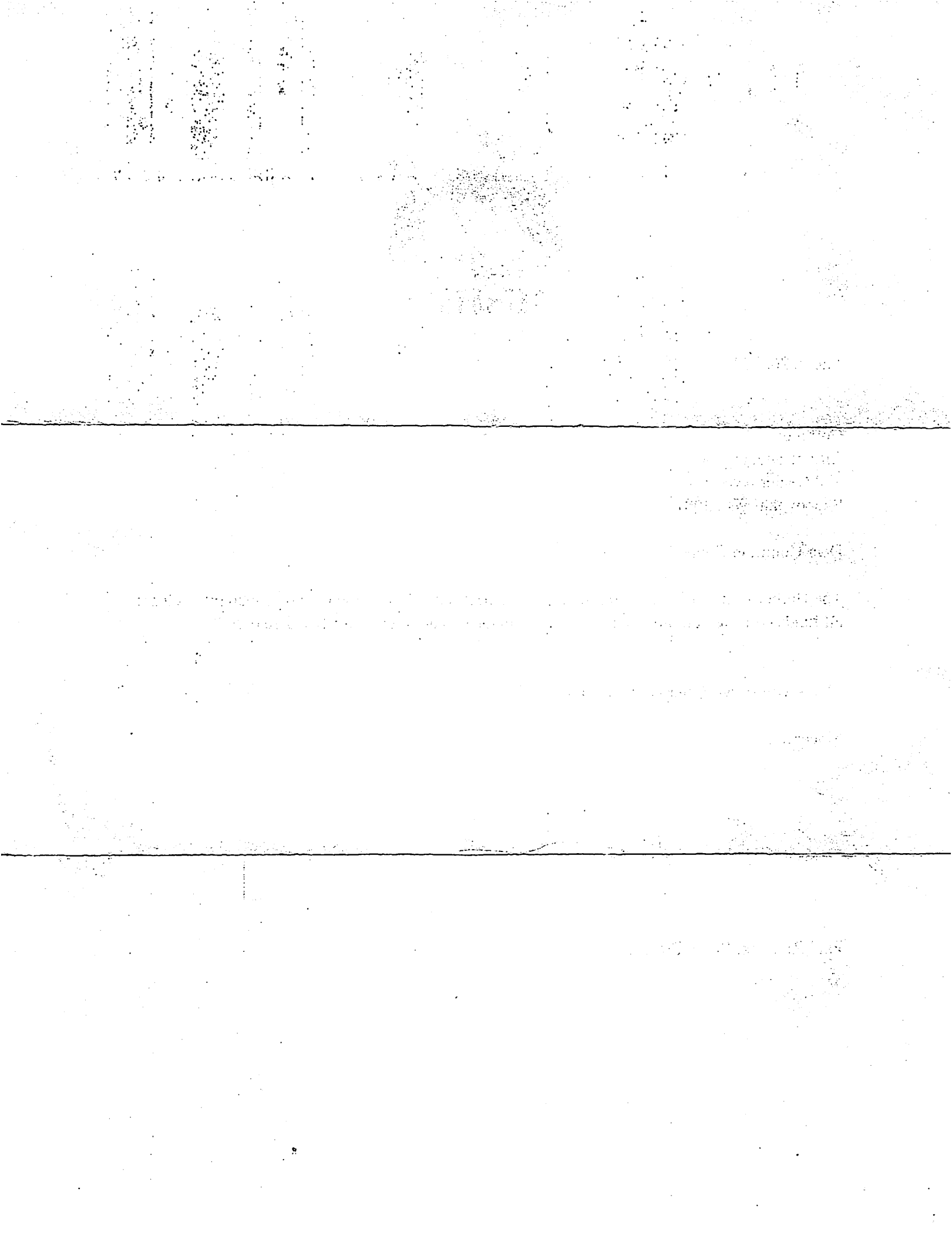
The Harbor Centre Business Improvement District requests that the City of Sheboygan release all funds collected on our behalf and those funds allocated for us for fiscal year 2020.

Thank you for your help in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Rudnick". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul Rudnick, Board President





**Camera Corner / Connecting Point**  
 529 N Monroe Ave  
 Green Bay, Wisconsin 54301  
 United States

Quotation (Open)	
<b>Date</b> Mar 26, 2020 07:58 AM CDT	<b>Expiration Date</b> 04/25/2020
<b>Modified Date</b> Mar 26, 2020 08:14 AM CDT	
<b>Doc #</b> 43956 - rev 1 of 1	
<b>Description</b> MSA2052 #1	
<b>SalesRep</b> Nelson, Chris (P) 920-438-0334	
<b>Customer Contact</b> Krueger, Jeff (P) 920-783-6760 Jeff.Krueger@sheboyganwi.gov	

**Customer**  
 City of Sheboygan (0019512)  
 Krueger, Jeff  
 Purchasing Dept City Hall  
 828 Center Ave  
 Sheboygan, WI 53081  
 United States

**Bill To**  
 City of Sheboygan  
 Krueger, Jeff  
 828 Center Ave  
 Sheboygan, WI 53081  
 United States

**Ship To**  
 City of Sheboygan  
 Krueger, Jeff  
 828 Center Ave  
 Sheboygan, WI 53081  
 United States

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Qty	Unit Price	Total
1	HPE Modular Smart Array 2052 SAN Dual Controller LFF Storage Solid state / hard drive array - 1.6 TB - 12 bays (SAS-2) - SSD 800 GB x 2 - rack-mountable - 2U	2	\$9,270.00	\$18,540.00
2	HPE Midline Hard drive - 14 TB - 3.5" LFF - SAS 12Gb/s - 7200 rpm	8	\$1,558.00	\$12,464.00
3	HPE Midline Hard drive - 14 TB - 3.5" LFF - SAS 12Gb/s - 7200 rpm (pack of 6)	2	\$8,218.00	\$16,436.00
4	HPE Foundation Care Next Business Day Service with Defective Media Retention Extended service agreement - parts and labor - 5 years - on-site - 9x5 - response time: NBD	2	\$4,181.00	\$8,362.00
5	HPE Aruba Direct Attach Copper Cable 10GBase direct attach cable - SFP+ (M) to SFP+ (M) - 10 ft - twinaxial - passive	6	\$120.00	\$720.00

**IMPORTANT:** All deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement. For further details, please refer to our **Order Receiving Guidelines** at [www.cccp.com/return-policy](http://www.cccp.com/return-policy).

<b>Subtotal:</b>	<b>\$56,522.00</b>
Tax (0.000%):	\$0.00
Shipping:	\$98.38
<b>Total:</b>	<b>\$56,620.38</b>

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website [www.cccp.com](http://www.cccp.com)



**Camera Corner / Connecting Point**  
 529 N Monroe Ave  
 Green Bay, Wisconsin 54301  
 United States

Quotation (Open)	
<b>Date</b> Mar 31, 2020 03:40 PM CDT	<b>Expiration Date</b> 04/30/2020
<b>Modified Date</b> Apr 03, 2020 07:59 AM CDT	
<b>Doc #</b> 44112 - rev 1 of 1	
<b>Description</b> HPE MSL2024 0-Drive Tape Library	
<b>SalesRep</b> Nelson, Chris (P) 920-438-0334	
<b>Customer Contact</b> Krueger, Jeff (P) 920-783-6760 jeff.krueger@sheboyganwi.gov	

**Customer**  
 City of Sheboygan (0019512)  
 Krueger, Jeff  
 Purchasing Dept City Hall  
 828 Center Ave  
 Sheboygan, WI 53081  
 United States

**Bill To**  
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 Sheboygan, WI 53081  
 United States

**Ship To**  
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 Sheboygan, WI 53081  
 United States

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Qty	Unit Price	Total
1	HPE StorageWorks MSL2024 Tape library - LTO Ultrium - max drives: 2 - rack-mountable - 2U - barcode reader	1	\$2,440.00	\$2,440.00
2	HPE StoreEver MSL 30750 Drive Upgrade Kit Tape library drive module - LTO Ultrium (12 TB / 30 TB) - Ultrium 8 - SAS-2 - internal - 5.25" - encryption	2	\$4,680.00	\$9,360.00
3	HPE StoreEver MSL TapeAssure Advanced License - electronic	1	\$1,800.00	\$1,800.00
4	HPE Ultrium Universal Cleaning Cartridge LTO Ultrium - orange - cleaning cartridge	2	\$75.00	\$150.00
5	HPE 1 Mini SAS HD - 4 Mini SAS FO 2M Cable	2	\$234.00	\$468.00
6	HPE Non Custom Labeled Library Pack Storage library cartridge magazine - capacity: 20 LTO tapes	2	\$2,917.00	\$5,834.00
7	HPE 5Y Foundation Care NBD Service	1	\$4,192.00	\$4,192.00

**IMPORTANT:** All deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement. For further details, please refer to our **Order Receiving Guidelines** at [www.cccp.com/return-policy](http://www.cccp.com/return-policy).

**Subtotal:** \$24,244.00  
**Tax (0.000%):** \$0.00  
**Shipping:** \$131.51  
**Total:** \$24,375.51

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website [www.cccp.com](http://www.cccp.com)



**Camera Corner / Connecting Point**  
529 N Monroe Ave  
Green Bay, Wisconsin 54301  
United States

**Quotation (Open)**

<b>Date</b> Mar 26, 2020 10:01 AM CDT	<b>Expiration Date</b> 04/25/2020
<b>Modified Date</b> Mar 26, 2020 10:30 AM CDT	
<b>Doc #</b> 43968 - rev 1 of 1	
<b>Description</b> DL160 Server	
<b>SalesRep</b> Nelson, Chris (P) 920-438-0334	
<b>Customer Contact</b> Krueger, Jeff (P) 920-783-6760 Jeff.Krueger@sheboyganwi.gov	

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United States

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Qty	Unit Price	Total
1	HPE ProLiant DL160 Gen10 Server - rack-mountable - 1U - 2-way - 1 x Xeon Silver 4208 / 2.1 GHz - RAM 16 GB - SATA - hot-swap 2.5" - no HDD - GigE - monitor: none	1	\$1,220.00	\$1,220.00
2	HPE Power supply - hot-plug / redundant (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 100-240 V - 500 Watt - 563 VA	1	\$195.00	\$195.00
3	HPE 568FLR-T Network adapter - 10Gb Ethernet x 2	1	\$198.00	\$198.00
4	HPE Smart Array E208i-a SR Gen10 Storage controller (RAID) with low profile heatsink - 8 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 Gbit/s - RAID 0, 1, 5, 10 - PCIe 3.0 x8	1	\$188.00	\$188.00
5	HPE Enterprise Hard drive - 1.2 TB - hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - with HPE SmartDrive carrier	2	\$295.00	\$590.00
6	HPE Integrated Lights-Out Advanced License + 3 Years 24x7 Support - 1 server	1	\$360.00	\$360.00
7	HPE SmartMemory DDR4 - 16 GB - DIMM 288-pin - 2933 MHz / PC4-23400 - CL21 - 1.2 V - registered - ECC	1	\$170.00	\$170.00
8	HPE 96W Smart Storage Battery lithium ion	1	\$92.00	\$92.00
9	HPE Smart Array E208e-p SR Gen10 Storage controller (RAID) - 8 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 Gbit/s - RAID 0, 1, 5, 10 - PCIe 3.0 x8	1	\$217.00	\$217.00
10	HPE Foundation Care Next Business Day Service Extended service agreement - parts and labor - 5 years - on-site - 9x5 - response time: NBD - for ProLiant DL160 Gen10	1	\$1,163.00	\$1,163.00

**IMPORTANT:** All deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement. For further details, please refer to our **Order Receiving Guidelines** at [www.cccp.com/return-policy](http://www.cccp.com/return-policy) ♦

<b>Subtotal:</b>	<b>\$4,393.00</b>
Tax (0.000%):	\$0.00
Shipping:	\$46.54
<b>Total:</b>	<b>\$4,439.54</b>

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website [www.cccp.com](http://www.cccp.com)

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res 2-20-21 by Alderpersons Donohue and Bohren authorizing the Purchasing Agent to issue a purchase order for ordering Storage Area Networks (SAN) and a tape library backup system.

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**REPORT PREPARED BY:** Eric Bushman, Information Technology Director

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**REPORT DATE:** April 13, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

Budget Line Item:	70717100-649100	Wisconsin Statutes:	N/A
Budget Summary:	IT Fund-Capital Asset	Municipal Code:	N/A
Budgeted Expenditure:	\$100,000		
Budgeted Revenue:	\$100,000		

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**BACKGROUND / ANALYSIS:**

As part of the 2020 budget, the Sheboygan Information Technology Department obtained approval to purchase additional network storage to support the City’s growing digital storage needs. The cart below shows our projected storage growth over the next 3 years:

	2020 TB Growth	2021 TB Growth	2022 TB Growth	3 Year Growth
Cellebrite	10	20	40	70
Digital Evidence	2	4	8	14
Coban	2	2	2	6
Email Retention	2	2	2	6
Other	1	1.5	2	4.5
Totals	17	29.5	54	100.5

**STAFF COMMENTS:**

Our existing SANs have approximately 62TB of usable space. 95% of the usable space has been allocated, 70% of that is being used. Our existing SANs are configured to support dynamic data needs and cost about double the solution we are proposing. The solution the IT staff is proposing will provide the City with 112TB of usable storage and is estimated to meet the city’s needs through 2022. The SANs will support Raid6 disk protection (allows for two disk failures within the SAN before any data is lost) and have a performance in excess of 200,000 Input/Output Operations per Second (IOPS). It provides a production SAN which will be located at City Hall, a redundant SAN to be located at WWTP and a tape backup library to be located at the Police Station. The proposed SANs will be configured to support static data needs.

**ACTION REQUESTED:**

Motion to recommend the Common Council adopt Res. No. 2-20-21.

**ATTACHMENTS:**

- I. Res. No. 2-20-21
- II. CCCP Quotes

II

Res. No. 2 - 20 - 21. By Alderpersons Donohue and Bohren.  
April 21, 2020.

A RESOLUTION authorizing the Information Technology Director to purchase additional network storage to support the City's growing digital storage needs.

RESOLVED: That the Information Technology Director is hereby authorized to purchase Storage Area Networks (SAN) and a tape library backup system from Camera Corner Connecting Point, pursuant to the quotes from Camera Corner Connecting Point, copies of which are attached hereto.

BE IT FURTHER RESOLVED: That the appropriate City officials are hereby authorized to draw funds in the total amount of \$85,435.43 from Account No. 70717100-649100 (IT Fund-Capital Asset) in payment of same.

*Mylyne Nowlin*

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

FAP

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



**Camera Corner / Connecting Point**  
 529 N Monroe Ave  
 Green Bay, Wisconsin 54301  
 United States

Quotation (Open)	
<b>Date</b> Mar 26, 2020 07:58 AM CDT	<b>Expiration Date</b> 04/25/2020
<b>Modified Date</b> Mar 26, 2020 08:14 AM CDT	
<b>Doc #</b> 43956 - rev 1 of 1	
<b>Description</b> MSA2052 #1	
<b>SalesRep</b> Nelson, Chris (P) 920-438-0334	
<b>Customer Contact</b> Krueger, Jeff (P) 920-783-6760 Jeff.Krueger@sheboyganwi.gov	

**Customer**  
 City of Sheboygan (0019512)  
 Krueger, Jeff  
 Purchasing Dept City Hall  
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<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Qty	Unit Price	Total
1	HPE Modular Smart Array 2052 SAN Dual Controller LFF Storage Solid state / hard drive array - 1.6 TB - 12 bays (SAS-2) - SSD 800 GB x 2 - rack-mountable - 2U	2	\$9,270.00	\$18,540.00
2	HPE Midline Hard drive - 14 TB - 3.5" LFF - SAS 12Gb/s - 7200 rpm	8	\$1,558.00	\$12,464.00
3	HPE Midline Hard drive - 14 TB - 3.5" LFF - SAS 12Gb/s - 7200 rpm (pack of 6)	2	\$8,218.00	\$16,436.00
4	HPE Foundation Care Next Business Day Service with Defective Media Retention Extended service agreement - parts and labor - 5 years - on-site - 9x5 - response time: NBD	2	\$4,181.00	\$8,362.00
5	HPE Aruba Direct Attach Copper Cable 10GBase direct attach cable - SFP+ (M) to SFP+ (M) - 10 ft - twinaxial - passive	6	\$120.00	\$720.00

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<b>Subtotal:</b>	<b>\$56,522.00</b>
Tax (0.000%):	\$0.00
Shipping:	\$98.38
<b>Total:</b>	<b>\$56,620.38</b>

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website [www.cccp.com](http://www.cccp.com)



**Camera Corner / Connecting Point**  
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 Green Bay, Wisconsin 54301  
 United States

Quotation (Open)	
<b>Date</b> Mar 31, 2020 03:40 PM CDT	<b>Expiration Date</b> 04/30/2020
<b>Modified Date</b> Apr 03, 2020 07:59 AM CDT	
<b>Doc #</b> 44112 - rev 1 of 1	
<b>Description</b> HPE MSL2024 0-Drive Tape Library	
<b>SalesRep</b> Nelson, Chris (P) 920-438-0334	
<b>Customer Contact</b> Krueger, Jeff (P) 920-783-6760 Jeff.Krueger@sheboyganwi.gov	

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<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Qty	Unit Price	Total
1	HPE StorageWorks MSL2024 Tape library - LTO Ultrium - max drives: 2 - rack-mountable - 2U - barcode reader	1	\$2,440.00	\$2,440.00
2	HPE StoreEver MSL 30750 Drive Upgrade Kit Tape library drive module - LTO Ultrium (12 TB / 30 TB) - Ultrium 8 - SAS-2 - internal - 5.25" - encryption	2	\$4,680.00	\$9,360.00
3	HPE StoreEver MSL TapeAssure Advanced License - electronic	1	\$1,800.00	\$1,800.00
4	HPE Ultrium Universal Cleaning Cartridge LTO Ultrium - orange - cleaning cartridge	2	\$75.00	\$150.00
5	HPE 1 Mini SAS HD - 4 Mini SAS FO 2M Cable	2	\$234.00	\$468.00
6	HPE Non Custom Labeled Library Pack Storage library cartridge magazine - capacity: 20 LTO tapes	2	\$2,917.00	\$5,834.00
7	HPE 5Y Foundation Care NBD Service	1	\$4,192.00	\$4,192.00

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**Subtotal:** \$24,244.00  
**Tax (0.000%):** \$0.00  
**Shipping:** \$131.51  
**Total:** \$24,375.51

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website [www.cccp.com](http://www.cccp.com)



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Quotation (Open)	
<b>Date</b> Mar 26, 2020 10:01 AM CDT	<b>Expiration Date</b> 04/25/2020
<b>Modified Date</b> Mar 26, 2020 10:30 AM CDT	
<b>Doc #</b> 43968 - rev 1 of 1	
<b>Description</b> DL160 Server	
<b>SalesRep</b> Nelson, Chris (P) 920-438-0334	
<b>Customer Contact</b> Krueger, Jeff (P) 920-783-6760 Jeff.Krueger@sheboyganwi.gov	

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<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Qty	Unit Price	Total
1	HPE ProLiant DL160 Gen10 Server - rack-mountable - 1U - 2-way - 1 x Xeon Silver 4208 / 2.1 GHz - RAM 16 GB - SATA - hot-swap 2.5" - no HDD - GigE - monitor: none	1	\$1,220.00	\$1,220.00
2	HPE Power supply - hot-plug / redundant (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 100-240 V - 500 Watt - 563 VA	1	\$195.00	\$195.00
3	HPE 568FLR-T Network adapter - 10Gb Ethernet x 2	1	\$198.00	\$198.00
4	HPE Smart Array E208i-a SR Gen10 Storage controller (RAID) with low profile heatsink - 8 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 Gbit/s - RAID 0, 1, 5, 10 - PCIe 3.0 x8	1	\$188.00	\$188.00
5	HPE Enterprise Hard drive - 1.2 TB - hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - with HPE SmartDrive carrier	2	\$295.00	\$590.00
6	HPE Integrated Lights-Out Advanced License + 3 Years 24x7 Support - 1 server	1	\$360.00	\$360.00
7	HPE SmartMemory DDR4 - 16 GB - DIMM 288-pin - 2933 MHz / PC4-23400 - CL21 - 1.2 V - registered - ECC	1	\$170.00	\$170.00
8	HPE 96W Smart Storage Battery lithium ion	1	\$92.00	\$92.00
9	HPE Smart Array E208e-p SR Gen10 Storage controller (RAID) - 8 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 Gbit/s - RAID 0, 1, 5, 10 - PCIe 3.0 x8	1	\$217.00	\$217.00
10	HPE Foundation Care Next Business Day Service Extended service agreement - parts and labor - 5 years - on-site - 9x5 - response time: NBD - for ProLiant DL160 Gen10	1	\$1,163.00	\$1,163.00

**IMPORTANT:** All deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement. For further details, please refer to our Order Receiving Guidelines at [www.cccp.com/return-policy](http://www.cccp.com/return-policy). ♦

<b>Subtotal:</b>	<b>\$4,393.00</b>
<b>Tax (0.000%):</b>	<b>\$0.00</b>
<b>Shipping:</b>	<b>\$46.54</b>
<b>Total:</b>	<b>\$4,439.54</b>

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**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL CONSIDERATION**

---

**ITEM DESCRIPTION:** Res No. 3-20-21 by Alderpersons Donohue and Bohren authorizing a grant application to the Sheboygan County Stewardship Fund for a recreational trail along the Sheboygan River at Kiwanis Park.

---

**REPORT PREPARED BY:** Chad Pelishek, Director of Planning and Development

---

**REPORT DATE:** May 6, 2020      **MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

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**STATUTORY REFERENCE:**

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

**BACKGROUND / ANALYSIS:**

The City of Sheboygan has dedicated funding through the Community Development Block Grant (CDBG) program to construct a recreational trail along the Sheboygan River at Kiwanis Park as part of the master plan completed in 2019. The Sheboygan County Stewardship Fund provides funding to municipalities in the county to develop recreational opportunities. Part of the application process requires the municipalities elected body to support the application. The application was due on May 1, 2020 and was submitted pending approval of this resolution. The request for funding was \$30,800 to match the CDBG funding.

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res No. 3-20-21 authorizing a grant application to the Sheboygan County Stewardship Fund for a recreational trail along the Sheboygan River at Kiwanis Park.

**ATTACHMENTS:**

- I. Res No. 3-20-21

~~III~~

3.3

Res. No. 3 - 20 - 21 . By Alderpersons Donohue and Bohren. April 21, 2020.

A RESOLUTION authorizing a grant application to the Sheboygan County Stewardship Fund for a recreational trail along the Sheboygan River at Kiwanis Park.

WHEREAS, in November of 2000, the voters of Sheboygan County approved the establishment of a County Stewardship Fund to develop recreation opportunities and help conserve Sheboygan County's Natural Resources; and

WHEREAS, the County Stewardship Fund supports project development, purchase of development rights, land acquisition, and restoration; and

WHEREAS, cities are among the organizations that may apply for grant funds for this program; and

WHEREAS, the City has identified as a priority in its "Kiwanis Park Master Plan" the construction of a recreational trail along the Sheboygan River; and

WHEREAS, said construction is the type of project intended to be funded through the County Stewardship Fund.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and City Clerk are hereby authorized to act on behalf of the City of Sheboygan to:

- Submit a grant application to the Sheboygan County Stewardship Program for financial assistance;
- Sign all necessary documents related to said grant application; and
- Take all necessary actions to undertake, direct, and complete the approved project.

BE IT FURTHER RESOLVED: That the appropriate City officials are authorized to use funds from the Community Development Block Grant Program as matching funds related to this grant request sufficient to complete the project.

FHP

BE IT FURTHER RESOLVED: That the City of Sheboygan recognizes and acknowledges the long-term ownership and management responsibilities associated with this Sheboygan County Stewardship Fund Grant Program, and will meet its obligations under the Stewardship Grant Agreement for the project.

*My signature Nowhere*

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

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



**MUNICIPAL PROPERTY INSURANCE COMPANY**  
9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

**RENEWAL POLICY QUOTE**

Policy # 5000130\_Q-1

Agent Pallin Allen

Named Insured and Principal Address:

City of Sheboygan  
828 Center Avenue  
Sheboygan, WI 53081-4497

Contact:

Marty Halverson  
920-459-3882

Policy Period: 12:01 am 06/01/2020 to 06/01/2021

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	5,000	209,845,400	0.065	136,408
Contractors Equipment - New Replacement Cost	1,000	8,541,656	0.192	16,400
Contractors Equipment valued under \$25,000	1,000	538,336	N/A	0
Monies & Securities <b>Schedule Attached</b>	1,000	17,000	0.50	85
Specific Limit Coverage <b>Schedule Attached</b>	5,000	100,000	0.0724	72
Vacancy Permit <b>Schedule Attached</b>	5,000	9,631,458	0.029	2,793
Pier and Wharf Limited Coverage <b>Schedule Attached</b>	1,000 / 10%	4,100	0.40	50
<b>Total Annual Premium</b>		<b>\$155,808</b>		

**Comments**

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

**This quote becomes null and void within 30 days of transaction effective date.**



## DECLARATIONS

Policy # 5000130\_Q-1

Replaces Policy # 240090

Agent Pallin Allen

Item I. Named Insured and Principal Address: Contact:  
 City of Sheboygan Marty Halverson  
 828 Center Avenue 920-459-3882  
 Sheboygan, WI 53081-4497

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 06/01/2020, and expires at 12:01 A.M., 06/01/2021.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	5,000	209,845,400	0.065	136,408
Contractors Equipment - New Replacement Cost	1,000	8,541,656	0.192	16,400
Contractors Equipment valued under \$25,000	1,000	538,336	N/A	0
Monies & Securities <b>Schedule Attached</b>	1,000	17,000	0.50	85
Specific Limit Coverage <b>Schedule Attached</b>	5,000	100,000	0.0724	72
Vacancy Permit <b>Schedule Attached</b>	5,000	9,631,458	0.029	2,793
Pier and Wharf Limited Coverage <b>Schedule Attached</b>	1,000 / 10%	4,100	0.40	50
<b>Total Annual Premium</b>		<b>\$155,808</b>	<b>Billed to Insured</b>	

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	04-2019	Municipal Property Insurance Company Policy
MPIC-002Q	01-2020	Municipal Property Insurance Company Policy Quote
MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open

MPIC-006	04-2019	Joint Loss Agreement Endorsement
MPIC-008	04-2019	Cap Of Losses From Certified Acts Of Terrorism
MPIC-103	04-2019	Specific Limit Endorsement
MPIC-104	04-2019	Vacancy Permit
MPIC-201	04-2019	Monies And Securities Endorsement
MPIC-204	04-2019	Pier and Wharf Limited Coverage Endorsement
MPIC-300	01-2020	Contractors Equipment New Replacement Cost Coverage Endorsement
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement
MPIC-510	01-2019	Tax Lien Property Coverage
MPIC-511	04-2019	Leased Property Coverage

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Item V. Loss Payees:

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Item VI. Variable Coverage Schedules:

<b>Monies &amp; Securities</b>	
City Hall	17,000
	17,000
<b>Pier and Wharf Limited Coverage</b>	
HARBOR CENTRE MARINA - FLOATING DOCK	4,100
	4,100
<b>Vacancy Permit</b>	
Social Security Building - Vacancy Permit	285,000
Municipal Armory: 516 Broughton Drive - Vacancy Permit	9,346,458
	9,631,458
<b>Specific Limit Coverage</b>	
1920 Stahl Rd., Sheboygan, WI 53081 - Poth Farm	100,000
	100,000

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>1 CITY HALL</b>							
	1	CITY HALL 828 CENTER AVENUE SHEBOYGAN WI 53081	1917	3	37,320	\$11,791,900	\$1,866,000
		Property in the open					\$13,500
		<b>CITY HALL (1) Total</b>				<b>\$11,791,900</b>	<b>\$1,879,500</b>
<b>2 FIRE ENGINE HOUSE 1</b>							
	1	FIRE ENGINE HOUSE 1 833 NEW YORK AVENUE SHEBOYGAN WI 53081	1907	2	13,002	\$2,886,100	\$283,200
		<b>FIRE ENGINE HOUSE 1 (2) Total</b>				<b>\$2,886,100</b>	<b>\$283,200</b>
<b>3 FIRE ENGINE HOUSE 2</b>							
	1	FIRE ENGINE HOUSE 2 2413 SOUTH 18TH STREET SHEBOYGAN WI 53081	1960	1	9,599	\$1,629,600	\$243,200
		<b>FIRE ENGINE HOUSE 2 (3) Total</b>				<b>\$1,629,600</b>	<b>\$243,200</b>
<b>4 FIRE ENGINE HOUSE 3</b>							
	1	FIRE ENGINE HOUSE 3 1326 N 25TH STREET SHEBOYGAN WI 53081	1971	2	27,936	\$5,237,700	\$993,100
	2	TRAINING FACILITY 1326 N 25TH STREET SHEBOYGAN WI 53081	2000	2	3,104	\$351,200	\$15,000
		Property in the open					\$1,200
		<b>FIRE ENGINE HOUSE 3 (4) Total</b>				<b>\$5,588,900</b>	<b>\$1,009,300</b>
<b>5 FIRE STATION # 5</b>							
	1	FIRE STATION # 5 4504 SOUTH 18TH STREET SHEBOYGAN WI 53081	2006	1	7,004	\$1,087,300	\$288,900
		<b>FIRE STATION # 5 (5) Total</b>				<b>\$1,087,300</b>	<b>\$288,900</b>
<b>6 PLAZA 8 FOUNTAIN</b>							
	1	PLAZA 8 FOUNTAIN 700 BLOCK OF 8TH SHEBOYGAN WI 53081	1975	1	540	\$75,400	\$0
		<b>PLAZA 8 FOUNTAIN (6) Total</b>				<b>\$75,400</b>	<b>\$0</b>
<b>7 FOUNTAIN PARK</b>							
	1	FOUNTAIN PARK BANDSHELL 930 N 8TH STREET SHEBOYGAN WI 53081	1915	1	1,624	\$326,900	\$15,000
	2	FOUNTAIN PARK FOUNTAIN ERIE AVENUE AND NORTH 9TH	1915	1	84	\$50,300	\$1,900

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		STREET SHEBOYGAN WI 53081					
		<b>FOUNTAIN PARK (7) Total</b>				<b>\$377,200</b>	<b>\$16,900</b>
<b>8</b>		<b>END PARK</b>					
	1	COMFORT STATION 13TH STREET AND LOS ANGELES AVENUE SHEBOYGAN WI 53081	2003	1	513	\$153,900	\$2,800
	2	SHELTER 13TH AND LOS ANGELES AVENUE SHEBOYGAN WI 53081	2005	1	1,140	\$148,200	\$1,900
		<b>END PARK (8) Total</b>				<b>\$302,100</b>	<b>\$4,700</b>
<b>9</b>		<b>ROOSEVELT PARK</b>					
	1	LIGHT CONTROL HOUSE SOUTH 12TH & MEAD AVENUE SHEBOYGAN WI 53081	1980	1	80	\$12,000	\$1,000
	2	SHELTER HOUSE SOUTH 12TH & MEAD AVENUE SHEBOYGAN WI 53081	1980	1	2,240	\$264,700	\$22,500
		Property in the open					\$900,000
		<b>ROOSEVELT PARK (9) Total</b>				<b>\$276,700</b>	<b>\$923,500</b>
<b>10</b>		<b>COLE PARK</b>					
	1	COMFORT STATION NORTH 4TH AND NORTH 3RD STREET SHEBOYGAN WI 53081	1980	1	408	\$61,200	\$2,300
		<b>COLE PARK (10) Total</b>				<b>\$61,200</b>	<b>\$2,300</b>
<b>11</b>		<b>DELAND PARK</b>					
	1	BEACH HOUSE 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1985	1	1,978	\$656,600	\$17,500
	2	FISH CLEANING STATION COMFORT 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1980	1	801	\$136,200	\$4,800
	3	GROUP PICNIC SHELTER 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1985	1	648	\$77,800	\$9,700
	4	SOUTH SHELTER DELAND HOME 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1920	1	1,320	\$198,000	\$23,600
		Property in the open					\$743,500
		<b>DELAND PARK (11) Total</b>				<b>\$1,068,600</b>	<b>\$799,100</b>

