

*****ATTACHMENTS*****

III

4.4

R. O. No. 280- 15 - 16. By CITY CLERK. February 15, 2016.

Submitting a communication from Jason Armstrong, Taxpayer's Representative of Veolia ES Industrial Services, Inc., 2905 Paine Ave., Sheboygan, WI to request a refund of property taxes paid in error

Finance

City Clerk



Three Galleria Tower
13155 Noel Road
Suite 100
Dallas, Texas 75240
Main 972.934.0022
Fax 972.960.0613
www.ryan.com

Certified Mail #: 91 7199 9991 7034 5807 0068

January 27, 2016

City of Sheboygan Clerk's Office
828 Center Avenue
Suite 100
Sheboygan, WI 53081

Owner: Veolia ES Industrial Services, Inc.
Address: 2905 Paine Ave – Sheboygan, WI
Account #: 59281915270

To Whom It May Concern:

Please consider this letter our written request to refund property taxes paid in error for Veolia ES Industrial Services, Inc., ("Veolia") account 59281915270.

Whereas Wisconsin Sec. 41.35, "Recovery of unlawful taxes" states:

... "unlawful tax" means a general property tax with respect to which one or more errors specified in s. 74.33(1)(a) to (f) were made."

Wisconsin Sec. 74.33:

"After the tax roll has been delivered to the treasurer of the taxation district under s. 74.03, the governing body of the taxation district may refund or rescind in whole or in part any general property tax shown in the tax roll, including agreed-upon interest, if:"

...

74.33(1)(d): "The property is not located in the taxation district for which the tax roll was prepared.

74.33(1)(e): A double assessment has been made.

All Veolia personal property was moved from 2905 Paine Ave, Sheboygan, WI to 635 Old Country Rd, Sheboygan Falls, WI prior to January 1, 2014. Though a request was made to have the account closed, an assessment was made and tax was erroneously paid for Tax Year 2014 in the amount of \$17,154.95 and for Tax Year 2015 in the amount of \$16,741.48.

Because the property was not located in the City of Sheboygan for 2014 and 2015, and property tax for this property was remitted to both Sheboygan and Sheboygan Falls, we respectfully request that the property tax erroneously paid on this account be refunded on the grounds of 74.33(1)(d), "The property is not located in the taxation district for which the tax roll was prepared", and 74.33(1)(e), "a double assessment has been made."

Included with this letter we have enclosed the following documentation:

- *The 2014 closed personal property return filed for account 59281915270 at 2905 Paine Ave., Sheboygan, WI*
- *The 2014 tax bill and proof of payment for account 59281915270*
- *The 2015 tax bill and proof of payment for account 59281915270*
- *The 2014 personal property return filed for transferred assets to 635 Old County Road, Sheboygan Falls, WI under account 59282926040*
- *The 2014 Sheboygan Falls tax bill and proof of payment for account 59282926040.*
- *The 2015 Sheboygan Falls personal property return filed for account 59282926040.*
- *The 2015 Sheboygan Falls tax bill and proof of payment for account 59282926040.*

Please call me at your earliest convenience to discuss this request for refund of unlawful taxes paid at 972.934.0022.

Respectfully,



Jason Armstrong
Taxpayer's Representative

Enclosures

STATEMENT OF AGENCY

**Veolia Environnement North America
Operations, Inc.
(and listed subsidiaries)**

Hereby appoints *Ryan, LLC* as agent for the purpose of filing real estate and personal property statements, and/or assessment appeals, applications or petitions for review of valuation with all counties, appraisal districts and/or Assessment Appeal Boards, Boards of Review, or Boards of Equalization, appearing on our behalf before said Boards, examining any records, and discussing with the appropriate governmental authority the assessment of the property located at the following property:

SEE ATTACHED LIST

This property being owned by the undersigned incorporated in the State of _____ . This agency shall remain in effect for tax years 2014, 2015, & 2016.

HENRY P. KARIUS
Name of Taxpayer

Henry P. Karius
Signature

ASSISTANT TREASURER
Title

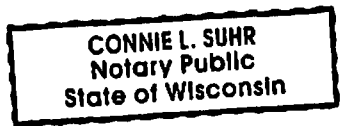
23 JANUARY 2014
Date

Subscribed and sworn to before me this 23rd day of January, 2014.

Connie L. Suhr
Notary Public

State of WISCONSIN.

My commission expires 2/27, 2017.



Veolia Environmental Services Subsidiaries

AET Services/VIV, LLC

Aetservices,VIV, LLC

Novink Printing USA Corp

Oil Equipment Properties-Richmond
--

ONYX Environmental Services, LLC

OSPC VIV, LLC

Payne Daniel E

Veolia ES Industrial Services, Inc.
--

Veolia ES Special Services, Inc.

Veolia ES Technical Solutions, LLC

Due Date
Mar 1, 2014

Prepared Statement of Personal Property
Subject to Assessment January 1, 2014

2014

Who must file: Every person, firm or corporation as defined in section 70.35 WI Statutes receiving from the assessor a return of personal property, must submit such return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

Failure to file: If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4) WI Statutes.

Property owner (or in his/her charge as agent, consignee, or other representative capacity):

Veolia ES Industrial Services, Inc
3018 N Hwy 148
Baytown, TX 77520

- Sole proprietorship
- Partnership
- Corporation
- LLC
- LLP

FEIN: _____
Account # 59281915270
Property addr: 2805 Paine Ave
Municipality: City of Sheboygan
County: Sheboygan

Business activity: See below

Status Change	<input checked="" type="checkbox"/> Business moved out of municipality (Indicate new address on right)	New Owner	Name: <u>Veolia ES Industrial Services, Inc</u>
	<input type="checkbox"/> Business sold (Indicate new owner & address to the right)		Address: <u>635 Old Country</u>
	<input type="checkbox"/> Business discontinued		City, ST, Zip: <u>Sheboygan Falls, WI 53089</u>
	Date business status changed: _____		Phone: _____

Schedule A

Summary of Personal Property as of January 1, 2014

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of the column titled 'Assessable Property' is your declaration of personal property subject to tax within this municipality. Do not write "SALY" for "Same as Last Year"; forms must be filled out completely. Note that Schedule D-1 (exempt computers, software, cash registers and single function fax machines) is excluded from the total assessable.

Property Description	Non-assessable Property	Assessable Property
Boats and other watercraft (Schedule B)	\$ 0	\$ 0
Machinery, tools and patterns (Schedule C)	\$ 0	\$ 0
Furniture, fixtures and office equipment (Schedule D)	\$ 0	\$ 0
Exempt computers, software, single function faxes & cash registers (Schedule D-1)	\$ 0	\$ 0
Multifunction faxes, copiers, postage meters, phone systems, etc (Schedule D-2)	\$ 0	\$ 0
Improvements on leased land (Schedule E)	\$ 0	\$ 0
Supplies (Schedule G)	\$ 0	\$ 0
Other personal property (Schedule H)	\$ 0	\$ 0
Total assessable (may not include all buildings on leased land if assessor has not determined value)		\$ 0

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2014.

Owner's name (please print) <u>Veolia ES Industrial Services Inc</u>		Preparer's name (if other than owner) (please print) <u>Ryan LLC Attn: Brett Koch</u>	
Owner's mailing address (if different than above) <u>Veolia ES Industrial Services Inc 3018 N Hwy 148, Baytown, TX 77520</u>		Preparer's mailing address <u>13155 Noel Rd Ste 100 Dallas TX 75240</u>	
Owner's signature <u>Lara Leman</u>	Date signed <u>2/27/2014</u>	Preparer's signature <u>Brett Koch</u>	Date signed _____
Owner's phone number <u>713 307 2144</u>	Owner's fax number <u>713 307 7680</u>	Preparer's phone number <u>972 934 0022</u>	Preparer's fax number <u>972 934 4939</u>
Owner's email address <u>cahly.berry@veoliaes.com</u>		Preparer's email address <u>brett.koch@ryan.com</u>	
Return to: City Of Sheboygan Assessment Department 828 Center Ave Ste 302 Sheboygan, WI 53081		If you have any questions about this form, please contact: Department Of Assessment (920)459-3388	

**Schedule B
Boats and Other Watercraft**

Schedule B is for reporting boats and other watercraft not exempt. See tables of Composite Useful Lives and Conversion Factors at www.revenue.wi.gov/report/p.html#personal to determine the correct declared value or leave the declared value blank and we will look up the value for you. If the schedule is prefilled with information from last year, draw a line through any items disposed of prior to January 1, 2014.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Declared Value on Jan 1, 2014
Total declared value (enter here and on Schedule A)				0

Use additional sheets of necessary

**Schedule C
Machinery, Tools and Patterns**

Report all machinery and shop equipment. Take the costs shown from your accounting records. Any variation from information contained in your income tax return must be explained by letter or schedule. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2013 should be summarized in column 2. Assets owned on January 1, 2014 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2013 by Year Acquired	column 3 Additions, Disposals and Transfers During 2013 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 5 Conversion Factor (10 year)	col 4 x col 5 Declared Value on Jan 1, 2014
2013	\$0			0.925	
2012	\$120,750			0.794	
2011	\$112,732			0.688	
2010				0.585	
2009				0.497	
2008	\$56,281			0.439	
2007	\$400,462			0.377	
2006				0.333	
2005	\$126,891			0.287	
2004				0.250	
Prior to '04	\$679,222			0.137	
Total declared value (enter here and on Schedule A)					0

MOVED

**Schedule D
Furniture, Fixtures and Office Equipment**

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries and other assets related to the sales and administration of your business. Original costs shown in columns 2 and 4 should include all costs of installation, freight, add-ons, and sales tax. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2013 should be summarized in column 2. Assets owned on January 1, 2014 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2013 by Year Acquired	column 3 Additions, Disposals and Transfers During 2013 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 5 Conversion Factor (10 year)	col 4 x col 5 Declared Value on Jan 1, 2014
2013	\$0			0.925	
2012				0.794	
2011				0.688	
2010				0.585	
2009				0.497	
2008				0.439	
2007				0.377	
2006				0.333	
2005				0.287	
2004				0.250	
Prior to '04				0.137	
Total declared value (enter here and on Schedule A)					0

Schedule D-1
Exempt Computer Hardware, Software, Single Function Fax Machines, Cash Registers
Include Only Property that is Owned by You (Not Leased)

Do not report custom software. Report mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers and single function fax machines. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2013 should be summarized in column 2. Assets owned on January 1, 2014 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2013 by Year Acquired	column 3 Additions, Disposals and Transfers During 2013 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 5 Conversion Factor (4 year)	col 4 x col 5 Declared Value on Jan 1, 2014
2013	\$0	<i>Moved</i>		0.813	
2012	\$2,960			0.513	
2011	\$4,674			0.327	
2010	\$1,390			0.204	
2009	\$1,658			0.128	
2008				0.080	
2007	\$4,053			0.050	
Prior to '07	\$2,686			0.031	
Total declared value (enter here and on Schedule A)					<i>0</i>

Note: Per Section 70.36(1M) Any person, firm or corporation that fails to include information on property that is exempt under Section 70.11(39) and (39m) on the report under Section 70.35 shall forfeit \$10 for every \$100 or major fraction thereof that is not reported.

