

# FIFTH REGULAR COMMON COUNCIL MEETING AGENDA

June 02, 2025 at 6:00 PM

City Hall, 3rd Floor - Council Chambers, 828 Center Avenue, Sheboygan, WI

"The best way to predict the future is to create it." Abraham Lincoln

This meeting may be viewed LIVE on Charter Spectrum Channel 990, AT&T U-Verse Channel 99 and: www.wscssheboygan.com/vod.

Notice of the 5th Regular Meeting of the 2025-2026 Common Council at 6:00 PM, MONDAY, June 2, 2025 in City Hall, 3rd Floor - Council Chambers, 828 Center Avenue, Sheboygan, WI. Persons with disabilities who need accommodations to attend the meeting should contact Meredith DeBruin at the City Clerk's Office, 828 Center Avenue, (920) 459-3361.

Members of the public who wish to participate in public forum remotely shall provide notice to the City Clerk at (920) 459-3361 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

#### **OPENING OF MEETING**

- 1. Roll Call
- 2. Pledge of Allegiance
- 3. Approval of Minutes

Fourth Regular Council Meeting held on May 19, 2025

4. Public Forum

Limit of five people having five minutes each with comments limited to items on this agenda.

5. Mayor's Announcements

Upcoming Community Events, Proclamations, Employee Recognitions

#### **CONSENT**

- 6. Motion to Receive and File all R.O.'s, Receive all R.C.'s and Adopt all Resolutions and Ordinances
- 7. R. O. No. 14-25-26 by Board of Water Commissioners submitting a copy of the 2024 Wisconsin Public Service Commission of Wisconsin Annual Report of the Sheboygan Water Utility.
- 8. O. No. 17-25-26 by Mead Public Library Board submitting a Resolution in recognition of the service of Sherry Speth to Mead Public Library.
- 9. R. C. No. 16-25-26 by Finance and Personnel Committee to whom was referred Res. No. 11-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City as Interim City Attorney pending permanent position fulfillment; recommends adopting the Resolution.

- 10. R. C. No. 19-25-26 by Finance and Personnel Committee to whom was referred R. C. No. 282-24-25 by Finance and Personnel Committee to whom was referred R. O. No. 121-24-25 by City Clerk submitting a claim from State Farm for alleged damages to a vehicle owned by one of their insured drivers; recommends filing the document.
- 11. R. C. No. 21-25-26 by Finance and Personnel Committee to whom was referred Direct Referral Res. No. 16-25-26 by Alderpersons Dekker and Perrella amending the Common Council Handbook to allow for standing committees to meet on the 2nd and 4th Mondays of each month without any restrictions on time or order; recommends adopting the Resolution.
- 12. R. C. No. 27-25-26 by Licensing, Hearings, and Public Safety Committee to whom was referred Direct Referral Res. No. 20-25-26 by Alderpersons Rust and La Fave authorizing the creation of a temporary Designated Outdoor Refreshment Area during the 2025 8th Streatery event series; recommends adopting the Resolution.
- 13. R. C. No. 28-25-26 by Licensing, Hearings, and Public Safety Committee to whom was referred Res. No. 14-25-26 by Alderpersons Rust and La Fave authorizing the appropriate City officials to enter into a contract extension with Motorola Solutions, Inc. and authorizing the Police Chief to execute the contract extension; recommends adopting the Resolution.
- 14. R. C. No. 30-25-26 by Public Works Committee to whom was referred Res. No. 15-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to execute a Use and Services Agreement with Second Revolution, LLC regarding the use of the Deland Beach House overlooking the Deland Park Beach at 1037 Broughton Drive; recommends adopting the Resolution.
- 15. R. C. No. 32-25-26 by Public Works Committee to whom was referred Direct Referral Res. No. 17-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to execute an Underground Electric and Communication Easement for Alliant Energy at Roosevelt Park (Parcel No. 59281308240); recommends adopting the Resolution.
- 16. R. C. No. 31-25-26 by Public Works Committee to whom was referred Direct Referral Res. No. 18-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to enter into a contract with JT Engineering, Inc. regarding construction management services during the Commerce/Mayline reconstruction project; recommends adopting the Resolution.

## **REPORT OF OFFICERS**

- 17. R. O. No. 16-25-26 by City Plan Commission to whom was referred Direct Referral Gen. Ord. No. 4-25-26 by Alderperson Close granting Quasius Construction Co., its successors and assigns, the privilege of encroaching upon described portions of Niagara Avenue and North 8th Street right of way in the City of Sheboygan for the purpose of expanding of the Weill Center for Performing Arts building; recommends adopting the Ordinance.
- 18. R. O. No. 18-25-26 by City Plan Commission to whom was referred Gen. Ord. No. 2-25-26 by Alderperson Close amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located North of Pennsylvania Ave and East of N. 13th Street bordering the Sheboygan River from Class Urban Commercial, Urban Industrial, and Railroad to Urban Residential 12 with PUD Overlay Classification; recommends adopting the Ordinance. LAYS OVER
- 19. R. O. No. 15-25-26 by City Clerk submitting various license applications. REFER TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE

20. R. O. No. 19-25-26 by City Clerk submitting various license applications. REFER TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE

#### **RESOLUTIONS**

- 21. Res. No. 25-25-26 by Alderpersons Dekker and Perrella authorizing an amendment to the 2025 budget for the emergency purchase of firewall hardware and professional services from Capital Data. SUSPEND THE RULES AND ADOPT THE RESOLUTION
- 22. Res. No. 23-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to execute a Management Services Agreement with EOS Recreation LLC regarding the use of Quarry Park. SUSPEND THE RULES AND ADOPT THE RESOLUTION
- 23. Res. No. 22-25-26 by Alderperson Close approving the General Development Plan and Specific Implementation Plan submitted by Riverview District, LLC for construction of apartments located north of Pennsylvania Ave and East of N. 13th Street bordering the Sheboygan River within a Planned Unit Development (PUD) zone. LAYS OVER
- 24. Res. No. 21-25-26 by Alderpersons Mitchell and Perrella authorizing execution of a contract with CivicPlus for development of a new City of Sheboygan webpage and open records portal and an amendment in the 2025 budget to cover the associated cost. REFER TO FINANCE AND PERSONNEL COMMITTEE
- 25. Res. No. 24-25-26 by Alderpersons Mitchell and Perrella authorizing an amendment to the 2025 budget to pull forward previously unused 2024 budgeted amounts for the future purchase of hardware and software by the IT Department for cybersecurity upgrades. REFER TO FINANCE AND PERSONNEL COMMITTEE

#### REPORT OF COMMITTEES

- 26. R. C. No. 17-25-26 by Finance and Personnel Committee to whom was referred Res. No. 12-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City in the matter of Markell Nathaniel Mitchell v. Christopher Domagalski, and authorizing payment for said services; recommends adopting the Resolution.
- 27. R. C. No. 18-25-26 by Finance and Personnel Committee to whom was referred Res. No. 13-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City in the matter of Katherine Kobs v. City of Sheboygan, Case No. 2025CV0294, and authorizing payment for said services; recommends adopting the Resolution.
- 28. R. C. No. 20-25-26 by Finance and Personnel Committee to whom was referred Direct Referral R. O. No. 13-25-26 by Director of Human Resources and Labor Relations submitting an exit interview report for Quarter 1 of 2025 for the City of Sheboygan; recommends filing the document.
- 29. R. C. No. 22-25-26 by Finance and Personnel Committee to whom was referred Direct Referral Charter Ord. No. 1-25-26 by Alderpersons Dekker and Mitchell amending the charter of the City of Sheboygan related to the manner of selection and tenure of the City Attorney; recommends adopting the Charter Ordinance.
- 30. R. C. No. 24-25-26 by Finance and Personnel Committee to whom was referred Gen. Ord. No. 3-25-26 by Alderpersons Mitchell and Perrella amending the Sheboygan Municipal Code to effectuate changes to the City's claims procedures.; recommends adopting the Ordinance.

- 31. R. C. No. 26-25-26 by Licensing, Hearings, and Public Safety Committee to whom was referred Direct Referral Gen. Ord. No. 5-25-26 by Alderpersons Rust and La Fave amending Section 4-103 of the Municipal Code so as to increase the number of Retail "Class A" liquor licenses that may be issued in the City of Sheboygan; recommends adopting the Ordinance.
- 32. R. C. No. 29-25-26 by Public Works Committee to whom was referred R. C. No. 288-24-25 by Public Works Committee to whom was referred Res. No. 96-24-25 by Alderpersons Dekker and Ramey authorizing the appropriate City officials to execute a Memorandum of Understanding with Friends of the Shaw Family Playground, Inc. regarding the terms and understanding between the parties with regard to the playground designed for use by children of all abilities; recommends adopting the Resolution.
- 33. R. C. No. 23-25-26 by Finance and Personnel Committee to whom was referred Direct Referral Gen. Ord. No. 6-25-26 by Alderperson Dekker and Mitchell amending, repealing, and recreating provisions related to the manner of selection and tenure of the City Attorney.; recommends adopting the Ordinance. HOLD
- 34. R. C. No. 25-25-26 by Finance and Personnel Committee to whom was referred Direct Referral Res. No. 19-25-26 by Alderpersons Mitchell and Perrella authorizing the appropriate City officials to sign the January 1, 2024 December 31, 2028 Contract between the City of Sheboygan and International Association of Firefighters Local 483; recommends amending the package proposal in Article 25, Section A (1) to read, "Unused sick leave may be accumulated up to a maximum of one thousand seven hundred twenty-eight (1,728) hours". HOLD

#### OTHER MATTERS AUTHORIZED BY LAW

#### **ADJOURN MEETING**

35. Motion to 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**

## FOURTH REGULAR COMMON COUNCIL MEETING MINUTES

## Monday, May 19, 2025

#### **OPENING OF MEETING**

## 1. Roll Call

Alderpersons present: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella (remote), and Rust -10.

## 2. Pledge of Allegiance

## 3. Approval of Minutes

Third Regular Council Meeting held on May 5, 2025

## MOTION TO APPROVE

Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust – 10.

#### 4. Public Forum

Limit of five people having five minutes each with comments limited to items on this agenda. Wyatt Benson and Lisa Salgado spoke.

## 5. Mayor's Announcements

Upcoming Community Events, Proclamations, Employee Recognitions.

## **HEARINGS**

6. Hearing No. 1-25-26 pursuant to a notice published, this hearing is for the purpose of allowing interested parties to be heard relative to a proposed PUD-GDP designation for property located at 120 Vollrath Boulevard - Parcel No. 59281014410.

Beth Koerten spoke.

## MOTION TO CLOSE THE HEARING

Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust – 10.

7. Hearing No. 2-25-26 pursuant to notice published and letters sent by the City Clerk, this hearing is to allow interested parties to be heard relative to a proposed amendment to the City of Sheboygan's Official Zoning Map. The purpose of the amendment is to change the Use District Classification of property located at 120 Vollrath Boulevard - Parcel No. 59281014410 from Class Suburban Residential (SR-5) to Suburban Residential (SR-5) with PUD Overlay Classification.

No one spoke.

## MOTION TO CLOSE THE HEARING

Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust – 10.

8. Hearing No. 3-25-26 pursuant to a notice published, this hearing is for the purpose of allowing interested parties to be heard relative to a proposed amendment to the City of Sheboygan's Zoning Ordinance to add Pet Daycare Centers as a Commercial Land Use. No one spoke.

## MOTION TO CLOSE THE HEARING

Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

## **CONSENT**

9. Motion to Receive and File all R.O.'s, Receive all R.C.'s and Adopt all Resolutions and Ordinances

Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

10. R. C. No. 5-25-26 by Finance and Personnel Committee to whom was referred R. O. 1-25-26 by City Clerk submitting a Petition, Notice, and List of Tax Liens of Sheboygan County being foreclosed in the matter of the Foreclosure of Tax Liens under Wis. Stat. §75-521 by Sheboygan County, List of Tax Liens for 2014 through 2021; recommends filing the document.

MOTION TO RECEIVE THE R. C. AND FILE THE DOCUMENT Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust – 10.

11. R. C. No. 4-25-26 by Finance and Personnel Committee to whom was referred R. C. No. 283-24-25 by Finance and Personnel Committee to whom was referred R. O. No. 122-24-25 by City Clerk submitting a claim by Karina Berdyck for alleged damages to vehicle when it was hit by City property; recommends filing the document.

MOTION TO RECEIVE THE R. C. AND FILE THE DOCUMENT Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust – 10.

12. R. C. No. 7-25-26 by Finance and Personnel Committee to whom was referred R. O. No. 129-24-25 by City Clerk submitting a claim from Melissa Clevenger for alleged damages to vehicle when it was hit by city property; recommends filing the document.

# MOTION TO RECEIVE THE R. C. AND FILE THE DOCUMENT

Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

13. R. C. No. 8-25-26 by Public Works Committee to whom was referred Res. No. 7-25-26 by Alderpersons Dekker and Rust allowing Lakeshore Regional Child Advocacy Center to bring certified therapy dogs into their facility within the Uptown Social building; recommends adopting the Resolution.

## MOTION TO RECEIVE THE R. C. AND ADOPT THE RESOLUTION

Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust – 10.

14. R. C. No. 9-25-26 by Licensing, Hearings, and Public Safety Committee to whom was referred R. O. No. 2-25-26 by Fire Chief Eric Montellano pursuant to section 24-459 of the Municipal Code, submitting the quarterly report showing the Benchmark Measurements for the Fire Department for the period commencing January 1, 2025 and ending March 31, 2025; recommends filing the document.

## MOTION TO RECEIVE THE R. C. AND FILE THE DOCUMENT

Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

15. R. C. No. 10-25-26 by Licensing, Hearings, and Public Safety Committee to whom was referred R. O. No. 5-25-26 by Police Chief Kurt Zempel pursuant to section 30-50 of the Municipal Code, submitting the quarterly report for the Police Department for the period from January 1, 2025 to March 31, 2025; recommends filing the document.

## MOTION TO RECEIVE THE R. C. AND FILE THE DOCUMENT

Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

16. R. C. No. 11-25-26 by Licensing, Hearings, and Public Safety Committee to whom was referred R. O. No. 9-25-26 by City Clerk submitting various license applications; recommends granting the licenses.

MOTION TO RECEIVE THE R. C. AND GRANT THE LICENSE APPLICATIONS Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

17. R. C. No. 12-25-26 by Licensing, Hearings, and Public Safety Committee to whom was referred R. C. No. 296-24-25 by Licensing, Hearings, and Public Safety Committee to whom was referred R. O. No. 126-24-25 by City Clerk submitting various license applications; recommends granting Reserve Liquor license no. 3679 to Kue Yang LLC (Krazian Fuzian).

MOTION TO RECEIVE THE R. C. AND GRANT THE LICENSE APPLICATION Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

## REPORT OF OFFICERS

- 18. R. O. No. 10-25-26 by City Clerk submitting a Summons and Complaint in the matter of Katherine Kobs v. City of Sheboygan. REFER TO FINANCE AND PERSONNEL COMMITTEE
- 19. R. O. No. 11-25-26 by City Clerk submitting various license applications. REFER TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE
- 20. R. O. No. 12-25-26 by City Clerk submitting various license applications. REFER TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE

## RESOLUTIONS

- 21. Res. No. 11-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City as Interim City Attorney pending permanent position fulfillment. REFER TO FINANCE AND PERSONNEL COMMITTEE
- 22. Res. No. 12-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City in the matter of Markell Nathaniel Mitchell v. Christopher Domagalski, and authorizing payment for said services. REFER TO FINANCE AND PERSONNEL COMMITTEE
- 23. Res. No. 14-25-26 by Alderpersons Rust and La Fave authorizing the appropriate City officials to enter into a contract extension with Motorola Solutions, Inc. and authorizing the Police Chief to execute the contract extension. REFER TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE
- 24. Res. No. 13-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City in the matter of Katherine Kobs v. City of Sheboygan, Case No. 2025CV0294, and authorizing payment for said services. REFER TO FINANCE AND PERSONNEL COMMITTEE
- 25. Res. No. 15-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to execute a Use and Services Agreement with Second Revolution, LLC regarding the use of the Deland Beach House overlooking the Deland Park Beach at 1037 Broughton Drive. REFER TO PUBLIC WORKS COMMITTEE

#### REPORT OF COMMITTEES

26. R. C. No. 6-25-26 by Finance and Personnel Committee to whom was referred Gen. Ord. No. 1-25-26 by Alderpersons Dekker and Perrella amending various sections of the Sheboygan Municipal Code to effectuate changes to the 2025-2026 Council Rules Handbook; recommends adopting the Ordinance.

MOTION TO RECEIVE THE R. C. AND ADOPT THE ORDINANCE

Motion made by Dekker, Seconded by Perrella.

Voting Yea: Belanger, Boorse, Close, Dekker, La Fave, Perrella, Rust – 7.

Voting Nay: Heidemann, Menzer, Mitchell -3.

Item 3.

27. R. C. No. 14-25-26 by Public Works Committee to whom was referred Direct Referral Res. No. 9-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to enter into a contract with Buteyn-Peterson Construction Company, Inc. for the Taylor Drive and Wilgus Avenue Reconstruction; recommends adopting the Resolution.

## MOTION TO RECEIVE THE R. C. AND ADOPT THE RESOLUTION

Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

28. R. C. No. 13-25-26 by Public Works Committee to whom was referred Direct Referral Res. No. 8-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to enter into a contract with Mashuda Contractors for the Gartman Property Phase Bid Package 1 Construction; recommends adopting the Resolution.

## MOTION TO RECEIVE THE R. C. AND ADOPT THE RESOLUTION

Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, La Fave, Menzer, Mitchell, Perrella, Rust – 9.

Voting Nay: Heidemann -1.

29. R. C. No. 15-25-26 by Public Works Committee to whom was referred Direct Referral Res. No. 10-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to enter into a contract with Northeast Asphalt, Inc. for the 2025 Street Improvements – Milling (Various Streets); recommends adopting the Resolution.

## MOTION TO RECEIVE THE R. C. AND ADOPT THE RESOLUTION

Motion made by Dekker, Seconded by Rust.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

## **GENERAL ORDINANCES**

- 30. Gen. Ord. No. 3-25-26 by Alderpersons Mitchell and Perrella amending the Sheboygan Municipal Code to effectuate changes to the City's claims procedures. REFER TO FINANCE AND PERSONNEL COMMITTEE
- 31. Gen. Ord. No. 2-25-26 by Alderperson Close amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located North of Pennsylvania Ave and East of N. 13th Street bordering the Sheboygan River from Class Urban Commercial, Urban Industrial, and Railroad to Urban Residential 12 with PUD Overlay Classification. REFER TO CITY PLAN COMMISSION

## **MATTERS LAID OVER**

32. Res. No. 3-25-26 by Alderpersons Mitchell and Perrella creating Tax Incremental District No. 25, approving its Project Plan and Establishing its Boundaries, City of Sheboygan, Wisconsin.

## MOTION TO ADOPT THE RESOLUTION

Motion made by Mitchell, Seconded by Rust. Before action was taken,

Item 3.

MOTION TO AMEND THE RESOLUTION TO CHANGE THE NUMBER OF UNITS BUILT FROM 21 TO 25.

Motion by Heidemann.

No second. Motion fails.

On motion to adopt the Resolution,

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer,

Mitchell, Rust - 9.

Voting Nay: Perrella -1.

33. Res. No. 6-25-26 by Alderperson Belanger and Close approving the General Development Plan submitted by Rachel Kohler for construction of three new single-family homes, a family hall building, a pool and gym building, and a garage with a family apartment above on parcel no. 59281014410 within a Planned Unit Development (PUD) zone.

#### MOTION TO ADOPT THE RESOLUTION

Motion made by Belanger, Seconded by Dekker.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

34. R. O. No. 7-25-26 by City Plan Commission to whom was referred Gen. Ord. No. 42-24-25 by Alderpersons Rust and Perrella amending Sections 105-718 and 105-683 of the Sheboygan Municipal Code Zoning Code so as to add Pet Daycare Centers as a Commercial Land Use; recommends amending the language in Sec. 105-718(r)(5)(a).

MOTION TO RECEIVE THE R. O. AND ADOPT THE SUBSTITUTE ORDINANCE Motion made by Rust, Seconded by Dekker.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

35. R. O. No. 6-25-26 by City Plan Commission to whom was referred Gen. Ord. No. 41-24-25 by Alderperson Belanger and R. O. No. 128-24-25 by City Clerk submitting a rezone application to amend the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 120 Vollrath Boulevard – Parcel No. 59281014410 from Class Suburban Residential (SR-5) to Suburban Residential (SR-5) with PUD Overlay Classification; recommends filing the R. O. and adopting the Ordinance.

## MOTION TO RECEIVE THE R. O. AND AODPT THE ORDINANCE

Motion made by Belanger, Seconded by Dekker.

Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

36. R. C. No. 288-24-25 by Public Works Committee to whom was referred Res. No. 96-24-25 by Alderpersons Dekker and Ramey authorizing the appropriate City officials to execute a Memorandum of Understanding with Friends of the Shaw Family Playground, Inc. regarding the terms and understanding between the parties with regard to the playground designed for use by children of all abilities; recommends referred to the 2025-2026 Council. REFER TO PUBLIC WORKS COMMITTEE

### OTHER MATTERS AUTHORIZED BY LAW - None.

Item 3.

## **CLOSED SESSION**

37. Motion to convene in closed session under the exemption contained in Wis. Stat. s. 19.85(1)(g), for the purpose of conferring with legal counsel for the City who will render oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it will likely become involved relating to the network security incident.

Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust -10.

## **ADJOURN MEETING**

38. Motion to Adjourn

MOTION TO ADJOURN AT 8:17 PM IN CLOSED SESSION Motion made by Dekker, Seconded by Rust. Voting Yea: Belanger, Boorse, Close, Dekker, Heidemann, La Fave, Menzer, Mitchell, Perrella, Rust – 10.

# CITY OF SHEBOYGAN R. O. 14-25-26

## BY BOARD OF WATER COMMISSIONERS.

JUNE 2, 2025.

# To the Honorable, the Mayor and Common Council:

We are, hereby, submitting a copy of the 2024 Wisconsin Public Service Commission of Wisconsin Annual Report on the Sheboygan Water Utility.





# WATER, ELECTRIC, OR JOINT UTILITY ANNUAL REPORT

OF

SHEBOYGAN WATER UTILITY

72 PARK AVE SHEBOYGAN, WI 53081-2958

For the Year Ended: DECEMBER 31, 2024

TO

## PUBLIC SERVICE COMMISSION OF WISCONSIN

P.O. Box 7854 Madison, WI 53707-7854 (608) 266-3766

Filed: 04/29/2025 Water Service Started Date: 03/01/1909

DNR Public Water System ID: 46003540

Safe Drinking Water Information System (SDWIS) Total Population Served: 49288

I *Lisa M. Gottsacker*, *CPA*, *Senior Utility Accountant* of *SHEBOYGAN WATER UTILITY*, certify that I am the person responsible for accounts; that I have examined the following report and, to the best of my knowledge, information and belief, it is a correct statement of the business and affairs of said utility for the period covered by the report in respect to each and every matter set forth therein.

Date Signed: 4/29/2025

Date Printed: 4/29/2025 1:15:12 PM

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## **Identification and Ownership - Contacts**

#### Utility employee in charge of correspondence concerning this report

Name: LISA M. GOTTSACKER, CPA

Title: Senior Utility Accountant

Mailing Address: 72 Park Avenue

Sheboygan, WI 53081

Phone: (920) 459-3804

Email Address: lgottsacker@sheboyganwater.org

#### Accounting firm or consultant preparing this report (if applicable)

Name:

Title:

Mailing Address:

Phone:

Email Address:

## Name and title of utility General Manager (or equivalent)

Name: JOE TRUEBLOOD, PE

Title: Superintendent

Mailing Address: 72 Park Avenue

Sheboygan, WI 53081

Phone: (920) 459-3805

Email Address: joetrueblood@sheboyganwater.org

#### Outside contractor responsible for utility operations (if applicable)

Name:

Title:

Mailing Address:

Phone:

Email Address:

## President, chairman, or head of utility commission/board or committee

Name: GERALD R. VAN DE KREEKE

Title: President

Mailing Address: 1530 S. 12th Street

Sheboygan, WI 53081

Phone: (920) 458-4351

Email Address: gvandekreeke@vdks.com

## Contact person for cybersecurity issues and events

Name: JOE TRUEBLOOD

Title: Superintendent

Mailing Address: 72 Park Avenue

Sheboygan, WI 53081

Phone: (920) 459-3805

Email Address: joetrueblood@sheboyganwater.org

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Year Ended: December 31, 2024 Utility No. 5370 - Sheboygan Water Utility

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Item 7.

# **Identification and Ownership - Contacts**

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## **Identification and Ownership - Governing Authority and Audit Information**

#### **Utility Governing Authority**

Select the governing authority for this utility.

\_x\_Reports to utility board/commission

\_\_\_Reports directly to city/village council

## **Audit Information**

Are utility records audited by individulas or firms other than utility employees? \_x\_Yes \_\_No

Date of most recent audit report: 04/03/2025 Period covered by most recent audit: 12/31/2024

## Individual or firm, if other than utility employee, auditing utility records

Name: JODI DOBSON, CPA

Title: Partner

Organization Name: Baker Tilly US, LLP

USPS Address: Ten Terrace Court, PO Box 7398

City State Zip Madison, WI 53707-7398

Telephone: (608) 240-2469

Email Address: jodi.dobson@bakertilly.com

#### Report Preparation

If an accounting firm or consultant assists with report preparation, select the type of assistance provided

Review

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# **Identification and Ownership - Contract Operations**

## Do you have any contracts?

Are any of the Utility's administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and /or current year (i.e., utility billing is done by another entity)?