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>12</b>		<b>KING PARK</b>					
	1	PARK PAVILION 1601 S 7TH ST SHEBOYGAN WI 53081	2009	1	2,560	\$748,700	\$0
	2	SHELTER LAKESHORE DR AND BROADWAY SHEBOYGAN WI 53081	1934	1	913	\$137,000	\$4,400
<b>KING PARK (12) Total</b>						<b>\$885,700</b>	<b>\$4,400</b>
<b>13</b>		<b>VOLLRATH PARK</b>					
	1	COMFORT STATION PARK AVENUE AND 2ND STREET SHEBOYGAN WI 53081	1980	1	1,485	\$222,800	\$2,500
	2	CONCESSION STAND PARK AVENUE AND NORTH 2ND STREET SHEBOYGAN WI 53081	1980	1	500	\$40,000	\$10,200
	3	ELECTRIC SWITCH HOUSE PARK AVENUE AND 2ND STREET SHEBOYGAN WI 53081	1980	1	100	\$15,000	\$1,400
Property in the open							\$1,231,500
<b>VOLLRATH PARK (13) Total</b>						<b>\$277,800</b>	<b>\$1,245,600</b>
<b>14</b>		<b>LAKE VIEW PARK</b>					
	1	COMFORT STATION LAKESHORE DR AND SHOOTING PARKRD SHEBOYGAN WI 53081	1980	1	560	\$84,000	\$3,200
	2	SHELTER HOUSE LAKESHORE DR AND SHOOTING PARKRD SHEBOYGAN WI 53081	1912	1	1,176	\$176,400	\$5,500
<b>LAKE VIEW PARK (14) Total</b>						<b>\$260,400</b>	<b>\$8,700</b>
<b>15</b>		<b>EVERGREEN PARK</b>					
	1	AREA #1 COMFORT STATION 2614 PINE GROVE AVENUE SHEBOYGAN WI 53081	2001	1	720	\$223,200	\$0
	2	BAR STAND AREA 1 HWY 42 SHEBOYGAN WI 53081	1917	1	668	\$53,500	\$15,400
	3	COMFORT STATION HWY 42 SHEBOYGAN WI 53081	1974	1	481	\$72,200	\$2,800
	4	COMFORT STATION AREA 2 HWY 42	1980	1	800	\$120,000	\$4,700

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		SHEBOYGAN WI 53081					
	5	COMFORT STATION AREA 4 & 5 HWY 42 SHEBOYGAN WI 53081	1980	1	656	\$98,400	\$3,000
	6	Shaw Shelter HWY 42 SHEBOYGAN WI 53081	2018	0	0	\$208,000	\$0
	7	SHELTER HOUSE AREA 5 HWY 42 SHEBOYGAN WI 53081	1917	1	846	\$126,900	\$4,000
	8	TOOL HOUSE AREA 1 HWY 42 SHEBOYGAN WI 53081	1950	1	192	\$9,600	\$2,800
		Property in the open					\$841,800
		<b>EVERGREEN PARK (15) Total</b>				<b>\$911,800</b>	<b>\$874,500</b>
<b>16</b>		<b>JAYCEE PARK</b>					
	1	QUARRY BATH HOUSE 3401 CALUMET DRIVE SHEBOYGAN WI 53081	1979	1	5,000	\$738,400	\$25,000
		Property in the open					\$839,800
		<b>JAYCEE PARK (16) Total</b>				<b>\$738,400</b>	<b>\$864,800</b>
<b>17</b>		<b>KIWANIS PARK</b>					
	1	AREA #8 COMFORT STATION SHELTER KIWANIS PARK DRIVE SHEBOYGAN WI 53081	2000	1	720	\$216,000	\$0
	2	COMFORT STATION KIWANIS PARK DRIVE SHEBOYGAN WI 53081	1980	1	1,350	\$202,500	\$6,400
	3	CONCESSION STAND KIWANIS PARK DRIVE SHEBOYGAN WI 53081	1980	1	558	\$83,700	\$12,400
	4	FIELD HOUSE 511 KIWANIS PARK DRIVE SHEBOYGAN WI 53081	1924	1	4,252	\$856,600	\$45,000
	5	SHELTER HOUSE UNION AVENUE AND SOUTH 22ND ST SHEBOYGAN WI 53081	1946	1	1,133	\$170,000	\$25,400
	6	Skatepark UNION AVENUE AND SOUTH 22ND ST SHEBOYGAN WI 53081	2019	1	12,000	\$470,600	\$0
		<b>KIWANIS PARK (17) Total</b>				<b>\$1,999,400</b>	<b>\$89,200</b>

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>18</b>		<b>MUNICIPAL SERVICE SITE</b>					
	1	MUNICIPAL SERVICE BUILDING 2026 NEW JERSEY AVENUE SHEBOYGAN WI 53081	1965	1	121,198	\$19,070,100	\$3,872,000
	2	POLICE IMPOUND GARAGE 2026 NEW JERSEY AVENUE SHEBOYGAN WI 53081	1990	1	6,680	\$342,200	\$0
	3	SALT SHED (ADD01) 2026 NEW JERSEY AVENUE SHEBOYGAN WI 53081	2019	1	6,000	\$246,100	\$0
		<b>MUNICIPAL SERVICE SITE (18) Total</b>				<b>\$19,658,400</b>	<b>\$3,872,000</b>
<b>19</b>		<b>CLEVELAND PARK</b>					
	1	Park Open Pavilion 2321 Geele Ave SHEBOYGAN WI 53081	2013	1	864	\$73,500	\$11,400
	2	Restroom Facility 2321 Geele Ave SHEBOYGAN WI 53081	2013	1	420	\$84,000	\$6,400
	3	SHELTER HOUSE NORTH 25TH AND GEELE AVENUE SHEBOYGAN WI 53081	1956	1	1,128	\$169,200	\$6,700
		Property in the open					\$8,100
		<b>CLEVELAND PARK (19) Total</b>				<b>\$326,700</b>	<b>\$32,600</b>
<b>20</b>		<b>WILDWOOD BASEBALL COMPLEX</b>					
	1	COMFORT STATION 22ND & NEW JERSEY SHEBOYGAN WI 53081	1980	1	897	\$134,600	\$5,300
	2	Concessions Rest Room Building 2328 Wildwood Ave SHEBOYGAN WI 53081	1981	0	520	\$78,000	\$0
	3	Dugout 2328 Wildwood Ave SHEBOYGAN WI 53081	2011	1	250	\$35,000	\$0
	4	Dugout 2328 Wildwood Ave SHEBOYGAN WI 53081	2011	1	250	\$35,000	\$0
	5	GARAGE 2328 Wildwood Ave SHEBOYGAN WI 53081	1970	1	520	\$20,800	\$3,000
	6	Garage 2328 Wildwood Ave SHEBOYGAN WI 53081	2000	1	484	\$14,600	\$0
	7	Pavilion	1990	1	400	\$12,000	\$0

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		2328 Wildwood Ave SHEBOYGAN WI 53081					
	8	Press Box 2328 Wildwood Ave SHEBOYGAN WI 53081	1997	2	1,280	\$192,000	\$0
	9	Storage Shed 2328 Wildwood Ave SHEBOYGAN WI 53081	1998	1	96	\$2,900	\$0
		Property in the open					\$390,800
		<b>WILDWOOD BASEBALL COMPLEX (20) Total</b>				<b>\$524,900</b>	<b>\$399,100</b>
<b>21</b>		<b>NELESENS FISH</b>					
	1	NELESENS FISH 715 S FRANKLIN SHEBOYGAN WI 53081	1948	1	1,250	\$62,500	\$0
		<b>NELESENS FISH (21) Total</b>				<b>\$62,500</b>	<b>\$0</b>
<b>22</b>		<b>ROTARY RIVERVIEW PARK</b>					
	1	COMFORT STATION FRANKLIN STREET SHEBOYGAN WI 53081	1980	1	400	\$64,000	\$2,300
		Property in the open					\$222,800
		<b>ROTARY RIVERVIEW PARK (22) Total</b>				<b>\$64,000</b>	<b>\$225,100</b>
<b>23</b>		<b>WILDWOOD CEMETERY</b>					
	1	GARAGE WILDWOOD AVENUE SHEBOYGAN WI 53081	1920	1	1,920	\$105,600	\$64,500
	2	STORAGE BUILDING EVANS AVENUE SHEBOYGAN WI 53081	1980	1	1,071	\$64,300	\$15,400
		<b>WILDWOOD CEMETERY (23) Total</b>				<b>\$169,900</b>	<b>\$79,900</b>
<b>24</b>		<b>MAYWOOD</b>					
	1	BARN 3615 MUELLER ROAD SHEBOYGAN WI 53081	1950	1	1,500	\$112,500	\$21,600
	2	EQUIPMENT SHED 3615 MUELLER ROAD SHEBOYGAN WI 53081	1980	1	556	\$30,600	\$8,000
	3	EQUIPMENT SHED 3615 MUELLER ROAD SHEBOYGAN WI 53081	1980	1	945	\$52,000	\$13,700
	4	GARAGE 3615 MUELLER ROAD	1974	1	712	\$39,200	\$10,600

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		SHEBOYGAN WI 53081					
	5	GARAGE 3615 MUELLER ROAD SHEBOYGAN WI 53081	1974	1	1,200	\$66,000	\$39,900
	6	STORAGE BUILDING 3615 MUELLER ROAD SHEBOYGAN WI 53081	1980	1	3,360	\$184,800	\$49,100
		<b>MAYWOOD (24) Total</b>				<b>\$485,100</b>	<b>\$142,900</b>
<b>25</b>		<b>MEAD PUBLIC LIBRARY</b>					
	1	SHEBOYGAN PUBLIC LIBRARY 710 N 8TH STREET SHEBOYGAN WI 53081	1975	3	96,126	\$18,460,500	\$9,066,000
		Property in the open					\$42,700
		<b>MEAD PUBLIC LIBRARY (25) Total</b>				<b>\$18,460,500</b>	<b>\$9,108,700</b>
<b>26</b>		<b>BUS TERMINAL</b>					
	1	BUS SHELTER 608 SOUTH COMMERCE STREET SHEBOYGAN WI 53081	2005	1	1,600	\$816,900	\$0
	2	BUS TERMINAL 608 SOUTH COMMERCE STREET SHEBOYGAN WI 53081	1975	1	39,315	\$6,234,600	\$0
		Property in the open					\$152,800
		<b>BUS TERMINAL (26) Total</b>				<b>\$7,051,500</b>	<b>\$152,800</b>
<b>27</b>		<b>ENVIRONMENTAL CENTER</b>					
	1	MAYWOOD 3615 MUELLER ROAD SHEBOYGAN WI 53081	1974	1	22,360	\$2,710,000	\$74,000
	2	MAYWOOD WITH ADDITION 3615 MUELLER ROAD SHEBOYGAN WI 53081	2006	0	0	\$	\$0
		Property in the open					\$3,900
		<b>ENVIRONMENTAL CENTER (27) Total</b>				<b>\$2,710,000</b>	<b>\$77,900</b>
<b>28</b>		<b>NORTH SIDE PUMP STATION</b>					
	1	NORTHSIDE PUMP STATION 2645 BLACKSTOCK AVENUE SHEBOYGAN WI 53081	1980	1	1,905	\$842,700	\$0
		<b>NORTH SIDE PUMP STATION (28) Total</b>				<b>\$842,700</b>	<b>\$0</b>
<b>29</b>		<b>SOUTH SIDE PUMP STATION</b>					
	1	SOUTHSIDE PUMP STATION 1218 SOUTH 7TH STREET	1914	1	3,500	\$2,338,100	\$0

**STATEMENT OF VALUES**  
**MUNICIPAL PROPERTY INSURANCE COMPANY**  
Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		SHEBOYGAN WI 53081					
		<b>SOUTH SIDE PUMP STATION (29)</b>				<b>\$2,338,100</b>	<b>\$0</b>
		<b>Total</b>					
<b>30</b>		<b><i>FIRE DEPARTMENT</i></b>					
	1	FIRE DEPARTMENT #4 2622 N 15TH STREET SHEBOYGAN WI 53081	1988	1	11,198	\$2,126,200	\$313,600
		<b>FIRE DEPARTMENT (30) Total</b>				<b>\$2,126,200</b>	<b>\$313,600</b>
<b>31</b>		<b><i>WASTEWATER TREATMENT PLANT</i></b>					
	1	ADMINISTRATION BUILDING N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	33,802	\$5,587,400	\$565,000
	2	BLEACH BUILDING (ADD12) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	900	\$244,800	\$0
	3	BLOWER BUILDING (ADD11) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	3,674	\$1,638,900	\$0
	4	BLOWER BUILDING 2 (ADD25) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	3,674	\$1,515,500	\$0
	5	CHEMICAL STORAGE BUILDING N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	0	0	\$	\$0
	6	CHLORINE CONTACT CHAMBER (ADD17) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	5,250	\$1,147,400	\$0
	7	CHLORINE CONTACT CHAMBER 2 (ADD18) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	5,460	\$1,176,600	\$0
	8	CLARIFIER (ADD02) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0
	9	CLARIFIER (ADD03) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0
	10	CLARIFIER 3 (ADD04) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0
	11	CLARIFIER 4 (ADD05) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0

**STATEMENT OF VALUES**  
**MUNICIPAL PROPERTY INSURANCE COMPANY**  
Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
	12	DIGESTER BUILDING 1 (ADD22) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	18,939	\$5,723,100	\$0
	13	DIGESTER BUILDING 2 (ADD23) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	21,067	\$6,369,000	\$0
	14	DRYER BUILDING (ADD14) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	19,797	\$6,318,500	\$0
	15	FINISHED CLARIFIER (ADD06) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	16	FINISHED CLARIFIER (ADD07) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	17	FINISHED CLARIFIER (ADD09) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	18	FINISHED CLARIFIER 3 (ADD08) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	19	Galleries (ADD13) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	29,990	\$10,754,400	\$0
	20	HARVESTER BUILDING (ADD15) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	2002	1	960	\$1,044,200	\$0
	21	INFLUENT BUILDING (ADD01) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1997	1	2,500	\$1,903,900	\$0
	22	OXIDATION DITCH (ADD16) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	18,000	\$3,830,500	\$0
	23	OXIDATION DITCH 2 (ADD24) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	18,000	\$3,830,500	\$0
	24	PRESS BUILDING (ADD10) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,304	\$2,903,100	\$0
	25	PUMP STATION N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	10,607	\$4,931,800	\$0
	26	SLUDGE STORAGE TANK (ADD20) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	2002	1	7,852	\$1,404,100	\$0
	27	SLUDGE STORAGE TANK 2 (ADD21)	2002	1	1,649	\$1,872,100	\$0

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081					
	28	SOLIDS HANDLING BUILDING N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	0	0	0	\$	\$0
	29	VERDESIS MICRO-TURBINES (TWO - 2) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	0	0	0	\$	\$0
	30	WASTEWATER TREATMENT PROCESS N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	2006	0	0	\$	\$0
		Property in the open					\$291,400
		<b>WASTEWATER TREATMENT PLANT (31) Total</b>				<b>\$79,037,400</b>	<b>\$856,400</b>
<b>32</b>		<b><i>YOUTH BOATING FACILITY</i></b>					
	1	YOUTH BOATING FACILITY 619 BROUGHTON DRIVE SHEBOYGAN WI 53081	2004	1	2,000	\$289,100	\$10,000
		<b>YOUTH BOATING FACILITY (32) Total</b>				<b>\$289,100</b>	<b>\$10,000</b>
<b>33</b>		<b><i>HARBOR CENTRE MARINA</i></b>					
	1	ADMINISTRATION BUILDING 821 BROUGHTON DRIVE SHEBOYGAN WI 53081	2004	1	10,049	\$2,264,200	\$122,200
	2	FUEL ATTENDANTS BUILDING 821 BROUGHTON DRIVE SHEBOYGAN WI 53081	2004	1	780	\$124,800	\$57,900
		Property in the open					\$4,100
		<b>HARBOR CENTRE MARINA (33) Total</b>				<b>\$2,389,000</b>	<b>\$184,200</b>
<b>34</b>		<b><i>DELAND PARK COMMUNITY CENTER</i></b>					
	1	DELAND PARK COMMUNITY CENTER 901 BROUGHTON DRIVE SHEBOYGAN WI 53081	1994	1	2,336	\$518,600	\$20,000
		<b>DELAND PARK COMMUNITY CENTER (34) Total</b>				<b>\$518,600</b>	<b>\$20,000</b>
<b>35</b>		<b><i>SENIOR CENTER</i></b>					
	1	SENIOR CENTER 428 WISCONSIN AVE SHEBOYGAN WI 53081	1969	1	18,793	\$3,181,000	\$259,200

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>SENIOR CENTER (35) Total</b>						<b>\$3,181,000</b>	<b>\$259,200</b>
<b>36</b>	<b><i>LIFT STATION INDIANA AVE</i></b>						
	1	INDIANA AVE LIFT STATION 2827 INDIANA AVENUE SHEBOYGAN WI 53081	1997	1	595	\$623,800	\$0
<b>LIFT STATION INDIANA AVE (36) Total</b>						<b>\$623,800</b>	<b>\$0</b>
<b>37</b>	<b><i>Lift Stations</i></b>						
	1	INDIAN MEADOWS PKG LIFT STN 63 S HIAWATHA CIRCLE SHEBOYGAN WI 53081	1980	1	0	\$358,600	\$0
<b>Lift Stations (37) Total</b>						<b>\$358,600</b>	<b>\$0</b>
<b>38</b>	<b><i>POTH FARM</i></b>						
	1	POTH FARM 1920 STAHL ROAD SHEBOYGAN WI 53081	1900	1	4,200	\$352,100	\$0
<b>POTH FARM (38) Total</b>						<b>\$352,100</b>	<b>\$0</b>
<b>39</b>	<b><i>FISH CLEANING STATION RESTROOMS</i></b>						
	1	FISH CLEANING STATION RESTROOM 701 SOUTH PIER DRIVE SHEBOYGAN WI 53081	2005	1	1,248	\$395,600	\$0
<b>FISH CLEANING STATION RESTROOMS (39) Total</b>						<b>\$395,600</b>	<b>\$0</b>
<b>40</b>	<b><i>SHERIDAN PARK</i></b>						
Property in the open							\$87,500
<b>SHERIDAN PARK (40) Total</b>						<b>\$0</b>	<b>\$87,500</b>
<b>41</b>	<b><i>VETERANS PARK</i></b>						
	1	Park Open Pavilion 2220 Union Ave SHEBOYGAN WI 53081	2013	1	864	\$56,200	\$11,400
	2	Rest Room facilities 2220 Union Ave SHEBOYGAN WI 53081	2013	1	480	\$96,000	\$6,400
<b>VETERANS PARK (41) Total</b>						<b>\$152,200</b>	<b>\$17,800</b>
<b>42</b>	<b><i>OPTIMIST PARK</i></b>						
	1	Park Open Pavilion 2004 Carmen Ave SHEBOYGAN WI 53081	2013	1	864	\$56,200	\$11,400
	2	Restroom Facility	2013	1	420	\$84,000	\$6,400

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		2004 Carmen Ave SHEBOYGAN WI 53081					
		Property in the open					\$165,200
		<b>OPTIMIST PARK (42) Total</b>				<b>\$140,200</b>	<b>\$183,000</b>
<b>43</b>		<b><i>VOIGHT PARK</i></b>					
		Property in the open					\$28,200
		<b>VOIGHT PARK (43) Total</b>				<b>\$0</b>	<b>\$28,200</b>
<b>44</b>		<b><i>Sports Complex Butzen Estate</i></b>					
	1	Farmstead Garage 3936 S Business Dr SHEBOYGAN WI 53081	1890	1	548	\$16,500	\$0
	2	Garage [1B] 3936 S Business Dr SHEBOYGAN WI 53081	1960	1	507	\$15,300	\$0
	3	House 3936 S Business Dr SHEBOYGAN WI 53081	1960	1	1,194	\$113,500	\$6,200
	4	Original Farm Home 3936 S Business Dr SHEBOYGAN WI 53081	1890	2	1,131	\$107,500	\$0
	5	Pole Barn 3936 S Business Dr SHEBOYGAN WI 53081	1970	1	786	\$27,600	\$0
	6	Storage Shed 3936 S Business Dr SHEBOYGAN WI 53081	1900	1	726	\$18,200	\$0
	7	SUMMER KITCHEN 3936 S Business Dr SHEBOYGAN WI 53081	1920	1	250	\$6,300	\$0
		<b>Sports Complex Butzen Estate (44) Total</b>				<b>\$304,900</b>	<b>\$6,200</b>
<b>45</b>		<b><i>PITO THROUGHOUT / CE</i></b>					
		Property in the open					\$1,336,200
		<b>PITO THROUGHOUT / CE (45) Total</b>				<b>\$0</b>	<b>\$1,336,200</b>
<b>46</b>		<b><i>PARK PITO</i></b>					
		Property in the open					\$122,700
		<b>PARK PITO (46) Total</b>				<b>\$0</b>	<b>\$122,700</b>
<b>47</b>		<b><i>Social Security Building</i></b>					
	1	Social Security Building vacant 606 N 9TH ST SHEBOYGAN WI 53081	1973	1	4,593	\$524,600	\$0

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>Social Security Building (47) Total</b>						<b>\$524,600</b>	<b>\$0</b>
<b>48</b>	<b><i>PERSHING LIFT STATION [ADD01]</i></b>						
	1	Lift Station 3265 N 6TH STREET SHEBOYGAN WI 53081	1980	1	0	\$317,300	\$0
<b>PERSHING LIFT STATION [ADD01] (48) Total</b>						<b>\$317,300</b>	<b>\$0</b>
<b>49</b>	<b><i>Former Craft Building</i></b>						
	1	Former Craft Building 1015 S. 10th Street Sheboygan WI 53081	0	0	1,600	\$96,000	\$15,000
<b>Former Craft Building (49) Total</b>						<b>\$96,000</b>	<b>\$15,000</b>
<b>50</b>	<b><i>Police Station</i></b>						
	1	Police Station 1315 North 23rd Street Sheboygan WI 53081	2008	1	34,687	\$7,524,800	\$1,380,000
	2	Police Garage 1315 North 23rd Street Sheboygan WI 53081	2008	1	10,517	\$784,900	\$367,500
<b>Police Station (50) Total</b>						<b>\$8,309,700</b>	<b>\$1,747,500</b>
<b>Building Subtotal</b>						<b>\$182,029,100</b>	
<b>Contents Subtotal</b>							<b>\$20,388,600</b>
<b>Property in the Open Subtotal</b>							<b>\$7,427,700</b>
<b>Building, Contents and PITO Total</b>							<b>\$209,845,400</b>

# PROPERTY IN THE OPEN

## MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
<b>1</b>	<b>CITY HALL</b>		
	COMMUNICATIONS TOWER		\$13,500
	<b>CITY HALL (1) TOTAL</b>		<b>\$13,500</b>
<b>4</b>	<b>FIRE ENGINE HOUSE 3</b>		
	LADDER,HORIZONTAL		\$1,200
	<b>FIRE ENGINE HOUSE 3 (4) TOTAL</b>		<b>\$1,200</b>
<b>9</b>	<b>ROOSEVELT PARK</b>		
	PLAYSTRUCTURE,WOOD LRG		\$523,900
	TENNIS COURT,TWO		\$376,100
	<b>ROOSEVELT PARK (9) TOTAL</b>		<b>\$900,000</b>
<b>11</b>	<b>DELAND PARK</b>		
	BENCHES		\$13,000
	BOUNCER,ANIMAL		\$1,700
	CONTROL GATE		\$42,100
	OUTDOOR LIGHTING		\$440,400
	PICNIC TABLES		\$23,500
	PLAYSTRUCTURE		\$29,500
	PLAYSTRUCTURE		\$63,700
	STAGING		\$49,000
	TENNIS COURT,FOUR		\$80,600
	<b>DELAND PARK (11) TOTAL</b>		<b>\$743,500</b>
<b>13</b>	<b>VOLLRATH PARK</b>		
	GOAL,BASKETBALL DOUBLE		\$17,300
	Nucleus Play Structure		\$36,200
	OUTDOOR LIGHTING		\$1,178,000
	<b>VOLLRATH PARK (13) TOTAL</b>		<b>\$1,231,500</b>
<b>15</b>	<b>EVERGREEN PARK</b>		
	PLAYGROUND EQUIPMENT TRI ACTIVE		\$9,800
	Shaw Playground		\$832,000
	<b>EVERGREEN PARK (15) TOTAL</b>		<b>\$841,800</b>
<b>16</b>	<b>JAYCEE PARK</b>		
	RETAINING WALL		\$801,400
	RUNNING TRACKS - VITA COURSE		\$38,400
	<b>JAYCEE PARK (16) TOTAL</b>		<b>\$839,800</b>
<b>19</b>	<b>CLEVELAND PARK</b>		
	JUNGLE GYM(BAR CLIMBER)		\$8,100
	<b>CLEVELAND PARK (19) TOTAL</b>		<b>\$8,100</b>
<b>20</b>	<b>WILDWOOD BASEBALL COMPLEX</b>		

# PROPERTY IN THE OPEN

## MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
	BACKSTOP BASEBALL		\$78,000
	BENCH,PARK WOOD		\$117,500
	BLEACHER ALUMINUM		\$109,200
	BLEACHER ALUMINUM		\$8,800
	KOMPAN PLAYGROUND EQUIPMENT		\$10,100
	SCOREBOARD,LRG		\$67,200
	<b>WILDWOOD BASEBALL COMPLEX (20) TOTAL</b>		<b>\$390,800</b>
<b>22</b>	<b>ROTARY RIVERVIEW PARK</b>		
	PICNIC TABLE		\$157,000
	PLAYSTRUCTURE, LG WOOD		\$40,300
	PLAYVENTURE		\$16,500
	SEESAW		\$9,000
	<b>ROTARY RIVERVIEW PARK (22) TOTAL</b>		<b>\$222,800</b>
<b>25</b>	<b>MEAD PUBLIC LIBRARY</b>		
	LIBRARY SCULPTURES - FOUR		\$42,700
	<b>MEAD PUBLIC LIBRARY (25) TOTAL</b>		<b>\$42,700</b>
<b>26</b>	<b>BUS TERMINAL</b>		
	PARKING METER		\$152,800
	<b>BUS TERMINAL (26) TOTAL</b>		<b>\$152,800</b>
<b>27</b>	<b>ENVIRONMENTAL CENTER</b>		
	FIRE TOWER		\$3,900
	<b>ENVIRONMENTAL CENTER (27) TOTAL</b>		<b>\$3,900</b>
<b>31</b>	<b>WASTEWATER TREATMENT PLANT</b>		
	FENCE,CHAINLINK OVER 6FT.		\$291,400
	<b>WASTEWATER TREATMENT PLANT (31) TOTAL</b>		<b>\$291,400</b>
<b>33</b>	<b>HARBOR CENTRE MARINA</b>		
	FLOATING DOCK		\$4,100
	<b>HARBOR CENTRE MARINA (33) TOTAL</b>		<b>\$4,100</b>
<b>40</b>	<b>SHERIDAN PARK</b>		
	SWING,ANIMAL		\$27,200
	SWING,BELT		\$41,200
	WHIRL		\$19,100
	<b>SHERIDAN PARK (40) TOTAL</b>		<b>\$87,500</b>
<b>42</b>	<b>OPTIMIST PARK</b>		
	Splashpad		\$165,200
	<b>OPTIMIST PARK (42) TOTAL</b>		<b>\$165,200</b>
<b>43</b>	<b>VOIGHT PARK</b>		

# PROPERTY IN THE OPEN

## MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
	Nucleus Play Structure		\$28,200
	<b>VOIGHT PARK (43) TOTAL</b>		<b>\$28,200</b>
<b>45</b>	<b><i>PITO THROUGHOUT / CE</i></b>		
	STREET LIGHTING		\$1,336,200
	<b>PITO THROUGHOUT / CE (45) TOTAL</b>		<b>\$1,336,200</b>
<b>46</b>	<b><i>PARK PITO</i></b>		
	DINO CLIMBER		\$7,600
	PLAYGROUND EQUIPMENT		\$70,100
	PLAYGROUND EQUIPMENT		\$20,300
	PLAYSTRUCTURE, WD SMALL		\$10,000
	TRACK RIDE		\$14,700
	<b>PARK PITO (46) TOTAL</b>		<b>\$122,700</b>
<b>PROPERTY IN THE OPEN TOTAL</b>			<b>\$7,427,700</b>

# CONTRACTOR'S EQUIPMENT

## MUNICIPAL PROPERTY INSURANCE COMPANY

Description	RCN Subject
1975 KLAUER MP-30SNOGO BLOWER 180A	\$104,209
1976 KOHLER 7.5RMK62EMERGENCY GENERATOR	\$13,505
1978 KOHLER 100RHZ81GENERATOR	\$63,542
1981 FMC D050E0284 SPRAYER	\$51,495
1981 INGERSOLL-RAND P175WD0253 AIR COMPRESSOR	\$25,604
1986 CUSHMAN 22TRACTOR-FRONTLINE 3WHEEL	\$10,858
1987 DYNAPAC LR1000153 ROLLER/COMPACTOR	\$49,938
1988 GIANT VAC 6800281 LEAF MACHINE-TR20	\$30,115
1988 POWER BOSS SW88HDTRANSIT SWEEPER	\$46,178
1988 SCHMIDT HF-2M181A SNOW CUTTER	\$165,074
1990 EAGER BEEVER 290M286 CHIPPER	\$38,651
1990 EAGER BEEVER 290M287 CHIPPER	\$38,651
1990 JOHN DEERE M163 TRACTOR	\$29,926
1990 MFD M159 TRACTOR, CAB, LOADER	\$64,311
1991 KNOWLES 24FT.F018 TRAILER	\$43,144
1991 LONGYEAR 6500M233 CONCRETE SAW	\$40,625
1992 EXCEL HUSTLER 440STM342 MOWER/SNOW GROOMER	\$38,084
1992 JOHN DEERE 544EM183 WHEEL LOADER	\$225,882
1993 FORD M169 TRACTOR MOTT MOWER	\$91,347
1994 CASE 621B0186 LOADER	\$167,869
1994 CASE 821B0187 LOADER	\$282,303
1994 GIANT VAC 6800-TR0279 LEAF LOADER	\$30,115
1994 GPX 20E0130 FORKLIFT	\$34,440
1994 KUBOTA CEM1 TRACTOR	\$12,223
1994 SMITHCO 0176 SUPER RAKE	\$16,157
1995 CRAFTCO 200M227 ROUTER	\$10,802
1995 CRAFTCO EX100DM230 MELTER	\$43,517
1995 DEWEZE ATM70CM343 MOWER	\$34,544
1995 JOHN DEERE 2105M156 BACKHOE	\$119,898
1995 SIMON M123 TELELECT	\$141,191
1995 VERMEER 1102M285 STUMP GRINDER	\$65,992
1996 HOLDER MTC97000166 TRACTOR	\$93,434
1996 HOWARD-PRICE 727M345 MOWER	\$30,153
1996 SULLIVAN 1850PQJD0254 AIR COMPRESSOR	\$14,814
1997 DAEWOO M131 FORK TRUCK	\$39,707
1997 JOHN DEERE M154 BACKHOE	\$154,932
1997 LEACH M122 VAC-ALL	\$255,325
1997 NEW HOLLAND 1620A4M162 TRACTOR	\$14,266
1997 NEW HOLLAND 3430M161 TRACTOR	\$17,556
1998 M121 VERSALIFT	\$79,816
1998 TORO 3200UTILITY TRUCK WORKMAN	\$32,445
1998 Zodiac MK2Boat	\$12,947
1999 NEW HOLLAND TC33DTRACTOR	\$16,835
2001 BOMAG 120AD3M152 ROLLER	\$46,857
2001 COMP AIR FIRE COMPRESSOR	\$19,399
2001 EAST HT300M125A TRIAXLE TRAILER	\$32,090
2001 FELLING 420M420 TRAILER	\$7,948
2001 HYUNAI F42033M148 EXCAVATOR	\$245,728
2001 RAYCO RG50M282 GRINDER	\$53,417
2001 TARGET CH0267M234 CONCRETE SAW	\$32,763
2002 JACOBSEN 628D TURFCATM355 MOWER	\$61,358

# CONTRACTOR'S EQUIPMENT

## MUNICIPAL PROPERTY INSURANCE COMPANY

Description	RCN Subject
2003 BOBCAT S185M137 SKIDSTEER	\$35,238
2003 HONDO BLITZSCREED	\$11,353
2003 JOHN DEERE X595M170 TRACTOR	\$12,989
2003 SHANDIC SKI-DOOSNOWMOBILE	\$13,375
2003 SKID 00-SKB700VACUUM	\$18,467
2004 JOHN DEERE 310SGM150 LOADER	\$119,898
2004 KOHLER 30RZGFIRE GENERATOR	\$40,508
2004 SEWER EQUIPMENT M239 VACUUM TRAILER	\$116,258
2005 BEACH TECH 3000M BEACH TECH	\$148,546
2005 BOBCAT 5600CM138 TOOLCAT	\$53,361
2005 BOBCAT 5600CM139 TOOLCAT	\$53,361
2005 CIMLINE 110DCM CRACK FILLING MELTER/APPLICATOR	\$88,510
2005 CONFLICT PCMT2600M248 MONITOR TESTER	\$13,478
2005 CUB CADET 4X2TRAILUTILITY VEHICLE 4 X 2	\$10,167
2005 HURST JLF RAM UNIT	\$14,405
2005 KAWASAKI M167 MULE	\$11,763
2005 KAWASAKI M339 MOWER, HUSTLER MINI SUPER Z	\$8,662
2005 SIMPLICITY STALLIONC MOWER AND MULCH KIT, 25HP	\$8,242
2006 BANDIT 250C53CHIPPER	\$37,215
2006 BANDIT 250C53CHIPPER	\$37,215
2006 BOBCAT 5600CTOOLCAT UTILITY WORK MACHINE	\$53,361
2006 BOBCAT DHAMDROP HAMMER	\$7,125
2006 BOBCAT s185SKIDSTEER LOADER	\$35,238
2006 COMMERCIAL SSM38-720SLOPE MOWER	\$67,535
2006 DEWEZE 05A59SLOPE MOWER	\$45,855
2006 HUSTLER SUPER Z 23KAWMOWER	\$7,378
2006 HUSTLER SUPER Z 23KAWMOWER	\$7,378
2006 JOHN DEERE 6420UTILITY TRACTOR	\$78,000
2006 KOHLER 30RZGF GENERATOR	\$40,508
2006 LEEBOY 8515PAVER	\$155,922
2006 PACE AMERICAN CS716TA3TRAILER	\$9,437
2006 TENNANT 8210SWEEPER/SCRUBBER	\$73,161
2006 VOLVO L110EWHEEL LOADER	\$272,563
2007 ARROW 1350ROAD EQUIPMENT(ROLLER)	\$123,203
2007 ASPHALT ZIPPER X00012-0 AZ500 48 HDASPHALT ZIPPER	\$141,158
2007 FALCON Hot PatcherPAVING EQUIPMENT(TAR KETTLE)	\$16,312
2007 LINELAZER IV5900PAINTING MACHINE	\$7,206
2007 SMITHCO SUPER RAKEMOWER	\$14,469
2008 AERWAY TURF M347AERATOR	\$10,593
2008 FERRIS M330MOWER	\$10,051
2008 FERRIS M331MOWER	\$10,051
2008 TURFCAT 628DMOWER	\$61,358
2008 WAUSAU MP 3-DSNOWBLOWER	\$117,932
2009 ARTICULATED M520TRACTOR	\$169,178
2009 ARTICULATED M521TRACTOR	\$169,178
2009 FERRIS M318MOWER	\$8,975
2009 HUSTLER Z4MOWER	\$8,092
2009 JOHN DEERE 624KLOADER	\$279,260
2009 JOHN DEERE 624KLOADER	\$279,260
2009 KAWASAKI 4010 MuleTRACTOR	\$11,267
2009 SCHWARZE A7000 ROAD EQUIPMENT(SWEEPER)	\$181,899

# CONTRACTOR'S EQUIPMENT

## MUNICIPAL PROPERTY INSURANCE COMPANY

Description	RCN Subject
2010 DEWEZE ATM72LCMOWER	\$40,823
2010 EXCEL HUSTLER MODEL 796623MOWER	\$10,567
2010 FRUEHAUF Rock Tub 7 cu ydTRAILER	\$16,203
2010 HUSTLER 24 M322MOWER	\$7,742
2010 JOHN DEERE 2020A PRO GATORTRACTOR	\$12,853
2010 KUBOTA V3300TMOWER	\$74,289
2010 SCHWARZE A7000 SweeperSTREET SWEEPER	\$181,899
2010 SCHWARZE A7000 SweeperSTREET SWEEPER	\$181,899
2010 SPAULDING RMV-2PAVING EQUIPMENT(TAR KETTLE)	\$33,481
2010 SPAULDING RMV-2PAVING EQUIPMENT(TAR KETTLE)	\$33,481
2010 VOLVO EW180CEXCAVATOR	\$302,825
2011 Bay Verte REDML5435ETrailer	\$31,967
2011 BOBCAT 5600 Turbo Toolcat F-SeriesEARTH MOVING EQUIPMENT(RUBBER TIERED	\$53,361
2011 Bobcat 5600 TurboBobcat	\$53,361
2011 Bobcat 5600Bobcat Toolcat F-Series	\$53,361
2011 Doosan G309-5Forklift Truck	\$29,926
2011 DOOSAN G30P-5 6000# FortkliftFORK LIFT	\$33,335
2011 Doosan G30P-5Forklift Truck	\$33,773
2011 Ferris IS3100ZMower	\$14,147
2011 Ferris IS3100ZMower	\$14,147
2011 HYD ATSRX6Breaker	\$8,097
2011 JCB 2CX-12Backhoe	\$117,378
2012 BAY VERTE REDML5435ETRAILER	\$35,095
2012 Hustler Excel 929927Mower	\$13,360
2012 Hustler Excel 929927Mower	\$13,360
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 Radar THL/SROTrailer W/Traffic Collector	\$9,315
2012 YES 2CX-12BACK HOE	\$90,731
2015 Case 821FWheel Loader	\$358,078
2017 Bomag CR352Bomag CR352 Paver	\$375,758

<b>CONTRACTOR'S EQUIPMENT TOTAL</b>	<b>\$8,541,656</b>
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# MUNICIPAL PROPERTY INSURANCE COMPANY

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# MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562

## Policy Provisions

Read the entire policy carefully to determine rights, duties, and what is and what is not “covered.” Several provisions in this policy restrict coverage.

