

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

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. 102-21-22 by Alderpersons Mitchell and Filicky-Peneski to amend Res. No. 119-15-16, pertaining to the sick bank payout procedure set for employees transferred to Sheboygan County in 2016 as a result of the combined dispatch initiative

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**REPORT PREPARED BY:** Finance Director Kaitlyn Krueger

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**REPORT DATE:** December 9, 2021

**MEETING DATE:** December 13, 2021

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**FISCAL SUMMARY:**

Budget Line Item: 10121100-510341  
Budget Summary: N/A  
Budgeted Expenditure: N/A

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

In 2015, City of Sheboygan and Sheboygan County dispatch resources were combined which resulted in city employees being transferred to the Sheboygan County dispatch center. At the time of the transition, Resolution 119-15-16 was passed which established a process to pay out the sick bank balances of these five former city employees upon retirement from Sheboygan County. To date, two of the five employees have retired from Sheboygan County and received payment for their sick bank balances from the city. The three remaining employees have sick bank balances remaining with the city which total \$9,853.49 and are still employed at Sheboygan County.

**STAFF COMMENTS:**

The Finance Department and Human Resources Department request the approval of this resolution paying out these three balances to allow for better record keeping and to ensure these payment obligations are not unintentionally missed in the future.

**ACTION REQUESTED:**

Motion to recommend the Common Council adopt Res. No. 102-21-22 by Alderperson Felde and Filicky-Peneski authorizing the payment of sick bank balances to former City of Sheboygan dispatch employees.

**ATTACHMENTS:**

- I. Res. No. 102 – 21 - 22

III

4.1

Res. No. 102 - 21 - 22. By Alderpersons Mitchell and Filicky-Peneski.  
December 6, 2021.

A RESOLUTION to amend Res. No. 119-15-16, pertaining to the sick bank payout procedure set for employees transferred to Sheboygan County in 2016 as a result of the combined dispatch initiative.

WHEREAS, as a result of the City of Sheboygan and Sheboygan County combining dispatch centers, nine employees left the employment of the City and became employees of the County (the "Transferred Employees"); and

WHEREAS, Res. No. 119-15-16 stated the Transferred Employees would receive a payout worth 50% of the value of their earned sick bank upon retirement from Sheboygan County; and

WHEREAS, three of the Transferred Employees continue to be employed by Sheboygan County; and



WHEREAS, in an effort to avoid carrying unnecessary liabilities on the City of Sheboygan's financial statements, Staff would like to remove this liability by paying the three Transferred Employees who continue to be employed by Sheboygan County their earned pay-outs now rather than upon their retirement from Sheboygan County; and

WHEREAS, the sick bank pay-outs will be paid from Retiree Health Insurance (Account No. 10121100.510341) which has an available balance of \$29,326.66.

FHP

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director is authorized and directed to issue the following payments from Retiree Health Insurance (Account No. 10121100.510341) for the purpose of removing the liability from the City of Sheboygan's financial statements.

<u>Employee Name</u>	<u>Payout Max Hours</u>	<u>50% Payout Value</u>
Christine Damkot	88.83	\$2,046.64
Sarah O'Connor	15.66	\$ 347.65
Alicia Wimmer	336.00	\$7,459.20

  
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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

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 103-21-22 authorizing a transfer from the Mayor's Training and Conference account to the Mayor's international Committee account

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**REPORT PREPARED BY:** Ryan Sorenson, Mayor

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**REPORT DATE:** December 8, 2021

**MEETING DATE:** December 13, 2021

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**FISCAL SUMMARY:**

Budget Line Item:	10112100-526125	Wisconsin Statutes:	N/A
Budget Summary:	N/A	Municipal Code:	N/A
Budgeted Expenditure:	10112100-526125		

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**STATUTORY REFERENCE:**

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**BACKGROUND / ANALYSIS:**

Res. No 103-21-22 authorizes the finance director to transfer the remaining budget funds from 10112100-526125 account to the 251501-467101 account. There is approximately \$4600 left in the Mayor's training and conferences account.

**STAFF COMMENTS:**

Since the pandemic has led to several events and conferences to be canceled, there are some funds left in the Mayor's Training and Conference account. Both accounts are similar in spirit and share a comparable purpose.

**ACTION REQUESTED:**

Motion to recommend the Common Council to approve resolution number 103-21-22

**ATTACHMENTS:**

- I. R.C. No. 103-21-22

III

Res. No. 103 - 21 - 22. By Alderpersons Mitchell and Filicky-Peneski.  
December 6, 2021.

A RESOLUTION authorizing a transfer related to the 2021 Mayor's Training & Conferences remaining budget to support the City of Sheboygan's International Committee and Sister City program.