YES

Contract Type (a)		Organization (b)	Contact Name (c)			
Billing	InfoSend, Inc.		Robert Crawford	*	1	-

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Item 7.

# **Identification and Ownership - Contract Operations**

## Do you have any contracts?

Year Ended: December 31, 2024

Are any of the Utility's administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and /or current year (i.e., utility billing is done by another entity)?

#### Identification and Ownership - Contract Operations (Page vi)

#### **General Footnote**

Sheboygan Water Utility sends a prepared data file from internal softward to a third party for printing and mailing purposes only. Sheboygan Water Utility completes the utility billing process each month internally; InfoSend simply prints the bills and mails them.

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## **Workforce Diversity**

- g Decimal numbers for part time employees are acceptable values for this schedule. Please enter part time employees as a decimal based on the number of hours worked/2080 hours for a fiscal year. An employee who works 30% of full time would be recorded as .30.
- g Use the Footnotes feature to provide an explanation for any variance with the number of employees listed in Schedule F-06 and information about how many staff are part-time employees.
- g Staff classification of various employment categories can vary from utility to utility. Use the Footnotes feature to provide information about how the utility defines these categories. Additional information on classifying employees can be found in the help document.

		Employee Co	unt		
Category (a)	Total (b)	Management (c)	Executive Leadership (d)		
Total Utility Employees	34.00	4.00	4.00	*	1
Women	7.00	2.00	0.00		2
Minorities	2.00	0.00	0.00		3
Veterans	3.00	1.00	0.00		4

## **Workforce Diversity**

- g Decimal numbers for part time employees are acceptable values for this schedule. Please enter part time employees as a decimal based on the number of hours worked/2080 hours for a fiscal year. An employee who works 30% of full time would be recorded as .30.
- g Use the Footnotes feature to provide an explanation for any variance with the number of employees listed in Schedule F-06 and information about how many staff are part-time employees.
- g Staff classification of various employment categories can vary from utility to utility. Use the Footnotes feature to provide information about how the utility defines these categories. Additional information on classifying employees can be found in the help document.

#### Workforce Diversity (Page xi)

#### **General Footnote**

Of the four employees in executive management, three are part time Board of Commissioner members. All other employees are full time.

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# **Income Statement**

Description (a)	This Year (b)	Last Year (c)
UTILITY OPERATING INCOME		
Operating Revenues (400)	11,691,482	10,423,636
··CdYfUłjb[ ˈ9l dYbgYg.		
Operation and Maintenance Expense (401-402)	6,383,610	6,425,317
Depreciation Expense (403)	1,953,604	1,504,778
Amortization Expense (404-407)	0	0
Taxes (408)	1,316,081	1,163,186
՝՝HchՄ՝CdYfUnjb[ ՝91 dYbgYg	9,653,295	9,093,281
¨BYhCdYfUnjb[ˈ±bWca Y	2,038,187	1,330,355
Income from Utility Plant Leased to Others (412-413)		
''I hj`]hmCdYfUnjb[ '±bWca Y	2,038,187	1,330,355
OTHER INCOME		
Income from Merchandising, Jobbing and Contract Work (415-416)	(1,233,213)	0
Income from Nonutility Operations (417)		
Nonoperating Rental Income (418)		
Interest and Dividend Income (419)	163,859	124,121
Miscellaneous Nonoperating Income (421)	293,487	5,102,123
∵HchUʻCh∖Yfʻ=bWcaY	(775,867)	5,226,244
∵HchUʻ=bWcaY	1,262,320	6,556,599
MISCELLANEOUS INCOME DEDUCTIONS		
Miscellaneous Amortization (425)	0	(25,088)
Other Income Deductions (426)	261,087	122,344
''HcHJ''A]gWY^`UbYcigʻ=bWcaY'8YXiW¶cbg	261,087	97,256
∵±bWcaY'6Y2cfY'±bhYfYgh7\Uf[Yg	1,001,233	6,459,343
NTEREST CHARGES		
Interest on Long-Term Debt (427)	879,680	321,526
Amortization of Debt Discount and Expense (428)		
Amortization of Premium on DebtCr. (429)	32,872	32,872
Interest on Debt to Municipality (430)	3,718	6,130
Other Interest Expense (431)	0	0
Interest Charged to ConstructionCr. (432)		
"HchU"±bhYfYghi7 \ Uf[ Yg	850,526	294,784
¨BYh <b>⇒bWc</b> a Y	150,707	6,164,559
EARNED SURPLUS		
Unappropriated Earned Surplus (Beginning of Year) (216)	60,188,759	54,050,319
Balance Transferred from Income (433)	150,707	6,164,559
Miscellaneous Credits to Surplus (434)		
Miscellaneous Debits to SurplusDebit (435)		26,119
Appropriations of SurplusDebit (436)		
Appropriations of Income to Municipal FundsDebit (439)		
"HchU"IbUddfcdf]UhYX'9UfbYX'Gifd`ig'9bX'cZMYUf'f®%*Ł	60,339,466	60,188,759

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## **Income Statement Account Details**

- Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.
- g Nonregulated sewer income should be reported as Miscellaneous Nonoperating Income, Account 421.
- g If amount of Contributed Plant . ÁWater (421) does not match the total Additions During Year entered on Water Utility Plant in Service . ÁPlant Financed by Contributions, please provide a detailed explanation. Please see the help guide for more information.

Description (a)	Earnings (216.1) (b)	Contributions (216.2) (c)	Total This Year (d)
UTILITY OPERATING INCOME			
Operating Revenues (400)			
Derived	11,691,482		11,691,482
Total (Acct. 400)	11,691,482	0	11,691,482
Operation and Maintenance Expense (401-402)			
Derived	6,383,610		6,383,610
Total (Acct. 401-402)	6,383,610	0	6,383,610
Depreciation Expense (403)			
Derived	1,953,604		1,953,604
Total (Acct. 403)	1,953,604	0	1,953,604
Amortization Expense (404-407)			
Derived	0		0
Total (Acct. 404-407)	0	0	0
Taxes (408)			
Derived	1,316,081		1,316,081
Total (Acct. 408)	1,316,081	0	1,316,081
TOTAL UTILITY OPERATING INCOME	2,038,187	0	2,038,187
OTHER INCOME			
Income from Merchandising, Jobbing and Contract Work (415-416)			
Derived	(1,233,213)	0	(1,233,213)
Total (Acct. 415-416)	(1,233,213)	0	(1,233,213)
Interest and Dividend Income (419)			
INTEREST AND DIVIDENDS	163,859		163,859
Total (Acct. 419)	163,859	0	163,859
Miscellaneous Nonoperating Income (421)			
Contributed Plant - Water			0
Impact Fees - Water			0
Rebates and Grants		293,487	293,487
Total (Acct. 421)	0	293,487	293,487
TOTAL OTHER INCOME	(1,069,354)	293,487	(775,867)
MISCELLANEOUS INCOME DEDUCTIONS			
Miscellaneous Amortization (425)			
Regulatory Liability (253) Amortization	0		0
Total (Acct. 425)	0	0	0
Other Income Deductions (426)			
Depreciation Expense on Contributed Plant - Water		261,087	261,087
Total (Acct. 426)	0	261,087	261,087
TOTAL MISCELLANEOUS INCOME DEDUCTIONS	0	261,087	261,087
INTEREST CHARGES			

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## **Income Statement Account Details**

- g Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.
- g Nonregulated sewer income should be reported as Miscellaneous Nonoperating Income, Account 421.
- g If amount of Contributed Plant . ÁWater (421) does not match the total Additions During Year entered on Water Utility Plant in Service . ÁPlant Financed by Contributions, please provide a detailed explanation. Please see the help guide for more information.

Description (a)	Earnings (216.1) (b)	Contributions (216.2) (c)	Total This Year (d)
Interest on Long-Term Debt (427)			
Derived	879,680		879,680
Total (Acct. 427)	879,680	0	879,680
Amortization of Premium on DebtCr. (429)			
Bonds	32,872		32,872
Total (Acct. 429)	32,872	0	32,872
Interest on Debt to Municipality (430)			
Derived	3,718		3,718
Total (Acct. 430)	3,718	0	3,718
Other Interest Expense (431)			
Derived	0		0
Total (Acct. 431)	0	0	0
TOTAL INTEREST CHARGES	850,526	0	850,526
NET INCOME	118,307	32,400	150,707
EARNED SURPLUS			
Unappropriated Earned Surplus (Beginning of Year) (216)			
Derived	44,575,112	15,613,647	60,188,759
Total (Acct. 216)	44,575,112	15,613,647	60,188,759
Balance Transferred from Income (433)			
Derived	118,307	32,400	150,707
Total (Acct. 433)	118,307	32,400	150,707
UNAPPROPRIATED EARNED SURPLUS (END OF YEAR)	44,693,419	15,646,047	60,339,466

Page 3 of Sched

## **Income Statement Account Details**

- Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.
- g Nonregulated sewer income should be reported as Miscellaneous Nonoperating Income, Account 421.
- If amount of Contributed Plant. ÁWater (421) does not match the total Additions During Year entered on Water Utility Plant in Service. ÁPlant Financed by Contributions, please provide a detailed explanation. Please see the help guide for more information.

#### Income Statement Account Details (Page F-02)

Amount of Contributed Plant ËWater (421) does not match the total Additions During Year entered on Water Utility Plant in Service Ë Plant Financed by Contributions, please explain fully.

Remaining American Rescue Plan Act (ARPA) funds in the amount of \$270,987 were spent in 2024 for construction work on the Raw Water Improvement Project. Total ARPA funds received for this project were \$9,550,000 and were initially recorded in the unearned revenue account and then recognized as contribution revenue as the funds were spent. \$22,500 was received from Focus on Energy.

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# Income from Merchandising, Jobbing & Contract Work (Accts. 415-416)

Particulars (a)	Water (b)	Electric (c)	Gas (d)	Sewer (e)	Total (f)
Revenues					
Revenues (account 415)					0
Cost and Expenses of Merchandising, Jobbing and Contract Work (416)					
Cost of merchandise sold					0
Payroll					0
Materials	1,233,213				1,233,213
Taxes					0
Total costs and expenses	1,233,213	0	0	0	1,233,213
Net Income (or loss)	(1,233,213)	0	0	0	(1,233,213)

# Income from Merchandising, Jobbing & Contract Work (Accts. 415-416)

Income from Merchandising, Jobbing & Contract Work (Accts. 415-416) (Page F-03)

General Footnote

Expenses paid to plumbing contractors for the replacement of lead water service laterals.

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# **Revenues Subject to Wisconsin Remainder Assessment**

- g Ü^][ˈo͡ˈsaææá∱^&^••æ'Át[Ásæèšˈ|ææ^Á^ç^}`^Á\* à bó·soÁt[Á\* ã·st]•ājÁ^{ æājå^¦Áæ••^••{ ^}o´, o´, `', `æ) oÁt[Á\* ã ÉÀÚææÁhÆJÎ ÉÈÍ ÇCDÁæjåÁ\* ã·ÉÉ Admin. Code Ch. PSC 5.
- g If the sewer department is not regulated by the PSC, do not report sewer department in data column (d).

Description (a)	Water Utility (b)	Electric Utility (c)	Gas Utility (d)	Sewer Utility (Regulated Only (e)	Total (f)	
Total operating revenues	11,691,482				11,691,482	1
Less: interdepartmental sales	0				0	2
Less: interdepartmental rents	0				0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)					0	4
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 -or-Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained	1,864				1,864	5
Revenues subject to Wisconsin Remainder Assessment	11,689,618	0	0	0	11,689,618	6

## **Distribution of Total Payroll**

- Amounts charged to Utility Financed and to Contributed Plant accounts should be combined and reported in plant or accumulated depreciation accounts.
- Amount originally charged to clearing accounts as shown in column (b) should be shown as finally distributed in column (c). g
- The amount for clearing accounts in column (c) is entered as a negative for account "Clearing Accounts" and the distributions to accounts on all other lines in column (c) will be positive with the total of column (c) being zero.
- Provide additional information in the schedule footnotes when necessary. g
- Please see the help guide for examples of how to break out shared costs. g

Accounts Charged (a)	Direct Payroll Distribution (b)	Allocation of Amounts Charged Clearing Accts. (c)	Total (d)	
Water operating expenses	2,397,897		2,397,897	1
Electric operating expenses			0	2
Gas operating expenses			0	3
Heating operating expenses			0	4
Sewer operating expenses			0	5
Merchandising and jobbing			0	6
Other nonutility expenses			0	7
Water utility plant accounts	142,178		142,178	8
Electric utility plant accounts			0	9
Gas utility plant accounts			0	10
Heating utility plant accounts			0	11
Sewer utility plant accounts			0	12
Accum. prov. for depreciation of water plant			0	13
Accum. prov. for depreciation of electric plant			0	14
Accum. prov. for depreciation of gas plant			0	15
Accum. prov. for depreciation of heating plant			0	16
Accum. prov. for depreciation of sewer plant			0	17
Clearing accounts			0	18
All other accounts			0	19
Total Payroll	2,540,075	0	2,540,075	20

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## Full-Time Employees (FTE)

- Use FTE numbers where FTE stands for Full-Time Employees or Full-Time Equivalency. FTE can be computed by using total hours worked/2080 hours for a fiscal year. Estimate to the nearest hundredth. If an employee works part time for more than one industry then determine FTE based on estimate of hours worked per industry.
- Example: An employee worked 35% of their time on electric jobs, 30% on water jobs, 20% on sewer jobs and 15% on municipal nonutility jobs. The FTE by industry would be .35 for electric, .30 for water and .20 for sewer.

Industry (a)	FTE (b)
Water	31.0
Electric	
Gas	
Sewer	

## **Full-Time Employees (FTE)**

- g Use FTE numbers where FTE stands for Full-Time Employees or Full-Time Equivalency. FTE can be computed by using total hours worked/2080 hours for a fiscal year. Estimate to the nearest hundredth. If an employee works part time for more than one industry then determine FTE based on estimate of hours worked per industry.
- g Example: An employee worked 35% of their time on electric jobs, 30% on water jobs, 20% on sewer jobs and 15% on municipal nonutility jobs. The FTE by industry would be .35 for electric, .30 for water and .20 for sewer.

#### Full-Time Employees (FTE) (Page F-06)

#### **General Footnote**

Sheboygan Water Utility has three elected commissioners who are not full time employees.

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# **Balance Sheet**

Assets and Othe Debits (a)	Balance End of Year (b)	Balance First of Year (c)
ASSESTS AND OTHER DEBITS	(-)	
UTILITY PLANT		
Utility Plant (101)	126,835,092	120,563,373
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (111)	31,746,093	29,557,298
Utility Plant Acquisition Adjustments (117-118)	0	0
Other Utility Plant Adjustments (119)	0	0
"BYhil hj`]hmiD`Uoh	95,088,999	91,006,075
OTHER PROPERTY AND INVESTMENTS		
Nonutility Property (121)	0	0
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	0	0
Investment in Municipality (123)	0	O
Other Investments (124)	0	0
Sinking Funds (125)	574,394	612,360
Depreciation Fund (126)	0	0
Other Special Funds (128)	0	0
``HchU`Ch\Yf`DfcdYfhmiUbX`±bjYghaYbhg	574,394	612,360
CURRENT AND ACCRUED ASSETS		
Cash (131)	0	0
Special Deposits (134)	0	0
Working Funds (135)	0	C
Temporary Cash Investments (136)	8,429,609	8,584,304
Notes Receivable (141)	0	0
Customer Accounts Receivable (142)	1,970,675	1,755,127
Other Accounts Receivable (143)	905,227	773,159
Accumulated Provision for Uncollectible AccountsCr. (144)	0	0
Receivables from Municipality (145)	271,099	269,500
Plant Materials and Operating Supplies (154)	248,690	231,559
Merchandise (155)	0	O
Other Materials and Supplies (156)	0	O
Stores Expense (163)	0	O
Prepayments (165)	28,143	32,411
Interest and Dividends Receivable (171)	0	0
Accrued Utility Revenues (173)	0	0
Miscellaneous Current and Accrued Assets (174)	2,388,326	2,648,031
∵HchUʻ7 iffYbhʻUbXʻ5 WWiYiYXʻ5 ggYhg	14,241,769	14,294,091
DEFERRED DEBITS		
Unamortized Debt Discount and Expense (181)	0	0
Extraordinary Property Losses (182)	0	0
Preliminary Survey and Investigation Charges (183)	0	0
Clearing Accounts (184)	0	0
Temporary Facilities (185)	0	0
Miscellaneous Deferred Debits (186)	281,450	105,430
"HcHJ'8 YZYffYX'8 YV]hg	281,450	105,430

# **Balance Sheet**

Liabilities and Othe Credits (a)	Balance End of Year (b)	Balance First of Year (c)
LIABILITIES AND OTHER CREDITS		
PROPRIETARY CAPITAL		
Capital Paid in by Municipality (200)	3,181,819	3,181,819
Appropriated Earned Surplus (215)	0	0
Unappropriated Earned Surplus (216)	60,339,466	60,188,759
՝՝HctՄ՝Dfcdf]YfUfm7 Ud]fՄ	63,521,285	63,370,578
LONG-TERM DEBT		
Bonds (221)	41,361,694	33,448,209
Advances from Municipality (223)	72,871	94,450
Other Long-Term Debt (224)	0	0
∵HchJ`@cb[ !HYfa ˈ8 YVh	41,434,565	33,542,659
CURRENT AND ACCRUED LIABILITIES		
Notes Payable (231)	0	0
Accounts Payable (232)	432,172	4,202,353
Payables to Municipality (233)	0	0
Customer Deposits (235)	0	0
Taxes Accrued (236)	1,163,605	1,032,425
Interest Accrued (237)	171,052	129,533
Tax Collections Payable (241)	0	0
Miscellaneous Current and Accrued Liabilities (242)	1,738,733	1,618,098
"HchU"7 iffYbhUbX'5 WWNiYX'@[UV]"]h]Yg	3,505,562	6,982,409
DEFERRED CREDITS		
Unamortized Premium on Debt (251)	100,498	133,370
Customer Advances for Construction (252)	0	270,987
Other Deferred Credits (253)	763,384	900,395
"HchJ'8 YZ/ffYX'7 fYX]hg	863,882	1,304,752
OPERATING RESERVES		
Property Insurance Reserve (261)	0	0
Injuries and Damages Reserve (262)	0	0
Pensions and Benefits Reserve (263)	0	0
Miscellaneous Operating Reserves (265)	861,318	817,558
"HchJ"CdYfUnjb[ 'FYgYfj Yg	861,318	817,558
"HCH5@@456=@4H+9G'5B8"CH-<9F'7F98+HG	110,186,612	106,017,956

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# **Net Utility Plant**

g Report utility plant accounts and related accumulated provisions for depreciation and amortization after allocation of common plant accounts and related provisions for depreciation and amortization to utility departments as of December 31.

Particulars (a)	Water (b)	Electric (c)	Gas (d)	Sewer (e)
First of Year				
Total Utility Plant - First of Year	120,563,373	0	0	0
	120,563,373	0	0	0
Plant Accounts				
Utility Plant in Service - Financed by Utility Operations or by the Municipality (101.1)	108,004,067			
Utility Plant in Service - Contributed Plant (101.2)	17,994,053			
Utility Plant Purchased or Sold (102)				
Utility Plant Leased to Others (104)				
Property Held for Future Use (105)				
Completed Construction not Classified (106)				
Construction Work in Progress (107)	836,972			
Total Utility Plant	126,835,092	0	0	0
Accumulated Provision for Depreciation and Amortization				
Accumulated Provision for Depreciation of Utility Plant in Service - Financed by Utility Operations or by the Municipality (111.1)	29,320,551			
Accumulated Provision for Depreciation of Utility Plant in Service - Contributed Plant (111.2)	2,425,542			
Accumulated Provision for Depreciation of Utility Plant Leased to Others (112)				
Accumulated Provision for Depreciation of Property Held for Future Use (113)				
Accumulated Provision for Amortization of Utility Plant in Service (114)				
Accumulated Provision for Amortization of Utility Plant Leased to Others (115)				
Accumulated Provision for Amortization of Property Held for Future Use (116)				
Total Accumulated Provision	31,746,093	0	0	0
Accumulated Provision for Depreciation and Amortization				
Utility Plant Acquisition Adjustments (117)				
Accumulated Provision for Amortization of Utility Plant Acquisition Adjustments (118)				
Other Utility Plant Adjustments (119)				
Total Other Utility Plant Accounts	0	0	0	0
Net Utility Plant	95,088,999	0	0	0

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# Accumulated Provision for Depreciation of Utility Plant on Utility Plant Financed by Utility Operations or by the Municipality (Acct. 111.1)

Depreciation Accruals (Credits) during the year (111.1):

- g Report the amounts charged in the operating sections to Depreciation Expense (403).
- $\ensuremath{\mathtt{g}}$   $\ensuremath{\mathtt{If}}$  sewer operations are nonregulated, do not report sewer depreciation on this schedule.
- g Report the Depreciation Expense on Meters charged to sewer operations as an addition in the Water Column. If the sewer is also a regulated utility by the PSC, report an equal amount as a reduction in the Sewer column.
- g Report all other accruals charged to other accounts, such as to clearing accounts.

Description (a)	Water (b)	Electric (c)	Gas (d)	Sewer (e)	Total (f)	
Balance First of Year (111.1)	27,392,843	0	0	0	27,392,843	1
Credits during year						2
Charged Depreciation Expense (403)	1,953,604				1,953,604	3
Depreciation Expense on Meters Charged to Sewer	202,907				202,907	2
Salvage	0				0	5
Depreciation Charged to Equipment Clearing	27,802				27,802	6
Total credits	2,184,313	0	0	0	2,184,313	7
Debits during year						8
Book Cost of Plant Retired	256,605				256,605	ç
Cost of Removal	0				0	10
Total debits	256,605	0	0	0	256,605	11
Balance end of year (111.1)	29,320,551	0	0	0	29,320,551	12

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# Accumulated Provision for Depreciation of Utility Plant on Contributed Plant in Service (Acct. 111.2)

Depreciation Accruals (Credits) during the year (111.2):

- g Report the amounts charged in the operating sections to Other Income Deductions (426).
- g If sewer operations are nonregulated, do not report sewer depreciation on this schedule.
- g Report the Depreciation Expense on Meters charged to sewer operations as an addition in the Water Column. If the sewer is also a regulated utility by the PSC, report an equal amount as a reduction in the Sewer column.
- g Report all other accruals charged to other accounts, such as to clearing accounts.

Description (a)	Water (b)	Electric (c)	Gas (d)	Sewer (e)	Total (f)
Balance First of Year (111.2)	2,164,455	0	0	0	2,164,455
Credits during year					
Charged Other Income Deductions (426)	261,087				261,087
Depreciation Expense on Meters Charged to Sewer					0
Salvage	0				0
Total credits	261,087	0	0	0	261,087
Debits during year					
Book Cost of Plant Retired	0				0
Cost of Removal	0				0
Total debits	0	0	0	0	0
Balance end of year (111.2)	2,425,542	0	0	0	2,425,542

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# **Net Nonutility Property (Accts. 121 & 122)**

- g Report separately each item of property with a book cost of \$5,000 or more included in account 121.
- g Other items may be grouped by classes of property.
- g Describe in detail any investment in sewer department carried in this account.

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	0			0	1
Total Nonutility Property (121)	0	0	0	0	2
Less accum. prov. depr. & amort. (122)	0			0	3
Net Nonutility Property	0	0	0	0	4

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# Accumulated Provision for Uncollectible Accounts-Cr. (Acct. 144)

Description (a)	Amount (b)	
Balance first of year	0	
Additions		
Provision for uncollectibles during year	0	
Collection of accounts previously written off: Utility Customers	0	
Collection of accounts previously written off: Others	0	
Total Additions	0	
Accounts Written Off		
Accounts written off during the year: Utility Customers	0	
Accounts written off during the year: Others	0	
Total Accounts Written Off	0	
Balance End of Year	0	

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# Accumulated Provision for Uncollectible Accounts-Cr. (Acct. 144)

Accumulated Provision for Uncollectible Accounts-Cr. (Acct. 144) (Page F-12)

### **General Footnote**

The Sheboygan Water Utility uses the tax roll process, adding delinquent amounts to the tax roll, therefore no provision is made for uncollectible accounts.

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# **Materials and Supplies**

Account (a)	Generation (b)	Transmission (d)	Distribution (d)	Other (e)	Total End of Year (f)	Amount Prior Year (g)	
Electric Utility							
Fuel (151)					0	0	
Fuel stock expenses (152)					0	0	
Plant mat. & oper. sup. (154)					0	0	=
Total Electric Utility	(	0	0		0 0	0	

Account	Total End of Year	Amount Prior Year
Electric utility total	0	0
Water utility (154)	248,690	231,559
Sewer utility (154)		
Heating utility (154)		
Gas utility (154)		
Merchandise (155)		
Other materials & supplies (156)		
Stores expense (163)		
Total Material and Supplies	248,690	231,559

# Unamortized Debt Discount & Expense & Premium on Debt (Accts. 181 and 251)

Report net discount and expense or premium separately for each security issue.

### Written Off During Year

Debt Issue to Which Related (a) Unamortized debt discount & expense (181)	Amount (b)	Account Charged or Credited (c)	Balance End of Year (d)
None		-	
Total		0	0
Unamortized premium on debt (251)			
Bond Premium	32,87	2 426	100,498
Total	32,87	2	100,498

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# Capital Paid in by Municipality (Acct. 200)

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D, sewer and privates) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

	Description (a)	Amount (b)	
Balance first of year		3,181,819	1
Balance end of year		3,181,819	2

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# Capital Paid in by Municipality (Acct. 200)

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D, sewer and privates) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

### Capital Paid in by Municipality (Acct. 200) (Page F-15)

#### **General Footnote**

Capital paid in by municipality includes \$1,541,118 capital contribution in 2019 from municipality of water main and hydrants in the SouthPointe Enterprise Campus. Remaining \$1,640,701 are contributions for projects in years prior to 2019.

