



# **SHEBOYGAN TRANSIT COMMISSION AGENDA**

**September 09, 2025 at 5:00 PM**

**City Hall - Conference Room 106, 828 Center Avenue,  
Sheboygan, WI**

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It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact Shoreline Metro, (920) 459-3285. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Shoreline Metro at 920-459-3285 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Public Input (Time limits are at the discretion of the Transit Commission - Input on non-service adjustment related items.

## **MINUTES**

- [4.](#) Approval of the Minutes - July 8, 2025 meeting.

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- [5.](#) Presentation of 2026 Transit Utility Budget.
- [6.](#) Presentation of 2026 Parking Utility Budget.
- [7.](#) 2026-2030 Capital Improvements Program for Parking and Transit Utilities.
- [8.](#) CDBG Agreement for 2025-2026 Grant Cycle.
- [9.](#) Service Agreement with the City of Sheboygan Falls.
- [10.](#) Service Agreement with Village of Kohler.
- [11.](#) Second Quarter Reports for Transit and Parking.
- [12.](#) Director's Update

## **NEXT MEETING**

13. Next meeting date: November 11, 2025

**ADJOURN**

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*

**CITY OF SHEBOYGAN****SHEBOYGAN TRANSIT COMMISSION MINUTES****Tuesday, July 08, 2025**

**MEMBERS PRESENT:** Alderperson Dean Dekker, Mayor Ryan Sorenson, Police Chief Kurt Zempel, Planning and Development Director Taylor Zeinert, Bryan Kelly, Emily Hening

**MEMBERS EXCUSED:** Alderperson Trey Mitchell, Alderperson Zach Rust, Roy Kluss

**STAFF OFFICIALS PRESENT:** Director of Parking and Transit Derek Muench, Transit Coordinator Jordan Blindauer

**OTHERS IN ATTENDANCE:** Cate Tinker, Brian O’Laughlin, Craig Graborn, Ben Kunert

**OPENING OF MEETING**

1. Call to Order

5:00 PM

2. Pledge of Allegiance

3. Public Input (Time limits are at the discretion of the Transit Commission - Input on non-service adjustment related items.

None

**MINUTES**

4. Approval of the minutes from the May 20, 2025 meeting.

A motion was made by Ald. Dean Dekker, seconded by Taylor Zeinert to approve the May 20, 2025 Minutes as presented. Motion passes.

**PUBLIC HEARING**

5. A public hearing is being held in accordance with Shoreline Metro’s Public Comment Policy – Shoreline Metro is proposing changes to its fares including a proposed increase to the adult cash fare and a proposed increase to the ADA Paratransit fare. Public input on this item will be allowed during the hearing. Individuals will be limited to 3-minutes for comments.

A motion was made by Ald. Dean Dekker, seconded by Bryan Kelly to open the public hearing at 5:06 PM. Motion passes. Public hearing closed at 5:20 PM.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Action on Public Hearing Item - Proposed Fare Changes for Shoreline Metro and Metro Connection for 2026

A motion was made by Ald. Dean Dekker, seconded by Taylor Zeinert to adopt the proposed fare increases for CY2026 as presented. Motion passes.

7. Offer to Purchase Parcels 59281106225 and 59281106220 from the Parking Utility by the Above and Beyond Children's Museum

A motion was made by Ald. Dean Dekker, seconded by Emily Hening to approve the offer to purchase as presented. Director Taylor Zeinert abstained. Motion passes.

8. Res. No. 51-25-26 by Alderpersons Dekker, Rust, and Mitchell authorizing the filing of an application with the United States of America Department of Transportation and authorizing the executing of the contract pertaining to grants for calendar year 2026, under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended. REFER TO TRANSIT COMMISSION

A motion was made by Ald. Dean Dekker, seconded by Director Taylor Zeinert to approve the resolution and forward to the Common Council for approval and to approve the Director of Parking and Transit to submit the required application for federal and state mass transit operating funds for CY2026. Motion passes.

9. Director's Report

A motion was made by Ald. Dean Dekker, seconded by Emily Hening to approve the Director's Report as presented. Motion passes.

#### **NEXT MEETING**

10. Next meeting date: September 9, 2025

#### **ADJOURN**

A motion was made by Ald. Dean Dekker, seconded by Director Taylor Zeinert to adjourn the meeting. Motion passes. Meeting adjourned at 5:39 PM.

651352 TRANSIT SYSTEM FUND									DRAFT 2026		Item 5.
				2024	2025	2025	2025	2026	2026		Fifth Edition - 8/4/2025
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	ACTUAL EXPENSES	APPROVED BUDGET	YTD - 6/23/25 EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	DIFFERENCE 2025 VS 2026	2026 BUDGET NOTES
65193000 - TRANSIT ADMINISTRATION											
501.02	510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$2,013,985.24	\$2,087,719.74	\$903,041.10		\$2,126,657.04	\$2,126,657.04	\$38,937.30	All Full-time employees
501.02	510111	FULL TIME SALARIES - OVERTIME	All OVERTIME	\$63,844.72	\$46,500.00	\$10,032.99		\$47,500.00	\$47,500.00	\$1,000.00	
501.02	510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$397,469.32	\$217,828.52	\$134,734.57		\$213,012.63	\$213,012.63	\$4,815.89	All Part-time employees
504.99	510140	INTERDEPARTMENTAL LABOR - REGULAR	Parking maintaining Transit grounds	\$1,217.58	\$1,000.00	\$41.07		\$1,000.00	\$1,000.00	\$0.00	
502.01	520310	FICA	Social Security All Team Members	\$150,352.14	\$149,582.20	\$62,981.83		\$150,295.43	\$150,295.43	\$713.23	
502.01	520311	MEDICARE	Medicare All Team Members	\$35,162.96	\$31,341.68	\$14,729.64		\$31,546.87	\$31,546.87	\$205.19	
502.02	520320	WI RETIREMENT FUND	Pension All Team Members	\$165,633.47	\$150,223.90	\$69,888.03		\$156,646.52	\$156,646.52	\$6,422.62	
502.03	520340	HEALTH INSURANCE	Health Insurance All Team Members	\$423,407.28	\$450,588.70	\$215,768.52		\$455,385.35	\$455,385.35	\$4,796.65	
502.04	520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$27,104.87	\$28,259.31	\$14,428.71		\$28,043.08	\$28,043.08	\$216.23	
502.05	520360	LIFE INSURANCE	Life Insurance All Team Members	\$7,035.66	\$7,100.00	\$3,335.18		\$7,100.00	\$7,100.00	\$0.00	
502.06	520365	ST DISABILITY INSURANCE	Union Team Members	\$19,324.93	\$20,000.00	\$10,759.13		\$20,000.00	\$20,000.00	\$0.00	
502.08	520400	WORKERS COMPENSATION	Workers Comp	\$3,850.00	\$3,850.00	\$3,850.00		\$3,850.00	\$3,850.00	\$0.00	
502.07	520410	UNEMPLOYMENT COMPENSATION	Unemployment Benefits	\$0.00	\$2,000.00	\$0.00		\$2,000.00	\$2,000.00	\$0.00	
502.13	520490	CLOTHING ALLOWANCE	Union Clothing, Tool and Boot Allowances	\$10,311.25	\$9,670.00	\$9,836.66		\$9,670.00	\$9,670.00	\$0.00	
503.03	531100	CONTRACTED SERVICES	Tire Contract, Bay-Lake, Cintas, Pro-Tec, JSM	\$76,434.36	\$60,000.00	\$49,705.50		\$60,000.00	\$60,000.00	\$0.00	Tire \$ Increase
503.03	531110	FINANCIAL SERVICES FEES	Audit Fees, HotSpot Fees	\$7,293.68	\$10,000.00	\$3,823.56		\$10,000.00	\$10,000.00	\$0.00	HotSpot Fees \$5,000; City Audit \$4,875
506.01	531206	INSURANCE PREMIUMS	Facility, TMI Buses	\$127,655.67	\$132,000.00	\$118,859.62		\$125,000.00	\$125,000.00	\$7,000.00	TMI \$119,792 (est) for '26
509.08	531400	ADVERTISING & MARKETING	Radio, Print, Social Media Ads	\$21,580.22	\$20,000.00	\$6,693.40		\$20,000.00	\$20,000.00	\$0.00	
503.03	531560	MEDICAL SERVICES	Pre-Employment Physicals/Drug Screens	\$6,753.00	\$4,000.00	\$1,735.00		\$4,000.00	\$4,000.00	\$0.00	
504.99	531700	SECURITY SERVICES		\$0.00	\$500.00	\$528.00		\$500.00	\$500.00	\$0.00	
504.99	533105	IT SERVICE FUND	Network and Software Access	\$33,078.00	\$33,740.00	\$33,740.00		\$34,415.00	\$34,415.00	\$675.00	New in 2024; 2% for 2025
509.01	536125	EMPLOYEE DEVELOPMENT	Travel, Training and Conferences	\$5,340.04	\$9,100.00	\$1,853.00		\$9,100.00	\$9,100.00	\$0.00	
503.03	537100	VEHICLE & PARKING EXPENSES	Parking Permits Lot 8 (5 Stalls for Customers)	\$0.00	\$1,800.00	\$0.00		\$1,800.00	\$1,800.00	\$0.00	5 Stalls of 8 are Transit funded
530	540100	OFFICE SUPPLIES	All Office Supplies	\$2,010.97	\$6,500.00	\$1,438.80		\$6,500.00	\$6,500.00	\$0.00	
504.99	540210	OPERATING SUPPLIES	Operating Supplies	\$9,175.29	\$10,000.00	\$2,977.97		\$10,000.00	\$10,000.00	\$0.00	
504.01	540230	GASOLINE	Gasoline	\$45,289.65	\$40,000.00	\$29,509.17		\$50,000.00	\$50,000.00	\$10,000.00	Metro Connection buses
504.01	540235	DIESEL FUEL	Diesel Fuel, Propane	\$261,125.31	\$375,000.00	\$103,027.04		\$365,000.00	\$365,000.00	\$10,000.00	Shoreline Metro buses
504.01	540245	OILS & LUBRICANTS	All Oils, Lubricants and Fluids	\$23,698.51	\$40,000.00	\$12,054.02		\$40,000.00	\$40,000.00	\$0.00	
504.99	540260	SAFETY SUPPLIES	Safety Supplies, Recognition, Improvements	\$0.00	\$1,500.00	\$0.00		\$1,500.00	\$1,500.00	\$0.00	
504.99	540295	LANDSCAPING SUPPLIES	Landscaping	\$1,365.18	\$250.00	\$0.00		\$250.00	\$250.00	\$0.00	
504.99	540500	FIRE FIGHTING SUPPLIES	Extinguisher Testing, Replacements	\$488.50	\$200.00	\$0.00		\$200.00	\$200.00	\$0.00	
504.99	550110	BUILDING MAINTENANCE & REPAIR	HVAC, Equipment and Facility Maintenance	\$59,439.33	\$10,500.00	\$25,058.45		\$10,500.00	\$10,500.00	\$0.00	
505.02	555101	ELECTRIC	Utility	\$16,256.06	\$18,360.00	\$10,209.07		\$18,360.00	\$18,360.00	\$0.00	
505.02	555105	WATER	Utility	\$5,620.48	\$4,500.00	\$1,930.34		\$4,500.00	\$4,500.00	\$0.00	
505.02	555110	SEWER	Utility	\$0.00	\$1,000.00	\$130.00		\$1,000.00	\$1,000.00	\$0.00	
505.02	555120	PHONES	US Cellular, Mobile Tablets, UniteGPS	\$14,084.57	\$18,500.00	\$8,578.00		\$18,500.00	\$18,500.00	\$0.00	
505.02	555135	INTERNET	Utility	\$0.00	\$540.00	\$0.00		\$540.00	\$540.00	\$0.00	
505.02	555140	GAS (UTILITY)	Utility	\$6,780.44	\$43,000.00	\$17,477.27		\$43,000.00	\$43,000.00	\$0.00	
504.99	560255	TOOLS & SMALL EQUIPMENT	Shop Tools and Equipment Purchases	\$11,419.71	\$4,000.00	\$561.76		\$4,000.00	\$4,000.00	\$0.00	
504.99	560259	IT SMALL EQUIPMENT	Computer/IT Purchases	\$653.44	\$6,000.00	\$0.00		\$5,325.00	\$5,325.00	\$675.00	
504.99	562110	VEHICLE MAINTENANCE & REPAIRS	Parts/Work Performed by Third Party	\$142,386.41	\$265,000.00	\$129,921.64		\$165,000.00	\$165,000.00	\$100,000.00	
504.99	563110	OFFICE EQUIPMENT MAINTENANCE	Ecolane, Trillium, PageFreezer, James Imaging	\$61,687.35	\$40,000.00	\$34,251.13		\$45,000.00	\$45,000.00	\$5,000.00	
503.05	563310	COMMUNICATION EQUIPMENT MAINTENANCE		\$268.96	\$300.00	\$0.00		\$300.00	\$300.00	\$0.00	

503.06	564130 JANITORIAL SERVICES	All Janitorial Supplies and Services, Garbage	\$17,493.53	\$11,800.00	\$8,034.94		\$11,800.00	\$11,800.00	\$0.00	Item 5.
506.01	580210 INSURANCE DEDUCTIBLE & CLAIMS		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
CAPITAL	631200 BUILDING IMPROVEMENTS		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
CAPITAL	651100 VEHICLES		\$0.00	\$0.00	\$144,264.00		\$0.00	\$0.00	\$0.00	
CAPITAL	651500 HEAVY TRUCKS		\$0.00	\$58,000.00	\$0.00		\$0.00	\$0.00	\$58,000.00	
CAPITAL	652200 IT EQUIPMENT		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
651352 - TRANSIT EXPENSE - TOTAL			\$4,276,078.08	\$4,373,754.05	\$2,199,789.11	\$0.00	\$4,318,796.91	\$4,318,796.91	\$54,957.14	
			2024 ACTUAL REVENUE	2025 APPROVED BUDGET	2025 YTD - 6/23/25 REVENUES	2025 PROJECTED REVENUES	2026 EXECUTIVE REQUESTED	2026 EXECUTIVE APPROVED	DIFFERENCE 2025 VS 2026	2026 BUDGET NOTES
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS							
		651 - TRANSIT REVENUES								
Exhibit I	411100	REAL ESTATE TAXES	Sheboygan Tax Levy	\$0.00	\$530,000.00	\$380,392.27	\$530,000.00	\$530,000.00	\$0.00	
Exhibit H	433200	FEDERAL TRANSIT SUBSIDY	Federal 5307 Grant	\$1,736,609.00	\$1,812,383.53	\$0.00	\$1,623,768.25	\$1,623,768.25	\$188,615.28	Estimated Federal 5307 Aids
Exhibit I	433300	HUD SUBSIDY	Grant from City	\$42,493.00	\$42,493.00	\$0.00	\$0.00	\$0.00		No longer available
Exhibit I		TOURISM SUBSIDY	Room Tax Revenue	\$42,493.00	\$42,493.00	\$0.00	\$0.00	\$0.00	\$42,493.00	
Exhibit H	433310	FEMA GRANT	CARES Act/ARPA	\$456,665.00	\$101,012.00	\$0.00	\$119,788.00	\$119,788.00	\$18,776.00	Estimated CARES Act/ARPA Share
Exhibit H	435370	STATE GRANTS - TRANSIT	State 85.20 / 85.205 Grants	\$752,645.00	\$679,197.90	\$0.00	\$796,185.90	\$796,185.90	\$116,988.00	Estimated State 85.20/85.205 Aids
Exhibit I	437000	LOCAL INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$364,308.00	\$364,308.00	\$92,219.50	\$364,308.00	\$364,308.00	\$0.00	
Exhibit I	437900	SASD TRANSIT SUBSIDY	Sheboygan Area School District Agreement	\$91,350.00	\$91,350.00	\$22,837.50	\$91,350.00	\$91,350.00	\$0.00	
Exhibit I	437910	KOHLER SUBSIDY	Kohler Tax Levy (1.2%)	\$13,767.00	\$13,767.00	\$3,441.75	\$15,663.75	\$15,663.75	\$1,896.75	
Exhibit I	437920	SHEBOYGAN FALLS SUBSIDY	Sheboygan Falls Tax Levy (3.6%)	\$39,857.00	\$39,857.00	\$9,964.25	\$45,348.32	\$45,348.32	\$5,491.32	
407.99	452230	OTHER PROPERTY DAMAGE FEES	Claim Revenue	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	
406.03	461200	ADVERTISING	Revenue from Bus Ads	\$25,042.25	\$32,000.00	\$4,700.00	\$32,000.00	\$32,000.00	\$0.00	
401.05	463500	PARATRANSIT FEES	Paratransit Fares	\$258,220.60	\$270,000.00	\$118,848.25	\$275,000.00	\$275,000.00	\$5,000.00	
401.01	463505	FAREBOX FARES	Fixed Route Fares	\$288,128.08	\$280,000.00	\$146,927.26	\$308,000.00	\$308,000.00	\$28,000.00	
407.04	481100	INTEREST ON INVESTMENTS	Interest on Transit Fund	\$119,380.78	\$30,000.00	\$19,393.16	\$30,000.00	\$30,000.00	\$0.00	
407.03	482105	OTHER CITY RENTALS	Parking Utility Revenue	\$71,779.50	\$70,200.00	\$71,779.50	\$70,200.00	\$70,200.00	\$0.00	
-	483090	SALE OF EQUIPMENT	Sale of Equipment/Vehicles	\$3,050.00	\$0.00	\$36,257.12	\$0.00	\$0.00	\$0.00	
407.99	483095	RECYCLED MATERIALS	Scapped Metals	\$2,521.00	\$1,986.00	\$166.00	\$1,986.00	\$1,986.00	\$0.00	
407.99	486000	INSURANCE REBATE	TMI Dividends Received	\$9,606.00	\$9,700.00	\$0.00	\$9,700.00	\$9,700.00	\$0.00	
407.99	489000	OTHER MISCELLANEOUS REV	Reimbursements	\$655.66	\$3,500.00	\$12,968.97	\$3,500.00	\$3,500.00	\$0.00	
	492000	INTERFUND TRANSFER IN	Transfer from Transit Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
651 - TRANSIT REVENUES - TOTAL			\$4,233,584.87	\$4,331,261.43	\$919,895.53	\$0.00	\$4,318,798.22	\$4,318,798.22	\$12,463.21	