WHEREAS, due to a transition in mayors, and with the COVID-19 pandemic leading to events getting canceled, there are some remaining one-time funds in the mayor's Training and Conferences account; and

WHEREAS, the City of Sheboygan and the Mayor's International Committee is currently planning a trip to the Sister City of Esslingen, Germany; and

WHEREAS, the Mayor is anticipating remaining budget funds in the Mayor - Training & Conferences account of approximately \$5,000 at the conclusion of 2021; and

WHEREAS, both funds are similar in spirt and share a purpose that is comparable.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director is authorized to transfer the remaining budget amount, not to exceed \$5,000, from the Mayor - Training & Conferences Account (Account No. 10112100-526125) to the International Committee Special Revenue Fund (Account No. 251501-467101).

FAP

Barbara Felde  
R. Filicky-Peneski

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

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

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 104-21-22 rescinding the 2019 real estate tax for Parcel No. 59281631523 and authorizing the issuance of a refund for excess property tax paid on Parcel No. 59281631523 to St. Nicholas Hospital Sisters of St. Francis.

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**REPORT PREPARED BY:** Deputy Finance Director Jessica Huss

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**REPORT DATE:** December 9, 2021

**MEETING DATE:** December 13, 2021

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

Wisconsin State Statute 74.33 states that property taxes may be rescinded and refunded to the parcel owner upon discovery that a clerical error has been made. When taxes are rescinded, the State of Wisconsin will review the request and may authorize the City of Sheboygan to chargeback other taxing jurisdictions.

**STAFF COMMENTS:**

In 2019, St. Nicholas Hospital Sisters of St. Francis was overtaxed in the amount of \$18,709.22 on parcel 59281631523. The State of Wisconsin has authorized the City of Sheboygan to chargeback the overlapping taxing jurisdictions.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 104-21-22 to rescind the 2019 real estate tax in the amount of \$18,709.22 and authorize the Finance Director to issue a refund to St. Nicholas Hospital Sisters of St. Francis and rescind the amount from the General Fund Taxroll Account.

**ATTACHMENTS:**

- I. Res. No. 104-21-22

III

4.3

Res. No. 104 - 21 - 22. By Alderpersons Mitchell and Filicky-Peneski.  
December 6, 2021.

A RESOLUTION rescinding the 2019 real estate tax for Parcel No. 59281631523 and authorizing the issuance of a refund for excess property tax paid on Parcel No. 59281631523 to St. Nicholas Hospital Sisters of St. Francis.

WHEREAS, a clerical error in the assessed value of Parcel No. 59281631523 resulted in St. Nicholas Hospital Sisters of St. Francis overpaying the 2019 real estate property taxes on that parcel by \$18,709.22; and

WHEREAS, Wis. Stat. § 74.33 provides that property taxes may be refunded or rescinded in the event of - among other things - a clerical error; and

WHEREAS, the State of Wisconsin has authorized a chargeback of this overpaid property tax from the other taxing jurisdictions to the City of Sheboygan during the 2021 filing year pursuant to Wis. Stat. § 74.41; and

WHEREAS, reimbursement from the other taxing jurisdictions is anticipated by February 15, 2022.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director is authorized and directed to rescind the 2019 real estate taxes in the amount of \$18,709.22 for Parcel No. 59281631523 and refund the parcel owner, St. Nicholas Hospital Sisters of St Francis, the rescinded amount from the General Fund Taxroll Adjustment Account (Account No. 10115100-590250).

FAP

Barbara Felde  
R. Filicky-Peneski

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

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

III

4.4

Res. No. 105 - 21 - 22. By Alderpersons Mitchell and Filicky-Peneski.  
December 6, 2021.

A RESOLUTION revising the fee schedule for the Sheboygan Fire Department's ambulance services.

WHEREAS, the rates for the Sheboygan Fire Department's ambulance services were first established in 2008, and have not been revised since then; and

WHEREAS, since that time, there has been a move in the market away from itemized billing and toward bundled billing based on the level of care provided; and

WHEREAS, four general levels of care are recognized: (1) Advanced Life Support (ALS); (2) Basic Life Support (BLS); (3) Specialty Care Transport (SCT); and (4) Treatment / No Transport (TNT); and

WHEREAS, it is in the best interest of the City to revise the rates for ambulance billing as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED: That the Sheboygan Fire Department billing rates for ambulance services effective January 1, 2022 shall be:

Level of Care:	ALS	ALS2	BLS	SCT	TNT	Mileage
Bundled Charge (Resident)	\$1,178.00	\$1,291.00	\$800.00	\$1,400.00	\$800.00	\$19.00
Bundled Charge (Non-Resident)	\$1,278.00	\$1,391.00	\$900.00	\$1,500.00	\$900.00	\$19.00

FAP

BE IT FURTHER RESOLVED: That the Sheboygan Fire Department shall impose a lift-assist fee as follows, with the number of lifts calculated on a rolling year basis:

Lift Number	Fee
1 - 3	\$0
4 - 6	\$50.00 / each
7 - 9	\$100.00 / each
10 or More	\$150.00 / each

*Barbara Felde*  
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*Anthony Lunk*  
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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

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE & PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 105-21-22 by Alderpersons Mitchell and Filicky-Peneski approving the new ambulance billing fee structure for Emergency Medical Services (EMS).

