

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

**CITY OF SHEBOYGAN****LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE MINUTES****JULY 15, 2020**

**MEMBERS PRESENT:** Chair Alderperson Ryan Sorenson, Vice Chair Alderperson Dean Dekker (appeared remotely), Alderperson Betty Ackley (appeared remotely), Alderperson Mary Lynne Donohue (appeared remotely), Alderperson Barbara Felde (appeared remotely)

**STAFF/OFFICIALS PRESENT:** City Attorney Charles Adams, Mayor Mike Vandersteen, Fire Chief Eric Montellano, Lt. Michael Stelter, Officer Kevin Post, Director of Planning and Development Chad Pelishek, Building Inspector Pat Eirich, Licensing Clerk Julie Wieck, Legal Assistant Kathy Hoffman

**OTHERS PRESENT:** Matt Bauer, Kurt Davis, Robert Heimerl, Vern Kittler

**1. OPENING OF MEETING**

1.1 Roll Call

1.2 Call to Order

Chair Alderperson Ryan Sorenson called the meeting to order at 4:00 p.m.

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.4 Introduction of Committee members, staff and guests

**2. MINUTES**

2.1 Approval of Minutes - June 24, 2020

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to approve the minutes of the previous meeting held June 24, 2020. Motion carried 5-0.

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3.1 Presentations by potential applicants for available "Class B" alcohol beverage licenses

There are presently two "Class B" alcohol beverage licenses available. Vern Kittler and Harbor Centre Marina appeared before the committee to present their cases regarding pre-applications for the available licenses.

Vern Kittler spoke regarding his business which will be at 1133 Michigan Avenue (the former SheVegas and Bar Code). Mr. Kittler is renting the property from Robert Heimerl. The business will be a coffee shop, art gallery, music venue, with some outdoor seating. The soft opening would be in three months and he would be fully open within six months.

Matt Bauer spoke on behalf of Harbor Centre Marina. Mr. Bauer informed the committee that F3 Marina would operate the bar located on the second floor of the marina as part of the marina operation contract with the City. The bar would be open to the public. Renovations are currently underway and they would

open in the Fall.

3.2 Discussion and action regarding granting opportunity to apply for available "Class B" alcohol beverage licenses

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to invite both Vern Kittler and Harbor Centre Marina to apply for the available "Class B" alcohol beverage licenses within seven days. Motion carried 5-0.

3.3 Gen. Ord. No. 11-20-21 (7-6-20) An Ordinance amending Section 50-668 of the Municipal Code relating to third party inspections of fire alarm systems

Chief Montellano informed the committee that this ordinance clarifies that reports from third party inspections must be submitted to the Fire Department and that the Fire Chief has control over the format of those reports.

Motion by Alderperson Felde, seconded by Alderperson Ackley, to recommend the Common Council adopt Gen. Ord. No. 11-20-21. Motion carried 5-0.

3.4 Res. No. 48-20-21 (7-6-20) A Resolution authorizing the appropriate City official to execute an Agreement with Bryccr, LLC for The Compliance Engine Software for the City of Sheboygan Fire Department

Chief Montellano informed the committee that this contract will provide software to allow the Fire Department access to the Compliance Engine where third party alarm testing companies have submitted their results. There is no cost to the Fire Department.

Motion by Alderperson Felde, seconded by Alderperson Dekker, to recommend the Common Council adopt Res. No. 48-20-21. Motion carried 5-0.

3.5 Res. No. 49-20-21 (7-6-20) A Resolution authorizing the Fire Chief to execute the Cylinder Product Sale Agreement with Airgas USA, LLC to provide medical gasses to the City of Sheboygan Fire Department for at least five years

Chief Montellano informed the committee that this five-year contract should provide significant annual savings compared to the previous non-contractual agreements with Airgas USA, LLC.

Motion by Alderperson Donohue, seconded by Alderperson Felde, to recommend the Common Council adopt Res. No. 49-20-21. Motion carried 5-0.

3.6 Gen. Ord. No. 9-20-21 (7-6-20) An Ordinance amending Section 26-147 of the Municipal Code relating to classifications and license/registration fees for contractors, so as to add a classification for carpenter accessory contractors, remove a classification for registered business owner contractors, and make minor modifications to the type of work that may be performed by each contractor classification

Director of Planning and Development Chad Pelishek informed the committee that the City still has local licensing requirements for carpenter contractors. This new category would cover accessory structures such as garages, sheds, pergolas and fences only.

Motion by Alderperson Felde, seconded by Alderperson Dekker, to hold this matter until the next meeting. Motion carried 5-0.

3.7 Gen. Ord. No. 10-20-21 (7-6-20) An Ordinance repealing and recreating portions of Chapter 26 of the Sheboygan Municipal Code to update provisions and bring the Code into alignment with changes in state

law and changes in local ordinances and procedures

Director of Planning and Development Chad Pelishek informed the committee that this ordinance updates Chapter 26 to reflect changes in state law and current departmental operations.