Throughout this policy, the words “you” and “your” refer to the Named Insured shown on the Declarations page. The words “we”, “us” and “our” refer to Municipal Property Insurance Company. Other words and phrases that appear in quotation marks have special meaning. Refer to Section IX, Definitions, and Section IV. Definition of "Contractors Equipment".

In consideration of the provisions of this policy, the payment of premium, receipt of a statement of values, “Property in the Open” schedule and/or contractors equipment detail, we insure those named on the Declaration page for the coverages defined in this policy, during the policy term stated on the Declarations Page.

**SECTION I – PERILS “COVERED”** Coverage: This policy insures against sudden and accidental direct physical loss or damage except as limited or excluded in the following sections.

### SECTION II – DEDUCTIBLE

The amount shown as deductible on the Declarations page shall be deducted from the claim for each “occurrence”.

If more than one coverage under this policy applies to the same “occurrence”, then the deductible will be calculated as follows: we will determine which coverage accounts for the largest proportion of the loss, and only the deductible associated with the largest portion of the loss will apply, unless otherwise stated.

### SECTION III – AMOUNT OF COVERAGE

With regard to “buildings”, personal property regardless of its location, and “Property in the Open”:

The amount of coverage shall be limited as stated in Sections IV, V and VII.

Unless limited by other provisions of this policy or by endorsement, “buildings”, personal property, and “Property in the Open”, are subject to an “occurrence” limit of 125% of the Total Insured Value shown on the Statement of Values.

### SECTION IV – “COVERED” PROPERTY; LIMIT OF COVERAGE

Subject to the terms, conditions, limitations and exclusions in the policy, this policy covers:

- A. “Buildings” and structures listed on the Statement of Values.
- B. Non-Owned Property. “Buildings” and structures listed on the Statement of Values for which you may be contractually liable in the event of damage or destruction and which are in your care, custody or control and being used for a legitimate governmental purpose.
- C. Personal property you own or are legally responsible for insuring.
- D. “Property in the Open”. The amount we will pay for “Property in the Open” is limited to \$10,000 per “occurrence”. However, this \$10,000 limitation per “occurrence” does not apply to items listed separately on the Statement of Values “Property in the Open” detail list.
- E. Leased property improvements and betterments at locations listed on the Statement of Values. In the event improvements or betterments made by you are damaged or destroyed during the term of this policy by an insured peril, our liability will be determined as follows:

1. If you elect to repair or replace a damaged improvement or betterment, actual repair or replacement must be made as soon as reasonably possible after the loss or damage occurs, but not to exceed two (2) years unless the time is extended in writing by us.
  2. If the improvements or betterments are not repaired or replaced, we will pay a fraction of the original cost of the improvement. The fraction will be proportional to the remaining term of the lease as of the date of loss.
- F. The cost of removing debris when “covered” property is destroyed or damaged by an insured peril. However, unless otherwise provided for in this policy, debris removal does not apply to costs:
1. To extract "pollutants" or “contaminants” from land or water; or
  2. To remove, restore or replace land or water containing or affected by “pollutants” or “contaminants”; or
  3. For asbestos cleanup, removal or abatement.
- G. The cost to repair or replace foundations of “buildings”, structures, machinery or boilers, provided that those foundations are beneath the basement level or underground.

The most we will pay for any “occurrence” under this section is \$100,000.

- H. The cost of excavation, grading or filling related to an “occurrence”, the most we will pay under this coverage is \$50,000.
- I. Lawns, trees, shrubs, and plants if within 100 feet of an insured “building”. The amount we will pay is limited to \$500 for any one tree, shrub, or plant and \$1,000 for lawn damage up to a maximum of \$5,000 per “occurrence”
- J. “Contractors Equipment”, as defined in Section X., that you own or are legally responsible for insuring up to a limit of \$25,000 for each item including its attachment(s). Equipment not listed in Section X. is considered personal property and is “covered” the same way as your other personal property. See Section IV.C.

Coverage, in excess of the \$25,000 per item, is provided only if the equipment is scheduled and a premium for the coverage is shown on the Declarations page, unless the equipment is newly acquired during the current policy period, provided your interest is not covered under any other policy of insurance.

- K. “Valuable Records” that are your property or property of others in your care, custody, or control.

We will also pay for:

1. Expenses necessary to research and recreate lost “valuable records”; and
2. Expenses necessary for transcribing or copying lost “valuable records” from available secondary sources.

We will not pay for losses caused by errors, omissions, or negligence in processing or copying.

- L. Employees’ Personal Property. We will cover personal property owned by your employees while on your premises if that employee’s property is not covered by other insurance. The maximum coverage for property owned by any one employee is \$500. The coverage limit for each “occurrence” is \$10,000.
- M. Personal property owned by someone other than you or your employees, if the personal property is not covered by other insurance, while it is in your care, custody, or control and while it is on the premises described in the Statement of Values. The coverage limit per “occurrence” for all such property is \$10,000.
- N. “Extra Expense”. Provided a loss or damage to “covered” property is caused by an insured peril we will pay up to a maximum of \$10,000,000 (unless a higher limit has been established by endorsement) under this “extra expense” coverage subject to the following:

We will pay "Extra Expense" to allow you to continue "operations" at:

1. Your insured premises; or
2. Replacement premises; or
3. Temporary premises you use while your insured premises are being restored.

Costs to relocate, or to equip and operate the premises in N.2 or N.3, are covered.

Adjustment of any loss under this coverage will reflect the salvage value of property that you obtained for use while your property was being restored and that you retain after the resumption of normal "operations".

- O. "Buildings" or structures acquired by you during the policy period at any location, provided your interest is not covered under any other policy of insurance.
- P. Remodeling and repairs to existing buildings listed on the Statement of Values, unless the work involves an increase in square footage or a change in the footprint of the building or foundation.
- Q. Underground fiber optic cable. We will pay for the repair or replacement of underground fiber optic cable within 1,000 feet of your "building" when loss of or damage to the cable is caused by a "covered" peril.
- R. Refrigerated Property. We will pay for loss or damage you sustain from spoilage of refrigerated or perishable property you own or are legally responsible to insure, if the spoilage is due to:
1. Contamination by a refrigerant; or
  2. Temperature change due to:
    - a. Mechanical breakdown or failure of refrigeration systems;
    - b. Burning out of electric motors;
    - c. Blowing of fuses or circuit breakers;
    - d. The breakdown or malfunction of the equipment or apparatus connecting or controlling refrigeration systems, electrical motors, or electrical power; or
    - e. Complete or partial lack of power to operate the refrigeration systems.
- S. Ordinance or Law Coverage.

Provided a loss or damage to "covered" property is caused by an insured peril we will pay up to a maximum of \$5,000,000 (unless a higher limit has been established by endorsement) for the increased cost to repair, rebuild or reconstruct "covered" property caused by enforcement of or compliance with a building, zoning or land use ordinance or law subject to the following:

1. We will also pay for loss or damage to the undamaged portion of a "covered" "building" or structure caused by enforcement of or compliance with any ordinance or law that:
  - a. Requires the demolition of parts of the same "building" or structure not damaged by an insured peril;
  - b. Regulates the construction or repair of "buildings" or structures, or establishes zoning or land use requirements at the described premises; and
  - c. Is in force at the time of loss or damage.
2. The following conditions apply to this coverage and must be met before we will make payment:
  - a. You must actually repair or replace the "covered" property; and

- b. You must repair or replace the property as soon as reasonably possible after the loss or damage. Unless we consent to writing, this time period may not exceed two years.
3. If the property is repaired or rebuilt, it must be intended for similar occupancy as the current property, unless otherwise required by zoning or land use ordinance or law.
4. The most we will pay under this coverage is the increased cost of construction at the same site, unless an ordinance or law requires relocation to another site, in which case the most we will pay is the increased cost of construction at the new site.
5. If the property is repaired or replaced on the same or another site, we will not pay more for loss or damage to "covered" property, including loss caused by enforcement of or compliance with an ordinance or law, than the amount you actually spend to repair or rebuild the "building" or structure to the minimum standards required by the ordinance or law. In no event will we pay more than the following:
  - a For a "historical building":
    - 1) The cost of repairing or replacing at the same site a "building" or structure of the same height, square footage and style with a less costly "building" or structure that is functionally equivalent to the damaged "building" or structure; or
    - 2) The cost of repairing or replacing the damaged portion of the "covered" "historical building" with less costly material consistent with its previous architectural style.
  - b For all other "covered" "buildings" or structures, the cost of repairing or rebuilding at the same site a "building" or structure of the same height, square footage, style and quality as the "covered" property at the time of the loss or damage.
6. If the property is not repaired or replaced, we will not pay more for loss or damage to "covered" property, including loss caused by enforcement of or compliance with an ordinance or law, than the "actual cash value" of the "covered" property at the time of the loss or damage.
7. We will not pay for the cost of compliance with any ordinance or law that requires:
  - a. Repairing, remediating, or tearing down property due to "contaminants" or "pollutants" or resulting from the presence or spread of "fungus", wet or dry rot, viruses, bacteria, or other microorganisms; or,
  - b. Testing for, monitoring, or cleaning up "pollutants", "contaminants", wet or dry rot, "fungus", viruses, bacteria, or other microorganisms.

T. Limited Coverage for Unscheduled "Buildings" and "Property in the Open".

For unscheduled "buildings" and "Property in the Open" not on the Statement of Values, coverage will be provided up to \$1,000,000 for a covered loss.

It is a condition of this coverage that the "buildings" and "Property in the Open" be scheduled when discovered. In addition, you must pay any unpaid premium on the unscheduled "building" or "Property in the Open" back to policy inception.

This coverage does not apply when:

1. The insured intentionally left the "buildings and "Property in the Open" unscheduled; or
2. The insured could have discovered with reasonable diligence that the "buildings and "Property in the Open" had unintentionally been left unscheduled.

This provision does not apply to "buildings" or structures acquired by you during the policy period as coverage for these items is provided in Section IV.O. in this policy.

U. Electronic data processing equipment, "electronic data" and "computer programs" consisting of the following:

1. Electronic data processing equipment owned by or leased to you, including its component parts and similar property of others for which you are legally liable;
2. Your "electronic data", "computer programs" and similar property of others for which you are legally liable.
3. Accounts, bills, evidences of debt, valuable papers, records, abstracts, deeds, manuscripts or other documents that were converted to "electronic data".
4. We will also pay for:
  - a. Expenses necessary to research and recreate lost "electronic data";
  - b. Expense for copying lost "electronic data" from available secondary sources.
5. We will not cover:
  - a. "Electronic data" or "computer programs" which cannot be replaced with others of the same kind or quality;
  - b. Losses caused by errors, omissions, or negligence in processing or copying; or,
  - c. Accounts that are your records of accounts receivables.

V. Fire Department Charges.

We will reimburse you up to \$25,000 at each premises for charges of each fire department involved in containing a fire or other "covered" loss to which this insurance applies. No deductible applies to this reimbursement.

W. Asbestos Cleanup, Abatement and Removal.

We will pay up to \$5,000,000 for your expense to clean up, abate, or remove from "covered" property asbestos particles that are discharged, dispersed, or released, subject to the following conditions:

1. The discharge, dispersal, or release must occur as a result of a covered peril.
2. Covered damages before the cost of the asbestos cleanup, removal, or abatement must exceed the policy deductible.
3. The discharge, dispersal, or release must occur accidentally and begin and end within 72 hours.
4. The discharge, dispersal, or release must not be the result of planned building renovation, remodeling or demolition activities.

X. Police Dogs and Horses.

Police dogs and horses are considered to be destroyed if, because of injury, the dog or horse is not able to perform the dog's or horse's normal functions and there is no reasonable prospect that the dog or horse will be able to do so.

1. For police dogs and horses that are destroyed, we will pay for the cost to replace the dog or horse and the cost of any necessary training.
2. We will pay the cost of necessary treatment and care to enable the dog or horse to resume performing the dog's or horse's normal functions. But we will not pay the cost of treatment and care to treat and prevent disease. It is not the intent to provide mortality or sickness coverage for causes outside the scope of duties of the police dog or horse.

The maximum amount we will pay per police dog or horse is the lesser of \$25,000 or the total of the expenses related to the replacement of the dog or horse plus expenses for the care or treatment of the police dog or horse. A deductible of \$1,000 will apply to this coverage on a per "occurrence" basis.

- Y. We will pay the reasonable and necessary expenses we require you to incur for the documentation of an "occurrence". The most we will pay for these expenses is \$50,000.

This coverage does not apply to any expenses incurred by "you" for any insurance adjusters, consultants, attorneys retained by you or any work performed by their subsidiary or affiliate.

- Z. We will pay for reasonable and necessary architectural design and engineering fees associated with an "occurrence". The most we will pay for this coverage is \$100,000.

AA. Limited Coverage For "Fungus", Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism.

1. The coverage described in Paragraph 2. below only applies when: a) the "fungus", wet or dry rot, virus, bacterium or other microorganism is the result of one or more of the "specified causes of loss", other than fire or lightning; b) the "specified causes of loss" occurs during the policy period; and c) you took all reasonable measures to protect the property from additional damage during and after the "occurrence".
2. We will pay for direct physical loss or damage caused by "fungus", wet or dry rot, virus, bacterium or other microorganism subject to the coverage limits specified in Paragraph 3 of this Limited Coverage. For purposes of this paragraph, the term "loss or damage" includes costs necessarily incurred to:
  - a. Eradicate the "fungus", wet or dry rot, virus, bacterium or other microorganism;
  - b. Access the part of the "building" or other property where the "fungus", wet or dry rot, virus, bacterium or other microorganism is located; and
  - c. Test to ensure that the "fungus", wet or dry rot, virus, bacterium or other microorganism has been successfully eliminated.
3. We will pay no more than \$25,000 for each "covered" loss under Paragraph 2. We will pay no more than \$50,000 for the total of all occurrences of "covered" losses under Paragraph 2. During any annual policy period, regardless of the number of claims made. We will pay no more than \$25,000 for a particular "specified causes of loss" which results in "fungus", wet rot, dry rot, virus, bacterium or other microorganism even if the "fungus", wet rot, dry rot, virus, bacterium or other microorganism remains present through multiple policy periods or reappears in subsequent policy periods.
4. This coverage does not increase the amount we will pay for loss or damage to "covered" property above the limits referenced in **Section III – Amount of Coverage**. We will not pay more than the limits set forth in **Section III – Amount of Coverage** even if loss or damage results from more than one cause, including "fungus", wet rot, dry rot, virus, bacterium or other microorganism.

If there is a "covered" loss or damage not caused by "fungus", wet rot, dry rot, virus, bacterium or other microorganism, payment for that loss will not be limited by this coverage unless "fungus", wet rot, dry rot, virus, bacterium or other microorganism increases the amount of the loss or damage. To the extent that "fungus", wet rot, dry rot, virus, bacterium or other microorganism increases the amount of the loss or damage, payment for that increase is limited by the terms of Paragraph 3.

5. The following additional condition applies to losses "covered" under **Limited Coverage For "Fungus", Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism** when the policy includes the Business Income Endorsement: The "specified causes of loss" definition will apply to any loss arising from "fungus", wet or dry rot, virus, bacterium or other microorganism that is "covered" under Paragraph **B. Limited Coverage For "Fungus", Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism** and under the Business Income Endorsement.

BB. "Fine Arts". We will only provide coverage for "Fine Arts" subject to the following:

1. We will not pay more than \$50,000 for any one "Fine Arts" unless you insure those items for specific amounts by purchasing an Agreed Value Fine Arts Endorsement.
2. The most we will pay for each item covered under this additional coverage shall not exceed the lesser of the following amounts:
  - a. \$50,000;
  - b. The cost of replacing the damaged property at the time of loss with property of like kind and quality to be used for the same purpose on the same site; or
  - c. The amount actually spent repairing your damaged property as soon as reasonably possible after the loss or damage, but within a time not to exceed two (2) years from the date of the loss or damage, unless the time is extended in writing by us.
3. **SECTION VII-Basis of Recovery** does not apply to this additional coverage.

CC. "Flood". We will provide coverage for loss due to "flood", subject to the following limitations:

1. This Additional Coverage does not apply to loss at any property located in a designated flood plain, special flood hazard area (SFHA) or 100 year flood plain with a prefix of "A" or "V" – as specified and defined by the National Flood Insurance Program (NFIP).

The most we will pay under this Coverage is \$5,000,000 per "occurrence".

DD. "Pollutants" or "Contaminants". We will pay no more than \$2,000,000 for reasonable and necessary expenses incurred for removal, disposal or clean-up of actual "pollutants" or "contaminants" from land or water at an insured location and due to "specified causes of loss". The release, emission, leakage or spreading of "pollutants" or "contaminants" must be caused by a loss not otherwise excluded.

The most we will pay in each annual policy period under this coverage is \$2,000,000 for all "specified causes of loss".

All expenses must be reported to us within 180 days after the date of the "specified causes of loss" to be eligible for this coverage. We will not pay for costs of testing for "pollutants" or "contaminants" unless such testing is performed while the "pollutants" or "contaminants" are being removed from the land or water. We will not pay for costs of monitoring "pollutants" or "contaminants" or determining the extent of pollution or contamination.

EE. Emergency Response Equipment

Emergency response equipment contained within or on an emergency response vehicle that is not affixed or attached is covered as personal property subject to a \$1,000 deductible per occurrence regardless of any other applicable deductible.

FF. "Buildings" and structures, including property contained within a "building" or structure, "vacant" for more than sixty (60) consecutive days before the loss or damage occurs. However, this paragraph only applies to the perils of: vandalism; sprinkler leakage or "water damage", unless you have used reasonable means to protect the sprinkler or plumbing system against freezing; building glass breakage; theft; or attempted theft. For all other perils "covered", loss adjustment shall be on an "actual cash value" basis for the "vacant" building, personal property and "Property in the Open" within 1,000 feet of the "vacant" building.

GG. We will pay not more than \$5,000,000 per occurrence of earth movement including, but not limited to, earthquake including tremors and aftershocks, landslide, mudslide, earth sinking, earth rising or shifting. We will also provide coverage for fire or explosion not excluded in this policy when resulting from a covered earth movement event.

## **SECTION V – PROPERTY NOT “COVERED”**

The following are not “covered” property unless specifically added or endorsed to this policy:

- A. Land, water, crops, and standing or cut timber, wherever located.
- B. Cost of excavation, grading or filling not related to an “occurrence”.
- C. Underground and buried cables, pipes, flues or drains, including those that are part of your storm, water or sewer systems, located more than 1,000 feet, on the horizontal, from a “covered” “building” or structure, except underground and buried pipes, flues or drains that are:
  - 1. Part of the water treatment plant, wastewater treatment plant, lift station or gas reduction station premises; or
  - 2. Part of a geothermal heating and cooling system.
- D. Those portions of sidewalks, bridges (including roadway bridges and railroad bridges), roadways, culverts, paved surfaces, and associated guard rails located more than 100 feet from a “covered” “building” or structure, except for bridges that are:
  - 1. Bridges used exclusively for pedestrian traffic.
- E. Dams, pavements, swimming pools and related equipment, retaining walls, bulkheads, piers, bridges, wharves and docks for damage caused by any of the following: freezing; thawing; impact of watercraft; the pressure or weight of ice or water, whether driven by wind or not; and, erosion or deterioration, whether gradual or sudden.
- F. Railroads, meaning trackage, beds, ties and railroad bridges; however, amusement park rail systems are “covered”, and railroads, meaning trackage, beds, ties and railroad bridges, are “covered” if within 100 feet of a “covered” “building” or structure.
- G. Aircraft, except for drones, and vehicles licensed for road use.
- H. Animals and livestock, except for police dogs and horses.
- I. “Money” and “securities”, including postage stamps and food stamps, deeds, evidence of debt, or accounts receivable.

## **SECTION VI – LOSSES EXCLUDED**

- A. We will not pay for loss or damage caused directly or indirectly by, based upon, or arising out of any of the following:
  - 1. Wear and tear; improper maintenance; extremes of temperatures unless you exercised due diligence with respect to maintaining the proper temperature for the property involved; dampness or dryness of atmosphere; deterioration; rust or corrosion; disease; inherent vice; inherent or latent defect; contamination; smog; smoke, vapor or gases from agricultural or industrial operations; error, omission, or deficiency in design, specifications, workmanship or materials; settling, cracking, shrinkage, bulging or expansion of pavements, sidewalks, foundations, walls, floors, roofs, or ceilings; insects, or birds; unless loss by a peril not excluded in this policy results, and then we will be liable for only such resulting loss.
  - 2. Unexplained or mysterious disappearance of any property or shortage disclosed upon taking inventory.
  - 3. Dishonest or criminal act committed by you or any “employee(s)” acting alone or in collusion with others whether or not occurring during the hours of employment. However, if a criminal act results in a “specified causes of loss”, we will pay for the loss or damage caused by that “specified causes of loss”.
  - 4. Release, emission, leakage or spreading of “pollutants” or “contaminants”, subject to the following:

- a. This exclusion does not apply:
    - 1) If the release, emission, leakage or spreading of "pollutants" or "contaminants" is caused by a "specified causes of loss"; or
    - 2) To chemical damage to glass;
  - b. When a release, emission, leakage or spreading of "pollutants" or "contaminants" results in a "specified causes of loss", the loss or damage caused by that "specified causes of loss" is a "covered" loss.
5. An "occurrence", condition, or explosion within any steam boiler, steam generator, steam turbine, steam engine, or steam piping that you own, lease, or operate. However, we will pay for loss or damage resulting from:
- a. Fire;
  - b. Combustion explosion; or
  - c. Explosion of fuels or gases within the furnace of a fired vessel or the adjoining flues or passages.
6. Hot water boilers or other water heating equipment caused by or resulting from any condition or event inside such boilers or equipment; except when such condition results from a fire or explosion. However, if a loss by a peril not otherwise excluded in this policy results, we will be liable for only such resulting loss.
7. Electrical or mechanical breakdown including rupture or bursting caused by centrifugal force. However, if a loss by a peril not otherwise excluded in this policy results, we will then be liable for only such resulting loss.

EXCEPTION: If mechanical breakdown results in elevator collision, we will pay for the loss or damage caused by that elevator collision.

- 8. Animal or insect nesting, infestation, or waste.
  - 9. Any loss arising out of any act committed:
    - a. By or at the direction of an insured; and
    - b. With the intent to cause a loss.
  - 10. Interruption of utility services related to overhead transmission lines or satellites
- B. Loss or damage based upon or arising out of any of the following causes is excluded, whether such cause is direct or indirect. This exclusion applies even when another cause contributes concurrently or in any sequence to the loss or damage.
- 1. Nuclear reaction, nuclear radiation, or radioactive contamination. However, we will pay for loss or damage due to fire caused by nuclear reaction, nuclear radiation, or radioactive contamination.
  - 2. Wet rot, dry rot, or "fungus". But we will pay for loss or damage caused by:
    - a. "specified causes of loss" that resulted from wet rot, dry rot or "fungus";
    - b. fire; or
    - c. lightning.

For causes of loss other than fire or lightning, coverage is governed by **SECTION IV – “COVERED” PROPERTY; LIMIT OF COVERAGE** Item AA. **Limited Coverage For "Fungus", Wet Rot, Dry Rot, Virus, Bacterium and Other Microorganism.**

3. Virus, Bacterium, or other microorganism, except to the extent that coverage is provided in Item AA. **Limited Coverage For “Fungus”, Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism.**
4. “Flood”, including spray from any “flood”, whether driven by wind or not, unless otherwise provided under **SECTION IV – “COVERED” PROPERTY; LIMIT OF COVERAGE.**
5. Water below the surface of the ground including water which exerts pressure on or flows, seeps or leaks through sidewalks, driveways, foundations, walls, basements, or other floors, or through doors, windows, or any other openings in such sidewalks, driveways, foundations, walls, or floors; unless loss by fire, sprinkler leakage or explosion (not excluded in this policy) results, then we will pay for only such resulting loss.

EXCEPTION: We will provide coverage for sewer, septic system or sump pump backup that is contained within a “building” or structure.

6. War, warlike action, insurrection, rebellion, and revolution, or action taken by governmental authority in hindering or defending against any of these.
7. Failure by you to take all reasonable measures to prevent further property damage during and after a loss.

## **SECTION VII – BASIS OF RECOVERY**

Replacement of property “covered” by Section IV of this policy shall be based upon “replacement cost” (without deduction for depreciation) of those items to which this policy applies unless otherwise limited by other provisions of this policy, by endorsement or the following:

- A. The most we will pay for loss or damage to “covered property” other than a “historical building” shall not exceed the lesser of the following amounts:
  1. The policy limits of your coverage under this agreement.
  2. The amount incurred to repair or replace the damaged property at the time of loss with property of like kind and quality to be used for the same purpose on the same site.
  3. The amount incurred to repair or replace the damaged property as soon as reasonably possible after the loss or damage, but within a time not to exceed two (2) years unless the time is extended in writing by us.
  4. The “actual cash value” of the property at the time of loss or damage unless it is repaired or replaced subject to the following.
    - a. If you do not provide us with written notice of your intent to repair or replace the damaged “covered” property within 180 days of the date of loss, then you will receive “actual cash value”.
    - b. If you receive a settlement on an “actual cash value” basis, you may make a written request within 180 days of the date of loss to repair or replace the damaged “covered” property; or.
    - c. If there were plans for disposal or demolition of the property prior to the loss or damage, you will receive the “actual cash value” of the property at the time of loss or damage.
- B. With respect to a “historical building”, our liability for “covered” loss or damage shall not exceed the lesser of the following amounts:
  1. The policy limits of your coverage under this agreement.

2. If the "historical building" is a total loss:
    - a. The cost of repairing or replacing at the same site a "building" or structure of the same height, square footage and style with a less costly "building" or structure that is functionally equivalent to the damaged "building" or structure; or
    - b. If an ordinance or law requires relocation to a different site, the cost of repairing or replacing at the new site a "building" or structure of the same height, square footage and style with a less costly "building" or structure that is functionally equivalent to the damaged "building" or structure.
  3. The cost of repairing or replacing the damaged portion of the "covered" "historical building" with less costly material consistent with its previous architectural style. We will not pay for expenses incurred more than two (2) years after the loss unless the time is extended in writing by us.
  4. The "actual cash value" of the property at the time of the loss or damage unless it is repaired or replaced subject to the following:
    - a. If you do not provide us with written notice of your intent to repair or replace the damaged "covered" property within 180 days of the date of loss, then you will receive "actual cash value."
    - b. If "you" receive a settlement on an "actual cash value" basis, you may make a written request within 180 days of the date of loss to repair or replace the damaged "covered" property; or.
    - c. If there were plans for disposal or demolition of the property prior to the loss or damage, you will receive the "actual cash value" of the property at the time of loss or damage.
- C. The most we will pay for diminution of value to property caused by "cosmetic damage" from a "covered" peril, shall not be more than 5% of the "actual cash value" of the damage, subject to the following:
1. No payment shall be made under this provision if any other payment is made for any other damage associated with the insured property.
  2. Payments made under this provision shall only be paid one time per insured building, regardless of the number of occurrences during the policy period.
  3. Any payment for damages under this provision, in any prior policy period, precludes all future payments under this provision.

## SECTION VIII – CONDITIONS

This policy is subject to the following conditions:

- A. **Other Insurance.** If there is other insurance covering loss to the property from any peril(s) insured against under this policy, we will not be liable under this policy until such other insurance has been exhausted. We shall not be liable for payment of deductibles under other policies.
- B. **Cancellation and Nonrenewal.** You may cancel this policy at any time by giving us written notice or returning the policy to us and stating at what future date coverage is to stop.

We may cancel or not renew this policy by written notice to you at the address shown on the declarations. If the notice is mailed, it will be by first class mail. Proof of delivery of mailing is sufficient proof of notice.

If this policy is in effect for less than 60 days, we may cancel you for any reason.

If this policy has been in effect 60 days or more or if it is a renewal of a policy issued by us, we may cancel or not renew only at the anniversary date unless:

1. The premium has not been paid when due;

2. We discover material misrepresentation made by you or with your knowledge in obtaining the policy, continuing the policy, or presenting a claim under the policy,
3. There has been a substantial change in risk assumed that we could not have reasonably foreseen or contemplated in writing the policy; or
4. There have been substantial breaches of contractual duties, conditions or warranties.

If we cancel this policy, we will give you notice at least ten days before cancellation is effective.

If we cancel or non-renew this policy at the anniversary date, we will give you at least 60 days advance notice.

Your return premium, if any, will be calculated on a pro rata basis and refunded at the time of cancellation or as soon as practical. Payment or tender of the unearned premium is not a condition of cancellation.

