

*****ATTACHMENTS*****

II

4.6

R. O. No. 133 - 19 - 20. By CITY CLERK. January 6, 2020.

Submitting a communication from Toby Watson, South Pier Real Estate Development, regarding individual's personal property tax being applied to another individual.

Finances
Personnel

CITY CLERK



South Pier Real Estate Development

2808 Kohler Memorial Drive, Suite 1, Sheboygan, WI 53081
920-918-7377 tobytylerwatson@gmail.com

January 2, 2020

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

RE: Individuals Personal Property Tax Being Applied To Another Individual

Dear Mayor Vandersteen,

Today, I attempted to obtain an electrical permit for my property at 2808 Kohler Memorial Drive, Sheboygan, WI. I had obtained a building renovation permit last week for a new wheelchair ramp without any problem, but today, the building inspection department stated there was a lien against my property and an amount owed for taxes.

I informed them I own this property free and clear from any liens and or mortgages. They informed me, there were two individuals who were tenants at my property in 2018, and that they did not pay their own "personal property" tax bill (i.e. for their own desk, computer, etc...).

I questioned why the City of Sheboygan was then attempting to stop my taking out a building permit due to someone else's bill, especially since it is not my bill and I have no control over another person, do not have any control or possession of that person's personal property. At first, I did not even recognize the name of these individuals when the clerk stated it to me.

The clerk indicated that Eric Ikoff owed the City .67 cents, and that Brian Dewey owed the City \$93.63 for their own personal property tax. Obviously I refused to pay someone else's bill, and as of today, we now do not have a permit and no improvement can begin.

The Building Inspection clerk transferred me to Mr. Chuck Adams, City Attorney, who informed me that Wisconsin statute indicates a city can place a lien against my building, and stop a permit, if a tenant or former tenant of a building does not pay their own personal property tax.

Now, I had already read the statute prior to calling him, and I could not find any such language. I specifically indicated I have no control or possession over someone else's personal property, and I requested he tell me what statute he was citing. He stated the City ordinance allows for the building inspection department to stop permits being issued because of a tenant not paying their bill, and he could not give me legal advice.

I then posed a hypothetical question to Mr. Adams, stating that if my tenant who rents a mailbox at my office building, for their food truck business, did not pay their personal property tax for their food trucks, was he telling me the city could and or would file a lien against my property, stop me from improving my property, and ultimately foreclose and take my building that I paid for in full, all because a guy who rented a mailbox did not pay there own personal property bill. Mr. Adams indicated the city could and the statue allows for this. When I again asked for the specific statue and ordinance, I was referred to my own attorney.

I do not believe the City of Sheboygan has the legal right to stop my building permit request, impose another person's bill upon me, and then literally take my personal property (a building!) because some else decided not to pay their own personal, their personal, property tax bill.

I would like to request the following:

- 1) **The ability to obtain an electrical permit for my office building, by having the amount owed by these old tenants be released from my property.**
- 2) **Obtain clarification as to the specific statue that states the city can force me to pay for another persons tax bill, especially when I have no control or possession over someone else's business and personal property.**
- 3) **Request that a specific resolution or ordinance be created preventing the stopping of building permits being obtained due to personal property taxes not being paid, which has nothing to do with the actual building and or the owner of a building.**
- 4) **Request that a specific resolution and or ordinance be created stating the city will only seek reimbursement from the original owing party that is listed on the personal property tax bill, and that the city will specifically not file a lien or see to foreclosure upon a landlords property for the failure of a tenant to pay their own tax bill, especially when that landlord has no control or possession of the tenants own personal property, whether it be stored on or off of the landlords physical property.**

The sovereignty and responsibility of an individual to care for themselves is of the utmost importance. Individuals need to be responsible for their own actions, and it becomes dangerous to our society when we attempt to make others responsible for the actions of others, especially when we have no actual control over those other individuals. The government should not attempt to make one person responsible for another man's liabilities, especially when someone has no control or that other individual and their actions. I can not believe this is even constitutional. I pay my taxes, I improve my properties, and I have no possession or control over other people's personal property, and I should not be held responsible to pay someone else's tax and debt. I will NEVER pay the .67 cents, and certainly not any more.

Please let me know how you wish me to proceed, as we have completed our building renovations, but are waiting now for some electrical upgrades to be performed. Frankly this type of city behavior gives me serious pause to doing more work, owning property and being a

developer. It is hard enough to navigate my own financial obligations, but to now think I could be held liable for the 200+ other tenants I have in the city, frankly, makes me cringe.

Regards,

**Dr. Toby Watson, President
South Pier Real Estate Development**

**Cc
Atty. Josh McKinley**

PERSONAL PROPERTY TAX BILL FOR 2018

Bill #: 1290
Parcel #: 59281850226P
Alt. Parcel #:
DEWEY, BRIAN
2808 KOHLER MEMORIAL DR STE 4
SHEBOYGAN WI 53081-3166

CITY OF SHEBOYGAN
 To view payments, property
 information, and maps go to
treasurer.sheboygancounty.com

Total Due For Full Payment
 By January 31, 2019
\$79.35
 -- OR --
Pay First Installment
 By January 31, 2019
\$79.35

Make Check Payable and Mail to:
CITY OF SHEBOYGAN
MARTY HALVERSON, FINANCE DIR
928 CENTER AVENUE
SHEBOYGAN WI 53081
920-459-3311



Tear off this stub and include with your first or full payment. If receipt is received, send a self-addressed stamped envelope.
 If payment is made by check, receipt is not valid until check has cleared all banks.

Municipality/Location	Collection Dates/Notes	Bank Collection Site	Bank Collection Hours
City of Sheboygan	In person payments should be made at one of the 4 Wisconsin Bank & Trust locations in Sheboygan.	Wisconsin Bank & Trust Lobby 410 Highway 43 North, Sheboygan 608 N Taylor Drive, Sheboygan 608 N 2nd Street, Sheboygan 8238 S Business Drive, Sheboygan	Bank by Mail and payment Mon-Fri - 8:55 to 4:00 No Sat collection No Drive-Thru Payments Closed 12/24/18 & 12/31/18

Other Drop Off Sites:
Drop Box:
Dates Municipality Closed:
Online Payment:
Other Information:
Telephone:

None
 Located at Temporary City Hall - 800 N. 2nd Street, Sheboygan
 12/24/18, 12/25/18, 12/31/18, 1/1/19
www.sheboygancounty.gov - Click on property tax payment options banner on homepage. NOTE: Services fees will apply.
 Email tax questions and receipt requests to: taxinfo@sheboygancounty.gov
 920-459-3311



STATE OF WISCONSIN
PERSONAL PROPERTY TAX BILL FOR 2018
CITY OF SHEBOYGAN
SHEBOYGAN COUNTY

BILL NO. 1290
 Correspondence should refer to parcel number
PARCEL#: 59281850226P

