

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 92-18-19 by Alderperson Wolf authorizing the purchasing agent to enter into a five-year agreement for the provision of professional management services and operation of the Harbor Centre Marina.

REPORT PREPARED BY: Bernard Rammer, Purchasing Agent

REPORT DATE: September 1, 2018 **MEETING DATE:** September 11, 2018

FISCAL SUMMARY:

Budget Line Item: 29037500-521900
Budget Summary: Boat
 Facilities/Marina
Budgeted Expenditure: \$
Budgeted Revenue: N/A

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The contract for the professional management of the Harbor Centre Marina expires at the end of 2018. While the city had the option to renew the contract with the current operator, the city instead chose to issue a Request for Proposals. Proposals were received from two firms, F3 Marina which is the current operator and Boater's Haven. The proposals were reviewed independently by each member of the team and scored. In addition, both firms were interviewed to further discuss the proposals.

The scoring is as follows with a possible 1000 points per reviewer or 4,000 total points available. The criteria included marina management experience, the ability to meet the City's requirements, references, and completeness of proposals, financial terms and marketing strategy. In addition, some contractual milestones were added in an effort to potentially expand the services offered to boaters by the marina and thus positively impact overall financial performance and increase market share.

	F3 Marina	Boaters Haven	BASE FEE	F3 MARINA MILWAUKEE	BOATERS HAVEN-CHICAGO
Reviewer # 1	805	630	YEAR 1-2019	\$ 80,000	\$ 85,000
Reviewer # 2	850	465	YEAR 2-2020	\$ 84,000	\$ 85,000
Reviewer # 3	755	630	YEAR 3-2021	\$ 88,200	\$ 85,000
Reviewer # 4	850	590	YEAR 4-2022	\$ 92,610	\$ 85,000
Total Score	3260	2315	YEAR 5-2023	\$ 97,240	\$ 85,000

STAFF COMMENTS:

In the final analysis, the review team determined that while the Boaters Haven proposal offered some unique and interesting concepts and approaches toward the expansion of services, the firm was not able to provide evidence of verifiable experience or demonstrating a core competency in the management of a Marina.

Further, the team affirmed that F3 Marina has shown solid performance in the management of the marina and maintaining its first class status and this was reflected in the results of the recent boater's survey.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 92-18-19 authorizing the purchasing agent to enter into a five-year agreement with F3 Marina of Milwaukee, WI for professional management of the Harbor Centre Marina with the base management fees as detailed above. The contract document will also contain some milestones to be achieved related to the addition of additional service offerings to the boaters.

ATTACHMENTS:

- I. Res. No. 92-18-19

III

4.6

Res. No. 92 - 18 - 19. By Alderperson Wolf. September 4, 2018.

A RESOLUTION authorizing the Purchasing Agent to enter into a five-year agreement for the provision of professional management services and operation of the Harbor Centre Marina.

WHEREAS; The current contract for the operation and management of the Harbor Centre marina will expire at the end of 2018 and as such, the city issued a Request for Proposals seeking firms having an interest in the contract and;

WHEREAS; The city received two proposals and following an intensive review has determined that the proposal submitted by F3 Marina of Milwaukee WI meets all of the specifications and;

WHEREAS; In addition to the professional management of the marina, the city challenged the proposing firms to research the possibility of offering additional services to the boaters in an effort to enhance financial performance and gain market share from other marina's offering similar services.

RESOLVED: That the Purchasing Agent is hereby authorized to enter into a five-year agreement with F3 Marina of Milwaukee, WI including certain milestones related to the possibility of providing the boaters with an expanded service offering.

BE IT FURTHER RESOLVED: That the Purchasing Agent is hereby authorized to draw funds for the provision of these professional services from the Boat Facilities/Marina fund 29037500-521900 in payment of same.

Public Works



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

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: A Resolution by Ald. Wolf authorizing entering into a five-year agreement for the professional management of the Harbor Centre Marina.

REPORT PREPARED BY: Bernard Rammer, Purchasing Agent

REPORT DATE: August 24, 2018

MEETING DATE: September 11, 2018

FISCAL SUMMARY:

Budget Line Item: 29037500-521900
 Budget Summary: Boat Facilities/Marina
 Budgeted Expenditure: \$
 Budgeted Revenue: N/A

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The contract for the professional management of the Harbor Centre Marina expires at the end of 2018. While the city had the option to renew the contract with the current operator, the city instead chose to issue a Request for Proposals. Proposals were received from two firms, F3 Marina which is the current operator and Boater's Haven. The proposals were reviewed independently by each member of the team and scored. In addition, both firms were interviewed to further discuss the proposals.