- C. **Renewal.** If we decide to renew or amend this policy at the anniversary date with terms less favorable to you or at a higher premium, we will give you notice of the altered terms at least 60 days prior to the renewal or anniversary date. Our notice will be delivered or mailed by first class mail.

A notice is not needed if it involves a premium increase and the premium increase:

1. Is less than 25% and is generally applicable to the class of business to which this policy belongs; or
2. Results from a change based on your action that alters the nature or extent of the risk insured against, including but not limited to a change in classification or the units of exposure, or increased policy coverage.

- D. **Change in Use or Occupancy.** If your use or occupancy of any "building" or structure "covered" by this policy changes, you must notify "us" of such change in use or occupancy at renewal.

- E. **Appraisal.** In the event that you and we disagree as to the value or the amount of loss, then, on the written demand of either, each shall select a competent and disinterested appraiser and notify the other of the appraiser within twenty days of such demand. These two appraisers will then select a competent and disinterested umpire; and failing for fifteen days to agree upon such umpire, then, on request of you or we, such umpire shall be selected by a judge of a court of record in the state in which the property covered is located.

The appraisers will appraise the loss, stating separately the value and damage. Failing to agree, they will submit their differences to the umpire. A decision agreed to, in writing and filed with us, by any two will be binding. Each party will:

1. Pay its chosen appraiser; and
2. Bear the other expenses of appraisal and umpire equally.

If there is an appraisal, we still retain our right to deny the claim.

- F. **Options.** In the event of a loss or damage to "covered" property we will, at our option, decide whether to:

1. Pay based on the cost to repair or replace the damaged "covered" property; and/or
2. Retain salvage rights to the damaged "covered" property.

- G. **Abandonment.** There may be no abandonment of any property to us.

- H. **When Losses Will Be Paid.** We will pay for covered loss or damage within 30 days after we receive the Sworn Statement in Proof of Loss, provided you have complied with all of the terms of this policy, and (1) we have reached agreement with you on the amount of loss; or (2) a valid Appraisal Award has been rendered.

- I. **Loss Payable.** Loss will be adjusted with and payable to you except with regard to loss of property in which others have an insurable interest identified in this policy as owner(s), mortgagee(s), or loss payee(s), at which time the loss will be adjusted with you and payable to you and such other owner(s), mortgagee(s), or loss payee(s) as designated.
- J. **Subrogation.** Upon payment to you by us, we acquire all rights of recovery you have or may have against any party, to the extent of such payment. We will not be entitled to recover until you have been made whole. Any waiver of subrogation made by you on or after the effective date of this policy to insure your property through us is not binding on us and will not affect our rights of recovery against any party to the extent of any payment by us to you.
- K. **Liberalization.** Any change we make to this coverage form during the policy period, or the 45 days preceding it, that expands the coverage provided by this policy and that does not require the payment of additional premiums will be included in the policy.
- L. **Suit Against Us.** No suit to recover any loss may be brought against us unless:
  - 1. The terms of the property coverage have been fully complied with; and
  - 2. The suit is commenced within one year after the loss.

If any applicable law makes this limitation invalid, then suit must begin with the shortest period permitted by the law.

- M. **Assignment.** Assignment of this policy will not be valid except with the written consent by us.

N. **Premium Adjustment:**

Only endorsements adding or deleting a coverage components, during the policy period, resulting in a net premium adjustment will be charged or credited to the insured. These premium adjustments will be charged or credited on a pro-rata basis from the effective date of the endorsement.

O. **No Benefit To Bailee:**

No one, other than the policyholder, who has custody of the "covered" property is entitled to the benefits of this policy.

- P. **Inspections and Surveys.** You grant us the right to have rating, advisory, rate services or similar organizations make insurance inspections and surveys and create reports or recommendations on our behalf. The decision to make any inspections and surveys or to issue reports or recommendations is at our sole discretion. The activities of these organizations are for our benefit in establishing premiums but may incidentally indicate possible improvements to your business activities.

These inspections and surveys are not intended to benefit you, your employees, or the public and should not be relied upon in lieu of conducting your own health and safety inspections. Neither we nor any organization performing an inspection or survey on our behalf warrants that conditions on your premises are safe or healthful or that they comply with applicable laws, regulations, or safety standards.

Q. **Duties In The Event Of Loss or Damage**

You must see that the following are done in the event of loss or damage to "covered" property:

- 1. Notify the police if a law may have been broken.
- 2. Give us prompt notice of the loss or damage including a description of the property involved.
- 3. As soon as possible, give us a description of how, when and where the loss or damage occurred.
- 4. Take all reasonable steps to protect the "covered" property from further damage, and keep a record of your expenses necessary to protect the "covered" property, for consideration in the settlement of the

claim. This will not increase the Limit of Insurance. However, we will not pay for any subsequent loss or damage resulting from a cause of loss that is not a "covered" peril. Also, if feasible, set the damaged property aside and in the best possible order for examination.

5. At our request, give us complete inventories of the damaged and undamaged property. Include quantities, costs, values and amount of loss claimed.
6. As often as may be reasonably required, permit us to inspect the property proving the loss or damage and examine your books and records. Also permit us to take samples of damaged and undamaged property for inspection, testing and analysis, and permit us to make copies from your books and records.
7. Send us a signed, sworn proof of loss containing the information we request to investigate the claim. You must do this within 60 days after our request. We will supply you with the necessary forms.
8. Cooperate with us in the investigation or settlement of the claim.
9. We may examine any insured under oath, while not in the presence of any other insured and at such times as may be reasonably required, about any matter relating to this insurance or the claim, including an insured's books and records. In the event of an examination, an insured's answers must be signed.

## **SECTION IX – DEFINITIONS**

- A. "Actual cash value" means the cost (new) to replace the structure with one of like kind and quality less physical depreciation and obsolescence as determined by Wisconsin's Broad Evidence Rule.
- B. "Builders risk property" means:
  1. "Buildings", structures or "Property in the Open" in the course of construction;
  2. "Building materials";
  3. Foundation of a "building", structure or "Property in the Open" in the course of construction;
  4. Addition to an existing "building", structure or "Property in the Open";
  5. Temporary structures built or assembled on the premises", including cribbing, scaffolding, signs, fences, and construction forms used in the course of construction or alterations or repairs of the "builders risk property"; and
  6. Underground and buried pipes, flues or drains but not including those that are part of your storm, water or sewer systems.
- C. "Building" or "buildings" means:
  1. Any structure that exhibits two or more of the following characteristics;
    - a. Structural walls and roof covering
    - b. Some form of permanent foundation (post, block, slab or sub-grade)
    - c. Permanent utility services (electrical service, heating ventilation or air conditioning or plumbing)
  2. Completed additions;
  3. Permanently installed fixtures, machinery and equipment;
  4. Communication towers 100 feet or greater in height;
  5. Electrical substations, including control structures, transformers, distribution equipment and related structures located within the substation area;

6. Lift stations, wells or pumping locations;
  7. Permanent water storage tanks and towers;
  8. Wastewater lagoons, including: plastic, synthetic, clay or other lagoon liners, lagoon riprap and soil/subsoil embankments;
  9. Gas reduction or odorizing stations; or
  10. Underground and buried pipes, flues or drains that are part of a geothermal heating or cooling system, or part of the water treatment plant, wastewater treatment plant, lift station or gas reduction station, but not including those that are part of your storm, water or sewer systems.
- D. "Building materials" means unattached materials and supplies, fixtures and machinery, and equipment used to service the "buildings", structures or "Property in the Open" that are intended for use in the construction or occupancy of the "buildings", structures or "Property in the Open". "Building materials" also includes "building materials" in the custody of the contractor or subcontractor intended for use in the construction or occupancy of the "building", structure or "Property in the Open" if not covered by other insurance.
- E. "Computer program(s)" means a sequence of instructions that performs a specific task when executed by a computer or device connected to it.
- F. "Contaminants" means mixture or contact with an impure or a foreign substance which, when introduced to the property, injures the property's usefulness.
- G. "Cosmetic Damage" means the disfiguring, blemishing, tarnishing, denting or other outward damage that changes the appearance of insured property, but does not impair its ability to function as intended.
- H. "Covered" means insured by us under this policy.
- I. "Electronic data" means facts, information, documents, records or "computer programs" stored on, used on, or transmitted to or from electronic devices, equipment or media.
- J. "Employee(s)" means any partner, member, officer, manager, employee (including leased employees), director, trustee, or official.
- K. "Extra Expense" means the excess (if any) of the total cost incurred during a reasonable time period while the property is being restored, chargeable to your "operations", over and above the total cost that would normally have been incurred to conduct your "operations" during the same period had no damage or destruction occurred.
- L. "Fine Arts" means works of art, museum collections, limited production collectibles, historical value items, antiques or rare articles, including etchings, pictures, photographs (negatives and positives), lithographs, gallery proofs, original records, statues, sculptures, and similar property.
- M. "Flood" means a general and temporary condition of partial or complete inundation of 2 or more acres of normally dry land area or of 2 or more properties (at least 1 of which is the policyholder's property) from:
1. Overflow of inland or tidal waters; or
  2. Unusual and rapid accumulation or runoff of surface waters from any source; or
  3. Mudflow; or
  4. Collapse or subsidence of land along the shore of a lake or similar body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels that result in a flood as defined above.

- N. "Fungus" means mold, mildew, or any other type of fungus, including mycotoxins, spores, odors or byproducts arising out of the current or past presence of a fungus.
- O. "Historical building" means any "building" or structure listed by the Wisconsin State Historical Society on the Wisconsin State and National register of historic places.
- P. "Money" means currency (electronic and government issued), coins, bank notes, bullion, travelers checks, registered checks and money orders (including those held for sale to the public).
- Q. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions within a 72-hour period, which results in property damage during the policy period.
- R. "Operations" means the performance of your functions and duties at the insured premises.
- S. "Property in the Open" means mobile or permanently affixed personal property designed to be left exposed to the elements and outside of a covered building.
- T. "Pollutants" means largely undesirable substances, irritants, "contaminants", chemicals or waste products that interfere with human comfort or health or that adversely affect the air, soil, water or other natural resources.
- U. "Replacement Cost" means the cost to repair or replace (new) the property with like kind and quality.
- V. "Securities" means all negotiable and non-negotiable instruments or contracts representing either "money" or other property and includes revenue stamps, food stamps, and other stamps in current use; tokens and tickets.
- W. "Sinkhole collapse" means the abrupt settlement, systematic weakening or collapse of the land supporting a covered "building" that results from simultaneous movement of soil, sediment or rock into subterranean voids created by the effect of water on a limestone or similar rock formation. "Sinkhole collapse" does not include collapse of the land into manmade underground cavities or ordinary settling or cracking of the covered "building" or its foundation.
- X. "Specified causes of loss" means the following: aircraft; civil commotion; explosion; fire; hail; leakage from fire extinguishing equipment; lightning; riot; "sinkhole collapse"; smoke; vandalism; vehicles; volcanic action; "water damage"; weight of snow, ice or sleet; windstorm. It also means falling objects, not including loss or damage to "Property in the Open" or to the interior of a "building" or its contents if the exterior of the "building" remains undamaged by the falling objects.
- Y. "Vacant" means:
1. If you are a tenant, a unit or suite leased to you that does not house sufficient personal property to allow you to conduct your normal business "operations".
  2. If you are an owner or general lessee of a "building", less than 31 % of the total square footage of your "building" is used by an owner, a lessee, or a sub-lessee to conduct its normal business "operations".
- "Buildings", units, suites or structures under construction or renovation are not considered "vacant".
- A suspension of "operations" or period of inactivity during part of each year which is usual and incidental to the described occupancy of the "building", unit, suite or structure shall not be deemed "vacant".
- Change of occupancy shall be recognized by us only if formal action changing the occupancy of the "building", unit, suite or structure was taken by your governing board prior to the loss.
- Z. "Valuable Records" means inscribed, printed, or written documents; manuscripts or records, including abstracts, books, deeds, drawings, films, maps, and mortgages. "Valuable Records" does not mean your accounts receivables, "money" or "securities".

AA. "Water damage" means the accidental escape of water or steam from a plumbing system, HVAC system, or appliance on your insured premises as a direct result of the breakdown or failure of that system or appliance. "Water damage" does not include accidental discharge or overflow of water from a sump system.

This policy is made and accepted subject to the foregoing provisions together with such other provisions and agreements as may be added by endorsement.

**SECTION X. DEFINITION OF "CONTRACTORS EQUIPMENT"**

The following items are "Contractors Equipment" and must be scheduled to have coverage in excess of the \$25,000 provided in **Section IV.J:**

Airport Equipment	Farm Equipment	Portable Equipment
Aircraft Servicing Equipment	Balers	Compactors    Compressors
Fire Fighting Equipment	Combines	Excavators    Generators
Snow Removal	Cultivators	Pumps          Scales
Equipment	Harvesters	Stages         Tanks
Asphalt/Concrete Plants	Haybines	Turbines       Water Blaster
All-Terrain Vehicles	Planters	Pulvi-Mixers
Augerminer	Spreaders	Railroad Equipment
Back Hoes	Fork Lifts	Railroad Cars
Boats/Motors	Golf Carts	Railroad Engines
Booster Heaters	Grinders	Track Service Vehicles
Boring Machines	Hauling Equipment (off Highway)	Road Equipment
Brush Burners	End Dumps	Flushers        Graders
Cement Mixers	Hoisting Machines	Oilers          Scrapers
Chippers	Honey Wagons	Rollers         Sweepers
Choppers	Hydraulic Breaker	Spreaders      Shoulder Machines
Compaction Equipment Pneumatic	Lake Treatment Equipment	Robots
Rollers	Barges	Rock Pickers
Steel Wheel Rollers	Lake Sprayers	Road Wideners
Tamping Compactors	Weed Harvesting Equipment	Sand Blasters
Vibratory Compactors	Leaf Suckers	Seeders
Concrete Saws	Lifts	Sewer Jetters
Conveyors	Loaders	Sewer Rodders
Core Drill	Mowers	Shovels
Cranes	Mulchers	Sludge Trucks
Crack Melter	Painting Machines	Sludge Injectors
Crushing & Aggregate	Paving Equipment	Snow Grooming Equipment
Discs	Base Plants    Finishers	Snow Blowers
Ditchers	Distributors   Mixers	Snowmobiles
Draglines	Profilers      Plants	Sprayers
Drones	Rippers        Screeners	Street Sweepers
Earth Moving Equipment	Spreaders     Surge Bins	Stump Cutters
Crawler Loaders	Scarafiers    Asphalt Heaters	Stump Pullers
Loader - Backhoes	Tar Kettles    Tumblers	Surge Bins
Motor Graders	Transit Mixers	Tractors (including riding lawnmowers)
Motor Scrapers	Personal Watercraft	Trailers
Rubber-Tired Loaders	Pile Driving Equipment	Tree Movers/Planters
Wheel Tractors	Pipeline Equipment	Valve Operator
End Loader Type	Plow Blades	*Vehicles
Equipment Derricks	Plow Wings	Water Wagons
Equipment Excavating		Welders
Excavators		Windrow Eliminators
		Windrower

Attachments related to the operation of the property listed above need not be scheduled. They are covered as part of the basic power unit.

\*Vehicles designed for road use, but not licensed, because of specialized use. Attachments to vehicles licensed for road use such as wing blades, snowblades, and sanders are Contractors Equipment.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## JOINT LOSS AGREEMENT ENDORSEMENT

This endorsement applies in the event of damage to or destruction of property at a location designated in this policy and also designated in a Boiler and Machinery Insurance Policy(ies) and there is a disagreement between the insurers with respect to:

1. Whether such damage or destruction was caused by a peril insured against by this policy or by a peril insured against by such Boiler and Machinery Insurance Policy(ies) or
2. The extent of participation of this policy and of such Boiler and Machinery Insurance Policy(ies) in a loss which is insured against, partially or wholly, by any or all of said policies.

We shall, upon written request of you, pay you one-half of the amount of the loss which is in disagreement, but in no event more than we would have paid if there had been Boiler and Machinery Insurance Policy(ies) in effect, subject to the following conditions:

The amount of the loss which is in disagreement, after making provisions for any undisputed claims payable under the said policies and after the amount of the loss is agreed upon by you and the insurers, is limited to the minimum amount remaining payable under either this or the Boiler and Machinery Policy(ies);

1. The Boiler and Machinery insurer(s) shall simultaneously pay to the insured one-half of said amount which is in disagreement;
2. The payments by the insurers hereunder and acceptance of the same by you signify the agreement of the insurers to submit to and proceed with arbitration within 90 days of such payments; the arbitrators shall be three in number, one shall be appointed by the Boiler and Machinery insurer, one shall be appointed by us, and the third appointed by consent of the other two. The decision by the arbitrators shall be binding on the insurers and judgement upon such award may be entered in any court of competent jurisdiction;
3. You agree to cooperate in connection with such arbitration but not to intervene therein;
4. The provisions of this endorsement shall not apply unless such other policy(ies) issued by the Boiler and Machinery insurance company(ies) is similarly endorsed; and
5. Acceptance by you of some payment pursuant to the provisions of this endorsement, including an arbitration award, shall not operate to alter, waive, surrender or in any way affect the rights of you against any of the insurers.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## CAP OF LOSSES FROM CERTIFIED ACTS OF TERRORISM

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under:

### MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001

#### A. Cap On Certified Terrorism Losses

"Certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in concurrence with the Secretary of State and the Attorney General of the United States, to be an act of terrorism pursuant to the federal Terrorism Risk Insurance Act. The criteria contained in the Terrorism Risk Insurance Act for a "certified act of terrorism" include the following:

1. The act resulted in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to the Terrorism Risk Insurance Act; and
2. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a Program Year (January 1 through December 31) and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

#### B. Application Of Exclusions

The terms and limitations of any terrorism exclusion, or the inapplicability or omission of a terrorism exclusion, do not serve to create coverage for any loss which would otherwise be excluded under this Policy, such as losses excluded for nuclear reaction, radiation or contamination; losses due to war, warlike action, insurrection, rebellion and revolution; or, action taken by governmental authority.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## SPECIFIC LIMIT ENDORSEMENT

This endorsement supersedes the following coverage provisions of policy number 5000130 Q-1; **Section III – Amount of Coverage; Section IV – “Covered” Property; Limit of Coverage; Section VII – Basis of Recovery; and Section VIII - Conditions, Paragraph E.**

The most that we will pay in the event of loss for the property described in this endorsement is the amount of coverage designated by the insured, as identified in the declaration page of this policy. Coverage is limited to the items promulgated in the following schedule.

<b>Description of property - include addresses, site and building numbers as noted on Statement of Values</b>	<b>Building Values</b>	<b>Contents Values</b>	<b>Miscellaneous Coverage Values</b>
1920 Stahl Rd., Sheboygan, WI 53081 - Poth Farm	100,000	0	

Miscellaneous coverages include items such as valuable papers, extra expense, pollution clean up, etc., due to losses caused by "covered" perils to property described in this endorsement. In no event shall coverage be greater than that provided in the policy to which this endorsement is attached.

Coverage does apply to buildings and structures that are vacant beyond a period of 60 consecutive days providing those structures are heated or plumbing fixtures and apparatus drained of water or other liquids to prevent loss due to freezing.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## VACANCY PERMIT

This endorsement modifies insurance provided under:

**MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001**

### SCHEDULE

Site.

No.

Per schedule on Declarations Page

**A.** We issue this Vacancy Permit subject to the following:

The following do not apply to a "covered" loss arising from "vacant" property at the locations shown on the declarations page under Vacancy Permit or in the Schedule above:

Item FF. **SECTION IV – "COVERED" PROPERTY; LIMIT OF COVERAGE** of the **MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001**.

**B. Other Policy Provisions** All exclusions, limitations and other provisions of the policy to which this endorsement is attached that does not conflict with the language in this endorsement apply to this endorsement.

Any liberalized terms of this endorsement supersede the policy to which this endorsement is attached.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## MONIES AND SECURITIES ENDORSEMENT

This endorsement modifies insurance provided under:

### MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001

#### A. Coverage A - Loss Inside the Premises

This endorsement provides coverage to pay for loss of money, securities, and food stamps by the actual destruction, disappearance or wrongful abstraction thereof within your premises or within any banking premises or similar recognized places of safe deposit.

#### B. Coverage B - Loss Outside the Premises

This endorsement provides coverage to pay for loss of money, securities, and food stamps by the actual destruction, disappearance or wrongful abstraction thereof outside your premises while being conveyed by a "messenger" or any armored motor vehicle company, or while within the living quarters in the home of any "messenger".

C. **Deductible** See **Section II-Deductible** of primary policy.

#### D. Exclusions

This endorsement does not apply:

1. To loss due to any fraudulent, dishonest or criminal act by any insured, an officer, employee, director, trustee or authorized representative thereof, while working or otherwise and whether acting alone or in collusion with others; provided, this exclusion does not apply to "safe burglary" or "robbery" or attempt thereof by other than an insured;
2. To loss due to:
  - a. The giving or surrendering of money or securities in any exchange or purchase, or
  - b. Accounting or arithmetical errors or omissions;
3. To loss of manuscripts, books of account or records;
4. Under Coverage A, to loss of money contained in coin operated amusement devices or vending machines, unless the amount of money deposited within the device or machine is recorded by a continuous recording instrument therein;
5. To loss due to war, whether or not declared, civil war, insurrection, rebellion or revolution, or to any act or condition incident to any of the foregoing;
6. To loss due to nuclear reaction, nuclear radioactive contamination, or to any act or condition incident to any of the foregoing.

E. **Definitions.** The following definitions apply to this endorsement:

1. "Messenger" means you or any employee of yours who is authorized by you to have the care and custody of the insured property outside the premises.
2. "Custodian" means you or any employee of yours who is authorized by you to have the care and custody of the insured property within the premises, excluding any person while acting as a watchman, porter or janitor.
3. "Robbery" means the taking of insured property (1) by violence inflicted upon a "messenger" or a "custodian"; (2) by putting him/her in fear of violence; (3) by any other overt felonious act committed in his/her presence and of which he/she was actually cognizant, provided such other act is not committed by your employee; (4) from the person or direct care and custody of a "messenger" or "custodian" who has been killed or rendered unconscious; or (5) under Coverage A. (a) from within the premises by means of compelling a "messenger" or "custodian" by violence or threat of violence while outside the premises to admit a person into the premises or to furnish him with means of ingress in the premises, or (b) from a showcase or show window within the premises while regularly open for business, by a person who has broken the glass thereof from outside the premises.

4. "Safe Burglary" means (1) the felonious abstraction of insured property from within a vault or safe, the door of which is equipped with a combination lock, located within the premises by a person making felonious entry into such vault or such safe and any vault containing the safe, when all doors thereof are duly closed and locked by all combination locks thereon, provided such entry shall be made by actual force and violence, of which force and violence there are visible marks made by tools, explosives, electricity or chemicals upon the exterior of (a) all of said doors of such vault or such safe and any vault containing the safe, if entry is made through such doors, or (b) the top, bottom or walls of such vault of such safe and any vault containing the safe through which entry is made, if not made through such doors, or (2) the felonious abstraction of such safe from within the premises.
5. "Loss" includes damage.

**F. Ownership of Property; Interests Covered**

The insured property may be owned by you, or held by you in any capacity whether or not you are liable for the loss thereof, or may be property as respects which you are legally liable; provided, the insurance applies only to your interest in such property, including your liability to others, and does not apply to the interest of any other person or organization in any property unless included in the insured's proof of loss.

**G. Books and Records**

You shall keep records of all the insured property in such manner that we can accurately determine the amount of loss.

**H. Limits of Liability; Settlement Options**

The limit of our liability for loss shall not exceed the applicable limit of insurance stated in the declarations, nor what it would cost at the time of loss to repair or replace the property with other of like kind and quality, nor as respects securities the "actual cash value" thereof at the close of business on the business day next preceding the day on which the loss was discovered, nor as respects other property the "actual cash value" thereof at the time of loss; provided, however, the "actual cash value" of such other property held by you as a pledge, or as collateral for an advance or a loan, shall be deemed not to exceed the value of the property as determined and recorded by you when making the advance or loan, nor in the absence of such record, the unpaid portion of the advance or loan plus accrued interest thereon at legal rates.

The applicable limit of insurance stated in the declarations is the total limit of our liability with respect to all loss of property of one or more persons or organizations arising out of any one occurrence. All loss incidental to an actual or attempted fraudulent, dishonest or criminal act or series of related acts at the premises, whether committed by one or more persons, shall be deemed to arise out of one occurrence.

We may pay for the loss in money or may repair or replace the property and may settle any claim for loss of property either with you or the owner thereof. Any property so paid for or replaced shall become our property. Any property recovered after settlement of a loss shall be applied first to the expense of the parties in making such recovery, with any balance applied as if the recovery had been made prior to said settlement, and loss readjusted accordingly. You or we, upon recovery of any such property, shall give notice thereof as soon as practicable to the other.

**I. Conditions** See the section **VII-Conditions** in primary policy.

**J. Additional Condition**

Coverage Period, Territory, Discovery - This endorsement applies only to loss which occurs during the policy period within any of the States of the United States of America, the District of Columbia, or Canada, and is discovered not later than one year from the end of the policy period.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## PIER AND WHARF LIMITED COVERAGE ENDORSEMENT

This endorsement modifies insurance provided under:

### MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001

The following PROPERTY NOT COVERED policy provisions are replaced;

A. Item E. of **SECTION V – PROPERTY NOT COVERED, UNLESS SPECIFICALLY ENDORSED TO THIS POLICY**, of the **MUNICIPAL PROPERTY INSURANCE COMPANY MPIC-001**

by the following excluded causes of loss:

When covered under this policy:

1. Piers and wharves that are scheduled on the declarations page for loss or damage caused by:
  - a. Freezing or thawing; or,
  - b. Erosion or deterioration whether gradual or sudden.
2. Piers and wharves (not scheduled on the declarations page), bridges, dams, pavements, swimming pools and related equipment, retaining walls, bulkheads, and docks: for loss or damage caused by:
  - a. Freezing or thawing;
  - b. Impact of watercraft;
  - c. The pressure or weight of ice or water whether driven by wind or not; and,
  - d. Erosion or deterioration whether gradual or sudden.

Losses covered under this endorsement are subject to the following:

- a Coverage under this endorsement is not extended or amended by any other limit or sublimit of coverage provided under any other part of the policy or endorsements
- b A per occurrence coverage limit equal to not more than \$250,000
- a A per occurrence deductible equal to the greater of the deductible displayed on the Declarations Page or 10% of the total covered loss applies regardless of any other deductible, covered loss or damage provisions

**MUNICIPAL PROPERTY INSURANCE COMPANY**  
**CONTRACTORS EQUIPMENT**  
**NEW REPLACEMENT COST COVERAGE ENDORSEMENT**

Property "Covered"

This endorsement provides coverage only for the items which are shown on the attached schedule you provided. Coverage applies regardless of the location of the property.

Perils "Covered": This endorsement insures against all sudden and accidental direct physical loss or damage except as limited or excluded in the following sections.

Losses Excluded: See Section **VI** of the policy. Except exclusion **VI (B)** does not apply to "contractors Equipment".

Additional Exclusion: This endorsement does not insure against loss or damage to tires or tubes unless the loss is coincidental with other loss or damage insured by this policy.

Basis of Recovery:

- (1) Replacement Cost – See Section **VII** of basic policy. The recovery basis for property of others shall be "actual cash value" unless you have agreed to the "replacement cost" basis in a written contract.

For "contractors equipment" on the statement of value, we will pay the current "replacement cost" at the time of the loss even if the value shown was higher or lower than the current value at the time of loss.

## **MUNICIPAL PROPERTY INSURANCE COMPANY COVERAGE OF COMPUTER-RELATED LOSSES ENDORSEMENT**

This endorsement modifies coverage provided under:

### **Municipal Property Insurance Company Policy MPIC-001**

We will pay up to \$25,000 for the cost to recover or replace your "electronic data" due to loss caused by the following:

- A. Impairment of computer services through inside attack. We will pay for the actual expenses you incur due to the impairment of your operations during the "period of recovery" caused by the loss of "electronic data" due to "malicious programming" by an employee, contractor, or other authorized person to whom you have granted permission to access your computer system.
- B. Impairment of computer services through outside attack. We will pay for the actual expenses you incur due to the impairment of your operations during the "period of recovery" caused by the loss of "electronic data" due to "malicious programming" by any person to whom you have not granted permission to access your computer system.
- C. Loss of communications services. We will pay for the actual expenses you incur due to the impairment of your operations during the "period of recovery" caused by the loss of "electronic data" due to an interruption in communications services to the described premises. The interruption must result from direct physical loss or damage caused by a "covered" peril to communications transmission lines, including fiber optic transmission lines, but excluding overhead transmission lines.

This coverage does not apply to losses caused by the following:

- A. Governmental action relating to, or seizure of, the affected property.
- B. War, warlike action, insurrection, rebellion, and revolution, or action taken by governmental authority in defending against any of these.
- C. Nuclear reaction, nuclear radiation, or radioactive contamination.

The following definitions apply to this coverage:

- A. "Electronic data" means information, facts or computer programs stored as or on, created or used on, or transmitted to or from computer software (including systems and applications software), on hard or floppy disks, CD-ROMs, tapes, drives, cells, data processing devices or any other repositories of computer software which are used with electronically controlled equipment. The term computer programs, referred to in the foregoing description of electronic data, means a set of related electronic instructions which direct the operations and functions of a computer or device connected to it, which enable the computer or device to receive, process, store, retrieve or send data.
- B. "Malicious programming" means an illegal or unauthorized entry into an "electronic data" or computer system that results in the distortion, corruption, manipulation, copying, deletion, destruction or slowing down of that "electronic data" or computer system. It does not mean physical loss or damage to computers or computer systems.

- C. "Period of recovery" means the period of time that:
- a. Begins at the time of direct loss of or damage to "electronic data" caused by or resulting from any peril "covered" by this endorsement; and
  - b. Ends on the earlier of:
    - i. The date when your operations are restored, with reasonable speed and diligence, to the condition that would have existed in the absence of the loss of "electronic data"; or
    - ii. Sixty days after the date when, with reasonable speed and diligence, your computer system is restored to the functionality that existed prior to the loss.
  - c. The expiration date of this policy will not cut short the "period of recovery."

**MUNICIPAL PROPERTY INSURANCE COMPANY**  
**Tax Lien Property Coverage**

This endorsement modifies insurance provided under:

**MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001.**

**SECTION VII – BASIS OF RECOVERY** is amended to include:

- E. The most we will pay for a loss of property acquired through foreclosure, tax lien, tax deed or any statutory taking process is “actual cash value”. This coverage restriction eliminates all sub limits and other coverage provisions that may otherwise apply to a “covered loss”.

# **MUNICIPAL PROPERTY INSURANCE COMPANY LEASED PROPERTY COVERAGE**

This endorsement modifies insurance provided under:

**MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001.**

**SECTION VII – BASIS OF RECOVERY** is amended to include:

- D. The most we will pay for a loss of leased property is “actual cash value”, unless the insured is contractually responsible for a different amount.

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 16-20-21 by Alderpersons Donohue and Bohren. A resolution authorizing the City of Sheboygan to enter into a contract for buildings and property insurance coverage.

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**REPORT PREPARED BY:** Marty Halverson, Finance Director

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**REPORT DATE:** May 6, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The City of Sheboygan is required by City ordinance to carry property insurance. The relationship with Municipal Property Insurance Company (MPIC) is similar to that of the CVMIC relationship as the City is a member.

**STAFF COMMENTS**

In the fall of 2019 MPIC conducted an appraisal process which included someone touring the City buildings. The increased replacement values accounts for some of the increase and The rate increase was driven by rising reinsurance costs in the commercial market. On average, there was a reinsurance increase between 20-25% for property-related business. Because reinsurance is a major operational expense for MPIC, it was necessary to adjust our rates to reflect this expense.

Staff is also aware of additional clean-up needed within the complete list which is part of a full review capital asset project.

**ACTION REQUESTED**

Motion to recommend the Common Council approve Res 16-20-21 by Alderpersons Donohue and Bohren.

**ATTACHMENTS:**

- I. Res. No. 16-20-21
- II. Premium increase comparison summary
- III. MPIC Quote

MPIC

Year over year comparison

	<u>TIV Dollar Values</u>			<u>Related Rates</u>			<u>Related Premiums</u>		
	<u>2019 - 2020</u>	<u>2020 - 2021</u>	<u>% chng</u>	<u>2019 - 2020</u>	<u>2020 - 2021</u>	<u>% chng</u>	<u>2019 - 2020</u>	<u>2020 - 2021</u>	<u>% chng</u>
Buildings, Pers Prop. & Property in the Open	205,307,075	209,845,400	2.21%	0.0537	0.065	21.04%	110,245	136,408	23.73%
Contractors Equipment	6,515,257	8,541,656	31.10%	0.192	0.192	0.00%	12,509	16,400	31.11%

~~11~~

Res. No. 116 - 20 - 21. By Alderpersons Donohue and Bohren.  
May 4, 2020.

A RESOLUTION authorizing the City of Sheboygan to enter into a contract with Municipal Property Insurance Company (MPIC) for building and property insurance coverage.