SE09 65

Property Address:
2808 KOHLER MEM DR

Assessed Value Land	Ass'd Value Improvements	Total Assessed Value	Area	Ratio	Val. Per Acre	Land	Ass'd Value Improvements	Total Val. Per Acre	A star in this box means unpaid prior year taxes
Personal	Property	3,110	0.9048			Personal	Property	3,400	
Taxing Authority	2017 Est. Taxable Ad Val. Tax Dist.	2018 Est. Taxable Ad Val. Tax Dist.	2017 Net Val.	2018 Net Val.	% Tax Change	Gross Property Tax	First Dollar Credit	Lottery Credit	Net Property Tax
STATE OF WISCONSIN		1,683,104		0.00		79.35			79.35
SHEBOYGAN COUNTY		13,418,661		17.62	100.01				
CITY OF SHEBOYGAN		59,766,611		30.92	100.01				
SHEBOYGAN		2,897,907		26.17	100.01				
LTC				2.74	100.01				
Total		77,766,283		79.35	100.01				
	First Dollar Credit								
	Lottery & Gaming Credit								
	Net Property Tax			79.35	100.01				
School taxes reduced by school levy tax credit	\$6.13								
REMAIN THIS PORTION AS YOUR COPY									
SEE REVERSE SIDE FOR IMPORTANT INFORMATION									

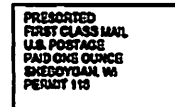
FOR INFORMATIONAL PURPOSES ONLY
 • Total Approved Temporary Tax Increases

Total Additional Taxes Applied to Property
 0.79

Year Increase Ends
 2037

CITY OF SHEBOYGAN
MARTY HALVERSON, FINANCE DIR
928 CENTER AVENUE
SHEBOYGAN WI 53081

TAX BILL ENCLOSED
 for 59281850226P



ADDRESS SERVICE REQUESTED



DEWEY, BRIAN
2808 KOHLER MEMORIAL DR STE 4
SHEBOYGAN WI 53081-3166

PERSONAL PROPERTY TAX BILL FOR 2018

BU#: 298
Parcel #: 59281820230P
Alt. Parcel #:
EICKHOFF, ERIC E
2808 KOHLER MEMORIAL DR STE A
SHEBOYGAN WI 53081-3177

CITY OF SHEBOYGAN
 To view payments, property
 information, and maps go to
treasurer.sheboycounty.com

Total Due For Full Payment
 By January 31, 2019
\$38.26
 -- OR --
Pay First Installment
 By January 31, 2019
\$38.26

Make Check Payable and Mail to:
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MARTY HALVERSON, FINANCE DIR
828 CENTER AVENUE
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Other Drop Off Sites:
 Drop Box
 Dates: Municipality Closed
 Online Payment: www.sheboycounty.gov
 Other Information:
 Telephone: 920-459-3311

None
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8209 60

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----- Forwarded message -----

From: Suhrke, Laurie <Laurie.Suhrke@sheboyganwi.gov>
Date: Thu, Jan 2, 2020 at 1:42 PM
Subject: 2018 Personal Property taxes
To: tobytylerwatson@gmail.com <tobytylerwatson@gmail.com>
Cc: Suhrke, Laurie <Laurie.Suhrke@sheboyganwi.gov>

January 2019

59281820230P	Taxes \$0.57	Interest/Penalty \$0.10	Total Due \$0.67
59281950226	Taxes \$79.35	Interest/Penalty \$14.28	Total Due \$93.63

Laurie Suhrke
Auditor/Analyst
City of Sheboygan

Laurie.Suhrke@sheboyganwi.gov
828 Center Avenue
Sheboygan, WI 53081
(920)-459-3314
www.SheboyganWI.gov

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

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 151-19-20 by Alderpersons Donohue and Bohren authorizing entering into an Agreement with Visit Sheboygan STEAM, Inc.

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

REPORT DATE: January 22, 2020

MEETING DATE: January 27, 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:

Visit Sheboygan STEAM, Inc. is a 501c4 that was created out of the Visit Sheboygan, Inc. to accept non-room tax related contributions and grants for the new Science, Technology, Engineering, Arts and Mathematics Center to be developed as part of the new visitor center. The purpose of the project is to provide local schools, residents and visitors an eco-tourism experience when visiting Sheboygan. Under the proposed plan, Visit Sheboygan would create green infrastructure, ecosystems and micro prairie around the visitor center to educate the public on how the Lake Michigan ecosystem operates. To help fund the proposed improvements a grant was written to the Fund for Lake Michigan and was awarded at \$75,000. The Fund for Lake Michigan requested that the City be the applicant, therefore, this agreement allows the funds to pass through the City to Visit Sheboygan for the proposed improvements.

STAFF COMMENTS:

The City has similar arrangements with public service organizations as it relates to the Community Development Block Grant program where the City pass-through funding in order to qualify for certain programs.

ACTION REQUESTED:

Motion to recommend the Common Council adopt Res. No. 151-19-20 authorizing entering into an agreement with Visit Sheboygan STEAM, Inc.

ATTACHMENTS:

- I. Res. No. 151-19-20

III

5.2

Res. No. 151 - 19 - 20. By Alderpersons Donohue and Bohren.
January 20, 2020.

A RESOLUTION authorizing entering into an Agreement with Visit Sheboygan STEAM, Inc.

RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the Agreement Between the City of Sheboygan and Visit Sheboygan STEAM, Inc. for Fund for Lake Michigan Grant Funds, a copy of which is attached hereto and incorporated herein.

Finance
Personnel

Theresa Donohue
James A Bohren

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

AGREEMENT

BETWEEN THE CITY OF SHEBOYGAN AND

VISIT SHEBOYGAN STEAM, INC.

FOR FUND FOR LAKE MICHIGAN GRANT FUNDS

THIS AGREEMENT made and entered into by and between the City of Sheboygan, Wisconsin, hereinafter called the "**CITY**," and Visit Sheboygan STEAM, Inc. with an office at _____ S. 8th Street, Sheboygan, WI, hereinafter called "**VISIT**".

WITNESSETH:

WHEREAS, the **CITY** has applied for, and received, a Fund for Lake Michigan Grant in 2019 and was awarded funding in January 2020, hereinafter called "**FFLM**"; and

WHEREAS, the **CITY** and **VISIT** have submitted a proposal for funding and support of the STEAM Education Center Project in the amount of \$75,000 to be constructed on the site of the Visit Sheboygan Visitor Center; and

WHEREAS, the **CITY** is the **FFLM** grantee and desires to contract with **VISIT** to undertake the activities supported by **FFLM** funds.

NOW, THEREFORE, in consideration of the promises, covenants, agreements and payments herein mentioned, the **CITY** and **VISIT** mutually agree as follows:

ARTICLE I - GENERAL DESCRIPTION OF PROJECT

The project involves development of site plans and engineering assessments, including landscape, designs for the transformation of a new public access easement into a public greenspace, and designs for green infrastructure including asphalt removal, re-grading of land and incorporation of native grasses and vegetation with the creation of a rain garden and micro prairie. The third component is the development of exhibit designs for signage and hands-on outdoor grade manipulative.

ARTICLE II - SERVICES PROVIDED BY VISIT

VISIT shall contract with the necessary firms to carry out the terms of the grant agreement with FFLM.