BUDGET ALLOCATIONS AS PROJECTED		2026	2026 Notes	
2026 PROJECTED EXPENSES	Expense Sub-Total	\$4,318,797	Increase due to wage increases/health insurance	
	Contra Expenses	-\$59,174	85.205/Insurance dividend	
	TOTAL OPERATING EXPENSES	\$4,259,623		
2026 PROJECTED REVENUES	Fares Sub-Total	-\$583,000	Increased	
	Aux Trans Sub-Total	-\$32,000	Same	
	Non Trans Sub-Total	-\$107,686	Slight Decrease	
Maintenance Software (563110) Ford OEM (\$750) Cummins Insite (\$770) TransitFleet (\$8,440) Shop Key Pro (\$1,900) EnergiTech (\$1,650) - Fuel Tank Inspection	Other Revenue	-\$42,493	HUD	
	TOTAL OPERATING REVENUES	-\$765,179		
	Total Ineligible Revenues	-\$42,493	HUD	
	WISDOT RECOGNIZED REVENUES	-\$722,686		
PROJECTED OPERATING ASSISTANCE				
2026 Budget Notes: - Increase fares (\$33,000 projected increase) - 2.5 percent wage increase for union - 2.6 percent plus step for non-reps - 10 percent health insurance increase/5 percent dental - Increase of 0.5 percent to WRS (.25/.25 split)	Projected Operating Expenses	\$4,259,623	-\$49,474	State 85.205
	Projected Farebox Revenues	-\$722,686	\$746,712	State
	Net Operating Deficit	\$3,536,937	\$1,623,768	Federal
	Estimated Federal/State Share*	\$2,370,480	55.50% combined	
	Projected Local Share	\$1,166,457		
Office Software Ecolane (\$19,385); 5-year agreement	LOCAL SHARE			
	85.21 Funds	-\$364,308		
	Village of Kohler	-\$15,664 Increase		
	City of Sheboygan Falls	-\$45,348 Increase		
	City of Sheboygan	-\$530,000 No change		
	Tourism	\$0 New		
	CDBG/HUD	\$0		
	Sheboygan Area School Dist.	-\$91,350 No change		
	CARES Act	-\$119,788		
	TOTAL LOCAL SHARE	-\$1,166,458		
	NET	\$1		
*Fed/State portion estimated at 55.91% in 2025 according to estimates provided by WisDOT.				

CARES Act Funds will be used to offset shortfalls in revenues or increases in expenses in 2026.

2026 Estimated Cost per Hour: \$84.86

650 PARKING UTILITY FUND										DRAFT 2026 BUDGET Second Edition - 8/4/25	
650345 - PARKING UTILITY ADMIN			2024	2025	2025	2025	2026	2026			
DESCRIPTION			ACTUAL	APPROVED	YTD - 6/23/25	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE		
			EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2025 VS 2026	2026 BUDGET NOTES	
463405	PARKING METERS	Meters Lots: 6, 7, 8, and 9	\$137,128.20	\$125,000.00	\$75,699.38	\$150,000.00	\$150,000.00	\$150,000.00	\$25,000.00	HotSpot Parking App	
463410	PARKING PERMITS	Permits Lots: 6, 7, 8, 9 and 10	\$54,645.82	\$55,000.00	\$27,996.66	\$55,000.00	\$55,000.00	\$55,000.00	\$0.00		
463420	METER BAG RENTALS	Meter Bag Reservations	\$1,594.79	\$2,500.00	\$6,565.88	\$7,000.00	\$4,650.00	\$4,650.00	\$2,150.00		
474960	EQUIPMENT RENTAL	Vehicle Usage Fees (to Park Admin)	\$24,349.50	\$24,000.00	\$0.00	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00		
481100	INTEREST INCOME	Interest on Parking Fund	\$5.01	\$2,300.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$300.00		
483090	SALE OF EQUIP/PROPERTY	All proceeds on Sales of Property	\$545.51	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00	\$0.00		
489000	MISCELLANEOUS REVENUE		\$47,482.52	\$250.00	\$1,191.69	\$250.00	\$250.00	\$250.00	\$0.00		
493000	FUND EQUITY APPLIED		\$0.00	\$1,039.09	\$0.00	\$0.00	\$0.00	\$0.00	\$1,039.09		
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$104,274.92	\$56,773.81	\$34,754.31		\$58,216.61	\$58,216.61	\$1,442.80	2.4% plus step increase for FT employees	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$90.37	\$180.00	\$228.81		\$180.00	\$180.00	\$0.00		
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$4,162.50	\$6,000.00	\$508.00		\$6,600.00	\$6,600.00	\$600.00	\$16.50/hr. for seasonal staff	
520310	FICA	Social Security All Team Members	\$6,290.13	\$3,891.98	\$2,112.15		\$4,018.63	\$4,018.63	\$126.65		
520311	MEDICARE	Medicare All Team Members	\$1,470.97	\$910.22	\$493.96		\$939.84	\$939.84	\$29.62		
520320	WI RETIREMENT FUND	Pension All Team Members	\$6,922.27	\$3,945.78	\$2,309.37		\$4,191.60	\$4,191.60	\$245.82		
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$36,823.55	\$23,607.66	\$11,611.80		\$19,622.54	\$19,622.54	\$3,985.12		
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$2,207.06	\$1,419.64	\$672.93		\$1,058.54	\$1,058.54	\$361.10		
520360	LIFE INSURANCE	Life Insurance All Team Members	\$487.28	\$92.00	\$43.63		\$92.00	\$92.00	\$0.00		
520398	PENSION EXPENSE		\$6,883.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
520400	WORKERS COMPENSATION		\$200.00	\$200.00	\$200.00		\$200.00	\$200.00	\$0.00		
520490	CLOTHING ALLOWANCE	Boot Allowance for Workers	\$200.00	\$200.00	\$100.00		\$200.00	\$200.00	\$0.00		
531100	CONTRACTED SERVICES		\$1,106.13	\$6,000.00	\$143.74		\$6,000.00	\$6,000.00	\$0.00	Line Striping HotSpot Fees (\$2,000), Permit fee (\$4,000)	
531110	FINANCIAL SERVICES FEES	Audit Fees/HotSpot Fees	\$2,306.59	\$6,500.00	\$1,186.08		\$6,500.00	\$6,500.00	\$0.00		
531206	INSURANCE PREMIUMS		\$1,586.45	\$1,588.00	\$1,680.66		\$1,700.00	\$1,700.00	\$112.00		
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$21,635.82	\$25,000.00	\$12,019.44		\$25,000.00	\$25,000.00	\$0.00		
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$12,024.00	\$9,600.00	\$0.00		\$9,600.00	\$9,600.00	\$0.00		
540100	OFFICE SUPPLIES		\$1.28	\$250.00	\$0.00		\$250.00	\$250.00	\$0.00		
540210	OPERATING SUPPLIES	Supplies for Operations	\$7,725.28	\$9,000.00	\$1,223.05		\$7,500.00	\$7,500.00	\$1,500.00		
540230	GASOLINE	Fuels for Vehicles	\$1,039.39	\$1,800.00	\$414.74		\$1,800.00	\$1,800.00	\$0.00		
540250	SAND & SALT	Salt	\$4,212.00	\$5,500.00	\$0.00		\$5,500.00	\$5,500.00	\$0.00		
540295	LANDSCAPING SUPPLIES	Landscaping	\$2,173.30	\$4,500.00	\$0.00		\$4,500.00	\$4,500.00	\$0.00		
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$5,000.00	\$5,000.00	\$5,000.00		\$6,000.00	\$6,000.00	\$1,000.00		
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$27,378.00	\$28,080.00	\$28,080.00		\$28,080.00	\$28,080.00	\$0.00		
555101	ELECTRIC	Utility	\$394.69	\$300.00	\$177.45		\$300.00	\$300.00	\$0.00		
555120	PHONES	Utility	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
560255	TOOLS & SMALL EQUIPMENT	Parts/Tires	\$476.42	\$5,000.00	\$8,020.80		\$5,000.00	\$5,000.00	\$0.00		
562110	VEHICLE MAINT & REPAIRS	Repairs and Maintenance of Vehicles	\$6,296.52	\$5,000.00	\$2,990.26		\$5,000.00	\$5,000.00	\$0.00		



580270	BAD DEBT EXPENSE		\$527.25	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
651200	MACHINERY/EQUIPMENT		\$225.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
651400	HEAVY EQUIPMENT	Capital Purchases	\$0.00	\$35,000.00	\$44,525.00		\$0.00	\$0.00	\$35,000.00	
991830	DEPRECIATION - BUILDINGS		\$10,000.00	\$10,000.00	\$0.00		\$10,000.00	\$10,000.00	\$0.00	
991840	DEPRECIATION - IMPROVEMENTS		\$12,000.00	\$12,000.00	\$0.00		\$12,000.00	\$12,000.00	\$0.00	
650345 - PARKING UTILITY ADMIN EXPENSE - TOTAL			\$20,368.82	\$57,000.00	\$269,949.79	\$238,500.00	\$6,100.25	\$6,100.25	\$63,100.25	
							To Fund Balance			
6503451 - ASSESSMENT DISTRICT 1			2024	2025	2025	2025	2026	2026		
DESCRIPTION			ACCOUNT DETAILS	ACTUAL	APPROVED	YTD - 6/23/25	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE
				EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2025 VS 2026
463405	PARKING METERS	Meters Lots: 2, 3, 4, 13, 14 and 17		\$25,176.71	\$23,000.00	\$16,582.60	\$33,000.00	\$35,000.00	\$35,000.00	\$12,000.00
463410	PARKING PERMITS	Permits Lots: 2, 3, 5, 13, 14, 14b, and 17		\$64,215.42	\$80,000.00	\$51,767.38	\$100,000.00	\$100,000.00	\$100,000.00	\$20,000.00
463415	PARKING ASSESSMENT DISTRICT	Assessment		\$38,322.30	\$94,251.09	\$0.00	\$0.00	\$60,349.75	\$60,349.75	\$33,901.34
489000	MISCELLANEOUS REVENUE			\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$23,394.03	\$56,773.81	\$14,398.99		\$58,216.61	\$58,216.61	\$1,442.80
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$97.68	\$180.00	\$69.82		\$180.00	\$180.00	\$0.00
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$0.00	\$6,000.00	\$0.00		\$6,600.00	\$6,600.00	\$600.00
520310	FICA	Social Security All Team Members		\$1,307.97	\$3,891.98	\$826.22		\$4,018.63	\$4,018.63	\$126.65
520311	MEDICARE	Medicare All Team Members		\$305.87	\$910.22	\$193.20		\$939.84	\$939.84	\$29.62
520320	WI RETIREMENT FUND	Pension All Team Members		\$1,621.77	\$3,945.78	\$998.34		\$4,191.60	\$4,191.60	\$245.82
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$12,726.84	\$23,607.66	\$8,919.53		\$19,622.54	\$19,622.54	\$3,985.12
520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$775.91	\$1,419.64	\$543.79		\$1,058.54	\$1,058.54	\$361.10
520360	LIFE INSURANCE	Life Insurance All Team Members		\$24.77	\$92.00	\$16.85		\$92.00	\$92.00	\$0.00
520400	WORKERS COMPENSATION			\$100.00	\$100.00	\$100.00		\$100.00	\$100.00	\$0.00
531110	FINANCIAL SERVICES FEES	Audit Fees/HotSpot Fees		\$905.43	\$6,400.00	\$663.15		\$6,400.00	\$6,400.00	\$0.00
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor		\$25,700.82	\$30,000.00	\$19,706.80		\$30,000.00	\$30,000.00	\$0.00
536150	LEGAL NOTICES	Ads		\$0.00	\$50.00	\$0.00		\$50.00	\$50.00	\$0.00
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$7,834.50	\$9,600.00	\$5,148.00		\$9,600.00	\$9,600.00	\$0.00
540100	OFFICE SUPPLIES			\$0.00	\$50.00	\$0.00		\$50.00	\$50.00	\$0.00
540210	OPERATING SUPPLIES	Supplies for Operations		\$2,825.00	\$2,500.00	\$2,825.00		\$2,500.00	\$2,500.00	\$0.00
540295	LANDSCAPING SUPPLIES	Landscaping		\$3,043.00	\$7,500.00	\$3,043.00		\$7,500.00	\$7,500.00	\$0.00
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots		\$14,000.00	\$14,000.00	\$14,000.00		\$14,000.00	\$14,000.00	\$0.00
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$27,378.00	\$28,080.00	\$27,378.00		\$28,080.00	\$28,080.00	\$0.00
555101	ELECTRIC	Utility		\$2,473.14	\$3,000.00	\$1,288.08		\$3,000.00	\$3,000.00	\$0.00
555120	PHONES	Utility		\$0.00	\$150.00	\$0.00		\$150.00	\$150.00	\$0.00
560255	TOOLS & SMALL EQUIPMENT			\$3,200.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
6503451 - ASSESSMENT DISTRICT 1 - TOTAL				\$0.30	\$0.00	\$31,768.79	\$134,000.00	\$0.00	\$0.00	\$0.00