Schedule D-2
Multifunction Fax Machines, Copiers, Postage Meters, Telephone Systems and Computerized Equipment

Report all multifunction fax machines, copiers, postage meters, telephone systems (PBXs) and equipment with embedded computerized components. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2013 should be summarized in column 2. Assets owned on January 1, 2014 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2013 by Year Acquired	column 3 Additions, Disposals and Transfers During 2013 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 5 Conversion Factor (6 year)	col 4 x col 5 Declared Value on Jan 1, 2014
2013	\$0			0.875	
2012				0.663	
2011				0.507	
2010				0.380	
2009				0.285	
2008				0.223	
Prior to '08				0.124	
Total declared value (enter here and on Schedule A)					<i>0</i>

Schedule E
Improvements on Leased Land

Report buildings, structures and other improvements which you own, but which are located on land that you do not own. They will be valued in the same manner as improvements located on land that is owned by you.

Year Asset Acquired	Description of Building	Property Address	Value on Jan 1, 2014 (Determined by Assessor)
Total declared value (enter here and on Schedule A)			<i>0</i>

Use additional sheets if necessary

Schedule F

Leased Equipment (Property in Charge of But Not Owned)

Report all leased equipment such as business furniture, fixtures, equipment, machines, postage meters, tools, advertising devices and similar items loaned, leased, stored or otherwise held and not owned by you. Leased equipment will be assessed to the lessor (leasing company). Failure to report all leased equipment may trigger an audit to verify the accuracy of all information reported. Unlike all other schedules, the total value of all leased equipment is not reported on schedule A.

Name and Address of Leasing Company (Owner)	Lease Number	Type of Equipment	Year Installed	Full Value When Installed	Useful Life (Years)

Schedule G

Supplies

Report your supplies inventory. Supplies include items which are expensed, not subject to resale, but are necessary in the conduct of business, or are consumed in the operations of providing customer services. Supplies are items such as those used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning, and any other supplies in your possession on January 1, 2014.

Total supplies inventory on Jan 1, 2014. Do not itemize. Enter here and on Schedule A. 0

Schedule H

All Other Personal Property, Leasehold Improvements, Signs, Billboards, Video Tapes, Logs and Forest Products, Other Improvements on Leased Land (Exempt), Forest Crop Land, or Managed Forest Land

Report all other leasehold improvements and other personal property not reported on a separate schedule. Leasehold improvements are any alterations, additions, or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in column 3. This schedule also includes logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing use of such property. Merchant's or manufacturing stock are exempt. Report improvements on leased land (exempt) and privately owned structures, billboards, or special taxed land. See tables of Composite Useful Lives and Conversion Factors at www.revenue.wi.gov/report/p.htm#personal to determine the correct declared value or leave the declared value blank and we will look up the value for you. If the schedule is prefilled with information from last year, draw a line through any items disposed of prior to January 1, 2014.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Declared Value on Jan 1, 2014
Use additional sheets if necessary				Total declared value (enter here and on Schedule A) 0

Certified Mail #:

February 27, 2014

City of Sheboygan
Assessment Department
828 Center Ave, Ste 302
Sheboygan, WI 53081

Dear Assessor:

Owner: Veolia ES Industrial Services Inc.
Account #: 59281915270

Please find attached the 2014 Personal Property Schedule for the account referenced above.

Also, please begin sending all correspondence pertaining to these accounts to the following address of our new Tax Agents:

Ryan, LLC
Attn: Brett Koch
13155 Noel Rd, Ste. 100
Dallas, TX 75240

Thank you for your assistance and please call Brett Koch at 972.934.0022 if you have any questions.

Respectfully,

**STATE OF WISCONSIN
PERSONAL PROPERTY TAX BILL FOR 2014
CITY OF SHEBOYGAN
SHEBOYGAN COUNTY**

VEOLIA ES INDUSTRIAL SERVICES, INC
3018 N HIGHWAY 146

PROPERTY NUMBER: 59281915270
Correspondence should refer to Property Number.

1688

Assessed Value Land	Ass'd Value Improve	Tot Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improve	Tot Est. Fair Mkt.	<input type="checkbox"/> A star in this box means unpaid prior year taxes.
		635,830	96.906			656,130	
TAXING JURISDICTION	2013 Est. State Aids Allocated Tax Dist	2014 Est. State Aids Allocated Tax Dist	2013 Net Tax	2014 Net Tax	% Tax Change	NET PROPERTY TAX	17154.95
STATE			94.66	111.38	17.7		
COUNTY	1563723	1607575	3043.05	3601.42	18.3		
C-SHEBOYGAN	13146608	13295672	5163.38	6064.15	17.4		
SCHL - 5271	51005863	51856061	5511.83	6866.58	24.6		
TCDB 11	569396	719585	913.41	511.42	-44.0		
	TOTAL 66285590	67478893	14726.33	17154.95	16.5	TOTAL DUE FOR FULL PAYMENT	17154.95
		Lottery & Gaming Credit	14726.33	17154.95	16.5	PAY BY JANUARY 31, 2015	\$17154.95
		Net Property Tax					
School taxes reduced by school levy tax credit	1175.83	IMPORTANT: Be sure this description covers your property. This description is for property tax only and may not be a full legal description.		Net Assessed Value Ratio (Does NOT reflect Lottery Credit)	26.9804214	Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and, if applicable, penalty. Failure to pay on time. See Reverse	
2905 Paine Ave						1st Installment by JANUARY 31, 2015	2nd Installment by JULY 31, 2015
						17154.95	

VEOLIA ES INDUSTRIAL SERVICES, INC
3018 N HIGHWAY 146
BAYTOWN TX 77520-2665

SEE REVERSE SIDE FOR IMPORTANT INFORMATION
RETAIN THIS PORTION AS YOUR COPY

**TEAR OFF THIS STUB AND INCLUDE WITH FIRST INSTALLMENT PAYMENT
PERSONAL PROPERTY TAX BILL FOR 2014**



AC109936

Please make all payments to the City of Sheboygan.

Property Number: 59281915270

Name: VEOLIA ES INDUSTRIAL SERVICES, INC
3018 N HIGHWAY 146
BAYTOWN TX 77520-2665

Pay 1st Installment - \$17154.95

Or

Pay Full Payment - \$17154.95

By January 31, 2015

Property Address: 2905 Paine Ave

Municipality/Location	Collection Dates	Times	Bank Collection Site In Person In Lobby Only	Bank Lobby Hours Tax Bill Must Accompany Payment
City of Sheboygan	In person payments should be made at 1 of the 4 Community Bank & Trust lobby locations		Community Bank & Trust Lobby 4210 Highway 42, Sheboygan 655 S Taylor Drive, Sheboygan 604 N 8th Street, Sheboygan 3220 S Business Drive, Sheboygan	Lobby hours: Mon-Thurs 9-5, Fri 9-6 and Sat 9-Noon, 8th St closed Sat. Closed at Noon 12/24, all day 12/25 & 1/01, Closed at 5:00 12/31 & Open 1/19.

Online Payments: Visit www.sheboyganwi.gov - Click on property tax payment options banner on homepage. Service Fees will apply.

Drop Box: City Hall, 828 Center Avenue, Sheboygan, WI 53081. Box located at the front door to the building.

Dates Municipality Closed: NA

Other Drop Off Site: None

Telephone: 920-458-0292 Tax payment information online at www.sheboyganwi.gov.
Click on property tax payment options.

Make check payable and mail to:

City of Sheboygan
828 Center Ave, Suite 205
Sheboygan WI 53081

Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and applicable penalty. (See Reverse)

Amount: \$17,154.95 Sequence Number: 5192269608
 Account: 488038571796 Capture Date: 02/04/2015
 Bank Number: Check Number: 1128

THIS DOCUMENT HAS A COLORED BACKGROUND AND MICROPRINTING. THE REVERSE SIDE INCLUDES AN ARTIFICIAL WATERMARK.


<p>Ryan, LLC Veolia Environmental N. A. 13155 Noel Road, Suite 100 Dallas, TX 75240 <small>10771 034 0777</small></p>	<p>Bank Of America 901 E Main Dallas, TX 75201 214-508-6262</p>	<p>1128 <small>32-2</small> <small>11107X/1310</small></p>	
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REFERENCE	DATE	CHECK NO.	AMOUNT
	01/30/2015	1128	**17,154.95

PAY SEVENTEEN-THOUSAND ONE-HUNDRED-FIFTY-FOUR AND 95/100***** Dollars

TO THE ORDER OF CITY OF SHEBOYGAN
 828 CENTER AVENUE
 SUITE 205
 SHEBOYGAN, WI 53081

MEMO 59281915270


DO NOT SIGN OVER PRINTED

⑈ 1128 ⑆ ⑆ 111000025 ⑆ ⑆ 488038571796 ⑆

0100771180

>075912615<
 BC CB801 0701

2015-02-03 100771180
 Site#0107 DepID:1496528

Pay to the Order of
 Community Bank & Trust
 For Deposit Only
 075912615
 City of Sheboygan Master Account
 173735

STATE OF WISCONSIN
PERSONAL PROPERTY TAX BILL FOR 2015

VEOLIA ES INDUSTRIAL SERVICES, INC
3018 N HIGHWAY 146

CITY OF SHEBOYGAN
SHEBOYGAN COUNTY

PROPERTY NUMBER: 59281915270
Correspondence should refer to Property Number.

1592

Assessed Value Land	Ass'd Value Improve	Tot Assessed Value	Ave Assmnt Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improve	Tot Est. Fair Mkt.	<input type="checkbox"/> A star in this box means unpaid prior year taxes.
		644,700	99.564			647,520	
TAXING JURISDICTION		2014	2015	2014	2015	% Tax Change	NET PROPERTY TAX
		Est. State Aids Allocated Tax Dist	Est. State Aids Allocated Tax Dist	Net Tax	Net Tax		16741.48
STATE		1607575	1536231	111.38	109.84	-1.4	
COUNTY		13295672	13211594	3601.42	3640.53	1.1	
C - SHEBOYGAN		51856061	53454830	6064.15	6121.97	1.0	
SCHL - 5271		719585	2850205	6866.58	6350.45	-7.5	
TCDB 11				511.42	518.69	1.4	
TOTAL 67478893		71052860	17154.95	16741.48	-2.4		TOTAL DUE FOR FULL PAYMENT
		Lobby & Gaming Credit					PAY BY JANUARY 31, 2016
		Net Property Tax	17154.95	16741.48	-2.4		\$16741.48
School taxes reduced by school levy tax credit		1351.61	IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.		Net Assessed Value Rate (Does NOT reflect Lobby Credit)		Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and, if applicable, penalty. Failure to pay on time. See Reverse.
2905 PAINE AVE			VEOLIA ES INDUSTRIAL SERVICES, INC 3018 N HIGHWAY 146 BAYTOWN TX 77520-2665		25.9678587		1st Installment by JANUARY 31, 2016 16741.48
							2nd Installment by JULY 31, 2016

SEE REVERSE SIDE FOR IMPORTANT INFORMATION
RETAIN THIS PORTION AS YOUR COPY

TEAR HERE

TEAR HERE

TEAR OFF THIS STUB AND INCLUDE WITH FIRST INSTALLMENT PAYMENT
PERSONAL PROPERTY TAX BILL FOR 2015



AC109836

Please make all payments to the City of Sheboygan.