WHEREAS, state law and the City's Procurement Policy allows the City to join with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served; and

WHEREAS, the Municipal Property Insurance Company (MPIC) was formed by three municipal insurance companies - Wisconsin Municipal Mutual Insurance Company, Cities and Villages Mutual Insurance Company, and the League of Wisconsin Municipal Mutual Insurance Company - to provide a stable, long-term solution for property insurance for Wisconsin local government entities; and

WHEREAS, the City currently obtains its building and property insurance coverage from MPIC; and

WHEREAS, the City has obtained a quote from MPIC for building and property insurance coverage to renew that coverage for the period from June 1, 2020 through May 31, 2021; and

WHEREAS, Staff believes that this cost is reasonable in light of the buildings and properties being insured.

NOW, THEREFORE, BE IT RESOLVED: That the appropriate City Officials are hereby authorized to execute a contract with the Municipal Property Insurance Company (MPIC) to provide building and property insurance coverage to the City for the period from June 1, 2020 through May 31, 2021, pursuant to a contract substantially similar to the one attached, at a cost not to exceed One Hundred Sixty Thousand Dollars (\$160,000.00).

FAP

BE IT FURTHER RESOLVED: That the appropriate City officials are hereby authorized to draw orders on the Prepaid Insurance Account No. 705-155010, in payment of same.

*My signature Now on*

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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



# MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

## RENEWAL POLICY QUOTE

Policy # 5000130\_Q-1

Agent Pallin Allen

Named Insured and Principal Address:

City of Sheboygan  
828 Center Avenue  
Sheboygan, WI 53081-4497

Contact:

Marty Halverson  
920-459-3882

Policy Period: 12:01 am 06/01/2020 to 06/01/2021

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	5,000	209,845,400	0.065	136,408
Contractors Equipment - New Replacement Cost	1,000	8,541,656	0.192	16,400
Contractors Equipment valued under \$25,000	1,000	538,336	N/A	0
Monies & Securities <b>Schedule Attached</b>	1,000	17,000	0.50	85
Specific Limit Coverage <b>Schedule Attached</b>	5,000	100,000	0.0724	72
Vacancy Permit <b>Schedule Attached</b>	5,000	9,631,458	0.029	2,793
Pier and Wharf Limited Coverage <b>Schedule Attached</b>	1,000 / 10%	4,100	0.40	50
<b>Total Annual Premium</b>				<b>\$155,808</b>

### Comments

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

**This quote becomes null and void within 30 days of transaction effective date.**



**MUNICIPAL PROPERTY INSURANCE COMPANY**  
 9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

**DECLARATIONS**

Policy # 5000130\_Q-1  
 Replaces Policy # 240090  
 Agent Pallin Allen

Item I. Named Insured and Principal Address: Contact:  
 City of Sheboygan Marty Halverson  
 828 Center Avenue 920-459-3882  
 Sheboygan, WI 53081-4497

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 06/01/2020, and expires at 12:01 A.M., 06/01/2021.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	5,000	209,845,400	0.065	136,408
Contractors Equipment - New Replacement Cost	1,000	8,541,656	0.192	16,400
Contractors Equipment valued under \$25,000	1,000	538,336	N/A	0
Monies & Securities <b>Schedule Attached</b>	1,000	17,000	0.50	85
Specific Limit Coverage <b>Schedule Attached</b>	5,000	100,000	0.0724	72
Vacancy Permit <b>Schedule Attached</b>	5,000	9,631,458	0.029	2,793
Pier and Wharf Limited Coverage <b>Schedule Attached</b>	1,000 / 10%	4,100	0.40	50
<b>Total Annual Premium</b>		<b>\$155,808</b>	<b>Billed to Insured</b>	

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	04-2019	Municipal Property Insurance Company Policy
MPIC-002Q	01-2020	Municipal Property Insurance Company Policy Quote
MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open

MPIC-006	04-2019	Joint Loss Agreement Endorsement
MPIC-008	04-2019	Cap Of Losses From Certified Acts Of Terrorism
MPIC-103	04-2019	Specific Limit Endorsement
MPIC-104	04-2019	Vacancy Permit
MPIC-201	04-2019	Monies And Securities Endorsement
MPIC-204	04-2019	Pier and Wharf Limited Coverage Endorsement
MPIC-300	01-2020	Contractors Equipment New Replacement Cost Coverage Endorsement
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement
MPIC-510	01-2019	Tax Lien Property Coverage
MPIC-511	04-2019	Leased Property Coverage

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Item V. Loss Payees:

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Item VI. Variable Coverage Schedules:

<b>Monies &amp; Securities</b>	
City Hall	17,000
	17,000
<b>Pier and Wharf Limited Coverage</b>	
HARBOR CENTRE MARINA - FLOATING DOCK	4,100
	4,100
<b>Vacancy Permit</b>	
Social Security Building - Vacancy Permit	285,000
Municipal Armory: 516 Broughton Drive - Vacancy Permit	9,346,458
	9,631,458
<b>Specific Limit Coverage</b>	
1920 Stahl Rd., Sheboygan, WI 53081 - Poth Farm	100,000
	100,000

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>1</b>		<b>CITY HALL</b>					
	1	CITY HALL 828 CENTER AVENUE SHEBOYGAN WI 53081	1917	3	37,320	\$11,791,900	\$1,866,000
		Property in the open					\$13,500
		<b>CITY HALL (1) Total</b>				<b>\$11,791,900</b>	<b>\$1,879,500</b>
<b>2</b>		<b>FIRE ENGINE HOUSE 1</b>					
	1	FIRE ENGINE HOUSE 1 833 NEW YORK AVENUE SHEBOYGAN WI 53081	1907	2	13,002	\$2,886,100	\$283,200
		<b>FIRE ENGINE HOUSE 1 (2) Total</b>				<b>\$2,886,100</b>	<b>\$283,200</b>
<b>3</b>		<b>FIRE ENGINE HOUSE 2</b>					
	1	FIRE ENGINE HOUSE 2 2413 SOUTH 18TH STREET SHEBOYGAN WI 53081	1960	1	9,599	\$1,629,600	\$243,200
		<b>FIRE ENGINE HOUSE 2 (3) Total</b>				<b>\$1,629,600</b>	<b>\$243,200</b>
<b>4</b>		<b>FIRE ENGINE HOUSE 3</b>					
	1	FIRE ENGINE HOUSE 3 1326 N 25TH STREET SHEBOYGAN WI 53081	1971	2	27,936	\$5,237,700	\$993,100
	2	TRAINING FACILITY 1326 N 25TH STREET SHEBOYGAN WI 53081	2000	2	3,104	\$351,200	\$15,000
		Property in the open					\$1,200
		<b>FIRE ENGINE HOUSE 3 (4) Total</b>				<b>\$5,588,900</b>	<b>\$1,009,300</b>
<b>5</b>		<b>FIRE STATION # 5</b>					
	1	FIRE STATION # 5 4504 SOUTH 18TH STREET SHEBOYGAN WI 53081	2006	1	7,004	\$1,087,300	\$288,900
		<b>FIRE STATION # 5 (5) Total</b>				<b>\$1,087,300</b>	<b>\$288,900</b>
<b>6</b>		<b>PLAZA 8 FOUNTAIN</b>					
	1	PLAZA 8 FOUNTAIN 700 BLOCK OF 8TH SHEBOYGAN WI 53081	1975	1	540	\$75,400	\$0
		<b>PLAZA 8 FOUNTAIN (6) Total</b>				<b>\$75,400</b>	<b>\$0</b>
<b>7</b>		<b>FOUNTAIN PARK</b>					
	1	FOUNTAIN PARK BANDSHELL 930 N 8TH STREET SHEBOYGAN WI 53081	1915	1	1,624	\$326,900	\$15,000
	2	FOUNTAIN PARK FOUNTAIN ERIE AVENUE AND NORTH 9TH	1915	1	84	\$50,300	\$1,900

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		STREET SHEBOYGAN WI 53081					
		<b>FOUNTAIN PARK (7) Total</b>				<b>\$377,200</b>	<b>\$16,900</b>
<b>8</b>		<b>END PARK</b>					
	1	COMFORT STATION 13TH STREET AND LOS ANGELES AVENUE SHEBOYGAN WI 53081	2003	1	513	\$153,900	\$2,800
	2	SHELTER 13TH AND LOS ANGELES AVENUE SHEBOYGAN WI 53081	2005	1	1,140	\$148,200	\$1,900
		<b>END PARK (8) Total</b>				<b>\$302,100</b>	<b>\$4,700</b>
<b>9</b>		<b>ROOSEVELT PARK</b>					
	1	LIGHT CONTROL HOUSE SOUTH 12TH & MEAD AVENUE SHEBOYGAN WI 53081	1980	1	80	\$12,000	\$1,000
	2	SHELTER HOUSE SOUTH 12TH & MEAD AVENUE SHEBOYGAN WI 53081	1980	1	2,240	\$264,700	\$22,500
		Property in the open					\$900,000
		<b>ROOSEVELT PARK (9) Total</b>				<b>\$276,700</b>	<b>\$923,500</b>
<b>10</b>		<b>COLE PARK</b>					
	1	COMFORT STATION NORTH 4TH AND NORTH 3RD STREET SHEBOYGAN WI 53081	1980	1	408	\$61,200	\$2,300
		<b>COLE PARK (10) Total</b>				<b>\$61,200</b>	<b>\$2,300</b>
<b>11</b>		<b>DELAND PARK</b>					
	1	BEACH HOUSE 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1985	1	1,978	\$656,600	\$17,500
	2	FISH CLEANING STATION COMFORT 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1980	1	801	\$136,200	\$4,800
	3	GROUP PICNIC SHELTER 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1985	1	648	\$77,800	\$9,700
	4	SOUTH SHELTER DELAND HOME 825 BROUGHTON DRIVE SHEBOYGAN WI 53081	1920	1	1,320	\$198,000	\$23,600
		Property in the open					\$743,500
		<b>DELAND PARK (11) Total</b>				<b>\$1,068,600</b>	<b>\$799,100</b>

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>12</b>		<b>KING PARK</b>					
	1	PARK PAVILION 1601 S 7TH ST SHEBOYGAN WI 53081	2009	1	2,560	\$748,700	\$0
	2	SHELTER LAKESHORE DR AND BROADWAY SHEBOYGAN WI 53081	1934	1	913	\$137,000	\$4,400
		<b>KING PARK (12) Total</b>				<b>\$885,700</b>	<b>\$4,400</b>
<b>13</b>		<b>VOLLRATH PARK</b>					
	1	COMFORT STATION PARK AVENUE AND 2ND STREET SHEBOYGAN WI 53081	1980	1	1,485	\$222,800	\$2,500
	2	CONCESSION STAND PARK AVENUE AND NORTH 2ND STREET SHEBOYGAN WI 53081	1980	1	500	\$40,000	\$10,200
	3	ELECTRIC SWITCH HOUSE PARK AVENUE AND 2ND STREET SHEBOYGAN WI 53081	1980	1	100	\$15,000	\$1,400
		Property in the open					\$1,231,500
		<b>VOLLRATH PARK (13) Total</b>				<b>\$277,800</b>	<b>\$1,245,600</b>
<b>14</b>		<b>LAKE VIEW PARK</b>					
	1	COMFORT STATION LAKESHORE DR AND SHOOTING PARKRD SHEBOYGAN WI 53081	1980	1	560	\$84,000	\$3,200
	2	SHELTER HOUSE LAKESHORE DR AND SHOOTING PARKRD SHEBOYGAN WI 53081	1912	1	1,176	\$176,400	\$5,500
		<b>LAKE VIEW PARK (14) Total</b>				<b>\$260,400</b>	<b>\$8,700</b>
<b>15</b>		<b>EVERGREEN PARK</b>					
	1	AREA #1 COMFORT STATION 2614 PINE GROVE AVENUE SHEBOYGAN WI 53081	2001	1	720	\$223,200	\$0
	2	BAR STAND AREA 1 HWY 42 SHEBOYGAN WI 53081	1917	1	668	\$53,500	\$15,400
	3	COMFORT STATION HWY 42 SHEBOYGAN WI 53081	1974	1	481	\$72,200	\$2,800
	4	COMFORT STATION AREA 2 HWY 42	1980	1	800	\$120,000	\$4,700

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		SHEBOYGAN WI 53081					
	5	COMFORT STATION AREA 4 & 5 HWY 42 SHEBOYGAN WI 53081	1980	1	656	\$98,400	\$3,000
	6	Shaw Shelter HWY 42 SHEBOYGAN WI 53081	2018	0	0	\$208,000	\$0
	7	SHELTER HOUSE AREA 5 HWY 42 SHEBOYGAN WI 53081	1917	1	846	\$126,900	\$4,000
	8	TOOL HOUSE AREA 1 HWY 42 SHEBOYGAN WI 53081	1950	1	192	\$9,600	\$2,800
		Property in the open					\$841,800
		<b>EVERGREEN PARK (15) Total</b>				<b>\$911,800</b>	<b>\$874,500</b>
<b>16</b>		<b>JAYCEE PARK</b>					
	1	QUARRY BATH HOUSE 3401 CALUMET DRIVE SHEBOYGAN WI 53081	1979	1	5,000	\$738,400	\$25,000
		Property in the open					\$839,800
		<b>JAYCEE PARK (16) Total</b>				<b>\$738,400</b>	<b>\$864,800</b>
<b>17</b>		<b>KIWANIS PARK</b>					
	1	AREA #8 COMFORT STATION SHELTER KIWANIS PARK DRIVE SHEBOYGAN WI 53081	2000	1	720	\$216,000	\$0
	2	COMFORT STATION KIWANIS PARK DRIVE SHEBOYGAN WI 53081	1980	1	1,350	\$202,500	\$6,400
	3	CONCESSION STAND KIWANIS PARK DRIVE SHEBOYGAN WI 53081	1980	1	558	\$83,700	\$12,400
	4	FIELD HOUSE 511 KIWANIS PARK DRIVE SHEBOYGAN WI 53081	1924	1	4,252	\$856,600	\$45,000
	5	SHELTER HOUSE UNION AVENUE AND SOUTH 22ND ST SHEBOYGAN WI 53081	1946	1	1,133	\$170,000	\$25,400
	6	Skatepark UNION AVENUE AND SOUTH 22ND ST SHEBOYGAN WI 53081	2019	1	12,000	\$470,600	\$0
		<b>KIWANIS PARK (17) Total</b>				<b>\$1,999,400</b>	<b>\$89,200</b>

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
<b>18</b>		<b>MUNICIPAL SERVICE SITE</b>					
	1	MUNICIPAL SERVICE BUILDING 2026 NEW JERSEY AVENUE SHEBOYGAN WI 53081	1965	1	121,198	\$19,070,100	\$3,872,000
	2	POLICE IMPOUND GARAGE 2026 NEW JERSEY AVENUE SHEBOYGAN WI 53081	1990	1	6,680	\$342,200	\$0
	3	SALT SHED (ADD01) 2026 NEW JERSEY AVENUE SHEBOYGAN WI 53081	2019	1	6,000	\$246,100	\$0
		<b>MUNICIPAL SERVICE SITE (18) Total</b>				<b>\$19,658,400</b>	<b>\$3,872,000</b>
<b>19</b>		<b>CLEVELAND PARK</b>					
	1	Park Open Pavilion 2321 Geele Ave SHEBOYGAN WI 53081	2013	1	864	\$73,500	\$11,400
	2	Restroom Facility 2321 Geele Ave SHEBOYGAN WI 53081	2013	1	420	\$84,000	\$6,400
	3	SHELTER HOUSE NORTH 25TH AND GEELE AVENUE SHEBOYGAN WI 53081	1956	1	1,128	\$169,200	\$6,700
		Property in the open					\$8,100
		<b>CLEVELAND PARK (19) Total</b>				<b>\$326,700</b>	<b>\$32,600</b>
<b>20</b>		<b>WILDWOOD BASEBALL COMPLEX</b>					
	1	COMFORT STATION 22ND & NEW JERSEY SHEBOYGAN WI 53081	1980	1	897	\$134,600	\$5,300
	2	Concessions Rest Room Building 2328 Wildwood Ave SHEBOYGAN WI 53081	1981	0	520	\$78,000	\$0
	3	Dugout 2328 Wildwood Ave SHEBOYGAN WI 53081	2011	1	250	\$35,000	\$0
	4	Dugout 2328 Wildwood Ave SHEBOYGAN WI 53081	2011	1	250	\$35,000	\$0
	5	GARAGE 2328 Wildwood Ave SHEBOYGAN WI 53081	1970	1	520	\$20,800	\$3,000
	6	Garage 2328 Wildwood Ave SHEBOYGAN WI 53081	2000	1	484	\$14,600	\$0
	7	Pavilion	1990	1	400	\$12,000	\$0

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		2328 Wildwood Ave SHEBOYGAN WI 53081					
	8	Press Box 2328 Wildwood Ave SHEBOYGAN WI 53081	1997	2	1,280	\$192,000	\$0
	9	Storage Shed 2328 Wildwood Ave SHEBOYGAN WI 53081	1998	1	96	\$2,900	\$0
		Property in the open					\$390,800
		<b>WILDWOOD BASEBALL COMPLEX (20) Total</b>				<b>\$524,900</b>	<b>\$399,100</b>
<b>21</b>		<b>NELESENS FISH</b>					
	1	NELESENS FISH 715 S FRANKLIN SHEBOYGAN WI 53081	1948	1	1,250	\$62,500	\$0
		<b>NELESENS FISH (21) Total</b>				<b>\$62,500</b>	<b>\$0</b>
<b>22</b>		<b>ROTARY RIVERVIEW PARK</b>					
	1	COMFORT STATION FRANKLIN STREET SHEBOYGAN WI 53081	1980	1	400	\$64,000	\$2,300
		Property in the open					\$222,800
		<b>ROTARY RIVERVIEW PARK (22) Total</b>				<b>\$64,000</b>	<b>\$225,100</b>
<b>23</b>		<b>WILDWOOD CEMETERY</b>					
	1	GARAGE WILDWOOD AVENUE SHEBOYGAN WI 53081	1920	1	1,920	\$105,600	\$64,500
	2	STORAGE BUILDING EVANS AVENUE SHEBOYGAN WI 53081	1980	1	1,071	\$64,300	\$15,400
		<b>WILDWOOD CEMETERY (23) Total</b>				<b>\$169,900</b>	<b>\$79,900</b>
<b>24</b>		<b>MAYWOOD</b>					
	1	BARN 3615 MUELLER ROAD SHEBOYGAN WI 53081	1950	1	1,500	\$112,500	\$21,600
	2	EQUIPMENT SHED 3615 MUELLER ROAD SHEBOYGAN WI 53081	1980	1	556	\$30,600	\$8,000
	3	EQUIPMENT SHED 3615 MUELLER ROAD SHEBOYGAN WI 53081	1980	1	945	\$52,000	\$13,700
	4	GARAGE 3615 MUELLER ROAD	1974	1	712	\$39,200	\$10,600

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		SHEBOYGAN WI 53081					
	5	GARAGE 3615 MUELLER ROAD SHEBOYGAN WI 53081	1974	1	1,200	\$66,000	\$39,900
	6	STORAGE BUILDING 3615 MUELLER ROAD SHEBOYGAN WI 53081	1980	1	3,360	\$184,800	\$49,100
		<b>MAYWOOD (24) Total</b>				<b>\$485,100</b>	<b>\$142,900</b>
<b>25</b>		<b>MEAD PUBLIC LIBRARY</b>					
	1	SHEBOYGAN PUBLIC LIBRARY 710 N 8TH STREET SHEBOYGAN WI 53081	1975	3	96,126	\$18,460,500	\$9,066,000
		Property in the open					\$42,700
		<b>MEAD PUBLIC LIBRARY (25) Total</b>				<b>\$18,460,500</b>	<b>\$9,108,700</b>
<b>26</b>		<b>BUS TERMINAL</b>					
	1	BUS SHELTER 608 SOUTH COMMERCE STREET SHEBOYGAN WI 53081	2005	1	1,600	\$816,900	\$0
	2	BUS TERMINAL 608 SOUTH COMMERCE STREET SHEBOYGAN WI 53081	1975	1	39,315	\$6,234,600	\$0
		Property in the open					\$152,800
		<b>BUS TERMINAL (26) Total</b>				<b>\$7,051,500</b>	<b>\$152,800</b>
<b>27</b>		<b>ENVIRONMENTAL CENTER</b>					
	1	MAYWOOD 3615 MUELLER ROAD SHEBOYGAN WI 53081	1974	1	22,360	\$2,710,000	\$74,000
	2	MAYWOOD WITH ADDITION 3615 MUELLER ROAD SHEBOYGAN WI 53081	2006	0	0	\$	\$0
		Property in the open					\$3,900
		<b>ENVIRONMENTAL CENTER (27) Total</b>				<b>\$2,710,000</b>	<b>\$77,900</b>
<b>28</b>		<b>NORTH SIDE PUMP STATION</b>					
	1	NORTHSIDE PUMP STATION 2645 BLACKSTOCK AVENUE SHEBOYGAN WI 53081	1980	1	1,905	\$842,700	\$0
		<b>NORTH SIDE PUMP STATION (28) Total</b>				<b>\$842,700</b>	<b>\$0</b>
<b>29</b>		<b>SOUTH SIDE PUMP STATION</b>					
	1	SOUTHSIDE PUMP STATION 1218 SOUTH 7TH STREET	1914	1	3,500	\$2,338,100	\$0

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		SHEBOYGAN WI 53081					
		<b>SOUTH SIDE PUMP STATION (29)</b>				<b>\$2,338,100</b>	<b>\$0</b>
		<b>Total</b>					
<b>30</b>		<b>FIRE DEPARTMENT</b>					
	1	FIRE DEPARTMENT #4 2622 N 15TH STREET SHEBOYGAN WI 53081	1988	1	11,198	\$2,126,200	\$313,600
		<b>FIRE DEPARTMENT (30) Total</b>				<b>\$2,126,200</b>	<b>\$313,600</b>
<b>31</b>		<b>WASTEWATER TREATMENT PLANT</b>					
	1	ADMINISTRATION BUILDING N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	33,802	\$5,587,400	\$565,000
	2	BLEACH BUILDING (ADD12) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	900	\$244,800	\$0
	3	BLOWER BUILDING (ADD11) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	3,674	\$1,638,900	\$0
	4	BLOWER BUILDING 2 (ADD25) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	3,674	\$1,515,500	\$0
	5	CHEMICAL STORAGE BUILDING N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	0	0	\$	\$0
	6	CHLORINE CONTACT CHAMBER (ADD17) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	5,250	\$1,147,400	\$0
	7	CHLORINE CONTACT CHAMBER 2 (ADD18) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	5,460	\$1,176,600	\$0
	8	CLARIFIER (ADD02) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0
	9	CLARIFIER (ADD03) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0
	10	CLARIFIER 3 (ADD04) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0
	11	CLARIFIER 4 (ADD05) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	8,100	\$1,856,700	\$0

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
	12	DIGESTER BUILDING 1 (ADD22) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	18,939	\$5,723,100	\$0
	13	DIGESTER BUILDING 2 (ADD23) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	21,067	\$6,369,000	\$0
	14	DRYER BUILDING (ADD14) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	19,797	\$6,318,500	\$0
	15	FINISHED CLARIFIER (ADD06) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	16	FINISHED CLARIFIER (ADD07) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	17	FINISHED CLARIFIER (ADD09) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	18	FINISHED CLARIFIER 3 (ADD08) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,025	\$2,353,700	\$0
	19	Galleries (ADD13) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	29,990	\$10,754,400	\$0
	20	HARVESTER BUILDING (ADD15) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	2002	1	960	\$1,044,200	\$0
	21	INFLUENT BUILDING (ADD01) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1997	1	2,500	\$1,903,900	\$0
	22	OXIDATION DITCH (ADD16) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	18,000	\$3,830,500	\$0
	23	OXIDATION DITCH 2 (ADD24) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	18,000	\$3,830,500	\$0
	24	PRESS BUILDING (ADD10) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	11,304	\$2,903,100	\$0
	25	PUMP STATION N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	1980	1	10,607	\$4,931,800	\$0
	26	SLUDGE STORAGE TANK (ADD20) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	2002	1	7,852	\$1,404,100	\$0
	27	SLUDGE STORAGE TANK 2 (ADD21)	2002	1	1,649	\$1,872,100	\$0

**STATEMENT OF VALUES**  
**MUNICIPAL PROPERTY INSURANCE COMPANY**  
 Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081					
	28	SOLIDS HANDLING BUILDING N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	0	0	0	\$	\$0
	29	VERDESIS MICRO-TURBINES (TWO - 2) N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	0	0	0	\$	\$0
	30	WASTEWATER TREATMENT PROCESS N3333 LAKESHORE DRIVE SHEBOYGAN WI 53081	2006	0	0	\$	\$0
		Property in the open					\$291,400
		<b>WASTEWATER TREATMENT PLANT (31) Total</b>				<b>\$79,037,400</b>	<b>\$856,400</b>
<b>32</b>		<b>YOUTH BOATING FACILITY</b>					
	1	YOUTH BOATING FACILITY 619 BROUGHTON DRIVE SHEBOYGAN WI 53081	2004	1	2,000	\$289,100	\$10,000
		<b>YOUTH BOATING FACILITY (32) Total</b>				<b>\$289,100</b>	<b>\$10,000</b>
<b>33</b>		<b>HARBOR CENTRE MARINA</b>					
	1	ADMINISTRATION BUILDING 821 BROUGHTON DRIVE SHEBOYGAN WI 53081	2004	1	10,049	\$2,264,200	\$122,200
	2	FUEL ATTENDANTS BUILDING 821 BROUGHTON DRIVE SHEBOYGAN WI 53081	2004	1	780	\$124,800	\$57,900
		Property in the open					\$4,100
		<b>HARBOR CENTRE MARINA (33) Total</b>				<b>\$2,389,000</b>	<b>\$184,200</b>
<b>34</b>		<b>DELAND PARK COMMUNITY CENTER</b>					
	1	DELAND PARK COMMUNITY CENTER 901 BROUGHTON DRIVE SHEBOYGAN WI 53081	1994	1	2,336	\$518,600	\$20,000
		<b>DELAND PARK COMMUNITY CENTER (34) Total</b>				<b>\$518,600</b>	<b>\$20,000</b>
<b>35</b>		<b>SENIOR CENTER</b>					
	1	SENIOR CENTER 428 WISCONSIN AVE SHEBOYGAN WI 53081	1969	1	18,793	\$3,181,000	\$259,200

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		<b>SENIOR CENTER (35) Total</b>				<b>\$3,181,000</b>	<b>\$259,200</b>
<b>36</b>		<b>LIFT STATION INDIANA AVE</b>					
	1	INDIANA AVE LIFT STATION 2827 INDIANA AVENUE SHEBOYGAN WI 53081	1997	1	595	\$623,800	\$0
		<b>LIFT STATION INDIANA AVE (36) Total</b>				<b>\$623,800</b>	<b>\$0</b>
<b>37</b>		<b>Lift Stations</b>					
	1	INDIAN MEADOWS PKG LIFT STN 63 S HIAWATHA CIRCLE SHEBOYGAN WI 53081	1980	1	0	\$358,600	\$0
		<b>Lift Stations (37) Total</b>				<b>\$358,600</b>	<b>\$0</b>
<b>38</b>		<b>POTH FARM</b>					
	1	POTH FARM 1920 STAHL ROAD SHEBOYGAN WI 53081	1900	1	4,200	\$352,100	\$0
		<b>POTH FARM (38) Total</b>				<b>\$352,100</b>	<b>\$0</b>
<b>39</b>		<b>FISH CLEANING STATION RESTROOMS</b>					
	1	FISH CLEANING STATION RESTROOM 701 SOUTH PIER DRIVE SHEBOYGAN WI 53081	2005	1	1,248	\$395,600	\$0
		<b>FISH CLEANING STATION RESTROOMS (39) Total</b>				<b>\$395,600</b>	<b>\$0</b>
<b>40</b>		<b>SHERIDAN PARK</b>					
		Property in the open					\$87,500
		<b>SHERIDAN PARK (40) Total</b>				<b>\$0</b>	<b>\$87,500</b>
<b>41</b>		<b>VETERANS PARK</b>					
	1	Park Open Pavilion 2220 Union Ave SHEBOYGAN WI 53081	2013	1	864	\$56,200	\$11,400
	2	Rest Room facilities 2220 Union Ave SHEBOYGAN WI 53081	2013	1	480	\$96,000	\$6,400
		<b>VETERANS PARK (41) Total</b>				<b>\$152,200</b>	<b>\$17,800</b>
<b>42</b>		<b>OPTIMIST PARK</b>					
	1	Park Open Pavilion 2004 Carmen Ave SHEBOYGAN WI 53081	2013	1	864	\$56,200	\$11,400
	2	Restroom Facility	2013	1	420	\$84,000	\$6,400

# STATEMENT OF VALUES

## MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		2004 Carmen Ave SHEBOYGAN WI 53081					
		Property in the open					\$165,200
		<b>OPTIMIST PARK (42) Total</b>				<b>\$140,200</b>	<b>\$183,000</b>
<b>43</b>		<b>VOIGHT PARK</b>					
		Property in the open					\$28,200
		<b>VOIGHT PARK (43) Total</b>				<b>\$0</b>	<b>\$28,200</b>
<b>44</b>		<b>Sports Complex Butzen Estate</b>					
	1	Farmstead Garage 3936 S Business Dr SHEBOYGAN WI 53081	1890	1	548	\$16,500	\$0
	2	Garage [1B] 3936 S Business Dr SHEBOYGAN WI 53081	1960	1	507	\$15,300	\$0
	3	House 3936 S Business Dr SHEBOYGAN WI 53081	1960	1	1,194	\$113,500	\$6,200
	4	Original Farm Home 3936 S Business Dr SHEBOYGAN WI 53081	1890	2	1,131	\$107,500	\$0
	5	Pole Barn 3936 S Business Dr SHEBOYGAN WI 53081	1970	1	786	\$27,600	\$0
	6	Storage Shed 3936 S Business Dr SHEBOYGAN WI 53081	1900	1	726	\$18,200	\$0
	7	SUMMER KITCHEN 3936 S Business Dr SHEBOYGAN WI 53081	1920	1	250	\$6,300	\$0
		<b>Sports Complex Butzen Estate (44) Total</b>				<b>\$304,900</b>	<b>\$6,200</b>
<b>45</b>		<b>PITO THROUGHOUT / CE</b>					
		Property in the open					\$1,336,200
		<b>PITO THROUGHOUT / CE (45) Total</b>				<b>\$0</b>	<b>\$1,336,200</b>
<b>46</b>		<b>PARK PITO</b>					
		Property in the open					\$122,700
		<b>PARK PITO (46) Total</b>				<b>\$0</b>	<b>\$122,700</b>
<b>47</b>		<b>Social Security Building</b>					
	1	Social Security Building vacant 606 N 9TH ST SHEBOYGAN WI 53081	1973	1	4,593	\$524,600	\$0

**STATEMENT OF VALUES**  
**MUNICIPAL PROPERTY INSURANCE COMPANY**  
 Coverage Amount - 209,845,400

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		<b>Social Security Building (47) Total</b>				<b>\$524,600</b>	<b>\$0</b>
<b>48</b>		<b>PERSHING LIFT STATION [ADD01]</b>					
	1	Lift Station 3265 N 6TH STREET SHEBOYGAN WI 53081	1980	1	0	\$317,300	\$0
		<b>PERSHING LIFT STATION [ADD01] (48) Total</b>				<b>\$317,300</b>	<b>\$0</b>
<b>49</b>		<b>Former Craft Building</b>					
	1	Former Craft Building 1015 S. 10th Street Sheboygan WI 53081	0	0	1,600	\$96,000	\$15,000
		<b>Former Craft Building (49) Total</b>				<b>\$96,000</b>	<b>\$15,000</b>
<b>50</b>		<b>Police Station</b>					
	1	Police Station 1315 North 23rd Street Sheboygan WI 53081	2008	1	34,687	\$7,524,800	\$1,380,000
	2	Police Garage 1315 North 23rd Street Sheboygan WI 53081	2008	1	10,517	\$784,900	\$367,500
		<b>Police Station (50) Total</b>				<b>\$8,309,700</b>	<b>\$1,747,500</b>
		<b>Building Subtotal</b>					<b>\$182,029,100</b>
		<b>Contents Subtotal</b>					<b>\$20,388,600</b>
		<b>Property in the Open Subtotal</b>					<b>\$7,427,700</b>
<b>Building, Contents and PITO Total</b>						<b>\$209,845,400</b>	