Motion by Alderperson Dekker, seconded by Alderperson Felde, to recommend the Common Council adopt Gen. Ord. No. 10-20-21. Motion carried 5-0.

3.8 R.O. No. 25-20-21 (6-15-20) Submitting various license applications for the period ending December 31, 2020, April 14, 2021, June 30, 2021, and June 30, 2022. Bev. Op. Lic. [NEW] App. No. 3323 (David D. Felbab); Bev. Op. Lic. [RENEW] App. No. 7460 (Stephanie M. Garcia)

City Attorney Adams informed the committee that David D. Felbab had failed to contact the City Attorney's office regarding a hearing on possible denial of his license application and informed the committee of Mr. Felbab's record.

Motion by Alderperson Dekker, seconded by Alderperson Ackley, to accept all facts presented by staff as true and to deny the license application of David D. Felbab based upon his record of violations related to the licensed activity, his history as a habitual law offender, his failure to accurately answer application questions, and his failure to cooperate with staff for the committee. Motion carried 5-0.

Stephanie M. Garcia failed to appear for the hearing regarding non-renewal of her beverage operator's license.

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to hold Bev. Op. Lic. [RENEW] App. No. 7460 and reschedule the hearing on possible denial of her license application. Motion carried 5-0.

3.9 R.O. No. 5-20-21 (5-4-20) Submitting various license applications (INDIVIDUALS) for the period ending June 30, 2021 and June 30, 2022. Bev. Op. Lic. [NEW] App. No. 3172 (Shelley A. Jeske)

Motion by Alderperson Dekker, seconded by Alderperson Donohue, to continue to hold Bev. Op. Lic. [NEW] App. No. 3172 (Shelley A. Jeske). Motion carried 5-0.

3.10 R.O. No. 16-20-21 (6-1-20) Submitting various license applications [INDIVIDUALS] for the period ending December 31, 2020 and June 30, 2022. Bev. Op. Lic. [NEW] App. No. 3216 (Joshua Maevers), 1010 (Gilbert G. Mclean)

City Attorney Adams informed the committee that Joshua Maevers had failed to contact the City Attorney's office regarding a hearing on possible denial of his license application and informed the committee of Mr. Maevers' record.

Motion by Alderperson Dekker, seconded by Alderperson Donohue, to accept all facts presented by staff as true and to deny the license application of Joshua Maevers based upon his record of violations related to the licensed activity, his history as a habitual law offender, his failure to accurately answer application questions, and his failure to cooperate with staff for the committee. Motion carried 5-0.

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to grant license to Bev. Op. Lic. [NEW] App. No. 1010 (Gilbert G. Mclean). Motion carried 5-0.

3.11 R.O. No. 26-20-21 (DIRECT REFERRAL) Submitting various license applications for the period

ending April 14, 2021. Change of Premises App. Nos. 1926 (Il Ritrovo), 1412 (Trattoria Stefano), 3412 (Local Press Eatery)

City Attorney Adams informed the committee that the Change of Premises Apps. for Lic. Nos. 1926 (Il Ritrovo), 1412 (Trattoria Stefano), and 3412 (Local Press Eatery) have been withdrawn.

Motion by Alderperson Dekker, seconded by Alderperson Felde, to file the applications. Motion carried 5-0.

3.12 R.C. No. 321-19-20 (4-20-20) [see also R.O. No. 147-19-20 (2-3-20)] Submitting various license applications for the period ending December 31, 2020 and June 30, 2021. Change of Premise App. No. 2273 (Parker Johns BBQ & Pizza)

City Attorney Adams informed the committee that the Change of Premise App. for Lic. No. 2273 (Parker Johns BBQ & Pizza) has been withdrawn.

Motion by Alderperson Felde, seconded by Alderperson Donohue, to file the application. Motion carried 5-0.

3.13 R.O. No. 33-20-21 (7-6-20) Submitting various license applications for the period ending December 31, 2020, April 14, 2021, and June 30, 2022

Motion by Alderperson Donohue, seconded by Alderperson Felde, to hold Bev. Op. Lic. [NEW] App. No. 3244 (Koke D. Mailo-Podewils) for a hearing on possible denial of his license application. Motion carried 5-0.

Motion by Alderperson Dekker, seconded by Alderperson Ackley, to hold Bev. Op. Lic. [RENEW] App. No. 8232 (Stephanie M. Johnson) for further investigation. Motion carried 5-0.

Motion by Alderperson Dekker, seconded by Alderperson Felde, to grant licenses to Bev. Op. Lic. [NEW] App. No. 0242 (Kaila L. Johansen) and Bev. Op. Lic. [RENEW] App. Nos. 8182 (Eric M. Johnson) and 9393 (Justin J. Kohlhagen) with a warning to avoid further unlawful activity related to the licensed activity. Motion carried 5-0.

Motion by Alderperson Donohue, seconded by Alderperson Felde, to grant licenses to Bev. Op. Lic. [NEW] App. No. 3252 (Wyntirlily M. Meinhold) and Bev. Op. Lic. [RENEW] App. No. 2635 (Natividad Negrete Coronado) but to also correct the spelling of both names on the R.O. Motion carried 5-0.