ARTICLE III - COMPENSATION

Upon receipt of evidence agreeable to the CITY that VISIT is performing the services pursuant to this Agreement, VISIT shall receive a payment from the CITY based on the payment schedule outlined in the grant including Payment No. 1 of \$50,000 on or around February 15, 2020 and Payment No. 2 of \$25,000 on or around August 15, 2020.

ARTICLE IV - REQUEST FOR PAYMENT

VISIT shall submit a written request for payment to the Department of City Development. The CITY shall disburse payment in two lump sum payments based on payment schedule from grantee.

ARTICLE V - VERIFICATIONS OF EXPENDITURES

The Finance Director/Treasurer of the CITY shall have access to all the books and records of VISIT pertaining to expenditures of monies for the purpose of verifying that such expenditures were for a public purpose inuring to the benefit of the public as provided herein.

ARTICLE VI - MODIFICATIONS

This Agreement may be modified or amended only in writing, signed by both parties.

ARTICLE VII - FINAL PAYMENT ACCEPTANCE

The acceptance by VISIT of any payment made under this Agreement, or of any final payment due on termination of this Agreement, shall constitute a full and complete release of the CITY from any and all claims, demands and causes of action whatsoever which VISIT may have against the CITY under the provisions of this Agreement.

ARTICLE VIII - LIABILITY INSURANCE AND HOLD HARMLESS CLAUSE

VISIT agrees to provide liability protection for its officers, employees and agents while acting within the scope of

their employment. VISIT further agrees to hold harmless the CITY, its officers, agents and employees from any and all liability, including claims, demands, lawsuits, costs, damages and expenses of every kind and description (including death), or damages to persons or property arising out of or in connection with or occurring during the course of this Agreement where such liability is founded upon or grows out of the acts or omissions of any of the officers, employees or agents of VISIT.

ARTICLE IX - CONFLICT OF INTEREST

VISIT covenants and agrees that no officer or employee of the corporation has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the project or services to be provided herein. Further, the corporation covenants that in the performance of this Agreement it shall not employ any person having such interest.

ARTICLE X - DOCUMENTATION FOR REPORTING PURPOSES

VISIT agrees to provide the necessary documentation as required for the City to submit the interim report on July 15, 2020 and the final report by October 15, 2020 to the grantee per the special provisions of the grant agreement.

IN WITNESS WHEREOF, the City of Sheboygan has caused this instrument to be executed by Michael Vandersteen, Mayor, and Meredith DeBruin, City Clerk, this ___ day of _____, 2020.

CITY OF SHEBOYGAN

BY: _____
Michael Vandersteen, Mayor

ATTEST: _____
Meredith DeBruin, City Clerk

IN WITNESS WHEREOF, Visit Sheboygan STEAM, Inc. of has caused this Agreement to be signed this ____ day of _____, 2020.

VISIT SHEBOYGAN STEAM, INC.

BY: _____

ATTEST: _____

This Agreement is authorized by and in accordance with Res. No. ____-19-20.

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 152-19-20 by Alderpersons Donohue and Bohren authorizing the appropriate City officials to execute the Fund for Lake Michigan Grant Agreement in order to accept \$75,000 grant funds.

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

REPORT DATE: January 22, 2020

MEETING DATE: January 27, 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 \$75,000 grant from the Greater Milwaukee Foundation through the Fund for Lake Michigan will be passed through to Visit Sheboygan STEAM, Inc. to be used for construction green infrastructure improvements around the visitor center on South 8th Street. Under the previously approved agreement with Visit Sheboygan STEAM, Inc., the city will be provided the necessary reporting requirements in order to comply with the grant award.

STAFF COMMENTS:

None.

ACTION REQUESTED:

Motion to recommend the Common Council adopt Res. No. 152-19-20 authorizing the appropriate City officials to execute the Fund for Lake Michigan Grant Agreement in order to accept \$75,000 grand funds.

ATTACHMENTS:

- I. Res. No. 152-19-20

III

5.3

Res. No. 152 - 19 - 20. By Alderpersons Donohue and Bohren.
January 20, 2020.

A RESOLUTION authorizing the appropriate City officials to execute the Fund for Lake Michigan Grant Agreement in order to accept \$75,000 grant funds.

RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the Fund for Lake Michigan Grant Agreement for Grant 20194715, a copy of which is attached hereto and incorporated herein.

Finance
Personnel

Theresa Donohue
James A. Bohren

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



**Fund for
Lake Michigan**
Clearly making a deep impact.

At the Global Water Center
247 W. Freshwater Way, Suite 537, Milwaukee, WI 53204
414-418-5008 | fundforlakemichigan.org

January 8, 2020

Kathy Cannistra
City of Sheboygan
630 Riverfront Dr. STE 200
Sheboygan, WI 53081

Grant Number: 20194715

Dear Kathy:

It is my pleasure to inform you that the trustees of the Fund for Lake Michigan have approved a grant of \$75,000 to City of Sheboygan to support the STEAM Education Center project.

The Fund for Lake Michigan is a donor-advised fund of the Greater Milwaukee Foundation, Inc. You should receive your initial grant payment directly from the GMF once the attached grant contract is signed and returned to the Fund for Lake Michigan. Please send the contract electronically to casey@fundforlakemichigan.org. Note that the grant agreement includes payment dates, reporting requirements and other important information and conditions of the grant.

We are excited about this project and are honored to support your organization. For all publications and correspondence, please refer to this as a grant from the **Fund for Lake Michigan**. The Fund's name and logo should appear in publications, electronic materials, and on signs for events or projects supported by the grant.

See your grant agreement and the attached guidelines for additional information on publicizing your grant, and please keep us posted on your outreach plans. We are happy to be of assistance as you consider ways to acknowledge the Fund and share news about your grant with others.

Congratulations and best wishes. We look forward to hearing updates on your progress and hope that you will not hesitate to contact the Fund if we can further assist your efforts.

Sincerely,

Vicki Elkin
Executive Director
Fund for Lake Michigan



A fund within the Greater Milwaukee Foundation
c/o Greater Milwaukee Foundation
101 W. Pleasant St., Milwaukee, WI 53212
phone: (414) 272-5805

Fund for Lake Michigan Grant Agreement for Grant: 20194715

The grant to your organization from the Fund for Lake Michigan (the Fund) at the Greater Milwaukee Foundation (the Foundation) is for the explicit purpose(s) described below and in your grant application to the FFLM and is subject to your acceptance of the following conditions. To acknowledge this agreement, to accept the grant, and to be eligible to receive the funds when needed, **return one signed copy of this grant contract to the Fund for Lake Michigan via email to casey@fundforlakemichigan.org.**

Grant Information

Grantee name: City of Sheboygan

Amount of grant: \$75,000 Date authorized: 12/19/2019

Grant purpose: STEAM Education Center

Grant period begins: 1/1/2020 Ends: 9/30/2020

Payment schedule: \$50,000 on 2/15/2020 and \$25,000 on 8/15/2020

Reporting schedule: An interim report is due on 7/15/2020 and a final report is due 10/15/2020

Special conditions: _____
if section IIA applies, final payment may not be issued until signage and other requirements have been met

Special Provisions

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder.