Property Number: 59281915270

Name: VEOLIA ES INDUSTRIAL SERVICES, INC
3018 N HIGHWAY 146
BAYTOWN TX 77520-2665

Property Address: 2905 PAINE AVE

Pay 1st Installment - \$16741.48

Or

Pay Full Payment - \$16741.48

By January 31, 2016

Municipality/Location	Collection Dates	Times	Bank Collection Site In Person In Lobby Only	Bank Lobby Hours Tax Bill Must Accompany Payment
City of Sheboygan	In person payments should be made at 1 of the 4 Wisconsin Bank & Trust lobby locations.		Wisconsin Bank & Trust Lobby 4210 Highway 42, Sheboygan 655 S Taylor Drive, Sheboygan 604 N 8th Street, Sheboygan 3220 S Business Drive, Sheboygan	Lobby hours: Bring tax bill and payment. Mon-Fri 9:00 AM - 5:00 PM Closed at Noon 12/24, all day 11/26, 12/25, 1/01, & 1/16.

Online Payments: Visit www.sheboyganwi.gov - Click on property tax payment options banner on homepage. Service Fees will apply.

Drop Box: City Hall, 828 Center Avenue, Sheboygan, WI 53081. Box located at the front door to the building.

Dates Municipality Closed: NA

Other Drop Off Site: None

Telephone: 920-459-0292

Tax payment information online at www.sheboyganwi.gov.

Click on property tax payment options.

Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and applicable penalty. (See Reverse)

Make check payable and mail to:

City of Sheboygan
828 Center Ave, Suite 205
Sheboygan WI 53081

City of Sheboygan
828 Center Ave, Suite 205
Sheboygan WI 53081

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE
PAID ONE OUNCE
SHEBOYGAN, WI
PERMIT NO. 116

FIRST CLASS MAIL

ADDRESS SERVICE REQUESTED

VEOLIA ES INDUSTRIAL SERVICES, INC
3018 N HIGHWAY 146
BAYTOWN TX 77520-2665

IMPORTANT

SEE COUNTY BUDGET GRAPHS INSIDE (County Portion of Tax Bill Only)

TAX STATEMENT

Ryan, LLC
Veolia Environmental N. A.
 13155 Noel Road, Suite 100
 Dallas, TX 75240
 (972) 934-0177

Bank Of America
 901 E Main
 Dallas, TX 75201
 214-508-6262

1333

32-2
 1110TX/1310

REFERENCE	DATE	CHECK NO.	AMOUNT
	01/26/2016	1333	**16,741.48

PAY **SIXTEEN-THOUSAND SEVEN-HUNDRED-FORTY-ONE AND 48/100******* Dollars

TO THE ORDER OF **City of Sheboygan**
 828 Center Ave
 Suite 2015
 Sheboygan, WI 53081



MEMO Acct: 59281915270

⑈ 1333 ⑈ ⑆ 111000025⑆ ⑈ 488038571796 ⑈

Ryan, LLC

1333

INVOICE NUMBER	DESCRIPTION	AMOUNT	DISCOUNT TAKEN	NET AMOUNT

CHECK DATE	CHECK NUMBER	PAYEE NAME	TOTAL AMOUNT	DISCOUNT	CHECK AMOUNT
01/26/2016	1333	City of Sheboygan			**16,741.48

Ryan, LLC

1333

INVOICE NUMBER	DESCRIPTION	AMOUNT	DISCOUNT TAKEN	NET AMOUNT

CHECK DATE	CHECK NUMBER	PAYEE NAME	TOTAL AMOUNT	DISCOUNT	CHECK AMOUNT
01/26/2016	1333	City of Sheboygan			**16,741.48

DUE DATE
March 1, 2014

STATEMENT OF PERSONAL PROPERTY
Subject to Assessment January 1, 2014

2014

Who Must File? Every person, firm, or corporation as defined in Section 70.35 Wis. Statutes receiving from the assessor a return of personal property, must submit the return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

Failure to File: If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4), Wis. Statutes.

Property Owner: (or in charge as agent, consignee, or other representative capacity)

FOR ASSISTANCE IN COMPLETING THIS FORM, YOU MAY CONTACT THE ASSESSOR.

Veolia ES Industrial Services Inc.
c/o Ryan, LLC Attn: Brett Koch
13155 Noel Rd, Ste 100 - Dallas, TX 75240

Town
 Village of } Sheboygan Falls
 City
County of Sheboygan

Account Number New 2014
Property Address: 635 Old County PP
Sheboygan Falls, WI 53085
Engaged in Business of services
 Sole Proprietorship Partnership Corporation LLC LLP
FEIN # _____

School District _____ TID # _____
Assessor
Accurate Appraisal LLC
PO BOX 415
Menasha, WI 54942

New Owner Name _____
Site Address _____
Mailing Address _____
City, State, Zip _____
Phone No. () _____

Type of Change Discontinued Sold
 Incorporated Moved
Date of Change _____

Schedule A
SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2014

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of column 3 is your declaration of personal property "SALY" for Same As Last Year; forms must be filled out completely. Note that in registers and single-function fax machines, is excluded from TOTAL ASSESSABLE.

US Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only, No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com
OFFICIAL USE

Postage \$ _____
Certified Fee _____
Return Receipt Fee (Endorsement Required) _____
Restricted Delivery Fee (Endorsement Required) _____
Postmark Here 2/27

Total Sent
Accurate Appraisal, LLC
P.O. Box 415
Menasha, WI 54942

Street or PO City, State, Zip

Form 500, August 2006 See reverse for instructions

	Column 2 Subtotals	Values ↓ Column 3 Totals	CO DE	Column 4 LEAVE BLANK
		432,450	2	
no Systems (from Sch. D-2)				
Sch. F)	10,750	432,450	3	
		10,750	4A	
(11)		443,200	4B	
(to D-1)	3716			
A-003 →				

I hereby declare an information given is true and correct for the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2014.

Owner's Name (please print) Veolia ES Industrial Services Inc.	Signature & Date <i>Lara Lema</i> 2/21/14	Preparer's Name (please print) c/o Ryan LLC, Attn: Brett Koch	Signature & Date
Owner's Full Address 3018 N Hwy 146 Baytown TX 77520	Owner's Phone Number (713) 307-2144	Preparer's Full Address 13155 Noel Rd, Ste 100 - Dallas, TX 75240	Preparer's Phone Number (972) 934.0022
E-mail Lara.Lema@veoliaes.com	Fax Number 713-307-7680	Fax Number 972.934.4939	E-mail brett.koch@ryan.com

2010 1060 0002 3642 2542

**Schedule B
BOATS AND WATERCRAFT**

Schedule B is for reporting boats and watercraft not exempt. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
NA					
Total Declared Value					

Use additional sheets if necessary.

Enter Col. 6 Total on
Sch. A, Line 1, Col. 3

**Schedule C
MACHINERY, TOOLS AND PATTERNS**

Report all machinery and shop equipment. Take the costs shown from your accounting records. Any variation from information contained in your income tax return must be explained by letter or schedule. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in column 2. Enter any additions or deletions by acquisition year in column 3.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net Total Original Installed Cost as of Jan. 1, 2014 (Column 2 +/- Column 3)	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Not Value (Full Value) on January 1, 2014 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2013	See Attached			.925		
2012				.794		
2011				.688		
2010				.585		
2009				.497		
2008				.439		
2007				.377		
2006				.333		
2005				.287		
2004				.250		
Prior to '04				.137		
Totals						

Enter Col. 6 Total on
Sch. A, Line 2, Col. 3

**Schedule D
FURNITURE, FIXTURES AND OFFICE EQUIPMENT**

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries, and other assets related to the sales and administration of your business. Original Cost per column 4, Schedule D should contain all costs of installation and freight, add-ons, and sales tax.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net Total Original Installed Cost as of Jan. 1, 2014 (Column 2 +/- Column 3)	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Not Value (Full Value) on January 1, 2014 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2013				.925		
2012	N/A			.794		
2011				.688		
2010				.585		
2009				.497		
2008				.439		
2007				.377		
2006				.333		
2005				.287		
2004				.250		
Prior to '04				.137		
Totals						

Enter Col. 6 Total on
Sch. A, Line 3, Col. 2

**Schedule D-1
EXEMPT COMPUTER EQUIPMENT AND SOFTWARE (OWNED),
CASH REGISTERS & SINGLE FUNCTION FAX MACHINES**

Do Not Report Custom Software. Report mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines.

Column 1 Year Assots Acquired	Column 2 Total Original Installed Cost as of January 1, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net Total Original Installed Cost as of Jan. 1, 2014 (column 2 +/- column 3)	Column 5 Conversion Factors 4 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2014 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2013				.813		
2012	See Attached			.513		
2011				.327		
2010				.204		
2009				.128		
2008				.080		
2007				.050		
Prior to '07				.031		
Totals						

Total leased equipment from Schedule F, Column 7

Combined
Totals

Enter Col. 6 Total on
Sch. A, Line 4, Col. 2

NOTE: Per Section 70.36(1m) Any person, firm or corporation that fails to include information on property that is exempt under s. 70.11(39) and (39m) on the report under s. 70.35 shall forfeit \$10 for every \$100 or major fraction thereof that is not reported.

Schedule D-2

MULTIFUNCTION FAXES, COPIERS, POSTAGE METERS, AND TELEPHONE SYSTEMS, AND COMPUTERIZED EQUIPMENT

Report all multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Column 1 Year Assots Acquired	Column 2 Total Original Installed Cost as of January 1, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net Total Original Installed Cost as of Jan. 1, 2014 (column 2 +/- column 3)	Column 5 Conversion Factors 6 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2014 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2013				.875		
2012	NA			.663		
2011				.507		
2010				.380		
2009				.285		
2008				.223		
Prior to '08				.124		
Totals						

Enter Col. 6 Total on
Sch. A, Line 5, Col. 2

Schedule E

BUILDINGS ON LEASED LAND

Report buildings, structures, and other improvements which you own, but which are located on land that you do not own. They will be valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in column 4.

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Declared Value January 1	Column 5 LEAVE BLANK
NA				
Total Declared Value				

Enter Col. 4 Total on
Sch. A, Line 11, Col. 3

**Schedule F
LEASED EQUIPMENT (Property in Charge of But Not Owned)**

Report all leased equipment such as business furniture, fixtures, equipment, machines, postage meters, tools, or advertising devices and similar items loaned, leased, stored or otherwise held and not owned by you. These items may or may not be assessed to you. Frequently, leases state whether the owner or the lessee is responsible for the personal property taxes. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal. Factors for computer equipment can be found on Schedule D-1.

Column 1 Name and Address of Leasing Company*	Column 2 Type of Equipment and Lease No.	Column 3 Gross Annual Rent	Column 4 Year Installed	Column 5 Original Cost	Column 6 Indexed Value Taxable Equipment	Column 7 Indexed Value Computer	Column 8 LEAVE BLANK
NA							
Totals							

* Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

Enter Col. 6 Total on Sch. A, Line 7, Col. 2
Enter Col. 7 Total on Sch. D-1 on page 3, near bottom of Col. 6

**Schedule G
SUPPLIES**

Report your supplies inventory. Supplies include items which are expensed, not subject to resale, but are necessary in the conduct of business, are consumed in the operations of providing customer services. Supplies are items such as those used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning, in your possession on January 1.