Motion by Alderperson Donohue, seconded by Alderperson Felde, to grant license to "Class B" Liquor Lic. [RENEW] App. No. 3454 (Limo LLC) but to also correct the R.O. as this was listed on the R.O. under Aril LLC as a new application. Motion carried 5-0. The former owner has released the license to the new owner.

Motion by Alderperson Felde, seconded by Alderperson Dekker, to grant the remainder of the license applications for individuals and entities listed on the above-referenced R.O. Motion carried 5-0.

3.14 R.O. No. 34-20-21 (DIRECT REFERRAL) Submitting various license applications for the period ending April 14, 2021

Motion by Alderperson Felde, seconded by Alderperson Dekker, to approve Change of Premise App. No. 3404 (Scenic Bar I) contingent upon applicant clarifying the premises description and either removing the sidewalk area or obtaining a sidewalk café permit as a condition of granting. Motion carried 5-0.

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to approve Sidewalk Café App. No. 3001 (Ranieri's Four of a Kind) contingent upon applicant clarifying the premises description and removing non-sidewalk area from the description of the café, and the applicant needs a change of premises application before any application can be granted, which may include the additional areas, but only if they obtain the permission of the owners of those additional areas. Motion carried 5-0.

#### **4. NEXT MEETING DATE**

4.1 Next meeting date will be July 29, 2020

The next committee meeting is scheduled to be held on July 29, 2020 at 4:00 p.m. in the Council Chambers on the third floor of City Hall, 828 Center Avenue.

#### **5. ADJOURN**

5.1 Motion to adjourn

Motion by Alderperson Dekker, seconded by Alderperson Felde, to adjourn at 4:53 p.m. Motion carried 5-0.



II

3.4

R. O. No. 38 - 20 - 21. By FIRE CHIEF. July 20, 2020.

Pursuant to section 50-564 of the Municipal Code, I herewith submit my quarterly report of Benchmark Measurements for the Fire Department, for the period commencing April 1, 2020 and ending June 30, 2020.

Incident Types	2018	2019	2019	2019	2020	2020	2020
	Actual	2nd Quarter	YTD	Actual	2nd Quarter	YTD	Goals
Fires	94	24	48	89	21	40	< 90
Rescue & Emergency Medical Service	4,220	1,053	2,151	4,516	894	1,978	4,300
Non Fires	1,055	314	558	1,130	352	597	1,000
<b>TOTAL</b>	<b>5,369</b>	<b>1,391</b>	<b>2,757</b>	<b>5,735</b>	<b>1,267</b>	<b>2,615</b>	<b>5,300</b>
<b>Station Incident Count Per Station</b>							
Station 1	1,560	371	735	1,556	377	739	1,550
Station 2	1,063	262	537	1,130	230	490	1,100
Station 3	1,417	365	721	1,422	296	652	1,400
Station 4	818	246	488	1,043	230	453	1,000
Station 5	474	140	261	543	120	254	500
Out of City	37	8	16	43	14	27	10
<b>Fire Loss</b>							
Number of Incidents	56	15	27	55	16	31	
Pre Incident Value					\$ 3,565,220	\$6,064,420	
Total Property Loss	\$630,000	\$ 77,100	\$ 170,250	\$373,100	\$ 75,160	\$ 250,160	
Total Content Loss	\$348,985	\$ 34,800	\$ 61,400	\$152,565	\$ 32,425	\$ 94,475	
Total Loss	\$978,985	\$ 111,900	\$ 231,650	\$525,665	\$ 107,585	\$ 344,635	
Average Loss	\$ 17,481	\$ 7,460	\$ 8,579	\$ 9,557	\$ 6,724	\$ 11,117	
<b>Workload</b>							
Inspections	1,926	985	1,005	1,987	752	767	1,926
School Safety Programs/Students	173/3,246	0/0	0/0	149/3,330	0/0	0/0	
Public Events	51	21	27	46	38	47	45
Station Tours	N/A	N/A	N/A	N/A	0	5	25
Non-Compliance/Installed Smoke Alarms	N/A	44/92	44/92	128/161	23/18	45/38	
Fire Training Hours	8,514	1,882	3,492	8,437	1,738	3,268	8,000
EMS Training Hours	1,969	563	1,327	2,314	1,190	1,774	2,100
Investigations/Formal	100	24	47	91	24	44	
<b>Efficiency</b>							
EMS Average Response Time (360 Seconds)	N/A	N/A	N/A	N/A	89%	95%	90%
Fire Average Response Time (380 Seconds)*	89%	93%	93%	88%	89%	95%	90%
<b>Effectiveness</b>							
Resident Satisfaction Rating	99%	99%	99%	99%	99%	99%	80%
ISO Rating	2	2	2	2	2	2	1

\* Fire response 380 seconds or less per NFPA standards

JHS

  
FIRE CHIEF

**CITY OF SHEBOYGAN**

**REQUEST FOR LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE  
CONSIDERATION**

---

**ITEM DESCRIPTION:** Report of Officer, submitting the Quarterly Report from the Sheboygan Fire Department for the period commencing April 1, 2020 and ending June 30, 2020.