The scoring is as follows with a possible 1000 points per reviewer or 4,000 total points available. The criteria included marina management experience, the ability to meet the City's requirements, references, and completeness of proposals, financial terms and marketing strategy. In addition, some contractual milestones were added in an effort to potentially expand the services offered to boaters by the marina and thus positively impact overall financial performance and increase market share.

	F3 Marina	Boaters Haven	BASE FEE	F3 MARINA MILWAUKEE	BOATERS HAVEN-CHICAGO
Reviewer # 1	805	630	YEAR 1-2019	\$ 80,000	\$ 85,000
Reviewer # 2	850	465	YEAR 2-2020	\$ 84,000	\$ 85,000
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Reviewer # 4	850	590	YEAR 4-2022	\$ 92,610	\$ 85,000
Total Score	3260	2315	YEAR 5-2023	\$ 97,240	\$ 85,000

STAFF COMMENTS:

In the final analysis, the review team determined that while the Boaters Haven proposal offered some unique and interesting concepts and approaches toward the expansion of

services, the firm was not able to provide evidence of verifiable experience or demonstrating a core competency in the management of a Marina.

Further, the team affirmed that F3 Marina has shown solid performance in the management of the marina and maintaining its first class status and this was reflected in the results of the recent boater's survey.

ACTION REQUESTED:

Motion to recommend that the Common Council approve Res #____-18-19 to authorize the appropriate city officials to enter into a five year contract with F3 Marina of Milwaukee WI for professional management of the Harbor Centre Marina with the base management fees as detailed above. The contract document will also contain some milestones to be achieved related to the addition of additional service offerings to the boaters.

ATTACHMENTS:

- I. Res No. ____-18-19

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 93-18-19 by Alderperson Wolf extending the special charge for residential garbage and refuse disposal services provided by the City.

REPORT PREPARED BY: David H. Biebel, Director of Public Works

REPORT DATE: September 7, 2018

MEETING DATE: September 11, 2018

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: \$1.1M

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Since 2012, the City of Sheboygan has charged a monthly fee for the garbage and refuse disposal services provided by the City. The fee originally started at \$7.16/month, but was reduced to \$5.00/month in 2013 and remains at the \$5.00/month rate as of today. The resolution is proposing to continue the fee at the \$5.00/month for 2019 and beyond.

STAFF COMMENTS:

The garbage and refuse disposal fee generates approximately \$1.1 million annually. Without this fee, these revenues would need to be made up elsewhere within the City of Sheboygan budget. The City is not able to adjust the tax levy to cover this revenue due to the State of Wisconsin expenditure restraint program. The City is grandfathered from this revenue being deducted from our current tax revenues as it was in place prior to rule making. Given the importance of this revenue on the program and areas of the City budget, this fee is critical in maintaining the City's ability to fund necessary programs and services.

ACTION REQUESTED: Motion to recommend to Common Council approve Res. No. 93-18-19 extending the special charge for residential garbage and refuse disposal services provided by the City.

ATTACHMENTS:

- I. Res. No. 93-18-19

III

4.7

Res. No. 93 - 18 - 19. By Alderperson Wolf. September 4, 2018.

A RESOLUTION extending the special charge for residential garbage and refuse disposal services provided by the City.

WHEREAS: by way of Res. No. 128-11-12 adopted February 6, 2012, the Common Council ratified its action during 2012 budget process establishing a special charge for residential garbage and refuse disposal services of \$7.16 per month for 2012 and established the special charge at \$5.00 per month per household for 2013 and 2014, with said special charge to expire effective January 1, 2015; and

WHEREAS: by way of Res. No. 67-14-15 adopted October 6, 2014, the Common Council extended the special charge for residential garbage and refuse disposal services at \$5.00 per month per household with a provision to review the garbage fee every two years starting as of December 31, 2016.

WHEREAS: by way of Res. 76-16-17 adopted August 15, 2016 the Common Council extended the special charge for residential garbage and refuse disposal services to December 31, 2018 at which time will need Common Council authorization to be continued.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby extends the special charge for residential garbage and refuse disposal services established in the amount of \$5.00 per month per household.

BE IT FURTHER RESOLVED: That the special garbage and refuse disposal charges extended in accordance with this resolution shall be a debt due to the City and if not paid within the time determined by the City, the charge shall be delinquent and become a lien upon the property. A late payment charge of three (3%) percent but not less than \$0.05 will be added to bills not paid within 20 days of issuance. This one-time three (3%) percent late payment charge will be applied only to any unpaid balance for the current billing period's charge. The household may be given a written notice that the bill is overdue no sooner than 20 days after the bill is issued.