January 1, 2014 Supplies Inventory	\$ 10,750
--	-----------

Enter amount on Sch. A, Line 8, Col. 2

Schedule H

ALL OTHER PERSONAL PROPERTY, LEASEHOLD IMPROVEMENTS, SIGNS, BILLBOARDS, VIDEO TAPES, LOGS & FOREST PRODUCTS, OTHER IMPROVEMENTS ON LEASED LAND (EXEMPT), FOREST CROP LAND, OR MANAGED FOREST LAND

Report all leasehold improvements and other personal property not reported on a separate schedule. Leasehold improvements are any alterations, additions, or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in column 3. This schedule also includes logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing use of such property. Merchant's or manufacturing stock are exempt. Report improvements on leased land (exempt) and privately owned structures, billboards, or special taxed land. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Column 1 Year Acquired	Column 2 Property Description	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
	NA				
Total					

Use additional sheets if necessary.

Enter Col. 5 Total on Sch. A, Line 9, Col. 2

Please provide the following lease provisions:

- Term: From (MM/YR) _____ To (MM/YR) _____
- Square foot of leased area _____ S.F.
- Annual Rental \$ _____ Percentage Rental _____ %
- Rent includes (check any that apply): Electric Heat Real Estate Taxes Parking Common Area Maintenance Other (describe) _____

Veolia ES Industrial Services, Inc.
 635 Old County PP - Sheboygan Falls, WI 53085
 Account #: New 2014

2014 Depreciation Schedule				
2014 Class	Acq Year	Total	% Good	Declared Value
Sch C: M&E	2012	120,750	79.40%	95,876
	2011	112,732	88.80%	77,559
	2008	56,261	43.90%	24,699
	2007	400,463	37.70%	150,974
	2002	171,001	13.70%	23,427
	2000	15,000	13.70%	2,055
	1998	251,151	13.70%	34,408
	1997	11,867	13.70%	1,626
	1996	43,854	13.70%	6,008
	1990	115,462	13.70%	15,818
Sch C: M&E Total		1,298,540		432,450
Sch D1: Comps	2012	2,960	51.30%	1,519
	2011	4,574	32.70%	1,496
	2010	1,390	20.40%	284
	2009	1,057	12.80%	135
	2007	4,053	5.00%	203
	2006	2,586	3.10%	80
Sch D1: Comps Total		16,621		3,716
Sheboygan Falls Total		1,315,161		436,166

Veolia ES Industrial Services, Inc.
 635 Old County PP - Sheboygan Falls, WI 53085
 Account #: New 2014

2014 Detailed Asset List						
Oper Unit	2014 City	Asset ID	Desc	2014 Class	Acq Year	Sum Cost
31003	Sheboygan Falls	7738	HP SB 6560B LAPTOP	Sch D1: Comps	2012	1,480
31003	Sheboygan Falls	7735	HP SB 6560B LAPTOP	Sch D1: Comps	2012	1,480
31003	Sheboygan Falls	7087	HP SB 6450B Laptop	Sch D1: Comps	2011	1,832
31003	Sheboygan Falls	7283	HP SB 2560P Laptop	Sch D1: Comps	2011	1,564
31003	Sheboygan Falls	7164	HP SB 6005 Desktop	Sch D1: Comps	2011	1,178
31003	Sheboygan Falls	6858	HP6005 E Desktop	Sch D1: Comps	2010	695
31003	Sheboygan Falls	6859	HP 6005 E Desktop	Sch D1: Comps	2010	695
31003	Sheboygan Falls	6373	Desktop Workstation 10565	Sch D1: Comps	2009	1,057
31003	Sheboygan Falls	6172	HP 6710B T7300 Laptop	Sch D1: Comps	2007	2,028
31003	Sheboygan Falls	6173	HP 6710B T7300 Laptop	Sch D1: Comps	2007	2,028
31003	Sheboygan Falls	6082	LAPTOP COMPUTER	Sch D1: Comps	2008	2,588
31003	Sheboygan Falls	7787	2012 BALZER VAC AND INJ UNIT	Sch C: M&E	2012	120,750
31003	Sheboygan Falls	6983	Refurb Unit 912075	Sch C: M&E	2011	88,628
31003	Sheboygan Falls	7110	Refurb Unit 912075 Prosvac	Sch C: M&E	2011	24,104
31003	Sheboygan Falls	6178	Terragator Refurb Unit 912014	Sch C: M&E	2008	58,261
31003	Sheboygan Falls	6170	Terragator	Sch C: M&E	2007	315,941
31003	Sheboygan Falls	6174	2000 JHC WET VAC	Sch C: M&E	2007	84,522
31003	Sheboygan Falls	1711	CAMERA TRUCK W/ EXP. PROOF CAM	Sch C: M&E	2002	138,789
31003	Sheboygan Falls	6143	1990 NATIONAL CRANE ON IHC CHA	Sch C: M&E	2002	32,212
31003	Sheboygan Falls	6063	6500 GALLON AG TYPE LIQUID WAS	Sch C: M&E	2000	15,000
31003	Sheboygan Falls	6062	WHEEL LOADER/JOHN DEERE/844G/H	Sch C: M&E	1998	189,215
31003	Sheboygan Falls	6044	98 MODEL 2060 MUSTANG SKIDSTEE	Sch C: M&E	1998	30,461
31003	Sheboygan Falls	6045	GEHL 1330 SCAVENGER SPREADER/8	Sch C: M&E	1998	22,181
31003	Sheboygan Falls	6042	INJECTION TOOL BAR FOR H112014	Sch C: M&E	1998	9,284
31003	Sheboygan Falls	6035	30YD/RO/CAN MACHINE/22244/N/RA	Sch C: M&E	1997	5,934
31003	Sheboygan Falls	6036	30YD/RO/CAN MACHINE/22245/N/RA	Sch C: M&E	1997	5,934
31003	Sheboygan Falls	6027	AG-GATOR/3004/1980/U/ 13001020	Sch C: M&E	1998	29,000
31003	Sheboygan Falls	6034	GORMAN RUPP PUMP A/JCZ-4039D	Sch C: M&E	1996	9,231
31003	Sheboygan Falls	6033	INJECTION SYSTEM/BRILLION/10988	Sch C: M&E	1996	6,623
31003	Sheboygan Falls	6043	WHEEL LOADER-JOHN DEERE	Sch C: M&E	1990	115,462

Certified Mail #: 7010 1060 0002 3648 2453

February 27, 2014

Accurate Appraisal LLC
PO BOX 415
Menasha, WI 54942

Dear Assessor:

Owner: Veolia BS Industrial Services Inc.
Location: 635 Old Country Rd – Sheboygan Falls, WI
Account #: New 2014

Please find attached the 2014 Personal Property Schedule for the account referenced above.

Also, please begin sending all correspondence pertaining to these accounts to the following address of our new Tax Agents:

Ryan, LLC
Attn: Brett Koch
13155 Noel Rd, Ste. 100
Dallas, TX 75240

Thank you for your assistance and please call Brett Koch at 972.934.0022 if you have any questions.

Respectfully,

STATE OF WISCONSIN
PERSONAL PROPERTY TAX BILL FOR 2014
 CITY OF SHEBOYGAN FALLS
 SHEBOYGAN COUNTY

VEOLIA ES INDUSTRIAL SERVICE INC
 ATTN RUAN LLC BRETT KOCH

PROPERTY NUMBER: 59282926040

Correspondence should refer to Property Number.

12

Assessed Value Land	Ass'd Value Improve	Tot Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improve	Tot Est. Fair Mkt.	<input type="checkbox"/> A star in this box means unpaid prior year tax
		443,200	104.567			423,840	
TAXING JURISDICTION		2013 Est. State Aids Allocated Tax Dist	2014 Est. State Aids Allocated Tax Dist	2013 Not Tax	2014 Net Tax	% Tax Change	NET PROPERTY TAX
STATE COUNTY C-SHEB. FALLS SCHL - 5278 TCDB 11			381799 728194 7435533 170901		71.98 2327.39 2714.47 3789.50 330.50		9233.84
TOTAL			8716427		9233.84		TOTAL DUE FOR FULL PAYMENT PAY BY JANUARY 31, 2015 \$9233.84
School taxes reduced by school levy tax credit		675.56	IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.		Net Assessed Value Rate (Does NOT reflect Lottery Credits)		Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and, if applicable, penalty. Failure to pay on time. See Reverse
635 OLD COUNTY RD					20.8344751		1st Installment by JANUARY 31, 2015 9233.84
			VEOLIA ES INDUSTRIAL SERVICE INC ATTN RUAN LLC BRETT KOCH 13155 NOEL RD STE 100 DALLAS TX 75240-5050				2nd Installment by JULY 31, 2011 9233.84

SEE REVERSE SIDE FOR IMPORTANT INFORMATION
 RETAIN THIS PORTION AS YOUR COPY

TEAR HERE

TEAR HERE

**TEAR OFF THIS STUB AND INCLUDE WITH FIRST INSTALLMENT PAYMENT
 PERSONAL PROPERTY TAX BILL FOR 2014**



AC111415

Please make all payments to the City of Sheboygan Falls.

Property Number: 59282926040

Pay 1st Installment - \$9233.84

Or

Pay Full Payment - \$9233.84

By January 31, 2015

Name: VEOLIA ES INDUSTRIAL SERVICE INC
 ATTN RUAN LLC BRETT KOCH
 13155 NOEL RD STE 100
 DALLAS TX 75240-5050

Property Address: 635 OLD COUNTY RD

Municipality/Location	Collection Dates	Times	Bank Collection Site In Person In Lobby Only	Bank Lobby Hours Tax Bill Must Accompany Payment
City of Sheboygan Falls Temporary City Hall 308 Buffalo Street Sheboygan Falls (across street from YMCA)	Mon - Fri	Noon-4:00	Community Bank & Trust Lobby 1160 Fond du Lac Avenue Sheboygan Falls	Lobby hours: Mon-Thurs 9-5, Fri 9-6 and Sat 9-Noon, 8th St closed Sat. Closed at Noon 12/24, all day 12/25 & 1/01. Closed at 5:00 12/31 & Open 1/1

Other Drop Off Site: None

Drop Box: Municipal building parking lot, east Exit, 375 Buffalo Street

Dates Municipality Closed: 12/24, 12/25, 12/31, & 1/01.

Online Payments: No

Telephone: 920-467-7900 Ext. 111

Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and applicable penalty. (See Reverse)

Make check payable and mail to:

City of Sheboygan Falls
Joel J Tauschek, Treasurer
 375 Buffalo St, PO Box 186
 Sheboygan Falls WI 53085

Amount: \$9,233.84 Sequence Number: 9692106075
Account: 488038571796 Capture Date: 02/05/2015
Bank Number: Check Number: 1129

THIS DOCUMENT HAS A COLORED BACKGROUND AND MICROPRINTING. THE REVERSE SIDE IN COLOR BEARING A SECURITY PATTERN.


Ryan, LLC Veolia Environmental N. A. 13155 Noel Road, Suite 100 Dallas, TX 75240 19771 974-0177	Bank Of America 901 E Main Dallas, TX 75201 214-508-6262	1129 32-2 11107X/1310
---	--	------------------------------------

REFERENCE	DATE	CHECK NO.	AMOUNT
	01/30/2015	1129	**9,233.84

PAY *NINE-THOUSAND TWO-HUNDRED-THIRTY-THREE AND 84/100****** Dollars

TO THE ORDER OF **CITY OF SHEBOYGAN FALLS**
375 BUFFALO STREET
PO BOX 186
SHEBOYGAN FALLS, WI 53085

MEMO 59282926040



CO AND NUMBER FEDERAL

⑈1129⑈ ⑆111000025⑆ ⑈488038571796⑈

774634488

PAY TO THE ORDER OF
WELLS FARGO BANK WISCONSIN, N.A.
EAST CENTRAL
FOR DEPOSIT ONLY
CITY OF SHEBOYGAN FALLS
JEB. L. VASQUEZ, CITY CLERK, 78245
63001/0472

Due Date
Mar 1, 2015

2015 Prepared Statement of Personal Property
Subject to Assessment January 1, 2015

2015

Who must file: Every person, firm or corporation as defined in section 70.35 WI Statutes receiving from the assessor a return of personal property, must submit such return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

Failure to file: If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4) WI Statutes.