Please read the following carefully:

I. EXPENDITURE OF FUNDS

This grant is to be used only for the purpose described in the grant application and in accordance with the approved budget. The program is subject to modification only with prior written approval from the Fund and the Foundation.

- A. The grantee shall return to the Foundation any unexpended funds:
 - 1. if the Fund or Foundation determines that the grantee has not performed in accordance with this agreement and approved program/budget,
 - 2. if the grantee loses its exempt "public charity" status under Section 501(c)(3) of the Internal Revenue Code, or
 - 3. if the grant period has ended.

- B. No funds provided by the Foundation may be used for any political campaign, legislation, candidates, or office holders, or to support attempts to influence legislation or public policy positions by any government body, other than through making available the results of nonpartisan analysis, study, and research. Grantees may be required to note in presentations or printed publications resulting from the grant that such conclusions do not reflect the position of the Fund for Lake Michigan or the Greater Milwaukee Foundation.

- C. Unless specifically authorized by the Foundation, expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.

- D. The grantee organization is responsible for the expenditure of the funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

- E. Private entities receiving funds from the Fund must solicit competitive bids for all contracts and other expenses estimated to be over \$50,000. Public entities receiving funds from the Fund must follow their own procurement laws and policies.

II. SIGNAGE AND PUBLICITY

- A. The grantee will include the Fund's logo and denote the Fund as a supporter of the project on printed materials, event announcements, the grantee's or project's website, and other media.
- B. When applicable, Fund staff will be included in major press announcements involving the project described in the proposal, such as ground-breakings, ribbon cuttings, and award ceremonies.
- C. The grantee is encouraged to acknowledge the Fund's support on social media and to follow the Fund for Lake Michigan on Twitter, Facebook, and LinkedIn.
- D. If applicable, the grantee will install educational signage that is approved by the Fund.
- E. The grantee will periodically share other photos, video clips, news articles, and other outreach materials that show the impact of the Fund's grant. These materials can be sent directly to Fund staff or submitted via the Fund's website via the "Share Your Story" webpage (<http://www.fundforlakemichigan.org/share-your-story/>).
- F. The grantee will, when asked, report on efforts to recognize the Fund for its support.

III. OPERATIONS AND MAINTENANCE

For all on-the ground restoration and infrastructure projects, the grantee will maintain the project for at least five years. If the Project fails to perform as anticipated, or if maintaining the Project is not feasible, then the grantee will provide a report to the Fund explaining the failure of the Project or why maintenance is not feasible. Failure to maintain the Project may make the grantee ineligible for future Fund for Lake Michigan funding, until the grantee corrects the maintenance problems.

IV. REPORTING REQUIREMENTS

Reports will be submitted according to the following schedule:

- An interim report is due on: 7/15/2020
- A final report is due on: 10/15/2020

Reports should be submitted using the Fund for Lake Michigan's online grant system at <https://www.grantinterface.com/lakemich/Communi/LogOn.aspx>. Please contact Casey Eggleston at casey@fundforlakemichigan or 608-334-7788 should you have any questions or problems

submitting your reports. Grantees who fail to submit reports may delay or forfeit pending or future grant payments.

For on-the-ground restoration or infrastructure projects, reports should include before and after photos of the project site.

V. LIMIT OF COMMITMENT

Unless otherwise stipulated in writing, this grant is made with the understanding that the Fund for Lake Michigan and the Greater Milwaukee Foundation have no obligation to provide other or additional support to the grantee. Any violation of the foregoing conditions will result in cancellation of future payments and refunding to the Foundation of any amounts subject to the violation.

For the Grantee:

Signature of Representative

Print Name and Title

Date

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: R.C. 331-18-19 (R.C. 140-18-19) is a claim from Larry Schoemer for alleged damages to his vehicle, R.C. 335-18-19 (R.O. 183-18-19) is a Notice of Claim from Joe Bugarino regarding alleged damages to his scooter, R.C. 341-18-19 (R.O. 213-18-19) is a claim from Jacob Lingl for alleged damages to his vehicle, R.C. 8-19-20 is a Notice of Claim from Dierkes Law Office, LLC on behalf of James Pulaski for alleged wrongful damages to his property R.O. 11-19-20 is a claim from Denise Kelly for alleged damages to her vehicle, R.O. 21-19-20 is a claim from Cincinnati Insurance Companies on behalf of Steven and Audrey Simons for alleged damages to their vehicle, R.O. 100-19-20 is a claim from Montera Comer for alleged damages to her vehicle, R.O. 10719-20 is a claim from Kevin Delray for alleged damages to his vehicle. R.O. 130-19-20 is a claim from Progressive Insurance on behalf of their insured Jon Erlein, and R.O. 131-19-20 is a Notice of Claim from Axley Brynelson, LLP on behalf of Audrey Brubaker.

REPORT PREPARED BY: Laurie Suhrke, Auditor/Analyst

REPORT DATE: January 27, 2020

MEETING DATE: January 27, 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:

R.C. No. 331-18-19 (R.C. No. 140-18-19) is a claim from Larry Schoemer for alleged damages to his vehicle.

R.C. No. 335-18-19 (R.O. No. 183-18-19) is a Notice of Claim from Joe Bugarino regarding alleged damages to his scooter.

R.C. No. 341-18-19 (R.O. No. 213-18-19) is a claim from Jacob Lingl for alleged damages to his vehicle.

R.C. No. 8-19-20 is a Notice of Claim from Dierkes Law Office, LLC on behalf of James Pulaski for alleged wrongful damages to his property.

R.O. No. 11-19-20 is a claim from Denise Kelly for alleged damages to her vehicle.

R.O. No. 21-19-20 is a claim from Cincinnati Insurance Companies on behalf of Steven and Audrey Simons for alleged damages to their vehicle.

R.O. No. 100-19-20 is a claim from Montera Comer for alleged damages to her vehicle.

R.O. No. 107-19-20 is a claim from Kevin Delray for alleged damages to his vehicle.

R.O. No. 130-19-20 is a claim from Progressive Insurance on behalf of their insured Jon Erlein.

R.O. No. 131-19-20 is a Notice of Claim from Axley Brynelson, LLP on behalf of Audrey Brubaker.

STAFF COMMENTS:

City staff has reviewed the above claims/notice of claims and under the authorization by the Common Council, Res. No. 93-14-15, the City of Sheboygan has denied all claims and notice of claims listed above.

ACTION REQUESTED:

Motion to recommend the Common Council file the following documents:

R.C. No. 331-18-19 (R.C. 140-18-19) Larry Schoemer.

R.C. No. 335-18-19 (R.O. 183-18-19) Joe Bugarino.

R.C. No. 341-18-19 (R.O. 213-18-19) Jacob Lingl.

R.C. No. 8-19-20 Dierkes Law Office, LLC.

R.O. No. 11-19-20 Denise Kelly.

R.O. No. 21-19-20 Cincinnati Insurance Companies.