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# Bonds (Acct. 221)

- g Report information required for each separate issue of bonds.
- g If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.
- g Proceeds advanced by the municipality from sale of general obligation bonds, if repayable by utility, should be included in account 223.
- g Enter interest rates in decimal form. For example, enter 6.75% as 0.0675

Description of Issue (a)	Date of Issue (b)	Final Maturity Date (c)	Interest Rate (d)	Principal Amount End of Year (e)	
2013 WATER UTILITY REVENUE BONDS	04/03/2013	05/01/2033	2.00%	1,580,000	1
2015 SAFE DRINKING WATER LOAN	05/13/2015	05/01/2035	1.65%	1,803,423	2
2016 WATER UTILITY REVENUE BONDS	04/20/2016	04/20/2025	1.64%	215,000	3
2018 WATER UTILITY REVENUE BONDS	05/01/2018	05/01/2033	4.00%	2,755,000	4
2022 SAFE DRINKING WATER LOAN	06/22/2022	05/01/2052	2.15%	35,008,271	5
Total				41,361,694	6

# **Notes Payable & Miscellaneous Long-Term Debt**

- g Report each class of debt included in Accounts 223, 224 and 231.
- g Proceeds of general obligation issues, if subject to repayment by the utility, should be included in Account 223.
- $g \hspace{0.5cm} \hbox{ If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.} \\$
- g Enter interest rates in decimal form. For example, enter 6.75% as 0.0675

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
Advances from Municipality (223)					1
UNFUNDED PENSION	03/15/2008	03/15/2027	2.00%	72,871	2
Total for Account 223				72,871	3

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# Taxes Accrued (Acct. 236)

Description (a)	Amount (b)
Balance first of year	1,032,425
Charged water department expense	1,316,081
Charged electric department expense	
Charged gas department expense	
Charged sewer department expense	30,719
otal accruals and other credits	1,346,800
County, state and local taxes	1,032,477
Social Security taxes	170,881
PSC Remainder Assessment	12,262
Gross Receipts Tax	
otal payments and other debits	1,215,620
Balance end of year	1,163,605

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# Interest Accrued (Acct. 237)

- g Report below interest accrued on each utility obligation.
- g Report customer deposits under account 235.

Description of Issue (a)	Interest Accrued Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Interest Accrued Balance End of Year (e)	
Bonds (221)	0	0	0	0	1
2013 WATER UTILITY REVENUE BOND	9,196	52,175	52,925	8,446	2
2015 SAFE DRINKING WATER LOAN \$3,122,030	5,368	30,573	30,981	4,960	3
2016 WATER UTILITY REVENUE BONDS \$2,115,000	1,264	5,035	5,672	627	4
2018 WATER UTILITY REVENUE BONDS \$4,705,000	18,606	102,304	104,638	16,272	5
2022 SAFE DRINKING WATER LOAN \$39,430,018	90,944	689,593	643,129	137,408	6
Subtotal Bonds (221)	125,378	879,680	837,345	167,713	7
Advances from Municipality (223)	0	0	0	0	8
UNFUNDED PENSION	4,155	3,718	4,534	3,339	9
Subtotal Advances from Municipality (223)	4,155	3,718	4,534	3,339	10
Other Long-Term Debt (224)	0	0	0	0	11
None				0	12
Subtotal Other Long-Term Debt (224)	0	0	0	0	13
Notes Payable (231)	0	0	0	0	14
None				0	15
Subtotal Notes Payable (231)	0	0	0	0	16
Customer Deposits (235)	0	0	0	0	17
None				0	18
Subtotal Customer Deposits (235)	0	0	0	0	19
Total	129,533	883,398	841,879	171,052	20

### **Balance Sheet Detail - Other Accounts**

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Description (a)	Balance End of Year (b)
Sinking Funds (125)	0
Bond Reserve Fund	574,394
Total (Acct. 125)	574,394
Cash and Working Funds (131 )	0
Cash	
otal (Acct. 131 )	0
Temporary Cash Investments (136)	0
Temporary Cash Investments	8,429,609
otal (Acct. 136)	8,429,609
Customer Accounts Receivable (142)	0
Water	1,970,675
otal (Acct. 142)	1,970,675
Other Accounts Receivable (143)	0
Sewer (Non-regulated)	
Merchandising, jobbing and contract work	905,227 *
otal (Acct. 143)	905,227
Receivables from Municipality (145)	0
Receivables for water main, laterals, and PFP	271,099 *
otal (Acct. 145)	271,099
Prepayments (165)	0
Prepayments	28,143
otal (Acct. 165)	28,143
liscellaneous Current and Accrued Assets (174)	0
Deferred Outflow - OPEB	510,023
Deferred Outflow - Pension	1,878,303
otal (Acct. 174)	2,388,326
liscellaneous Deferred Debits (186)	0
Cumulative Effect - GASB 68	281,450
otal (Acct. 186)	281,450
Accounts Payable (232)	0
Accounts Payable	432,172
otal (Acct. 232 )	432,172

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## **Balance Sheet Detail - Other Accounts**

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Miscellaneous Current and Accrued Liabilities (242)	0
Accrued Payroll	151,873
Deferred Inflow - OPEB	205,681
Deferred Inflow - Pension	1,381,179
Total (Acct. 242)	1,738,733
Other Deferred Credits (253)	0
Regulatory Liability	0
Cumulative Effect - GASB 75	110,941
Net OPEB Liability	439,622
Net Pension Liability	212,821
Total (Acct. 253)	763,384
Miscellaneous Operating Reserves (265)	0
Accrued Vacation & Sick Leave	861,318
Fotal (Acct. 265)	861,318

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### **Balance Sheet Detail - Other Accounts**

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

### Balance Sheet Detail - Other Accounts (Page F-22)

Explain amounts in Accounts 143, 145 and/or 233 in excess of \$10,000. Provide a short list or detailed description, but do not use terms such as other revenues, general, miscellaneous, or repeat the account title.

Acct #143 pertains to accounts receivable for loans to customers from the DNR Safe Drinking Water Loan Program for replacing lead water service laterals in the City of Sheboygan.

Acct #145 pertains to receivables from the City of Sheboygan for water main assessments, water lateral assessments, shared locating services, and charges for billing and collecting sewer and garbage payments.

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## **Return on Rate Base Computation**

- g The data used in calculating rate base are averages.
- g Calculate those averages by summing the first-of-year and the end-of-year figures for each account and then dividing the sum by two.
- g For municipal utilities, do not include contributed plant in service, property held for future use, or construction work in progress with utility plant in service. These are not rate base components.
- g For private utilities, do not include property held for future use, or construction work in progress with utility plant in service. These are not rate base components.

Average Rate Base (a)	Water (b)	Electric (c)	Gas (d)	Sewer (e)	Total (f)
Add Average					
Utility Plant in Service (101.1)	89,754,895				89,754,895
Materials and Supplies	240,124				240,124
Less Average					
Reserve for Depreciation (111.1)	28,356,697				28,356,697
Customer Advances for Construction					0
Regulatory Liability	0				0
Average Net Rate Base	61,638,322	0	0	0	61,638,322
Net Operating Income	2,038,187				2,038,187
Net Operating Income as a percent of Average Net Rate Base	3.31%	N/A	N/A	N/A	3.31%

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# Regulatory Liability - Pre-2003 Historical Accumulated Depreciation on Contributed Utility Plant (253)

Description (a)	Water (b)	Electric (c)	Gas (d)	Sewer (e)	Total (f)	
Balance First of Year	0	0	0	0	0	
Credits During Year					0	2
None					0	3
Charges (Deductions)					0	2
Miscellaneous Amortization (425)					0 *	5
Balance End of Year	0	0	0	0	0	6

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# Regulatory Liability - Pre-2003 Historical Accumulated Depreciation on Contributed Utility **Plant (253)**

Regulatory Liability - Pre-2003 Historical Accumulated Depreciation on Contributed Utility Plant (253) (Page F-25) **General Footnote** 

These contributed plant assets were fully depreciated as of 12/31/2023.

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## Important Changes During the Year

#### Report changes of any of the following types:

1. Acquisitions NONE

2. Leaseholder changes

NONE

3. Extensions of service

NONE

4. Estimated changes in revenues due to rate changes

A two phase rate increase was approved by the Public Service Commission of Wisconsin to provide for a phase I rate of return of 3.8% effective April 1, 2024, and total rate of return at phase II of 6% effective April 1, 2025. Since the last rate increase, operating revenues have decreased, while the Utility has experienced significant increasing operating costs and has continued to invest in system replacements and improvements, including the historic Raw Water Improvement Project, replacing one of the original intake pipes in Lake Michigan.

5. Obligations incurred or assumed, excluding commercial paper

Sheboygan Water Utility submitted an application to the WDNR Safe Drinking Water Loan Program on June 21, 2023, to provide \$3,092,987 in principal forgiveness and loans to property owners for lead service line replacement in the City of Sheboygan and completed in 2023, 2024, and 2025 in disadvantaged census tracts. Closing of the SDWLP Financial Assistance Agreement is scheduled for January 29, 2025. Sheboygan Water Utility submitted a WDNR Safe Drinking Water Loan Program application on June 30, 2024 for funding replacement of filters 7, 8, and 9, along with filter building roof beam reconstruction in the amount of \$5,000,000. And finally, Sheboygan Water Utility submitted an application to the WDNR Safe Drinking Water Loan Program on June 28, 2024, to provide \$4,965,000 in principal forgiveness and loans to property owners for lead service line replacement in the City of Sheboygan completed in 2025 in disadvantaged census tracts.

6. Formal proceedings with the Public Service Commission

7. Any additional matters

None

# **Water Operating Revenues & Expenses**

Description (a)	This Year (b)	Last Year (c)
Operating Revenues - Sales of Water		
Sales of Water (460-467)	11,445,924	10,196,668
Total Sales of Water	11,445,924	10,196,668
Other Operating Revenues		
Forfeited Discounts (470)	143,737	112,599
Rents from Water Property (472)	31,278	30,367
Interdepartmental Rents (473)	0	0
Other Water Revenues (474)	70,543	84,002
Total Other Operating Revenues	245,558	226,968
Total Operating Revenues	11,691,482	10,423,636
Operation and Maintenenance Expenses		
Source of Supply Expense (600-617)	3,530	20,615
Pumping Expenses (620-633)	1,017,902	940,497
Water Treatment Expenses (640-652)	1,979,602	1,882,900
Transmission and Distribution Expenses (660-678)	1,381,967	1,703,421
Customer Accounts Expenses (901-906)	345,361	293,363
Sales Expenses (910)	0	0
Administrative and General Expenses (920-932)	1,655,248	1,584,521
Total Operation and Maintenenance Expenses	6,383,610	6,425,317
Other Operating Expenses		
Depreciation Expense (403)	1,953,604	1,504,778
Amortization Expense (404-407)		
Taxes (408)	1,316,081	1,163,186
Total Other Operating Expenses	3,269,685	2,667,964
Total Operating Expenses	9,653,295	9,093,281
NET OPERATING INCOME	2,038,187	1,330,355

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## **Water Operating Revenues - Sales of Water**

- g Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
- g Report estimated gallons for unmetered sales.
- g Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified multifamily residential.
- g Account 460, Unmetered Sales to General Customers Gallons of Water Sold should not include in any way quantity of water, i.e. metered or measured by tank of pool volume. The quantity should be estimated based on size of pipe, flow, foot of frontage, etc. Bulk water sales should be Account 460 if the quantity is estimated and should be Account 461 if metered or measured by volume. Water related to construction should be a measured sale of water (Account 461).
- g Report average number of individually-metered accounts (meters). The amount reported should be the average meter count. E.g. if a hospital has 5 meters, a total of 5 meters should be reported on this schedule in column b (Average No. of Customers).
- g Do not include meters or revenue billed under Schedule Am-1 (Additional Meter Rental Charge) in Account 461. Record revenues billed under Schedule Am-1 in Account 474.

Description (a)	Average No. Customer (b)	Thousand of Gallons of Water Sold (c)	Amount (d)
Unmetered Sales to General Customers (460)			
Residential (460.1)			
Commercial (460.2)			
Industrial (460.3)			
Public Authority (460.4)			
Multifamily Residential (460.5)			
Irrigation (460.6)			
Total Unmetered Sales to General Customers (460)	0	0	0
Metered Sales to General Customers (461)			
Residential (461.1)	17,128	707,424	2,980,132
Commercial (461.2)	1,302	228,929	724,804
Industrial (461.3)	152	2,241,005	5,029,200
Public Authority (461.4)	119	48,600	145,688
Multifamily Residential (461.5)	298	124,814	381,050
Irrigation (461.6)			
Total Metered Sales to General Customers (461)	18,999	3,350,772	9,260,874
Private Fire Protection Service (462)	299		131,728
Public Fire Protection Service (463)	19,150		938,587
Other Water Sales (465)			
Sales for Resale (466)	8	562,638	1,114,735
Interdepartmental Sales (467)			
Total Sales of Water	38,456	3,913,410	11,445,924

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# Sales for Resale (Acct. 466)

Use a separate line for each delivery point.

Customer Name (a)	Point of Delivery (b)	Thousands of Gallons Sold (c)	Revenues (d)	
Kohler Municipal Water Utility	TAYLOR DR & ERIE AVE	220,005	412,514	1
Sheboygan Falls Utilities	TAYLOR DR & HWY 23	342,633	702,221	2
Total		562,638	1,114,735	3

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# **Other Operating Revenues (Water)**

- g Report revenues relating to each account and fully describe each item using other than the account title.
- g Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D and privates) and all other lesser amounts grouped as Miscellaneous.
- g For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

Description (a)	Amount (b)
Public Fire Protection Service (463)	
Amount billed (usually per rate schedule F-1 or Fd-1)	813,814
Wholesale fire protection billed	124,773
Amount billed for fighting fires outside utility's service areas (usually per rate schedule F-2 or BW-1)	
Total Public Fire Protection Service (463)	938,587
Forfeited Discounts (470)	
Customer late payment charges	143,737
Total Forfeited Discounts (470)	143,737
Rents from Water Property (472)	
Rent of tower for cellular antennas	31,278
Total Rents from Water Property (472)	31,278
Interdepartmental Rents (473)	
None	
Total Interdepartmental Rents (473)	0
Other Water Revenues (474)	
Return on net investment in meters charged to sewer department	70,543
Total Other Water Revenues (474)	70,543

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#### Item 7.

# **Other Operating Revenues (Water)**

- Report revenues relating to each account and fully describe each item using other than the account title.
- Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D and privates) and all other lesser amounts grouped as Miscellaneous.
- For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

### Other Operating Revenues (Water) (Page W-04)

Explain all amounts in Account 474 in excess of \$10,000.

Acct 474 is revenue related to sewer only and sewer deduct charges, meter charges, and tap charges.

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# **Water Operation & Maintenance Expenses**

- g Fully explain each expense account that has a difference between This Year and the previous three year average that is greater than 15 percent and \$10,000 (class AB), 15 percent and \$5,000 (class C), 15 percent and \$1,000 (class D). Include a breakdown of costs that contributed to the difference.
- g Class C and class D report all expenses in Other Expense (column c).

Description (a)	Labor Expense (b)	Other Expense (c)	Total This Year (d)	Last Year (e)	
SOURCE OF SUPPLY EXPENSES					1
Operation Supervision and Engineering (600)			0	0	2
Operation Labor and Expenses (601)			0	0	3
Purchased Water (602)			0	0	4
Miscellaneous Expenses (603)			0	0	5
Rents (604)			0	0	6
Maintenance Supervision and Engineering (610)			0	0	7
Maintenance of Structures and Improvements (611)			0	0	8
Maintenance of Collecting and Impounding Reservoirs (612)			0	0	9
Maintenance of Lake, River and Other Intakes (613)		3,530	3,530	20,615 *	10
Maintenance of Wells and Springs (614)			0	0	11
Maintenance of Supply Mains (616)			0	0	12
Maintenance of Miscellaneous Water Source Plant (617)			0	0	13
Total Source of Supply Expenses	0	3,530	3,530	20,615	14
PUMPING EXPENSES					15
Operation Supervision and Engineering (620)	46,911		46,911	45,029	16
Fuel for Power Production (621)			0	0	17
Power Production Labor and Expenses (622)			0	0	18
Fuel or Power Purchased for Pumping (623)		527,569	527,569	555,638	19
Pumping Labor and Expenses (624)			0	0	20
Expenses TransferredCredit (625)			0	0	21
Miscellaneous Expenses (626)	2,999	68,892	71,891	68,508	22
Rents (627)			0	0	23
Maintenance Supervision and Engineering (630)	13,974		13,974	12,848	24
Maintenance of Structures and Improvements (631)	194,397	55,833	250,230	191,024 *	25
Maintenance of Power Production Equipment (632)			0	0	26
Maintenance of Pumping Equipment (633)	1,532	105,795	107,327	67,450 *	27
Total Pumping Expenses	259,813	758,089	1,017,902	940,497	28
WATER TREATMENT EXPENSES					29
Operation Supervision and Engineering (640)	63,986		63,986	48,491 *	30
Chemicals (641)		460,600	460,600	520,300	31
Operation Labor and Expenses (642)	583,883	334,272	918,155	1,012,685	32
Miscellaneous Expenses (643)	7,337	100,669	108,006	23,538 *	33
Rents (644)			0	0	34
Maintenance Supervision and Engineering (650)			0	0	35
Maintenance of Structures and Improvements (651)	54,149	1,991	56,140	52,836	36
Maintenance of Water Treatment Equipment (652)	1,131	371,584	372,715	225,050 *	37
Total Water Treatment Expenses	710,486	1,269,116	1,979,602	1,882,900	38
TRANSMISSION AND DISTRIBUTION EXPENSES					39
Operation Supervision and Engineering (660)	66,969		66,969	54,433 *	40

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# **Water Operation & Maintenance Expenses**

- g Fully explain each expense account that has a difference between This Year and the previous three year average that is greater than 15 percent and \$10,000 (class AB), 15 percent and \$5,000 (class C), 15 percent and \$1,000 (class D). Include a breakdown of costs that contributed to the difference.
- g Class C and class D report all expenses in Other Expense (column c).

Description (a)	Labor Expense (b)	Other Expense (c)	Total This Year (d)	Last Year (e)
Storage Facilities Expenses (661)	3,318	17,412	20,730	18,915
Transmission and Distribution Lines Expenses (662)	101,377	39,868	141,245	97,570 *
Meter Expenses (663)	43,108	3,219	46,327	33,017 *
Customer Installations Expenses (664)	33,210	150,478	183,688	706,009 *
Miscellaneous Expenses (665)	147,855	105,693	253,548	164,497 *
Rents (666)			0	0
Maintenance Supervision and Engineering (670)		3,799	3,799	2,197
Maintenance of Structures and Improvements (671)	70,783	26,619	97,402	109,614
Maintenance of Distribution Reservoirs and Standpipes (672)	42	56,146	56,188	1,454 *
Maintenance of Transmission and Distribution Mains (673)	231,054	180,312	411,366	431,403
Maintenance of Services (675)	723	3,571	4,294	2,173
Maintenance of Meters (676)	31,773	3,039	34,812	28,684
Maintenance of Hydrants (677)	7,766	53,833	61,599	53,455
Maintenance of Miscellaneous Plant (678)			0	0
Total Transmission and Distribution Expenses	737,978	643,989	1,381,967	1,703,421
CUSTOMER ACCOUNTS EXPENSES				
Supervision (901)	63,740		63,740	49,870 *
Meter Reading Expenses (902)	18,885	16,770	35,655	35,535
Customer Records and Collection Expenses (903)	142,170	101,706	243,876	206,210 *
Uncollectible Accounts (904)		1,864	1,864	1,748
Miscellaneous Customer Accounts Expenses (905)			0	0
Customer Service and Informational Expenses (906)		226	226	0
Total Customer Accounts Expenses	224,795	120,566	345,361	293,363
SALES EXPENSES				
Sales Expenses (910)			0	0
Total Sales Expenses	0	0	0	0
ADMINISTRATIVE AND GENERAL EXPENSES				
Administrative and General Salaries (920)	460,441		460,441	416,230
Office Supplies and Expenses (921)		26,475	26,475	24,450
Administrative Expenses TransferredCredit (922)			0	0
Outside Services Employed (923)		145,961	145,961	140,552
Property Insurance (924)		68,841	68,841	53,859 *
Injuries and Damages (925)		88,473	88,473	58,350 *
Employee Pensions and Benefits (926)		775,412	775,412	810,977
Regulatory Commission Expenses (928)		4,622	4,622	28,576 *
Duplicate ChargesCredit (929)			0	0
Miscellaneous General Expenses (930)	4,384	27,656	32,040	33,376
Rents (931)			0	0
Maintenance of General Plant (932)		52,983	52,983	18,151 *
Total Administrative and General Expenses	464,825	1,190,423	1,655,248	1,584,521

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Item 7.

# **Water Operation & Maintenance Expenses**

- g Fully explain each expense account that has a difference between This Year and the previous three year average that is greater than 15 percent and \$10,000 (class AB), 15 percent and \$5,000 (class C), 15 percent and \$1,000 (class D). Include a breakdown of costs that contributed to the difference.
- g Class C and class D report all expenses in Other Expense (column c).

Description	Labor Expense	Other Expense	Total This Year	Last Year	
(a)	(b)	(c)	(d)	(e)	
TOTAL OPERATION AND MAINTENANCE EXPENSES	2,397,897	3,985,713	6,383,610	6,425,317	81

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## **Water Operation & Maintenance Expenses**

- g Fully explain each expense account that has a difference between This Year and the previous three year average that is greater than 15 percent and \$10,000 (class AB), 15 percent and \$5,000 (class C), 15 percent and \$1,000 (class D). Include a breakdown of costs that contributed to the difference.
- g Class C and class D report all expenses in Other Expense (column c).

#### Water Operation & Maintenance Expenses (Page W-05)

Explain all This Year amounts that are more than 15% and \$10,000 higher or lower than the Last Year amount. Please see the help document for examples.

- Acct 613 decrease in 2024 due to increased expense in 2023 for added additional flow meter to intake pipe.
- Acct 631 increase in 2024 due to high lift vault piping maintenance.
- Acct 633 increase in 2024 due to maintenance of sludge pump at Park Ave.
- Acct 640 increase in 2024 due to new GASB for recording compensated absences.
- Acct 643 increase in 2024 due to evaluation of filter rehabilitation and underdrain comparison.
- Acct 652 increase in 2024 due to filter #3 and #4 IMS cap conversion and media replacement.
- Acct 660 increase in 2024 due to new GASB for recording compensated absences.
- Acct 662 increase in 2024 due to replacement of remote read hardware and software.
- Acct 663 increase in 2024 due to an increase in meters maintenance.
- Acct 664 decrease in 2024 due to non-operating expense for LSL replacement reclassified to another non-operating account.
- Acct 665 increase in 2024 due to equipment lease expense, new employee uniforms, and purchase of licenses for work order software.
- Acct 672 increase in 2024 due to Erie Avenue tank washing and maintenance.
- Acct 901 increase in 2024 due to new GASB for recording compensated absences.
- Acct 903 increase in 2024 due to addition of third party billing, and an increase in credit card fees.
- Acct 924 increase in 2024 due to an increase in liability insurance premiums and addition of cyber coverage.
- Acct 925 increase in 2024 due to an increase in worker's comp and liability insurance fees.
- Acct 928 decrease in 2024 due to increased costs in 2023 associated with a rate case filed with the PSC.
- Acct 932 increase in 2024 due to an increase in maintenance and grounds surrounding office building.

# Taxes (Acct. 408 - Water)

When allocation of taxes is made between departments, explain method used.