Property owner (or in his/her charge as agent, consignee, or other representative capacity):

Veolia ES Industrial Services Inc.
Attn: Ruan, LLC Attn: Brett Koch
13155 Noel Rd Ste 100
Dallas, TX 75240

- Sole proprietorship
 Partnership
 Corporation
 LLC
 LLP

FEIN: _____

Account # 926040

Property addr: 635 Old County Rd

Municipality: City of Sheboygan Falls

County: Sheboygan

Business activity: _____

Status Change	<input type="checkbox"/> Business moved out of municipality (indicate new address on right)	New Owner	Name: _____
	<input type="checkbox"/> Business sold (indicate new owner & address to the right)		Address: _____
	<input type="checkbox"/> Business discontinued		City, ST, Zip: _____
	Date business status changed: _____		Phone: _____

Schedule A

Summary of Personal Property as of January 1, 2015

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of the column titled 'Assessable Property' is your declaration of personal property subject to tax within this municipality. Do not write "SALY" for "Same as Last Year"; forms must be filled out completely. Note that Schedule D-1 (exempt computers, software, cash registers and single function fax machines) is excluded from the total assessable.

Property Description	Non-assessable Property	Assessable Property
Boats and other watercraft (Schedule B)		\$
Machinery, tools and patterns (Schedule C)	PLEASE SEE ATTACHED *	
Furniture, fixtures and office equipment (Schedule D)		\$
Exempt computers, software, single function faxes & cash registers (Schedule D-1)	\$	
Multifunction faxes, copiers, postage meters, phone systems, etc (Schedule D-2)		\$
Improvements on leased land (Schedule E)		\$
Supplies (Schedule G)		\$
Other personal property (Schedule H)		\$
Total assessable (may not include all buildings on leased land if assessor has not determined value)		\$

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2015.

Owner's name (please print) Martin Vosburg		Preparer's name (if other than owner) (please print) Brett Koch	
Owner's mailing address (if different than above) 125 S 84th St, Ste 175 Milwaukee, WI 53214		Preparer's mailing address 13155 NOEL RD, STE 100, DALLAS, TX 75240	
Owner's signature 	Date signed 3/30/15	Preparer's signature 	Date signed
Owner's phone number (414) 479-2645	Owner's fax number	Preparer's phone number 772.934.0022	Preparer's fax number 972.934.4939
Owner's email address Martin.Vosburg@veolia.com		Preparer's email address brett.koch@ryan.com	

Return to: City Of Sheboygan Falls PO Box 186 375 Buffalo St Sheboygan Falls, WI 53085-0186	If you have any questions about this form, please contact:
--	--

**Schedule B
Boats and Other Watercraft**

Schedule B is for reporting boats and other watercraft not exempt. See tables of Composite Useful Lives and Conversion Factors at www.revenue.wi.gov/report/p.html#personal to determine the correct declared value or leave the declared value blank and we will look up the value for you. If the schedule is prefilled with information from last year, draw a line through any items disposed of prior to January 1, 2015.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Declared Value on Jan 1, 2015
	NONE			
Use additional sheets if necessary				Total declared value (enter here and on Schedule A)

**Schedule C
Machinery, Tools and Patterns**

Report all machinery and shop equipment. Take the costs shown from your accounting records. Any variation from information contained in your income tax return must be explained by letter or schedule. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2014 should be summarized in column 2. Assets owned on January 1, 2015 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 3 Additions, Disposals and Transfers During 2014 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	column 5 Conversion Factor (10 year)	col 4 x col 5 Declared Value on Jan 1, 2015
2014	\$0			0.925	
2013				0.794	
2012	\$120,750	* PLEASE SEE ATTACHED *		0.681	
2011	\$112,732			0.591	
2010				0.507	
2009				0.431	
2008	\$58,261			0.380	
2007	\$400,462			0.330	
2006				0.287	
2005	\$126,891			0.250	
Prior to '05	\$335,500			0.139	
Total declared value (enter here and on Schedule A)					

**Schedule D
Furniture, Fixtures and Office Equipment**

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries and other assets related to the sales and administration of your business. Original costs shown in columns 2 and 4 should include all costs of installation, freight, add-ons, and sales tax. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2014 should be summarized in column 2. Assets owned on January 1, 2015 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 3 Additions, Disposals and Transfers During 2014 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	column 5 Conversion Factor (10 year)	col 4 x col 5 Declared Value on Jan 1, 2015
2014	\$0			0.925	
2013	NONE			0.794	
2012				0.681	
2011				0.591	
2010				0.507	
2009				0.431	
2008				0.380	
2007				0.330	
2006				0.287	
2005				0.250	
Prior to '05				0.139	
Total declared value (enter here and on Schedule A)					

Schedule D-1
Exempt Computer Hardware, Software, Single Function Fax Machines, Cash Registers
Include Only Property that is Owned by You (Not Leased)

Do not report custom software. Report mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers and single function fax machines. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2014 should be summarized in column 2. Assets owned on January 1, 2015 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 3 Additions, Disposals and Transfers During 2014 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	column 5 Conversion Factor (4 year)	col 4 x col 5 Declared Value on Jan 1, 2015
2014	\$0			0.813	
2013	\$4,670			0.513	
2012				0.323	
2011	*PLEASE SEE ATTACHED*			0.206	
2010				0.130	
2009				0.081	
2008				0.051	
Prior to '08				0.032	
				Total declared value	
				(enter here and on Schedule A)	

Note: Per Section 70.38(1M) Any person, firm or corporation that fails to include information on property that is exempt under Section 70.11(39) and (39m) on the report under Section 70.35 shall forfeit \$10 for every \$100 or major fraction thereof that is not reported.

Schedule D-2
Multifunction Fax Machines, Copiers, Postage Meters, Telephone Systems and Computerized Equipment

Report all multifunction fax machines, copiers, postage meters, telephone systems (PBXs) and equipment with embedded computerized components. Summarize all assets by the year the asset was acquired. Assets owned on January 1, 2014 should be summarized in column 2. Assets owned on January 1, 2015 should be summarized in column 4.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2014 by Year Acquired	column 3 Additions, Disposals and Transfers During 2014 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	column 5 Conversion Factor (6 year)	col 4 x col 5 Declared Value on Jan 1, 2015
2014	\$0			0.875	
2013	NONE			0.663	
2012				0.502	
2011				0.384	
2010				0.291	
2009				0.218	
Prior to '09				0.128	
				Total declared value	
				(enter here and on Schedule A)	

Schedule E
Improvements on Leased Land

Report buildings, structures and other improvements which you own, but which are located on land that you do not own. They will be valued in the same manner as improvements located on land that is owned by you.

Year Asset Acquired	Description of Building	Property Address	Value on Jan 1, 2015 (Determined by Assessor)
			Total declared value
			(enter here and on Schedule A)

Use additional sheets if necessary

Schedule F

Leased Equipment (Property in Charge of But Not Owned)

Report all leased equipment such as business furniture, fixtures, equipment, machines, postage meters, tools, advertising devices and similar items loaned, leased, stored or otherwise held and not owned by you. Leased equipment will be assessed to the lessor (leasing company). Unlike all other schedules, the total value of all leased equipment is not reported on schedule A.

Name and Address of Leasing Company (Owner)	Lease Number	Type of Equipment	Year Installed	Full Value When Installed	Useful Life (Years)

Schedule G

Supplies

Report your supplies inventory. Supplies include items which are expensed, not subject to resale, but are necessary in the conduct of business, or are consumed in the operations of providing customer services. Supplies are items such as those used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning, and any other supplies in your possession on January 1, 2015.

Total supplies inventory on Jan 1, 2015. Do not itemize. Enter here and on Schedule A.	7,351
--	-------

Schedule H

All Other Personal Property, Leasehold Improvements, Signs, Billboards, Video Tapes, Logs and Forest Products, Other Improvements on Leased Land (Exempt), Forest Crop Land, or Managed Forest Land

Report all other leasehold improvements and other personal property not reported on a separate schedule. Leasehold improvements are any alterations, additions, or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in column 3. This schedule also includes logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing use of such property. Merchant's or manufacturing stock are exempt. Report improvements on leased land (exempt) and privately owned structures, billboards, or special taxed land. See tables of Composite Useful Lives and Conversion Factors at www.revenue.wi.gov/report/p.html#personal to determine the correct declared value or leave the declared value blank and we will look up the value for you. If the schedule is prefilled with information from last year, draw a line through any items disposed of prior to January 1, 2015.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Declared Value on Jan 1, 2015
Use additional sheets if necessary				Total declared value (enter here and on Schedule A)

Veolia ES Industrial Services, Inc.
 635 Old Country Rd, Sheboygan Falls, WI
 Account: 926040

TAX YEAR 2015 - RETURN SUMMARY

Oper. Unit	2015 RYAN SITUS	STATE CLASS	YEAR	Cost	% GOOD	RCNLD	
31003	Sheboygan Falls, WI	Computer Equip	2006	2,586	3.2%	83	
			2007	5,429	3.2%	174	
			2009	1,057	8.1%	86	
			2010	1,390	13.0%	181	
			2011	4,574	20.6%	942	
			2012	2,960	32.3%	956	
			2013	6,083	51.3%	3,121	
			Computer Equip Total			24,080	3.2%
		M&E	1990	115,462	13.9%	16,049	
			1994	5,603	13.9%	779	
			1996	74,654	13.9%	10,377	
			1997	16,912	13.9%	2,351	
			1998	147,581	0.0%	20,514	
			1999	23,806	13.9%	3,309	
			2000	163,121	13.9%	22,674	
			2001	40,155	13.9%	5,582	
			2002	192,784	13.9%	26,797	
			2007	400,463	33.0%	132,153	
			2008	58,261	38.0%	21,379	
			2011	112,732	59.1%	66,624	
			2012	120,750	68.1%	82,231	
			2013	124,950	79.4%	99,210	
		M&E Total			1,595,234	0.0%	510,028
		Sheboygan Falls, WI Total			1,619,314	0.0%	515,570



Veolia ES Industrial Services, Inc.
635 Old Country Rd, Sheboygan Falls, WI
Account: 59282926040

ASSET RETIREMENTS

City	2014 Classification	Asset ID	Description	Acq Year	Total
Sheboygan Falls	Mach & Equip	6062	WHEEL LOADER/JOHN DEERE/644G/1	1998	189,215
		7796	2000 Volvo TMACL	2012	0
Sheboygan Falls Total					189,215