6503452 - RIVERFRONT ASSESSMENT			2024	2025	2025	2025	2026	2026	DIFFERENCE	2026 BUDGET NOTES
DESCRIPTION	ACCOUNT DETAILS	EXPENSES	ACTUAL	APPROVED BUDGET	YTD - 6/23/25	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED		
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$38,068.36	\$57,900.33	\$0.00		\$57,329.93	\$57,329.93	\$570.40	
489000	MISCELLANEOUS REVENUE	Dock Fees	\$0.00	\$2,000.00	\$0.00		\$2,000.00	\$2,000.00	\$0.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$8,143.31	\$17,032.14	\$3,562.55		\$17,464.98	\$17,464.98	\$432.84	2.4% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$100.76	\$54.00	\$117.53		\$54.00	\$54.00	\$0.00	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$1,800.00	\$0.00		\$1,980.00	\$1,980.00	\$180.00	\$16.50/hr. for seasonal staff
520310	FICA	Social Security All Team Members	\$456.93	\$1,167.59	\$218.93		\$1,205.59	\$1,205.59	\$38.00	
520311	MEDICARE	Medicare All Team Members	\$106.87	\$273.07	\$51.21		\$281.95	\$281.95	\$8.89	
520320	WI RETIREMENT FUND	Pension All Team Members	\$569.11	\$1,183.73	\$255.77		\$1,257.48	\$1,257.48	\$73.74	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$3,882.41	\$7,082.30	\$1,743.88		\$5,886.76	\$5,886.76	\$1,195.54	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$236.69	\$425.89	\$102.03		\$317.56	\$317.56	\$108.33	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$7.67	\$27.60	\$4.62		\$27.60	\$27.60	\$289.96	
520400	WORKERS COMPENSATION		\$50.00	\$50.00	\$50.00		\$50.00	\$50.00	\$22.40	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$15,798.94	\$16,000.00	\$8,746.50		\$15,000.00	\$15,000.00	\$1,000.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$4,280.50	\$2,880.00	\$0.00		\$2,880.00	\$2,880.00	\$0.00	
540210	OPERATING SUPPLIES	Supplies for Operations	\$0.00	\$1,000.00	\$0.00		\$1,000.00	\$1,000.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Landscaping	\$0.00	\$1,500.00	\$0.00		\$1,500.00	\$1,500.00	\$0.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$2,210.00	\$500.00	\$500.00		\$1,500.00	\$1,500.00	\$1,000.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$7,722.00	\$8,424.00	\$8,424.00		\$8,424.00	\$8,424.00	\$0.00	
554250	LOTS & RAMPS MAINTENANCE		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
555101	ELECTRIC	Lighting in Riverfront Lots	\$652.74	\$500.00	\$279.63		\$500.00	\$500.00	\$0.00	
6503452 - RIVERFRONT EXPENSE - TOTAL			\$6,149.57	\$0.00	\$24,056.65	\$0.00	\$0.00	\$0.00	\$267.56	
6503453 - S 12 STREET ASSESSMENT			2024	2025	2025	2025	2026	2026	DIFFERENCE	2026 BUDGET NOTES
DESCRIPTION	ACCOUNT DETAILS	EXPENSES	ACTUAL	APPROVED BUDGET	YTD - 6/23/25	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED		
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$11,259.34	\$12,685.19	\$0.00		\$12,578.24	\$12,578.24	\$106.95	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$1,375.37	\$3,193.53	\$705.59		\$3,274.68	\$3,274.68	\$81.16	2.4% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$49.59	\$10.13	\$26.80		\$10.13	\$10.13	\$0.00	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$337.50	\$0.00		\$371.25	\$371.25	\$33.75	\$16.50/hr. for seasonal staff
520310	FICA	Social Security All Team Members	\$77.56	\$218.92	\$43.55		\$226.05	\$226.05	\$7.12	
520311	MEDICARE	Medicare All Team Members	\$18.19	\$51.20	\$10.23		\$52.87	\$52.87	\$1.67	
520320	WI RETIREMENT FUND	Pension All Team Members	\$98.36	\$221.95	\$50.91		\$235.78	\$235.78	\$13.83	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$752.12	\$1,327.93	\$333.91		\$1,103.77	\$1,103.77	\$224.16	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$45.88	\$79.85	\$19.53		\$59.54	\$59.54	\$20.31	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$1.39	\$5.18	\$0.88		\$5.18	\$5.18	\$0.00	

534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$3,435.88	\$3,000.00	\$1,895.24		\$3,000.00	\$3,000.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$1,021.50	\$1,080.00	\$0.00		\$1,080.00	\$1,080.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$4,383.50	\$3,159.00	\$0.00		\$3,159.00	\$3,159.00	\$0.00	
554250	LOTS & RAMPS MAINTENANCE		\$0.00	\$0.00	\$3,159.00		\$0.00	\$0.00	\$0.00	
6503453 - S 12 STREET EXPENSE - TOTAL			\$0.00	\$0.00	\$6,245.64	\$0.00	\$0.00	\$0.00	\$0.00	
6503454 - SOUTH PIER ASSESSMENT			2024	2025	2025	2025	2026	2026		
DESCRIPTION			ACCOUNT DETAILS	ACTUAL	APPROVED	YTD - 6/23/25	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE
				EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2025 VS 2026
463415	PARKING ASSESSMENT DISTRICT	Assessment		\$15,471.48	\$21,281.37	\$0.00		\$21,067.47	\$21,067.47	\$213.90
489000	MISCELLANEOUS REVENUE	Dock Fees		\$0.00	\$4,500.00	\$0.00		\$4,500.00	\$4,500.00	\$0.00
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$1,286.49	\$6,387.05	\$1,136.18		\$6,549.37	\$6,549.37	\$162.31
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$78.03	\$20.25	\$1.39		\$20.25	\$20.25	\$0.00
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$0.00	\$675.00	\$0.00		\$742.50	\$742.50	\$654.75
520310	FICA	Social Security All Team Members		\$72.06	\$437.85	\$67.59		\$452.10	\$452.10	\$304.65
520311	MEDICARE	Medicare All Team Members		\$16.86	\$102.40	\$15.77		\$105.73	\$105.73	\$349.70
520320	WI RETIREMENT FUND	Pension All Team Members		\$94.14	\$443.90	\$79.08		\$471.55	\$471.55	\$338.17
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$708.58	\$2,655.86	\$479.18		\$2,207.54	\$2,207.54	\$2,184.31
520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$43.20	\$159.71	\$27.61		\$119.09	\$119.09	\$2,047.83
520360	LIFE INSURANCE	Life Insurance All Team Members		\$1.41	\$10.35	\$1.31		\$10.35	\$10.35	\$108.74
520400	WORKERS COMPENSATION			\$50.00	\$50.00	\$50.00		\$50.00	\$50.00	\$0.00
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor		\$8,245.52	\$7,500.00	\$5,569.16		\$7,500.00	\$7,500.00	\$0.00
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$720.00	\$1,080.00	\$0.00		\$1,080.00	\$1,080.00	\$0.00
540295	LANDSCAPING SUPPLIES	Landscaping		\$0.00	\$250.00	\$0.00		\$250.00	\$250.00	\$0.00
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots		\$890.00	\$2,600.00	\$2,600.00		\$2,600.00	\$2,600.00	\$0.00
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$2,983.50	\$3,159.00	\$3,159.00		\$3,159.00	\$3,159.00	\$0.00
554250	LOTS & RAMPS MAINTENANCE			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
555101	ELECTRIC	Lighting in Riverfront Lots		\$280.57	\$250.00	\$135.48		\$250.00	\$250.00	\$0.00
6503454 - SOUTH PIER EXPENSE - TOTAL				\$1.12	\$0.00	\$13,321.75	\$0.00	\$0.00	\$0.00	\$9.90
6503456 - PARKS				2024	2025	2025	2025	2026	2026	
DESCRIPTION			ACCOUNT DETAILS	ACTUAL	APPROVED	YTD - 6/23/25	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE
				EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2025 VS 2026
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$189.59	\$1,774.18	\$313.17		\$1,819.27	\$1,819.27	\$45.09
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$0.00	\$5.63	\$0.39		\$5.63	\$5.63	\$0.00
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$0.00	\$187.50	\$0.00		\$206.25	\$206.25	\$18.75
520310	FICA	Social Security All Team Members		\$9.96	\$121.62	\$18.64		\$125.58	\$125.58	\$3.96

520311	MEDICARE	Medicare All Team Members	\$2.34	\$28.44	\$4.38		\$29.37	\$29.37	\$0.93
520320	WI RETIREMENT FUND	Pension All Team Members	\$13.08	\$123.31	\$21.77		\$130.99	\$130.99	\$7.68
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$102.88	\$737.74	\$129.86		\$613.20	\$613.20	\$124.53
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$6.28	\$2.88	\$7.48		\$2.88	\$2.88	\$0.00
520360	LIFE INSURANCE	Life Insurance All Team Members	\$0.22	\$0.00	\$0.42		\$0.00	\$0.00	\$0.00
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$189.00	\$300.00	\$0.00		\$300.00	\$300.00	\$0.00
540295	LANDSCAPING SUPPLIES	Island Landscaping, Swing Streets	\$1,267.00	\$200.00	\$0.00		\$200.00	\$200.00	\$0.00
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$877.50	\$877.50	\$877.50		\$877.50	\$877.50	\$0.00
6503456 - PARKS EXPENSE - TOTAL			\$2,657.85	\$4,358.80	\$1,373.61	\$0.00	\$4,310.66	\$4,310.66	\$48.13

BUDGET WORKSHEET		TOTAL EXPENSE	650345	6503451	6503452	6503453	6503454	6503455	6503456	RECONCILED TOTALS
BREAKDOWNS BY ORG			ADMIN	PAD 1	RIVERFRONT	S 12TH ST	SOUTH PIER	INDUSTRIAL	PARKS	
			40.00%	40.00%	12.00%	2.25%	4.50%	0.00%	1.25%	
510110	FULL TIME SALARIES - REGULAR	\$145,541.52	\$58,216.61	\$58,216.61	\$17,464.98	\$3,274.68	\$6,549.37		\$1,819.27	\$145,541.52
510111	FULL TIME SALARIES - OVERTIME	\$450.00	\$180.00	\$180.00	\$54.00	\$10.13	\$20.25		\$5.63	\$450.00
510130	TEMPORARY SALARIES - REGULAR	\$16,500.00	\$6,600.00	\$6,600.00	\$1,980.00	\$371.25	\$742.50		\$206.25	\$16,500.00
520310	FICA	\$10,046.57	\$4,018.63	\$4,018.63	\$1,205.59	\$226.05	\$452.10		\$125.58	\$10,046.57
520311	MEDICARE	\$2,349.60	\$939.84	\$939.84	\$281.95	\$52.87	\$105.73		\$29.37	\$2,349.60
520320	WI RETIREMENT FUND	\$10,478.99	\$4,191.60	\$4,191.60	\$1,257.48	\$235.78	\$471.55		\$130.99	\$10,478.99
520340	HEALTH INSURANCE	\$49,056.36	\$19,622.54	\$19,622.54	\$5,886.76	\$1,103.77	\$2,207.54		\$613.20	\$49,056.36
520350	DENTAL INSURANCE	\$2,646.34	\$1,058.54	\$1,058.54	\$317.56	\$59.54	\$119.09		\$33.08	\$2,646.34
520360	LIFE INSURANCE	\$230.00	\$92.00	\$92.00	\$27.60	\$5.18	\$10.35		\$2.88	\$230.00
520490	CLOTHING ALLOWANCE	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200.00
537100	VEHICLE & PARKING EXPENSES	\$24,000.00	\$9,600.00	\$9,600.00	\$2,880.00	\$540.00	\$1,080.00		\$300.00	\$24,000.00
540300	GARDEN SUPPLIES	\$24,100.00	\$5,000.00	\$14,000.00	\$500.00	\$0.00	\$2,600.00		\$0.00	\$22,100.00
550110	BUILDING MAINT & REPAIR	\$70,200.00	\$28,080.00	\$28,080.00	\$8,424.00	\$1,579.50	\$3,159.00		\$877.50	\$70,200.00



# FIVE YEAR CAPITAL NEEDS PLAN - 2026 through 2030

**DRAFT 8-11-25**

YEAR	ITEM	ESTIMATED COST	CONTNGNCY 0%	ESTIMATED COST	FUNDING SOURCES		PURCHASED	LOCAL FUNDING SOURCE
					OTHER	LOCAL		
2026	1 Parking lots in Riverfront East/West	\$750,000	\$0	\$750,000	\$0	\$750,000		City of Sheboygan
2026	<b>Totals</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$750,000</b>		
2027	1 Replace 2006 GMC Pickup Truck	\$50,000	\$0	\$50,000	\$5,000	\$45,000		Parking Utility Fund
2027	<b>Totals</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$5,000</b>	<b>\$45,000</b>		
2028	1 Replace 2000 Chevrolet 1-ton Dump Truck	\$100,000	\$0	\$100,000	\$15,000	\$85,000		Parking Utility Fund
2028	<b>Totals</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$15,000</b>	<b>\$85,000</b>		
2029	1 No projects planned.	\$0	\$0	\$0	\$0	\$0		
2029	<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
2030	1 No projects planned.	\$0	\$0	\$0	\$0	\$0		
2030	<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Grand Totals</b>		<b>\$900,000</b>	<b>\$0</b>	<b>\$900,000</b>	<b>\$20,000</b>	<b>\$880,000</b>		


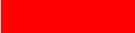


# FIVE YEAR CAPITAL NEEDS PLAN - 2026 through 2030

**FINAL 8-28-25**

YEAR	ITEM	ESTIMATED COST	CONTNGNCY 0%	ESTIMATED COST	FUNDING SOURCE FEDERAL* 80%	LOCAL 20%	PURCHASED	FED FUNDING SOURCE	CAPITAL ASSET REPLACES	LOCAL FUNDING SOURCE
2026	<sup>1</sup> No projects planned.	\$0	\$0	\$0	\$0	\$0				
2026	<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>				
2027	<sup>1</sup> Replace five (5) fixed route buses (35 ft.)	\$2,625,000	\$0	\$2,625,000	\$2,100,000	\$525,000		5339/CMAQ	1031-1035	City of Sheboygan
	<sup>2</sup> Replace one (1) paratransit vehicle**	\$150,000	\$0	\$150,000	\$120,000	\$30,000		5310	Worst of 447-450	Sheboygan County
2027	<b>Totals</b>	<b>\$2,775,000</b>	<b>\$0</b>	<b>\$2,775,000</b>	<b>\$2,220,000</b>	<b>\$555,000</b>				
2028	<sup>1</sup> No projects planned.	\$0	\$0	\$0	\$0	\$0				
2028	<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>				
2029	<sup>1</sup> Design - Transit Admin & Maintenance Facility	\$500,000	\$0	\$500,000	\$400,000	\$100,000		5339/TIGER		City of Sheboygan
2029	<b>Totals</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$400,000</b>	<b>\$100,000</b>				
2030	<sup>1</sup> Construction - Transit Admin & Maintenance Facility	\$20,000,000	\$0	\$20,000,000	\$16,000,000	\$4,000,000		5339/TIGER		City of Sheboygan
2030	<b>Totals</b>	<b>\$20,000,000</b>	<b>\$0</b>	<b>\$20,000,000</b>	<b>\$16,000,000</b>	<b>\$4,000,000</b>				
<b>Grand Totals</b>		<b>\$23,275,000</b>	<b>\$0</b>	<b>\$23,275,000</b>	<b>\$18,620,000</b>	<b>\$4,655,000</b>				

\*\* Sheboygan County funded asset.

 Grants have been awarded;  
 Grants have been applied for  
but no award as of yet;



## 2025-2026 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUBRECIPIENT AGREEMENT

### CDBG-PS-2025-02

THIS AGREEMENT made and entered into this 1<sup>st</sup> of April 2025, by and between the City of Sheboygan, Wisconsin, a Wisconsin municipal corporation hereinafter referred to as "City" and for Shoreline Metro a public transit operator with its principal office at 608 S Commerce Street, Sheboygan, Wisconsin, 53081 hereinafter referred to as "Subrecipient."

WITNESSETH;

WHEREAS, the City has available certain funds received from the U.S. Department of Housing and Urban Development for the 2025 Community Development Block Grant (CDBG) Program; and

WHEREAS, the Subrecipient desires to offer a continuum of services available to residents in the City of Sheboygan; and

WHEREAS, one of the objectives of the Community Development Block Grant Program is to provide services to low- and moderate-income persons; and

WHEREAS, the Subrecipient is a nonprofit organization duly organized to promote and undertake community services to serve low- and moderate-income households; and

WHEREAS, the City is willing to make available up to **\$42,493.00** of 2024 Community Development Block Grant funds for the purpose of providing public transit services additional support for the Low-Moderate Area of Census Tracts with continuation of expanded service on weekday evening and Saturday service; and

WHEREAS, prior to advancing funds to the Subrecipient, the U.S. Department of Housing and Urban Development and the City of Sheboygan desire certain assurances as more fully set forth herein.

NOW, THEREFORE, IT IS AGREED THAT:



## 1. Statements of Work, National Objective, Uses of Funds, Levels of Accomplishment, Timetable

### A. Statement of Work

The City will grant to the Subrecipient a sum up to **\$42,493.00** from 2025 Community Development Block Grant funds for support of the Low-Moderate Area of Census Tracts with more frequent weekday evening and Saturday service.

### B. National Objectives

All activities funded with CDBG funds must meet one of the CDBG program's National Objectives: The Subrecipient certifies that the activities carried out under this Agreement will meet Low- or Moderate-Income Eligibility - 24 CFR 570.208(a)(2)(i)(A). As the Sub-recipient hereby certifies that its activities solely benefit persons identified in a low-to-moderate income census tract.

### C. Uses of Funds

The CDBG funds shall be used according to the budget submitted in the grant application Neighborly.

<b>Funding Uses</b>	<b>CDBG</b>			
Salaries and Benefits	\$42,493.00			
<b>TOTAL</b>	<b>\$42,493.00</b>			

### D. Performance Goals

The Subrecipient agrees to provide the following levels of service;

- 870 persons provided transportation services with CDBG funds.