Description of Tax (a)	This Year (b)	Last Year (c)	
Property Tax Equivalent	1,163,605	1,032,426	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department	30,719	34,686	2
Net Property Tax Equivalent	1,132,886	997,740	3
Social Security	170,881	156,026	4
PSC Remainder Assessment	12,262	9,369	5
Town of Sheboygan Property Tax	52	51	6
Total Tax Expense	1,316,081	1,163,186	7

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## Water Property Tax Equivalent - Detail

- g No property tax equivalent shall be determined for sewer utilities or town sanitary district water utilities.
- g Tax rates are those issued in November (usually) of the year being reported and are available from the municipal treasurer. Report the tax rates in mills to six (6) decimal places.
- g The assessment ratio is available from the municipal treasurer. Report the ratio as a decimal to six (6) places.
- The utility plant balance first of year should include the gross book values of plant in service (total of utility financed and contributed plant), property held for future use and construction work in progress.
- An "other tax rate" is included in the "Net Local and School Tax Rate Calculation" to the extent that it is local. An example is a local library tax. Fully explain the rate in the Property Tax Equivalent schedule footnotes.
- g Property Tax Equivalent Total

		COU	NTY: SHEBOYGAN(1)
SUMMARY OF TAX RATES			PROPERTY TAX
1. State Tax Rate	mills	0.000000	12. Local Tax Ra
2. County Tax Rate	mills	3.546374	13. Combined Sc
3. Local Tax Rate	mills	6.622345	14. Other Tax Ra
4. School Tax Rate	mills	5.549280	15. Total Local &
5. Vocational School Tax Rate	mills	0.560204	16. Total Tax Rat
6. Other Tax Rate - Local	mills	0.000000	17. Ratio of Loca
7. Other Tax Rate - Non-Local	mills	0.000000	18. Total Tax Net
8. Total Tax Rate	mills	16.278203	19. Net Local and
9. Less: State Credit	mills	1.258639	20. Utility Plant, Ja
11. Net Tax Rate	mills	15.019564	21. Materials & Su

PROPERTY TAX EQUIVALENT CALCULATION	N	
12. Local Tax Rate	mills	6.622345
13. Combined School Tax Rate	mills	6.109484
14. Other Tax Rate - Local	mills	0.000000
15. Total Local & School Tax Rate	mills	12.731829
16. Total Tax Rate	mills	16.278203
17. Ratio of Local and School Tax to Total	dec.	0.782140
18. Total Tax Net of State Credit	mills	15.019564
19. Net Local and School Tax Rate	mills	11.747397
20. Utility Plant, Jan 1	\$	120,563,373
21. Materials & Supplies	\$	231,559
22. Subtotal	\$	120,794,932
23. Less: Plant Outside Limits	\$	18,942,459
24. Taxable Assets	\$	101,852,473
25. Assessment Ratio	dec.	0.972506
26. Assessed Value	\$	99,052,141
27. Net Local and School Tax Rate	mills	11.747397
28. Tax Equiv. Computed for Current Year	\$	1,163,605

PROPERTY TAX EQUIVALENT - TOTAL	
PROPERTY TAX EQUIVALENT CALCULATION	
1. Utility Plant, Jan 1	\$ 120,563,373
2. Materials & Supplies	\$ 231,559
3. Subtotal	\$ 120,794,932
4. Less: Plant Outside Limits	\$ 18,942,459
5. Taxable Assets	\$ 101,852,473
6. Assessed Value	\$ 99,052,141
7. Tax Equiv. Computed for Current Year	\$ 1,163,605
8. Tax Equivalent per 1994 PSC Report	\$ 560,533
9. Amount of Lower Tax Equiv. as Authorized by Municipality for Current Year (see notes)	\$
10. Tax Equivalent for Current Year (see notes)	\$ 1,163,605

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# Water Utility Plant in Service - Plant Financed by Utility or Municipality

- g All adjustments, corrections and reclassifications (including to/from plant financed by contributions) should be reported in Column (e), Adjustments.
- g Explain fully as a footnote the nature of all entries reported in Column (e), Adjustments.
- g For each account over \$50,000 (class AB) or \$25,000 (class C) or \$10,000 (class D), explain in the footnotes section the dollar additions and retirements. If applicable, the footnotes should cite construction authorization, complete with PSC docket number.
- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.
- g The treatment plant accounts have changed since 2008 and that they should confirm the dollar amounts are in the right account.
- g PSC Uniform System of Accounts

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	Retirements During Year (d)	Adjustments Increase or (Decrease) (e)	Balance End of Year (f)
NTANGIBLE PLANT					
Organization (301)	0				0
Franchises and Consents (302)	0				0
Miscellaneous Intangible Plant (303)	0				0
Total Intangible Plant	0	0	0	0	0
SOURCE OF SUPPLY PLANT					
Land and Land Rights (310)	0				0
Structures and Improvements (311)	0	5,607,891			5,607,891 *
Collecting and Impounding Reservoirs (312)	0				0
Lake, River and Other Intakes (313)	627,615	19,220,964			19,848,579 *
Wells and Springs (314)	0				0
Supply Mains (316)	0				0
Other Water Source Plant (317)	0				0
Total Source of Supply Plant	627,615	24,828,855	0	0	25,456,470
PUMPING PLANT					
Land and Land Rights (320)	2,475				2,475
Structures and Improvements (321)	2,688,814	5,941,947			8,630,761 *
Other Power Production Equipment (323)	553,250	382,342			935,592 *
Electric Pumping Equipment (325)	2,526,073	3,642,307			6,168,380 *
Diesel Pumping Equipment (326)	0				0
Other Pumping Equipment (328)	653,951				653,951
Total Pumping Plant	6,424,563	9,966,596	0	0	16,391,159
WATER TREATMENT PLANT					
Land and Land Rights (330)	13,330				13,330
Structures and Improvements (331)	5,067,448				5,067,448
Sand or Other Media Filtration Equipment (332)	6,249,505		79,280		6,170,225 *
Membrane Filtration Equipment (333)	0				0
Other Water Treatment Equipment (334)	1,688,611	831,543			2,520,154 *
Total Water Treatment Plant	13,018,894	831,543	79,280	0	13,771,157
TRANSMISSION AND DISTRIBUTION PLANT					_
Land and Land Rights (340)	379,889				379,889
Structures and Improvements (341)	850,673				850,673
Distribution Reservoirs and Standpipes (342)	6,672,505				6,672,505
Transmission and Distribution Mains (343)	33,254,320	144,677	10,790		33,388,207 *
Services (345)	0				0
Meters (346)	4,853,435	358,211	110,810		5,100,836 *

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# Water Utility Plant in Service - Plant Financed by Utility or Municipality

- g All adjustments, corrections and reclassifications (including to/from plant financed by contributions) should be reported in Column (e), Adjustments.
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- g For each account over \$50,000 (class AB) or \$25,000 (class C) or \$10,000 (class D), explain in the footnotes section the dollar additions and retirements. If applicable, the footnotes should cite construction authorization, complete with PSC docket number.
- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.
- g The treatment plant accounts have changed since 2008 and that they should confirm the dollar amounts are in the right account.
- g PSC Uniform System of Accounts

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	Retirements During Year (d)	Adjustments Increase or (Decrease) (e)	Balance End of Year (f)
Hydrants (348)	2,523,264	20,903	1,090		2,543,077
Other Transmission and Distribution Plant (349)	0				0
Total Transmission and Distribution Plant	48,534,086	523,791	122,690	0	48,935,187
GENERAL PLANT					
Land and Land Rights (389)	0				0
Structures and Improvements (390)	603,349				603,349
Office Furniture and Equipment (391)	91,269	6,483	9,141		88,611
Computer Equipment (391.1)	207,539	6,518			214,057
Transportation Equipment (392)	552,612	91,746	18,597		625,761 *
Stores Equipment (393)	0				0
Tools, Shop and Garage Equipment (394)	259,883	39,105	13,460		285,528
Laboratory Equipment (395)	31,709				31,709
Power Operated Equipment (396)	454,882				454,882
Communication Equipment (397)	60,372				60,372
SCADA Equipment (397.1)	638,951	460,311	13,437		1,085,825 *
Miscellaneous Equipment (398)	0				0
Total General Plant	2,900,566	604,163	54,635	0	3,450,094
Total utility plant in service directly assignable	71,505,724	36,754,948	256,605	0	108,004,067
Common Utility Plant Allocated to Water Department	0				0
TOTAL UTILITY PLANT IN SERVICE	71,505,724	36,754,948	256,605	0	108,004,067

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## Water Utility Plant in Service - Plant Financed by Utility or Municipality

- g All adjustments, corrections and reclassifications (including to/from plant financed by contributions) should be reported in Column (e), Adjustments.
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- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.
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- g PSC Uniform System of Accounts

#### Water Utility Plant in Service - Plant Financed by Utility or Municipality (Page W-08)

Additions for one or more accounts exceed \$50,000, please explain. If applicable, provide construction authorization and PSC docket number.

Acct 311 - additions to raw water structures.

Acct 313 - additions to raw water lake intakes.

Acct 321 - additions to raw water plant structures.

Acct 323 - additions to raw water power production equipment.

Acct 325 - additions to raw water electric pumping equipment.

Acct 334 - additions to raw water treatment equipment.

Acct 343 - additions include water main replacement at several locations in the City of Sheboygan.

Acct 346 - additions include meter replacement and addition of radio read units at several locations in the City of Sheboygan.

Acct 392 - additions include the purchase of vehicles for construction maintenance and plant.

Acct 397 - additions to raw water SCADA.

#### **General Footnote**

In 2024 Sheboygan Water Utility capitalized the monumental Raw Water Improvement Project, which included a new 6500 foot intake pipe, on shore well, pump station, generators, and instrumentation. This project included infrastructure in various asset categories, which included contributed assets funded by grants.

#### Retirements for one or more accounts exceed \$50,000, please explain.

Acct 332 - retirements include water filtration valves and actuators.

Acct 346 - retirements include meters and meter reading equipment.

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# Water Utility Plant in Service - Plant Financed by Contributions

- g All adjustments, corrections and reclassifications (including to/from plant financed by contributions) should be reported in Column (e), Adjustments.
- g Explain fully as a footnote the nature of all entries reported in Column (e), Adjustments.
- g For each account over \$50,000 (class AB) or \$25,000 (class C) or \$10,000 (class D), explain in the footnotes section the dollar additions and retirements. If applicable, the footnotes should cite construction authorization, complete with PSC docket number.
- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.
- g The treatment plant accounts have changed since 2008 and that they should confirm the dollar amounts are in the right account.
- g PSC Uniform System of Accounts

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	Retirements During Year (d)	Adjustments Increase or (Decrease) (e)	Balance End of Year (f)
INTANGIBLE PLANT					
Organization (301)	0				0
Franchises and Consents (302)	0				0
Miscellaneous Intangible Plant (303)	0				0
Total Intangible Plant	0	0	0	0	0
SOURCE OF SUPPLY PLANT					
Land and Land Rights (310)	0				0
Structures and Improvements (311)	0	1,792,880			1,792,880 *
Collecting and Impounding Reservoirs (312)	0				0
Lake, River and Other Intakes (313)	0	6,926,559			6,926,559 *
Wells and Springs (314)	0				0
Supply Mains (316)	0				0
Other Water Source Plant (317)	0				0
Total Source of Supply Plant	0	8,719,439	0	0	8,719,439
PUMPING PLANT					
Land and Land Rights (320)	0				0
Structures and Improvements (321)	0	2,362,429			2,362,429 *
Other Power Production Equipment (323)	0	9,357			9,357
Electric Pumping Equipment (325)	0	275,884			275,884 *
Diesel Pumping Equipment (326)	0				0
Other Pumping Equipment (328)	0				0
Total Pumping Plant	0	2,647,670	0	0	2,647,670
WATER TREATMENT PLANT					
Land and Land Rights (330)	0				0
Structures and Improvements (331)	298,865				298,865
Sand or Other Media Filtration Equipment (332)	94,222				94,222
Membrane Filtration Equipment (333)	0				0
Other Water Treatment Equipment (334)	201,135	219,956			421,091 *
Total Water Treatment Plant	594,222	219,956	0	0	814,178
TRANSMISSION AND DISTRIBUTION PLANT					
Land and Land Rights (340)	0				0
Structures and Improvements (341)	0				0
Distribution Reservoirs and Standpipes (342)	0				0
Transmission and Distribution Mains (343)	5,404,183				5,404,183
Services (345)	0				0
Meters (346)	0				0

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## Water Utility Plant in Service - Plant Financed by Contributions

- g All adjustments, corrections and reclassifications (including to/from plant financed by contributions) should be reported in Column (e), Adjustments.
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- g For each account over \$50,000 (class AB) or \$25,000 (class C) or \$10,000 (class D), explain in the footnotes section the dollar additions and retirements. If applicable, the footnotes should cite construction authorization, complete with PSC docket number.
- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.
- g The treatment plant accounts have changed since 2008 and that they should confirm the dollar amounts are in the right account.
- g PSC Uniform System of Accounts

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	Retirements During Year (d)	Adjustments Increase or (Decrease) (e)	Balance End of Year (f)	
Hydrants (348)	397,536				397,536	
Other Transmission and Distribution Plant (349)	0				0	
Total Transmission and Distribution Plant	5,801,719	0	0	0	5,801,719	
GENERAL PLANT						
Land and Land Rights (389)	0				0	
Structures and Improvements (390)	0				0	
Office Furniture and Equipment (391)	0				0	
Computer Equipment (391.1)	0				0	
Transportation Equipment (392)	0				0	
Stores Equipment (393)	0				0	
Tools, Shop and Garage Equipment (394)	0				0	
Laboratory Equipment (395)	0				0	
Power Operated Equipment (396)	0				0	
Communication Equipment (397)	0				0	
SCADA Equipment (397.1)	0	11,047			11,047	
Miscellaneous Equipment (398)	0				0	
Total General Plant	0	11,047	0	0	11,047	
Total utility plant in service directly assignable	6,395,941	11,598,112	0	0	17,994,053	
Common Utility Plant Allocated to Water Department	0				0	
TOTAL UTILITY PLANT IN SERVICE	6,395,941	11,598,112	0	0	17,994,053	

## Water Utility Plant in Service - Plant Financed by Contributions

- All adjustments, corrections and reclassifications (including to/from plant financed by contributions) should be reported in Column (e), Adjustments.
- Explain fully as a footnote the nature of all entries reported in Column (e), Adjustments. g
- For each account over \$50,000 (class AB) or \$25,000 (class C) or \$10,000 (class D), explain in the footnotes section the dollar additions and retirements. If applicable, the footnotes should cite construction authorization, complete with PSC docket number.
- Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.
- The treatment plant accounts have changed since 2008 and that they should confirm the dollar amounts are in the right account. g
- **PSC Uniform System of Accounts**

#### Water Utility Plant in Service - Plant Financed by Contributions (Page W-09)

#### 5 XX]hicbg zcf cbY cf a cfY UWWcib hg YIWYYX ") \$2\$\$\$zd YUgY YId `Ujb" = ZUdd `JWUV Yzdfcj JXY WcbglfiWhicb 'Uih\cf]nUhicb 'UbX DG7 'XcW\_Yhi number.

Acct 311 - additions to raw water structures.

Acct 313 - additions to raw water lake intakes.

Acct 321 - additions to raw water plant structures.

Acct 325 - additions to raw water electric pumping equipment.

Acct 334 - additions to raw water treatment equipment.

#### **General Footnote**

In 2024 Sheboygan Water Utility capitalized the monumental Raw Water Improvement Project, which included a new 6500 foot intake pipe, on shore well, pump station, generators, and instrumentation. This project included infrastructure in various asset categories, which included contributed assets funded by grants. Grants were recognized as follows:

Grant Revenue Recognized 6/30/2022 2,032,137.94 ARPA 9/26/2022 915,049.31 ARPA 11/28/2022 1,599,977.28 ARPA 2/14/2023 1,655,831.04 ARPA 3/13/2023 3,080.43 ARPA 7/14/2023 1,833,615.09 ARPA 10/16/2023 2,000,000.00 EPA 12/28/2023 1,268,507.64 ARPA 9/30/2024 64,532.71 ARPA 10/31/2024 225,380.54 ARPA 11,598,111.98

# Water Accumulated Provision for Depreciation - Plant Financed by Utility or Municipality

- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount in a schedule footnote.
- g If more than one depreciation rate is used, report the average rate in column (c).
- g Enter depreciation rates in decimal form. For example, enter 6.75% as 0.0675

Primary Plant Accounts (a)	Balance First of Year (b)	Rate % Used (c)	Accruals During Year (d)	Book Cost of Plant Retired (e)	Cost of Removal (f)	Salvage (g)	Adjustments Increase or (Decrease) (h)	Balance End of Year (i)	
SOURCE OF SUPPLY PLANT									1
Structures and Improvements (311)	0	3.20%	89,726					89,726	2
Collecting and Impounding Reservoirs (312)	0							0	3
Lake, River and Other Intakes (313)	496,574	1.70%	174,048					670,622	4
Wells and Springs (314)	0							0	5
Supply Mains (316)	0							0	6
Other Water Source Plant (317)	0							0	7
Total Source of Supply Plant	496,574		263,774	0	0	(	0	760,348	8
PUMPING PLANT									9
Structures and Improvements (321)	1,265,746	3.20%	181,113					1,446,859	10
Other Power Production Equipment (323)	250,574	4.40%	32,755					283,329	11
Electric Pumping Equipment (325)	2,058,165	4.40%	121,481					2,179,646	12
Diesel Pumping Equipment (326)	0							0	13
Other Pumping Equipment (328)	653,951	4.40%						653,951	14
Total Pumping Plant	4,228,436		335,349	0	0	(	0	4,563,785	15
WATER TREATMENT PLANT									16
Structures and Improvements (331)	2,855,338	3.20%	162,158					3,017,496	17
Sand or Other Media Filtration Equipment (332)	3,263,762	3.30%	204,926	79,280				3,389,408	18
Membrane Filtration Equipment (333)	0							0	19
Other Water Treatment Equipment (334)	791,371	6.00%	126,263					917,634	20
Total Water Treatment Plant	6,910,471		493,347	79,280	0	(	0	7,324,538	21
TRANSMISSION AND DISTRIBUTION PLANT									22
Structures and Improvements (341)	649,447	3.20%	27,222					676,669	23
Distribution Reservoirs and Standpipes (342)	2,099,697	1.90%	126,778					2,226,475	24
Transmission and Distribution Mains (343)	6,867,555	1.30%	415,566	10,790				7,272,331	25
Services (345)	0							0	26
Meters (346)	2,919,033	5.50%	273,743	110,810				3,081,966	73

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# Water Accumulated Provision for Depreciation - Plant Financed by Utility or Municipality

- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount in a schedule footnote.
- g If more than one depreciation rate is used, report the average rate in column (c).
- g Enter depreciation rates in decimal form. For example, enter 6.75% as 0.0675

Primary Plant Accounts (a)	Balance First of Year (b)	Rate % Used (c)	Accruals During Year (d)	Book Cost of Plant Retired (e)	Cost of Removal (f)	Salvage (g)	Adjustments Increase or (Decrease) (h)	Balance End of Year (i)	
Hydrants (348)	779,113	2.20%	51,628	1,090				829,651	28
Other Transmission and Distribution Plant (349)	0							0	29
Total Transmission and Distribution Plant	13,314,845		894,937	122,690	0	(	0	14,087,092	30
GENERAL PLANT									31
Structures and Improvements (390)	390,965	2.90%	17,207					408,172	32
Office Furniture and Equipment (391)	38,380	5.80%	5,217	9,141				34,456	33
Computer Equipment (391.1)	183,610	26.70%	14,666					198,276	34
Transportation Equipment (392)	552,612	13.30%	78,362	18,597				612,377	35
Stores Equipment (393)	0							0	36
Tools, Shop and Garage Equipment (394)	234,250	5.80%	15,817	13,460				236,607	37
Laboratory Equipment (395)	25,463	5.80%	1,839					27,302	38
Power Operated Equipment (396)	317,914	7.50%	34,116					352,030	39
Communication Equipment (397)	60,372	15.00%						60,372	40
SCADA Equipment (397.1)	638,951	9.20%	29,684	13,437				655,198	41
Miscellaneous Equipment (398)	0							0	42
Total General Plant	2,442,517		196,908	54,635	0	(	0	2,584,790	43
Total accum. prov. directly assignable	27,392,843		2,184,315	256,605	0	(	0	29,320,553	44
Common Utility Plant Allocated to Water Department	0							0	45
TOTAL ACCUM, PROV, FOR DEPRECIATION	27,392,843		2,184,315	256,605	0	(	0	29,320,553	46

Year Ended: December 31, 2024

Utility No. 5370 - Sheboygan Water Utility

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# Water Accumulated Provision for Depreciation - Plant Financed by Utility or Municipality

- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount in a schedule footnote.
- g If more than one depreciation rate is used, report the average rate in column (c).
- g Enter depreciation rates in decimal form. For example, enter 6.75% as 0.0675

### Water Accumulated Provision for Depreciation - Plant Financed by Utility or Municipality (Page W-10)

#### **General Footnote**

In 2024 Sheboygan Water Utility capitalized the monumental Raw Water Improvement Project, which included a new 6500 foot intake pipe, on shore well, pump station, generators, and instrumentation. This project included infrastructure in various asset categories, which included contributed assets funded by grants.

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# Water Accumulated Provision for Depreciation - Plant Financed by Contributions

- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount in a schedule footnote.
- g If more than one depreciation rate is used, report the average rate in column (c).
- g Enter depreciation rates in decimal form. For example, enter 6.75% as 0.0675

Primary Plant Accounts (a)	Balance First of Year (b)	Rate % Used (c)	Accruals During Year (d)	Book Cost of Plant Retired (e)	Cost of Removal (f)	Salvage (g)	Adjustments Increase or (Decrease) (h)	Balance End of Year (i)	
SOURCE OF SUPPLY PLANT									
Structures and Improvements (311)	0	3.20%	28,686					28,686	-
Collecting and Impounding Reservoirs (312)	0							0	-
Lake, River and Other Intakes (313)	0	1.70%	58,876					58,876	
Wells and Springs (314)	0							0	•
Supply Mains (316)	0							0	-
Other Water Source Plant (317)	0							0	-
Total Source of Supply Plant	0		87,562	0	0	(	0	87,562	•
PUMPING PLANT									-
Structures and Improvements (321)	0	3.20%	37,799					37,799	1
Other Power Production Equipment (323)	0	4.40%	206					206	1
Electric Pumping Equipment (325)	0	4.40%	6,069					6,069	1
Diesel Pumping Equipment (326)	0							0	1
Other Pumping Equipment (328)	0							0	1
Total Pumping Plant	0		44,074	0	0	(	0	44,074	1
WATER TREATMENT PLANT									1
Structures and Improvements (331)	62,165	3.20%	9,564					71,729	1
Sand or Other Media Filtration Equipment (332)	94,220	3.30%						94,220	1
Membrane Filtration Equipment (333)	0							0	1
Other Water Treatment Equipment (334)	101,056	6.00%	18,667					119,723	2
Total Water Treatment Plant	257,441		28,231	0	0	(	0	285,672	2
TRANSMISSION AND DISTRIBUTION PLANT									2
Structures and Improvements (341)	0							0	2
Distribution Reservoirs and Standpipes (342)	0							0	2
Transmission and Distribution Mains (343)	1,639,784	1.30%	87,865					1,727,649	2
Services (345)	0				-			0	2
Meters (346)	0							0	76

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Year Ended: December 31, 2024

# Water Accumulated Provision for Depreciation - Plant Financed by Contributions

- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount in a schedule footnote.
- g If more than one depreciation rate is used, report the average rate in column (c).
- g Enter depreciation rates in decimal form. For example, enter 6.75% as 0.0675

Primary Plant Accounts (a)	Balance First of Year (b)	Rate % Used (c)	Accruals During Year (d)	Book Cost of Plant Retired (e)	Cost of Removal (f)	Salvage (g)	Adjustments Increase or (Decrease) (h)	Balance End of Year (i)	
Hydrants (348)	267,230	2.00%	12,847					280,077	28
Other Transmission and Distribution Plant (349)	0							0	29
Total Transmission and Distribution Plant	1,907,014		100,712	0	0		0 0	2,007,726	30
GENERAL PLANT									31
Structures and Improvements (390)	0							0	32
Office Furniture and Equipment (391)	0							0	33
Computer Equipment (391.1)	0							0	34
Transportation Equipment (392)	0							0	35
Stores Equipment (393)	0							0	36
Tools, Shop and Garage Equipment (394)	0							0	37
Laboratory Equipment (395)	0							0	38
Power Operated Equipment (396)	0							0	39
Communication Equipment (397)	0							0	40
SCADA Equipment (397.1)	0	9.20%	508					508	41
Miscellaneous Equipment (398)	0							0	42
Total General Plant	0		508	0	0		0 0	508	43
Total accum. prov. directly assignable	2,164,455		261,087	0	0		0 0	2,425,542	44
Common Utility Plant Allocated to Water Department	0							0	45
TOTAL ACCUM, PROV, FOR DEPRECIATION	2,164,455		261,087	0	0		0 0	2,425,542	46

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Year Ended: December 31, 2024 Utility No. 5370 - Sheboygan Water Utility Page 3 of Schedule W-12

# Water Accumulated Provision for Depreciation - Plant Financed by Contributions

- g Use only the account titles listed. If the utility has subaccounts other than accounts 391.1 and 397.1, combine them into one total and detail by subaccount in a schedule footnote.
- g If more than one depreciation rate is used, report the average rate in column (c).
- g Enter depreciation rates in decimal form. For example, enter 6.75% as 0.0675

#### Water Accumulated Provision for Depreciation - Plant Financed by Contributions (Page W-12)

#### **General Footnote**

In 2024 Sheboygan Water Utility capitalized the monumental Raw Water Improvement Project, which included a new 6500 foot intake pipe, on shore well, pump station, generators, and instrumentation. This project included infrastructure in various asset categories, which included contributed assets funded by grants.

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# **Age of Water Mains**

- g If asset management, capital improvement, or other infrastructure-related documents are not available, the utility should consult other potential sources of information: the year the utility was formed, year of initial build-out area, year in which new developments, subdivisions, etc. were added. This information can be used to develop estimated figures.
- g If pipe diameter value is between those offered in the column, choose the diameter that is closest to the actual value.
- g Report all pipe larger than Ï GÁn diameter in the Ï GÁcategory.

						Feet of	Main						
Pipe Size (a)	pre-1900 (b)	1901-1920 (c)	1920-1940 (d)	1941-1960 (e)	1961-1970 (f)	1971-1980 (g)	1981-1990 (h)	1991-2000 (i)	2001-2010 (j)	2011-2020 (k)	2021-2030 (I)	Total (m)	
1.000					204							204	1
1.250		185	203									388	2
1.500				140	45							185	3
2.000		85										85	4
3.000		250										250	5
4.000	2,270	16,880	2,679	348	650	1,706				83	18	24,634	6
6.000	53,886	71,266	114,168	79,823	80,197	25,786	4,566	7,205	401	1,362	248	438,908	7
8.000	10,747	14,946	16,482	8,826	14,902	25,028	34,104	34,059	8,242	7,400	1,411	176,147	8
10.000	6,888	7,316	6,369	9,941	7,067	532	398			4	28	38,543	9
12.000	12,020	19,382	19,007	23,511	26,058	26,284	40,773	26,947	20,003	21,558	7,578	243,121	10
14.000			5,639									5,639	11
16.000	6,351	8,852	3,110	6,226	3,579	5,671	5,814	11,190	11,185	17,549	987	80,514	12
18.000	470					2,658						3,128	13
20.000		9,058		3,778				2,905	2,512	15,222		33,475	14
24.000						8,466		5,468	9,404	4,267	378	27,983	15
30.000			8,971		7,263	1,191			5,582			23,007	16
36.000							678					678	17
Total	92,632	148,220	176,628	132,593	139,965	97,322	86,333	87,774	57,329	67,445	10,648	1,096,889	18

Describe source of information used to develop data:

Electronic database using mapping software and systems.