TAX YEAR 2015 - ASSET DETAIL

Oper Unit	2015 RYAN SITUS	STATE CLASS	YEAR	RYAN ASSET ID	Descr	Cost	% GOOD	RCNLD			
31003	Sheboygan Falls, WI	Computer Equip	2008	6082	LAPTOP COMPUTER	2,688	3.2%	83			
			2008 Total			2,688	3.2%	83			
			2007	6003	Desktop - A Payant	1,376	3.2%	44			
				6172	HP 6710B T7300 Laptop	2,026	3.2%	65			
				6173	HP 6710B T7300 Laptop	2,026	3.2%	65			
			2007 Total			5,428	3.2%	174			
			2009	6373	Desktop Workstation 16565	1,057	8.1%	88			
			2009 Total			1,057	8.1%	88			
			2010	6858	HP6005 E Desktop	695	13.0%	90			
				6859	HP 6005 E Desktop	695	13.0%	90			
			2010 Total			1,390	13.0%	181			
			2011	7067	HP SB 6450B Laptop	1,832	20.6%	377			
				7164	HP SB 6005 Desktop	1,178	20.6%	243			
				7283	HP SB 2560P Laptop	1,564	20.6%	322			
			2011 Total			4,574	20.6%	842			
			2012	7735	HP SB 6560B Laptop	1,480	32.3%	478			
				7736	HP SB 6560B Laptop	1,480	32.3%	478			
			2012 Total			2,960	32.3%	858			
			2013	7972	HP SB 6560B Laptop	1,483	51.3%	761			
				7973	HP SB 6560B Laptop	1,489	51.3%	764			
				7984	HP SB 6560B Laptop	1,493	51.3%	766			
				8404	HP SB 8570P Laptop	1,618	51.3%	830			
			2013 Total			6,083	51.3%	3,121			
			Computer Equip Total						24,080	3.2%	6,542
					M&E	1990	6043	WHEEL LOADER-JOHN DEERE	116,462	13.9%	16,049
			1990 Total			116,462	13.9%	16,049			
			1994	5905	40 Yd Roll-Off Boxes (1) - #86	3,203	13.9%	446			
	5907	30 YD Roll-Off Box #7043	2,400	13.9%	334						
1994 Total			5,603	13.9%	779						
1996	5896	ADDITIONAL CHARGE LOADER/CATER	30,800	13.9%	4,281						
	6027	AG-GATOR/3004/1980/U/ /3001020	29,000	13.9%	4,031						
	6033	INJECTION SYSTEM/BRILLION/1996	5,623	13.9%	782						
	6034	GORMAN RUPP PUMP A/CZ-4038D	9,231	13.9%	1,283						
1996 Total			74,654	13.9%	10,377						
1997	5935	CER# D197002/Cab for D5H Cat D	5,045	13.9%	701						
	6035	30YD/RO/CAN MACHINE/22244/N/RA	5,934	13.9%	825						
	6036	30YD/RO/CAN MACHINE/22245/N/RA	5,934	13.9%	825						
1997 Total			16,912	13.9%	2,351						
1998	5917	30 bucket for EL200 Cat	3,160	13.9%	438						
	5919	GEHL 1330 SCAVENGER SPREADER/6	26,678	13.9%	3,708						
	5923	98 EAST FRAME TYPE ALUMINUM DR	65,818	13.9%	7,759						
	6042	INJECTION TOOL BAR FOR H112014	9,294	13.9%	1,292						
	6044	96 MODEL 2060 MUSTANG SKIDSTEE	30,461	13.9%	4,234						
	6045	GEHL 1330 SCAVENGER SPREADER/6	22,181	13.9%	3,083						
	6082	WHEEL LOADER/JOHN DEERE/644G/1	0	0.0%	0						
1998 Total			147,581	0.0%	20,514						
1999	5931	3182XE ALKOTA PRESSURE WASHER	3,072	13.9%	427						
	5936	Undercarriage parts & Trsprt/C	720	13.9%	100						
	5937	Cat D5H Dozer Undercarriage/CE	20,014	13.9%	2,782						
1999 Total			23,806	13.9%	3,309						
2000	5938	MILLERMATIC 250 WINE FEED WELD	2,804	13.9%	390						
	5939	MOUNTING KIT & CAB PROTECTOR O	2,020	13.9%	281						
	5940	CATERPILLAR 320 BL EXCAVATOR	143,297	13.9%	19,918						
	6063	5500 GALLON AG TYPE LIQUID WAS	15,000	13.9%	2,085						
2000 Total			163,121	13.9%	22,674						
2001	5947	UNDERCARRIAGE REPLACEMENT	28,650	13.9%	3,982						



TAX YEAR 2015 - ASSET DETAIL

Oper Unit	2015 RYAN SITUS	STATE CLASS	RYAN		Descr	Cost	% GOOD	RCNLD		
			YEAR	ASSET ID						
31003	Sheboygan Falls, WI	M&E	2001	6950	TRANSMISSION REBUILD ON UNIT H	11,506	13.9%	1,599		
			2001 Total					40,155	13.9%	5,582
			2002	1711	CAMERA TRUCK W/ EXP. PROOF CAM	138,789	13.9%	19,292		
				5958	QUICK DISCONNECT W/ FORK ASSEM	16,783	13.9%	2,333		
				5959	CLEO ACE 14 GENERAL DUTY EX	5,000	13.9%	695		
				6143	1990 NATIONAL CRANE ON IHC CHA	32,212	13.9%	4,477		
			2002 Total					192,784	13.9%	28,797
			2007	6170	Terragator	315,941	33.0%	104,261		
				6174	2000 JHC WET VAC	84,522	33.0%	27,892		
			2007 Total					400,463	33.0%	132,153
			2008 Total					56,261	38.0%	21,379
			2011	6983	Refur Unit 912075	88,628	59.1%	52,379		
				7110	Refur Unit 912075 Prosvac	24,104	59.1%	14,245		
			2011 Total					112,732	59.1%	66,624
			2012 Total					120,750	68.1%	82,231
			2013 Total					124,950	79.4%	99,210
			M&E Total					1,595,234	0.0%	510,028
			Sheboygan Falls, WI Total					1,019,314	0.0%	515,570



Certified Mail #:

March 25, 2015

Accurate Appraisal, LLC.
PO Box 415
Menasha, WI 54942

City of Sheboygan Falls
375 Buffalo St.
Sheboygan, WI 53085-0186
Falls

7013 2250 0002 0954 5791

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)
For delivery information, visit our website at www.usps.com

OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

PPT IS
Postmark
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3/30

es, Inc.
eboygan, WI

sonal Property Schedule for the account referenced
ondence pertaining to this account to the following

City of Sheboygan Falls
375 Buffalo St
Sheboygan Falls, WI 53085-0186

PS Form 3800, Aug 05/12 006 See Reverse for Instructions

Thank you for your assistance and please call Brett Koch at 972.934.0022 if you have any questions.

Respectfully,

**STATE OF WISCONSIN
PERSONAL PROPERTY TAX BILL FOR 2015
CITY OF SHEBOYGAN FALLS
SHEBOYGAN COUNTY**

VEOLIA ES INDUSTRIAL SERVICE INC
ATTN RUAN LLC BRETT KOCH

PROPERTY NUMBER: 59282926040

Correspondence should refer to Property Number.

16

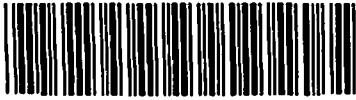
Assessed Value Land	Ass'd Value Improve	Tot Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improve	Tot Est. Fair Mkt.	<input type="checkbox"/>	A star in this box means unpaid prior year taxes.
		517,400	103.468			500,060		
TAXING JURISDICTION	2014	2015	2014	2015	% Tax Change	NET PROPERTY TAX 10732.63		
	Est. State Aids Allocated Tax Dist	Est. State Aids Allocated Tax Dist	Net Tax	Net Tax				
STATE	381799	379182	71.98	85.07	18.2	RYAN, LLC DEC 16 2015 RECEIVED		
COUNTY	728194	808610	2327.39	2819.55	21.1			
C-SHEB. FALLS	7435533	7002849	2714.47	3159.45	16.4			
SCHL - 5278	170901	703505	3789.50	4266.84	12.6			
TCDB 11			330.50	401.72	21.5			
TOTAL	8716427	8894146	9233.84	10732.63	16.2	TOTAL DUE FOR FULL PAYMENT		
	Lottery & Gaming Credit		9233.84	10732.63	16.2	PAY BY JANUARY 31, 2016		
	Net Property Tax					\$10732.63		
School taxes reduced by school levy tax credit	895.60	IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.		Net Assessed Value Rate (Does NOT reflect Lottery Credit)	20.7433803	Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and, if applicable, penalty. Failure to pay on time. See Reverse		
635 OLD COUNTY ROAD PP		VEOLIA ES INDUSTRIAL SERVICE INC ATTN RUAN LLC BRETT KOCH 13155 NOEL RD STE 100 DALLAS TX 75240-5050				1st Installment by JANUARY 31, 2016	2nd Installment by JULY 31, 2016	10732.63

SEE REVERSE SIDE FOR IMPORTANT INFORMATION
RETAIN THIS PORTION AS YOUR COPY

TEAR HERE

TEAR HERE

**TEAR OFF THIS STUB AND INCLUDE WITH FIRST INSTALLMENT PAYMENT
PERSONAL PROPERTY TAX BILL FOR 2015**



AC111415

Please make all payments to the City of Sheboygan Falls.

Property Number: 59282926040

Name: VEOLIA ES INDUSTRIAL SERVICE INC
ATTN RUAN LLC BRETT KOCH
13155 NOEL RD STE 100
DALLAS TX 75240-5050

Pay 1st Installment - \$10732.63

Or

Pay Full Payment - \$10732.63

By January 31, 2016

Property Address: 635 OLD COUNTY ROAD PP

Municipality/Location	Collection Dates	Times	Bank Collection Site In Person In Lobby Only	Bank Lobby Hours Tax Bill Must Accompany Payment
City of Sheboygan Falls City Hall (second floor) 375 Buffalo Street Sheboygan Falls	Mon - Fri	Noon-4:00	Wisconsin Bank & Trust Lobby 1160 Fond du Lac Avenue Sheboygan Falls	Bring tax bill and payment. Lobby hours: Mon- Fri 9:00 AM - 5:00 PM Closed at noon 12/24, all day 11/26, 12/25, 1/01, & 1/18.

Other Drop Off Site: None

Drop Box: Municipal building parking lot, east Exit, 375 Buffalo Street

Dates Municipality Closed: 12/24, 12/25, 12/31, & 1/01.

Online Payments: No

Telephone: 920-467-7900 Ext. 111

Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and applicable penalty. (See Reverse)

Make check payable and mail to:

City of Sheboygan Falls
Joel J Tauschek, Treasurer
375 Buffalo St, PO Box 186
Sheboygan Falls WI 53085

Ryan, LLC
Veolia Environmental N. A.
 13155 Noel Road, Suite 100
 Dallas, TX 75240
 (972) 934-0122

Bank Of America
 901 E Main
 Dallas, TX 75201
 214-508-6262

1327

32-2
 1110TX/1310

REFERENCE	DATE	CHECK NO.	AMOUNT
	01/18/2016	1327	**10,732.63

PAY *TEN-THOUSAND SEVEN-HUNDRED-THIRTY-TWO AND 63/100****** Dollars

TO THE ORDER OF **City of Sheboygan Falls**
 375 Buffalo St
 P.O. Box 186
 Sheboygan Falls, WI 53085

MEMO *Acct: 926040*



⑈ 1327 ⑈ ⑆ 111000025⑆ ⑈ 488038571796 ⑈

Ryan, LLC

1327

INVOICE NUMBER	DESCRIPTION	AMOUNT	DISCOUNT TAKEN	NET AMOUNT

CHECK DATE	CHECK NUMBER	PAYEE NAME	TOTAL AMOUNT	DISCOUNT	CHECK AMOUNT
01/18/2016	1327	City of Sheboygan Falls			**10,732.63

Ryan, LLC

1327

INVOICE NUMBER	DESCRIPTION	AMOUNT	DISCOUNT TAKEN	NET AMOUNT

CHECK DATE	CHECK NUMBER	PAYEE NAME	TOTAL AMOUNT	DISCOUNT	CHECK AMOUNT
01/18/2016	1327	City of Sheboygan Falls			**10,732.63

III

5.3

Res. No. 148 - 15 - 16. By Alderperson Hammond. February 15, 2016.

A RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$3,400,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016A.

WHEREAS, the City of Sheboygan, Sheboygan County, Wisconsin (the "City") is presently in need of approximately \$3,400,000 for public purposes, including paying the cost of various construction, improvement and acquisition projects set forth in the City's 2016 Capital Improvement Plans, including the acquisition of motor vehicles, rolling stock, fire department equipment, sirens and controls, bridge and street improvements, city hall construction, assessment revaluation, and TID No. 16 projects costs (collectively, the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, the Common Council of the City hereby finds and determines that general obligation promissory notes in an amount of approximately \$3,400,000 should be issued pursuant to Section 67.12(12), Wisconsin Statutes, for the purpose of paying the cost of the Project;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Notes. The City shall issue general obligation promissory notes designated "General Obligation Promissory Notes, Series 2016A" (the "Notes") in an amount of approximately \$3,400,000 for the purpose of paying the cost of the Project.

Section 2. Sale of the Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Finance

100

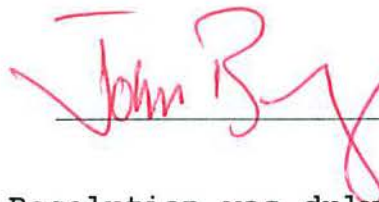
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Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Wisconsin Public Finance Professionals, LLC ("WPPF")) is hereby authorized and directed to cause the sale of the Notes to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with WPPF) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Award of the Notes. Following receipt of bids for the Notes, the Common Council shall consider taking further action to provide the details of the Notes; to award the Notes to the lowest responsible bidders therefor; and to levy a direct annual irrevocable tax sufficient to pay the principal of and interest on the Notes as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.



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

Dated March _____, 2016. _____, City Clerk

Approved March _____, 2016. _____, Mayor

III

5.4

Res. No. 149 - 15 - 16 . By Alderperson Hammond. February 15, 2016.

A RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$7,550,000 TAXABLE GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016B

WHEREAS, the City of Sheboygan, Sheboygan County, Wisconsin (the "City") is presently in need of the sum of approximately \$7,550,000 for public purposes, including payment of development incentives (the "Project") and refunding the Taxable General Obligation Refunding Bonds, Series 2006D, dated July 1, 2006 (the "Refunded Obligations") (herein after the refinancing of the Refunded Obligations shall be referred to as the "Refunding") for the purpose of achieving debt service cost savings;

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Common Council of the City hereby finds and determines that general obligation promissory notes in an amount of approximately \$7,550,000 should be issued pursuant to Section 67.12(12), Wisconsin Statutes, for the purpose of paying the cost of the Project and the Refunding; and

WHEREAS, due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue the general obligation promissory notes on a taxable rather than tax-exempt basis.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Notes. The City shall issue taxable general obligation promissory notes designated "Taxable General Obligation Promissory Notes, Series 2016B" (the "Notes") in an amount of approximately \$7,550,000 for the purposes above specified.

Section 2. Sale of the Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Wisconsin Public Finance Professionals, LLC, ("WFPF")) is hereby authorized and directed to cause the sale of the Notes to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Sale and

Finance

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III

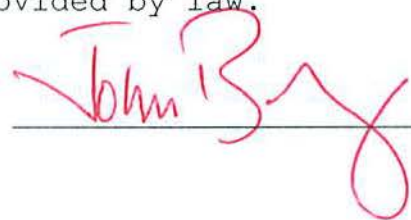
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other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with WPPF) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under *this resolution.*

Section 5. Award of the Notes. Following receipt of bids for the Notes, the Common Council shall consider taking further action to provide the details of the Notes; to award the Notes to the lowest responsible bidder therefor; and to levy a direct annual irrevocable tax sufficient to pay the principal of and interest on the Notes as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.



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

Dated March _____, 2016. _____, City Clerk

Approved March _____, 2016. _____, Mayor

R. O. No. _____ - 15 - 16.

By PURCHASING AGENT
March 6, 2016

Submitting a summary of anticipated expense for the provision of financial advisory services on a contract renewal basis for the period of April 1, 2016 through March 31, 2018.

The vendor has proposed a two year contract extension with the rates remaining the same as the current contract.

WI Public Finance

Professionals, LLC Milwaukee

Cost per issue

General Obligation Bond Issuance

\$1 Million to \$4 million

\$ 11,750.00-\$15,500.00

HOURLY RATES (IF REQUIRED)

Financial Advisor.. \$ 75.00

Sr. Analyst . . . \$ 50.00

Jr. Analyst . . . \$ 40.00

The cost of services is based on three anticipated issues.

The Finance Director and Chief Administrative Officer are pleased with the services provided in the past two years and have recommended a contract extension.

Therefore it is recommended that the Purchasing Agent be authorized to enter into a contract extension with WI Public Finance Professionals LLC for providing financial advisory/bond counsel services.

RES. NO. _____ 15-16 By Alderperson Hammond
February 17, 2016

A RESOLUTION authorizing the Purchasing Agent to enter into a contract renewal for obtaining financial advisory services formerly referred to as bond counsel services.

WHEREAS: The City of Sheboygan has contracted with WI Public Finance Professionals, LLC for the past two years. The contract for these services expires in March 2016. The vendor has proven itself of value to the City of Sheboygan and has proposed a three year contract extension with no change to the rates of service:

RESOLVED: That the Purchasing Agent is hereby authorized to enter into a contract renewal with Wisconsin Public Finance Professionals, LLC for financial advisory services beginning April 1, 2016 through March 31, 2018 in accordance with City of Sheboygan RFP #1838-14 and the current Capital Improvements Program.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on the Debt Issuance Expense Account #30115100-540117 in payment of same.

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

Dated _____ 20____.
_____, City Clerk

Approved _____ 20____.
_____, Mayor

RES. NO. _____ 15-16. By Alderperson Hammond.
March 6, 2016

A RESOLUTION authorizing the City of Sheboygan to cancel the contract with the State of Wisconsin Office of the Commissioner of Insurance, Local Government Property Insurance Fund, Policy Number 140615 effective June 1, 2016.

WHEREAS, Wisconsin State Statute 631.36 provides that policyholders be notified of any significant policy or premium alterations at least 60 days prior to any anniversary date if the changes are to become effective on the renewal date, and.

WHEREAS, policyholders have the right to cancel coverage without penalty within the prescribed 60-day time period;

WHEREAS, for policies effective on or after July 1, 2015, the following changes have been approved and will be implemented:

Adopt a Loss Cost Multiplier of 2.288 versus the current 1.413 and

The rate for automobile physical damage will increase by 35%.

WHEREAS, The City has confirmed coverage at a lower rate than offered by the State of Wisconsin Office of the Commissioner of Insurance, Local Government Property Insurance Fund.

NOW THEREFORE BE IT RESOLVED: That the City of Sheboygan will cancel coverage with the State of Wisconsin Office of the Commissioner of Insurance, Local Government Property Insurance Fund effective June 1, 2016.

BE IT FURTHER RESOLVED: That the appropriate City Officials notify the State of Wisconsin Office of the Commissioner of Insurance, Local Government Property Insurance Fund to cancel coverage effective June 1, 2016.

R. O. No. _____ 15-16. Purchasing Agent.
March 7, 2016

Submitting for information, an updated purchasing policy consistent with City Ordinances and/or State Statutes which I deem necessary for the efficient procurement of goods and services. Pursuant to sec. 2-338(e), a copy of such policies, rules and regulations shall be filed with the City.

PROCUREMENT POLICY

I. PURPOSE

To allow the City to acquire, on a competitive basis, all goods and services at the best value possible and operate in a manner than maximizes the effectiveness and efficiency of services provided by the City.

II. POLICY

This policy establishes a Purchasing Office and a Purchasing Agent. The Purchasing Office will have the responsibility to institute and maintain an effective and economical program for the purchase of goods and services. The Purchasing Agent, reporting to the Finance Director, will ensure the proper and efficient administration of this program, and monitor compliance with these procedures, rules and regulations throughout City operations.

The purpose of the purchasing program is to enable departments to acquire needed equipment, materials, supplies and services of suitable quality for the purpose intended from the lowest priced responsible and responsive bidder while enhancing competition and providing fair opportunity and equitable treatment for all vendors.

This will be accomplished by utilizing a combined effort between City departments and the Purchasing Office. The Purchasing Office will concentrate efforts on standardizing and centralizing purchases of common use items among all departments while enlisting individual department's expertise in purchasing specialized items unique to their departments. When purchasing these specialized items, the individual departments become responsible for ensuring that the provisions of this policy are followed.

This policy pertains to all agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Failure to comply with this policy may result in loss of individual purchasing authority and/or disciplinary action up to and including discharge.

III. **DEFINITIONS**

Auction Administrator: The Purchasing Agent shall be assigned by the City to assist departments in selecting an auction type and venue, establish procedures and responsibilities, and conduct online auctions for the sale of surplus supplies or equipment.

Bid: A formal price solicited from a vendor for a good or service. Bids are required to conform to specific terms and well defined specifications contained in the solicitation documents. A sealed written bid is required with public notice setting a specific time and place to open all bids received for any project defined as public construction.

City: The City of Sheboygan, Wisconsin

Contract: An agreement between one or more parties to do something or provide specific goods or services.

Contract Cost: Total cost of a contract, whether for one or more years.

Contractual Services: Includes, but may not be limited to: telephone, gas, water, electric light, power and heating services; towel and cleaning services; leases for grounds, buildings, equipment, maintenance, office or other space required by the using department; and the rental, repair or maintenance of equipment, machinery or other property owned by the City.

Council: The Common Council of the City of Sheboygan.

Department: All agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Professional Services: Services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include, but shall not be limited to, those customarily rendered by architects, engineers, surveyors, real estate appraisers, certified public accountants, attorneys, financial advisors, medical and social service providers, computer software applications, systems development/implementation, management and other consultants, promotional programs such as marketing and advertising, and such other specific services as determined by the Mayor or his/her designee.

Proposal: A plan received from a vendor and the related cost of implementing the plan. Proposals are usually requested when the specifications or scope of the

services needed cannot be adequately prepared to provide all prospective vendors a complete and accurate description of the work to be performed. Vendors are asked to propose their best solution to the needs defined in the solicitation. Proposals are often requested when soliciting costs for professional services, high-tech equipment, other specialized equipment and research and development expenditures.

Public Construction: Substantial repairs, remodeling, construction or other changes to any City owned land or building (Wisconsin Statute 62.15).