---

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

---

**REPORT DATE:** July 14, 2020

**MEETING DATE:** July 29, 2020

---

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

**BACKGROUND / ANALYSIS:**

The Quarterly Report of Benchmarks from the Fire Department for the period commencing April 1, 2020 and ending June 30, 2020 is presented for information and discussion as required by section 50-564 of the Municipal Code.

**STAFF COMMENTS:**

Highlights of the Second Quarter of 2020 are as follows:

- An 8% decrease in call volume from this time last year.
- Emergency Medical responses are down as well by 15% and Non-EMS responses are up 11% from a year ago.
- Total fire loss is down roughly 4% from last year at this time while the number of fire-loss incidents is only down 12.5%.
- Fire Department personnel found 23 non-compliant occupancies without appropriate working smoke detectors during this quarterly period.
- Crews installed 18 smoke detectors during this period as well.
- Due to COVID concerns, public education events were cancelled however the fire department participated in 36 birthday drive-bys.

**ACTION REQUESTED:**

A motion to recommend approval of the Report of Officer No. 38-20-21 to the Common Council.

**ATTACHMENTS:**

- I. R.O. No. 38-20-21

**II**

**DIRECT REFERRAL TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE**

R. O. No. 41 - 20 - 21. By CHIEF OF POLICE CHRISTOPHER DOMAGALSKI.  
July 29, 2020.

Pursuant to section 54-65 of the Municipal Code, I herewith submit my quarterly report showing the Benchmark Measurements for my department for the period commencing April 1, 2020 and ending June 30, 2020.

	2018 <u>Actual</u>	Y-T-D <u>6/30/19</u>	2019 <u>Actual</u>	Y-T-D <u>6/30/20</u>	2020 <u>Goals</u>
<b><u>Patrol and Investgations</u></b>					
Homicide	0	1	1	1	0
Rape	14	16	31	10	20
Robbery	10	3	10	6	15
Aggravated Assault	146	75	114	48	100
Violent Crime Total	170	95	156	65	125
Burglary	90	45	89	44	100
Theft	719	330	678	323	900
Motor Vehicle Theft	25	10	19	17	30
Arson	8	0	3	1	5
Property Crime Total	842	385	789	385	1050
Percent of Offenses Cleared	52%	51%	64%	62%	70%
Value of Property Stolen	\$485,282	\$993,211	\$1,170,450	\$211,862	\$500,000
Value of Property Recovered	\$179,946	\$580,000	\$678,222	\$157,292	\$200,000
Percent of Stolen Recovered	37%	58%	57%	74%	40%
Accident Investigations	1,677	805	1,592	611	1,500
Traffic Stops	5,270	2,582	4,937	1,828	No Goal
Traffic Arrests	4,509	2,008	3,924	1,291	No Goal
Other Arrests	3,406	1,771	3,204	1,462	No Goal
Speed Trailer Deployments	17	6	17	3	20
HVEE Deployments	14	9	31	0	12
Parking Tickets Issued	9,032	5,098	7,840	3,773	10,000
Bicycles Recovered	158	47	168	27	150
Involuntary Commitments	121	60	110	51	No Goal
<b><u>Administration</u></b>					
District Attorney Request for Digital Evidence	1,321	667	1,326	625	2,750
Open Records Requests	4,804	2,911	6,546	3,871	4,000
Nixle Messages Sent	283	124	239	59	250
Press Releases	41	13	28	11	50
Tweets	236	114	224	53	350
Facebook likes	10,042	11,307	12,164	13,810	11,500
Reported Crime Maps	89	41	85	51	104
Crime Comparison Reports	36	14	25	12	26

CHIEF OF POLICE

*CHPS*

**CITY OF SHEBOYGAN**

**REQUEST FOR LICENSING, HEARINGS AND PUBLIC SAFETY COMMITTEE  
CONSIDERATION**

---

**ITEM DESCRIPTION:** Report of Officer, submitting the Police Department Quarterly Report for the period commencing April 1, 2020 and ending June 30, 2020.

---

**REPORT PREPARED BY:** Christopher Domagalski, Chief of Police

---

**REPORT DATE:** July 24, 2020

**MEETING DATE:** July 29, 2020

---

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statutes: N/A  
Municipal Code: Sec. 54-65

---

**BACKGROUND / ANALYSIS:**

The Quarterly Report of Benchmarks for the Police Department for the Period commencing April 1, 2020 and ending June 30, 2020 is presented for information and discussion as required by section 54-65 of the Municipal Code.

**STAFF COMMENTS:**

Highlights of the report are as follows:

- Part 1 Crime: There was a reduction in violent crime year to date in comparison to the same period in 2019, (65 vs. 95) and property crime was flat (385 vs 385). Of note is the decrease in aggravated assaults.
- There continues to be a decrease in Traffic accidents year to date (611 vs. 805) in comparison to 2019.
- During the period the pandemic impacted all areas of operation, with community outreach being severely impacted. The department also spent significant time during the period recruiting and evaluating candidates to fill planned and unplanned vacancies.