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Year Ended: December 31, 2024 Utility No. 5370 - Sheboygan Water Utility Page 2 of Schedule W-13

## **Age of Water Mains**

- g If asset management, capital improvement, or other infrastructure-related documents are not available, the utility should consult other potential sources of information: the year the utility was formed, year of initial build-out area, year in which new developments, subdivisions, etc. were added. This information can be used to develop estimated figures.
- g If pipe diameter value is between those offered in the column, choose the diameter that is closest to the actual value.
- g Report all pipe larger than Ï G-Án diameter in the Ï G-Ásategory.

### Age of Water Mains (Page W-13)

#### **General Footnote**

Water mains added during 2024 were financed by regular water revenues; new properties within city limits are assessed on street frontage at the rate stated in municipal code; properties outside city limits are assessed on street frontage at the rate stated in municipal code and deferred to the city for payment.

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# **Sources of Water Supply - Statistics**

- For Raw Water Withdrawn, use metered volume of untreated water withdrawn from the source. g
- For Finished Water Pumped, use metered volume of water pumped, adjusted for known meter errors. Describe known meter errors g in Notes Section.
- If Finished Water is not metered, use Raw Water Withdrawn and subtract estimated water used in treatment.

		Sources of Water Supply (000's gal)									
		Water drawn		ed Water nped	Purchas (Imp	Entering Distribution					
Month (a)	Ground Water (b)	Surface Water (c)	Ground Water (d)	Surface Water (e)	Ground Water (f)	Surface Water (g)	System (h)				
January		348,611		336,917			336,917				
February		322,720		321,162			321,162				
March		344,263		337,269			337,269				
April		332,560		328,213			328,213				
May		359,955		357,983			357,983				
June		370,377		370,265			370,265				
July		393,482		392,542			392,542				
August		412,310		406,513			406,513				
September		383,966		382,534			382,534				
October		375,408		376,195			376,195				
November		333,143		325,314			325,314				
December		316,836		319,614			319,614				
TOTAL	0	4,293,631	0	4,254,521	0	0	4,254,521				

## **Water Audit and Other Statistics**

- g Where possible, report actual metered values. If water uses are not metered, estimate values for each line based on best available information. For assistance, refer to AWWA M36 Manual . ÁWater Audits and Loss Control Programs.
- g For unbilled, unmetered gallons (line 16), include water used for system operation and maintenance and water used for non-regulated sewer utility.
- g If gallons estimated due to theft, data, and billing errors is unknown, multiply net gallons entering distribution system (line 3) by .0025.

Description (a)	Value (b)	
WATER AUDIT STATISTICS		
Finished Water pumped or purchased (000s)	4,254,521	2
Less: Gallons (000s) sold to wholesale customers (exported water)	562,638	_;
Subtotal: Net gallons (000s) entering distribution system	3,691,883	
Less: Gallons (000s) sold to retail customers (billed, metered)	3350772	_
Less: Gallons (000s) sold to retail customers (billed, unmetered)	0	_
Gallons (000s) of Non-Revenue Water	341,111	_
Gallons (000s) of unbilled-metered (including customer use to prevent freezing)	500	_
Gallons (000s) of unbilled-unmetered (including unmetered flushing, fire protection)	18,531	_
Subtotal: Unbilled Authorized Consumption	19,031	_
Total Water Loss	322,080	_
Gallons (000s) estimated due to unauthorized consumption (includes theft) default option	739	_
Gallons (000s) estimated due to data and billing errors	7014	
Gallons (000s) estimated due to customer meter under-registration	1,476	_
Subtotal Apparent Losses	9,229	
Gallons (000s) estimated due to reported leakage (mains, services, hydrants, overflows)	18,949	_
Gallons (000s) estimated due to unreported and background leakage	293,902	_
Subtotal Real Losses (leakage)	312,851	_
Non-Revenue Water as percentage of net water supplied	9%	_
Total Water Loss as percentage of net water supplied	9%	_
OTHER STATISTICS		
Maximum gallons (000s) pumped by all methods in any one day during reporting year	15,752	
Date of maximum	08/26/2024	_
Cause of maximum		_
Seasonal demand and usage increase		
Minimum gallons (000s) pumped by all methods in any one day during reporting year	7,133	_
Date of minimum	12/25/2024	_
Total KWH used by the utility (including pumping, treatment facilities and other utility operations)	6,285,237	_
If water is purchased:		_
Vendor Name		
Point of Delivery		_
Source of purchased water		_
Vendor Name (2)		_
Point of Delivery (2)		_
Source of purchased water (2)		_
Vendor Name (3)		_
Point of Delivery (3)		
Source of purchased water (3)		_
Number of main breaks repaired this year	18	_
Number of service breaks repaired this year	11	_
Does the utility have an asset management plan?	Yes	_

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## **Water Audit and Other Statistics**

- g Where possible, report actual metered values. If water uses are not metered, estimate values for each line based on best available information. For assistance, refer to AWWA M36 Manual . ÁWater Audits and Loss Control Programs.
- g For unbilled, unmetered gallons (line 16), include water used for system operation and maintenance and water used for non-regulated sewer utility.
- g If gallons estimated due to theft, data, and billing errors is unknown, multiply net gallons entering distribution system (line 3) by .0025.

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# **Sources of Water Supply - Well Information**

- g Enter characteristics for each of the utility of functional wells (regardless of whether it is 🐿 service 🏟 r not).
- $g \quad \hbox{ Do not include abandoned wells on this schedule.} \\$
- g All abandoned wells should be retired from the plant accounts and no longer listed in the utilitys annual report.
- g Abandoned wells should be permanently filled and sealed per Wisconsin Administrative codes Chapters NR811 and NR812.

--- THIS SCHEDULE NOT APPLICABLE TO THIS UTILITY---

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# **Sources of Water Supply - Intake Information**

Description (a)	Distance From Shore (feet) (b)	Depth Below Surface (feet) (c)	Diameter (inches) (d)	
LAKE MICHIGAN 1	2,100	30	36	1
LAKE MICHIGAN 2	5,000	46	30	2
LAKE MICHIGAN 3	6,500	51	60	* 3

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# **Sources of Water Supply - Intake Information**

Sources of Water Supply - Intake Information (Page W-17)

**General Footnote** 

Lake Michigan 3 intake pipe was completed in 2024 as part of the monumental Raw Water Improvement project.

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# **Pumping & Power Equipment**

				Pump				Pump Motor or Standby Engine				
Identification (a)	Location (b)	DNR Well Id (c)	Primary Purpose (d)	Primary Destinatio n (e)	Year Installed (f)	Type (g)	Actual Capacity (gpm) (h)	Year Installed (i)	Year Actual Capacity Determined (j)	Type (k)	Horse- power (I)	
EE #1	4200 COUNTY RD OK		Booster	Distribution	2008	Centrifugal	350	2008	350	Electric	20	1
ERIE #1	4024 ERIE AVE		Booster	Distribution	2007	Centrifugal	4,200	2007	4000	Electric	200	2
ERIE #2	4024 ERIE AVE		Booster	Distribution	2007	Centrifugal	4,200	2007	4000	Electric	200	3
ERIE #3	4024 ERIE AVE		Booster	Distribution	2007	Centrifugal	4,200	2007	4000	Electric	200	4
ERIE GENERATOR	4024 ERIE AVE		Standby	Distribution	2007	Other	8,400	2007	8400	Natural Gas	500	5
GEORGIA #3	2935 GEORGIA AVE		Booster	Distribution	1971	Vertical Turbine	1,040	1971	1000	Electric	30	6
GEORGIA #4	2935 GEORGIA		Booster	Distribution	2000	Centrifugal	2,600	2008	2400	Electric	125	7
GEORGIA #5	2935 GEORGIA AVE		Booster	Distribution	2008	Centrifugal	5,000	2008	4800	Electric	200	8
GEORGIA #6	2935 GEORGIA AVE		Booster	Distribution	2019	Centrifugal	5,000	2019	4800	Electric	150	9
GEORGIA GENERATOR	2935 GEORGIA AVE		Standby	Distribution	2019	Other	5,000	2019	5000	Natural Gas	636	10
HIGH LIFT #1	72A PARK AVE HIGH LIFT		Primary	Distribution	1990	Centrifugal	10,069	1990	9999	Electric	700	11
HIGH LIFT #2	72A PARK AVE		Primary	Distribution	1937	Centrifugal	6,380	2005	5486	Electric	400	12
HIGH LIFT #3	72A PARK AVE HIGH LIFT		Primary	Distribution	1951	Centrifugal	6,800	2013	6180	Electric	350	13
HIGH LIFT #3 GAS	72A PARK AVE HIGH LIFT		Standby	Distribution	1951	Centrifugal	6,800	1990	6180	Natural Gas	400	14
HIGH LIFT #4	72A PARK AVE HIGH LIFT		Primary	Distribution	1990	Centrifugal	10,069	2004	9999	Electric	700	15
HIGH LIFT #4 GAS	72A PARK AVE		Standby	Distribution	1990	Centrifugal	10,069	1990	9999	Natural Gas	700	16
HIGH LIFT #5	72A PARK AVE HIGH LIFT		Primary	Distribution	1972	Centrifugal	10,000	2003	8900	Electric	700	17
LOW LIFT #6	72A PARK AVE LOW LIFT		Primary	Treatment	1980	Centrifugal	5,556	1992	5000	Electric	150	18
LOW LIFT #7	72A PARK AVE LOW LIFT		Standby	Treatment	1931	Centrifugal	8,400	1991	8000	Natural Gas	200	19
LOW LIFT #9	72A PARK AVE LOW LIFT		Primary	Treatment	1959	Centrifugal	9,000	2004	8700	Electric	150	20
LOWLIFT #8	72A PARK AVE LOW LIFT		Primary	Treatment	1991	Centrifugal	13,200	1991	9999	Electric	200	87

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# **Pumping & Power Equipment**

				Pump				Р	ump Motor or	Standby Engin	е	
Identification (a)	Location (b)	DNR Well Id (c)	Primary Purpose (d)	Primary Destinatio n (e)	Year Installed (f)	Type (g)	Actual Capacity (gpm) (h)	Year Installed (i)	Year Actual Capacity Determined (j)	Type (k)	Horse- power (I)	
PLANT GENERATOR	72A PARK AVE		Standby	Treatment	1991	Other	9,000	1991	9000	Natural Gas	375	22
RAW WATER PUMP 11	72A PARK AVE		Primary	Treatment	2024	Vertical Turbine	6,600	2024	7638	Electric	150 *	23
RAW WATER PUMP 12	72A PARK AVE		Primary	Treatment	2024	Vertical Turbine	10,500	2024	9999	Electric	250 *	24
RAW WATER PUMP 13	72A PARK AVE		Primary	Treatment	2024	Vertical Turbine	10,500	2024	9999	Electric	250 *	25
RAW WATER PUMP 14	72A PARK AVE		Primary	Treatment	2024	Vertical Turbine	6,600	2024	7638	Electric	150 *	26
WASH PUMP #10	72A PARK AVE WASH PUMP		Primary	Treatment	1959	Centrifugal	5,200	1959	5200	Electric	100	27
WASH PUMP 2 #11	72A PARK AVE WASH PUMP		Standby	Treatment	2013	Centrifugal	8,000	2013	8000	Electric	200	28
WILGUS #1	3169 WILGUS AVE		Booster	Distribution	1986	Centrifugal	250	1986	250	Electric	7	29
WILGUS #2	3169 WILGUS AVE		Booster	Distribution	1986	Centrifugal	650	2006	250	Electric	20	30
WILGUS #2 GAS	3169 WILGUS AVE		Standby	Distribution	1986	Centrifugal	650	2011	250	Natural Gas	30	31
WILGUS #3	3169 WILGUS AVE		Booster	Distribution	1986	Centrifugal	1,500	2011	650	Electric	60	32

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Year Ended: December 31, 2024 Utility No. 5370 - Sheboygan Water Utility Page 3 of Schedule W-18

# **Pumping & Power Equipment**

Pumping & Power Equipment (Page W-18)

General Footnote

New pumps added as part of the monumental Raw Water Improvement Project.

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# Reservoirs, Standpipes and Elevated Tanks

g Enter elevation difference between highest water level in Standpipe or Elevated Tank, (or Reservoir only on an elevated site) and the water main where the connection to the storage begins branching into the distribution system.

Facility Name (a)	Facility ID Site Code (b)	Year Constructed (c)	Type (d)	Primary Material (e)	Elevation Difference in Feet (f)	Total Capacity In Gallons (g)	
EE TOWER	1	1989	Elevated Tank	Steel	146	500,000	1
ERIE - NORTH	4	2007	Reservoir	Concrete	60	3,000,000	2
ERIE - SOUTH	5	2007	Reservoir	Concrete	60	3,000,000	3
GEORGIA AVE STANDPIPE	2	1959	Standpipe	Steel	104	2,000,000	4
Horizon Drive Tower	6	2019	Elevated Tank	Steel	120	600,000	5
TAYLOR	3	1933	Elevated Tank	Steel	54	4,000,000	6

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Page 1 of Schedule W-20

## **Water Treatment Plant**

- g Provide a generic description for (a). Do not give specific address of location.
- g Please select all that apply for (d) and (e). If Other is selected please explain in Notes (h).
- g Please identity the point of application for each treatment plant for (g). For example, please list each well or central treatment facility served by this unit.

Unit Description (a)	Year Constructed (b)	Rated Capacity (mgd) (c)	Disinfection (d)	Additional Treatment (e)	Fluoridated (f)	Point of Application (g)	Notes (h)	
EE TOWER	1989	500000	x Ultraviolet Light x Liquid Chlorine _ Gas Chlorine _ Ozone _ Other _ None	x Flocculation/Sedimentation x Sand Filtraton Activated Carbon Filtration Membrane Filtration Ion Exchange Iron/Manganese Nitrate Removal Radium Removal Corrosion Other	Yes	Central Facilities		1
ERIE AVE TWIN TANKS	2007	6000000	x Ultraviolet Light x Liquid Chlorine _ Gas Chlorine _ Ozone _ Other _ None	x Flocculation/Sedimentation x Sand Filtraton _ Activated Carbon Filtration _ Membrane Filtration _ Ion Exchange _ Iron/Manganese _ Nitrate Removal _ Radium Removal _ Corrosion _ Other	Yes	Central Facilities		2
GEORGIA AVE STANDPIPE	1959	2000000	x Ultraviolet Light x Liquid Chlorine _ Gas Chlorine _ Ozone _ Other _ None	x Flocculation/Sedimentation x Sand Filtraton Activated Carbon Filtration Membrane Filtration Ion Exchange Iron/Manganese Nitrate Removal Radium Removal Corrosion Other	Yes	Central Facilities		3
HORIZON TOWER	2019	600000	x Ultraviolet Light x Liquid Chlorine _ Gas Chlorine _ Ozone _ Other _ None	x Flocculation/Sedimentation x Sand Filtraton _ Activated Carbon Filtration _ Membrane Filtration _ Ion Exchange _ Iron/Manganese _ Nitrate Removal _ Radium Removal _ Corrosion	Yes	Central Facilities		4
				_ Other				91

Utility No. 5370 - Sheboygan Water Utility

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Page 2 of Schedule W-20

## **Water Treatment Plant**

g Provide a generic description for (a). Do not give specific address of location.

Year Ended: December 31, 2024

- g Please select all that apply for (d) and (e). If Other is selected please explain in Notes (h).
- g Please identity the point of application for each treatment plant for (g). For example, please list each well or central treatment facility served by this unit.

Unit Description (a)	Year Constructed (b)	Rated Capacity (mgd) (c)	Disinfection (d)	Additional Treatment (e)	Fluoridated (f)	Point of Application (g)	Notes (h)	
TAYLOR	1933	4000000	x Ultraviolet Light x Liquid Chlorine _ Gas Chlorine _ Ozone _ Other _ None	x Flocculation/Sedimentation x Sand Filtraton _ Activated Carbon Filtration _ Membrane Filtration _ Ion Exchange _ Iron/Manganese _ Nitrate Removal _ Radium Removal _ Corrosion _ Other	Yes	Central Facilities		5

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### **Water Mains**

- g Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
- g Explain all reported adjustments as a schedule footnote.
- g For main additions reported in column (e), as a schedule footnote:

Explain how the additions were funded.

Also report the amount assessed and the feet of main recorded under this method.

If installed by a developer, explain the basis of recording the cost of the additions, the total amount, and the feet of main recorded under this method.

**Number of Feet** 

g Report all pipe larger than Ï G-Án diameter in the Ï G-Ácategory.

				· ·	Number of Feet			
Pipe Material (a)	Main Function (b)	Diameter (inches) (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)	
Other Metal	Distribution	1	204		.,		204	1
Other Metal	Distribution	1 1/4	388				388	2
Other Metal	Distribution	1 1/2	185				185	3
Other Plastic	Distribution	2	85				85	4
Other Metal	Distribution	3	250				250	5
Other Metal	Distribution	4	24,537				24,537	6
PVC	Distribution	4	77				77	7
Other Metal	Distribution	6	438,880	10	497		438,393	8
PVC	Distribution	6	279	13			292	9
Other Metal	Distribution	8	169,893				169,893	10
PVC	Distribution	8	2,230	473			2,703	11
Other Metal	Distribution	10	38,515		14		38,501	12
PVC	Distribution	10	28	14			42	13
Other Metal	Distribution	12	217,126				217,126	14
PVC	Distribution	12	15,507				15,507	15
Other Metal	Distribution	14	5,639				5,639	16
Other Metal	Distribution	16	78,015	3	399		77,619	17
PVC	Distribution	16	44	17			61	18
Other Metal	Distribution	18	3,128				3,128	19
Concrete	Transmission	20	3,430				3,430	20
Other Metal	Distribution	20	29,069				29,069	21
Other Metal	Distribution	24	5,389				5,389	22
Other Metal	Transmission	24	22,216				22,216	23
PVC	Distribution	24		378			378	24
Other Metal	Distribution	30	9,772				9,772	25
Other Metal	Transmission	30	12,605				12,605	26
Other Metal	Transmission	36	678				678	27
<b>Total Within Municipality</b>			1,078,169	908	910		1,078,167	28
Other Metal	Distribution	6	210				210	29
Other Metal	Distribution	8	3,552				3,552	30
Other Metal	Distribution	12	10,471				10,471	31
Other Metal	Distribution	16	2,833				2,833	32
PVC	Distribution	20	976				976	33
Other Metal	Transmission	30	680				680	34

### **Water Mains**

- Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
- Explain all reported adjustments as a schedule footnote. g
- For main additions reported in column (e), as a schedule footnote:

Explain how the additions were funded.

Also report the amount assessed and the feet of main recorded under this method.

If installed by a developer, explain the basis of recording the cost of the additions, the total amount, and the feet of main recorded under this method.

Report all pipe larger than Ï GAn diameter in the Ï GAcategory.

		_			Number of Fee	<u> </u>		
Pipe Material (a)	Main Function (b)	Diameter (inches) (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)	
<b>Total Outside Municipality</b>			18,722				18,722	35
Total Utility			1,096,891	908	910		1,096,889	36

### **Water Mains**

- g Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
- g Explain all reported adjustments as a schedule footnote.
- g For main additions reported in column (e), as a schedule footnote:

Explain how the additions were funded.

Also report the amount assessed and the feet of main recorded under this method.

If installed by a developer, explain the basis of recording the cost of the additions, the total amount, and the feet of main recorded under this method.

g Report all pipe larger than I GHAn diameter in the I GHAcategory.

### Water Mains (Page W-21)

### Added During Year total is greater than zero, please explain financing following the criteria listed in the schedule headnotes.

Water mains added during 2024 were financed by regular water revenues; new properties within city limits are assessed on street frontage at the rate stated in municipal code; properties outside city limits are assessed on street frontage at the rate stated in municipal code and deferred to the city for payment.

#### **General Footnote**

The Sheboygan Water Utility continues to update water main records into an electronic database using mapping software and systems. The use of mapping tools has enabled the utility to more accurately account for water main in the distribution system. Adjustments, if any, are the result of continued work on this project.

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### **Utility-Owned Water Service Lines**

- g The utility's service line is the pipe from the main to and through the curb stop.
- g Explain all reported adjustments as a schedule footnote.
- g Report in column (h) the number of utility-owned service lines included in columns (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
- g For service lines added during the year in column (d), as a schedule footnote:

Explain how the additions were financed.

If assessed against property owners, explain the basis of the assessments.

If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of service lines recorded under this method.

If any were financed by application of Cz-1, provide the total amount recorded and the number of service lines recorded under this method.

g Report service lines separately by diameter and pipe materials.

Pipe Material (a)	Diameter (inches) (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	NOT in Use at End of Year (h)	
Ductile Iron, Lined (late 1960's to present)	0.500	13			1	14		1
Galvanized	0.500	454		49	(7)	398	49	2
Lead	0.500	51			12	63		3
Copper	0.500	597			104	701		4
Unlined Cast Iron (pre-early 1950's)	0.500	14				14		5
PVC	0.500	6			1	7		6
Unknown - May Contain Lead	0.500	1,152		98	(106)	948	98	7
Galvanized	0.625	5				5		8
Lead	0.625	3,843		93	(1)	3,749	93	9
Copper	0.625	41			6	47		10
Unlined Cast Iron (pre-early 1950's)	0.625	2				2		11
Unknown - May Contain Lead	0.625	22			11	33		12
Ductile Iron, Lined (late 1960's to present)	0.750	13			4	17		13
Galvanized	0.750	3			1	4		14
Lead	0.750	17			16	33		15
Copper	0.750	6,485			215	6,700		16
Other Plastic	0.750	110			40	150		17
Unlined Cast Iron (pre-early 1950's)	0.750	4			1	5		18
Unknown - May Contain Lead	0.750	792			(319)	473		19
Ductile Iron, Lined (late 1960's to present)	1.000	13			3	16		20
Copper	1.000	1,493	1		65	1,559		21
Other Plastic	1.000	465	239		27	731		22
Unlined Cast Iron (pre-early 1950's)	1.000	3			2	5		23
Unknown - May Contain Lead	1.000	75			(45)	30		24
Ductile Iron, Lined (late 1960's to present)	1.500	2			2	4		25
Copper	1.500	1				1		26
Other Plastic	1.500	102				102		27
Unlined Cast Iron (pre-early 1950's)	1.500	2				2		28
Unknown - May Contain Lead	1.500	1			(1)	0		29

## **Utility-Owned Water Service Lines**

- g The utility's service line is the pipe from the main to and through the curb stop.
- g Explain all reported adjustments as a schedule footnote.
- g Report in column (h) the number of utility-owned service lines included in columns (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
- g For service lines added during the year in column (d), as a schedule footnote:

Explain how the additions were financed.

If assessed against property owners, explain the basis of the assessments.

If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of service lines recorded under this method.

If any were financed by application of Cz-1, provide the total amount recorded and the number of service lines recorded under this method.

g Report service lines separately by diameter and pipe materials.

Ductile Iron, Lined (late 1960's to present)	2.000	11			1	12	
Copper	2.000	2				2	
Other Plastic	2.000	4			2	6	
Unlined Cast Iron (pre-early 1950's)	2.000	3			1	4	
Unknown - Does Not Contain Lead	2.000	5			(4)	1	
Ductile Iron, Lined (late 1960's to present)	2.500	1				1	
Ductile Iron, Lined (late 1960's to present)	3.000	3				3	
Lined Cast Iron (mide-1950's to early 1970)	3.000	2				2	
PVC	3.000	3				3	
Ductile Iron, Lined (late 1960's to present)	4.000	14			(1)	13	
Unlined Cast Iron (pre-early 1950's)	4.000	21				21	
Unknown - Does Not Contain Lead	4.000	1				1	
Ductile Iron, Lined (late 1960's to present)	6.000	13				13	
Unlined Cast Iron (pre-early 1950's)	6.000	11			1	12	
PVC	6.000	3			(1)	2	
Unknown - Does Not Contain Lead	6.000	4			(3)	1	
Ductile Iron, Lined (late 1960's to present)	8.000	23			(3)	20	
Unlined Cast Iron (pre-early 1950's)	8.000	6			3	9	
PVC	8.000	2				2	
Ductile Iron, Lined (late 1960's to present)	10.000	1				1	
Unlined Cast Iron (pre-early 1950's)	12.000	4			(3)	1	
Unlined Cast Iron (pre-early 1950's)	30.000	1				1	
Utility Total		15,919	240	240	25	15,944	240

### **Utility-Owned Water Service Lines**

- The utility's service line is the pipe from the main to and through the curb stop.
- Explain all reported adjustments as a schedule footnote. g
- Report in column (h) the number of utility-owned service lines included in columns (g) which are temporarily shut off at the curb box q or otherwise not in use at end of year.
- For service lines added during the year in column (d), as a schedule footnote:

Explain how the additions were financed.

If assessed against property owners, explain the basis of the assessments.

If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of service lines recorded under this method.

If any were financed by application of Cz-1, provide the total amount recorded and the number of service lines recorded under this method.

Report service lines separately by diameter and pipe materials.

#### **Utility-Owned Water Service Lines (Page W-22)**

### Additions are greater than zero AND Additions on both of the Plant in Service schedules (Account 345) are zero, please explain.