R.O. No. 100-19-20 Montera Comer.

R.O. No. 10719-20 Kevin Delray.

R.O. No. 130-19-20 Progressive Insurance.

R.O. No. 131-19-20 Axley Brynelson, LLP.

ATTACHMENTS:

- I. R.C. No. 331-18-19 (R.C. 140-18-19) Larry Schoemer.
- II. R.C. No. 335-18-19 (R.O. 183-18-19) Joe Bugarino.
- III. R.C. No. 341-18-19 (R.O. 213-18-19) Jacob Lingl.
- IV. R.C. No. 8-19-20 Dierkes Law Office, LLC.
- V. R.O. No. 11-19-20 Denise Kelly.
- VI. R.O. No. 21-19-20 Cincinnati Insurance Companies.
- VII. R.O. No. 100-19-20 Montera Comer.
- VIII. R.O. No. 10719-20 Kevin Delray.
- IX. R.O. No. 130-19-20 Progressive Insurance.
- X. R.O. No. 131-19-20 Axley Brynelson, LLP

VI

5.27

R. C. No. 331 - 18 - 19. By FINANCE AND PERSONNEL COMMITTEE.
April 15, 2019.

Your Committee to whom was referred R. O. No. 140-18-19 by City Clerk submitting a claim from Larry Schoemer for alleged damages to his vehicle when wind blew a barricade into the hood; recommends referring to Finance and Personnel Committee of the new council.

*Finance + Personnel
2019-2020*

<u><i>Ronald P. Hoffmann</i></u>	_____
<u><i>James A. Bohner</i></u>	_____
<u><i>[Signature]</i></u>	_____
	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

43

R. O. No. 140 - 18 - 19. By CITY CLERK. October 15, 2018.

Submitting a claim from Larry Schoemer for alleged damages to his vehicle when wind blew a barricade into the hood.

*Finance + Personnel
4-8-19 refer to Finance +
Personnel of new council.*

CITY CLERK

VI

5.31

R. C. No. 335 - 18 - 19. By FINANCE AND PERSONNEL COMMITTEE.
April 15, 2019.

Your Committee to whom was referred R. O. No. 183-18-19 by City Clerk submitting a Notice of Claim from Joe Bugarino regarding alleged damages to his transportation scooter when it hit a water service shutoff stop box protruding from the sidewalk; recommends referring to Finance and Personnel Committee of the new council.

*Finance & Personnel
2019-2020*

James A. Bohan

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

3.1

R. O. No. 183 - 18 - 19. By CITY CLERK. December 3, 2018.

Submitting a Notice of Claim from Joe Burgarino regarding alleged damages to his transportation scooter when it hit a water service shutoff stop box protruding from the sidewalk.

*Finance +
Personnel
481924 to Finance +
Personnel of sub council*

CITY CLERK

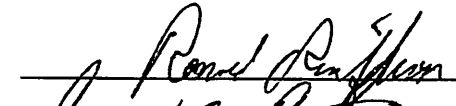

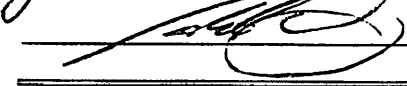
VI

5.37

R. C. No. 341 - 18 - 19. By FINANCE AND PERSONNEL COMMITTEE.
April 15, 2019.

Your Committee to whom was referred R. O. No. 213-18-19 by City Clerk submitting a claim from Jacob Lingl for alleged damages to the mirror on his vehicle when it was struck by a snow plow; recommends referring to Finance and Personnel Committee of the new council.

*Finance + Personnel
2019-2020*

	_____
	_____
	_____
	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

3.2

R. O. No. 213 - 18 - 19. By CITY CLERK. February 4, 2019.

Submitting a claim from Jacob Lingl for alleged damages to the mirror on his vehicle when it was struck by a snow plow.

Finance/
Personnel
4-8-19 memo to Finance
Personnel of new council

CITY CLERK

II

3.4

R. O. No. 8 - 19 - 20. By CITY CLERK. May 6, 2019.

Submitting a Notice of Injury and Notice of Claim from Dierkes Law Office, LLC on behalf of their client, James S. Pulaski for the alleged wrongful taking of property, an improper raze, an unlawful entry, seizure and destruction of property by the City of Sheboygan.

*Finance
Personnel*

CITY CLERK

II

37

R. O. No. 11 - 19 - 20. By CITY CLERK. May 6, 2019.

Submitting a claim from Denise Kelly for alleged damages to her vehicle when it struck a pot hole on North Avenue.

*Finance
Personnel*

CITY CLERK

II

3.3

R. O. No. 21 - 19 - 20. By CITY CLERK. May 20, 2019.

Submitting a claim from the Cincinnati Insurance Companies, on behalf of their insured drivers, Steven and Audrey Simons, for alleged damages to their vehicle when it was backed into by a street cleaner.

Finance and Personnel

CITY CLERK

II

3.1

R. O. No. 100 - 19 - 20. By CITY CLERK. November 4, 2019.

Submitting a claim from Montara Comer for alleged damages to her vehicle when a traffic barrier blew into it.

*Finance
Personnel*

CITY CLERK

II

3.1

R. O. No. 107 - 19 - 20. By CITY CLERK. November 18, 2019.

Submitting a claim from Kevin Delray for alleged damages to his vehicle when the tire hit a large section of raised concrete concealed by rain.

*Finance
Personnel*

CITY CLERK

II

43

R. O. No. 130 - 19 - 20. By CITY CLERK. January 6, 2020.

Submitting a claim from Progressive Insurance on behalf of their insured, Jonathan Erlie, for alleged damages to their parked/unoccupied vehicle when it was struck by a City of Sheboygan Sanitation truck.

Finances
Personnel

CITY CLERK



RO 131-19-20
Jan. 06, 2020

24-19
DEC 18 11:19 AM 2019

AXLEY BRYNELSON, LLP
.....

NOTICE OF CIRCUMSTANCES OF CLAIM AND CLAIM
PURSUANT TO SECTION 893.80(1d)(a) and (b)

To: City Attorney Charles Adams City Administrator Darrell Hofland
City of Sheboygan City of Sheboygan
828 Center Avenue, Suite 210 828 Center Avenue, Suite 300
Sheboygan, WI 53081 Sheboygan, WI 53081

City Clerk Meredith DeBruin
City of Sheboygan
828 Center Avenue, Suite 103
Sheboygan, WI 53081

Re: Our Client: Audrey M. Brubaker
Estate of Roman J. Martin
D/O/A: October 9, 2019
Our File No: 25346.83534

Process Server *PK*
Date 2/13/20 Time: 11:49 am/pm
 Personal Substitute
 Posted Corporate

This Notice of Circumstances of Claim and Claim is brought pursuant to sec. 893.80(1d)(a) and (b). The claimants are Audrey M. Brubaker and Estate of Roman J. Martin ("Claimants"). Roman Martin (DOB 1/12/10) is deceased. Audrey Brubaker resides at 1603 N. 7th Street, Sheboygan, Wisconsin 53081. The Claimants hereby give their Notice of Claim as set forth below:

1. The attorneys for the Claimants are Axley Brynelson, LLP, 2 E. Mifflin Street, Suite 200, Madison, Wisconsin 53703, by Attorneys Heath P. Straka and J. Michael Riley.
2. Claimant Audrey M. Brubaker is the biological mother of Roman Martin, deceased.
3. Roman Martin was tragically killed when he was run over by a garbage truck on October 9, 2019 in the City of Sheboygan. The incident occurred at the intersection of 14th Street and Center Avenue.
4. The driver of the garbage truck was Christopher A. Dekker. The crash report lists the City of Sheboygan as the owner of the garbage truck. The crash report is attached hereto.
5. The Sheboygan County Medical Examiner's Office has written a report regarding its findings. Such report was written by Christopher Nehring. According to Mr. Nehring, the cause of death of Roman Martin was open head trauma and multiple blunt force trauma. The Medical Examiner's report is attached hereto.