**ACTION REQUESTED:**

Motion to recommend to Council to Approve the Report of Officer No. 41 – 20 - 21.

**ATTACHMENTS:**

- I. R.O No. 41 – 20 - 21

**CITY OF SHEBOYGAN**

**REQUEST FOR LICENSING, HEARINGS AND PUBLIC SAFETY CONSIDERATION**

---

**ITEM DESCRIPTION:** Second Quarterly Performance Report for the Department of City Development: Planning Division.

---

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

---

**REPORT DATE:** July 6, 2020

**MEETING DATE:** July 29, 2020

---

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

---

**BACKGROUND / ANALYSIS:**

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

**STAFF COMMENTS:**

Building Inspection staff has been busy with new construction, renovations and code enforcement of the four targeted neighborhoods. Revenues are slightly down year over year from COVID, but now that City Hall is back open, permitting has increased.

**ACTION REQUESTED:**

For discussion purposes only.

**ATTACHMENTS:**

- I. Quarterly Performance Report for April 1, 2020 – June 30, 2020.



QUARTERLY PERFORMANCE REPORT  
 DEPARTMENT OF CITY DEVELOPMENT: BUILDING INSPECTION  
 Second Quarter of Fiscal Year 2020

This report covers the second quarter of fiscal year 2020 and provides a progress update toward achieving the performance measures in the annual budget book.

For more information about this report, contact Chad Pelishek, Director of Planning and Development at (920) 459-3383.

**Building Permits**

	2018 Actual \$	2019 Actual \$	2019 Actual #	2019 YTD \$	2020 YTD #	2020 YTD \$
Building	\$402,912	\$578,249	971	\$327,193	883	\$260,881
Electrical	\$243,815	\$169,970	214	\$80,105	281	\$77,330
HVAC	\$129,260	\$227,500	260	\$58,905	236	\$80,980
Plumbing	\$103,813	\$89,680	155	\$56,000	176	\$33,140
Wrecking/Razing	\$2,950	\$4,062	5	\$794	10	\$990
Sign permits	\$10,149	\$9,308	33	\$4,400	33	\$2,795
Occupancy Inspections	\$8,100	\$11,000	23	\$5,800	14	\$3,500
Weights/Measures	\$29,436	\$29,583	0	\$0	0	\$3,851
Contractor Licensing	\$66,430	\$78,415	2	\$38,177	0	\$5,350
<b>SUBTOTAL</b>	N/A	N/A	<b>1,663</b>	<b>\$571,374</b>	<b>1,633</b>	<b>\$468,818</b>
Park Impact Fees	\$9,846	\$144,244	226	\$1,094	17	\$19,172
<b>TOTAL</b>	<b>\$1,001,611</b>	<b>\$1,342,011</b>	<b>1,889</b>	<b>\$572,468</b>	<b>1,650</b>	<b>\$487,990</b>

**Code Compliance**

	2018 Actual	2019 Actual	2019 YTD	2020 YTD	2020 Goals
Number of Inspections Performed	7,179	6,021	3,195	3,114	7,500

**Nuisance**

Number of sanitation orders issued	710	543	244	284	500
Number of zoning orders issued	24	31	9	11	25
Number of off street parking orders issued	157	158	61	88	60
Number of nuisance citations issued	201	149	83	25	100

**Housing**

Number of inspections with violations	1,331	677	363	420	700
Number of violations fixed	1,480	815	428	483	500
Number of housing citations issued	469	315	169	85	200

**CITY OF SHEBOYGAN**

**REQUEST FOR LICENSING, HEARINGS, AND  
PUBLIC SAFETY COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Second Quarter Performance Report for City Attorney's Office

---

**REPORT PREPARED BY:** Charles C. Adams, City Attorney

---

**REPORT DATE:** July 24, 2020

**MEETING DATE:** July 29, 2020

---

**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

---

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

**BACKGROUND / ANALYSIS:**

The City Administrator asks departments to present a quarterly performance report to their oversight committees. The report is to include year-to-date numbers related to workload and any additional narrative as may be helpful to the committee members.

**STAFF COMMENTS:**

The report for the second quarter of 2020 is attached.

**ACTION REQUESTED:**

No action; for discussion only.

**ATTACHMENTS:**

- I. City Attorney's Office Quarterly Performance Report, Second Quarter of 2020.