The Sheboygan Water Utility does not own any portion of water service lines in the City of Sheboygan. Water service lines from the water main to the meter setting are owned by property owners. Water service lines are not recorded as plant or assets on the utility's financial

#### Additions are greater than zero, please explain financing by following criteria listed in the schedule headnotes.

Lead water service lines added in 2024 from the water main to the curb stop were financed by Sheboygan Water Utility Lead Water Service Replacement Program using a combination of 50% grant up to \$6,000 and zero interest loans. The amount remaining after the grant may also be paid in full, or in part, by the property owner.

#### Adjustments are nonzero for one or more accounts, please explain.

The Sheboygan Water Utility does not own any portion of water service lines. Utility staff are working to identify water service line material and diameter. Adjustments are the result of on-going research and updating utility records as materials and/or diameter are identified through various methods. Sheboygan Water Utility made progress in identification of materials in 2024, as well as more accurate reporting of materials by removing duplicate records, and duplicate counts where one lateral feeds several meters.

#### **General Footnote**

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Water service laterals counted for this report were obtained using utility records, plumber's records, and electronic databases. Because the utility does not own any portion of the lateral, there are a number of them where the material and/or diameter are unknown at this time. As of the date of this report, unknown total 1,490. Sheboygan Water Utility continues to make progress in identifying lateral materials through various methods.

### Retirements are greater than zero AND Retirements on both of the Plant in Service schedules (Account 345) are zero, please explain.

The Sheboygan Water Utility does not own any portion of water service lines in the City of Sheboygan. Water service lines from the water main to the meter setting are owned by property owners. Water service lines are not recorded as plant or assets on the utility's financial statements.

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### Meters

- g Include in Columns (b-f) meters in stock as well as those in service.
- g Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
- g Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections
- Totals by size in Column (f) should equal same size totals in Column (s).
- g Explain all reported adjustments as schedule footnote.
- g Do not include station meters in the meter inventory used to complete these tables.

## **Number of Utility-Owned Meters**

### **Classification of All Meters at End of Year by Customers**

© Size of Meter	(G) First of Year	ි Added During Year	© Retired During Year	Adjust. Increase or Decrease	3 End of Year	© Tested During Year	ට Residential	() Commercial	(j) Industrial	(x) Public Authority	<ul><li>Multifamily Residential</li></ul>	(3) Irrigation	(c) Wholesale	(G) Inter-Departmental	(d) Utility Use	த் Additional Meters	(J) In Stock	Ø Total	
3/4	18,521	2,544	1,714	68	19,419	1,645	17,100	896	53	16	106					49	1,199	19,419	1
1	406	30	10		426	0	55	239	26	29	37					13	27	426	2
1 1/2	241			(3)	238	90	5	80	14	25	79		1			6	28	238	3
2	234		1		233	68		71	31	37	56		2			9	27	233	4
3	61				61	28		17	9	10	19					3	3	61	5
4	21				21	1		3	8	2	1						7	21	6
6	8	4	1		11	11			8				1				2	11	7
8	5	2			7	3			3				2				2	7 ,	8
10	2				2	2							2					2	9
Total	19,499	2,580	1,726	65	20,418	1,848	17,160	1,306	152	119	298		8			80	1,295	20,418	10

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Year Ended: December 31, 2024 Utility No. 5370 - Sheboygan Water Utility Page 2 of Sche Item 7.

### **Meters**

- g Include in Columns (b-f) meters in stock as well as those in service.
- g Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
- g Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections
- g Totals by size in Column (f) should equal same size totals in Column (s).
- g Explain all reported adjustments as schedule footnote.
- g Do not include station meters in the meter inventory used to complete these tables.

### 1. Indicate your residential meter replacement schedule:

Meters tested once every 10 years and replaced as needed

 $\boldsymbol{X}\,$  All meters replaced within 20 years of installation

Other schedule as approved by PSC

#### 2. Indicate the method(s) used to read customer meters

- **X** Manually inside the premises or remote register (# of meter: 24)
- X Automatic meter reading (AMR), drive or walk by technology, wand or touchpad (# of meter: 19099)

Advanced Metering Infrastructure (AMI) - fixed network

Other

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Year Ended: December 31, 2024 Utility No. 5370 - Sheboygan Water Utility Page 3 of Sche Item 7.

### **Meters**

- g Include in Columns (b-f) meters in stock as well as those in service.
- g Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
- g Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections
- q Totals by size in Column (f) should equal same size totals in Column (s).
- g Explain all reported adjustments as schedule footnote.
- g Do not include station meters in the meter inventory used to complete these tables.

### Meters (Page W-23)

Adjustments are nonzero for one or more meter sizes, please explain.

All adjustments are reclassification made by the Utility to correct previously reported meter counts and/or inventory counts.

Wisconsin Administrative Code requires that meters 3 and 4 inches be tested or replaced every 2 years. You did not meet these requirements. Please explain your program for testing and replacing meters.

Remaining untested meters are less than 2 years old, or were tested within the prior 2 year period.

Wisconsin Administrative Code requires that meters 6 inches and larger be tested or replaced every year. You did not meet these requirements. Please explain your program for testing and replacing meters.

Two untested 8" meters are new and installed in 2024.

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## **Hydrants and Distribution System Valves**

Distinguish between fire and flushing hydrants by lead size. g

Year Ended: December 31, 2024

Fire hydrants normally have a lead size of 6 inches or greater.

Record as a flushing hydrant where the lead size is less than 6 inches or if pressure is inadequate to provide fire flow.

- g Explain all reported adjustments in the schedule footnotes.
- g Report fire hydrants as within or outside the municipal boundaries.
- g Number of hydrants operated during year means: opened and water withdrawn.
- Number of distribution valves operated during year means: fully opened and closed (exercised).

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	
Fire - Outside Municipality	47			158	205 *	1
Fire - Within Municipality	2,035	17	14	67	2,105 *	2
Total Fire Hydrants	2,082	17	14	225	2,310	3
Flushing Hydrants	0				0	4

NR810.13(2)(a) recommends that a schedule shall be adopted and followed for operating each system valve and hydrant at least once each two years. Please provide the number operated during the year.

> Number of Hydrants operated during year 745 Number of Distribution System Valves end of year 3,336

> Number of Distribution Valves operated during Year 524

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## **Hydrants and Distribution System Valves**

Distinguish between fire and flushing hydrants by lead size. g

Fire hydrants normally have a lead size of 6 inches or greater.

Record as a flushing hydrant where the lead size is less than 6 inches or if pressure is inadequate to provide fire flow.

- g Explain all reported adjustments in the schedule footnotes.
- g Report fire hydrants as within or outside the municipal boundaries.
- g Number of hydrants operated during year means: opened and water withdrawn.
- Number of distribution valves operated during year means: fully opened and closed (exercised).

### Hydrants and Distribution System Valves (Page W-25)

### Adjustments are nonzero for one or more accounts, please explain.

Adjustments are due to ongoing upgrades to GIS and asset management practices. This has enabled increased accuracy and filtering of current system inventories, resulting in necessary adjustments to the counts.

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## **List of All Station and Wholesale Meters**

- Definition of Station Meter is any meter in service not used to measure customer consumption. g
- Definition of Wholesale Meter is any meter used to measure sales to other utilities. g
- Retail customer meters should not be included in this inventory.

Purpose (a)	Meter Size (inches) (b)	Location or Description (c)	Type (d)	Date of Last Meter Test (e)	
Station Meter	>= 24-inch	High lift (east)	Magnetic	11/18/2024	1
Station Meter	>= 24-inch	High lift (west)	Magnetic	11/18/2024	2
Station Meter	>= 24-inch	Low lift (east/west)	Magnetic	11/18/2024	3
Station Meter	>= 24-inch	Low lift (south)	Magnetic	11/28/2024	4
Wholesale Meter	6	Kohler south 3925 Washington	Turbine	08/13/2024	5
Wholesale Meter	8	Kohler east 3400 Union Ave	Turbine	06/25/2024	6
Wholesale Meter	8	Kohler west 3400 Union Ave	Turbine	06/25/2024	7
Wholesale Meter	10	Kohler north 3207 Erie Ave	Magnetic	11/20/2024	8
Wholesale Meter	10	Sheboygan Falls 927 N Taylor	Turbine	11/20/2024	9

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## **Water Conservation Programs**

- List all water conservation-related expenditures for the reporting year. Include administrative costs, customer outreach and education, other program costs, and payments for rebates and other customer incentives. Do not include leak detection, other water loss program costs.
- If the Commission has approved conservation program expenses, these should be charged to Account 186. Otherwise, these expenses are reported in Account 906 on Schedule W-05 (Account 691 for class D utilities).

Item Description (a)	Expenditures (b)	Number of Rebates (c)	Water Savings Gallons (d)	
Administrative and General Expenses				1
Program Administration	0	0	0	2
Customer Outreach & Education	0	0	0	3
Other Program Costs	0	0	0	4
Total Administrative and General Expenses	0	0	0	5
Customer Incentives				6
Residential Toilets	0	0	0	7
Multifamily/Commercial Toilets	0	0	0	8
Faucets	0	0	0	9
Showerheads	0	0	0	10
Clothes Washers	0	0	0	11
Dishwashers	0	0	0	12
Smart Irrigation Controller	0	0	0	13
Commercial Pre-Rinse Spray Valves	0	0	0	14
Cost Sharing Projects (Nonresidential Customers)	0	0	0	15
Customer Water Audits	0	0	0	16
Other Incentives	0	0	0	17
Total Customer Incentives	0	0	0	18
TOTAL CONSERVATION	0	0	0	19

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### **Water Customers Served**

- g List the number of customer accounts in each municipality for which your utility provides retail general service. Do not include wholesale customers or fire protection accounts.
- g Per Wisconsin state statute, a city, village, town or sanitary district owning water plant or equipment may serve customers outside its corporate limits, including adjoining municipalities. For purposes of this schedule, customers located %Within Muni Boundary-Á refers to those located inside the jurisdiction that owns the water utility.

Custo Municipality End o (a) (b	f Year
Sheboygan (City) **	18,976 1
Sheboygan (Town)	9 2
Total - Sheboygan County	<b>18,985</b> 3
Total - Customers Served	<b>18,985</b> 4
Total - Outside Muni Boundary	<b>9</b> 5
Total - Within Muni Boundary **	<b>18,976</b> 6

<sup>\*\* =</sup> Within municipal boundary

PSCW Annual R

# **Privately-Owned Water Service Lines**

- g The privately owned service line is the pipe from the curb stop to the meter.
- g Explain all reported adjustments in columns(f) as a schedule footnote.
- g Report in column (h) the number of privately-owned service lines included in column (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
- g Separate reporting of service lines by diameter and pipe material.

Pipe Material (a)	Diameter (inches) (b)	First of Year (c)	Added During Year (d)	Disconnected	Adjustments Increase or (Decrease) (f)	End of Year (g)	Customer Owned Service Laterals Not in Use at End of Year (h)	Replaced During Year Using Financial Assistance from Utility (i)	
Ductile Iron, Lined (late 1960's to present)	0.500	11			1	12			1
Galvanized	0.500	641		63	(5)	573	63		2
Lead	0.500	385			(6)	379			3
Copper	0.500	597			91	688			4
Unlined Cast Iron (pre-early 1950's)	0.500	13			1	14			5
Unknown - May Contain Lead	0.500	602		54	(89)	459	54		6
Ductile Iron, Lined (late 1960's to present)	0.625	2			1	3			7
Galvanized	0.625	3		1	8	10	1		8
Lead	0.625	4,024		113	3	3,914	113		9
Copper	0.625	43			15	58			10
Unlined Cast Iron (pre-early 1950's)	0.625	3				3			11
Unknown - May Contain Lead	0.625	8			16	24			12
Ductile Iron, Lined (late 1960's to present)	0.750	13			2	15			13
Galvanized	0.750	40			1	41			14
Lead	0.750	336			16	352			15
Copper	0.750	6,572			108	6,680			16
Other Plastic	0.750	165			70	235			17
Unlined Cast Iron (pre-early 1950's)	0.750	4			1	5			18
Unknown - May Contain Lead	0.750	608			(231)	377			19
Ductile Iron, Lined (late 1960's to present)	1.000	13			(1)	12			20
Galvanized	1.000	1			2	3			21
Lead	1.000	7			4	11			22
Copper	1.000	1,037	1		65	1,103		1	23
Other Plastic	1.000	483	230		(22)	691		230	24
Unlined Cast Iron (pre-early 1950's)	1.000	2			2	4			25
Unknown - May Contain Lead	1.000	66			(19)	47			26
Ductile Iron, Lined (late 1960's to present)	1.500	5			(1)	4			27
Other Plastic	1.500	98			(1)	97			28
Unknown - May Contain Lead	1.500	1				1			29
Ductile Iron, Lined (late 1960's to present)	2.000	10				10			30
Copper	2.000	2				2			31

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# **Privately-Owned Water Service Lines**

- The privately owned service line is the pipe from the curb stop to the meter.
- Explain all reported adjustments in columns(f) as a schedule footnote. g
- Report in column (h) the number of privately-owned service lines included in column (g) which are temporarily shut off at the curb g box or otherwise not in use at end of year.
- Separate reporting of service lines by diameter and pipe material.

Other Plastic	2.000	4				4		:
Unlined Cast Iron (pre-early 1950's)	2.000	3			1	4		:
Unknown - Does Not Contain Lead	2.000	6			(2)	4		:
Ductile Iron, Lined (late 1960's to present)	2.500	1				1		:
Ductile Iron, Lined (late 1960's to present)	3.000	3				3		:
Other Plastic	3.000	3				3		
Unlined Cast Iron (pre-early 1950's)	3.000	2				2		:
Ductile Iron, Lined (late 1960's to present)	4.000	14			(1)	13		:
Unlined Cast Iron (pre-early 1950's)	4.000	21				21		
Unknown - Does Not Contain Lead	4.000	1				1		
Ductile Iron, Lined (late 1960's to present)	6.000	13				13		
Unlined Cast Iron (pre-early 1950's)	6.000	11			1	12		
PVC	6.000	2			1	3		
Unknown - Does Not Contain Lead	6.000	4			1	5		
Ductile Iron, Lined (late 1960's to present)	8.000	22			(8)	14		
Unlined Cast Iron (pre-early 1950's)	8.000	6				6		
PVC	8.000	2				2		
Ductile Iron, Lined (late 1960's to present)	10.000	1				1		
Unlined Cast Iron (pre-early 1950's)	12.000	4				4		-
Unlined Cast Iron (pre-early 1950's)	30.000	1				1		
Utility Total		15,919	231	231	25	15,944	231	231

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## **Privately-Owned Water Service Lines**

- The privately owned service line is the pipe from the curb stop to the meter.
- Explain all reported adjustments in columns(f) as a schedule footnote. g
- Report in column (h) the number of privately-owned service lines included in column (g) which are temporarily shut off at the curb g box or otherwise not in use at end of year.
- Separate reporting of service lines by diameter and pipe material.

#### Privately-Owned Water Service Lines (Page W-29)

#### **General Footnote**

The Sheboygan Water Utility does not own any portion of water service laterals in the City of Sheboygan. Property owners own the full length of water service laterals from the water main to the meter setting. Replacement of water service laterals that are not lead or galvanized are paid for by the property owner. Water service laterals that are lead or galvanized are funded by Sheboygan Water Utility Lead Water Service Lateral Replacement Program through a combination of 50% grant up to \$6,000 and zero interest loans. Sheboygan Water Utility applies annually to the DNR Safe Drinking Water Loan Program for grant and/or loan funds in varying amounts to help fund lead and galvanized lateral replacement.

Utility staff are working to identify water service lateral material and diameter. Since Sheboygan Water Utility does not own any portion of the water service lateral, identification is challenging and will take several years. Adjustments are the result of on-going research and updating utility records as materials and diameter are identified through various methods. Sheboygan Water Utility made progress in identification of materials in 2024, as well as more accurate reporting of materials by removing duplicate records, and duplicate counts where one lateral feeds several meters.

Water service laterals counted for this report were obtained using utility records, plumber's records, and electronic databases. Because the utility does not own any portion of the lateral, there are a number of them where the material and/or diameter are unknown at this time. As of the date of this report, unknown total 918.

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## Water Residential Customer Data Ë'Disconnection, Arrears, and Tax Roll

- For disconnection notices sent to residential customers for non-payment, report only the 10-day disconnection notice (e.g., printed on bill, separate mailed notice, etc.) for residential customers, and do not count subsequent reminders, such as 5-day notices, door tags or other personal contact attempts.
- For residential customers, include any account that includes a service being used primarily for residential living, including multifamily
- For residential arrears, include billed amounts past due and unpaid. g
- Q[¦Áœæ¢Á[||Ásč•q[⟨^¦•ÉÃ^][¦GÁ¸´{à^¦Á;Á^•ãá^}@áksč•q[⟨^¦•Ádà,•^¦\åÁgá,b@ákææ¢Á[||Áæ•Á^¸čā^åÁs^Á⁄ãĕÉÛœæÉðiÁÎÈÈÌ€JÉÁ

Description (a)		
Disc	onnection Notices	
1.	Total number of disconnection notices sent to residential customers for non-payment as of March 31	335
2.	Total number of disconnection notices sent to residential customers for non-payment as of June 30	426
3.	Total number of disconnection notices sent to residential customers for non-payment as of September 30	295
4.	Total number of disconnection notices sent to residential customers for non-payment as of December 31	0
Disc	onnections	
1.	Total number of residential disconnections of service performed for non-payment as of March 31	25
2.	Total number of residential disconnections of service performed for non-payment as of June 30	22
3.	Total number of residential disconnections of service performed for non-payment as of September 30	40
4.	Total number of residential disconnections of service performed for non-payment as of December 31	0
Arrea	ars (Customers)	
1.	Total number of residential customers with arrears as of March 31	1,080
2.	Total number of residential customers with arrears as of June 30	1,278
3.	Total number of residential customers with arrears as of September 30	1,270
4.	Total number of residential customers with arrears as of December 31	1,484
Arrea	ars (Dollar Amounts)	
1.	Total dollar amount of residential customer arrears as of March 31	54,317
2.	Total dollar amount of residential customer arrears as of June 30	77,529
3.	Total dollar amount of residential customer arrears as of September 30	96,389
4.	Total dollar amount of residential customer arrears as of December 31	76,693
Tax F	Roll	
1.	Total number of residential customers with arrears placed on the tax roll	1,269
2.	Total dollar amount of residential arrears placed on the tax roll	131,420
	Footnotes	No

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## CITY OF SHEBOYGAN R. O. 17-25-26

## BY MEAD PUBLIC LIBRARY BOARD.

**JUNE 2, 2025.** 

Submitting a Resolution in recognition of the service of Sherry Speth to Mead Public Library.



A RESOLUTION in recognition of the service of Sherry Speth to Mead Public Library.

WHEREAS, Sherry Speth was first appointed to the Mead Public Library Board of Trustees in April 2020, serving as the Sheboygan County Board of Supervisors representative, and

WHEREAS, Sherry Speth participated diligently as a member of the Finance Committee, and

WHEREAS, Sherry Speth served on the Arts and Facilities Committee, and

WHEREAS, Sherry Speth helped promote Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

WHEREAS, Sherry Speth served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, Sherry Speth took seriously her responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend Sherry Speth for the time and attention she so generously devoted to her responsibilities as a Trustee. The Board thanks her for her commitment in serving as a Mead Public Library Trustee and recognizes her service. The Mead Public Library wishes her all the best following her service to Sheboygan residents as a Library Trustee.

Dated this 21th day of May, 2025

Garrett Erickson

Library Director

Jeanne Pfeiffer **Board President** 

## CITY OF SHEBOYGAN R. C. 16-25-26

### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Res. No. 11-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City as Interim City Attorney pending permanent position fulfillment; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY (	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN RESOLUTION 11-25-26

### BY ALDERPERSONS MITCHELL AND PERRELLA.

### MAY 19, 2025.

A RESOLUTION authorizing retaining outside legal counsel to represent the City as Interim City Attorney pending permanent position fulfillment.

WHEREAS, the City desires to retain von Briesen & Roper, s.c., and to specifically appoint Attorney Nicholas Cerwin, to serve the City as interim City Attorney while the City works to fill the position left vacant by the retirement of Attorney Charles Adams.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby authorizes the appointment of Attorney Nicholas Cerwin of von Briesen & Roper, s.c. as outside legal counsel to represent the City of Sheboygan as Interim City Attorney, and to further retain such other von Briesen & Roper, s.c. attorneys as necessary to complete the tasks of City Attorney until the City fills the position more permanently.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to draw on Account No. 101130-531200 (General Fund – City Attorney – Legal Services) in payment of same.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL				
Presiding Officer	Attest			
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan			

## CITY OF SHEBOYGAN R. C. 19-25-26

### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred R. C. No. 282-24-25 by Finance and Personnel Committee to whom was referred R. O. No. 121-24-25 by City Clerk submitting a claim from State Farm for alleged damages to a vehicle owned by one of their insured drivers; recommends filing the document.

Committee:	
PASSED AND ADOPTED BY THE CITY O	F SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN R. C. 282-24-25

### BY FINANCE AND PERSONNEL COMMITTEE.

## **APRIL 14, 2025.**

Your Committee to whom was referred R. O. No. 121-24-25 by City Clerk submitting a claim from State Farm for alleged damages to a vehicle owned by one of their insured drivers; recommends referring to the Finance and Personnel Committee of the 2025-2026 council year.

Committee:	
PASSED AND ADOPTED BY THE CITY (	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN R. O. 121-24-25

## BY CITY CLERK.

## MARCH 3, 2025.

Submitting a claim from State Farm for alleged damages to a vehicle owned by one of their insured drivers.



# CITY OF SHEBOYGAN NOTICE OF DAMAGE OR INJURY

## **Instructions:**

- Complete all applicable information on this form.
- Notice of death and/or injury to persons or to property must be filed not later than 120 days after the occurrence.
- Attach and sign additional supportive sheets, if necessary.
  - o Note: Two estimates must be attached if you are claiming damage to a vehicle.
- This notice form must be signed and filed with the Office of the City Clerk at 828 Center Ave., Sheboygan, WI or submitted via email to Meredith.DeBruin@sheboyganwi.gov.

Claimant Information
Name of Claimant: State Farm
Home Address of Claimant: PO Box 52250 Phoenix AZ 85072
Home Phone Number of Claimant: 855-341-8184
Name and Address of Other Person(s) Injured (if applicable):
Occurrence Information
Date and Time of Day Damage or Injury Occurred: 12/11/2024 08:30 AM
Full Description of Where Damage or Injury Occurred: Gorham St and Bassett, Madison, WI
Full Description of How Damage or Injury Occurred: Nancy was travelling in the far left lane
on a three lane road. Ryan was in the center lane. Ryan turned left/merged into the lane
Nancy occupied. Ryan's vehicle collided with Nancy's vehicle.

## **Liability Information**

If the basis of liability is alleged to be an act or omission of a City Officer or Employee, complete the following:

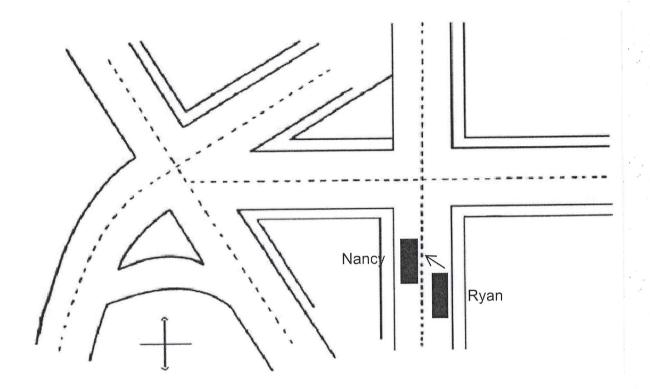
-	Name of Office	er or Employee (if known): Kyan Sorenson	
_	Claimant's Star	tement of the basis of such liability: Ryan merged into Nancy's lan	ie_
	hitting Nan	cy's vehicle	
If the look		is alleged to be a dangerous condition of public property, complete the	
-	Public Property	y alleged to be dangerous:	
_	Claimant's Sta	tement of the basis of such liability:	
		the injury, property damage, and/or loss so far as is known at this time: z GLE 350 - PS Door(s), PS Quarter Panel, Wheel/Rim	
2024 1	iviercedes ben	2 GLE 350 - P3 Door(s), P3 Quarter Parier, Writeemain	
Mone	tary Estimate I	nformation	
		applicable information You are not bound by the amounts provided:	
_	Auto:	\$21,315.30	
_	Property:	\$	
_	Personal Injury		
_	Other:	\$	
		r, please specify:	

Two estimates must be attached if you are claiming damage to a vehicle.	Complete the	
following section (if applicable):		
- Vehicle Make: Mercedes Benz		
- Vehicle Model: GLE 350		

## **Accident Information**

For all accident notices, complete the following diagram in detail. Be sure to include names of all streets, house numbers, location of individuals/witnesses, and location of vehicles. Indicate which are City-owned vehicles (if applicable) and which is the claimant's vehicle.

Note: If the diagram below does not fit the situation, attach a proper diagram to this notice and add your signature for verification.



## **Additional Information**

Please include copies of all bills, invoices, and/or estimates. Attach and sign additional supportive sheets, if necessary.

- Reminder: Two estimates must be attached if you are claiming damage to a vehicle.

The undersigned hereby makes a claim against the City of Sheboygan arising out of the circumstances described in the Notice of Damage or Injury form. The claim is for relief in the form of money damages in the total amount of \$\_\_\_\_\_21315.30

## Certify and Sign

By submitting this claim form, I certify that all information provided is accurate, complete, and truthful to the best of my knowledge. I understand that submitting false or misleading information, including but not limited to false claims of loss or injury, is a criminal offense (Wisconsin Statutes 943.395) and may result in legal action, including penalties, fines, and/or imprisonment. I acknowledge that I may be required to repay any benefits obtained through fraudulent claims and that my actions may result in the denial of this claim and future claims.