# PROPERTY IN THE OPEN

## MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
<b>1</b>	<b>CITY HALL</b>		
	COMMUNICATIONS TOWER		\$13,500
	<b>CITY HALL (1) TOTAL</b>		<b>\$13,500</b>
<b>4</b>	<b>FIRE ENGINE HOUSE 3</b>		
	LADDER,HORIZONTAL		\$1,200
	<b>FIRE ENGINE HOUSE 3 (4) TOTAL</b>		<b>\$1,200</b>
<b>9</b>	<b>ROOSEVELT PARK</b>		
	PLAYSTRUCTURE,WOOD LRG		\$523,900
	TENNIS COURT,TWO		\$376,100
	<b>ROOSEVELT PARK (9) TOTAL</b>		<b>\$900,000</b>
<b>11</b>	<b>DELAND PARK</b>		
	BENCHES		\$13,000
	BOUNCER,ANIMAL		\$1,700
	CONTROL GATE		\$42,100
	OUTDOOR LIGHTING		\$440,400
	PICNIC TABLES		\$23,500
	PLAYSTRUCTURE		\$29,500
	PLAYSTRUCTURE		\$63,700
	STAGING		\$49,000
	TENNIS COURT,FOUR		\$80,600
	<b>DELAND PARK (11) TOTAL</b>		<b>\$743,500</b>
<b>13</b>	<b>VOLLRATH PARK</b>		
	GOAL,BASKETBALL DOUBLE		\$17,300
	Nucleus Play Structure		\$36,200
	OUTDOOR LIGHTING		\$1,178,000
	<b>VOLLRATH PARK (13) TOTAL</b>		<b>\$1,231,500</b>
<b>15</b>	<b>EVERGREEN PARK</b>		
	PLAYGROUND EQUIPMENT TRI ACTIVE		\$9,800
	Shaw Playground		\$832,000
	<b>EVERGREEN PARK (15) TOTAL</b>		<b>\$841,800</b>
<b>16</b>	<b>JAYCEE PARK</b>		
	RETAINING WALL		\$801,400
	RUNNING TRACKS - VITA COURSE		\$38,400
	<b>JAYCEE PARK (16) TOTAL</b>		<b>\$839,800</b>
<b>19</b>	<b>CLEVELAND PARK</b>		
	JUNGLE GYM(BAR CLIMBER)		\$8,100
	<b>CLEVELAND PARK (19) TOTAL</b>		<b>\$8,100</b>
<b>20</b>	<b>WILDWOOD BASEBALL COMPLEX</b>		

# PROPERTY IN THE OPEN

## MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
	BACKSTOP BASEBALL		\$78,000
	BENCH,PARK WOOD		\$117,500
	BLEACHER ALUMINUM		\$109,200
	BLEACHER ALUMINUM		\$8,800
	KOMPAN PLAYGROUND EQUIPMENT		\$10,100
	SCOREBOARD,LRG		\$67,200
	<b>WILDWOOD BASEBALL COMPLEX (20) TOTAL</b>		<b>\$390,800</b>
<b>22</b>	<b>ROTARY RIVERVIEW PARK</b>		
	PICNIC TABLE		\$157,000
	PLAYSTRUCTURE, LG WOOD		\$40,300
	PLAYVENTURE		\$16,500
	SEESAW		\$9,000
	<b>ROTARY RIVERVIEW PARK (22) TOTAL</b>		<b>\$222,800</b>
<b>25</b>	<b>MEAD PUBLIC LIBRARY</b>		
	LIBRARY SCULPTURES - FOUR		\$42,700
	<b>MEAD PUBLIC LIBRARY (25) TOTAL</b>		<b>\$42,700</b>
<b>26</b>	<b>BUS TERMINAL</b>		
	PARKING METER		\$152,800
	<b>BUS TERMINAL (26) TOTAL</b>		<b>\$152,800</b>
<b>27</b>	<b>ENVIRONMENTAL CENTER</b>		
	FIRE TOWER		\$3,900
	<b>ENVIRONMENTAL CENTER (27) TOTAL</b>		<b>\$3,900</b>
<b>31</b>	<b>WASTEWATER TREATMENT PLANT</b>		
	FENCE,CHAINLINK OVER 6FT.		\$291,400
	<b>WASTEWATER TREATMENT PLANT (31) TOTAL</b>		<b>\$291,400</b>
<b>33</b>	<b>HARBOR CENTRE MARINA</b>		
	FLOATING DOCK		\$4,100
	<b>HARBOR CENTRE MARINA (33) TOTAL</b>		<b>\$4,100</b>
<b>40</b>	<b>SHERIDAN PARK</b>		
	SWING,ANIMAL		\$27,200
	SWING,BELT		\$41,200
	WHIRL		\$19,100
	<b>SHERIDAN PARK (40) TOTAL</b>		<b>\$87,500</b>
<b>42</b>	<b>OPTIMIST PARK</b>		
	Splashpad		\$165,200
	<b>OPTIMIST PARK (42) TOTAL</b>		<b>\$165,200</b>
<b>43</b>	<b>VOIGHT PARK</b>		

# PROPERTY IN THE OPEN

## MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
	Nucleus Play Structure		\$28,200
	<b>VOIGHT PARK (43) TOTAL</b>		<b>\$28,200</b>
<b>45</b>	<b>PITO THROUGHOUT / CE</b>		
	STREET LIGHTING		\$1,336,200
	<b>PITO THROUGHOUT / CE (45) TOTAL</b>		<b>\$1,336,200</b>
<b>46</b>	<b>PARK PITO</b>		
	DINO CLIMBER		\$7,600
	PLAYGROUND EQUIPMENT		\$70,100
	PLAYGROUND EQUIPMENT		\$20,300
	PLAYSTRUCTURE, WD SMALL		\$10,000
	TRACK RIDE		\$14,700
	<b>PARK PITO (46) TOTAL</b>		<b>\$122,700</b>
<b>PROPERTY IN THE OPEN TOTAL</b>			<b>\$7,427,700</b>

# CONTRACTOR'S EQUIPMENT

## MUNICIPAL PROPERTY INSURANCE COMPANY

Description	RCN Subject
1975 KLAUER MP-30SNOGO BLOWER 180A	\$104,209
1976 KOHLER 7.5RMK62EMERGENCY GENERATOR	\$13,505
1978 KOHLER 100RHZ81GENERATOR	\$63,542
1981 FMC D050E0284 SPRAYER	\$51,495
1981 INGERSOLL-RAND P175WD0253 AIR COMPRESSOR	\$25,604
1986 CUSHMAN 22TRACTOR-FRONTLINE 3WHEEL	\$10,858
1987 DYNAPAC LR1000153 ROLLER/COMPACTOR	\$49,938
1988 GIANT VAC 6800281 LEAF MACHINE-TR20	\$30,115
1988 POWER BOSS SW88HDTRANSIT SWEEPER	\$46,178
1988 SCHMIDT HF-2M181A SNOW CUTTER	\$165,074
1990 EAGER BEEVER 290M286 CHIPPER	\$38,651
1990 EAGER BEEVER 290M287 CHIPPER	\$38,651
1990 JOHN DEERE M163 TRACTOR	\$29,926
1990 MFD M159 TRACTOR, CAB, LOADER	\$64,311
1991 KNOWLES 24FT.F018 TRAILER	\$43,144
1991 LONGYEAR 6500M233 CONCRETE SAW	\$40,625
1992 EXCEL HUSTLER 440STM342 MOWER/SNOW GROOMER	\$38,084
1992 JOHN DEERE 544EM183 WHEEL LOADER	\$225,882
1993 FORD M169 TRACTOR MOTT MOWER	\$91,347
1994 CASE 621B0186 LOADER	\$167,869
1994 CASE 821B0187 LOADER	\$282,303
1994 GIANT VAC 6800-TR0279 LEAF LOADER	\$30,115
1994 GPX 20E0130 FORKLIFT	\$34,440
1994 KUBOTA CEM1 TRACTOR	\$12,223
1994 SMITHCO 0176 SUPER RAKE	\$16,157
1995 CRAFTCO 200M227 ROUTER	\$10,802
1995 CRAFTCO EX100DM230 MELTER	\$43,517
1995 DEWEZE ATM70CM343 MOWER	\$34,544
1995 JOHN DEERE 2105M156 BACKHOE	\$119,898
1995 SIMON M123 TELELECT	\$141,191
1995 VERMEER 1102M285 STUMP GRINDER	\$65,992
1996 HOLDER MTC97000166 TRACTOR	\$93,434
1996 HOWARD-PRICE 727M345 MOWER	\$30,153
1996 SULLIVAN 1850PQJD0254 AIR COMPRESSOR	\$14,814
1997 DAEWOO M131 FORK TRUCK	\$39,707
1997 JOHN DEERE M154 BACKHOE	\$154,932
1997 LEACH M122 VAC-ALL	\$255,325
1997 NEW HOLLAND 1620A4M162 TRACTOR	\$14,266
1997 NEW HOLLAND 3430M161 TRACTOR	\$17,556
1998 M121 VERSALIFT	\$79,816
1998 TORO 3200UTILITY TRUCK WORKMAN	\$32,445
1998 Zodiac MK2Boat	\$12,947
1999 NEW HOLLAND TC33DTRACTOR	\$16,835
2001 BOMAG 120AD3M152 ROLLER	\$46,857
2001 COMP AIR FIRE COMPRESSOR	\$19,399
2001 EAST HT300M125A TRIAXLE TRAILER	\$32,090
2001 FELLING 420M420 TRAILER	\$7,948
2001 HYUNAI F42033M148 EXCAVATOR	\$245,728
2001 RAYCO RG50M282 GRINDER	\$53,417
2001 TARGET CH0267M234 CONCRETE SAW	\$32,763
2002 JACOBSEN 628D TURFCATM355 MOWER	\$61,358

# CONTRACTOR'S EQUIPMENT MUNICIPAL PROPERTY INSURANCE COMPANY

Description	RCN Subject
2003 BOBCAT S185M137 SKIDSTEER	\$35,238
2003 HONDO BLITZSCREED	\$11,353
2003 JOHN DEERE X595M170 TRACTOR	\$12,989
2003 SHANDIC SKI-DOOSNOWMOBILE	\$13,375
2003 SKID 00-SKB700VACUUM	\$18,467
2004 JOHN DEERE 310SGM150 LOADER	\$119,898
2004 KOHLER 30RZGFIRE GENERATOR	\$40,508
2004 SEWER EQUIPMENT M239 VACUUM TRAILER	\$116,258
2005 BEACH TECH 3000M BEACH TECH	\$148,546
2005 BOBCAT 5600CM138 TOOLCAT	\$53,361
2005 BOBCAT 5600CM139 TOOLCAT	\$53,361
2005 CIMLINE 110DCM CRACK FILLING MELTER/APPLICATOR	\$88,510
2005 CONFLICT PCMT2600M248 MONITOR TESTER	\$13,478
2005 CUB CADET 4X2TRAILUTILITY VEHICLE 4 X 2	\$10,167
2005 HURST JLF RAM UNIT	\$14,405
2005 KAWASAKI M167 MULE	\$11,763
2005 KAWASAKI M339 MOWER, HUSTLER MINI SUPER Z	\$8,662
2005 SIMPLICITY STALLIONC MOWER AND MULCH KIT, 25HP	\$8,242
2006 BANDIT 250C53CHIPPER	\$37,215
2006 BANDIT 250C53CHIPPER	\$37,215
2006 BOBCAT 5600CTOOLCAT UTILITY WORK MACHINE	\$53,361
2006 BOBCAT DHAMDROP HAMMER	\$7,125
2006 BOBCAT s185SKIDSTEER LOADER	\$35,238
2006 COMMERCIAL SSM38-720SLOPE MOWER	\$67,535
2006 DEWEZE 05A59SLOPE MOWER	\$45,855
2006 HUSTLER SUPER Z 23KAWMOWER	\$7,378
2006 HUSTLER SUPER Z 23KAWMOWER	\$7,378
2006 JOHN DEERE 6420UTILITY TRACTOR	\$78,000
2006 KOHLER 30RZGF GENERATOR	\$40,508
2006 LEEBOY 8515PAVER	\$155,922
2006 PACE AMERICAN CS716TA3TRAILER	\$9,437
2006 TENNANT 8210SWEEPER/SCRUBBER	\$73,161
2006 VOLVO L110EWHEEL LOADER	\$272,563
2007 ARROW 1350ROAD EQUIPMENT(ROLLER)	\$123,203
2007 ASPHALT ZIPPER X00012-0 AZ500 48 HDASPHALT ZIPPER	\$141,158
2007 FALCON Hot PatcherPAVING EQUIPMENT(TAR KETTLE)	\$16,312
2007 LINELAZER IV5900PAINTING MACHINE	\$7,206
2007 SMITHCO SUPER RAKEMOWER	\$14,469
2008 AERWAY TURF M347AERATOR	\$10,593
2008 FERRIS M330MOWER	\$10,051
2008 FERRIS M331MOWER	\$10,051
2008 TURFCAT 628DMOWER	\$61,358
2008 WAUSAU MP 3-DSNOWBLOWER	\$117,932
2009 ARTICULATED M520TRACTOR	\$169,178
2009 ARTICULATED M521TRACTOR	\$169,178
2009 FERRIS M318MOWER	\$8,975
2009 HUSTLER Z4MOWER	\$8,092
2009 JOHN DEERE 624KLOADER	\$279,260
2009 JOHN DEERE 624KLOADER	\$279,260
2009 KAWASAKI 4010 MuleTRACTOR	\$11,267
2009 SCHWARZE A7000 ROAD EQUIPMENT(SWEEPER)	\$181,899

# CONTRACTOR'S EQUIPMENT MUNICIPAL PROPERTY INSURANCE COMPANY

Description	RCN Subject
2010 DEWEZE ATM72LCMOWER	\$40,823
2010 EXCEL HUSTLER MODEL 796623MOWER	\$10,567
2010 FRUEHAUF Rock Tub 7 cu ydTRAILER	\$16,203
2010 HUSTLER 24 M322MOWER	\$7,742
2010 JOHN DEERE 2020A PRO GATORTRACTOR	\$12,853
2010 KUBOTA V3300TMOWER	\$74,289
2010 SCHWARZE A7000 SweeperSTREET SWEEPER	\$181,899
2010 SCHWARZE A7000 SweeperSTREET SWEEPER	\$181,899
2010 SPAULDING RMV-2PAVING EQUIPMENT(TAR KETTLE)	\$33,481
2010 SPAULDING RMV-2PAVING EQUIPMENT(TAR KETTLE)	\$33,481
2010 VOLVO EW180CEXCAVATOR	\$302,825
2011 Bay Verte REDML5435ETrailer	\$31,967
2011 BOBCAT 5600 Turbo Toolcat F-SeriesEARTH MOVING EQUIPMENT(RUBBER TIRED	\$53,361
2011 Bobcat 5600 TurboBobcat	\$53,361
2011 Bobcat 5600Bobcat Toolcat F-Series	\$53,361
2011 Doosan G309-5Forklift Truck	\$29,926
2011 DOOSAN G30P-5 6000# FortkliftFORK LIFT	\$33,335
2011 Doosan G30P-5Forklift Truck	\$33,773
2011 Ferris IS3100ZMower	\$14,147
2011 Ferris IS3100ZMower	\$14,147
2011 HYD ATSRX6Breaker	\$8,097
2011 JCB 2CX-12Backhoe	\$117,378
2012 BAY VERTE REDML5435ETRAILER	\$35,095
2012 Hustler Excel 929927Mower	\$13,360
2012 Hustler Excel 929927Mower	\$13,360
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 ODB ODLCT650Leaf Collector	\$31,872
2012 Radar THL/SROTrailer W/Traffic Collector	\$9,315
2012 YES 2CX-12BACK HOE	\$90,731
2015 Case 821FWheel Loader	\$358,078
2017 Bomag CR352Bomag CR352 Paver	\$375,758

<b>CONTRACTOR'S EQUIPMENT TOTAL</b>	<b>\$8,541,656</b>
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# MUNICIPAL PROPERTY INSURANCE COMPANY

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# MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562

## Policy Provisions

Read the entire policy carefully to determine rights, duties, and what is and what is not "covered." Several provisions in this policy restrict coverage.

Throughout this policy, the words "you" and "your" refer to the Named Insured shown on the Declarations page. The words "we", "us" and "our" refer to Municipal Property Insurance Company. Other words and phrases that appear in quotation marks have special meaning. Refer to Section IX, Definitions, and Section IV. Definition of "Contractors Equipment".

In consideration of the provisions of this policy, the payment of premium, receipt of a statement of values, "Property in the Open" schedule and/or contractors equipment detail, we insure those named on the Declaration page for the coverages defined in this policy, during the policy term stated on the Declarations Page.

**SECTION I – PERILS "COVERED" Coverage:** This policy insures against sudden and accidental direct physical loss or damage except as limited or excluded in the following sections.

### SECTION II – DEDUCTIBLE

The amount shown as deductible on the Declarations page shall be deducted from the claim for each "occurrence".

If more than one coverage under this policy applies to the same "occurrence", then the deductible will be calculated as follows: we will determine which coverage accounts for the largest proportion of the loss, and only the deductible associated with the largest portion of the loss will apply, unless otherwise stated.

### SECTION III – AMOUNT OF COVERAGE

With regard to "buildings", personal property regardless of its location, and "Property in the Open":

The amount of coverage shall be limited as stated in Sections IV, V and VII.

Unless limited by other provisions of this policy or by endorsement, "buildings", personal property, and "Property in the Open", are subject to an "occurrence" limit of 125% of the Total Insured Value shown on the Statement of Values.

### SECTION IV – "COVERED" PROPERTY; LIMIT OF COVERAGE

Subject to the terms, conditions, limitations and exclusions in the policy, this policy covers:

- A. "Buildings" and structures listed on the Statement of Values.
- B. Non-Owned Property. "Buildings" and structures listed on the Statement of Values for which you may be contractually liable in the event of damage or destruction and which are in your care, custody or control and being used for a legitimate governmental purpose.
- C. Personal property you own or are legally responsible for insuring.
- D. "Property in the Open". The amount we will pay for "Property in the Open" is limited to \$10,000 per "occurrence". However, this \$10,000 limitation per "occurrence" does not apply to items listed separately on the Statement of Values "Property in the Open" detail list.
- E. Leased property improvements and betterments at locations listed on the Statement of Values. In the event improvements or betterments made by you are damaged or destroyed during the term of this policy by an insured peril, our liability will be determined as follows:

1. If you elect to repair or replace a damaged improvement or betterment, actual repair or replacement must be made as soon as reasonably possible after the loss or damage occurs, but not to exceed two (2) years unless the time is extended in writing by us.
  2. If the improvements or betterments are not repaired or replaced, we will pay a fraction of the original cost of the improvement. The fraction will be proportional to the remaining term of the lease as of the date of loss.
- F. The cost of removing debris when "covered" property is destroyed or damaged by an insured peril. However, unless otherwise provided for in this policy, debris removal does not apply to costs:
1. To extract "pollutants" or "contaminants" from land or water; or
  2. To remove, restore or replace land or water containing or affected by "pollutants" or "contaminants"; or
  3. For asbestos cleanup, removal or abatement.
- G. The cost to repair or replace foundations of "buildings", structures, machinery or boilers, provided that those foundations are beneath the basement level or underground.
- The most we will pay for any "occurrence" under this section is \$100,000.
- H. The cost of excavation, grading or filling related to an "occurrence", the most we will pay under this coverage is \$50,000.
- I. Lawns, trees, shrubs, and plants if within 100 feet of an insured "building". The amount we will pay is limited to \$500 for any one tree, shrub, or plant and \$1,000 for lawn damage up to a maximum of \$5,000 per "occurrence"
- J. "Contractors Equipment", as defined in Section X., that you own or are legally responsible for insuring up to a limit of \$25,000 for each item including its attachment(s). Equipment not listed in Section X. is considered personal property and is "covered" the same way as your other personal property. See Section IV.C.

Coverage, in excess of the \$25,000 per item, is provided only if the equipment is scheduled and a premium for the coverage is shown on the Declarations page, unless the equipment is newly acquired during the current policy period, provided your interest is not covered under any other policy of insurance.

- K. "Valuable Records" that are your property or property of others in your care, custody, or control.

We will also pay for:

1. Expenses necessary to research and recreate lost "valuable records"; and
2. Expenses necessary for transcribing or copying lost "valuable records" from available secondary sources.

We will not pay for losses caused by errors, omissions, or negligence in processing or copying.

- L. Employees' Personal Property. We will cover personal property owned by your employees while on your premises if that employee's property is not covered by other insurance. The maximum coverage for property owned by any one employee is \$500. The coverage limit for each "occurrence" is \$10,000.
- M. Personal property owned by someone other than you or your employees, if the personal property is not covered by other insurance, while it is in your care, custody, or control and while it is on the premises described in the Statement of Values. The coverage limit per "occurrence" for all such property is \$10,000.
- N. "Extra Expense". Provided a loss or damage to "covered" property is caused by an insured peril we will pay up to a maximum of \$10,000,000 (unless a higher limit has been established by endorsement) under this "extra expense" coverage subject to the following:

We will pay "Extra Expense" to allow you to continue "operations" at:

1. Your insured premises; or
2. Replacement premises; or
3. Temporary premises you use while your insured premises are being restored.

Costs to relocate, or to equip and operate the premises in N.2 or N.3, are covered.

Adjustment of any loss under this coverage will reflect the salvage value of property that you obtained for use while your property was being restored and that you retain after the resumption of normal "operations".

- O. "Buildings" or structures acquired by you during the policy period at any location, provided your interest is not covered under any other policy of insurance.
- P. Remodeling and repairs to existing buildings listed on the Statement of Values, unless the work involves an increase in square footage or a change in the footprint of the building or foundation.
- Q. Underground fiber optic cable. We will pay for the repair or replacement of underground fiber optic cable within 1,000 feet of your "building" when loss of or damage to the cable is caused by a "covered" peril.
- R. Refrigerated Property. We will pay for loss or damage you sustain from spoilage of refrigerated or perishable property you own or are legally responsible to insure, if the spoilage is due to:
  1. Contamination by a refrigerant; or
  2. Temperature change due to:
    - a. Mechanical breakdown or failure of refrigeration systems;
    - b. Burning out of electric motors;
    - c. Blowing of fuses or circuit breakers;
    - d. The breakdown or malfunction of the equipment or apparatus connecting or controlling refrigeration systems, electrical motors, or electrical power; or
    - e. Complete or partial lack of power to operate the refrigeration systems.
- S. Ordinance or Law Coverage.

Provided a loss or damage to "covered" property is caused by an insured peril we will pay up to a maximum of \$5,000,000 (unless a higher limit has been established by endorsement) for the increased cost to repair, rebuild or reconstruct "covered" property caused by enforcement of or compliance with a building, zoning or land use ordinance or law subject to the following:

1. We will also pay for loss or damage to the undamaged portion of a "covered" "building" or structure caused by enforcement of or compliance with any ordinance or law that:
  - a. Requires the demolition of parts of the same "building" or structure not damaged by an insured peril;
  - b. Regulates the construction or repair of "buildings" or structures, or establishes zoning or land use requirements at the described premises; and
  - c. Is in force at the time of loss or damage.
2. The following conditions apply to this coverage and must be met before we will make payment:
  - a. You must actually repair or replace the "covered" property; and

- b. You must repair or replace the property as soon as reasonably possible after the loss or damage. Unless we consent to writing, this time period may not exceed two years.
  3. If the property is repaired or rebuilt, it must be intended for similar occupancy as the current property, unless otherwise required by zoning or land use ordinance or law.
  4. The most we will pay under this coverage is the increased cost of construction at the same site, unless an ordinance or law requires relocation to another site, in which case the most we will pay is the increased cost of construction at the new site.
  5. If the property is repaired or replaced on the same or another site, we will not pay more for loss or damage to "covered" property, including loss caused by enforcement of or compliance with an ordinance or law, than the amount you actually spend to repair or rebuild the "building" or structure to the minimum standards required by the ordinance or law. In no event will we pay more than the following:
    - a For a "historical building":
      - 1) The cost of repairing or replacing at the same site a "building" or structure of the same height, square footage and style with a less costly "building" or structure that is functionally equivalent to the damaged "building" or structure; or
      - 2) The cost of repairing or replacing the damaged portion of the "covered" "historical building" with less costly material consistent with its previous architectural style.
    - b For all other "covered" "buildings" or structures, the cost of repairing or rebuilding at the same site a "building" or structure of the same height, square footage, style and quality as the "covered" property at the time of the loss or damage.
  6. If the property is not repaired or replaced, we will not pay more for loss or damage to "covered" property, including loss caused by enforcement of or compliance with an ordinance or law, than the "actual cash value" of the "covered" property at the time of the loss or damage.
  7. We will not pay for the cost of compliance with any ordinance or law that requires:
    - a. Repairing, remediating, or tearing down property due to "contaminants" or "pollutants" or resulting from the presence or spread of "fungus", wet or dry rot, viruses, bacteria, or other microorganisms; or,
    - b. Testing for, monitoring, or cleaning up "pollutants", "contaminants", wet or dry rot, "fungus", viruses, bacteria, or other microorganisms.
- T. Limited Coverage for Unscheduled "Buildings" and "Property in the Open".

For unscheduled "buildings" and "Property in the Open" not on the Statement of Values, coverage will be provided up to \$1,000,000 for a covered loss.

It is a condition of this coverage that the "buildings" and "Property in the Open" be scheduled when discovered. In addition, you must pay any unpaid premium on the unscheduled "building" or "Property in the Open" back to policy inception.

This coverage does not apply when:

1. The insured intentionally left the "buildings and "Property in the Open" unscheduled; or
2. The insured could have discovered with reasonable diligence that the "buildings and "Property in the Open" had unintentionally been left unscheduled.

This provision does not apply to "buildings" or structures acquired by you during the policy period as coverage for these items is provided in Section IV.O.in this policy.

**U. Electronic data processing equipment, "electronic data" and "computer programs" consisting of the following:**

1. Electronic data processing equipment owned by or leased to you, including its component parts and similar property of others for which you are legally liable;
2. Your "electronic data", "computer programs" and similar property of others for which you are legally liable.
3. Accounts, bills, evidences of debt, valuable papers, records, abstracts, deeds, manuscripts or other documents that were converted to "electronic data".
4. We will also pay for:
  - a. Expenses necessary to research and recreate lost "electronic data";
  - b. Expense for copying lost "electronic data" from available secondary sources.
5. We will not cover:
  - a. "Electronic data" or "computer programs" which cannot be replaced with others of the same kind or quality;
  - b. Losses caused by errors, omissions, or negligence in processing or copying; or,
  - c. Accounts that are your records of accounts receivables.

**V. Fire Department Charges.**

We will reimburse you up to \$25,000 at each premises for charges of each fire department involved in containing a fire or other "covered" loss to which this insurance applies. No deductible applies to this reimbursement.

**W. Asbestos Cleanup, Abatement and Removal.**

We will pay up to \$5,000,000 for your expense to clean up, abate, or remove from "covered" property asbestos particles that are discharged, dispersed, or released, subject to the following conditions:

1. The discharge, dispersal, or release must occur as a result of a covered peril.
2. Covered damages before the cost of the asbestos cleanup, removal, or abatement must exceed the policy deductible.
3. The discharge, dispersal, or release must occur accidentally and begin and end within 72 hours.
4. The discharge, dispersal, or release must not be the result of planned building renovation, remodeling or demolition activities.

**X. Police Dogs and Horses.**

Police dogs and horses are considered to be destroyed if, because of injury, the dog or horse is not able to perform the dog's or horse's normal functions and there is no reasonable prospect that the dog or horse will be able to do so.

1. For police dogs and horses that are destroyed, we will pay for the cost to replace the dog or horse and the cost of any necessary training.
2. We will pay the cost of necessary treatment and care to enable the dog or horse to resume performing the dog's or horse's normal functions. But we will not pay the cost of treatment and care to treat and prevent disease. It is not the intent to provide mortality or sickness coverage for causes outside the scope of duties of the police dog or horse.

The maximum amount we will pay per police dog or horse is the lesser of \$25,000 or the total of the expenses related to the replacement of the dog or horse plus expenses for the care or treatment of the police dog or horse. A deductible of \$1,000 will apply to this coverage on a per "occurrence" basis.

- Y. We will pay the reasonable and necessary expenses we require you to incur for the documentation of an "occurrence". The most we will pay for these expenses is \$50,000.

This coverage does not apply to any expenses incurred by "you" for any insurance adjusters, consultants, attorneys retained by you or any work performed by their subsidiary or affiliate.

- Z. We will pay for reasonable and necessary architectural design and engineering fees associated with an "occurrence". The most we will pay for this coverage is \$100,000.

**AA. Limited Coverage For "Fungus", Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism.**

1. The coverage described in Paragraph 2. below only applies when: a) the "fungus", wet or dry rot, virus, bacterium or other microorganism is the result of one or more of the "specified causes of loss", other than fire or lightning; b) the "specified causes of loss" occurs during the policy period; and c) you took all reasonable measures to protect the property from additional damage during and after the "occurrence".
2. We will pay for direct physical loss or damage caused by "fungus", wet or dry rot, virus, bacterium or other microorganism subject to the coverage limits specified in Paragraph 3 of this Limited Coverage. For purposes of this paragraph, the term "loss or damage" includes costs necessarily incurred to:
  - a. Eradicate the "fungus", wet or dry rot, virus, bacterium or other microorganism;
  - b. Access the part of the "building" or other property where the "fungus", wet or dry rot, virus, bacterium or other microorganism is located; and
  - c. Test to ensure that the "fungus", wet or dry rot, virus, bacterium or other microorganism has been successfully eliminated.
3. We will pay no more than \$25,000 for each "covered" loss under Paragraph 2. We will pay no more than \$50,000 for the total of all occurrences of "covered" losses under Paragraph 2. During any annual policy period, regardless of the number of claims made. We will pay no more than \$25,000 for a particular "specified causes of loss" which results in "fungus", wet rot, dry rot, virus, bacterium or other microorganism even if the "fungus", wet rot, dry rot, virus, bacterium or other microorganism remains present through multiple policy periods or reappears in subsequent policy periods.
4. This coverage does not increase the amount we will pay for loss or damage to "covered" property above the limits referenced in **Section III – Amount of Coverage**. We will not pay more than the limits set forth in **Section III – Amount of Coverage** even if loss or damage results from more than one cause, including "fungus", wet rot, dry rot, virus, bacterium or other microorganism.

If there is a "covered" loss or damage not caused by "fungus", wet rot, dry rot, virus, bacterium or other microorganism, payment for that loss will not be limited by this coverage unless "fungus", wet rot, dry rot, virus, bacterium or other microorganism increases the amount of the loss or damage. To the extent that "fungus", wet rot, dry rot, virus, bacterium or other microorganism increases the amount of the loss or damage, payment for that increase is limited by the terms of Paragraph 3.

5. The following additional condition applies to losses "covered" under **Limited Coverage For "Fungus", Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism** when the policy includes the Business Income Endorsement: The "specified causes of loss" definition will apply to any loss arising from "fungus", wet or dry rot, virus, bacterium or other microorganism that is "covered" under Paragraph B. **Limited Coverage For "Fungus", Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism** and under the Business Income Endorsement.

BB. "Fine Arts". We will only provide coverage for "Fine Arts" subject to the following:

1. We will not pay more than \$50,000 for any one "Fine Arts" unless you insure those items for specific amounts by purchasing an Agreed Value Fine Arts Endorsement.
2. The most we will pay for each item covered under this additional coverage shall not exceed the lesser of the following amounts:
  - a. \$50,000;
  - b. The cost of replacing the damaged property at the time of loss with property of like kind and quality to be used for the same purpose on the same site; or
  - c. The amount actually spent repairing your damaged property as soon as reasonably possible after the loss or damage, but within a time not to exceed two (2) years from the date of the loss or damage, unless the time is extended in writing by us.
3. **SECTION VII-Basis of Recovery** does not apply to this additional coverage.

CC. "Flood". We will provide coverage for loss due to "flood", subject to the following limitations:

1. This Additional Coverage does not apply to loss at any property located in a designated flood plain, special flood hazard area (SFHA) or 100 year flood plain with a prefix of "A" or "V" – as specified and defined by the National Flood Insurance Program (NFIP).

The most we will pay under this Coverage is \$5,000,000 per "occurrence".

DD. "Pollutants" or "Contaminants". We will pay no more than \$2,000,000 for reasonable and necessary expenses incurred for removal, disposal or clean-up of actual "pollutants" or "contaminants" from land or water at an insured location and due to "specified causes of loss". The release, emission, leakage or spreading of "pollutants" or "contaminants" must be caused by a loss not otherwise excluded.

The most we will pay in each annual policy period under this coverage is \$2,000,000 for all "specified causes of loss".

All expenses must be reported to us within 180 days after the date of the "specified causes of loss" to be eligible for this coverage. We will not pay for costs of testing for "pollutants" or "contaminants" unless such testing is performed while the "pollutants" or "contaminants" are being removed from the land or water. We will not pay for costs of monitoring "pollutants" or "contaminants" or determining the extent of pollution or contamination.

#### EE. Emergency Response Equipment

Emergency response equipment contained within or on an emergency response vehicle that is not affixed or attached is covered as personal property subject to a \$1,000 deductible per occurrence regardless of any other applicable deductible.

FF. "Buildings" and structures, including property contained within a "building" or structure, "vacant" for more than sixty (60) consecutive days before the loss or damage occurs. However, this paragraph only applies to the perils of: vandalism; sprinkler leakage or "water damage", unless you have used reasonable means to protect the sprinkler or plumbing system against freezing; building glass breakage; theft; or attempted theft. For all other perils "covered", loss adjustment shall be on an "actual cash value" basis for the "vacant" building, personal property and "Property in the Open" within 1,000 feet of the "vacant" building.