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**REPORT PREPARED BY:** Eric Montellano, Fire Chief

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**REPORT DATE:** November 30, 2021      **MEETING DATE:** December 13, 2021

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

Budget Line Item:	28022500-442636	Wisconsin	N/A
Budget Summary:	N/A	Statutes:	
Budgeted Expenditure:	N/A	Municipal Code:	N/A
Budgeted Revenue:	1.3 Million		

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**BACKGROUND / ANALYSIS:**

The Sheboygan Fire Department began provided ambulance services to the residents and visitors of the City of Sheboygan in 2008. At this time service rates were established based on industry standards. The fees were based on type of medical service provided, Advanced Life Support (ALS), Basic Life Support (BLS), Specialty Care Transports (SCT), Treatment No Transport (TNT), and Mileage.

**STAFF COMMENTS:**

- The Fire Chief is requesting the ambulance rate fee approval, which has not seen an adjustment since 2008.
- In addition, the Fire Chief is proposing a lift assist fee based on a rolling calendar year (similar to comparable communities).
- The Fire Chief will also be implementing a plan to review the ambulance fee structure with the City Administrator on an annual basis.

**ACTION REQUESTED:**

A motion to recommend approval of the Res. No. 105-21-22.

**ATTACHMENTS:**

- I. Res. No. 105-21-22

III

DIRECT REFERRAL TO FINANCE & PERSONNEL COMMITTEE

Res. No. 113 - 21 - 22. By Alderpersons Mitchell and Filicky-Peneski.  
December 13, 2021.

A RESOLUTION authorizing the expenditure of American Rescue Plan Act funds to address the room tax revenue losses experienced during 2020 compared to the baseline 2019 amounts.

WHEREAS, in Res. No. 71-21-22, the Common Council expressed its intent regarding funds received by the City of Sheboygan through the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act; and

WHEREAS, one permissible use of these funds is to respond to the negative economic impacts of COVID-19, which may include aid to impacted industries such as "tourism, travel, and hospitality"; and

WHEREAS, one category identified in Res. No. 71-21-22 was "Aid to Tourism, Travel and Hospitality" in the amount of \$563,489; and

WHEREAS, this amount is the equivalent to the room tax revenue losses within the City during 2020 compared to the baseline 2019 amounts.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council authorizes the appropriate City officials to use \$563,489 of the ARPA Funds to address the room tax revenue losses experienced within the City during 2020 compared to the baseline 2019 amounts. Pursuant to the allocation of room tax revenue, \$394,442.30 will be paid to the Sheboygan Area Room Tax Commission, and \$169,046.70 will be retained by the City in Account No. 26015100-414100.

BE IT FURTHER RESOLVED: That the appropriate City officials shall have the Sheboygan Area Room Tax Commission sign any documents necessary to satisfy the City's obligations under the Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions prior to making any payment to the Sheboygan Area Room Tax Commission.

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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

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 113-21-22 authorizing the expenditure of American Rescue Plan Act funds to address the room tax revenue losses experienced during 2020 compared to the baseline 2019 amounts.

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

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**REPORT DATE:** December 9, 2021      **MEETING DATE:** December 13, 2021

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

Wisconsin Statutes:  
Municipal Code: N/A

**BACKGROUND / ANALYSIS:**

City staff calculated the room tax losses based on the information provided from Visit Sheboygan. The total amount of room tax loss in 2020 compared to the baseline 2019 as directed by the U.S Treasury was compared to the following actuals:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Yearly Total	
<b>2018</b>	114,583	204,284	281,766	202,758	803,392	
<b>2019</b>	271,098	399,198	648,368	288,232	1,606,896	
<b>2020</b>	229,616	169,003	495,847	174,398	1,068,863	
<b>2021</b>	245,642	257,494	571,429	285,714	1,360,279	<b>Projected</b>

**STAFF COMMENTS:**

By approval of this resolution, the City Finance Department will wire the American Rescue Plan Act funds to the Sheboygan Area Room Tax Commission, who will forward the funds to Visit Sheboygan. Once Visit Sheboygan receives their portion, they are prepared to pay the city two payments of Blue Harbor Room tax re-payments per the agreement between the two parties.

**ACTION REQUESTED:**

Motion to recommend Common Council to approve Res. No. 113-21-22 authorizing the expenditure of American Rescue Plan Act funds to address the room tax revenue losses experienced during 2020 compared to the baseline 2019 amounts.

**ATTACHMENTS:**

- I. Res. No. 113-21-22