6. Mr. Nehring was on the scene of the incident prior to the removal of the subject garbage truck or Roman Martin's body. Roman Martin was deceased upon Mr. Nehring's arrival.

7. Mr. Nehring performed his duties as the Medical Examiner including, but not limited to, photographing the scene and making observations of the location of the subject garbage truck and Roman Martin's body.

8. According to Mr. Nehring's findings, he stated the following in his report, "It appears that Roman was traveling Northbound on the East sidewalk of 14th Street in the City of Sheboygan, when the City of Sheboygan Garbage Truck also traveling Northbound on 14th Street turned right on Center Street [sic] striking Roman while he was operating his bicycle. Roman was struck by the truck while in the East side crosswalk."

9. As a result of the aforesaid incident, Roman Martin suffered the fear of death, conscious pain and suffering and fatal injuries to his head and body.

10. As a result of the aforesaid incident, Claimant, Audrey M. Brubaker, has suffered the loss of society and companionship of her son, Roman Martin.

11. Claimants hereby demand the statutory maximum amount of damages of \$250,000 from the City of Sheboygan, as employer of the driver, Christopher A. Dekker, and as owner of the subject garbage truck.

12. The undersigned is one of the attorneys for Claimants and is therefore authorized to provide this Notice of Circumstances of Claim and Claim.

Dated this 12th day of December, 2019.

AXLEY BRYNELSON, LLP



Attorney Heath P. Straka
State Bar No. 1031351
J. Michael Riley
State Bar No. 1013649
Attorneys for Claimants
2 East Mifflin Street, Suite 200
Madison, WI 53703
Tel: (608) 257-5661
E-mail: hstraka@axley.com; mriley@axley.com

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: R.C. No. 315-18-19 (R.C. No. 27-17-18, R.O. 46-17-18) is a claim from J. Richard Law Offices, LLC on behalf of Darlene Jesion for alleged injuries from a fall, R.C. No. 316-18-19 (R.C. No. 284-17-18, R.O. No. 47-17-18) is a claim from Wisconsin Public Service Corporation for alleged damages, R.C. No. 323-18-19 (R.C. No. 303-17-18, R.O. No. 04-17-48) is a Notice of Injury from Gendlin, Liverman & Rymer, S.C. on behalf of Willard Jepsen for alleged injuries from a fall, R.C. No. 332 18-19 (R.O. No. 143-18-19) is a Notice of Claim from the Department of Natural Resources for allege noncompliance with Wisconsin's storm water permitting standards at the SouthePointe Enterprise Campus site, R.C No. 340-18-19 (R.O. No. 212-18-19) is a notice of claim from Skogen's Fesitival foods for recovery of alleged unlawful taxes.

REPORT PREPARED BY: Laurie Suhrke, Auditor/Analyst

REPORT DATE: January 27, 2020

MEETING DATE: January 27, 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:

R.C. No. 315-18-19 (R.C. No. 27-17-18, R.O. No. 46-17-18) is a Notice of Claim from J. Richard Law Offices, LLC on behalf of Darlene Jesion for alleged injuries from a fall.

R.C. No. 316-18-19 (R.C. No. 284-17-18, R.O. No. 47-17-18) is a Notice of Claim from Wisconsin Public Service Corporation for alleged damages.

R.C. No. 323-18-19 (R.C. No. 303-17-18, R.O. No. 314-17-18) is a Notice of Injury from Gendlin, Liverman & Rymer, S.C. on behalf of Willard Jepsen for alleged injuries from a fall.

R.C. No. 332 18-19 (R.O. No. 143-18-19) is a Notice of Claim from the Department of Natural Resources for allege noncompliance with Wisconsin's storm water permitting standards at the SouthePointe Enterprise Campus site.

R.C. No. 340-18-19 (R.O. No. 212-18-19) is a Notice of Claim from Skogen's Fesitival Foods for recovery of alleged unlawful taxes.

STAFF COMMENTS:

City staff has reviewed the above notice of claims and under the authorization by the Common Council, Res. No. 93-14-15, the City of Sheboygan has filed all claims and notice of claims listed above.

ACTION REQUESTED:

Motion to recommend the Common Council file the following documents:

R.C. No. 315-18-19 (R.C. No. 27-17-18, R.O. No. 46-17-18) J. Richard Law Offices, LLC

R.C. No. 316-18-19 (R.C. No. 284-17-18, R.O. No. 47-17-18) Wisconsin Public Service Corp.

R.C. No. 323-18-19 (R.C. No. 303-17-18, R.O. No. 314-17-18) Gendlin, Liverman & Rymer, S.C.

R.C. No. 332 18-19 (R.O. No. 143-18-19) Department of Natural Resources

R.C. No. 340-18-19 (R.O. No. 212-18-19) Skogen's Festival Foods

ATTACHMENTS:

- I. R.C. No. 315-18-19 (R.C. No. 27-17-18, R.O. No. 46-17-18)
- II. R.C. No. 316-18-19 (R.C. No. 284-17-18, R.O. No. 47-17-18)
- III. R.C. No. 323-18-19 (R.C. No. 303-17-18, R.O. No. 314-17-18)
- IV. R.C. No. 332 18-19 (R.O. No. 143-18-19)
- V. R.C. No. 340-18-19 (R.O. No. 212-18-19)

VI

5.11

R. C. No. 315 - 18 - 19. By FINANCE AND PERSONNEL COMMITTEE.
April 15, 2019.

Your Committee to whom was referred R. C. No. 279-17-18 by Finance and Personnel Committee and R. O. No. 46-17-18 by City Clerk submitting a claim from J. Richard Law Offices, LLC for alleged injuries sustained by their client, Darlene Jesion, in a trip and fall incident on or about March 21, 2017 on the front steps of the Sheboygan County Courthouse; recommends referring to Finance and Personnel Committee of the new council.