	Megan	Digitally signed by Megan Sample		
Claimant Signature:	Sample	Date: 2025.02.27 13:45:35 -06'00'	Date:	

Claimant Address: PO Box 52250 Phoenix AZ 85072

To Be Completed by the City of Sheboygan

Date Received: 2/27/2025

Received By: Meline Clevery

Claim Number: 19-24

State Farm clain # 49-7726-39

## CITY OF SHEBOYGAN R. C. 21-25-26

### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Res. No. 16-25-26 by Alderpersons Dekker and Perrella amending the Common Council Handbook to allow for standing committees to meet on the 2nd and 4th Mondays of each month without any restrictions on time or order; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY (	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# CITY OF SHEBOYGAN RESOLUTION 16-25-26 DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

### BY ALDERPERSONS DEKKER AND PERRELLA.

MAY 27, 2025.

A RESOLUTION amending the Common Council Handbook to allow for standing committees to meet on the  $2^{nd}$  and  $4^{th}$  Mondays of each month without any restrictions on time or order.

WHEREAS, council approved the Common Council Handbook on April 15, 2025 which provided strict times and order for standing committees; and

WHEREAS, council would prefer the flexibility to adjust the time and/or order of meetings to accommodate for the content of such meetings.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby approves the attached Common Council Handbook allowing for flexability of time and order of standing committee meetings.

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# Sheboygan spirit on the lake

## City of Sheboygan

# Common Council Handbook 2025-26

## Introduction

This handbook is intended to provide Alderpersons, committee and board members, city employees, and members of the public with general rules of procedure and decorum during all formal meetings. These rules are intended for easy reference only and do not supersede current city ordinances or resolutions. The City of Sheboygan follows the rules of parliamentary procedure set forth in Robert's Rules of Order, Newly Revised, in all cases in which they are applicable and not inconsistent with the ordinances and regulations of the City.

The tone and structure of meetings is set by the chair of the body over which they preside and may vary from individual to individual. The Mayor and chairpersons are responsible for ensuring that debate and discussion is conducted appropriately, professionally, and within the rules of order. They enforce the observance of order and proper decorum between the entire membership and those present during any meeting. The Mayor and chairpersons have discretionary authority to excuse non-members from the meeting whenever any disturbance or disorderly conduct occurs.

Alderpersons, commissioners, committee members, board members, officers, and City staff are expected to conform their conduct to the rules and expectations of this manual while attending any City meeting.

#### I. General Rules of Conduct.

Alderpersons and members of committees, commissions, and boards shall conduct themselves in a professional and respectful manner while representing the City and should wait to be recognized by the Mayor or chairperson before speaking. Alderpersons shall not make disparaging statements during such meetings about each other; members of committees, commissions, and boards; elected or appointed officials; or staff. Alderpersons and members may not interrupt the chairperson, other members, or the public when speaking. Personal electronic devices that make noise, such as phones and tablets, shall be set to "silent mode" while a meeting is in session.

## II. Generally Used Rules of Order.

A public meeting shall not proceed unless a quorum is present. For committees, commissions, and boards, a quorum is a majority of the body's full membership. For Common Council, two-thirds of the members shall be a quorum. A member attending remotely counts toward a quorum but such member may not vote or participate in an item if the item requires a visual assessment of witness demeanor, physical evidence, or exhibits not previously viewed by the member when the member is unable to make that assessment virtually.

### A. Rules of Order During Common Council Meetings.

Alderpersons may only act on items posted on the agenda. Alderpersons shall speak only twice on a matter being debated or discussed except upon leave of the Common Council. Alderpersons may not act on items posted for discussion only. Certain items not posted on the agenda may be introduced as "Other Matters Authorized by Law," but no action may be taken on such matters other than to lie over to the next meeting or be referred to a committee.



# Common Council Handbook 2025-26

The **consent agenda** deals with matters generally regarded as routine. However, any Alderperson may call a specific document for separate action after the motion is made to approve the agenda. If an Alderperson requires clarification about a document in the consent agenda, he or she may simply inquire without calling for separate action. Any Alderperson may request to pull forward any document out of the order of the agenda.

**Privilege of the floor** during Common Council meetings is extended to the Mayor, the City Clerk, the City Attorney, the City Administrator, the Police Chief or such other police officer in attendance, the Finance Director/Treasurer, members of the Department of Engineering and Public Works, the Director of Planning and Development, and members of the media who are confining themselves to their professional duty. No other person is allowed on the Council floor except upon invitation of the Mayor or Common Council.

Only those people having privilege of the floor may address the Common Council. All others may address the Common Council pursuant to a motion to open the floor. An appropriate request to allow a person who has privilege of the floor to address the Common Council is, "Your Honor/Mayor, I request that Mr./Mrs. (state name) address the council." Only the Mayor may call the person forward. An appropriate motion to allow persons who do not have privilege of the floor is, "Your Honor/Mayor, I move to open the floor to (state name)."

Alderpersons may address the person having privilege of the floor or to whom the floor has been open with the Mayor's consent. Otherwise, Alderpersons may only address the Mayor. Thus, when speaking, they should refrain from addressing other Alderpersons, staff members, or the audience, and should face the Mayor. An appropriate request to address those individuals is: "Your Honor/Mayor, may I address Mr./Ms. (state name)"?

An Alderperson may not engage in debate or become confrontational with individuals having privilege of the floor or to whom the floor has been open. At all other times, Alderpersons must address the Mayor or other presiding officer, not each other or the public.

A motion to amend or a motion to amend the amendment that will totally alter the nature of the original ordinance or resolution is considered out of order as not being "germane." To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. The Mayor or presiding officer of the Common Council shall rule in the first instance as to the admissibility of the amendment in question.

No Alderperson may cross the floor or leave the council chamber while the Mayor or presiding officer is addressing the Common Council or submitting a question. (See Sec. 2-180, Sheboygan Municipal Code.)

When an Alderperson is called to order, he or she shall not speak except in explanation until it shall have been determined that the Alderperson is in order. (See Sec. 2-183, Sheboygan Municipal Code.)

Any action under consideration by the Common Council, at the request of three Alderpersons, shall be deferred to the next Common Council meeting to be held no sooner than one week following. The same action may not be deferred a second time or laid over. (See Sec. 2-81, Sheboygan Municipal Code.)



# Common Council Handbook 2025-26

Whenever any disturbance or disorderly conduct occurs in the council chambers, or rooms or halls adjacent to the council chambers, the Mayor or presiding officer has the power, with the aid of the Police Chief or police officers in attendance, to cause the chambers, rooms or halls to be cleared of all persons or all disorderly persons except the Alderpersons or officers of the common council. (See Sec. 2-39(a), Sheboygan Municipal Code.)

## **B.** Rules of Order During Committee Meetings.

Members may speak only when recognized by the Chairperson. There is no limit on how many times a member may speak in general or on an item unless the Chairperson sets one. Members may not interrupt the Chairperson, other members, or the public who are speaking.

Items on the agenda may be pulled forward at the request of a member with the consent of the Chairperson.

Committee members may request that an item be placed on an agenda by timely communicating such request to the Committee Chair and Committee Clerk.

## III. Commissions, Committees, and Board Proceedings.

The Common Council has three standing committees: the Finance and Personnel Committee; the Public Works Committee; and the Licensing, Hearings, and Public Safety Committee. Committee members, chairpersons, and vice-chairpersons are appointed by the Mayor and confirmed by the Common Council. The Common Council may create special committees on motion or by resolution as the Common Council deems appropriate.

Standing Committees will meet the 2<sup>nd</sup> and 4<sup>th</sup> Mondays in Council Chambers. Licensing, Hearings, and Public Safety will meet at 4:30 p.m.; Public Works at 5:00 p.m.; and Finance and Personnel at 6:00 p.m. If a committee anticipates needing more than the allotted time, they are encouraged to schedule a special meeting on a different evening. Any standing committee or special committee may appoint a subcommittee from its membership.

The Committee of the Whole is comprised of all Alderpersons. The Mayor is not a member of the Committee of the Whole. Meetings are called as needed and serve the purpose of deliberation. The Committee of the Whole does not approve or disapprove of any matter before it; it simply makes a recommendation to the Common Council.

A member of the City Attorney's Office will generally be at all Common Council, Standing Committee, and Committee of the Whole meetings. Members or staff anticipating a need for legal services during special committees, commissions, or boards should contact the City Attorney prior to such meeting to request attendance.

# Sheboygan spirit on the lake

## City of Sheboygan

## Common Council Handbook 2025-26

Each committee is assigned a Committee Clerk responsible for the committee's administrative work such as creating agendas in consultation with the committee chair, timely notice and publication of agendas, communicating with committee members and the public, as needed, developing and publishing meeting minutes, filing meeting minutes after meeting completion. The Committee Clerk shall be the following positions or their designees:

Common Council City Clerk
Committee of the Whole City Clerk
Board of Review City Clerk
Board of Canvassers City Clerk

Finance and Personnel Finance Director Licensing, Hearings & Public Safety City Attorney

**Public Works Public Works Director** Marina Parks and Forestry **Public Works Director** Redevelopment Authority Planning Director Board of License Examiners Planning Director Planning Director Plan Commission Historic Preservation Planning Director Planning Director Joint Review Board Zoning Board of Appeals Planning Director

Police and Fire Commission

Human Resources Director
Senior Services Commission

Uptown Social Director

Mayor's International Committee Mayor
Mayor's Youth Advisory Council Mayor
Pet Friendly Task Group Mayor
Sustainability Sheboygan Task Force Mayor

## IV. Council Document Process.

Any item desired to be considered by the Common Council shall originate in a committee, except in cases of emergency or time-sensitivity. All ordinances shall be drafted by the City Attorney's Office. All other documents relating to an item shall be drafted and submitted to the City Attorney's Office by noon on the Monday preceding the meeting for confirmation that the document conforms with legal requirements and City expectations; and to the Committee Clerk by noon on the Wednesday preceding the meeting. The Committee Clerk shall communicate all proposed agenda items with the Committee Chair and shall ensure timely completion and publication of the agenda. Committees will consider and discuss each agenda item and make a recommendation for Common Council's consideration.



# Common Council Handbook 2025-26

## V. Commonly Used Documents.

The following documents are received or acted upon by the Common Council, committees, commissions, and boards when included with an agenda. Such documents shall include a cover sheet or memo using a standardized template wherein supplemental information is provided.

**Resolutions:** The Common Council conducts general business through resolutions, which are generally less permanent enactments than ordinances. Resolutions may direct or authorize the appropriate city officials to act on matters approved by the Common Council; to create committees, commissions or boards to assist the Common Council in conducting its business; to state the City's position on a policy matter; to adopt or modify a previously adopted policy.

The proper motion for the passage of a resolution is: "I move to adopt the resolution." This motion requires a second, is debatable, amendable and generally requires a majority vote, unless otherwise required by law or ordinance. For example, resolutions altering the adopted budget require a two-thirds vote of the entire membership of the Common Council and Class 1 notice, pursuant to Wis. Stat. s. 65.90.

**Ordinances:** Ordinances are the City's laws. An ordinance may enact new legislation or amend or repeal an existing ordinance. Ordinances may not be amended or repealed by resolution but may be overruled by preempting action taken by the State or Federal Government.

The proper motion for the passage of an ordinance is: "I move to adopt the ordinance." This motion requires a second, is debatable, amendable and generally requires a majority vote, unless otherwise required by law or ordinance. For example, charter ordinances require a two-thirds vote of all members.

Communications: Communications are letters received by City officers, officials, or employees for Common Council consideration and which are generally placed on an agenda. Most communications should be directed to the City Administrator or a Department Head for consideration and information development prior to agenda placement to ensure that Council can be adequately informed on issues related to the communication at the time of presentation. Not all communications are placed on an agenda. The Mayor, in consultation with the City Clerk and/or City Administrator, determines which communications shall be placed on the agenda. Once included on an agenda, communications may be referred to a committee, commission, or board; or they may be immediately acted upon during a Common Council meeting. In general, communications are filed.

A proper motion for acting on a communication is: "I move that the communication be received and filed," or "I move that the communication be referred to committee." This motion requires a second, is debatable, but not amendable, and requires a majority vote.

**Reports**: City staff, boards, and commissions may develop reports summarizing work performed during a period of time or presenting on a topic. Reports will generally be submitted at regular intervals but may also be developed ad hoc. These reports are for informational purposes. Council members may ask the presenter(s) questions or may offer comments on the reported material.



# Common Council Handbook 2025-26

Reports will generally be received and filed by motion, as a category, rather than individually. The proper motion for reports is to receive and file the report, unless the body desires to refer a report elsewhere.

**Supporting Documents:** Any of the aforementioned documents may be supplemented by additional documents, usually an informational memo, exhibit, or a presentation. Supporting documents will provide staff input and recommendations for action, discuss the impact a proposal may have, or provide background information relating to the document topic. Supporting documents will follow the agenda document and therefore do not require additional action. The information contained within supporting documents may be discussed in conjunction with discussion on the document they relate to.

VI. **Common Actions.** The four most common types of actions the Common Council takes during a meeting are:

**Adoption** - this is a favorable action taken by the Common Council. "Adoption" and "passage" are synonymous. A majority vote against a motion to adopt is deemed to be a recommendation by a committee not to so adopt.

**Referral** - this action sends a document to a committee, commission or board for deliberation and a recommendation.

**Filing** - this action dispenses of a document immediately or refers out of committee.

Lying Over - this results when certain documents cannot be passed on the first reading without suspension.

In case of a tie vote or a vote with no clear majority due to abstentions, a committee vote fails and a separate motion should be made to refer the item to Council without a recommendation.



# Common Council Handbook 2025-26

MOTION	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED
Main Motion	Yes	Yes	Yes	Majority
Motion to Reconsider	Yes	Yes	No	Majority
Motion to Rescind	Yes	Yes	Yes	Majority (with notice)
Motion to Amend	Yes	Yes	No	Majority
Motion to Substitute	Yes	Yes	Yes	Majority
Motion to Amend the Amendment	Yes	Yes	No	Majority
Motion to Refer to Committee	Yes	Yes	Yes	Majority
Motion to Hold	Yes	Yes	Yes	Majority
Motion to Call the Question	Yes	No	No	2/3
Motion to Suspend the Rules	Yes	No	No	* 3/4
Motion to Divide the Question	Yes	No	No	Majority
Motion to Open the Floor	Yes	Yes	Yes	Majority
Point of Order	No	No	No	None
Motion to Recess	Yes	No	Yes	Majority
Motion to Adjourn	Yes	No	Yes	Majority

### VII. Calling the Vote.

Voice Vote. All actions, other than those requiring a roll call vote, may be undertaken by voice vote.

Roll Call Vote. A roll call vote is required to adopt ordinances; resolutions; documents assessing or levying taxes; documents appropriating or disbursing funds; actions creating a liability or charge against the City; actions discharging or commuting a claim or demand against the City; actions confirming appointments; and motions to convene and come out of closed session. The Mayor may call for a roll call vote at their discretion or upon the request of any Alderperson. An appropriate request for a roll call vote is, "Your Honor/Mayor, I request a roll call vote." This is not a motion so it does not require a second, debate, or vote.

# Sheboygan

## City of Sheboygan

## Common Council Handbook 2025-26

## VIII. Location and Availability.

All Common Council, Commission, Committee, and Board meetings shall take place in Council Chambers, with open, unlocked doors. Exceptions may be made for closed session meetings; emergency meetings; and for special meetings called for specific purposes or at special locations. Whenever heavy attendance is anticipated, the Mayor or Committee Chair shall arrange to provide for overflow room(s) where members of the public may watch or otherwise participate in the proceedings.

Meetings shall be recorded and the City Clerk or Committee Clerk shall transmit the recording to Municode within 96 hours of meeting adjournment, except that closed session Council meetings shall not be recorded. Recordings shall be retained pursuant to the City's document retention schedule. Nothing herein shall be deemed to prevent City staff from causing the livestream and/or recordings to be available at additional sites, such as the City's website, the WSCS website, and/or social media feeds.

Meeting agendas shall include a Microsoft Teams link by which members of the body or of the public may watch or otherwise participate in the proceeding. Remote attendees shall be afforded the same opportunity and privilege as in-person attendees. If an attendee desires reasonable additional accommodation in order to attend or participate in a meeting, such as translation or hearing assistance services, such person shall provide notice to the Council or Committee Clerk before the meeting so that the accommodation may be secured.

If a member wishes to participate in a closed session meeting remotely, such participation shall be by secure Microsoft Teams link, which is not available except upon individualized permission as appropriate.

### IX. Rules for the Public.

Personal electronic devices that make noise, such as phones and tablets, shall be set to "silent mode" while a meeting is in session so as not to cause a disturbance or distraction. The public present at the meeting should remain silent during the Common Council meeting except when speaking during designated public input opportunities in accordance with this handbook. The Mayor sets the tone for the Common Council meetings and enforces all the rules. The Mayor or Committee Chairperson may call anyone out of order and have anyone who is out of order escorted out of the council chambers.

In order to speak before the Common Council during public forum, a person must make a request by noon on the day of the meeting to the City Clerk. Not more than five people will be allowed to speak during public forum and each speaker will be limited to five minutes. If more than five people request to participate in public forum, preference shall be given to City residents, then to persons paying property taxes to the City, and then to all others. Comments are limited to discussion of items on the meeting's agenda. An Alderperson may move to open the floor for one additional minute to allow a speaker to exceed the five-minute limitation, and such motion may be approved by majority vote.

# Ch al<sup>Cityof</sup>

## City of Sheboygan

# Common Council Handbook 2025-26

The Common Council generally does not respond to or debate issues with the public during a meeting. The Council may discuss any matter raised by the public pursuant to Wis. Stat. s. 19.83(2) but may not act on such matter unless such action was properly included in the Council agenda. Committees may engage with the public during a meeting subject to chairperson discretion. Individuals wishing to speak during a committee meeting should raise their hand and be recognized by the chairperson before speaking. No action may be taken by a Committee on any matter raised by the public unless such action was properly included in the Committee agenda.

### **Basic Rules for Public Comment.**

- 1. Before speaking, clearly state your name and address.
- 2. Speak clearly, do not swear or use foul language.
- 3. Address comments to Alderpersons, committee, etc.
- 4. Limit comments to matters on the meeting agenda.
- 5. No advertising, self-promotion, or electioneering.
- 6. Do not be argumentative with presenters or department heads or representatives.
- 7. Do not personally attack or criticize the Mayor, Alderpersons, city officials, department heads, elected officials or staff.
- 8. Do not personally attack or criticize any member of the public (whether or not present), board/committee members, employees, and the Mayor.
- 9. Maintain your composure and show respect to the Chairperson and respective committee members.
- 10. Except for signs displayed by the City as official government speech, signs are not permitted within Council Chambers during a meeting, regardless of size or content. During a meeting, signs may be displayed in the hallways outside of Chambers or within other common spaces within and around City Hall. The purpose of this restriction is to limit distractions and obstructions that may unreasonably interfere with other attendees' ability to attend and participate in public meetings.

## X. Suspending the Rules.

The Common Council operates by a set of operating rules, some of which may be suspended by motion and two-thirds supporting vote. An appropriate motion is, "Your Honor/Mayor, I move to suspend the rules to allow for (select action)." Typically, rules will be suspended to allow for immediate action on an item that was not referred to the Common Council by Committee action.

Rules that cannot be suspended include: procedural rules prescribed by constitution, statute, ordinance, or bylaws; fundamental principles of parliamentary law such as limiting the right to vote or allowing only one question to be considered at a time; rules protecting rights of absentee or individual members such as quorum requirements, requirements for previous notice, the right of any member to exercise their full rights in meeting participation; or rules applicable outside of a meeting, such as day-to-day organizational procedure.

A motion to suspend the rules cannot interrupt a speaker who has the floor, requires a second, is not debatable, cannot be amended, and cannot be reconsidered.

## CITY OF SHEBOYGAN R. C. 27-25-26

## BY LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Res. No. 20-25-26 by Alderpersons Rust and La Fave authorizing the creation of a temporary Designated Outdoor Refreshment Area during the 2025 8th Streatery event series; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY OF SI	HEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN RESOLUTION 20-25-26 DIRECT REFERRAL TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE

#### BY ALDERPERSONS RUST AND LA FAVE.

### MAY 27, 2025.

A RESOLUTION authorizing the creation of a temporary Designated Outdoor Refreshment Area during the 2025 8<sup>th</sup> Streatery event series.

WHEREAS, the Common Council, by Ordinance 11-24-25 adopted on August 5, 2024, modified section 38-59 of the Sheboygan Municipal Code to allow for the creation of a Designated Outdoor Refreshment Area ("DORA") to permit the carrying of open containers and consumption of alcoholic beverages within the DORA boundaries during such times and under such conditions as the Council may specifically permit by authorizing resolution; and

WHEREAS, the City desires to support local business and nonprofits during the 2025 8<sup>th</sup> Streatery event series by creating a temporary Designated Outdoor Refreshment Area ("DORA") encompassing portions of 8<sup>th</sup> Street between Center Avenue and the intersection of South 8<sup>th</sup> Street and South 9<sup>th</sup> Street.

NOW, THEREFORE, BE IT RESOLVED: That pursuant to section 38-59 of the Sheboygan Municipal Code, there is hereby created a DORA permitting the carrying and consumption of alcoholic beverages with the following conditions:

- The DORA boundaries shall be as set forth in the attached Exhibit titled "8th Streatery Event Map."
- The carrying and consumption of alcoholic beverages within the Temporary 8<sup>th</sup> Streatery DORA District ("District) shall be limited to the following dates and times:

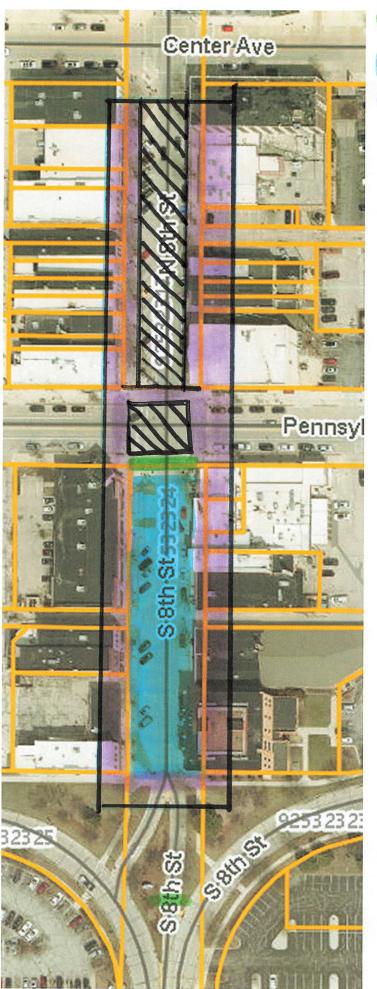
June 10 <sup>th</sup>	4:00 p.m 9:00 p.m.
June 17 <sup>th</sup>	4:00 p.m 9:00 p.m.
June 24 <sup>th</sup>	4:00 p.m 9:00 p.m.
July 1 <sup>st</sup>	4:00 p.m 9:00 p.m.
July 8 <sup>th</sup>	4:00 p.m 9:00 p.m.
July 15 <sup>th</sup>	4:00 p.m 9:00 p.m.
July 22 <sup>nd</sup>	4:00 p.m 9:00 p.m.
July 29 <sup>th</sup>	4:00 p.m 9:00 p.m.
August 5 <sup>th</sup>	4:00 p.m 9:00 p.m.
August 12 <sup>th</sup>	4:00 p.m 9:00 p.m.

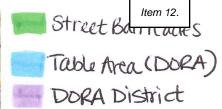
- The carrying and consumption of alcoholic beverages within the District is limited to the alcohol service area, sidewalks, and other portions of the right-of-way not open to vehicular traffic including crosswalks or other pedestrian crossing areas while persons are lawfully crossing the street.
- The carrying and consumption of alcoholic beverages shall not be permitted in parking lots or premises held out to the public for use of motor vehicles, nor on any private property without permission of the owner or occupant.
- The exception shall not permit the possession or consumption of any intoxicating liquor or fermented malt beverages in violation of the provisions of state statutes or other municipal codes, including, but not limited to the possession or consumption of alcoholic beverages on a licensed premises which were not purchased at that premises, possession or consumption of alcoholic beverages on premises without a license that are open to the public, possession or consumption by underage persons or any other violation.
- All alcoholic beverages sold by individual servings for removal from a licensed premise for consumption within the District shall be served in unbreakable, transparent or semi-transparent containers, except that beverages may be served in their original packaging if such packaging is plastic or aluminum. Beverage containers shall bear a sticker or other identifier indicating that the beverage was purchased by a District-participating entity. Beverages sold or possessed in glass containers shall not be permitted to be opened or consumed within the District.
- Only alcohol served within the District is permitted to be carried within the District. No carry-ins will be allowed.
- The City shall retain the right to suspend or terminate the District at any time when, in the judgment of the Police Chief, Mayor, or City Administrator, such action is necessary in the interest of public safety or to address issues and concerns that may arise in relation to the District, including but not limited to non-compliance of businesses/patrons with the conditions of this resolution, trash or debris or disorderly conduct associated with the District.
- The 8<sup>th</sup> Streatery organizers shall clearly mark the District boundaries in accordance with any direction given by City staff or law enforcement.