Quotation: An informal type of bid received from a vendor offering to sell a product or service. The quotation will contract specified pricing, terms and conditions of sale. The quotation may be either in writing (including a price list or catalog) or verbal, depending upon the dollar value as outlined in IV.C (2)(3).

Request for Proposal (RFP): All documents, whether attached or incorporated by reference used for soliciting proposals for professional services.

Service: The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than usual reports, materials or drawings which are the end result of and incidental to the required performance.

IV. PROCEDURES

A. PURCHASING MANUAL

The Purchasing Agent shall be responsible for updating and maintaining the Procurement Policy, which set forth the authorized purchasing procedures and the rules and regulations in connection therewith which shall be approved by the Common Council.

B. DEPARTMENT SPECIFIC PURCHASES

In order to take advantage of the technical expertise within the various City departments, department personnel will have the authority to purchase specialized items unique to their operations. The Purchasing Office will be available to serve in an advisory capacity. However, if the department wishes, the responsibility for the purchase of these specialized items may be turned over to the Purchasing Office. The individual coordinating the purchase will be responsible for ensuring that all provisions of the procurement policy are followed. Upon request of the Purchasing Agent, departments will furnish copies of quotes and other documentation to show compliance with the procurement policy.

If a question arises over the categorization of a purchase as specialized or non-specialized, the Finance Director will make the final determination.

C. PURCHASING AND CONTRACTING LEVELS

Purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids/quotations whenever practical, subject to the following spending guidelines. However, for all purchases the Purchasing Agent reserves the right to coordinate the purchase of like items where such purchase is beneficial and practical to the City.

- 1) Purchases up to \$750 may be made based on the best judgment of the department making the purchase, except as section IV.D (Standard Contracts) and information technology related equipment, section IV.S. However, it is recommended to seek competition for these purchases for the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a purchase under \$500 the department is encouraged to seek competition from as many sources as reasonable to assure best price and delivery.
- 2) Purchases of \$750 or more but less than \$2,000 shall be purchased as deemed beneficial by the Purchasing Agent.
- 3) Purchases of \$2,000 or more (other than Public Works Construction Projects) require that written quotations be solicited. Additionally, any new contracts or agreements for services or equipment with an anticipated contract cost of \$15,000 or more require the approval of the Common Council prior to execution. New contracts or agreements shall be defined as those which:
 - a) Are for services or equipment procured on a special or one-time basis; or
 - b) are not for the renewal or re-award of existing, previously approved and budgeted, ongoing operational requirements (i.e. existing maintenance agreements); or
 - c) are not defined by either (a) or (b), but have an anticipated total contract cost in excess of \$100,000 (i.e. janitorial, etc.)
- 4) Public Works Construction Projects. In accordance with Wisconsin Statute 62.15, all such projects for which the cost is expected to be greater than \$25,000 must be competitively bid. The City Attorney's

Office will determine the applicability of this statute to individual projects.

The bidding and awarding processes are detailed in Wisconsin Statute 66.0901. All public works bids and staff recommendations will be submitted through the Public Works Committee for Common Council approval.

D. STANDARD CONTRACTS

When the Purchasing Agent has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. The standard contracts will usually be let on an annual basis. Each department will be supplied with a catalog. Departments will forward requested purchases to the Purchasing Office, where requisitions to the supplier will be issued. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

E. COOPERATIVE PURCHASING

The Purchasing Agent shall have authority to join with other units of government, with quasi-governmental agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served. Competitively bid cooperative purchasing contracts onto which the City “piggybacks” are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

F. PURCHASING FROM GOVERNMENT UNITS

Materials, supplies, machinery and equipment offered for sale by the federal, state, county government or by any municipality may be purchased without bids at prices to be agreed upon between the Purchasing Agent and the respective department for which the item is to be acquired. Expert assistance for appraisal of such items may be employed at the discretion of the Purchasing Agent.

G. SOLE SOURCE

Purchases of goods or services under \$15,000 may be made without competition when it is agreed in advance between the department and the Purchasing Office that there is a valid reason to purchase from one source or that only one source is available.

- 1) For sole source purchases over \$750 but less than \$5,000, departments other than DPW, shall obtain verbal approval from the Purchasing Office, and document the reasons and agreement at the department level. The Purchasing Agent may suggest or assist in locating additional competitive sources.
- 2) For sole source purchases over \$5,000 but less than \$15,000 other than Public Works Construction Projects, a written justification shall be forwarded to the Purchasing Agent, who will either concur with the sole source or assist in locating additional competitive sources.
- 3) Any sole source purchase over \$15,000 must be approved by the Common Council.
- 4) The use of the sole source exception to the competitive bidding process will expire on an annual basis.

H. EMERGENCY PURCHASES

For emergency purchases greater than \$750, but less than \$2,000, all City departments shall enter and complete a purchase requisition in the MUNIS system and “release” for approvals. The requisition number should be provided to the vendor when placing an order. The following situations constitute an emergency under this provision of the policy:

- 1) Any situation in which there exists immediate and substantial danger to the health, life or property of any person or any situation in which there exists potential for increased damage to City property if the situation is not immediately remedied;
- 2) any situation where the normal operation of any City department is seriously impaired or is in jeopardy of being seriously impaired; or

3) when the Mayor's Office declares an emergency.

I. PURCHASE OF RECYCLED MATERIALS

The Purchasing Agent will ensure that the average recycled content of all paper purchased by the City measured as a proportion by weight, of the fiber content of all paper products purchased in the year is not less than those percentages specified in Wisconsin Statute 66.0131 (3) (a) (2). If at all possible, when purchasing chemicals, the Purchasing Agent shall purchase non-toxic, green chemicals.

J. PURCHASE ORDER

The routine purchase of goods and services between \$750 and less than \$15,000 will be processed by entering a purchase requisition into the MUNIS system. After required approvals the purchase requisition will be converted to a purchase order. The purchase order will be emailed or faxed to the vendor for processing. In no case will goods and services be delivered prior to the vendor receiving a purchase order. Purchases under \$500 do not require a purchase order unless the department deems it would be beneficial.

K. SERIAL CONTRACTING

No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing a series of purchase orders to the same vendor for the same community or service in any 90-day period in order to avoid the requirements of the procurement policy.

L. APPROPRIATIONS

All purchases shall be made in accordance with the appropriations (budget) that have been approved by the Common Council for the operation of the respective City departments. The responsibility for not exceeding existing appropriations rests with the department head making the requisitions or purchases.

M. LOWEST RESPONSIBLE BIDDER AND BEST VALUE CONCEPT

All purchases shall be made in accordance with the following procedures, except as otherwise provided by resolution of the Common Council:

- 1) Award to a responsible bidder who submits the responsive bid which is most advantageous to the City, based on quality, price and delivery.

An award shall not be made without authorization of the Common Council, following a prior recommendation by the Purchasing Agent. When an award is not made to the lowest bidder, a complete statement of the reasons shall be prepared and retained in the permanent bid file.

- 2) When all other factors are comparable, the award shall be made to a responsible bidder whose materials are manufactured to the greatest extent in the United States. Award shall not be made on the basis if the Purchasing Agent or other person having contracting authority in respect to the purchase determines that the materials are not manufactured in the United States in sufficient or reasonably available quantities or the quality of materials is sufficiently less than the quality of similar available materials manufactured outside the United States.
- 3) The Purchasing Agent may reject any or all bids or may waive informalities in the bidding process.

N. PROCUREMENT OF SERVICES

Whenever practical, the purchase of all services should be based on competitive bids/quotations/proposals subject to the spending guidelines noted in Procedure IV (C) of this policy. This includes, but it not limited to, the following categories of services:

- 1) **Professional Services.** Consulting and expert services provided by an organization or individual.
- 2) **Contractor Services.** The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance.
- 3) **Client Services.** Those services provided directly to individuals on behalf of the City.
- 4) **Construction Services.** Services provided in the construction of roads, buildings or other facilities.

- 5) **Technology Services.** Services provided in the design, development, installation, and/or operation or maintenance of automated computer systems, including hardware and software.

If it is estimated that the service being solicited has a total cost of over \$15,000 and the value of the service is substantially measured by the professional competence of the providers rather than cost alone, it is recommended that a Request for Proposal (RFP) be used to solicit vendor responses or quality based selection criteria. The Purchasing Office is available to assist in these situations.

O. PROHIBITED BUSINESS TRANSACTIONS

Employees are not allowed to participate directly or indirectly in a purchase when the employee, or a member of the employee's family, has a financial interest in the purchase or the employee, or a member of the employee's family, is negotiating or has an arrangement concerning prospective employment with the supplier.

Purchases for services or goods should not be made from employees of the City unless the employee can be considered an independent contractor as defined by the Internal Revenue Service.

Employees of the City are not allowed to use City negotiated discounts or the City's tax exempt status to purchase goods or services for their own personal use or gain.

The City of Sheboygan Code of Ethics Policy shall be referenced regarding receipt of gifts. Employees who receive offers of gifts or other improper attempts to influence purchasing decisions should report this to their supervisor and/or the Purchasing Agent, who will in turn consult with the City Attorney's Office to determine the appropriate course of action.

P. SURPLUS OR OBSOLETE SUPPLIES OR EQUIPMENT

The Purchasing Agent shall be responsible for and shall have the authority for the disposal of obsolete, excess, unused or scrap materials, supplies and equipment. All revenues shall be deposited with the City Finance Department.

P. INSURANCE REQUIREMENTS

The Purchasing Agent shall have the authority to require a performance bond or other similar instrument or surety in such amount as is reasonably necessary to protect the best interest of the City before entering into a contract.

Q. OPEN RECORDS/PUBLIC INFORMATION

With few exceptions, records related to governmental purchasing are subject to public access under Wisconsin's Open Records Law. This includes, but is not limited to, quotes, bids, proposals, purchase orders and related correspondence. While employees may ask that open records requests be made in writing, the requestor is not required to do so.

- 1) When conducting public bid openings, the names of the bidders and certain bid details, including price shall be read aloud. In the case of proposal (RFP) openings, only the names of the proposers shall be read aloud. In either case, copies of the bids or proposals are not made available, nor is inspection of the documents permitted, until contract award has been submitted for approval to the Common Council.
- 2) Vendors requesting confidentiality of their quotes, bids, proposals or portions thereof must identify the confidential materials as such and state the specific, legitimate reason(s), i.e. trade secret, propriety customer list.
- 3) Questions regarding compliance with an open records request should be referred to the City Attorney's Office.

R. INFORMATION TECHNOLOGY RELATED EQUIPMENT AND SUPPLIES

In order to ensure compatibility and maintain standards for the City's information system, all purchases of information technology equipment, supplies and services must be initiated by and acquired through the Information Technology Department. This includes, but may not be limited to, computers, software, printers, copiers, ink, toners, repair parts, support and maintenance services, telephone equipment, scanners or any peripheral device which interfaces with any part of the City's information systems. Information Technology staff should be the primary vendor point of contact

for all information technology needs. In turn, the Information Technology Department is responsible for adhering to the provisions of this policy when conducting such procurement activities.

S. SHORELINE METRO

Procurement activities by or for Shoreline Metro are subject to the provisions of the Federal Transit Administration "Appendix A of Procurement Policies." A current version of this appendix is available upon request to Shoreline Metro administrative staff. In addition, agencies issuing paratransit service contracts through Shoreline Metro will complete a procurement checklist, attach the appropriate documentation and submit it to the Shoreline Metro Manager or his/her designee for review to ensure federal compliance.