*Finance & Personnel
2019-2020*

<u><i>Perrod Ruffner</i></u>	_____
<u><i>James A. Bohrer</i></u>	_____
<u><i>[Signature]</i></u>	_____
	Committee

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

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

VI

5.8

R. C. No. 279 - 17 - 18. By FINANCE AND PERSONNEL COMMITTEE.
April 4, 2018.

Your Committee to whom was referred R. O. No. 46-17-18 by City Clerk submitting a claim from J. Richard Law Offices, LLC for alleged injuries sustained by their client, Darlene Jesion, in a trip and fall incident on or about March 21, 2017 on the front steps of the Sheboygan County Courthouse; recommends referring to Finance and Personnel Committee of the new council.

*Finance +
Personnel
2018-2019
4-8-19 refer to Finance +
Personnel of new council*

James A Bohre
[Signature]

Committee

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

Dated _____ 20____.

City Clerk

Approved _____ 20____, Mayor

II

4.6

R. O. No. 46 - 17 - 18. By CITY CLERK. June 5, 2017.

Submitting a claim from J. Richard Law Offices, LLC for alleged injuries sustained by their client, Darlene Jesion, in a trip and fall incident on or about March 21, 2017 on the front steps of the Sheboygan County Courthouse.

~~Finance~~
Personnel
Finance Personnel
of new council

City Clerk

VI

5.12

R. C. No. 316 - 18 - 19. By FINANCE AND PERSONNEL COMMITTEE.
April 15, 2019.

Your Committee to whom was referred R. C. No. 284-17-18 by Finance and Personnel Committee and R. O. No. 47-17-18 by City Clerk submitting a claim from Wisconsin Public Service Corporation for alleged damages they sustained when a City of Sheboygan employee did strike and damage 2" PE gas main while excavating to install new lateral from catch basin to manhole; recommends referring to Finance and Personnel Committee of the new council.

*Finance & Personnel
2019-2020*

<u><i>Paul Puffin</i></u>	_____
<u><i>James A. Bohner</i></u>	_____
<u><i>[Signature]</i></u>	_____
	Committee

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

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

VI

5.9

R. C. No. 284 - 17 - 18. By FINANCE AND PERSONNEL COMMITTEE.
April 4, 2018.

Your Committee to whom was referred R. O. No. 47-17-18 by City Clerk submitting a claim from Wisconsin Public Service Corporation for alleged damages they sustained when a City of Sheboygan employee did strike and damage 2" PE gas main while excavating to install new lateral from catch basin to manhole; recommends referring to Finance and Personnel Committee of the new council.

*Finance + Personnel
2018-2019
4-8-19 refer to Finance +
Personnel of new council*

James A. Bohrer
[Signature]

Committee

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

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

II

4.7

R. O. No. 47 - 17 - 18. By CITY CLERK. June 5, 2017.

Submitting a claim from Wisconsin Public Service Corporation for alleged damages they sustained when a City of Sheboygan employee did strike and damage 2" PE gas main while excavating to install new lateral from catch basin to manhole.

~~Finance~~
Personnel
Finance + Personnel
of new council

City Clerk

II

5.5

R. O. No. 314 - 17 - 18. By CITY CLERK. March 19, 2018.

Submitting a Notice of Injury from Gendlin, Liverman & Rymer, S.C. on behalf of their client, Willard Jepsen, for alleged injuries due to a fall at 1431 North 4th Street.

*Finance
+
Personnel
of new Council.*

CITY CLERK

VI

5.28

R. C. No. 332 18 - 19. By FINANCE AND PERSONNEL COMMITTEE.
April 15, 2019.

Your Committee to whom was referred R. O. No. 143-18-19 by City Clerk submitting a Notice of Claim from the Department of Natural Resources for alleged noncompliance with Wisconsin's storm water permitting standards at the SouthPointe Enterprise Campus site; recommends referring to Finance and Personnel Committee of the new council.

*Finance + Personnel
2019-2020*

<u><i>Perad Pongthant</i></u>	_____
<u><i>James A. Boker</i></u>	_____
<u><i>[Signature]</i></u>	_____
	Committee

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

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

II

4.2

R. O. No. 143 - 18 - 19. By CITY CLERK. October 15, 2018.

Submitting a Notice of Claim from the Department of Natural Resources for alleged noncompliance with Wisconsin's storm water permitting standards at the SouthPointe Enterprise Campus site.

*Finance
Personnel
4-8-19 refer to Finance +
Personnel of new council.*

CITY CLERK

VI

5.36

R. C. No. 340 - 18 - 19. By FINANCE AND PERSONNEL COMMITTEE.
April 15, 2019.

Your Committee to whom was referred R. O. No. 212-18-19 by City Clerk submitting a claim from Skogen's Festival Foods for recovery of alleged unlawful taxes for the personal property taxes assessed to Sheboyganfest, Inc. for the 2018 tax year; recommends referring to Finance and Personnel Committee of the new council.

*Finance Personnel
2019-2020*

James A. Bohrer

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

3.1

R. O. No. 212-18-19. By CITY CLERK. February 4, 2019.

Submitting a claim from Skogen's Festival Foods for recovery of alleged unlawful taxes for the personal property taxes assessed to Sheboyganfest, Inc. for the 2018 tax year.

~~Finance + Personnel~~
4819 refer to Finance + Personnel of new council

CITY CLERK

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: R.O. No. 121-19-20 is a claim from Kathleen Kist for alleged damages to her vehicle.

REPORT PREPARED BY: Laurie Suhrke, Auditor/Analyst

REPORT DATE: January 27, 2020

MEETING DATE: January 27, 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:

R.O. No. 121-19-20 is a claim from Kathleen Kist for alleged damages to her vehicle in the amount of \$1,812.10.

STAFF COMMENTS:

City staff has reviewed the following claim and under the authorization by the Common Council, Res. No. 93-14-15, the City of Sheboygan has settled Kathleen Kist's claim in the amount of \$1,344.70.

ACTION REQUESTED:

Motion to recommend the Common Council file R.O. No. 121-19-20 Kathleen Kist

ATTACHMENTS:

- I. R.O. No. 121-19-20

II

4.6

R. O. No. 121 - 19 - 20. By CITY CLERK. December 16, 2019.

Submitting a claim from Kathleen E. Kist for alleged damages to her vehicle when it was involved in a collision with a City of Sheboygan vehicle.

Finances
Personnel

CITY CLERK

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, 2019 and ending December 31, 2019

REPORT PREPARED BY: Darrell Hofland, City Administrator

REPORT DATE: January 7, 2020

MEETING DATE: January 27, 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 fourth quarter 2019 Benchmark measurements for the Office of the City Administrator reflecting the performance for the period commencing January 1, 2019 and ending December 31, 2019.

STAFF COMMENTS:

The following information indicates the Benchmark measurements established for the Office of the City Administrator relative to the calendar year 2019. 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.

Measurements	2017 Actual	2018 YTD	2018 Actual	2019 YTD	2019 Goals
<u>Effectiveness</u>					
Resident satisfaction rating with service efficiency	87%	91%	91%	91%	80%
Resident satisfaction rating with communication	97%	87%	87%	91%	80%
Resident satisfaction rating with city performance	94%	95%	95%	98%	80%
GFOA Budget Award	Yes	Yes	Yes	Yes	Yes
ICMA CPM Award	Yes	Yes	Yes	Yes	Yes
GFOA PAFR Award	No	Yes	Yes	Yes	Yes
Number of Strategic Plan quarterly updates	3	4	4	4	4

ACTION REQUESTED:

For informational purposes only.