## E. Timetable

The subrecipient agrees to provide the stated services within the specified grant term:

Beginning: April 1, 2025

Ending: March 31, 2026

## 2. Payments

Drawdowns for the payment of eligible expenses shall be made against the budget categories specified below and in accordance with performance. Payments will be only made quarterly; the deadlines are as follows:

QUARTER	PERIOD	DEADLINE TO SUBMIT DRAW
1 <sup>st</sup>	April 1 – June 30	July 15, 2025
2 <sup>nd</sup>	July 1 – September 30	October 15, 2025
3 <sup>rd</sup>	October 1 – December 31	January 15, 2026
4 <sup>th</sup>	January 1 – March 31	April 21, 2026

The Sub-recipient shall submit its drawdown requests via **Neighborly** and keep all evidence of the nature and propriety of the charge on file. The sub-recipient should only expend funds budgeted for in its grant application. The sub-recipient shall submit evidence to the City of Sheboygan properly executed payrolls, time records, invoices, vouchers or other official documentation for each drawdown request via **Neighborly**. The sub-recipient must also maintain a financial management system in accordance with the standards specified in 24 CFR 84.21.

The City of Sheboygan shall reimburse the Subrecipient upon submission of a drawdown request and a performance report. Allowable payments are those necessary and proper costs identified by the Subrecipient's application and approved by the City Council, unless any or all costs are disallowed by the City of Sheboygan or HUD. All costs must be incurred within the above timetable.

When submitting a drawdown request, a **Performance Report** shall be submitted through **Neighborly** or Subrecipient will not receive payment.

## 3. Records and Reports

- A. Subrecipient is expected to have met the performance goals stated in Section 1d by the end of the agreement. Accordingly, a final “Performance Report” should be submitted no later than 15 days after the grant period.

The Performance Reports will provide all information necessary to determine that projected activities are being accomplished. Performance reports also should include justification for lack of progress or delays in accomplishing the scope of work.

- B. **Low Mod Income Benefit:** The Subrecipient certifies that the activities carried out under this Agreement will meet Low- or Moderate-Income Limited Clientele Eligibility (24 CFR 570.208(a)(2)(i)(B) and 24 CFR 570.506(b)(3)(iii). Subrecipient will maintain program participant’s file documenting at least 51% of the beneficiaries are members of a low-and moderate-income family. (See Exhibit A for Sample Self-Certification).
- C. **Financial Reporting**– The sub-recipient shall:
- i. Maintain an effective system of internal fiscal control and accountability for all CDBG funds and property acquired or improved with CDBG funds, and make sure the same are used solely for authorized purposes.
  - ii. Ensure that all costs shall be supported by properly executed payrolls, time records, invoices, vouchers or other official documentation, as evidence of the nature and propriety of the charges. All accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
  - iii. The Subrecipient shall also keep a continuing record of all disbursements by date, check number, amount, vendor, description of items purchased and line item from which the money was expended, as reflected in the Subrecipient’s accounting records.
  - iv. Inform the City concerning any funds allocated to the Subrecipient, that the Subrecipient anticipates will not be expended during the term of this Agreement, and permit the reassignment of the same by the City to other Subrecipients.

**D. Client Data**

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, demographic information and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

#### **4. Uniform Administrative Requirements**

The Subrecipient will, to the maximum possible extent, ensure compliance with regulations regarding:

- A. Office of Management and Budget (OMB) Uniform Guidance, "Cost Principles, Audit and Administrative Requirements for Federal Awards" (2 CFR Part 200), which establishes principles for determining costs of grants, contracts, and other agreements with nonprofit organizations. These regulations are applicable for determining acceptable/allowable costs of work performed by nonprofit organizations. For example, to be allowed under an award, costs must meet general criteria such as:
  - i. Be reasonable for the performance of the award,
  - ii. Be accorded consistent treatment,
  - iii. Be determined in accordance with generally accepted accounting principles, and
  - iv. Be adequately documented.

B. Office of Management and Budget (OMB) Uniform Guidance, in part, provide that financial management systems operated by recipients of federal assistance will provide for accurate, current, reliable, and complete disclosure of financial and accounting records relating to the use of federal dollars.

All records will identify the source and application of funds for activities, and accounting records are to be made available for audit(s) at the City's direction to determine the fiscal integrity of financial transactions and performances. All future procurement transactions for supplies, equipment, construction, and other services, regardless of whether negotiated or advertised, will be conducted in a manner so as to provide maximum open and free competition.

The Subrecipient will give the U.S. Department of Housing and Urban Development, the Comptroller General, the City of Sheboygan, or any authorized representatives access to the right to examine all records and documents related to the grant. Such records will be maintained for a period of at least five (5) years after receipt of federal funds.

## **5. Personnel and Participant Conditions**

The Subrecipient will, to the maximum possible extent, ensure compliance with regulations regarding:

### **A. Civil Rights**

#### **1. General Compliance**

Title VI and Title IX of the Civil Rights Act of 1964 (Public Law 88-352) (42 U.S.C. 2003d et seq.); and implementing regulations issued at 24 CFR Part 1; as amended by Executive Order 11375 and 12086, and implementing regulations at 41 CFR Chapter 60, which prohibits discrimination in any activity receiving federal financial assistance.

#### **2. Nondiscrimination**

Title VIII of the Civil Rights Act of 1968, (Public Law 90-284) (42 U.S.C. 3601 et seq.); as amended, which prohibits discrimination in housing on the grounds of race, color, religion, national origin, sex, disability, or familial status.

Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 et seq.) which requires that no person will on the grounds of race, color, national origin or sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity funded in whole or in part with Community Development Block Grant funds.

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973, (Public Law 93-112) as amended, and implementing regulations when published for effect. Said regulation provides for nondiscrimination based on disability in federally-assisted programs and activities.

**B. Employment Restrictions****1. Prohibited Activity**

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

**C. Conflict of Interest**

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include, but are not limited to the following:

1. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
2. No employee, officer or agent of the Subrecipient shall participate in the selection, the award or the administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
3. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

**D. Anti-Lobbying.** The Subrecipient certifies that to the best of its knowledge and belief:

No federal-appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of

Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

## **6. Grantee Recognition**

The Subrecipient shall ensure recognition of the role of the City of Sheboygan and Housing and Urban Development's Community Development Block Grant in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to the funding source.

## **7. Suspension and Termination**

The Subrecipient further agrees that this Agreement may be terminated or suspended in the event the Subrecipient fails to perform any of the conditions contained herein and that the City may take appropriate and corrective action in order to insure compliance with this Agreement, including withholding payments, re-allocating funds, an order to audit the Subrecipient's books and records pertaining to its activities and the utilization of federal funds.

In the event of default or violation by the Subrecipient or the necessity of corrective action, the City will provide the Subrecipient, by written notice, a demand to cure default explaining the nature and extent of the default or violation. The Subrecipient will cure or remedy said violation or default within ten (10) days after receipt of said notice, unless a longer time is agreed upon by the parties, in writing. In case default or violation is not cured, and corrective action is not completed within ten (10) days or a longer time as may be agreed upon, this Agreement may be terminated, and the City may have

whatever remedy is authorized pursuant to state, local, and federal laws, including return of any funds previously given to the Subrecipient.

### **8. Independent Status**

Nothing contained herein, nor any act of the City, the Subrecipient, or any other party, will be deemed or construed by any party, or by any other third person, to create any relationship with third party beneficiary, principal or agent, limited or general partnership, or joint venture, or of any association or relationship involving the City. The Subrecipient is at all times considered an independent agency and not an agency or branch of the City.

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**IN WITNESS WHEREOF**, the City of Sheboygan has caused this Agreement to be executed by Ryan Sorenson, Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2025

**For the City of Sheboygan**

\_\_\_\_\_  
**Ryan Sorenson, Mayor**

**Shoreline Metro**

\_\_\_\_\_  
**Derek Muench, Director of Transit and Parking**

### **Attachment A. City of Sheboygan Standard Contract Terms and Conditions**

These are subject to modification at any time by the City of Sheboygan and the final agreement with the City will include other provisions not in this agreement. Successful applicant will agree to abide by the City's Standard Contract Terms and Conditions.

1. DEFINITIONS. In this section "Contracting Party" shall mean any party that is entering into this Agreement with the City of Sheboygan. "Sheboygan" shall mean the City of Sheboygan. These definitions shall apply only to this document titled "Standard Terms and Conditions (Service



Contracts)” and shall not replace, modify or supersede any definitions used in other sections of this Agreement.

2. STANDARD OF PERFORMANCE. Contracting Party agrees that the performance of the services, pursuant to the terms and conditions of this Agreement, shall be in a manner at least equal to the degree of care and skill ordinarily exercised by members of the same professions currently practicing under similar circumstances providing like services.

3. FULLY QUALIFIED. Contracting Party represents that all personnel engaged in the performance of the services set forth in this Agreement shall be fully qualified and, if applicable, shall be authorized or permitted under all applicable state and local laws and any other applicable laws or regulations to perform the services.

4. SCOPE OF SERVICES. Contracting Party is required to perform, do and carryout in a timely and professional manner the services set forth in this Agreement. The Contracting Party is required to furnish all services and labor necessary as indicated in this Agreement. The scope of services to be performed shall include, those services set forth in this Agreement. Sheboygan may from time to time request the Contracting Party to perform additional services which are not set forth in this Agreement. In the event that such a request is made, the performance of such services shall be subject to the terms, conditions and contingencies set forth in this Agreement.

5. CHANGE OF SCOPE. The scope of service set forth in this Agreement is based on facts known at the time of the execution of this Agreement. The scope of service may not be fully definable during initial phases, and as the project progresses, facts discovered may indicate that the scope must be redefined. If mutually agreed to in advance in writing, Contracting Party shall make changes, furnish necessary materials, and perform the work that Sheboygan may require, without nullifying this Agreement, at a reasonable addition to, or reduction from, the total cost of the project. Under no circumstances shall Contracting Party make any changes, either as additions or deductions, without the written consent of Sheboygan, and Sheboygan shall not pay any extra charges made by Contracting Party that have not been agreed upon in advance and documented in writing.

6. COMPENSATION. Contracting Party will be compensated by Sheboygan for the services provided under this Agreement and subject to the terms, conditions and contingences set forth herein.

Payments to Contracting Party for services rendered under this Agreement will be based on itemized invoices submitted on a monthly basis by the Contracting Party to Sheboygan. These invoices, unless lump sum, must be itemized to identify labor costs and the Contracting Party's direct expenses, including subcontractor and supplier costs. In addition, such invoices shall show the hours worked by the Contracting Party's staff and the amount of work completed as a percentage of the work to be performed. If payment is by lump sum, then only the percent complete will be invoiced. The final payment of the balance due the Contracting Party for the completed service shall be made upon completion and acceptance of the services performed by the Contracting Party under this Agreement. Without prejudice to any other right or remedy it may have, Sheboygan reserves the right to setoff at any time any amount owing to it by Contracting Party against any amount payable by Sheboygan to Contracting Party.

**7. TAXES, SOCIAL SECURITY, INSURANCE AND GOVERNMENT REPORTING.** Personal

income tax payments, social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the Contracting Party receiving payment under this Agreement shall be the sole responsibility of the Contracting Party.

**8. TERMINATION FOR CAUSE.** If, through its own fault, intentional misconduct, or the fault or intentional misconduct of its subcontractors, agents or volunteers, the Contracting Party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contracting Party shall violate any of the covenants, agreements, or stipulations of this Agreement, both as determined by Sheboygan in its sole discretion, Sheboygan shall thereupon have the right to terminate this Agreement by giving written notice to the Contracting Party of such termination and specifying the effective date. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other deliverables performed by the Contracting Party under this Agreement for which compensation has been made shall, at the option of Sheboygan, become the property of Sheboygan. Notwithstanding the foregoing, the Contracting Party shall not be relieved of liability to Sheboygan for damages sustained by Sheboygan by virtue of the Contracting Party's intentional misconduct or negligent performance of this Agreement, and Sheboygan may withhold any payments to the Contracting Party for the purpose of setoff until such time as the exact amount of

damages due to Sheboygan from the Contracting Party is determined. Use of incomplete or unfinished work is at the sole risk of Sheboygan.

9. TERMINATION FOR CONVENIENCE. Either Party may terminate this Agreement for convenience at any time and for any reason by giving sixty (60) days written notice to the other Party of such termination. If this Agreement is terminated by Sheboygan pursuant to this provision, Contracting Party will be paid an amount which bears the same ratio to the total compensation as the services actually performed and accepted by Sheboygan bear to the total services of the Contracting Party covered by this Agreement, less payments for such services as were previously made. The value of the services rendered and delivered by Contracting Party will be determined by Sheboygan.

10. SAFETY. Unless specifically included as a service to be provided under this Agreement, Sheboygan specifically disclaims any authority or responsibility for general job site safety, or the safety of other persons or property. Except as otherwise provided in this Agreement, Contracting Party disclaims any authority or responsibility for general job site safety, or the safety of third-parties or their property.

11. DELAYS. If performance of Contracting Party's obligations under this Agreement is delayed through no fault of Contracting Party, Contracting Party shall be entitled to a reasonable extension of time as proposed by Contracting Party and as accepted or amended by Sheboygan. If performance of Sheboygan's obligations is delayed through no fault of Sheboygan, Sheboygan shall be entitled to an extension of time equal to the delay.

12. USE OF SHEBOYGAN PROPERTY. Any property belonging to Sheboygan being provided for use by Contracting Party shall be used in a responsible manner and only for the purposes provided in this Agreement. No changes, alterations or additions shall be made to the property unless otherwise authorized by this Agreement.

13. INSURANCE. Unless otherwise specified in this Agreement, Contracting Party shall, at its sole expense, maintain in effect at all times during the Agreement, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

a. Worker's Compensation and Employers Liability Insurance. Contracting Party shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of their employees in

accordance with the laws of the State of Wisconsin. Contracting Party shall provide statutory coverage for work related injuries and employer's liability insurance with limits of at least for employer's liability of one hundred thousand dollars (\$100,000.00) per each accident, one hundred thousand dollars (\$100,000.00) per each employee and five hundred thousand dollars (\$500,000.00) total policy limit.

b. Commercial General Liability and Automobile Liability Insurance. Contracting Party shall provide and maintain the following commercial general liability and automobile liability insurance:

i. Coverage for commercial general liability and automobile liability insurance shall, at a minimum, be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001).
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

ii. Contracting Party shall maintain limits no less than the following:

1. General Liability. One million dollars (\$1,000,000.00) per occurrence (\$1,000,000.00 general aggregate if applicable) for bodily injury, personal injury and property damage.
2. Automobile Liability. One million dollars (\$1,000,000.00) for bodily injury and property damage per occurrence covering all vehicles to be used in relationship to the Agreement.
3. Umbrella Liability. Two million dollars (\$2,000,000.00) following form excess of the primary General Liability, Automobile Liability and Employers Liability Coverage. Coverage is to duplicate the requirements as set forth herein.

c. Professional Liability Insurance. When Contracting Party renders professional services to Sheboygan under the Agreement, Contracting Party shall provide and maintain two million dollars (\$2,000,000.00) of professional liability insurance. If such policy is a "claims made" policy, all renewals thereof during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to Contracting Party's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the Sheboygan.

d. Required Provisions. The general liability, umbrella liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- i. Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of Contracting Party; products and completed operations of Contracting Party; premises occupied or used by Contracting Party; and vehicles owned, leased, hired or borrowed by Contracting Party. The coverage shall contain no special limitations on the scope of protection afforded to Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Except for the workers' compensation policy, each insurance policy shall contain a waiver of subrogation endorsement in favor of Sheboygan.
- ii. For any claims related to this Agreement, Contracting Party's insurance shall be primary insurance with respect to Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by Sheboygan, its elected and appointed officers, officials, employees or authorized representatives or volunteers shall not contribute to the primary insurance.
- iii. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to Sheboygan, its elected and appointed officers, employees or authorized representatives or volunteers.
- iv. Contracting Party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- v. Coverage shall not be canceled by the insurance carrier or the Contracting Party, except after sixty (60) days (ten (10) days for non-payment of premium) prior written notice by U.S. mail has been given to Sheboygan.
- vi. Such liability insurance shall indemnify Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon,

or assumed under contract by, Contracting Party for damages on account of such bodily injury, (including death), property damage personal injury, completed operations, and products liability.

vii. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.

viii. All of the insurance shall be provided on policy forms and through companies satisfactory to Sheboygan, and shall have a minimum AM Best's rating of A- VIII.

e. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by Sheboygan.

f. Evidences of Insurance. Prior to execution of the Agreement, Contracting Party shall file with Sheboygan a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.

g. Sub-Contractor. In the event that Contracting Party employ other contractors (sub-contractors) as part of this Agreement, it shall be the Contracting Party's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above.

h. Amendments. Sheboygan may amend its requirements for insurance upon sixty (60) days written notice. Contracting Party shall procure updated insurance to comply with the new requirements of Sheboygan if commercially available and at Sheboygan's expense. Contracting Party may appeal any requirement to amend the insurance coverage to Sheboygan's City Council who may, in its sole discretion, mutually agree to waive such changes.