Public Works

Thereafter, if payment is not received prior to November 15, the delinquent bill will be placed on the succeeding tax roll, for collection and settlement under Chapter 74, Wis. Stats. Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating charges imposed hereunder.



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

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

III

4.8

Res. No. 94 - 18 - 19. By Alderpersons Rindfleisch and Bohren.
September 4, 2018.

A RESOLUTION establishing the 2019 Budget appropriations and the 2018 Tax Levy for use during the calendar year.

WHEREAS, Section 2-905 of the Municipal Code of the City of Sheboygan requires an annual budget appropriating monies to finance activities of the City for the ensuing fiscal year, and

WHEREAS, The Common Council Committees have duly considered and discussed a budget for 2019 as proposed by the City Administrator, and

WHEREAS, A public hearing on the budget will be held on October 15, 2018 as required, and

WHEREAS, The 2019 budget requires a tax levy to partially finance the appropriations.

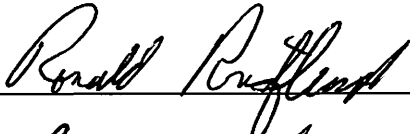
NOW, THEREFORE, BE IT RESOLVED: by the Common Council of the City of Sheboygan that:

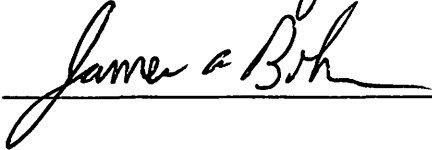
Budgeted revenue estimates and expenditure appropriations for the year 2019 for the City's General Fund; Special Revenue Funds - MEG Unit, Block Grant, Housing Revolving Loan, Business Revolving Loan, Mead Library, Tourism, Park, Forestry and Open Space, Park Impact Fee Fund, Cable TV, Municipal Court, Ambulance, Special Assessment, Harbor Centre Marina, Redevelopment Authority, Storm Water; Debt Service Funds - G O Debt Service, Convention Center Debt Service, TID 6, TID 10, TID 11, TID 12, TID 13, TID 14, TID 15, TID 16, TID 18, Environmental TID; Capital Project Funds - Capital Projects, Capital Improvement, Industrial Park, TID 14 Capital, TID 16 Capital, TID 17 Capital, TID 18 Capital, TID 19 Capital; Proprietary Funds - Motor Vehicle, Health Insurance, Liability Insurance, Workers Compensation Insurance, Information Technology; Enterprise Funds - Water Utility, Wastewater Utility, Transit Utility, Parking Utility, Boat Facilities; and Fiduciary Funds - Cemetery Perpetual Care, Mead Public Library Trust be and are hereby adopted as set forth in the attachment and established in program category detail in the budget document.

Refer to
Finance+Personnel
AHPB
Public Works

BE IT FURTHER RESOLVED: that the Personnel Schedule as presented in the 2019 budget be approved, and

BE IT FURTHER RESOLVED: that the property tax levy required to finance the 2019 Budget is \$23,770,487.





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

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 94-18-19 by Alderperson Rindfleisch and Bohren establishing the 2019 Budget appropriations and 2018 Tax Levy use during the calendar year.

REPORT PREPARED BY: David H. Biebel, Director of Public Works

REPORT DATE: September 7, 2018

MEETING DATE: September 11, 2018

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: This Resolution establishes the 2019 Budget Appropriations and the 2018 Tax Levy for use in the calendar year.

STAFF COMMENTS: For your review of the 2019 DPW Budget, the Department submitted its request for review by the City Administrator and overall concurs with the final submittal. The following are some highlights for the 2019 DPW Budget:

Engineering: adding an "Engineering Technician" to help with Sanitary Sewers inventory and maintenance management funded by wastewater fees.

MSB Maintenance: Increase of \$15,000 for network upgrade for HVAC System.

Streets & Alleys: Increase of \$10,000 in personnel due to increased demand for street repairs and \$40,000 in Capital Outlay for land purchase related to alley repair.

Storm Water Management: Increase \$5,000 for emergency repairs and \$8,000 in disposal costs related to cleaning catch basins.

Snow & Ice Control: Increase of \$40,000 due to the increased cost of salt and deicing materials.

Traffic Control Signs: Increase of \$12,000 computer software upgrades and GPS.

Solid Waste and Recycling: Increase of \$10,000 in contracted tipping fees.

Residential Drop-off Site: Increase of \$14,000 in contracted tipping fees.

ACTION REQUESTED: Motion to recommend the Common Council approve Res. No. 94-18-19 establishing the 2019 Budget appropriations and 2018 Tax Levy use during the calendar year.