ATTACHMENTS:

None

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Benchmark measurements for the Department of City Development for the period commencing January 1, 2019 and ending December 31, 2019.

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

REPORT DATE: January 22, 2020

MEETING DATE: January 27, 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:

As part of the annual budgeting process, the department has developed performance benchmarks to track progress of the department's activities.

STAFF COMMENTS:

Although we ended the year with less conditional use permits, the developments that were approved by the City Plan Commission in 2019, were higher valued projects with a number of them being outside of the TID districts. For 2019, we completed a number of master plans including the Riverbend Neighborhood Master Plan and the Downtown Districts Activation Plan.

ACTION REQUESTED:

For discussion purposes only.

ATTACHMENTS:

- I. Quarterly Performance Report for October 1, 2019 – December 31, 2019



QUARTERLY PERFORMANCE REPORT
DEPARTMENT OF CITY DEVELOPMENT: PLANNING & DEVELOPMENT
Fourth Quarter of Fiscal Year 2019: January 1, 2019- December 31, 2019

This report covers the fourth quarter of fiscal year 2019 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

	<u>2017 Actual</u>	<u>2018 YTD</u>	<u>2018 Actual</u>	<u>2019 YTD</u>	<u>2019 Goals</u>
# Existing businesses assisted	27	20	38	44	40
# Start-up businesses assisted	12	12	24	22	20
# of commission applications approved	24	49	93	79	125
# of comprehensive plan/ordinance amendments adopted	2	3	4	0	10
# of special projects	9	22	28	33	10
# of sign permits issued	43	83	141	116	100
# of Neighborhood Development Plans completed	0	0	2	1	3
# of new neighborhood associations	0	0	3	1	3
Coordinate programming at Arts/Culture Plaza	N/A	1	1	1	1
Coordinate new development of city owned sites	1	0.50	0.50	0.60	1
Construction of new hotel	1	0	1	1.5	1
Construct new business park	1	0.50	0.90	1	1

Redevelopment Authority Fund

	<u>2017 Actual</u>	<u>2018 YTD</u>	<u>2018 Actual</u>	<u>2019 YTD</u>	<u>2019 Goals</u>
Redevelopment of existing properties	N/A	5	0	3	3
# of new ground leases negotiated	N/A	0	0	1	1

Business Revolving Loan Fund

	<u>2017 Actual</u>	<u>2018 YTD</u>	<u>2018 Actual</u>	<u>2019 YTD</u>	<u>2019 Goals</u>
Loan funds available (as of December 31, 2018)	N/A	\$1,760,257	Not Available	Not Available	\$300,000
Outstanding Loan Amount (as of December 31, 2018)	\$3,755,165	\$3,097,105	\$3,036,688	\$3,036,668	\$3,000,000
Number of new loans	0	1	1	2	1
Number of new jobs created	0	29	29	5	10

Housing Revolving Loan Fund

	<u>2017 Actual</u>	<u>2018 YTD</u>	<u>2018 Actual</u>	<u>2019 YTD</u>	<u>2019 Goals</u>
Loan funds available (as of December 31, 2018)	N/A	\$518,065	\$611,790	Not Available	\$200,000
Outstanding Loan Amount (as of December 31, 2018)	N/A	\$2,890,000	\$3,116,554	\$3,116,554	\$2,850,000
Number of new loans	6	1	7	3	8

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Benchmark measurements for the Finance Department, for the year ending December 31, 2019.

REPORT PREPARED BY: Marty Halverson, Finance Director

REPORT DATE: January 22, 2020

MEETING DATE: January 27, 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:

The benchmark measurements for the Finance Department for the Year ended December 31, 2019 is presented for information and discussion.

STAFF COMMENTS:

The Finance Department continues to adjust to transition, looking for more efficient ways to complete tasks. The lengthy backlog has been reduced but not fully resolved. Training is still needed to reach the goals of the department. Clarification and determining benchmarks that provide clear feedback are being explored for inclusion in the 2021 Budget.

Highlights of the report from December 31, 2019 are as follows:

- Vendor checks issued in 2019 totaled 6,244 which was 14% more than benchmark and 6% more than 2018.
- Value added and efficient reports are being explored for both department and overall City benefit.
- The percentage tax collection at financial institutions benchmark is calculated following February settlement of 2019 which was 36%. Forecasting 2019 calculation the bank collected \$500,000 less through December 2019 in comparison to December 2018.
- Rate of return on investments exceeded the benchmark goal.
- The Board of Review for 2019 had 3 cases presented and all upheld.
- Cost of assessing per parcel increased slightly due to an inflationary increase in the contract.

ACTION REQUESTED:

For informational purposes only.

ATTACHMENTS:

- I. Finance and Assessing benchmark measurements.

Finance

Measurements	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Goals</u>	2019 <u>Actual</u>
<u>Workload</u>				
Vendor checks issued	6,038	5,930	5,500	6,244
Accounts receivable invoices	1,223	1,459	1,250	1,394
Receipts processed	27,758	23,166	24,500	23,626
Journal entries posted	4,712	4,259	4,200	4,331
<u>Effectiveness</u>				
Percent of reports distributed by the 15 th	50%	0%	50%	0%
Percent of reconciliations completed by the 20 th	25%	0%	50%	25%
Percent of receipts processed within one business day	95%	93%	95%	95%
<u>Efficiency</u>				
% of taxes collected at financial institutions	38%	36%	40%	36%
<u>Effectiveness</u>				
Rate of Return on investment	1.38%	1.70%	1.50%	3.03%
Basis points above LGIP	0.17%	-0.18%	0.25%	1.40%

Assessing

Measurements	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Goals</u>	2019 <u>Actual</u>
<u>Workload</u>				
Cases presented/cases upheld by Board of Review	0/0	0/0	0/0	3/3
<u>Efficiency</u>				
Cost of assessment per parcel	\$19.72	\$19.81	\$19.93	\$20.37
<u>Effectiveness</u>				
Assessment Ratio	0.962	.9048	.9048	.8807

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Benchmark Measurements for the Department for Human Resources the period of January 1, 2019 and ending December 31, 2019.

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources and Labor Relations

REPORT DATE: January 22, 2020

MEETING DATE: January 27, 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 third quarter 2019 Benchmark measurements for the Human Resources Department reflecting the performance for the period commencing January 1, 2019 and ending September 30, 2019.

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2019</u> <u>GOAL</u>
Group Health Insurance				
Loss Ratio	108.25%	109.46%	96.50%	100.00%
Group Dental Insurance				
Loss Ratio	102.45%	103.35%	104.02%	100.00%
Turnover	7.60%	13.60%	11.80%	5.00%

STAFF COMMENTS:

Of the 11.80% turnover for the year, over half of employees who terminated employment were due to retirement.

ACTION REQUESTED:

For informational purposes only.

ATTACHMENTS:

None.