14. INDEMNIFICATION. To the fullest extent allowable by law, Contracting Party hereby indemnifies and shall defend and hold harmless, at Contracting Party's expense, Sheboygan, its elected and appointed officials, committee members, officers, employees, authorized representatives and volunteers ("Sheboygan Indemnitees") from and against third party tort suits, actions, legal or

administrative proceedings, claims, costs and expenses (including, without limitation, reasonable attorney and professional fees) to the extent caused by the negligent acts, errors or omissions of Contracting Party, its subcontractors or of anyone acting under its direction or control or on its behalf in the performance of this Agreement. Contracting Party's defense obligation shall not apply to professional liability claims. The aforesaid indemnity and hold harmless agreement shall not be applicable to any liability to the extent caused by Sheboygan, its elected and appointed officials, officers, employees or authorized representatives, consultants, contractors or volunteers in the performance of this Agreement. Contracting Party's obligation to indemnify, defend and hold harmless shall not be restricted to insurance proceeds, if any, received by Sheboygan, its elected and appointed officials, officers, employees, authorized representatives or volunteers. Nothing in this Agreement is intended or shall be construed to be a waiver or estoppel of Sheboygan or its insurer (or otherwise affect or alter their ability) to rely upon the limitations, defenses and immunities contained within Wis. Stat. §§ 345.05 and 893.80, or other applicable law. To the extent that indemnification is available and enforceable against Sheboygan, (a) Sheboygan or its insurer shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established by applicable Wisconsin or federal law; and (b) Sheboygan's obligations under this Agreement are further conditioned upon the following: (i) the indemnified party shall promptly notify Sheboygan in writing of any such claims, demands, liabilities, damages, costs and expenses within ten (10) days of discovery; (ii) Sheboygan shall have sole control of, and the indemnified party shall reasonably cooperate in all respects, in the defense of the claims, demands, liabilities, damages, costs and expenses and all related settlement negotiations; and (iii) the indemnified party shall not make any admission or disclosure or otherwise take any action prejudicial to Sheboygan except as required by law. Neither party shall be liable for indirect, special, exemplary, consequential or incidental damages, including, without limitation, any damages for lost profits, revenue or business interruption. The parties represent that, as of the effective date, neither party has any notice or knowledge of any claims, demands, liabilities, damages, costs and expenses asserted or threatened by any third party with respect to the matters contemplated in this Agreement. This indemnity provision shall survive the termination or expiration of this Agreement.

15. NO PERSONAL LIABILITY. Under no circumstances shall any trustee, officer, official, commissioner, director, member, partner or employee of either party have any personal liability arising out of this Agreement, unless an employee of the Contracting Party shall commit a criminal, fraudulent, malicious, or dishonest act which is excluded from Contracting Party's insurance coverage.

16. Intentionally omitted.

17. INDEPENDENT CONTRACTORS. The parties, their employees, agents, volunteers, and representative shall be deemed independent contractors of each other and shall in no way be deemed as a result of this Agreement to be employees of the other. The parties, their employees, agents, volunteers, and representatives are not entitled to any of the benefits that the other provides for its employees. The parties shall not be considered joint agents, joint ventures, or partners.

18. GOVERNING LAW. This Agreement and all questions and issues arising in connection herewith shall be governed by and construed in accordance with the laws of the State of Wisconsin. Venue for any action arising out of or in any way related to this Agreement shall be exclusively in Sheboygan County, Wisconsin. Each party waives its right to challenge venue.

19. JURY TRIAL WAIVER. The parties hereby waive their respective rights to a jury trial on any claim or cause of action based upon or arising from or otherwise related to this Agreement. This waiver of right to trial by jury is given knowingly and voluntarily by the parties and is intended to encompass individually each instance and each issue as to which the right to a trial by jury would otherwise accrue. Each party is hereby authorized to file a copy of this section in any proceeding as conclusive evidence of this waiver by the other party.

20. NOTIFICATION. Parties shall:

(1) As soon as possible and in any event within a reasonable period of time after the occurrence of any event of default by either party, notify the other Party in writing of such default and set forth the details thereof and the action which is being taken or proposed to be taken by defaulting party to cure or mitigate the default.

(2) Promptly notify the other Party of the commencement of any litigation or administrative proceeding that would cause any representation contained in this Agreement to be untrue.



(3) If related to the performance of services and work under this Agreement, notify the other Party, and provide copies, immediately, upon receipt, of any notice, pleading, citation, indictment, complaint, order or decree from any federal, state or local government agency or regulatory body, asserting or alleging a circumstance or condition that requires or may require a financial contribution by a Party or any guarantor or an investigation, clean-up, removal, remedial action or other response by or on the part of a Party or any guarantor under any environmental laws, rules, regulations, ordinances or which seeks damages or civil, criminal or punitive penalties from or against a Party or any guarantor for an alleged violation of any environmental laws, rules, regulations or ordinances.

21. SEVERABILITY. The provisions of this Agreement are severable. If any provision or part of this Agreement or the application thereof to any person or circumstance shall be held by a court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.

22. ASSIGNMENT, SUBLET, AND TRANSFER. A Party shall not assign, sublet, or transfer its interests or obligations under the provisions of this Agreement without the prior written consent of the other Party. This Agreement shall be binding on the heirs, successors, and permitted assigns of each party hereto. A Party shall provide not less than forty-five (45) days advance written notice of request to assign, sublet or transfer any services provided under this Agreement. The decision to allow an assignment by Contracting Party rests solely with Sheboygan, in its discretion

23. NO WAIVER. The failure of any party to insist, in any one or more instance, upon performance of any of the terms, covenants, or conditions of this Agreement shall not be construed as a waiver, or relinquishment of the future performance of any such term, covenant, or condition by any other party hereto but the obligation of such other party with respect to such future performance shall continue in full force and effect.

24. SUBCONTRACTING. None of the services to be performed under this Agreement shall be subcontracted without the prior written approval of Sheboygan. If any of the services are subcontracted, the performance of such services shall be specified by written contract and shall be subject to each provision of this Agreement. Contracting Party shall be as fully responsible to

Sheboygan for the acts and omissions of its subcontractors and of person either directly or indirectly employed by them, as it is for acts and omissions of persons directly employed by it.

25. CONFLICTS OF INTEREST. Contracting Party covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contracting Party further covenants that in the performance of this Agreement no person having any conflicting interest shall be employed. Any interest on the part of Contracting Party or its employee must be disclosed to Sheboygan

26. NON-DISCRIMINATION. Pursuant to law, it is unlawful and Contracting Party agrees not to willfully refuse to employ, to discharge, or to discriminate against any person otherwise qualified because of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed, or familial status; not to discriminate for the same reason in regard to tenure, terms, or conditions of employment, not to deny promotion or increase in compensation solely for these reasons; not to adopt or enforce any employment policy which discriminates between employees on account of race, color, religion, sex, creed, age, disability, national origin or ancestry, lawful source of income, marital status or familial status; not to seek such information as to any employee as a condition of employment; not to penalize any employee or discriminate in the selection of personnel for training, solely on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed or familial status. Contracting Party shall include or cause to be included in each subcontract covering any of the services to be performed under this Agreement a provision similar to the above paragraph, together with a clause requiring such insertion in further subcontracts that may in turn be made.

27. POLITICAL ACTIVITIES. Contracting Party employees shall not engage in any political activities within the City of Sheboygan while in performance of any and all services and work under this Agreement. This does not apply to periods of time in which employee is not at work, or is billing other than Sheboygan for his/ her time.

28. GOVERNMENTAL APPROVALS. Contracting Party acknowledges that various of the specific undertakings of Sheboygan described in this Agreement may require approvals from the City of Sheboygan Council, City of Sheboygan bodies, and/or other public bodies, some of which may require

public hearings and other legal proceedings as conditions precedent thereto. Contracting Party further acknowledges that this Agreement is subject to appropriation by the Sheboygan Common Council. Sheboygan's obligation to perform under this Agreement is conditioned upon obtaining all such approvals in the manner required by law. Sheboygan cannot assure that all such approvals will be obtained, however, it agrees to use good faith efforts to obtain such approvals on a timely basis.

9. ENTIRE AND SUPERSEDING AGREEMENT. This writing, all Exhibits hereto, and the other documents and agreements referenced herein, constitute the entire Agreement between the parties with respect to the subject matter hereof, and all prior agreements, correspondences, discussions and understandings of the parties (whether written or oral) are merged herein and made a part hereof. To the extent that any terms and conditions contained in this Agreement, all Exhibits hereto, and the other documents and agreement referenced herein conflict with these Standard Terms and Conditions, the Standard Terms and Conditions shall take precedence.

30. AMENDMENT. This Agreement shall be amended only by formal written supplementary amendment. No oral amendment of this Agreement shall be given any effect. All amendments to this Agreement shall be in writing executed by both parties.

31. IMPLEMENTATION SCHEDULE AND TIME OF THE ESSENCE. Any and all phases and schedules which are the subject of approvals, or as set forth herein, shall be governed by the principle that modification or deviation from such schedules shall occur only upon approval of Sheboygan or reasons of Force Majeure. Any phase or schedule that is determined to be "time of the essence" shall be specifically identified as such within the scope of services. The Mayor, or in the Mayor's absence, the Council President, shall have the ability to postpone any deadline listed herein, up to a maximum of ninety (90) days. If such delays cause additional cost, Contracting Party shall be reimbursed.

32. TIME COMPUTATION. Any period of time described in this Agreement by reference to a number of days includes Saturdays, Sundays, and any state or national holidays. Any period of time described in this Agreement by reference to a number of business days does not include Saturdays, Sundays or any state or national holidays. If the date or last date to perform any act or to give any notices is a Saturday, Sunday or state or national holiday, that act or notice may be timely performed or given on the next succeeding day which is not a Saturday, Sunday or state or national holiday.

33. NOTICES. Any notice, demand, certificate or other communication under this Agreement shall be given in writing and deemed effective: a) when personally delivered; b) three (3) days after deposit within the United States Postal Service, postage prepaid, certified, return receipt requested; or c) one (1) business day after deposit with a nationally recognized overnight courier service, addressed by name and to the party or person intended as follows: To the City: Attn. City Clerk Copy to: Attn. City Attorney City of Sheboygan 828 Center Ave Sheboygan, WI 53081 Contracting Party shall identify in writing and provide to Sheboygan the contact person and address for notices under this Agreement.

34. Intentionally omitted.

35. ACCESS TO RECORDS. Contracting Party, at its sole expense, shall maintain books, records, documents and other evidence pertinent to this Agreement in accordance with accepted applicable professional practices. Sheboygan, or any of its duly authorized representatives, shall have access, at no cost to Sheboygan, to such books, records, documents, papers or any records, including electronic, of Contracting Party which are pertinent to the hourly rates of pay and reimbursable costs under this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions. Once deliverables are provided to Sheboygan, additional copies will be provided for a fee.

36. PUBLIC RECORDS LAW. Contracting Party understands and acknowledges that Sheboygan is subject to the Public Records Law of the State of Wisconsin. As such, Contracting Party agrees to retain all records as defined by Wisconsin Statute § 19.32(2) applicable to this Agreement for a period of not less than seven (7) years after the termination or expiration of this Agreement. Contracting Party agrees to assist Sheboygan in complying with any public records request that Sheboygan receives pertaining to this Agreement. If the requested record is not within that which is required to be produced by statute or other authority, then Contracting Party may object, and Sheboygan will reject the request. Contracting Party shall seek to intervene in any subsequent public records lawsuit, writ of mandamus, or other action against Sheboygan seeking to compel disclosure in order to dispute disclosure of the requested record. Contracting Party shall also cooperate and provide assistance to Sheboygan, at no cost, in the defense of such lawsuit, writ or other action. If the request is upheld by a court of law, then Contracting Party will produce the records or indemnify and hold harmless Sheboygan Indemnitees from any liability, including without limitation, attorney fees related to or in any way arising from

Contracting Party's actions or omissions which contribute to Sheboygan's inability to comply with the Public Records Law. In the event that Contracting Party decides not to retain its records for a period of seven (7) years, then it shall provide written notice to Sheboygan whereupon Sheboygan shall take custody of said records assuming such records are not already maintained by Sheboygan. This provision shall survive the termination of this Agreement.

37. CONSTRUCTION. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument to be drafted. This agreement shall be deemed to have been drafted by the parties of equal bargaining strength. The captions appearing at the first of each numbered section of this Agreement are inserted and included solely for convenience but shall never be considered or given any effect in construing this Agreement with the duties, obligations, or liabilities of the respective hereto or in ascertaining intent, if any questions of intent should arise. All terms and words used in this Agreement, whether singular or plural and regardless of the gender thereof, shall be deemed to include any other number and any other gender as the context may require.

38. NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party.

39. COMPLIANCE WITH LAW. The parties shall comply in all material respects with applicable federal, state and local laws, regulations and ordinances.

40. FORCE MAJEURE. Neither Party shall be responsible for any resulting losses and it shall not be a default hereunder if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, industrywide shortage of materials, or by any other cause not within the control of the party whose performance was interfered with, and which exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes hereinabove enumerated or not, and the time for performance shall be extended by the period of delay occasioned by any such cause.

41. GOOD STANDING. Contracting Party affirms that it is a company duly formed and validly existing and in good standing under the laws of the State of Wisconsin and has the power and all necessary

licenses, permits and franchises to own its assets and properties and to carry on its business.

Contracting Party is duly licensed or qualified to do business and is in good standing in the State of Wisconsin and in all other jurisdictions in which failure to do so would have a material adverse effect on its business or financial condition.

42. AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

43. EXECUTION OF AGREEMENT. Contracting Party shall sign and execute this Agreement on or before sixty (60) days of its approval by the Sheboygan Common Council, and Contracting Party's failure to do so will render the approval of the Agreement by the Sheboygan Common Council null and void unless otherwise authorized.

44. COUNTERPARTS. This Agreement may be executed in one or more counterparts, all of which shall be considered but one and the same agreements and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

45. SURVIVAL. All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination.

46. COMPLIANCE WITH LAW. Contracting Party agrees to abide by applicable federal, state and local laws, regulations and ordinances, and all provisions of this Agreement.

47. RELIANCE. Contracting Party has the right to reasonably rely on information provided by or through the City of Sheboygan.

Revised: 06.21.19



608 S Commerce St • Sheboygan, WI 53081 • Ph (920) 459-3281

August 20, 2025

Mr. Randy Meyer  
Mayor  
City of Sheboygan Falls  
375 Buffalo Street  
Sheboygan Falls, WI 53085

Re: CY 2026 Local Share Funding for Transit Services

Greetings,

The City of Sheboygan is currently underway drafting its budget for calendar year 2026.

The projected cost to the City of Sheboygan Falls is set at \$45,337<sup>348</sup> for CY 2026. The City of Sheboygan Falls will be billed \$11,337 quarterly for services. This represents a 13 percent increase over 2025.

Additionally, the City of Sheboygan Falls will be billed a fixed cost annually to be used towards the replacement of vehicles used to provide public transit service to the community.

The amount is calculated using the following formula:

$$\frac{\begin{array}{l} \$92,000 \\ \text{Cost of a new bus} \\ \text{(20\% Local Share)} \end{array} \times \begin{array}{l} 50\% \\ \text{Percent bus is used in} \\ \text{Sheboygan Falls and Kohler} \end{array}}{15 \begin{array}{l} \text{Average lifetime} \\ \text{years of bus} \end{array}}$$

This amount is equal to \$3,067.00 which is then allocated out between Sheboygan Falls (75%) and Kohler (25%) based on route mileage in each community. The City of Sheboygan Falls is responsible for \$2,300 annually from 2020-2034.

Shoreline Metro and Metro Connection have been able to maintain efficient and cost-effective public transit services but face the same challenges with labor as many other sectors. Investments in our team members was and continues to be a priority to ensure service remains reliable for our customers. Continued shortfalls in customer revenue and the loss of CDBG funds are being offset with the assistance of CARES Act and American Rescue Plan Act funds. These funds will also ease the burden on local share support from partnering municipalities, but will be exhausted in the next few years.