ATTACHMENTS:

- I. Res. No. 94-18-19

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 95-18-19 by Alderperson Wolf authorizing the purchasing agent to enter into contract for the purchase and installation of new ballpark lighting for the Wildwood/Sheboygan A's Mary Testwuide Knauf Baseball Park complex on a cost share basis with the Sheboygan A's baseball organization.

REPORT PREPARED BY: Bernard Rammer, Purchasing Agent

REPORT DATE: September 1, 2018 **MEETING DATE:** September 11, 2018

FISCAL SUMMARY:

Budget Line Item: 40053000-631300
Budget Summary: Capital
 Improvements Fund
Budgeted Expenditure: \$ 492,260.00
Budgeted Revenue: N/A

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The Sheboygan A's have a long history of making improvements to the city-owned Wildwood ball park. The City and the organization have agreed to a ballpark lighting upgrade on a cost-share basis for 2018. The purchase of the lighting from Musco Sports Lighting of \$305,000 takes advantage of national contract discounts using a contract with Sourcewell/NJPA. The installation of the equipment was competitively bid with the low bidder being Altmeyer Electric of Sheboygan, WI in the amount of \$187,260.00. The other bid of \$ 243,000.00 was received from KW Electric of Plymouth, WI.

The new lighting equipment will be LED lighting which is both energy efficient and will significantly enhance the quality of illumination. In addition, the improvements will allow the organization to attract regional tournaments to the ball park enhancing tourism to the city.

STAFF COMMENTS:

Under the agreement, the City will provide a direct contribution of \$ 80,000 to the project or 16% of the total cost. The Sheboygan A's will fund the balance of \$412,260 (84%) with a mixture of direct reimbursement and a short term loan from the City. Approval of this project is directly contingent upon the city of Sheboygan and the Sheboygan and the Sheboygan A's organization successfully completing a reimbursement agreement/promissory note document to be drafted by the City Attorney's Office.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 95-18-19 authorizing the purchasing agent to enter into contract for the purchase and installation of new ballpark lighting for the Wildwood/Sheboygan A's Mary Testwuide Knauf Baseball Park complex on a cost share basis with the Sheboygan A's baseball organization.

ATTACHMENTS:

- I. Res. No. 95-18-19

III

Other Matters

7.2

Res. No. 95 - 18 - 19. By Alderperson Wolf. September 4, 2018.

A RESOLUTION authorizing the Purchasing Agent to enter into contract for the purchase and installation of new baseball park lighting for the Wildwood/Sheboygan A's Mary Testwuide Knauf Baseball Park complex on a cost share basis with the Sheboygan A's baseball organization.

WHEREAS; The City of Sheboygan and the Sheboygan A's organization have agreed upon a project to replace and upgrade the ball park lighting on a cost share basis. The new LED lighting will operate much more economically and provide a better quality of illumination. The new lighting will also assist the Sheboygan A's organization in an attempt to attract more regional tournaments which results in enhanced tourism for the City.

WHEREAS; the new lighting, including light poles, underground foundations and controls will be purchased from Musco Sports Lighting of Oskaloosa, IA under a national contract with the Sourcewell/NJPA buying consortium. Because this is a national contract, the need for competitive bidding can be waived. The total cost of the lighting, including delivery is \$ 305,000.00 and:

WHEREAS; the installation portion of the lighting project was put to competitive bidding. Two bids were received with the lowest responsive bid from Altmeyer Electric of Sheboygan, WI at a total cost including Alternate # 1 Removal of old lighting and poles and Alternate # 2 Removal of the old scoreboard of \$187,260.00 and;

WHEREAS; Because the agreement between the City and the Sheboygan A's involves direct reimbursement to the city by the Sheboygan A's as well as a loan the approval of this project by the Common Council is contingent upon satisfactory completion of a repayment agreement and/or promissory note between the parties to be drafted by the City of Sheboygan City Attorney.

WHEREAS: The funding breakdown is as follows:

City of Sheboygan contribution: \$ 80,000.00, a City of Sheboygan Loan to the Sheboygan A's of \$ 51,500.00. and a pledged contribution by the Sheboygan A's organization of \$360,760.00

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract with Musco Sports Lighting of Oskaloosa IA in the amount of \$ 305,000 and Altmeyer Electric of Sheboygan WI in the amount of \$ 187,260 with the stipulation that a satisfactory agreement for reimbursement to the City can be completed between the parties.

Public Works

BE IT FURTHER RESOLVED: That the Purchasing Agent is hereby authorized to draw funds for the provision of these expenses from Account # 40053000-631100 Capital Improvements Fund 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