## CITY ATTORNEY'S OFFICE — QUARTERLY PERFORMANCE REPORT

Second Quarter of Fiscal Year 2020 (through June 30, 2020)



Workload Measurement	2017 Actual	2018 Actual	2019 Actual	2020 as of 6/30/20
Municipal Court cases prosecuted	801	640	842	371
Circuit Court cases prosecuted	8	2	9	1
Abatements	2	1	0	0
Inspection Warrants	3	1	1	1
Raze Orders	1	7	4	0
Insurance Claims	N/A	N/A	N/A	*29
Parking Tickets	N/A	N/A	N/A	*42
Business Development Loans	1	1	3	0
Real Estate closings	9	7	8	0
Lawsuits against City	5	6	7	5
Foreclosures	4	3	3	1
Bankruptcies	12	12	12	2
Council documents processed	N/A	N/A	N/A	*112
Contracts reviewed	N/A	N/A	N/A	*82

\* first year reported

~~X~~

6.3

Gen. Ord. No. 9 - 20 - 21. By Alderpersons Sorenson and Dekker.  
July 6, 2020.

AN ORDINANCE amending Section 26-147 of the Municipal Code relating to classifications and license/registration fees for contractors, so as to add a classification for carpenter accessory contractors, remove a classification for registered business owner contractors, and make minor modifications to the type of work that may be performed by each contractor classification.

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

Section 1. Section 26-147 of the Sheboygan Municipal Code, entitled "Classification" is hereby amended to read as follows:

"Sec. 26-147. *Classification.*

Contractors are classified and the licenses/registration fees for such contractors are established as set forth below; licensed or registered contractors may perform only the particular type of work or services specified by the particular classification:

(a) *General contractor:*

Fee: \$300.00.

General contractors may perform residential and commercial building and remodeling, including the following: rough framing; insulating; drywall; roofing; siding; building component insulation; steel erecting; building of fences, porches, and decks; and in ground pool installation.

The permitted activities include both structural and nonstructural work.

The following activities are not included among the work that may be performed by general contractors: heating, ventilating, and air-conditioning; plumbing; and electrical.

(b) *Carpenter contractor:*

Fee: \$150.00.

Carpenter contractors may perform residential building and remodeling, including the following: rough framing; insulating; drywall; roofing; siding; building component insulation; steel erecting; and building of fences, porches, and decks. The

RUP

permitted activities include both structural and nonstructural work.

Carpenter contractors may engage in building and remodeling of commercial buildings covered under the International Building Code and Chapters SPS 50-70, Wisconsin Administrative Code, including the following: interior non-structural remodeling; remodeling, removal, and building of non-load-bearing walls, non-structural windows, and non-structural doors; siding; roofing; and construction/repair of fences.

The following activities are not included among the work that may be performed by carpenter contractors: heating, ventilating, and air-conditioning; plumbing; and electrical.

(c) Carpenter accessory contractor:

Fee: \$150.00

Carpenter accessory contractors may engage in building and remodeling of residential accessory buildings, including detached garages, decks, pergolas, sheds, and gazebos, as defined in sections 30.20 and 30.21 of the Uniform Building Code, including the following: rough framing, insulating, drywall, roofing, siding, building component insulation, steel erecting, and building of fences. The permitted activities include both structural and nonstructural work.

The following activities are not included among the work that may be performed by Carpenter accessory contractors: building and remodeling of commercial or primary residential buildings; heating, ventilating, and air-conditioning; plumbing; and electrical.

(d) Registered contractor:


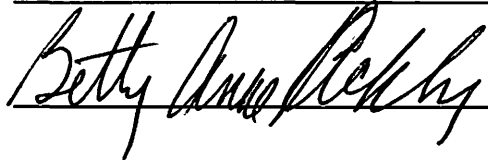
Fee: \$100.00 for each classification.

Registered contractors within each classification below may perform only work within its classification:

- (1) Drywall installation.
- (2) Insulation.
- (3) Masonry/concrete.

- (4) Moving/razing.
- (5) Roofing.
- (6) Siding.
- (7) Non-structural building component installation, including but not limited to:
  - a. Windows, doors.
  - b. Cabinets, countertops.
  - c. Fencing.
  - d. Steel erecting."

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

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

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

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

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

**CITY OF SHEBOYGAN**

**REQUEST FOR LICENSING, HEARINGS & PUBLIC SAFETY CONSIDERATION**

---

**ITEM DESCRIPTION:** Gen. Ord. No. 9-20-21 by Alderpersons Sorenson and Dekker relating to classifications and license/registration fees for contractors, so as to add a classification for carpenter accessory contractors, remove a classification for registered business owner contractors, and make minor modifications to the type of work that may be performed by each contractor classification.

---

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

---

**REPORT DATE:** July 9, 2020

**MEETING DATE:** July 15, 2020

---

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

---

**BACKGROUND / ANALYSIS:**

The City of Sheboygan has local licensing for carpenter contractors. The Building Inspection division has received requests for carpenter contractors that just want to construct accessory structures like garages, sheds, pergolas and fences and do not have the full credentials and higher registration fees of a carpenter. The ordinance changes also include minor changes to reflect current state laws and local ordinances.

**STAFF COMMENTS:**

None.

**ACTION REQUESTED:**

Motion to recommend the Common Council to adopt Gen. Ord. 9-20-21 relating to classifications and license/registration fees for contractors, so as to add a classification for carpenter accessory contractors, remove a classification for registered business owner contractors, and make minor modifications to the type of work that may be performed by each contractor classification.