The City of Sheboygan Falls' commitment and investment in public transit services is more critical than ever as the local economy continues to grow post-pandemic and jobs remain strong in the service area.

Please feel free to contact me with any questions regarding the transit budget, other funding, or service levels. I can be reached by email at [dmuench@shorelinemetro.com](mailto:dmuench@shorelinemetro.com) or telephone at 920-459-3140. Your community's commitment toward providing transit service is greatly appreciated. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Derek Muench', written in a cursive style.

Derek Muench  
Director of Transit & Parking  
City of Sheboygan  
(920) 459-3140



**AGREEMENT FOR TRANSIT SERVICE  
BETWEEN THE CITY OF SHEBOYGAN AND THE CITY OF SHEBOYGAN FALLS**

THIS AGREEMENT, made by and between the City of Sheboygan, a municipal corporation of the State of Wisconsin, with principal offices located at 828 Center Avenue, Sheboygan, Wisconsin, hereafter referred to as SHEBOYGAN; and the City of SHEBOYGAN FALLS, a Wisconsin city with principal offices located at 375 Buffalo Street, Sheboygan Falls, Wisconsin, hereinafter referred to as SHEBOYGAN FALLS;

WITNESSETH:

WHEREAS, SHEBOYGAN currently owns and operates a transit system, providing service in the Sheboygan metropolitan area; and

WHEREAS, SHEBOYGAN has established a transit commission (hereinafter referred to as COMMISSION) pursuant to § 66.1021, Wis. Stats., which commission is responsible for the maintenance and operation of SHEBOYGAN's comprehensive, unified local transportation system (hereinafter referred to as SHORELINE METRO); and

WHEREAS, both the Federal Transportation Administration of the U.S. Department of Transportation and the State of Wisconsin Department of Transportation assist in the subsidization of the operating deficit under formula grant programs; and

WHEREAS, SHEBOYGAN FALLS seeks to contract with SHEBOYGAN for the provision of public transit services from SHEBOYGAN to and within SHEBOYGAN FALLS; and

WEREAS, the purpose of this agreement is to set forth the terms and conditions under which transit service is to be provided by SHEBOYGAN to SHEBOYGAN FALLS.

NOW, THEREFORE, the parties hereto agree as follows:

**1. SERVICES & SERVICE LEVEL**

During the term of this agreement, SHORELINE METRO shall operate regularly scheduled fixed route bus service to SHEBOYGAN FALLS as described in Attachment A. In addition, SHORELINE METRO will provide door-to-door accessible paratransit service to individuals unable to use the fixed route bus service in SHEBOYGAN FALLS in accordance with Adults with Disabilities Act of 1992 (ADA). SHORELINE METRO will also provide on-demand service on weekday evenings and Saturdays.

Any changes to the level of bus service as described in Attachment A will require the prior approval of the COMMISSION and the appropriate legislative body of SHEBOYGAN FALLS. Such changes in service levels may require a corresponding adjustment in the percentage share of the Local Match for Services to SHEBOYGAN FALLS.

**2. FARE STRUCTURE**

During the term of this agreement, the COMMISSION shall be solely responsible for setting bus fares.

**3. DESIGNATION OF RESPONSIBILITY**

SHEBOYGAN designates SHORELINE METRO as the provider of the services set forth in this agreement.

#### 4. PAYMENT SCHEDULE

SHEBOYGAN FALLS agrees to pay SHEBOYGAN an amount equal to its proportionate share of projected annual net operating deficit incurred by SHORELINE METRO. In 2026, this amount is equal to **\$45,348**. SHEBOYGAN FALLS agrees to make quarterly payments in four equal installments of **\$11,337** during the calendar year due on or before the following dates: March 30, June 30, September 30, and December 31. SHEBOYGAN shall invoice SHEBOYGAN FALLS for such payments prior to each date.

Additionally, SHEBOYGAN FALLS will be invoiced a fixed annual cost to be used towards the replacement of vehicles used to provide public transit to the community.

The amount is calculated using the following formula:

$$\begin{array}{rclcl} \$92,000 & \times & 50\% & / & 15 \\ \text{Cost of a new bus} & & \text{Percent bus is used in} & & \text{Average lifetime} \\ \text{(20\% Local Share)} & & \text{Sheboygan Falls and Kohler} & & \text{years of bus} \end{array}$$

This amount is equal to \$3,067.00 which is then allocated out between Sheboygan Falls (75%) and Kohler (25%) based on route mileage in each community. SHEBOYGAN FALLS would be responsible for **\$2,300.00** annually from 2020-2034 and will be paid as part of the fourth quarter payment to SHEBOYGAN.

SHEBOYGAN may assess a penalty for payments that are not made within 30-days of invoice date equivalent to 1% of the payment amount.

#### 5. INSURANCE

SHEBOYGAN shall carry and keep in force insurance coverage insuring SHEBOYGAN against liability for personal injuries or property damage arising out of the operation of such bus service, and covering each and all of the buses used by SHEBOYGAN in service provided to SHEBOYGAN FALLS.

#### 6. OPERATING AUTHORITY

SHEBOYGAN shall have sole and ultimate authority and responsibility for the operation, control, and direction of bus service operated within SHEBOYGAN FALLS, pursuant to this agreement, and in accordance with terms herein.

#### 7. RECORDS/INFORMATION

SHEBOYGAN shall, at the request of SHEBOYGAN FALLS, provide any and all information pertaining to the operations of SHORELINE METRO as long as providing such information is consistent with SHEBOYGAN policy. Information may include such things as meeting notices, minutes, policies, procedures, notifications, etc. Such requests shall be presented to SHEBOYGAN via writing and such requests shall be made ten (10) days in advance.

#### 8. MEDIATION OF DISPUTES

Any disputes over the interpretation of application of this agreement which cannot be resolved by the parties shall be submitted to a mediator before any legal action may be taken in a court of law. Said mediator may be a representative of the Wisconsin Department of Transportation.

#### 9. FORCE MAJEURE

In no event shall SHEBOYGAN be deemed to be in default of any provision of this agreement for failure to perform, where such failure is due to strikes, walkouts, riots, civil insurrections or disorders, act of God, adverse weather conditions, or for any other cause or causes beyond the control of SHEBOYGAN.

## 10. TERMINATION

Either party may terminate this agreement one hundred and twenty (120) days following delivery of a written notice to the other party. If SHEBOYGAN FALLS terminates this agreement, SHEBOYGAN FALLS will agree to pay for pro-rated service costs up to and including the last day of service.

## 11. TERM OF AGREEMENT

This agreement shall remain in effect until modified or terminated and will be binding upon the parties mutually and upon their successors and assigns.

## 12. LOCAL MATCH FOR SERVICES

SHEBOYGAN shall, on an annual basis, determine the local share responsibility for SHEBOYGAN FALLS. This amount will be based on the level of service desired by SHEBOYGAN FALLS for the calendar year. The local match is comprised of total costs of providing service, total revenues from service, and federal and state funding mass transit aids. Costs of providing service are calculated annually.

The local share for the service level provided to SHEBOYGAN FALLS for 2025 is **\$45,337**. Any changes to the service level, operational costs and revenues, changes in state mass transit aids or changes in federal mass transit aids may cause the local share to change. SHORELINE METRO shall notify SHEBOYGAN FALLS during the budget process of its local share contribution for the following year.

IN WITNESS WHEREOF, the parties have affixed their hands and seals

DATED THIS 3rd DAY OF September, 2025.

CITY OF SHEBOYGAN FALLS

BY:

Name: Randy Meyer

Title: Mayor

CITY OF SHEBOYGAN

BY:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

Brianna Baesemann

Title:

Name: City Clerk

Brianna Baesemann

Name:

ATTEST:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT A****Level of Service for 2026****1. FIXED ROUTE - Weekdays (Monday through Friday)**

<u>Route</u>	<u>Daily Trips</u>	<u>Run Times</u>	<u>Headway</u>	<u>% Billed</u>
20 North	4	5:45 a.m.	:60 min.	75%
		7:15 a.m.	:60 min.	75%
		11:15 a.m.	:60 min.	75%
		12:15 p.m.	:60 min.	75%
20 South	4	1:45 p.m.	:60 min.	75%
		4:15 p.m.	:60 min.	75%
		5:45 p.m.	:60 min.	75%
		7:15 p.m.	:60 min.	75%

**2. FIXED ROUTE – Saturdays**

<u>Route</u>	<u>Daily Trips</u>	<u>Run Times</u>	<u>Headway</u>	<u>% Billed</u>
20 North	2	8:15 a.m.	:60 min.	75%
		9:15 a.m.	:60 min.	75%
20 South	3	11:45 a.m.	:60 min.	75%
		2:15 p.m.	:60 min.	75%
		3:15 p.m.	:60 min.	75%

**3. PARATRANSIT - Weekdays (Monday through Friday)**

Service shall be provided from 5:15 a.m. to 8:15 p.m. on weekdays and 8:15 a.m. to 4:15 p.m. on Saturdays. Trips may be taken in accordance with Shoreline Metro policy.

**NOTES:**

- No service will be provided on major holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.
- Service on Christmas Eve and New Year's Eve may be altered depending on the day of the week these holidays fall on in a particular year.

**ATTACHMENT B****New Fare Schedule for 2026****Adult**

Cash Fare.....\$2.00 per trip

**Student**

Cash Fare.....\$2.00 per trip

Punch Card .....\$11.00 (20 punches)

**Senior Citizen/Disabled**

Cash Fare.....\$1.00 per trip

Punch Pass .....\$10.00 (20 rides)

**All Customers**

Monthly Pass.....\$50.00

30-Day Pass (App Only).....\$45.00

Day Pass .....\$4.00

Day Pass (6-pack) .....\$18.50

Children Under 5 years of age .....FREE w/ Fare Paying Adult

Paratransit.....\$4.00 per one-way trip

**NOTES:**

- Children under 5 years of age may ride free when accompanied by a fare paying adult passenger.
- Students must be under high school age or younger enrolled full time at a primary or secondary school.
- Senior citizens and individuals with a disability may ride at the reduced fare upon presentation of proper identification recognized by Shoreline Metro. Identification cards are available for eligible disabled customers.
- Fixed route fares may be purchased digitally (no fee) using the HotSpot app available in Google Play and the Apple Store.
- Paratransit customers may schedule trips using the Metro Connection On-Demand app available in the Google Play and the Apple Store.

**AGREEMENT FOR TRANSIT SERVICE  
BETWEEN THE CITY OF SHEBOYGAN AND THE VILLAGE OF KOHLER**

THIS AGREEMENT, made by and between the City of Sheboygan, a municipal corporation of the State of Wisconsin, with principal offices located at 828 Center Avenue, Sheboygan, Wisconsin, hereafter referred to as SHEBOYGAN; and the Village of Kohler, a Wisconsin village with principal offices located at 319 Highland Drive, Kohler, Wisconsin, hereinafter referred to as KOHLER;

WITNESSETH:

WHEREAS, SHEBOYGAN currently owns and operates a transit system, providing service in the Sheboygan metropolitan area; and

WHEREAS, SHEBOYGAN has established a transit commission (hereinafter referred to as COMMISSION) pursuant to § 66.1021, Wis. Stats., which commission is responsible for the maintenance and operation of SHEBOYGAN's comprehensive, unified local transportation system (hereinafter referred to as SHORELINE METRO); and

WHEREAS, both the Federal Transportation Administration of the U.S. Department of Transportation and the State of Wisconsin Department of Transportation assist in the subsidization of the operating deficit under formula grant programs; and

WHEREAS, KOHLER seeks to contract with SHEBOYGAN for the provision of public transit services from SHEBOYGAN to and within KOHLER; and

WHEREAS, the purpose of this agreement is to set forth the terms and conditions under which transit service is to be provided by SHEBOYGAN to KOHLER.

NOW, THEREFORE, the parties hereto agree as follows:

**1. SERVICES & SERVICE LEVEL**

During the term of this agreement, SHORELINE METRO shall operate regularly scheduled fixed route bus service to KOHLER as described in Attachment A. In addition, SHORELINE METRO will provide door-to-door accessible paratransit service to individuals unable to use the fixed route bus service in KOHLER in accordance with Adults with Disabilities Act of 1992 (ADA). SHORELINE METRO will also provide on-demand service on weekday evenings and Saturdays.

Any changes to the level of bus service as described in Attachment A will require the prior approval of the COMMISSION and the appropriate legislative body of KOHLER. Such changes in service levels may require a corresponding adjustment in the percentage share of the Local Match for Services to KOHLER.

**2. FARE STRUCTURE**

During the term of this agreement, the COMMISSION shall be solely responsible for setting bus fares.

**3. DESIGNATION OF RESPONSIBILITY**

SHEBOYGAN designates SHORELINE METRO as the provider of the services set forth in this agreement.

#### 4. PAYMENT SCHEDULE

KOHLER agrees to pay SHEBOYGAN an amount equal to its proportionate share of projected annual net operating deficit incurred by SHORELINE METRO. In 2026, this amount is equal to **\$15,663**. KOHLER agrees to make quarterly payments in four equal installments of **\$3,915** during the calendar year due on or before the following dates: March 30, June 30, September 30, and December 31. SHEBOYGAN shall invoice KOHLER for such payments prior to each date.

Additionally, KOHLER will be invoiced a fixed annual cost to be used towards the replacement of vehicles used to provide public transit to the community.

The amount is calculated using the following formula:

$$\begin{array}{ccccccc} \$92,000 & & x & & 50\% & & / & & 15 \\ \text{Cost of a new bus} & & & & \text{Percent bus is used in} & & & & \text{Average lifetime} \\ \text{(20\% Local Share)} & & & & \text{Sheboygan Falls and Kohler} & & & & \text{years of bus} \end{array}$$

This amount is equal to \$3,067.00 which is then allocated out between Sheboygan Falls (75%) and Kohler (25%) based on route mileage in each community. KOHLER would be responsible for **\$767.00** annually from 2020-2034 and will be paid as part of the fourth quarter payment to SHEBOYGAN.

SHEBOYGAN may assess a penalty for payments that are not made within 30-days of invoice date equivalent to 1% of the payment amount.

#### 5. INSURANCE

SHEBOYGAN shall carry and keep in force insurance coverage insuring SHEBOYGAN against liability for personal injuries or property damage arising out of the operation of such bus service, and covering each and all of the buses used by SHEBOYGAN in service provided to KOHLER.

#### 6. OPERATING AUTHORITY

SHEBOYGAN shall have sole and ultimate authority and responsibility for the operation, control, and direction of bus service operated within KOHLER, pursuant to this agreement, and in accordance with terms herein.

#### 7. RECORDS/INFORMATION

SHEBOYGAN shall, at the request of KOHLER, provide any and all information pertaining to the operations of SHORELINE METRO as long as providing such information is consistent with SHEBOYGAN policy. Information may include such things as meeting notices, minutes, policies, procedures, notifications, etc. Such requests shall be presented to SHEBOYGAN via writing and such requests shall be made ten (10) days in advance.

#### 8. MEDIATION OF DISPUTES

Any disputes over the interpretation of application of this agreement which cannot be resolved by the parties shall be submitted to a mediator before any legal action may be taken in a court of law. Said mediator may be a representative of the Wisconsin Department of Transportation.

#### 9. FORCE MAJEURE

In no event shall SHEBOYGAN be deemed to be in default of any provision of this agreement for failure to perform, where such failure is due to strikes, walkouts, riots, civil insurrections or disorders, act of God, adverse weather conditions, or for any other cause or causes beyond the control of SHEBOYGAN.

## 10. TERMINATION

Either party may terminate this agreement one hundred and twenty (120) days following delivery of a written notice to the other party. If KOHLER terminates this agreement, KOHLER will agree to pay for pro-rated service costs up to and including the last day of service.

## 11. TERM OF AGREEMENT

This agreement shall remain in effect until modified or terminated and will be binding upon the parties mutually and upon their successors and assigns.

## 12. LOCAL MATCH FOR SERVICES

Subject to KOHLER approval, SHEBOYGAN shall, on an annual basis, determine the local share responsibility for KOHLER. This amount will be based on the level of service desired by KOHLER for the calendar year. The local match is comprised of total costs of providing service, total revenues from service, and federal and state funding mass transit aids. Costs of providing service are calculated annually.