GG. We will pay not more than \$5,000,000 per occurrence of earth movement including, but not limited to, earthquake including tremors and aftershocks, landslide, mudslide, earth sinking, earth rising or shifting. We will also provide coverage for fire or explosion not excluded in this policy when resulting from a covered earth movement event.

## **SECTION V – PROPERTY NOT “COVERED”**

The following are not “covered” property unless specifically added or endorsed to this policy:

- A. Land, water, crops, and standing or cut timber, wherever located.
- B. Cost of excavation, grading or filling not related to an “occurrence”.
- C. Underground and buried cables, pipes, flues or drains, including those that are part of your storm, water or sewer systems, located more than 1,000 feet, on the horizontal, from a “covered” “building” or structure, except underground and buried pipes, flues or drains that are:
  - 1. Part of the water treatment plant, wastewater treatment plant, lift station or gas reduction station premises; or
  - 2. Part of a geothermal heating and cooling system.
- D. Those portions of sidewalks, bridges (including roadway bridges and railroad bridges), roadways, culverts, paved surfaces, and associated guard rails located more than 100 feet from a “covered” “building” or structure, except for bridges that are:
  - 1. Bridges used exclusively for pedestrian traffic.
- E. Dams, pavements, swimming pools and related equipment, retaining walls, bulkheads, piers, bridges, wharves and docks for damage caused by any of the following: freezing; thawing; impact of watercraft; the pressure or weight of ice or water, whether driven by wind or not; and, erosion or deterioration, whether gradual or sudden.
- F. Railroads, meaning trackage, beds, ties and railroad bridges; however, amusement park rail systems are “covered”, and railroads, meaning trackage, beds, ties and railroad bridges, are “covered” if within 100 feet of a “covered” “building” or structure.
- G. Aircraft, except for drones, and vehicles licensed for road use.
- H. Animals and livestock, except for police dogs and horses.
- I. “Money” and “securities”, including postage stamps and food stamps, deeds, evidence of debt, or accounts receivable.

## **SECTION VI – LOSSES EXCLUDED**

- A. We will not pay for loss or damage caused directly or indirectly by, based upon, or arising out of any of the following:
  - 1. Wear and tear; improper maintenance; extremes of temperatures unless you exercised due diligence with respect to maintaining the proper temperature for the property involved; dampness or dryness of atmosphere; deterioration; rust or corrosion; disease; inherent vice; inherent or latent defect; contamination; smog; smoke, vapor or gases from agricultural or industrial operations; error, omission, or deficiency in design, specifications, workmanship or materials; settling, cracking, shrinkage, bulging or expansion of pavements, sidewalks, foundations, walls, floors, roofs, or ceilings; insects, or birds; unless loss by a peril not excluded in this policy results, and then we will be liable for only such resulting loss.
  - 2. Unexplained or mysterious disappearance of any property or shortage disclosed upon taking inventory.
  - 3. Dishonest or criminal act committed by you or any “employee(s)” acting alone or in collusion with others whether or not occurring during the hours of employment. However, if a criminal act results in a “specified causes of loss”, we will pay for the loss or damage caused by that “specified causes of loss”.
  - 4. Release, emission, leakage or spreading of “pollutants” or “contaminants”, subject to the following:

- a. This exclusion does not apply:
    - 1) If the release, emission, leakage or spreading of "pollutants" or "contaminants" is caused by a "specified causes of loss"; or
    - 2) To chemical damage to glass;
  - b. When a release, emission, leakage or spreading of "pollutants" or "contaminants" results in a "specified causes of loss", the loss or damage caused by that "specified causes of loss" is a "covered" loss.
5. An "occurrence", condition, or explosion within any steam boiler, steam generator, steam turbine, steam engine, or steam piping that you own, lease, or operate. However, we will pay for loss or damage resulting from:
- a. Fire;
  - b. Combustion explosion; or
  - c. Explosion of fuels or gases within the furnace of a fired vessel or the adjoining flues or passages.
6. Hot water boilers or other water heating equipment caused by or resulting from any condition or event inside such boilers or equipment; except when such condition results from a fire or explosion. However, if a loss by a peril not otherwise excluded in this policy results, we will be liable for only such resulting loss.
7. Electrical or mechanical breakdown including rupture or bursting caused by centrifugal force. However, if a loss by a peril not otherwise excluded in this policy results, we will then be liable for only such resulting loss.
- EXCEPTION:** If mechanical breakdown results in elevator collision, we will pay for the loss or damage caused by that elevator collision.
8. Animal or insect nesting, infestation, or waste.
9. Any loss arising out of any act committed:
- a. By or at the direction of an insured; and
  - b. With the intent to cause a loss.
10. Interruption of utility services related to overhead transmission lines or satellites
- B.** Loss or damage based upon or arising out of any of the following causes is excluded, whether such cause is direct or indirect. This exclusion applies even when another cause contributes concurrently or in any sequence to the loss or damage.
- 1. Nuclear reaction, nuclear radiation, or radioactive contamination. However, we will pay for loss or damage due to fire caused by nuclear reaction, nuclear radiation, or radioactive contamination.
  - 2. Wet rot, dry rot, or "fungus". But we will pay for loss or damage caused by:
    - a. "specified causes of loss" that resulted from wet rot, dry rot or "fungus";
    - b. fire; or
    - c. lightning.

For causes of loss other than fire or lightning, coverage is governed by **SECTION IV – “COVERED” PROPERTY; LIMIT OF COVERAGE** Item AA. **Limited Coverage For “Fungus”, Wet Rot, Dry Rot, Virus, Bacterium and Other Microorganism.**

3. Virus, Bacterium, or other microorganism, except to the extent that coverage is provided in Item AA. **Limited Coverage For “Fungus”, Wet Rot, Dry Rot, Virus, Bacterium And Other Microorganism.**
4. “Flood”, including spray from any “flood”, whether driven by wind or not, unless otherwise provided under **SECTION IV – “COVERED” PROPERTY; LIMIT OF COVERAGE.**
5. Water below the surface of the ground including water which exerts pressure on or flows, seeps or leaks through sidewalks, driveways, foundations, walls, basements, or other floors, or through doors, windows, or any other openings in such sidewalks, driveways, foundations, walls, or floors; unless loss by fire, sprinkler leakage or explosion (not excluded in this policy) results, then we will pay for only such resulting loss.

**EXCEPTION:** We will provide coverage for sewer, septic system or sump pump backup that is contained within a “building” or structure.

6. War, warlike action, insurrection, rebellion, and revolution, or action taken by governmental authority in hindering or defending against any of these.
7. Failure by you to take all reasonable measures to prevent further property damage during and after a loss.

## **SECTION VII – BASIS OF RECOVERY**

Replacement of property “covered” by Section IV of this policy shall be based upon “replacement cost” (without deduction for depreciation) of those items to which this policy applies unless otherwise limited by other provisions of this policy, by endorsement or the following:

- A. The most we will pay for loss or damage to “covered property” other than a “historical building” shall not exceed the lesser of the following amounts:
  1. The policy limits of your coverage under this agreement.
  2. The amount incurred to repair or replace the damaged property at the time of loss with property of like kind and quality to be used for the same purpose on the same site.
  3. The amount incurred to repair or replace the damaged property as soon as reasonably possible after the loss or damage, but within a time not to exceed two (2) years unless the time is extended in writing by us.
  4. The “actual cash value” of the property at the time of loss or damage unless it is repaired or replaced subject to the following.
    - a. If you do not provide us with written notice of your intent to repair or replace the damaged “covered” property within 180 days of the date of loss, then you will receive “actual cash value”.
    - b. If you receive a settlement on an “actual cash value” basis, you may make a written request within 180 days of the date of loss to repair or replace the damaged “covered” property; or.
    - c. If there were plans for disposal or demolition of the property prior to the loss or damage, you will receive the “actual cash value” of the property at the time of loss or damage.
- B. With respect to a “historical building”, our liability for “covered” loss or damage shall not exceed the lesser of the following amounts:
  1. The policy limits of your coverage under this agreement.

2. If the "historical building" is a total loss:
    - a. The cost of repairing or replacing at the same site a "building" or structure of the same height, square footage and style with a less costly "building" or structure that is functionally equivalent to the damaged "building" or structure; or
    - b. If an ordinance or law requires relocation to a different site, the cost of repairing or replacing at the new site a "building" or structure of the same height, square footage and style with a less costly "building" or structure that is functionally equivalent to the damaged "building" or structure.
  3. The cost of repairing or replacing the damaged portion of the "covered" "historical building" with less costly material consistent with its previous architectural style. We will not pay for expenses incurred more than two (2) years after the loss unless the time is extended in writing by us.
  4. The "actual cash value" of the property at the time of the loss or damage unless it is repaired or replaced subject to the following:
    - a. If you do not provide us with written notice of your intent to repair or replace the damaged "covered" property within 180 days of the date of loss, then you will receive "actual cash value."
    - b. If "you" receive a settlement on an "actual cash value" basis, you may make a written request within 180 days of the date of loss to repair or replace the damaged "covered" property; or.
    - c. If there were plans for disposal or demolition of the property prior to the loss or damage, you will receive the "actual cash value" of the property at the time of loss or damage.
- C. The most we will pay for diminution of value to property caused by "cosmetic damage" from a "covered" peril, shall not be more than 5% of the "actual cash value" of the damage, subject to the following:
1. No payment shall be made under this provision if any other payment is made for any other damage associated with the insured property.
  2. Payments made under this provision shall only be paid one time per insured building, regardless of the number of occurrences during the policy period.
  3. Any payment for damages under this provision, in any prior policy period, precludes all future payments under this provision.

## SECTION VIII – CONDITIONS

This policy is subject to the following conditions:

- A. **Other Insurance.** If there is other insurance covering loss to the property from any peril(s) insured against under this policy, we will not be liable under this policy until such other insurance has been exhausted. We shall not be liable for payment of deductibles under other policies.
- B. **Cancellation and Nonrenewal.** You may cancel this policy at any time by giving us written notice or returning the policy to us and stating at what future date coverage is to stop.

We may cancel or not renew this policy by written notice to you at the address shown on the declarations. If the notice is mailed, it will be by first class mail. Proof of delivery of mailing is sufficient proof of notice.

If this policy is in effect for less than 60 days, we may cancel you for any reason.

If this policy has been in effect 60 days or more or if it is a renewal of a policy issued by us, we may cancel or not renew only at the anniversary date unless:

1. The premium has not been paid when due;

2. We discover material misrepresentation made by you or with your knowledge in obtaining the policy, continuing the policy, or presenting a claim under the policy,
3. There has been a substantial change in risk assumed that we could not have reasonably foreseen or contemplated in writing the policy; or
4. There have been substantial breaches of contractual duties, conditions or warranties.

If we cancel this policy, we will give you notice at least ten days before cancellation is effective.

If we cancel or non-renew this policy at the anniversary date, we will give you at least 60 days advance notice.

Your return premium, if any, will be calculated on a pro rata basis and refunded at the time of cancellation or as soon as practical. Payment or tender of the unearned premium is not a condition of cancellation.

- C. **Renewal.** If we decide to renew or amend this policy at the anniversary date with terms less favorable to you or at a higher premium, we will give you notice of the altered terms at least 60 days prior to the renewal or anniversary date. Our notice will be delivered or mailed by first class mail.

A notice is not needed if it involves a premium increase and the premium increase:

1. Is less than 25% and is generally applicable to the class of business to which this policy belongs; or
2. Results from a change based on your action that alters the nature or extent of the risk insured against, including but not limited to a change in classification or the units of exposure, or increased policy coverage.

- D. **Change in Use or Occupancy.** If your use or occupancy of any "building" or structure "covered" by this policy changes, you must notify "us" of such change in use or occupancy at renewal.

- E. **Appraisal.** In the event that you and we disagree as to the value or the amount of loss, then, on the written demand of either, each shall select a competent and disinterested appraiser and notify the other of the appraiser within twenty days of such demand. These two appraisers will then select a competent and disinterested umpire; and failing for fifteen days to agree upon such umpire, then, on request of you or we, such umpire shall be selected by a judge of a court of record in the state in which the property covered is located.

The appraisers will appraise the loss, stating separately the value and damage. Failing to agree, they will submit their differences to the umpire. A decision agreed to, in writing and filed with us, by any two will be binding. Each party will:

1. Pay its chosen appraiser; and
2. Bear the other expenses of appraisal and umpire equally.

If there is an appraisal, we still retain our right to deny the claim.

- F. **Options.** In the event of a loss or damage to "covered" property we will, at our option, decide whether to:

1. Pay based on the cost to repair or replace the damaged "covered" property; and/or
2. Retain salvage rights to the damaged "covered" property.

- G. **Abandonment.** There may be no abandonment of any property to us.

- H. **When Losses Will Be Paid.** We will pay for covered loss or damage within 30 days after we receive the Sworn Statement in Proof of Loss, provided you have complied with all of the terms of this policy, and (1) we have reached agreement with you on the amount of loss; or (2) a valid Appraisal Award has been rendered.

- I. **Loss Payable.** Loss will be adjusted with and payable to you except with regard to loss of property in which others have an insurable interest identified in this policy as owner(s), mortgagee(s), or loss payee(s), at which time the loss will be adjusted with you and payable to you and such other owner(s), mortgagee(s), or loss payee(s) as designated.
- J. **Subrogation.** Upon payment to you by us, we acquire all rights of recovery you have or may have against any party, to the extent of such payment. We will not be entitled to recover until you have been made whole. Any waiver of subrogation made by you on or after the effective date of this policy to insure your property through us is not binding on us and will not affect our rights of recovery against any party to the extent of any payment by us to you.
- K. **Liberalization.** Any change we make to this coverage form during the policy period, or the 45 days preceding it, that expands the coverage provided by this policy and that does not require the payment of additional premiums will be included in the policy.

L. **Suit Against Us.** No suit to recover any loss may be brought against us unless:

1. The terms of the property coverage have been fully complied with; and
2. The suit is commenced within one year after the loss.

If any applicable law makes this limitation invalid, then suit must begin with the shortest period permitted by the law.

M. **Assignment.** Assignment of this policy will not be valid except with the written consent by us.

N. **Premium Adjustment:**

Only endorsements adding or deleting a coverage components, during the policy period, resulting in a net premium adjustment will be charged or credited to the insured. These premium adjustments will be charged or credited on a pro-rata basis from the effective date of the endorsement.

O. **No Benefit To Bailee:**

No one, other than the policyholder, who has custody of the "covered" property is entitled to the benefits of this policy.

P. **Inspections and Surveys.** You grant us the right to have rating, advisory, rate services or similar organizations make insurance inspections and surveys and create reports or recommendations on our behalf. The decision to make any inspections and surveys or to issue reports or recommendations is at our sole discretion. The activities of these organizations are for our benefit in establishing premiums but may incidentally indicate possible improvements to your business activities.

These inspections and surveys are not intended to benefit you, your employees, or the public and should not be relied upon in lieu of conducting your own health and safety inspections. Neither we nor any organization performing an inspection or survey on our behalf warrants that conditions on your premises are safe or healthful or that they comply with applicable laws, regulations, or safety standards.

Q. **Duties In The Event Of Loss or Damage**

You must see that the following are done in the event of loss or damage to "covered" property:

1. Notify the police if a law may have been broken.
2. Give us prompt notice of the loss or damage including a description of the property involved.
3. As soon as possible, give us a description of how, when and where the loss or damage occurred.
4. Take all reasonable steps to protect the "covered" property from further damage, and keep a record of your expenses necessary to protect the "covered" property, for consideration in the settlement of the

claim. This will not increase the Limit of Insurance. However, we will not pay for any subsequent loss or damage resulting from a cause of loss that is not a "covered" peril. Also, if feasible, set the damaged property aside and in the best possible order for examination.

5. At our request, give us complete inventories of the damaged and undamaged property. Include quantities, costs, values and amount of loss claimed.
6. As often as may be reasonably required, permit us to inspect the property proving the loss or damage and examine your books and records. Also permit us to take samples of damaged and undamaged property for inspection, testing and analysis, and permit us to make copies from your books and records.
7. Send us a signed, sworn proof of loss containing the information we request to investigate the claim. You must do this within 60 days after our request. We will supply you with the necessary forms.
8. Cooperate with us in the investigation or settlement of the claim.
9. We may examine any insured under oath, while not in the presence of any other insured and at such times as may be reasonably required, about any matter relating to this insurance or the claim, including an insured's books and records. In the event of an examination, an insured's answers must be signed.

## **SECTION IX – DEFINITIONS**

- A. "Actual cash value" means the cost (new) to replace the structure with one of like kind and quality less physical depreciation and obsolescence as determined by Wisconsin's Broad Evidence Rule.
- B. "Builders risk property" means:
  1. "Buildings", structures or "Property in the Open" in the course of construction;
  2. "Building materials";
  3. Foundation of a "building", structure or "Property in the Open" in the course of construction;
  4. Addition to an existing "building", structure or "Property in the Open";
  5. Temporary structures built or assembled on the premises", including cribbing, scaffolding, signs, fences, and construction forms used in the course of construction or alterations or repairs of the "builders risk property"; and
  6. Underground and buried pipes, flues or drains but not including those that are part of your storm, water or sewer systems.
- C. "Building" or "buildings" means:
  1. Any structure that exhibits two or more of the following characteristics;
    - a. Structural walls and roof covering
    - b. Some form of permanent foundation (post, block, slab or sub-grade)
    - c. Permanent utility services (electrical service, heating ventilation or air conditioning or plumbing)
  2. Completed additions;
  3. Permanently installed fixtures, machinery and equipment;
  4. Communication towers 100 feet or greater in height;
  5. Electrical substations, including control structures, transformers, distribution equipment and related structures located within the substation area;

6. Lift stations, wells or pumping locations;
  7. Permanent water storage tanks and towers;
  8. Wastewater lagoons, including: plastic, synthetic, clay or other lagoon liners, lagoon riprap and soil/subsoil embankments;
  9. Gas reduction or odorizing stations; or
  10. Underground and buried pipes, flues or drains that are part of a geothermal heating or cooling system, or part of the water treatment plant, wastewater treatment plant, lift station or gas reduction station, but not including those that are part of your storm, water or sewer systems.
- D. "Building materials" means unattached materials and supplies, fixtures and machinery, and equipment used to service the "buildings", structures or "Property in the Open" that are intended for use in the construction or occupancy of the "buildings", structures or "Property in the Open". "Building materials" also includes "building materials" in the custody of the contractor or subcontractor intended for use in the construction or occupancy of the "building", structure or "Property in the Open" if not covered by other insurance.
- E. "Computer program(s)" means a sequence of instructions that performs a specific task when executed by a computer or device connected to it.
- F. "Contaminants" means mixture or contact with an impure or a foreign substance which, when introduced to the property, injures the property's usefulness.
- G. "Cosmetic Damage" means the disfiguring, blemishing, tarnishing, denting or other outward damage that changes the appearance of insured property, but does not impair its ability to function as intended.
- H. "Covered" means insured by us under this policy.
- I. "Electronic data" means facts, information, documents, records or "computer programs" stored on, used on, or transmitted to or from electronic devices, equipment or media.
- J. "Employee(s)" means any partner, member, officer, manager, employee (including leased employees), director, trustee, or official.
- K. "Extra Expense" means the excess (if any) of the total cost incurred during a reasonable time period while the property is being restored, chargeable to your "operations", over and above the total cost that would normally have been incurred to conduct your "operations" during the same period had no damage or destruction occurred.
- L. "Fine Arts" means works of art, museum collections, limited production collectibles, historical value items, antiques or rare articles, including etchings, pictures, photographs (negatives and positives), lithographs, gallery proofs, original records, statues, sculptures, and similar property.
- M. "Flood" means a general and temporary condition of partial or complete inundation of 2 or more acres of normally dry land area or of 2 or more properties (at least 1 of which is the policyholder's property) from:
1. Overflow of inland or tidal waters; or
  2. Unusual and rapid accumulation or runoff of surface waters from any source; or
  3. Mudflow; or
  4. Collapse or subsidence of land along the shore of a lake or similar body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels that result in a flood as defined above.

- N. "Fungus" means mold, mildew, or any other type of fungus, including mycotoxins, spores, odors or byproducts arising out of the current or past presence of a fungus.
- O. "Historical building" means any "building" or structure listed by the Wisconsin State Historical Society on the Wisconsin State and National register of historic places.
- P. "Money" means currency (electronic and government issued), coins, bank notes, bullion, travelers checks, registered checks and money orders (including those held for sale to the public).
- Q. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions within a 72-hour period, which results in property damage during the policy period.
- R. "Operations" means the performance of your functions and duties at the insured premises.
- S. "Property in the Open" means mobile or permanently affixed personal property designed to be left exposed to the elements and outside of a covered building.
- T. "Pollutants" means largely undesirable substances, irritants, "contaminants", chemicals or waste products that interfere with human comfort or health or that adversely affect the air, soil, water or other natural resources.
- U. "Replacement Cost" means the cost to repair or replace (new) the property with like kind and quality.
- V. "Securities" means all negotiable and non-negotiable instruments or contracts representing either "money" or other property and includes revenue stamps, food stamps, and other stamps in current use; tokens and tickets.
- W. "Sinkhole collapse" means the abrupt settlement, systematic weakening or collapse of the land supporting a covered "building" that results from simultaneous movement of soil, sediment or rock into subterranean voids created by the effect of water on a limestone or similar rock formation. "Sinkhole collapse" does not include collapse of the land into manmade underground cavities or ordinary settling or cracking of the covered "building" or its foundation.
- X. "Specified causes of loss" means the following: aircraft; civil commotion; explosion; fire; hail; leakage from fire extinguishing equipment; lightning; riot; "sinkhole collapse"; smoke; vandalism; vehicles; volcanic action; "water damage"; weight of snow, ice or sleet; windstorm. It also means falling objects, not including loss or damage to "Property in the Open" or to the interior of a "building" or its contents if the exterior of the "building" remains undamaged by the falling objects.
- Y. "Vacant" means:
1. If you are a tenant, a unit or suite leased to you that does not house sufficient personal property to allow you to conduct your normal business "operations".
  2. If you are an owner or general lessee of a "building", less than 31 % of the total square footage of your "building" is used by an owner, a lessee, or a sub-lessee to conduct its normal business "operations".
- "Buildings", units, suites or structures under construction or renovation are not considered "vacant".
- A suspension of "operations" or period of inactivity during part of each year which is usual and incidental to the described occupancy of the "building", unit, suite or structure shall not be deemed "vacant".
- Change of occupancy shall be recognized by us only if formal action changing the occupancy of the "building", unit, suite or structure was taken by your governing board prior to the loss.
- Z. "Valuable Records" means inscribed, printed, or written documents; manuscripts or records, including abstracts, books, deeds, drawings, films, maps, and mortgages. "Valuable Records" does not mean your accounts receivables, "money" or "securities".

AA. "Water damage" means the accidental escape of water or steam from a plumbing system, HVAC system, or appliance on your insured premises as a direct result of the breakdown or failure of that system or appliance. "Water damage" does not include accidental discharge or overflow of water from a sump system.

This policy is made and accepted subject to the foregoing provisions together with such other provisions and agreements as may be added by endorsement.

## SECTION X. DEFINITION OF "CONTRACTORS EQUIPMENT"

The following items are "Contractors Equipment" and must be scheduled to have coverage in excess of the \$25,000 provided in Section IV.J:

Airport Equipment	Farm Equipment	Portable Equipment
Aircraft Servicing Equipment	Balers	Compactors    Compressors
Fire Fighting Equipment	Combines	Excavators    Generators
Snow Removal Equipment	Cultivators	Pumps        Scales
Asphalt/Concrete Plants	Harvesters	Stages        Tanks
All-Terrain Vehicles	Haybines	Turbines      Water Blaster
Augerminer	Planters	Pulvi-Mixers
Back Hoes	Spreaders	Railroad Equipment
Boats/Motors	Fork Lifts	Railroad Cars
Booster Heaters	Golf Carts	Railroad Engines
Boring Machines	Grinders	Track Service Vehicles
Brush Burners	Hauling Equipment (off Highway)	Road Equipment
Cement Mixers	End Dumps	Flushers        Graders
Chippers	Hoisting Machines	Oilers         Scrapers
Choppers	Honey Wagons	Rollers        Sweepers
Compaction Equipment Pneumatic	Hydraulic Breaker	Spreaders      Shoulder Machines
Rollers	Lake Treatment Equipment	Robots
Steel Wheel Rollers	Barges	Rock Pickers
Tamping Compactors	Lake Sprayers	Road Wideners
Vibratory Compactors	Weed Harvesting Equipment	Sand Blasters
Concrete Saws	Leaf Suckers	Seeders
Conveyors	Lifts	Sewer Jetters
Core Drill	Loaders	Sewer Rodders
Cranes	Mowers	Shovels
Crack Melter	Mulchers	Sludge Trucks
Crushing & Aggregate	Painting Machines	Sludge Injectors
Discs	Paving Equipment	Snow Grooming Equipment
Ditchers	Base Plants    Finishers	Snow Blowers
Draglines	Distributors   Mixers	Snowmobiles
Drones	Profilers      Plants	Sprayers
Earth Moving Equipment	Rippers        Screeners	Street Sweepers
Crawler Loaders	Spreaders      Surge Bins	Stump Cutters
Loader - Backhoes	Scarifiers     Asphalt Heaters	Stump Pullers
Motor Graders	Tar Kettles    Tumblers	Surge Bins
Motor Scrapers	Transit Mixers	Tractors (including riding lawnmowers)
Rubber-Tired Loaders	Personal Watercraft	Trailers
Wheel Tractors	Pile Driving Equipment	Tree Movers/Planters
End Loader Type	Pipeline Equipment	Valve Operator
Equipment Derricks	Plow Blades	*Vehicles
Equipment Excavating	Plow Wings	Water Wagons
Excavators		Welders
		Windrow Eliminators
		Windrower

Attachments related to the operation of the property listed above need not be scheduled. They are covered as part of the basic power unit.

\*Vehicles designed for road use, but not licensed, because of specialized use. Attachments to vehicles licensed for road use such as wing blades, snowblades, and sanders are Contractors Equipment.

# **MUNICIPAL PROPERTY INSURANCE COMPANY**

## **JOINT LOSS AGREEMENT ENDORSEMENT**

This endorsement applies in the event of damage to or destruction of property at a location designated in this policy and also designated in a Boiler and Machinery Insurance Policy(ies) and there is a disagreement between the insurers with respect to:

1. Whether such damage or destruction was caused by a peril insured against by this policy or by a peril insured against by such Boiler and Machinery Insurance Policy(ies) or
2. The extent of participation of this policy and of such Boiler and Machinery Insurance Policy(ies) in a loss which is insured against, partially or wholly, by any or all of said policies.

We shall, upon written request of you, pay you one-half of the amount of the loss which is in disagreement, but in no event more than we would have paid if there had been Boiler and Machinery Insurance Policy(ies) in effect, subject to the following conditions:

The amount of the loss which is in disagreement, after making provisions for any undisputed claims payable under the said policies and after the amount of the loss is agreed upon by you and the insurers, is limited to the minimum amount remaining payable under either this or the Boiler and Machinery Policy(ies);

1. The Boiler and Machinery insurer(s) shall simultaneously pay to the insured one-half of said amount which is in disagreement;
2. The payments by the insurers hereunder and acceptance of the same by you signify the agreement of the insurers to submit to and proceed with arbitration within 90 days of such payments; the arbitrators shall be three in number, one shall be appointed by the Boiler and Machinery insurer, one shall be appointed by us, and the third appointed by consent of the other two. The decision by the arbitrators shall be binding on the insurers and judgement upon such award may be entered in any court of competent jurisdiction;
3. You agree to cooperate in connection with such arbitration but not to intervene therein;
4. The provisions of this endorsement shall not apply unless such other policy(ies) issued by the Boiler and Machinery insurance company(ies) is similarly endorsed; and
5. Acceptance by you of some payment pursuant to the provisions of this endorsement, including an arbitration award, shall not operate to alter, waive, surrender or in any way affect the rights of you against any of the insurers.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## CAP OF LOSSES FROM CERTIFIED ACTS OF TERRORISM

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under:

### MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001

#### A. Cap On Certified Terrorism Losses

"Certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in concurrence with the Secretary of State and the Attorney General of the United States, to be an act of terrorism pursuant to the federal Terrorism Risk Insurance Act. The criteria contained in the Terrorism Risk Insurance Act for a "certified act of terrorism" include the following:

1. The act resulted in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to the Terrorism Risk Insurance Act; and
2. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a Program Year (January 1 through December 31) and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

#### B. Application Of Exclusions

The terms and limitations of any terrorism exclusion, or the inapplicability or omission of a terrorism exclusion, do not serve to create coverage for any loss which would otherwise be excluded under this Policy, such as losses excluded for nuclear reaction, radiation or contamination; losses due to war, warlike action, insurrection, rebellion and revolution; or, action taken by governmental authority.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## SPECIFIC LIMIT ENDORSEMENT

This endorsement supersedes the following coverage provisions of policy number 5000130 Q-1; **Section III – Amount of Coverage; Section IV – “Covered” Property; Limit of Coverage; Section VII – Basis of Recovery; and Section VIII - Conditions, Paragraph E.**

The most that we will pay in the event of loss for the property described in this endorsement is the amount of coverage designated by the insured, as identified in the declaration page of this policy. Coverage is limited to the items promulgated in the following schedule.

Description of property - include addresses, site and building numbers as noted on Statement of Values	Building Values	Contents Values	Miscellaneous Coverage Values
1920 Stahl Rd., Sheboygan, WI 53081 - Poth Farm	100,000	0	

Miscellaneous coverages include items such as valuable papers, extra expense, pollution clean up, etc., due to losses caused by "covered" perils to property described in this endorsement. In no event shall coverage be greater than that provided in the policy to which this endorsement is attached.

Coverage does apply to buildings and structures that are vacant beyond a period of 60 consecutive days providing those structures are heated or plumbing fixtures and apparatus drained of water or other liquids to prevent loss due to freezing.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## VACANCY PERMIT

This endorsement modifies insurance provided under:

**MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001**

### **SCHEDULE**

**Site.**

**No.**

Per schedule on Declarations Page

**A.** We issue this Vacancy Permit subject to the following:

The following do not apply to a "covered" loss arising from "vacant" property at the locations shown on the declarations page under Vacancy Permit or in the Schedule above:

**Item FF. SECTION IV – "COVERED" PROPERTY; LIMIT OF COVERAGE of the MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001.**

**B. Other Policy Provisions** All exclusions, limitations and other provisions of the policy to which this endorsement is attached that does not conflict with the language in this endorsement apply to this endorsement.

Any liberalized terms of this endorsement supersede the policy to which this endorsement is attached.

# MUNICIPAL PROPERTY INSURANCE COMPANY

## MONIES AND SECURITIES ENDORSEMENT

This endorsement modifies insurance provided under:

### MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001

#### A. Coverage A - Loss Inside the Premises

This endorsement provides coverage to pay for loss of money, securities, and food stamps by the actual destruction, disappearance or wrongful abstraction thereof within your premises or within any banking premises or similar recognized places of safe deposit.

#### B. Coverage B - Loss Outside the Premises

This endorsement provides coverage to pay for loss of money, securities, and food stamps by the actual destruction, disappearance or wrongful abstraction thereof outside your premises while being conveyed by a "messenger" or any armored motor vehicle company, or while within the living quarters in the home of any "messenger".

#### C. Deductible See Section II-Deductible of primary policy.

#### D. Exclusions

This endorsement does not apply:

1. To loss due to any fraudulent, dishonest or criminal act by any insured, an officer, employee, director, trustee or authorized representative thereof, while working or otherwise and whether acting alone or in collusion with others; provided, this exclusion does not apply to "safe burglary" or "robbery" or attempt thereof by other than an insured;
2. To loss due to:
  - a. The giving or surrendering of money or securities in any exchange or purchase, or
  - b. Accounting or arithmetical errors or omissions;
3. To loss of manuscripts, books of account or records;
4. Under Coverage A, to loss of money contained in coin operated amusement devices or vending machines, unless the amount of money deposited within the device or machine is recorded by a continuous recording instrument therein;
5. To loss due to war, whether or not declared, civil war, insurrection, rebellion or revolution, or to any act or condition incident to any of the foregoing;
6. To loss due to nuclear reaction, nuclear radioactive contamination, or to any act or condition incident to any of the foregoing.

#### E. Definitions. The following definitions apply to this endorsement:

1. "Messenger" means you or any employee of yours who is authorized by you to have the care and custody of the insured property outside the premises.
2. "Custodian" means you or any employee of yours who is authorized by you to have the care and custody of the insured property within the premises, excluding any person while acting as a watchman, porter or janitor.
3. "Robbery" means the taking of insured property (1) by violence inflicted upon a "messenger" or a "custodian"; (2) by putting him/her in fear of violence; (3) by any other overt felonious act committed in his/her presence and of which he/she was actually cognizant, provided such other act is not committed by your employee; (4) from the person or direct care and custody of a "messenger" or "custodian" who has been killed or rendered unconscious; or (5) under Coverage A. (a) from within the premises by means of compelling a "messenger" or "custodian" by violence or threat of violence while outside the premises to admit a person into the premises or to furnish him with means of ingress in the premises, or (b) from a showcase or show window within the premises while regularly open for business, by a person who has broken the glass thereof from outside the premises.