**ATTACHMENTS:**

- I. Gen. Ord. No. 9-20-21

II

R. O. No. 25 - 20 - 21. By CITY CLERK. June 15, 2020.

Submitting various license applications for the period ending December 31, 2020, April 14, 2021, June 30, 2021, and June 30, 2022.

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

BEVERAGE OPERATOR'S LICENSE (NEW) (June 30, 2022)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3350	Burhop, Robin A.	3602 N. 21 <sup>st</sup> St. Apt. 101
3230	Dickson, Blake	620 S. 8 <sup>th</sup> St. Apt. 202
3223	Felbab, David D.	1330 N. 12 <sup>th</sup> St. Apt. 4
3122	Guillen, Roberto D.	2411 N. 30 <sup>th</sup> St.
3225	Hanson, Arhyan	2313 N. 6 <sup>th</sup> St.
3237	Hobbs, Heather C.	321 Geele Ave.
3224	Jeanpierre, Trent R.	2201 Erie Ave. Apt. B111
3228	Lindsey, Damaris A.	W3718 South Dr., Plymouth
3233	Lozano, Steven	W3718 South Dr., Plymouth
8076	Meinolf, David	1217 S. 7 <sup>th</sup> St.
3226	Murphy, Claire	5698 Lake Church Rd., Belgium
3240	Murphy, Kari A.	2423 N. 23 <sup>rd</sup> St.
3227	Sheets, James	109 S. Walnut St., Glenbeulah
7507	Spender, Jessica J.	713 Dillingham Ave.
2752	Soukup, Kelly	1322 S. 7 <sup>th</sup> St.
3239	Tanck, Austin R.	N4160 N. Mair Rd., Plymouth

BEVERAGE OPERATOR'S LICENSE (RENEW) (June 30, 2022)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2345	Anthony, Charles E.	2031 N. 13 <sup>th</sup> St.
2337	Berglund, Jeremy	W3385 County Rd. MM, Elkhart Lake
5171	Bogenshuetz, Nathan L.	1021 Trienens Rd., Plymouth
7183	Bower, Ashley	426 Washington Ct.
1114	Bower, Karen A.	N6508 W Cty. Rd. A, Greenbush
4105	Brown, Jeffrey D.	6435 Point Creek Rd., Newton
2600	Bush, Beth A.	1910 N. 28 <sup>th</sup> St.
3756	Devriend, Therese K.	1513 S. 14 <sup>th</sup> St.
1476	Dowe, Jennifer C.	917 St. James Ct.
1352	Faucher, Staceyann	2242 Lake Aire Dr.
7460	Garcia, Stephanie M.	1034 Dillingham Ave.

AKS

5291 Gatford, Barbie R.  
 2537 Hardee, Leslie L.  
 2577 Heard, Cecilia K.  
 2570 Hendricks, Emily R.  
 6452 Hohmann, Luanne J.  
 2197 Johnston, Benjamin N.  
 5023 Krepsky, Jill M.  
 2567 Kummer, Richard W.  
 2195 Kussard, Heidi K.  
 7400 Macdonald, Jason T.  
 1012 Mallmann, Kathy E.  
 8607 Malson, Joshua J.  
 8947 Marsellis, Lynn M.  
 0436 Martin, Emily M.  
 8964 Mayer-Sills, Theresa L.  
 2433 Miller, Alexandria F.  
 1491 Mondragon, Cassandra A.  
 0506 Munro, Ian E.  
 9552 O'Connor, Kaylee S.  
 4904 Patron, Sharlene S.  
 4496 Pentek, Mary Jo  
 3731 Reinke, Steven G.  
 8612 Repphun, Peter J.  
 2349 Rodrigues, Brian C.  
 9621 Scharrer-Quasius, Cindy T.  
 0380 Schoen, Henry  
 4786 Sheraski, Robert F.  
 2175 Sippel, Brian M.  
 6180 Vervelde, Kim M.  
 8960 Voelker, Kathleen M.  
 9616 Wolf, Phaedra M.  
 2494 Xiong, Pa Nong L.  
 2670 Zolecki, Nicholas H.

2802 S. 18<sup>th</sup> St.  
 2315 S. 17<sup>th</sup> St.  
 1127 N. 12<sup>th</sup> St.  
 1522 N. 10<sup>th</sup> St.  
 1236 Eisner Ave.  
 N4160 Main Rd., Plymouth  
 17920 Mueller Rd., Kiel  
 1326B Michigan Ave.  
 1904 N. 28<sup>th</sup> St.  
 2431 N. 29<sup>th</sup> St.  
 1541 John Ct.  
 2113 N. 20<sup>th</sup> St.  
 3227 S. 11<sup>th</sup> St.  
 2214 N. 8<sup>th</sup> St.  
 1617 S. 13<sup>th</sup> St.  
 734 N. 7<sup>th</sup> St. Apt. 201  
 1309 Pennsylvania Ave. Apt. D  
 1015 Elm St., Cleveland  
 2016 N. 9<sup>th</sup> St.  
 2320 N. 9<sup>th</sup> St.  
 1720 Wilson Ave.  
 2228 S. 8<sup>th</sup> St.  
 2109 Broadway Ave.  
 1525 N. 4<sup>th</sup> St.  
 4217 S. 12<sup>th</sup> St.  
 1714 Hilltop Dr.  
 1410 N. 27<sup>th</sup> St.  
 1305 S. 22<sup>nd</sup> St.  
 1932 N. 11<sup>th</sup> St.  
 2112 Elm Ave.  
 2313 Broadway Ave.  
 1715 Ontario Ave.  
 924 N. Taylor Dr.