The local share for the service level provided to KOHLER for 2026 is **\$15,663**. Any changes to the service level, operational costs and revenues, changes in state mass transit aids or changes in federal mass transit aids may cause the local share to change. SHORELINE METRO shall notify KOHLER during the budget process of its local share contribution for the following year.

IN WITNESS WHEREOF, the parties have affixed their hands and seals

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

VILLAGE OF KOHLER

CITY OF SHEBOYGAN

BY: Cindi B. Gamb

BY: \_\_\_\_\_

Name: Cindi B. Gamb

Name: \_\_\_\_\_

Title: Clerk/Treasurer

Title: \_\_\_\_\_

ATTEST:

Valerie Wandschneider

ATTEST:

\_\_\_\_\_

Name: Valerie Wandschneider

Name: \_\_\_\_\_

Title: Deputy Clerk/Treasurer

Title: \_\_\_\_\_



**ATTACHMENT A**

## Level of Service for 2026

## 1. FIXED ROUTE - Weekdays (Monday through Friday)

Route	Daily Trips	Run Times	Headway	% Billed
20 North	4	5:45 a.m.	:60 min.	25%
		7:15 a.m.	:60 min.	25%
		11:15 a.m.	:60 min.	25%
		12:15 p.m.	:60 min.	25%
20 South	4	1:45 p.m.	:60 min.	25%
		4:15 p.m.	:60 min.	25%
		5:45 p.m.	:60 min.	25%
		7:15 p.m.	:60 min.	25%
Kohler Special	1	6:45 a.m.	:30 min.	100%

## 2. FIXED ROUTE – Saturdays

Route	Daily Trips	Run Times	Headway	% Billed
20 North	2	8:15 a.m.	:60 min.	25%
		9:15 a.m.	:60 min.	25%
20 South	3	11:45 a.m.	:60 min.	25%
		2:15 p.m.	:60 min.	25%
		3:15 p.m.	:60 min.	25%

## 3. PARATRANSIT - Weekdays (Monday through Friday)

Service shall be provided from 5:15 a.m. to 8:15 p.m. on weekdays and 8:15 a.m. to 4:15 p.m. on Saturdays. Trips may be taken in accordance with Shoreline Metro policy.

## NOTES:

- No service will be provided on major holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.
- Service on Christmas Eve and New Year's Eve may be altered depending on the day of the week these holidays fall on in a particular year.

**ATTACHMENT B****New Fare Schedule for 2026****Adult**

Cash Fare.....\$2.00 per trip

**Student**

Cash Fare.....\$2.00 per trip

Punch Card .....\$11.00 (20 punches)

**Senior Citizen/Disabled**

Cash Fare.....\$1.00 per trip

Punch Pass .....\$10.00 (20 rides)

**All Customers**

Monthly Pass.....\$50.00

30-Day Pass (App Only).....\$45.00

Day Pass .....\$4.00

Day Pass (6-pack) .....\$18.50

Children Under 5 years of age .....FREE w/ Fare Paying Adult

Paratransit.....\$4.00 per one-way trip

**NOTES:**

- Children under 5 years of age may ride free when accompanied by a fare paying adult passenger.
- Students must be under high school age or younger enrolled full time at a primary or secondary school.
- Senior citizens and individuals with a disability may ride at the reduced fare upon presentation of proper identification recognized by Shoreline Metro. Identification cards are available for eligible disabled customers.
- Fixed route fares may be purchased digitally (no fee) using the HotSpot app available in Google Play and the Apple Store.
- Paratransit customers may schedule trips using the Metro Connection On-Demand app available in the Google Play and the Apple Store.

OPERATING METRICS FOR TRANSIT OPERATIONS - 2024 to 2025																				
OPERATING METRICS	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2025	2024	Difference	Target	2025	2024	Difference	Target	2025	2024	Difference	Target	2025	2024	Difference	Target	2025	2024	Difference	Target
Cost-Efficiency																				
Expense/Revenue Hour	\$110.54	\$110.53	\$0.01	\$94.85	\$114.90	\$103.75	\$11.15	\$94.85	#DIV/0!	\$119.54	#DIV/0!	\$94.85	#DIV/0!	\$129.50	#DIV/0!	\$94.85	\$112.71	\$115.76	\$3.05	\$94.85
Expense/Revenue Mile	\$31.08	\$35.57	\$4.48	N/A	\$13.23	\$13.79	\$0.56	N/A	#DIV/0!	\$13.98	#DIV/0!	N/A	#DIV/0!	\$13.07	#DIV/0!	N/A	\$11.83	\$13.49	\$1.66	N/A
Cost-Effectiveness																				
Expense/Passenger Trip	\$7.52	\$7.15	\$0.37	\$7.25	\$7.63	\$6.47	\$1.16	\$7.25	#DIV/0!	\$8.06	#DIV/0!	\$7.25	#DIV/0!	\$7.76	#DIV/0!	\$7.25	\$7.57	\$7.34	\$7.14	\$7.25
Service-Effectiveness																				
Passengers/Revenue Hour	14.70	15.47	-0.77	13.80	15.06	16.03	-0.97	13.80	#DIV/0!	14.83	#DIV/0!	13.80	#DIV/0!	16.69	#DIV/0!	13.80	14.88	15.76	-0.88	13.80
Passengers/Revenue Mile	1.06	1.09	-0.03	N/A	13.89	14.79	-0.89	N/A	#DIV/0!	13.68	#DIV/0!	N/A	#DIV/0!	15.39	0.00	N/A	0.00	0.00	0.00	N/A
Passenger Revenue-Effectiveness																				
Revenue/Expense (Ratio)	10.3%	12.9%	-2.6%	11.5%	12.5%	14.4%	-1.9%	11.5%	#DIV/0!	12.7%	#DIV/0!	11.5%	#DIV/0!	10.9%	#DIV/0!	11.5%	11.4%	12.6%	-1.3%	11.5%
Revenue/Passenger Trip	\$0.77	\$0.92	-\$0.15	\$0.66	\$0.95	\$0.93	\$0.02	\$0.66	#DIV/0!	\$1.02	#DIV/0!	\$0.66	#DIV/0!	\$0.85	#DIV/0!	\$0.66	\$0.86	\$0.93	-\$0.07	\$0.66
Metro Connection	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change
Service-Effectiveness																				
Passengers/Revenue Hour	2.65	2.42	0.23	9.3%	2.67	2.55	0.12	4.8%	#DIV/0!	2.67	#DIV/0!	#DIV/0!	#DIV/0!	2.67	#DIV/0!	#DIV/0!	2.66	2.58	0.08	3.2%
Passengers/Revenue Mile	0.21	0.22	0.01	-6.0%	0.21	0.22	(0.01)	-3.4%	#DIV/0!	0.21	#DIV/0!	#DIV/0!	#DIV/0!	0.21	#DIV/0!	#DIV/0!	0.21	0.21	(0.01)	-2.4%
OPERATING STATISTICS	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change
Revenue Miles	128,813	132,569	3,756	-2.8%	136,810	130,843	5,967	4.6%		126,824	126,824	-100.0%		132,418	132,418	-100.0%	265,623	522,654	257,031	-49.18%
Total Miles	133,234	137,119	3,885	-2.8%	141,506	135,334	6,172	4.6%		131,177	131,177	-100.0%		136,963	136,963	-100.0%	274,740	540,593	265,853	-49.18%
Revenue Hours	9,306	9,380	74	-0.8%	9,235	9,331	96	-1.0%		8,965	8,965	-100.0%		9,262	9,262	-100.0%	18,541	36,938	18,397	-49.81%
Total Hours	10,090	10,171	81	-0.8%	10,013	10,117	104	-1.0%		9,721	9,721	-100.0%		10,043	10,043	-100.0%	20,103	40,052	19,949	-49.81%
Ridership	136,829	145,093	8,264	-5.7%	139,101	149,587	10,486	-7.0%		132,993	132,993	-100.0%		154,539	154,539	-100.0%	275,930	582,212	306,282	-52.61%
Metro Connection	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change
Revenue Miles	33,097	29,151	3,946	13.5%	33,359	32,328	1,031	3.2%		34,752	34,752	-100.0%		33,557	33,557	-100.0%	66,456	129,788	63,332	-48.8%
Total Miles	36,818	32,251	4,567	14.2%	36,956	35,449	1,507	4.3%		38,698	38,698	-100.0%		37,636	37,636	-100.0%	73,774	144,034	70,260	-48.8%
Revenue Hours	2,619	2,681	62	-2.3%	2,601	2,732	131	-4.8%		2,759	2,759	-100.0%		2,605	2,605	-100.0%	5,220	10,777	(5,557)	-51.6%
Total Hours	2,974	2,951	23	0.8%	3,021	2,992	29	1.0%		2,818	2,818	-100.0%		2,926	2,926	-100.0%	5,995	11,687	(5,692)	-48.7%
Ridership	6,932	6,492	440	6.8%	6,951	6,970	19	-0.3%		7,358	7,358	-100.0%		6,956	6,956	-100.0%	13,883	27,776	(13,893)	-50.0%
REVENUES/EXPENSES	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
System Operations	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change
Expenses	\$1,028,713	\$1,036,795	\$8,082	-0.8%	\$1,061,125	\$968,121	\$93,004	9.6%		\$1,071,695	\$1,071,695	-100.0%		\$1,199,467	\$1,199,467	-100.0%	\$2,089,838	\$4,276,078	\$2,186,240	-51.1%
Farebox Revenues	\$105,484	\$133,643	\$28,159	-21.1%	\$132,425	\$139,480	\$7,055	-5.1%		\$135,946	\$135,946	-100.0%		\$131,308	\$131,308	-100.0%	\$237,909	\$540,377	\$302,468	-56.0%

Definitions
<b>Cost-Efficiency</b> examines the amount of service produced in relation to the amount of resources expended. The lower the ratio, the more cost efficient the service.
<b>Cost-Effectiveness</b> metrics addresses transit use in relation to the level of resources expended. The lower the cost per passenger, the more cost effective the service.
<b>Service-Effectiveness</b> is a measure of the consumption of public transportation service in relation to the amount of service available. The larger the ratio, the more effective the service.
<b>Passenger Revenue-Effectiveness</b> , or average fare per passenger trip, measures the amount each passenger is paying to use the service. The higher the average, the more cost is being borne by the passenger.

OPERATING STATISTICS FOR THE PARKING UTILITY – 2024 to 2025																								
	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
REVENUES	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change
Meters	\$8,666	\$7,817	\$849	10.9%	\$16,725	\$12,785	\$3,940	30.8%	\$10,604	\$12,510	\$1,906	-15.2%	\$19,201	\$18,649	\$552	3.0%	\$11,660	\$13,305	\$1,645	-12.4%	\$11,862	\$15,278	\$3,416	-22.4%
Stall Rentals	\$7,577	\$7,126	\$451	6.3%	\$10,220	\$10,756	\$536	-5.0%	\$6,449	\$5,144	\$1,305	25.4%	\$6,291	\$6,372	\$81	-1.3%	\$5,308	\$5,600	\$292	-5.2%	\$4,268	\$397	\$3,871	975.1%
MONTH TOTALS	\$16,243	\$14,943	\$1,300	8.7%	\$26,945	\$23,541	\$3,404	14.5%	\$17,053	\$17,654	\$601	-3.4%	\$25,492	\$25,021	\$471	1.9%	\$16,968	\$18,905	\$1,937	-10.2%	\$16,130	\$15,675	\$455	2.9%
	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
REVENUES	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change	2025	2024	Difference	% Change
Meters		\$15,123	\$15,123	-100.0%		\$15,108	\$15,108	-100.0%		\$11,932	\$11,932	-100.0%		\$19,085	\$19,085	-100.0%		\$6,166	\$6,166	-100.0%		\$22,382	\$22,382	-100.0%
Stall Rentals		\$5,616	\$5,616	-100.0%		\$5,123	\$5,123	-100.0%		\$3,812	\$3,812	-100.0%		\$6,238	\$6,238	-100.0%		\$4,421	\$4,421	-100.0%		\$4,310	\$4,310	-100.0%
MONTH TOTALS	\$0	\$20,739	\$20,739	-100.0%	\$0	\$20,231	\$20,231	-100.0%	\$0	\$15,744	\$15,744	-100.0%	\$0	\$25,323	\$25,323	-100.0%	\$0	\$10,587	\$10,587	-100.0%	\$0	\$26,692	\$26,692	-100.0%
REVENUE COMPARISON BY YEAR									REVENUE COMPARISON BY QUARTER															
ANNUAL TOTALS	2024 YTD		2025 YTD		Difference		% Change		FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER			
									2024		2025		2024		2025		2024		2025		2024		2025	
Meters	\$33,112		\$78,718		45,606.00		137.7%		\$33,112		\$35,995		\$47,232		\$42,723		\$42,163		\$0		\$47,633		\$0	
Stall Rentals	\$23,026		\$40,113		17,087.00		74.2%		\$23,026		\$24,246		\$12,369		\$15,867		\$14,551		\$0		\$14,969		\$0	
TOTAL REVENUE	\$56,138		\$118,831		62,693.00		111.7%		\$56,138		\$60,241		\$59,601		\$58,590		\$56,714		\$0		\$62,602		\$0	

Prepared by Shoreline Metro for the Transit Commission.

## CITY OF SHEBOYGAN

## REQUEST FOR TRANSIT COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** Director's Report

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**REPORT PREPARED BY:** Derek Muench, Director of Transit & Parking

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**REPORT DATE:** 9/4/25

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**MEETING DATE:** 9/9/25
**FISCAL SUMMARY:**

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

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**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The Director of Transit & Parking presents to the Transit Commission a report of operations for the Transit and Parking Utilities. The Transit Commission is advised of the following processes for several standing items included in this report:

**Reporting** – Shoreline Metro staff filed several reports with the Wisconsin Department of Transportation and the Federal Transit Administration, typically on a quarterly basis.

- Wisconsin Department of Transportation
  - Bus Operations Report
    - Completed and reported quarterly directly to DOT.
  - 85.21 Operations Report
    - Completed and submitted quarterly to Sheboygan County for review and submission.
  - 5310 Vehicle Report
    - Completed and submitted quarterly to Sheboygan County for review and submission.
- Federal Transit Administration
  - Federal Financial Report (FFR):
    - Submitted for each project (application) active with FTA (typically quarterly) related to the expenses and federal funds used towards a project.
  - Milestone Progress Report (MPR):
    - Submitted for each project (application) active with FTA (typically quarterly) related to the status of a project.