4. "Safe Burglary" means (1) the felonious abstraction of insured property from within a vault or safe, the door of which is equipped with a combination lock, located within the premises by a person making felonious entry into such vault or such safe and any vault containing the safe, when all doors thereof are duly closed and locked by all combination locks thereon, provided such entry shall be made by actual force and violence, of which force and violence there are visible marks made by tools, explosives, electricity or chemicals upon the exterior of (a) all of said doors of such vault or such safe and any vault containing the safe, if entry is made through such doors, or (b) the top, bottom or walls of such vault of such safe and any vault containing the safe through which entry is made, if not made through such doors, or (2) the felonious abstraction of such safe from within the premises.
5. "Loss" includes damage.

**F. Ownership of Property; Interests Covered**

The insured property may be owned by you, or held by you in any capacity whether or not you are liable for the loss thereof, or may be property as respects which you are legally liable; provided, the insurance applies only to your interest in such property, including your liability to others, and does not apply to the interest of any other person or organization in any property unless included in the insured's proof of loss.

**G. Books and Records**

You shall keep records of all the insured property in such manner that we can accurately determine the amount of loss.

**H. Limits of Liability; Settlement Options**

The limit of our liability for loss shall not exceed the applicable limit of insurance stated in the declarations, nor what it would cost at the time of loss to repair or replace the property with other of like kind and quality, nor as respects securities the "actual cash value" thereof at the close of business on the business day next preceding the day on which the loss was discovered, nor as respects other property the "actual cash value" thereof at the time of loss; provided, however, the "actual cash value" of such other property held by you as a pledge, or as collateral for an advance or a loan, shall be deemed not to exceed the value of the property as determined and recorded by you when making the advance or loan, nor in the absence of such record, the unpaid portion of the advance or loan plus accrued interest thereon at legal rates.

The applicable limit of insurance stated in the declarations is the total limit of our liability with respect to all loss of property of one or more persons or organizations arising out of any one occurrence. All loss incidental to an actual or attempted fraudulent, dishonest or criminal act or series of related acts at the premises, whether committed by one or more persons, shall be deemed to arise out of one occurrence.

We may pay for the loss in money or may repair or replace the property and may settle any claim for loss of property either with you or the owner thereof. Any property so paid for or replaced shall become our property. Any property recovered after settlement of a loss shall be applied first to the expense of the parties in making such recovery, with any balance applied as if the recovery had been made prior to said settlement, and loss readjusted accordingly. You or we, upon recovery of any such property, shall give notice thereof as soon as practicable to the other.

**I. Conditions** See the section **VII-Conditions** in primary policy.

**J. Additional Condition**

Coverage Period, Territory, Discovery - This endorsement applies only to loss which occurs during the policy period within any of the States of the United States of America, the District of Columbia, or Canada, and is discovered not later than one year from the end of the policy period.

# **MUNICIPAL PROPERTY INSURANCE COMPANY PIER AND WHARF LIMITED COVERAGE ENDORSEMENT**

This endorsement modifies insurance provided under:

**MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001**

The following PROPERTY NOT COVERED policy provisions are replaced;

A. Item E. of **SECTION V – PROPERTY NOT COVERED, UNLESS SPECIFICALLY ENDORSED TO THIS POLICY**, of the **MUNICIPAL PROPERTY INSURANCE COMPANY MPIC-001**

by the following excluded causes of loss:

When covered under this policy:

1. Piers and wharves that are scheduled on the declarations page for loss or damage caused by:
  - a. Freezing or thawing; or,
  - b. Erosion or deterioration whether gradual or sudden.
2. Piers and wharves (not scheduled on the declarations page), bridges, dams, pavements, swimming pools and related equipment, retaining walls, bulkheads, and docks: for loss or damage caused by:
  - a. Freezing or thawing;
  - b. Impact of watercraft;
  - c. The pressure or weight of ice or water whether driven by wind or not; and,
  - d. Erosion or deterioration whether gradual or sudden.

Losses covered under this endorsement are subject to the following:

- a Coverage under this endorsement is not extended or amended by any other limit or sublimit of coverage provided under any other part of the policy or endorsements
- b A per occurrence coverage limit equal to not more than \$250,000
- a A per occurrence deductible equal to the greater of the deductible displayed on the Declarations Page or 10% of the total covered loss applies regardless of any other deductible, covered loss or damage provisions

**MUNICIPAL PROPERTY INSURANCE COMPANY**  
**CONTRACTORS EQUIPMENT**  
**NEW REPLACEMENT COST COVERAGE ENDORSEMENT**

**Property "Covered"**

This endorsement provides coverage only for the items which are shown on the attached schedule you provided. Coverage applies regardless of the location of the property.

**Perils "Covered":** This endorsement insures against all sudden and accidental direct physical loss or damage except as limited or excluded in the following sections.

**Losses Excluded:** See Section **VI** of the policy. Except exclusion **VI (B)** does not apply to "contractors Equipment".

**Additional Exclusion:** This endorsement does not insure against loss or damage to tires or tubes unless the loss is coincidental with other loss or damage insured by this policy.

**Basis of Recovery:**

- (1) Replacement Cost – See Section **VII** of basic policy. The recovery basis for property of others shall be "actual cash value" unless you have agreed to the "replacement cost" basis in a written contract.

For "contractors equipment" on the statement of value, we will pay the current "replacement cost" at the time of the loss even if the value shown was higher or lower than the current value at the time of loss.

## **MUNICIPAL PROPERTY INSURANCE COMPANY COVERAGE OF COMPUTER-RELATED LOSSES ENDORSEMENT**

This endorsement modifies coverage provided under:

### **Municipal Property Insurance Company Policy MPIC-001**

We will pay up to \$25,000 for the cost to recover or replace your "electronic data" due to loss caused by the following:

- A. Impairment of computer services through inside attack. We will pay for the actual expenses you incur due to the impairment of your operations during the "period of recovery" caused by the loss of "electronic data" due to "malicious programming" by an employee, contractor, or other authorized person to whom you have granted permission to access your computer system.
- B. Impairment of computer services through outside attack. We will pay for the actual expenses you incur due to the impairment of your operations during the "period of recovery" caused by the loss of "electronic data" due to "malicious programming" by any person to whom you have not granted permission to access your computer system.
- C. Loss of communications services. We will pay for the actual expenses you incur due to the impairment of your operations during the "period of recovery" caused by the loss of "electronic data" due to an interruption in communications services to the described premises. The interruption must result from direct physical loss or damage caused by a "covered" peril to communications transmission lines, including fiber optic transmission lines, but excluding overhead transmission lines.

This coverage does not apply to losses caused by the following:

- A. Governmental action relating to, or seizure of, the affected property.
- B. War, warlike action, insurrection, rebellion, and revolution, or action taken by governmental authority in defending against any of these.
- C. Nuclear reaction, nuclear radiation, or radioactive contamination.

The following definitions apply to this coverage:

- A. "Electronic data" means information, facts or computer programs stored as or on, created or used on, or transmitted to or from computer software (including systems and applications software), on hard or floppy disks, CD-ROMs, tapes, drives, cells, data processing devices or any other repositories of computer software which are used with electronically controlled equipment. The term computer programs, referred to in the foregoing description of electronic data, means a set of related electronic instructions which direct the operations and functions of a computer or device connected to it, which enable the computer or device to receive, process, store, retrieve or send data.
- B. "Malicious programming" means an illegal or unauthorized entry into an "electronic data" or computer system that results in the distortion, corruption, manipulation, copying, deletion, destruction or slowing down of that "electronic data" or computer system. It does not mean physical loss or damage to computers or computer systems.

- C. "Period of recovery" means the period of time that:
- a. Begins at the time of direct loss of or damage to "electronic data" caused by or resulting from any peril "covered" by this endorsement; and
  - b. Ends on the earlier of:
    - i. The date when your operations are restored, with reasonable speed and diligence, to the condition that would have existed in the absence of the loss of "electronic data"; or
    - ii. Sixty days after the date when, with reasonable speed and diligence, your computer system is restored to the functionality that existed prior to the loss.
  - c. The expiration date of this policy will not cut short the "period of recovery."

# **MUNICIPAL PROPERTY INSURANCE COMPANY**

## **Tax Lien Property Coverage**

This endorsement modifies insurance provided under:

**MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001.**

**SECTION VII – BASIS OF RECOVERY** is amended to include:

- E. The most we will pay for a loss of property acquired through foreclosure, tax lien, tax deed or any statutory taking process is "actual cash value". This coverage restriction eliminates all sub limits and other coverage provisions that may otherwise apply to a "covered loss".

# **MUNICIPAL PROPERTY INSURANCE COMPANY LEASED PROPERTY COVERAGE**

This endorsement modifies insurance provided under:

**MUNICIPAL PROPERTY INSURANCE COMPANY POLICY MPIC-001.**

**SECTION VII – BASIS OF RECOVERY** is amended to include:

- D. The most we will pay for a loss of leased property is “actual cash value”, unless the insured is contractually responsible for a different amount.

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 17-20-21 by Alderpersons Wolf and Donohue authorizing the appropriate City officials to execute the First Amendment of Redevelopment Agreement between Aurora Health Care, Inc. and the City of Sheboygan with regard to the property located at 2629 North 7<sup>th</sup> Street.

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**REPORT PREPARED BY:** Chad Pelishek, Director of Planning and Development

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**REPORT DATE:** May 6, 2020      **MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

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**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The City and Aurora Health Care currently have an agreement for the redevelopment of the Memorial Medical Center property on North 7<sup>th</sup> Street and North Avenue at the vacation of the property. This agreement required Aurora to complete neighborhood meetings of the surrounding neighborhoods by the end of April 2020 to start planning for the re-use of the property after Aurora vacates the hospital facility. Due to COVID-19, the meetings were unable to be held.

Aurora has retained GRAEF to assist with this process. City staff has had numerous meetings with GRAEF to review the best way to communicate to the neighborhoods and obtain input for the redevelopment. Aurora/GRAEF plan to use on-line social engagement software to complete these meetings by September 30, 2020 in conjunction with city staff assistance.

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Motion to recommend the Common Council Res. No. 17-20-21 by Alderpersons Wolf and Donohue authorizing the appropriate City officials to execute the First Amendment of Redevelopment Agreement between Aurora Health Care, Inc. and the City of Sheboygan with regard to the property located at 2629 North 7th Street.

**ATTACHMENTS:**

- I. Res No. 17-20-21


~~III~~

4.8

Res. No. 17 - 20 - 21. By Alderpersons Wolf and Donohue.  
May 4, 2020.

A RESOLUTION authorizing the appropriate City officials to execute the First Amendment of Redevelopment Agreement between Aurora Health Care, Inc. and the City of Sheboygan with regard to the property located at 2629 North 7th Street.

RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the First Amendment of Redevelopment Agreement between Aurora Health Care, Inc. and the City of Sheboygan, a copy of which is attached hereto and incorporated herein.

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

FAP

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

**FIRST AMENDMENT OF  
REDEVELOPMENT AGREEMENT  
BETWEEN  
AURORA HEALTH CARE, INC.  
AND CITY OF SHEBOYGAN**

**THIS FIRST AMENDMENT OF REDEVELOPMENT AGREEMENT** (the “First Amendment”), made this \_\_\_\_ day of \_\_\_\_\_, 2020, is by and between Aurora Health Care, Inc., a foreign non-stock corporation, with its principal Wisconsin office located at 750 W. Virginia Street, Milwaukee, WI 53204 (hereinafter “Aurora”), and the City of Sheboygan, a municipal corporation of the State of Wisconsin, with its principal offices located at 828 Center Avenue, Sheboygan, WI 53081 (hereinafter “the City”). To the extent that the terms and conditions of this First Amendment conflict with or contradict the terms and conditions of the Redevelopment Agreement, the terms of this First Amendment shall supersede and control.

**WITNESSETH:**

WHEREAS, Aurora and the City have entered into a Redevelopment Agreement dated as of April 30, 2019, hereinafter referred to as “the Redevelopment Agreement.”

WHEREAS, Aurora and the City, in light of the COVID-19 Pandemic and the various orders that would make it impossible and irresponsible to hold in-person community meetings as required in Section 3.3 of the Redevelopment Agreement, desire to further modify and amend the Redevelopment Agreement.

NOW, THEREFORE, in consideration of mutual covenants and agreements and good and valuable consideration, the delivery and receipt of which is hereby acknowledged by and between Landlord and Tenant, the parties do hereby agree to amend the Redevelopment Agreement as follows:

1. Section 3.3(a). As a matter of clarity, regular attendance at “all meetings of the Memorial Neighborhood Association” by a representative of Aurora includes virtual attendance at meetings for which virtual attendance is provided. Additionally, notwithstanding the terms of this Agreement, no representative of Aurora shall be required to attend a meeting of the Memorial Neighborhood Association if such attendance would violate any pandemic-related guideline from the Centers for Diseases Control then in effect or any provision of an emergency executive order or other order, regulation, rule, or law promulgated by a state, county, city, or other governmental entity (including agencies within said governmental entity) in the exercise of its authority.
2. Section 3.3(b). This section shall be deleted and replaced with the following provision:
  - b) Aurora shall do the following:
    - i) Implement a social engagement online platform to educate the public regarding the Redevelopment Agreement and garner public comments by June 30, 2020. Said platform shall include details about Aurora’s plans and

timeline for demolition on the Property and address neighborhood concerns about said demolition.

- ii) Require Developer to use the platform to solicit and receive neighborhood input about the anticipated redevelopment of the Property and provide information about the general parameters of the redevelopment.
  - iii) Send postcards to each address in the Memorial Neighborhood and the neighborhoods bordering the Memorial Neighborhood (North Lake, Raider, End Park, Maple Heights, Historic Grant, and Vollrath/North Point neighborhoods) notifying the residents at each address of the platform by June 30, 2020.
  - iv) By September 30, hold three public meetings at which it shall share information, timeframes, and feedback. Such meetings shall be open to the general public, with written invitations mailed to each address in the Memorial Neighborhood and the neighborhoods bordering the Memorial Neighborhood (listed in subsection 2.b.iii., above.)
2. No Other Change. All other provisions of said Redevelopment Agreement shall remain the same and shall continue in full force and effect.
3. Incorporation Into Redevelopment Agreement. Aurora and the City agree that executed counterparts of this First Amendment shall be attached to, and become a part of, the respective copies of the Redevelopment Agreement now in the possession of each party hereto.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]**

**SIGNATURE PAGE**

**IN WITNESS WHEREOF**, the parties hereto have executed this First Amendment as of the date first above written.

**CITY OF SHEBOYGAN, WISCONSIN**

**BY:** \_\_\_\_\_  
Michael J. Vandersteen, Mayor

**ATTEST:** \_\_\_\_\_  
Meredith DeBruin, City Clerk

**AURORA HEALTH CARE, INC.**

**BY:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

This document authorized by and in accordance with Res. No. \_\_\_\_ – 20 – 21.

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 18-20-21 by Alderpersons Donohue and Bohren authorizing an advance from the Capital Project Fund to the TID 16 Capital Fund.

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**REPORT PREPARED BY:** Marty Halverson, Finance Director

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**REPORT DATE:** May 6, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The City of Sheboygan in early 2019 requested bids for the purpose of demolition of the Sheboygan Armory building. Following the bid process and awarding a low bidder there were discussions regarding the process and decision to demolish the Sheboygan Armory. The City has worked through those discussions and created a plan and now reached the time to contract the work.

**STAFF COMMENTS:**

This project was not part of the budget for 2020 as there was still uncertainty on the timing surrounding the demolition. It was recognized that this project fell within the distance limits eligible to make this a TID eligible expense and therefore looking to advance the money from the Capital Project Fund to the TID 16 Capital Fund. By making this an advance the TID 16 Fund will look to payback these funds as funds become available rather than a transfer of funds which are not paid back.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 18-20-21 by Alderpersons Donohue and Bohren authorizing the advance from the Capital Project Fund to the TID 16 Capital Fund.

**ATTACHMENTS:**

- I. Res. No. 18-20-21

III

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Res. No. 18 - 20 - 21. By Alderpersons Donohue and Bohren. May 4, 2020.

A RESOLUTION authorizing an advance from the Capital Project Fund to the TID 16 Capital Fund.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfer of funds:

Establish a transfer of funds to TID 16 for the purposes of contracting for demolition of the Armory; said transfer to serve as an advance:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Capital Projects Fund	TID 16 Capital Fund	
Advance to TID 16 Capital Fund	Advance from Capital Project Fund	
400-133426	426-236400	\$400,000

*By Lynne Nowlin*

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

Exp

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

## Finance

<b>Measurements</b>	<b>2018 <u>Actual</u></b>	<b>2019 <u>Actual</u></b>	<b>2020 <u>Goals</u></b>	<b>2020 <u>Actual</u></b>
<b><u>Workload</u></b>				
Vendor checks issued	5,930	6,244	5,500	1,574
Accounts receivable invoices	1,459	1,394	1,250	300
Receipts processed	23,166	23,626	24,500	7,052
Journal entries posted	4,259	4,331	4,200	1,342
<b><u>Effectiveness</u></b>				
Percent of reports distributed by the 15 <sup>th</sup>	0%	0%	50%	N/A%
Percent of reconciliations completed by the 20 <sup>th</sup>	0%	25%	50%	20%
Percent of receipts processed within one business day	93%	95%	95%	95%
<b><u>Efficiency</u></b>				
% of taxes collected at financial institutions	36%	36%	35%	34%
<b><u>Effectiveness</u></b>				
Rate of Return on investment	1.70%	3.03%	2.00%	2.23%
Basis points above LGIP	-0.18%	1.40%	0.25%	0.77%

## Assessing

<b>Measurements</b>	<b>2018 <u>Actual</u></b>	<b>2019 <u>Actual</u></b>	<b>2020 <u>Goals</u></b>	<b>2020 <u>Actual</u></b>
<b><u>Workload</u></b>				
Cases presented/cases upheld by Board of Review	0/0	3/3	5/5	0/0
<b><u>Efficiency</u></b>				
Cost of assessment per parcel	\$19.81	\$20.37	\$20.37	Not complete
<b><u>Effectiveness</u></b>				
Assessment Ratio	.9048	.8807	.8807	Not complete

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Submitted for your information are the benchmark measurements for the Finance Department, for the period commencing January 1, 2020 and ending March 31, 2020.

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**REPORT PREPARED BY:** Marty Halverson, Finance Director

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**REPORT DATE:** May 6, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The benchmark measurements for the Finance Department for the period commencing January 1, 2020 and ending March 31, 2020 is presented for information and discussion.

**STAFF COMMENTS:**

Highlights of the report are as follows:

- Vendor checks issued are 1,574 which equates to 28 percent of the goal. This can be viewed favorable and unfavorable in a day and age where electronic payment might be preferred and beneficial. We will look to change this benchmark.
- Receipts being processed for the first quarter came in at 28.7 percent of the goal so off to a good start. COVID-19 will most likely have an impact on this during the 2<sup>nd</sup> and possibly 3<sup>rd</sup> quarters.
- Reports continue to be a challenge to produce with daily work not being completed timely and new processes being worked on during and with COVID-19. Finding reports that are helpful to departments should become the goal. Education and training is necessary to make this effective and worthwhile.
- The 35 percent goal of taxes collected at financial institutions was not met, as they collected 33.6 percent. This could partly have to do with individual income tax law changes with less itemizing and the incentive to pay by December 31.

**ACTION REQUESTED:**

For informational purposes only.

**ATTACHMENTS:**

- I. Finance and Assessing benchmark measurements.

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

**ITEM DESCRIPTION:** Benchmark measurements for the City Clerk’s Office for the period commencing January 1, 2020 and ending March 31, 2020.

**REPORT PREPARED BY:** Meredith DeBruin, City Clerk

**REPORT DATE:** May 4, 2020

**MEETING DATE:** May 11, 2020

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

**BACKGROUND / ANALYSIS:**

This report includes the first quarter 2020 Benchmark measurements for the City Clerk’s Office (including Elections, Common Council and City Clerk) reflecting the performance for the period commencing January 1, 2020 and ending March 31, 2020.

**ELECTIONS:**

Measurements	2018 Actual	2019 Actual	2020 YTD	2020 Goals
<b><u>Workload</u></b>				
Number of elections	4	1	1	4
Total votes cast	34,740	7,522	4,126	51,000
Percent of votes cast by absentee ballot	16%	17%	18%	18%
Registrants	3,574	702	1,140	7,500
<b><u>Efficiency</u></b>				
Cost per vote	\$3.08	\$6.82	\$9.23	\$2.95

**COMMON COUNCIL:**

Measurements	2018 Actual	2019 Actual	2020 YTD	2020 Goals
<b><u>Effectiveness</u></b>				
Resident Satisfaction Rating	73%	86%	92%	80%

**CITY CLERK:**

Measurements	2018 Actual	2019 Actual	2020 YTD	2020 Goals
<b><u>Effectiveness</u></b>				
Resident Satisfaction Rating	94%	98%	97%	80%

**ACTION REQUESTED:**

For informational purposes only.

**ATTACHMENTS:**

None.



**QUARTERLY PERFORMANCE REPORT**  
**DEPARTMENT OF CITY DEVELOPMENT: PLANNING & DEVELOPMENT**  
**First Quarter of Fiscal Year 2020**

This report covers the first quarter of fiscal year 2020 and provides a progress update toward achieving the performance measures in the annual budget book.

For more information about this report, contact Chad Pelishek, Director of Planning and Development at (920) 459-3383.

**Planning and Development Division**

	2018 Actual	2019 YTD	2019 Actual	2020 YTD	2020 Goals
# Existing businesses assisted	38	12	44	8	40
# Start-up businesses assisted	24	5	22	0	20
# of commission applications approved	93	8	79	21	125
# of comprehensive plan/ordinance amendments adopted	4	0	0	4	10
# of special projects	28	14	33	17	30
# of sign permits issued	141	30	116	39	100
# of Neighborhood Development Plans completed	2	0	2	0	3
# of new neighborhood associations	3	0	3	0	3
Coordinate programming at Arts/Culture Plaza	1	0	1	0	1
Coordinate new development of city owned sites	.50	0.10	0.50	0.10	1
Recruit new tenants in SouthPointe Enterprise Campus (acres)	N/A	N/A	N/A	0	10

### **Redevelopment Authority Fund**

	2018 Actual	2019 YTD	2019 Actual	2020 YTD	2020 Goals
Redevelopment of existing properties	5	5	5	0	2
# of new ground leases negotiated	1	0	0	0	1

### **Business Revolving Loan Fund**

	2018 Actual	2019 YTD	2019 Actual	2020 YTD	2020 Goals
Loan funds available (as of December 31, 2019)	N/A	\$717,875	\$450,000	\$820,000	\$300,000
Outstanding Loan Amount (as of December 31, 2019)	\$3,755,165	\$3,036,688	\$3,036,688	\$2,555,103	\$3,000,000
Number of new loans	0	0	1	0	1
Number of new jobs created	7	0	29	0	10

### **Housing Revolving Loan Fund**

	2018 Actual	2019 YTD	2019 Actual	2020 YTD	2020 Goals
Loan funds available (as of December 31, 2019)	\$518,065	\$120,000	\$611,790	\$180,000	\$200,000
Outstanding Loan Amount (as of December 31, 2019)	N/A	\$2,890,000	\$3,116,554	\$3,116,554	\$2,850,000
Number of new loans	5	2	7	0	8

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** First Quarter Performance Report for the Department of City Development: Planning Division and Capital Improvements Request for the 2021-2025 Plan

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**REPORT PREPARED BY:** Chad Pelishek, Director of Planning and Development

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**REPORT DATE:** May 6, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

**BACKGROUND / ANALYSIS:**

As part of the annual budgeting process, the department has developed performance benchmarks to track progress of the department's activities.

**STAFF COMMENTS:**

Planning and Development staff continue to focus on the neighborhood revitalization and economic development focus areas per the strategic plan. Most of our first quarter work items focused on the community development block grant program allocations and special projects.

2021-2025 Capital Improvement Requests

- Most projects stayed the same from prior years.
- New projects included: design for the Sheboygan River West Side Boardwalk Construction related to the redevelopment of the former Mayline property consistent with the City's Riverbend Neighborhood Master Plan at \$50,000 in 2021 funded with TID 19.
- Construction of the Sheboygan River West Side boardwalk at \$1,000,000 in 2021, funded with TID 19.

**ACTION REQUESTED:**

For discussion purposes only.

**ATTACHMENTS:**

- I. First Quarter Performance Report

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Benchmark Measurements for Information Technology (IT) Department, for period commencing January 1, 2020 and ending March 31, 2020

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**REPORT PREPARED BY:** Eric Bushman, Director of Information Technology

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**REPORT DATE:** April 24, 2019

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

These are the benchmark measurements as defined in the 2020 strategic plan for IT.

**STAFF COMMENTS:**

The following are the YTD measurements and 2020 goals.

<b>Measurements</b>	<b>2018 Actual</b>	<b>2019 YTD</b>	<b>2019 Actual</b>	<b>2020 YTD</b>	<b>2020 Goals</b>
<b><u>Efficiency</u></b>					
Average close time of Critical/High IT Help Tickets (Days)	4.8	3.25	3.6	0.23	5
<b><u>Effectiveness</u></b>					
Percent closed within timeframe	75%	75%	83%	100%	90%
<b><u>Efficiency</u></b>					
Maintain core server/network at current -1 firmware	98%	98%	99%	99%	100%
<b><u>Workload</u></b>					
Percentage of Computers Installed with FortiGate Client Installed	99%	100%	100%	100%	100%
Number of legacy applications retired	N/A	0	N/A	0	5
Number of Security Audits Performed	0	1	1	0	1
System Availability	97%	99%	99%	99%	99%

**ACTION REQUESTED:**

For informational purposes only.

**ATTACHMENTS:**

None

Note: 3<sup>rd</sup> qtr 2019 Avg close time .92 days and Percent closed is 92%

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Benchmark Measurements for Cable TV (WSCS) Department, for period commencing January 1, 2020 and ending March 31, 2020.

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**REPORT PREPARED BY:** Eric Bushman, Director of Information Technology

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**REPORT DATE:** April 24, 2020

**MEETING DATE:** May 11, 2020

---

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

These are the benchmark measurements as defined in the 2020 strategic plan for WSCS

**STAFF COMMENTS:**

The following are the YTD measurements and 2020 goals.

<b>Measurements</b>	<u>2018 Actual</u>	<u>2019 YTD</u>	<u>2019 Actual</u>	<u>2020 YTD</u>	<u>2020 Goals</u>
<b><u>Workload</u></b>					
Number of Programs Produced	622	142	622	134	500
Number PSAs Produced	0	0	1	6	9
Number of televised Common Council and Committee of the Whole meetings\Missed	29	6	20\9	7\0	29\0
<b><u>Effectiveness</u></b>					
On-Demand Viewing	3,778	1,655	4,375	884	4,000
On-Demand Unique Visitors	3,254	1,304	3,531	705	3,500
Number of Film Awards	8	7	8	7	8

**ACTION REQUESTED:**

For informational purposes only.

**ATTACHMENTS:**

None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Benchmark measurements for Office of the City Administrator for the period commencing January 1, 2020 and ending March 31, 2020

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**REPORT PREPARED BY:** Darrell Hofland, City Administrator

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**REPORT DATE:** May 5, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

This report includes the first quarter 2020 Benchmark measurements for the Office of the City Administrator reflecting the performance for the period commencing January 1, 2020 and ending March 31, 2020.

**STAFF COMMENTS:**

The following information indicates the Benchmark measurements established for the Office of the City Administrator relative to the calendar year 2020. These Benchmarks were created as a result of the 2017 – 2021 Strategic Plan, specifically providing support to the appropriate Focus Areas outlined within the Strategic Plan.

<b>Measurements</b>	<b>2018 Actual</b>	<b>2019 YTD</b>	<b>2019 Actual</b>	<b>2020 YTD</b>	<b>2020 Goals</b>
<b>Effectiveness</b>					
Resident satisfaction rating with service efficiency*	91%	91%	91%	92%	80%
Resident satisfaction rating with communication*	87%	91%	91%	90%	80%
Resident satisfaction rating with city performance*	95%	98%	98%	95%	80%
GFOA Budget Award	Yes	N/A	Yes	N/A	Yes
ICMA CPM Award	Yes	N/A	Yes	N/A	Yes
GFOA PAFR Award	Yes	Yes	Yes	Yes	Yes
Number of Strategic Plan quarterly updates	1	1	4	1	4

\* Rating of Fair, Good, and Excellent

**ACTION REQUESTED:**

For informational purposes only.

**ATTACHMENTS:**

None

## 5 YEAR CAPITAL IMPROVEMENTS PROGRAM

	2021	2022	2023	2024	2025	Total
	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Total</u>
<b>REVENUES</b>						
Property Tax Levy: Capital Project Fund						
Police	\$0	\$0	\$0	\$0	\$0	\$0
Street Improvement and Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0
General Government Projects	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$0	\$0	\$0	\$0	\$0	\$0
Park, Forestry and Open Space Fund	\$0	\$0	\$0	\$0	\$0	\$0
Park Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle / Land Sales	\$0	\$1,000	\$0	\$0	\$0	\$1,000
County / State / Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Municipality Contributions	\$0	\$0	\$0	\$0	\$0	\$0
G. O. Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Other Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0
User Fees	\$0	\$0	\$0	\$0	\$0	\$0
Special Assessment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Registration Fee	\$0	\$0	\$0	\$0	\$0	\$0
Other/CDBG	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$24,000	\$0	\$0	\$0	\$24,000
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
<b>Cable TV Fund</b>						
Studio TriCaster Replacement	\$0	\$25,000	\$0	\$0	\$0	\$25,000
<b>Total - Cable TV Fund</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Capital Improvement Projects (CIP) for the years 2021-2025 for Cable TV.

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**REPORT PREPARED BY:** Eric Bushman, Information Technology Director

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**REPORT DATE:** May 7, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

Five year CIP plan for Cable TV.

**STAFF COMMENTS:**

The Cable TV CIP plan for 2021-2025.

**ACTION REQUESTED:**

For discussion only.

**ATTACHMENTS:**

- I. R.O. No. XX-20-21
- II. CIP Cable TV Summaries

## 5 YEAR CAPITAL IMPROVEMENTS PROGRAM

	2021	2022	2023	2024	2025	Total
	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Total</u>
<b><u>REVENUES</u></b>						
Property Tax Levy: Capital Project Fund						
Police	\$0	\$0	\$0	\$0	\$0	\$0
Street Improvement and Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0
General Government Projects	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$0	\$0	\$0	\$0	\$0	\$0
Park, Forestry and Open Space Fund	\$0	\$0	\$0	\$0	\$0	\$0
Park Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle / Land Sales	\$0	\$0	\$0	\$0	\$0	\$0
County / State / Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Municipality Contributions	\$0	\$0	\$0	\$0	\$0	\$0
G. O. Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Other Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0
User Fees	\$0	\$0	\$0	\$0	\$0	\$0
Special Assessment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Registration Fee	\$0	\$0	\$0	\$0	\$0	\$0
Other/CDBG	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$230,000	\$140,000	\$35,000	\$95,000	\$35,000	\$535,000
<b>TOTAL REVENUE</b>	<b>\$230,000</b>	<b>\$140,000</b>	<b>\$35,000</b>	<b>\$95,000</b>	<b>\$35,000</b>	<b>\$535,000</b>
<b>Information Technology Fund</b>						
Microsoft Exchange (email) Server Upgrade	\$45,000	\$0	\$0	\$0	\$0	\$45,000
SINC Redundant Internet Connection	\$125,000	\$0	\$0	\$0	\$0	\$125,000
WWTP Data Center Firewalls	\$25,000	\$0	\$0	\$0	\$0	\$25,000
IBMi Retirement - Software Acquisition	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Microsoft Office Upgrade	\$0	\$90,000	\$0	\$0	\$0	\$90,000
SINC City Hall Redundant Solution	\$0	\$25,000	\$0	\$0	\$0	\$25,000
IBMi Retirement - Software Acquisition	\$0	\$25,000	\$0	\$0	\$0	\$25,000
IBMi Retirement - Software Acquisition	\$0	\$0	\$35,000	\$0	\$0	\$35,000
Asset Management - Department of Public Works	\$0	\$0	\$0	\$95,000	\$0	\$95,000
IBMi Retirement - Software Acquisition	\$0	\$0	\$0	\$0	\$35,000	\$35,000
<b>Total - Information Technology</b>	<b>\$230,000</b>	<b>\$140,000</b>	<b>\$35,000</b>	<b>\$95,000</b>	<b>\$35,000</b>	<b>\$535,000</b>

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Capital Improvement Projects (CIP) for the years 2021-2025 for the Information Technology Department.

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**REPORT PREPARED BY:** Eric Bushman, Information Technology Director

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**REPORT DATE:** May 7, 2020

**MEETING DATE:** May 11, 2020

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

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**BACKGROUND / ANALYSIS:**

Five year CIP plan for the Information Technology Department.

**STAFF COMMENTS:**

The Information Technology Department's CIP plan for 2021-2025.

**ACTION REQUESTED:**

For discussion only.

**ATTACHMENTS:**

- I. R.O. No. XX-20-21
- II. CIP Information Technology Summaries