CHANGE OF PREMISE

No. Name

3271 Limelight Pub

Address

1702 S. 17<sup>th</sup> St.-Permanent change-current premises description to include east (front) side of bar and North corner (side) of bar.

1809 The Wharf

733 Riverfront Dr. - One day event to be held 7/15/20 - current premises description to include parking lot between Duke of Devon and The Wharf and board walk in front of same business.

1809 The Wharf

733 Riverfront Dr. - Multi day event to be held 08/01/20-08/09/20 current premises description to include parking lot between Duke of Devon and The Wharf and board walk in front of same business.

CLASS "B" BEER LICENSE (June 30, 2021) (RENEW)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3051	Midlake Softball Organization (Midlake Softball Organization)	2213 New Jersey Ave.
3438	Steffen Solutions LLC (Nicky's Pizza)	1735 Calumet Drive

"CLASS B" LIQUOR LICENSE (June 30, 2021) (NEW)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3451	Toby Corson	1034 Michigan Ave.

SIDEWALK CAFE (April 14, 2021) (NEW)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3271	Limelight Pub	1702 S. 17 <sup>th</sup> St.

TAXICAB DRIVERS LICENSE (December 31, 2020) (NEW)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3222	Pena, Kristina EM	1812 S. 12 <sup>th</sup> St.

II

Other Matters

R. O. No. 39 - 20 - 21. By CITY CLERK. July 20, 2020.

Submitting various license applications for the period ending December 31, 2020, June 30, 2021, and June 30, 2022.

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

BEVERAGE OPERATOR'S LICENSE (NEW) (June 30, 2022)

<u>No.</u>	<u>Name</u>	<u>Address</u>
2581	Bayer, Devin J.	515 S. 15 <sup>th</sup> Street
3286	De Luna Alberto, Manuel	1801 N. 10 <sup>th</sup> Street
3270	Gilbertson, Dylan D.	1216 N. 29 <sup>th</sup> Street
3265	Gulseth, Spencer M.	1422 N. 8 <sup>th</sup> Street, Manitowoc
3285	Heidemann, Gina A.	2510 N. 10 <sup>th</sup> Street
3264	Herrera, Christopher	1423 Michigan Avenue Apt. A
1519	Joshi, Bashudev	1418 Wisconsin Avenue
2362	Justinger, Kevin L.	932 Ontario Avenue
1224	Keil, Andrew K.	2532 Elizabeth Street
2556	Kloppenborg, Ryan A.	620 S. 8 <sup>th</sup> Street Apt. 3
2522	Mercer, Betsy J.	1630 N. 7 <sup>th</sup> Street
2661	Purtell, Shawn S.	4730 Moening Road
2713	Rodriguez, Josefina	1510 Indiana Avenue
1285	Roehre, Hayley L.	64 West Street, Elkhart Lake
3269	Schmitt, Emily P.	518 Cloverdale Lane, Plymouth
0661	Vanic, Patrick R.	1205 Stonebridge Dr, Howards Grove
7260	Wagner, Jon F.	1317A N. 29 <sup>th</sup> Street

CHANGE OF PREMISE

<u>No.</u>	<u>Name</u>	<u>Address</u>
1337	Sheboygan Elks Lodge #299	1943 Erie Avenue - One day event 8/15/20 to include patio/grass south of building-directly behind in addition to current premises.

AAPS

TAXICAB DRIVERS LICENSE (NEW) (December 31, 2020)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3266	Fischer, Christopher L.	1007 School Avenue Apt. 8
3283	Roland, Eric	1204 Parkwood Boulevard #F
3263	Schaeve, Jessica L.	919 Wisconsin Avenue #404
2994	Warne, Cearra R.	1012 Lincoln Avenue

CLASS "A" BEER LICENSE (June 30, 2021) (NEW)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3457	Kasturi Marketing LLC (Harbor Petro I)	905 Indiana Avenue

II

DIRECT REFERRAL TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE

R. O. No. 40 - 20 - 21. By CITY CLERK. July 29, 2020.

Submitting license applications for the period ending June 30, 2021.

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

\_\_\_\_\_  
\_\_\_\_\_  
"CLASS B" LIQUOR LICENSE (June 30, 2021) (NEW)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3454	Aril LLC (2 Amigos Restaurant)	1119 Michigan Avenue

LHPS