2<sup>nd</sup> QUARTER OPERATIONS REPORT – 2025

## WISCONSIN BUS OPERATIONS REPORT

Wisconsin Department of Transportation

Quarterly/Year End

DT1489 5/2002

<b>1. MUNICIPALITY/TRANSIT SYSTEM:</b>		<b>CITY OF SHEBOYGAN / SHEBOYGAN TRANSIT</b>					
<b>2. Period Covered (Check One)</b>		<b>Year: 2025</b>					
1st Quarter <input type="checkbox"/> Jan. 1 - Mar. 31	2nd Quarter <input checked="" type="checkbox"/> Apr. 1 - June 30	3rd Quarter <input type="checkbox"/> July 1 - Sept. 30	4th Quarter <input type="checkbox"/> Oct. -Dec. 31	Year-End <input type="checkbox"/> Jan. 1 - Dec. 31			
<b>3. OPERATING CHARACTERISTICS</b>							
A. PASSENGER TRIPS	FIXED ROUTE	DEMAND RESPONSE (PARATRANSIT)					
		ADA SERVICE	NON-ADA SERVICE	ADA AGENCY TRIPS	NON-ADA AGENCY TRIPS	TOTAL AGENCY TRIPS	
REVENUE TRIPS	135,850	1,180	3,221	1,669	884	2,553	142,804
"FREE FARE" TRIPS	3,251	0	0	0	0	0	3,251
TRANSFER TRIPS	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>139,101</b>	<b>1,180</b>	<b>3,221</b>	<b>1,669</b>	<b>884</b>	<b>2,553</b>	<b>146,055</b>
<b>B. PASSENGER REVENUE</b>							
PASSENGER REVENUE	\$68,162	\$3,540.00	\$9,663.00	\$33,380.00	\$17,680.00	\$64,263.00	\$132,425.00
<b>C. VEHICLE MILES</b>							
REVENUE MILES	136,810	13,667	19,692				170,169
TOTAL MILES	141,506	15,141	21,815				178,462
<b>D. VEHICLE HOURS</b>							
REVENUE HOURS	9,235	1,066	1,535				11,836
DRIVER PAY HOURS	10,013	1,238	1,783				13,034
<b>E. GALLONS OF FUEL</b>							
GALLONS OF FUEL	23,615	2,018	2,908				28,541
<b>F. EXPENSES</b>							
						<b>TOTAL EXPENSES</b>	<b>\$1,061,125.00</b>
						<b>CONTRA EXPENSES</b>	<b>\$0.00</b>
						<b>NET EXPENSES</b>	<b>\$1,061,125.00</b>

*Derek Muench*

(Transit Director)

23-Jul-25

(Date)

*Ann Koeller*

(Prepared By)

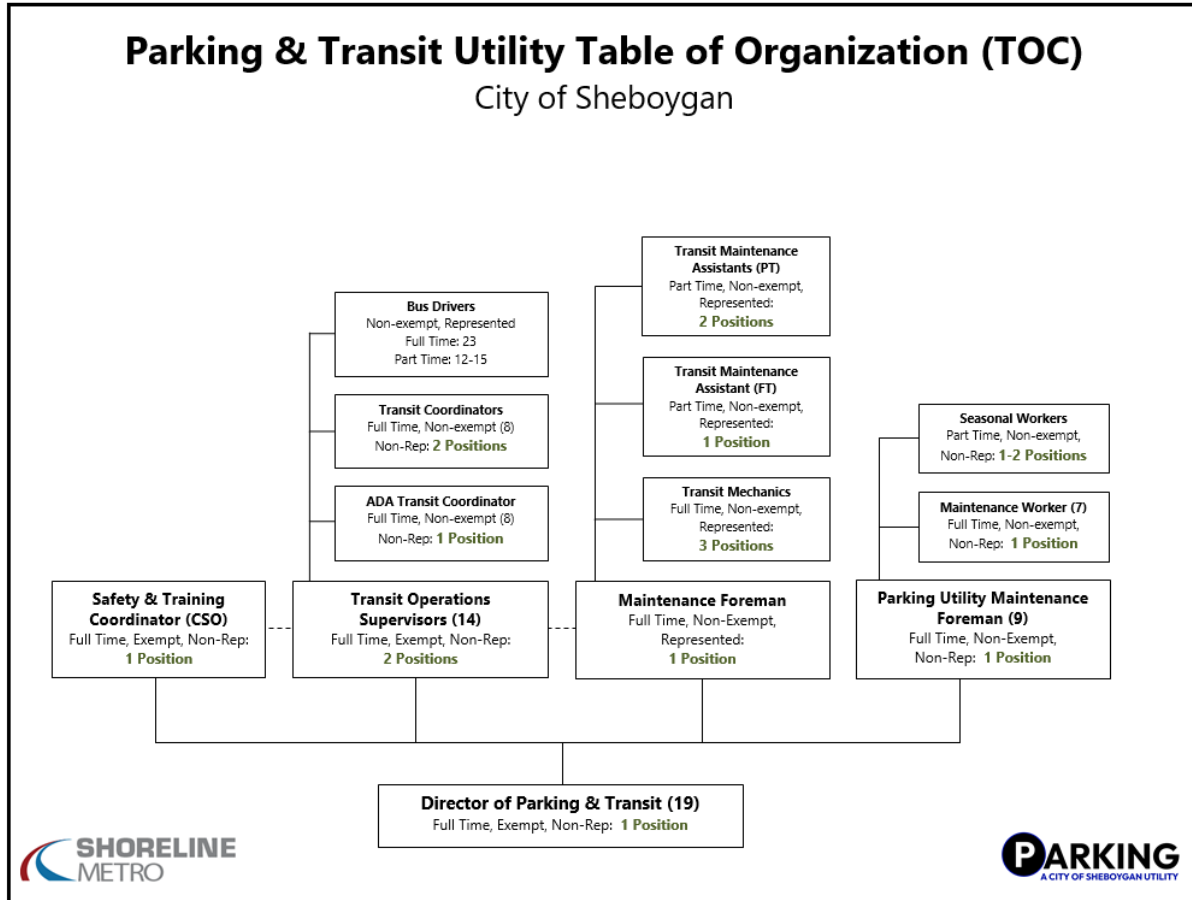
7/23/2025

(Date)

**Financials** – Shoreline Metro staff (Director) review expenses and revenues on a regular basis, typically bi-monthly and quarterly. Financial reports are reviewed for accurate expenses and revenues. Inaccuracies are reported to the Finance Department with a recommendation for resolution.

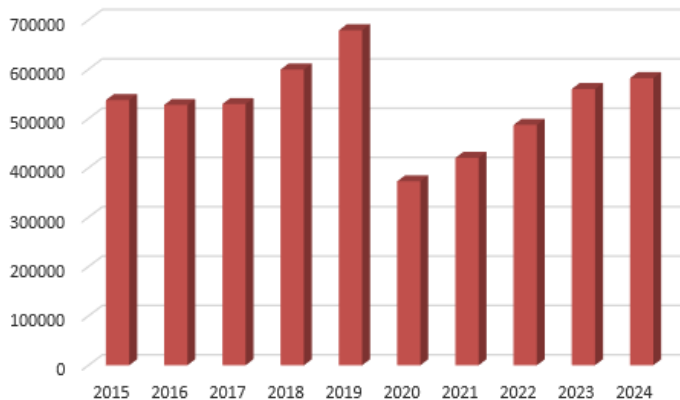
- Invoices
  - Paid within 30-days by staff
  - Payables are reviewed for approval by the Director
  - Approved payables are then sent to Finance for review and payment.
- Revenues/Fares/User Fees
  - Collected in accordance with departmental policies:
    - Fareboxes – twice a month (15<sup>th</sup> and last day)
    - Office Sales – daily
    - Meters – twice a month (some monthly/quarterly)
    - Grants/Reimbursements – direct deposit is processed by Finance.
  - Deposited at Wisconsin Bank & Trust
  - Credited to appropriate budget accounts as soon as possible by Finance.

**Personnel** – Shoreline Metro staff address personnel needs on a regular basis. Bus drivers are the most common position available with recruitment occurring almost monthly. Bus drivers are hired as needed and based on abilities and qualifications. Staff positions are filled as needed. The following is the current Table of Organization for the Parking & Transit Utilities:

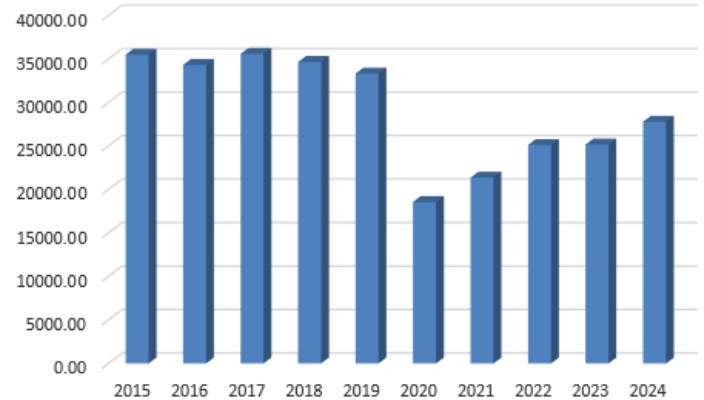


**Ridership** – The count of physical passenger trips taken with Shoreline Metro (red diagram) and Metro Connection (blue diagram) is known as ridership. For Shoreline Metro, a trip is counted every time a customer boards a bus. For Metro Connection, a trip is counted every time a customer completes a one-way trip. Ridership is highly influenced by socio-economic factors, weather, and emergencies. It is also a product of affordable fares, reliable service, safe travel and dependability.

### Shoreline Metro Ridership – 2015 to 2024



### Metro Connection Ridership – 2015 to 2024



### DIRECTOR COMMENTS:

The Director of Transit & Parking presents the following items as advisory and information.

#### Personnel:

- **Terrell Watson and Damir Hadrovic** have joined the Shoreline Metro team since the last meeting. Terrell has successfully obtained his CDL and has been approved for revenue service in late August. Damir has obtained his learner's permit and continues to train for his CDL.
- **Kelly Belz** has been offered a position with Shoreline Metro as a driver. Her start date was Monday, September 8, 2025.
- **Jon Steffes, Leonard Hensch and Kim Joiner** have accepted full-time fixed route driver positions recently. They were all part-time drivers previously.
- **Wendy Wilson, Florentino Soto, Florentino Soto, Jr. and Kim Ackley** have all resigned or retired from Shoreline Metro since the last meeting. We wish all of them the very best in future endeavors.
- **Antoinette Corona-Murphy** has retired from Shoreline Metro after over 25-years. We will definitely miss Toni on our team and wish her nothing but the best in retirement.
- Shoreline Metro is currently recruiting for a Maintenance Assistant.
- Shoreline Metro has paused its hiring of additional drivers at this time (full staff).



### Operational Items/Updates:

The following items are provided as operational updates related to transit and parking services provided by the department.

- **Third Quarter Team Meetings** were held on July 16<sup>th</sup> for all employees covering operations, training and safety.
- **Route 20 (Sheboygan Falls/Kohler)** has resumed public transit service on Saturdays. By adding this service, we have eliminated scheduling issues with Metro Connection, and opened up additional opportunities for customers to readily and easily access these communities without having to schedule a trip.
- **P1 Powerboat Midwest Challenge Service** was provided on the weekend of August 9-10. Ridership started out very strong right away in the morning of Saturday, August 9<sup>th</sup> with several customers parking and riding at 3 Sheeps and South High School. However, weather later in the day would cause service to be suspended early for the day. Service on Sunday, August 10<sup>th</sup> started out as scheduled, but due to weather it was suspended and then later canceled for the day as boat races and other events canceled. We were very excited for a great weekend of service, but that quickly capsized when weather hit the area.
- **Fall Transit Conference** is coming up October 4-6 in Rochester, Minnesota. This is a joint public transit conference with the State of Minnesota. Staff from Shoreline Metro will be attending the conference.
- **2025-2026 SASD School Year** started this past Monday. Operations are very similar to last school year with bus passes being available later this month for students and faculty. Passes are required started October 1st in order to ride free on Shoreline Metro. Staff held a meeting with drivers to cover operations and expectations, especially because many drivers are new with some in new positions this school year. We very much appreciate this partnership with SASD and the support we get from the Sheboygan Police Department.
- **The Director and Supervisors** attended Ethics Training and ADA Coordinator training at City Hall since the last meeting (as required by Human Resources).
- **Several Personnel Issues** had to be addressed during the last couple of months involving misconduct in the workplace. One investigation led to an employee resigning unexpectedly. Due to the nature of these investigations and being personnel matters, no additional information will be provided at this time.

**Action:** Staff recommends accepting the Director's Report provided by the Director of Transit & Parking and placing on file.

## **TRANSIT COMMISSION AGENDA ITEM COMMENTS:**

The following items are on the Transit Commission agenda for consideration and approval and are not a part of the Director's Report. This information is provided by the Director of Transit and Parking and is for your consideration. Please consult this information prior to making any motions or approvals.

### **PRESENTATION OF 2026 TRANSIT UTILITY BUDGET**

The 2026 Shoreline Metro budget has been submitted to the City Administrator for inclusion into his Executive Budget for 2026. The Director has met with several staff to review the submitted budget and answer any questions pertaining to changes in the proposed budget. The following are summary points of the budget for your consideration:

- A placeholder for represented employees for wage increases has been included in the budget. Due to ongoing bargaining with the ATU Local 998, these figures are not being made public.
- All non-represented employees have been budgeted wage increases in accordance with the non-rep comp plan.
- A 10 percent increase for health insurance and 5 percent increase for dental insurance have been factored into the budget (at this time, those exact figures are still not confirmed by HR).
- Due to proposed (and passed) legislation at the federal level, CDBG (HUD) grant funding has been zeroed for 2026 (loss of nearly \$43,000) to the local share funding.
- Farebox revenues for both fixed route and paratransit have been adjusted due to increases in fares that go into effect on January 1, 2026.
- A half percent to the Wisconsin Retirement Funding expense has been included in the budget.
- Sheboygan Falls/Kohler service agreements have been adjusted to include three increases: loss in CDBG funds, loss in federal funding, and increases to transit expenses.
- CARES Act/ARPA grant funds will be used to offset the deficit in the transit budget (currently at \$119,788).

**Action:** The Director recommends the support and approval of the 2026 Transit Utility budget for inclusion in the City's 2026 Executive Budget for the City of Sheboygan.

### **PRESENTATION OF 2026 PARKING UTILITY BUDGET**

The 2026 Parking Utility budget has been submitted to the City Administrator for inclusion into his Executive Budget for 2026. The Director has met with several staff to review the submitted budget and answer any questions pertaining to changes in the proposed budget. The following are summary points of the budget for your consideration:

- All non-represented employees have been budgeted wage increases in accordance with the non-rep comp plan.
- A 10 percent increase for health insurance and 5 percent increase for dental insurance have been factored into the budget (at this time, those exact figures are still not confirmed by HR).

- Revenues for meters and permits have been adjusted due to better than anticipated in 2025.
- Assessments in most all districts remained relatively the same as 2025.

**Action:** The Director recommends the support and approval of the 2026 Parking Utility budget for inclusion in the City's 2026 Executive Budget for the City of Sheboygan.

### **2026-2030 CAPITAL IMPROVEMENTS PROGRAM FOR PARKING AND TRANSIT UTILITIES**

The 2026-2030 CIP for Transit and Parking has been submitted to the City Administrator for inclusion into his Executive Budget for 2026. The Director has met with several staff to review the submitted program and answer any questions pertaining to changes and additions to capital needs. The following are summary points of the budget for your consideration:

- The budgeted five (5) fixed route, heavy-duty buses programmed in 2027 have received grant funding through the Congestion, Mitigation and Air Quality Control (CMAQ) program in the amount of \$2.1M. This amount represents 80 percent funding with the local share being 20 percent (\$525,000).
- The Shoreline Metro Admin and Maintenance Facility is now included in the five-year plan for administrative and illustrative purposes. By including this in local planning documents, it makes applying for and receiving possible funding much more possible. It's unsure whether this project will stay on schedule or get pushed back in future five-year plans.
- All other projects have been included in previous program cycles.

**Action:** The Director recommends the support and approval of the 2026 CIP Program for inclusion in the City's 2026 Executive Budget for the City of Sheboygan.

### **CDBG AGREEMENT FOR 2025-2026 GRANT CYCLE**

Shoreline Metro applies annually to receive Community Development Block Grant (CDBG) funding through the federal HUD program. The funding goes to support increased frequency and accessibility to Shoreline Metro for a particular low-income sector of Sheboygan located just west and north of downtown Sheboygan. The agreement is the formal acceptance of the CDBG funding to support operations as part of the local share match for Shoreline Metro's annual operations budget. The amount is equal to \$42,493.00.

**Action:** The Director recommends the support and approval of the agreement and further authorizes the Director to sign the agreement on behalf of the Transit Utility and Sheboygan Transit Commission.

## **SERVICE AGREEMENT WITH SHEBOYGAN FALLS AND KOHLER**

New service agreements with the City of Sheboygan Falls and Village of Kohler are attached for consideration. Service agreements have been adjusted to include three increases: loss in CDBG funds, loss in federal funding, and increases to transit expenses. Increases to the local share for these partnering municipalities represent a 13 percent increase. Agreements have been signed by each respective municipality, which means service will continue as normal in 2026.

**Action:** The Director recommends acceptance and approval of the service agreements with the City of Sheboygan Falls and Village of Kohler for transit service.

## **SECOND QUARTER REPORTS FOR TRANSIT AND PARKING**

The Director of Transit & Parking is submitting these reports for consideration by the Transit Commission. When reading this report for transit operations, please do not put much emphasis on individual quarterly metrics. Many factors influence ridership (winter during first quarter as an example) and expenses (annual purchases such as insurance paid during first and second quarter).

Here is a summary Second Quarter reports:

- Transit Utility:
  - Shoreline Metro ridership was down 7.0 percent for Q2.
    - Ridership is trending down for 2025 over 2024
    - Ridership may be impacted by the discontinuation of students being able to use the SASD Bus Pass in evenings (punch cards given in their place); this has reduced joyriding and unfortunately, reduced ridership.
    - Quality over quantity – less complaints and issues with students and customers
  - Metro Connection ridership was down slightly at 0.3 percent for Q2.
    - Ridership trending even with 2024
  - Revenue was down 5.1 percent for Q2.
  - Expenses were up 9.6 percent in Q2.
- Parking Utility:
  - Permit revenue is up about 25 percent over 2024 Q2
    - Permit revenue is up over 13 percent YTD over 2024
  - Meter revenue was down nearly 10 percent in Q2.
    - Meter revenue is down about 2 percent YTD over 2024

## **END OF REPORT**