• Common Council approval of this resolution is contingent upon a timely submission of a complete contingency plan and approval of the same by the Police Chief, Fire Chief, and City Administrator. The contingency plan shall include, but is not limited to, the following plans and provisions: crowd control plans, how event staff are to enforce the DORA boundaries, how alcohol servers will be trained, how alcohol servers will be checking for IDs, and how alcohol servers will be checking for over intoxication.

## PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer	Attest		
Ryan Sorenson, Mayor, City of	Meredith DeBruin, City Clerk, City o		
Sheboygan	Sheboygan		





## CITY OF SHEBOYGAN R. C. 28-25-26

## BY LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Res. No. 14-25-26 by Alderpersons Rust and La Fave authorizing the appropriate City officials to enter into a contract extension with Motorola Solutions, Inc. and authorizing the Police Chief to execute the contract extension; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY	OF SHEBOYGAN COMMON COUNCIL 
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN RESOLUTION 14-25-26

### BY ALDERPERSONS RUST AND LA FAVE.

## MAY 19, 2025.

A RESOLUTION authorizing the appropriate City officials to enter into a contract extension with Motorola Solutions, Inc. and authorizing the Police Chief to execute the contract extension.

WHEREAS, the City of Sheboygan Police Department is in year four of a five-year contract with Motorola Solutions for video as a service for body-worn, in-car, and interview room equipment previously authorized by the Common Council by Resolution No. 120-21-22; and

WHEREAS, the City of Sheboygan Police Department was offered a three-year contract extension for their video as a service agreement with Motorola Solutions for their body-worn cameras and in-car video cameras; and

WHEREAS, the contract extension will lock in current pricing for these services through April 2030, and avoid inflationary rates of executing a new contract; and

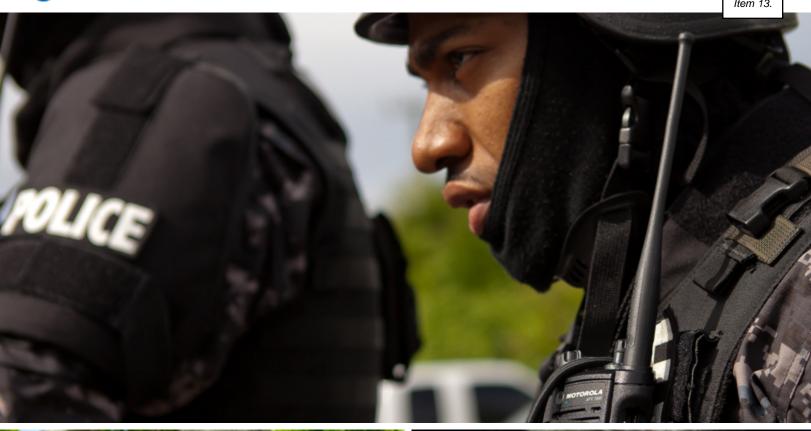
WHEREAS, the funds required to extend the contract are already in the yearly budget for the Police Department.

NOW, THEREFORE, BE IT RESOLVED: That the appropriate City officials are hereby authorized to enter into the attached Contract Extension with Motorola Solutions.

BE IT FURTHER RESOLVED: That the Police Chief is hereby authorized to sign the Contract Extension.

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

Item 13.







## SHEBOYGAN POLICE DEPARTMENT

(3 YR) Contract Extension 01/08/2025



01/08/2025

SHEBOYGAN POLICE DEPARTMENT 1315 N 23RD STREET SHEBOYGAN, WI 53081

RE: Motorola Quote for (3 YR) Contract Extension

Dear Joel Kuszynski,

Motorola Solutions is pleased to present SHEBOYGAN POLICE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide SHEBOYGAN POLICE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to Kelsey Thompson at Kelsey.Thompson@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

**Kelsey Thompson** 

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Billing Address: SHEBOYGAN POLICE DEPARTMENT 1315 N 23RD STREET SHEBOYGAN, WI 53081 US Quote Date:01/08/2025 Expiration Date:06/22/2025 Quote Created By: Kelsey Thompson Kelsey.Thompson@ motorolasolutions.com

End Customer: SHEBOYGAN POLICE DEPARTMENT Joel Kuszynski Joel.Kuszynski@sheboyganwi.gov 920-509-6278

## Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

## Summary:

- This Contract Extension would not go into effect until your current contract ends (4/10/27)
- At "Year 6" Another BWC Refresh would be sent to you
- At "Year 6" Billing would resume with a locked-in price of today's rate Pricing Summary on Page 5
- Warranty/Software Enhancements Included
- In/Car Licensing Continuation
- Pricing Summary on Page 5

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
	Video as a Service						
1	AAS-BWC-XYR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - VIDEO-AS-A- SERVICE	72	3 YEAR	\$2,484.00	\$178,848.00	
2	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS	72	3 YEAR	Included	Included	
3	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	72		Included	Included	3 YEAR



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800





Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
4	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT	72	3 YEAR	Included	Included	
5	SWV07S03593A	SOFTWARE ENHANCEMENTS	72	3 YEAR	Included	Included	
6	WGP03085-KIT	V700 JACKET MAG MOUNT WITH BWC BOX	72		Included	Included	
	VideoManager EL or EX: Video Evidence Management						
7	WGC02002	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS	18	3 YEAR	\$2,685.00	\$48,330.00	
Grand Total					\$2	27 178 N	(חאר)

\$227,178.00(USD)

# **Pricing Summary**

	Sale Price
Year 6 Subscription Fee	\$75,726.00
Year 7 Subscription Fee	\$75,726.00
Year 8 Subscription Fee	\$75,726.00
Grand Total System Price (Inclusive of Upfront and Annual Costs)	\$227,178.00

<sup>\*</sup>Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.

# Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services
  Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be
  added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



# VIDEOMANAGER EL CLOUD SOLUTION DESCRIPTION

VideoManager EL Cloud simplifies evidence management, automates data maintenance, and facilitates management of the Customer's cloud-based, off-premises storage solution.

It is compatible with V300/V700 body-worn cameras and M500 in-car video systems, as well as, legacy VISTA body-worn cameras and 4RE in-car video systems enabling the Customer to upload video evidence quickly and securely. VideoManager EL Cloud allows live streaming from the V300/V700 body-worn cameras and the M500 in-car video system to CommandCentral Aware.



#### VIDEO EVIDENCE MANAGEMENT

VideoManager EL Cloud delivers benefits to all aspects of video evidence administration. With this streamlined process, the Customer minimizes the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

#### Simplified Evidence Review

VideoManager EL Cloud makes evidence review easier by allowing users to upload evidence into cloud storage from their in-field devices. This information includes a recording's date and time, device used to capture the evidence, event ID, officer name, and event type. This allows the Customer to view recordings of an incident that were taken from several devices simultaneously, eliminating the task of reviewing irrelevant footage. Its built-in media player includes a visual display for incident data, highlighting moments of interest when lights, sirens, or brakes are activated during the event timeline.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, and drawings can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together.

# **Easy Evidence Sharing**

VideoManager EL Cloud allows you to easily share information by exporting evidence. Ways to export evidence include downloading to a PC, sharing evidence through a cloud-based service, or Rimage. Rimage is a robust tool responsible for exporting evidence to DVD/BR discs.

#### **Automatic Data Maintenance**

VideoManager EL Cloud can schedule the automatic purging of events based on recorded event category and age. It is user customizable.

#### Security

The Customer will sync security groups and users from the Azure Active Directory. In VideoManager EL Cloud, the Customer can grant groups access to the evidence on an as-needed basis.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800





#### Integration with In-Car Video Systems and Body-Worn Cameras

Video and audio captured by the integration of in-car video systems (4RE, M500) and body-worn cameras (VISTA, V300, V700) are automatically linked in VideoManager EL Cloud based on time, officer name, or group recordings. The Customer can utilize synchronized playback and export of video and audio from multiple devices in the same recording group.

#### **DEVICE MANAGEMENT**

The Customer can easily manage, configure, and deploy their in-car and body-worn cameras in VideoManager EL Cloud. Body-worn cameras are checked out to a given officer, where VideoManager EL Cloud keeps record of who last had the body-worn camera. In contrast, in-car video systems are configured with a list of officers who are authorized to use it. When an officer logs into the device, the officer is marked as the owner of any evidence that is created by the device. VideoManager EL Cloud does not display the officer's name who is currently associated with the in-car video system, but it does for body-worn cameras.

VideoManager EL Cloud's Rapid Checkout Kiosk feature allows agencies to take advantage of pooled body-worn cameras. The cameras can be checked out at the beginning of a shift using an easy-to-use interface. At the end of a shift, the body-worn camera will be returned to its dock, where video is automatically uploaded. The camera is then ready to be checked out for the next shift.

The in-car and body-worn cameras can also be configured to remember preference settings for each user, including volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific user. There are other settings in VideoManager EL Cloud that will enable the Customer to configure devices to operate in alignment with your agency's policies and procedures.

#### **REPORTING**

VideoManager EL Cloud's Report Management allows the creation of reports that will give the Customer greater insight into the system. Reports are created to provide a specific type of data from a specified time period. Report types cover areas such as recorded event details, purged recorded events, recorded events with unknown metadata, body-worn camera assignments, device use, and case details.



# MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

#### **OVERVIEW**

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

# AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

#### FBI-CJIS SECURITY POLICY - CRIMINAL JUSTICE INFORMATION

#### **CJIS Security Policy Compliance**

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL







security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

#### Personnel Security - Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

#### **Security Awareness Training**

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

#### **CJIS Security Addendum**

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

#### **Third Party Installer**

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

#### **COMPLETION CRITERIA**

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



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#### SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

#### PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

#### **Motorola Project Roles and Responsibilities**

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

#### **Project Manager (PM)**

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

# Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



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#### System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

#### **Professional Services Engineer (if applicable)**

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's thirdparty software (e.g. CAD).
- Work with the Customer to access required systems/data.

#### Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

#### **Technical Trainer / Instructor**

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

#### **Motorola-Certified Installer**

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

#### Required Training

- WTG0501 M500 Vehicle Installation Certification (Remote) or WTG0503 M500 Vehicle Installation Certification (Live)
  - Needs to be renewed yearly.
  - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
- Review of any previous Motorola Solutions Technical Notifications (MTNs).

#### Optional Training

- WGD00186 M500 Installation Overview and Quick Start (NA)
  - Not required for installation. Available for the installing technician.
- WGD00177 M500 In-Car Video System Installation Guide
  - Not required for installation. Available for the installing technician.
- MN010272A01 M500 In-Car Video System Basic Service Manual



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Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

#### **Customer Support Services Team**

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

# **Customer Project Roles and Responsibilities**

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

#### **Project Manager**

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including
  one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed.
   Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.



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- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the
  equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

#### **IT Support**

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

#### **Video Management Point of Contact (POC)**

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

#### Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

#### **Training POC**

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.



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#### **General Customer Responsibilities (if applicable)**

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system.
   Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customerprovided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

#### **NETWORK AND HARDWARE REQUIREMENTS**

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage.
   Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



# **PROJECT PLANNING**

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

#### **PROJECT PLANNING SESSION**

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
  - Contract documents.
  - A summary of contracted applications and hardware as purchased.
  - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
  - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

#### Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

#### **Customer Responsibilities**

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

#### **Motorola Deliverables**

Project Kickoff Meeting Agenda.

#### **PROJECT KICKOFF**

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.



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Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

#### Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

#### **Customer Responsibilities**

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

#### **Motorola Deliverables**

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

#### **DISCOVERY TELECONFERENCE**

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

#### Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.



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QUOTE-2957799 (3 YR) Contract Extension

Confirm Customer-provided configuration inputs.

## **Customer Responsibilities**

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be
  present to weigh-in on hardware, software and network components. Customer attendees should be
  empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

#### **Motorola Deliverables**

• Completed BPR Workbook.



# **PROJECT EXECUTION**

#### HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

#### Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

#### **Customer Responsibilities (if applicable)**

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations
  are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

#### **Motorola Deliverables**

Contracted Equipment.



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Equipment Inventory (if applicable).

# In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

**Number of ICV Purchased Number of ICV to Test** 1 1 2 2 3 3 4 5 - 255 26 - 50 10 51 - 75 15 76 - 100 20 30 101 - 150 151 - 200 40 20% 201 +

**Table 1-1: Number of Contractual ICV Configurations** 

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

#### Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.



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- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
  - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
  - Configure MDC Network Card.

# **Customer Responsibilities**

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

#### **Motorola Deliverables**

Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

#### **Body Worn Camera Configuration (if applicable)**

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10



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Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

#### Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

#### **Customer Responsibilities**

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

# **Automatic License Plate Recognition (ALPR) Commissioning (if applicable)**

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

#### Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

#### **Customer Responsibilities**

- Identify the Agency Manager.
- Register to receive access to Hotlists.



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#### SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

#### VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

#### Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

#### **Customer Responsibilities**

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

# VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both bodyworn cameras and in-car video systems.

# Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



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- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

#### **Customer Responsibilities**

Verify traffic can be routed through Customer's firewall and reaches end user workstations.

#### CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)

#### Motorola Responsibilities

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

#### **Customer Responsibilities**

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

#### **Completion Criteria**

CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

#### **CommandCentral Evidence (if applicable)**

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

#### Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

#### **Customer Responsibilities**

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



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#### **DATA MIGRATION SERVICES (IF APPLICABLE)**

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

#### Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

#### **Customer Responsibilities**

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

#### **Completion Criteria**

A migrated dataset as defined in the Contract.

#### **DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)**

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

#### Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

#### **Customer Responsibilities**

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces
  with all local and remote systems. This information should be provided to the Motorola PM within ten (10)
  business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.



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# SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

# **ONLINE TRAINING (IF APPLICABLE)**

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

#### Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

#### **Customer Responsibilities**

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

# INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

#### Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



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 Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

# **Customer Responsibilities**

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

#### **Motorola Deliverables**

- Electronic versions of User Guides and training materials.
- Attendance rosters.



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# PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

# Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

#### **Customer Responsibilities**

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

#### **Motorola Completion Criteria**

Provide Customer with survey upon closure of the project.



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# **ASSUMPTIONS**

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft
  Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be
  synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is
  using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
  - 5 Mbps + 3 Mbps per additional device.
    - This assumes it will take 8 hours to upload 5 GB of video on a device.
  - 40-50 Mbps per concurrent uploading device.
    - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If
  another type of security is desired, the Customer will be responsible for configuring these security
  requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the
  factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.





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# **VIDEO-AS-A-SERVICE OVERVIEW**

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS provides agencies access to high-definition camera systems and the industry's only fully end-to-end digital evidence management ecosystem. Included in this quote is access to CommandCentral Evidence, which includes several applications that enable a single, streamlined workflow.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per-device charge, billed quarterly.



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# COMMANDCENTRAL EVIDENCE PLUS SOLUTION DESCRIPTION

# **OVERVIEW**

CommandCentral Evidence provides a suite of digital evidence management tools that help users contain, organize, and act on large amounts of incoming multimedia. These tools streamline the collection, capture, storage, and sharing of data from a single location. By centralizing digital evidence storage and management, CommandCentral Evidence removes data silos and helps users get the most out of their critical information.



Users access all case content from a single, cloud-based location. Cases integrate records and evidence content, allowing users to view all media associated with a case. These cloud-based tools help users account for all evidence regardless of source. CommandCentral Evidence makes it easy to secure and share content with chain of custody intact to improve collaboration.

CommandCentral Evidence is available without any upfront investment. Monthly subscription service costs include the software and video storage. And CommandCentral Evidence uses the Azure GovCloud, securing data at rest and in transit to protect communications. This complies with CJIS guidelines and the NIST framework, audited annually against the Service Organization Control 1 and 2 reporting framework.



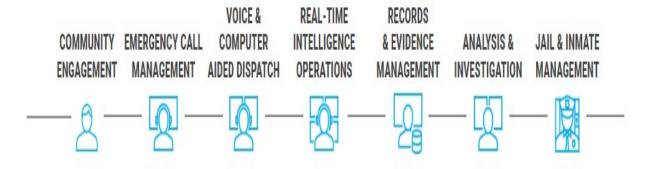




# THE COMMANDCENTRAL PLATFORM

CommandCentral is an end-to-end platform of interconnected solutions that unify data and streamline public safety workflows from a tip or call to case closure. Through single sign-on capabilities, your personnel can access all CommandCentral software applications with one agency username and password for a more streamlined workflow. The CommandCentral platform puts your agency's data to better use, improves safety for critical personnel, and helps keep your focus on the communities you serve.

CommandCentral evolves over time, maximizing the value of existing investments while adopting new capabilities that better meet your personnel's growing needs. With cloud-based services and an agile development methodology through constant user feedback, Motorola Solutions can deliver new features and functionality in a more manageable, non-intrusive way.



The CommandCentral End-to-End Platform

# **Community Interaction Tools**

CommandCentral Evidence provides a set of Community Interaction tools to enhance the partnership between your agency and the public. This solution is the foundation for transparent community engagement by streamlining the flow of data between your agency and the people you serve. The toolkit helps build public trust and increases the value of community intelligence. As a result, your agency gains new ways to connect with the public, building collaboration and transparency.

Community interaction centers around CityProtect.com. This mobile-friendly webpage offers citizens a centralized set of tools to contribute to public safety. The tools and forms within CityProtect enable you to create a dialogue with your community and promote the value of citizen intelligence. Sharing and receiving important data is streamlined to make engagement easier.









#### **AGENCY PAGE**

CommandCentral Evidence provides a dedicated, public-facing webpage for your agency. This customizable page offers a unique URL to serve as the hub for community interaction with access to the tools for the public to connect with your agency.

The agency page shows quick, rotating messages—bulletins (up to five 244-character messages)—to keep the public informed. Your agency will control the order, schedule, and expiration date of these bulletins. The page also integrates an agency's social media feeds to further unify communications.

#### **PUBLIC SUBMISSIONS**

With CommandCentral Evidence, the public can submit information online with an easy-to-use interface. There are multiple self-service form options for online submissions, such as anonymous tips, public information requests, and non-emergency submissions. Your agency will decide which of these forms to deploy and how to personalize these forms with built-in form management tools. The public can submit tips using these forms on CityProtect, or via anonymous SMS communication. Together, these submissions help agencies build a more accurate operating picture. TipManager manages these submissions in a central location and saves digital content in CommandCentral Evidence. This streamlines public-provided content with officer-captured evidence in a single repository.

#### **DIGITAL EVIDENCE COLLECTION**

CommandCentral Evidence's digital evidence collection features allows your agency to collect case-specific digital media from any source without needing a personal device or physical storage, such as CDs, USBs, or other devices checked into physical evidence stores. Digital files are automatically added and tagged within the application, making access to specific information easy and efficient.

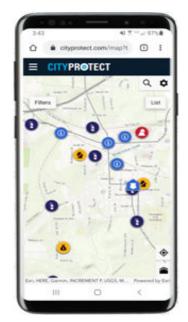
#### **CRIME MAP**

Crime Map is built into the CityProtect home page. Crime Map automatically publishes crime data and incident information from your CAD or RMS or CAD system to an interactive, online map. This map keeps the public informed of local crime activity and offers visibility into your operations. Crime Map also provides the following:

- · Incident data display with up to hourly updates.
- · Primary Agency shapefile.
- · Sex offender listing options.
- Crime data download option and action link.

# **CAMERA REGISTRATION**

Camera Registration allows citizens to register their residential or commercial security cameras in CityProtect. Each community member can create a free CityProtect user account to manage their camera information. Your agency can then access the location of these cameras









and contact the owner for potential video evidence. The data from these accounts is visualized in a variety of CommandCentral applications.

# FIELD RESPONSE APPLICATION

CommandCentral Evidence features a mobile application that allows users to capture video, images, and audio from the field. The application provides advanced camera controls to help users control what is captured. Integrated metadata population and tagging provides immediate access of content in the Digital Evidence Management application. This isolation ensures evidence is not accessible by other apps and ensures an uncompromised chain of custody from the moment of capture.

This application is a capture source for officers, detectives, command staff, supervisors and other law enforcement personnel. The application's user interface exists in the same ecosystem as the Digital Evidence Management tool. The field response application is available on iOS and Android.

# RECORDS MANAGEMENT

CommandCentral Evidence's record management capabilities allow users to quickly and easily search video, audio, images, and other digital content. It then stores that data in a central cloud-based location, streamlining access and management across your organization to reduce the complexities of record management. As a result, this solution helps save your personnel valuable time and allows them to focus on critical tasks.

Records Management offers users the following features to benefit management workflows:

- Consolidated Record View Enter and view incident data, officer narrative, and digital evidence with one user interface, allowing officers to spend more time in the field.
- Task Creation and Assignment View, create, and assign tasks or projects for the day as part of the Insights Dashboard. This helps build and close cases faster by tracking progress and assigning ownership to activities.
- Unified Search Find specific information faster by searching across all agency data.
- Master Indexes Validate data on persons, vehicles, and organizations against the master indexes.
   For example, agencies can verify that an arrested person, person of interest, or suspect's information is accurate.
- Compliance Verification Prompt officers for the information they need so you can check reports before submission and save response time.
- Record Quality Control Keep data clean by identifying, merging, and de-duplicating records automatically.
- Trusted Agency Sharing Remain in control of your data when you share case information with other agencies.
- Judicial Case Sharing Share validated evidence items with trusted judicial partners for use in court, with a verifiable chain of custody.
- Crime Predictions in Dashboard Monitor activity and set threshold alerts to identify and address crime trends.
- Data Insights Reporting Access critical insight with pre-built reports and dashboards to make datadriven decisions.





# DIGITAL EVIDENCE MANAGEMENT

CommandCentral Evidence's digital evidence management tools streamline collecting, securing, and managing multimedia evidence. These tools simplify how a secure digital evidence library is built by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence from a variety of sources to quickly build cases. Evidence stored within the tool is easy to search, correlate, and review alongside other case-related information from your CAD or RMS database. Relevant content can be marked and intelligently sorted to quickly locate critical information from a central touchpoint. This unified storage framework allows personnel to make informed decisions from an organized and complete case evidence view, while offering an access control system to allow only authorized personnel to view sensitive information.

#### STORE AND MANAGE

CommandCentral Evidence simplifies building a secure digital evidence library by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence files from a variety of sources to build cases. Products from Motorola Solutions, such as body-worn cameras, in-car cameras, the mobile field response application, and other CommandCentral software, automatically transmit data to Digital Evidence Management. This saves the time and effort needed to manually upload files. Once the content is securely stored, content management is more efficient.

Digital Evidence Management streamlines content management workflows, with tags and metadata that make it easier to correlate, search, and manage evidence. The application automatically links evidence based on the tags and metadata attached to those files, helping users find additional contextual information on an incident and build cases quickly. Users can search and filter content to locate additional relevant data to link to a case or incident. To quickly access evidence items that they frequently need to reference, users can group or bookmark files within the interface.

CommandCentral Evidence provides unlimited storage for events captured by the WatchGuard video systems where the applied data retention period does not exceed one year for non-evidentiary recordings or 10 years for evidentiary recordings (recordings associated with a case). Additionally, the video recording policy must be event-based (policies that require officers to record their entire shift will not qualify for this plan). For non-camera data storage (data not captured by the body camera and/or in-car system), agencies receive 50GB of storage per device, per month, pooled across all devices in the program.

#### INTERFACE SERVER REQUIREMENTS

A customer-provided virtual machine is required to support the interface. The virtual machine must meet the following minimum specifications:

· Access to Customer-Provided Internet.

The customer-provided virtual machine will allow CloudConnect to be installed to enable CommandCentral cloud applications to connect to on-premises applications, like CAD/RMS systems.





# COMMANDCENTRAL EVIDENCE PLUS STATEMENT OF WORK

# **OVERVIEW**

The Statement of Work (SOW) defines the principal activities and responsibilities of Motorola Solutions, Inc. ("Motorola Solutions") and the Customer. Motorola Solutions and the Customer will work to complete their respective responsibilities in accordance with the mutually agreed upon governing schedule. Any changes to the governing schedule will be mutually agreed upon via the change provision of the Agreement.

# **AGENCY AND USER SETUP**

The Customer's agency(s) and CommandCentral users must be provisioned within the CommandCentral cloud platform using the CommandCentral Admin tool. The provisioning process allows the agency(s) to define the specific capabilities and permissions of each user.

#### Motorola Solutions Responsibilities

- Use the CommandCentral Admin tool to establish the Customer and the Customer's agency(s) within the CommandCentral cloud platform. This activity is completed during the order process.
- Provision agency's CommandCentral initial users and permissions.

#### **Customer Responsibilities**

- Identify a System Administrator(s).
- Ensure all System Administrators complete the CommandCentral Admin training.
- Use the CommandCentral Admin tool to setup CommandCentral administration and user passwords, and provision agency's CommandCentral users and permissions.

#### **Completion Criteria**

Initial agencies and users have been configured.

# **COMMUNITY INTERACTION TOOL**

Motorola Solutions enables the Community Interaction Tool during the order process.

#### Motorola Solutions Responsibilities

- Refer to Agency and User Setup section of SOW.
- Connect Customer incident data ingest.

#### **Customer Responsibilities**

- Provision policies and procedures, tags, retention periods, and user permissions.
- Configure Community Interaction Tool settings (location of agency pin, shape of agency, keywords, agency page, URL, which forms to deploy).
- Provide access to Motorola Solutions' team to connect incident data ingest.



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#### **Completion Criteria**

Community Interaction Tool subscription enabled.

# **RECORDS MANAGEMENT**

This document describes the activities required to ensure access to the subscription software and the Customer's provisioning activities.

Records Management features preconfigured Incident Forms and standard Workflows. As a result, minimal configuration work is required prior to operation.

#### Motorola Solutions Responsibilities

• Refer to the Agency and User Setup section of SOW.

#### **Customer Responsibilities**

Provision all required custom Offence Codes using the CommandCentral user interface.

#### **Completion Criteria**

Records Management enabled and offence codes provisioned.

# DIGITAL EVIDENCE MANAGEMENT

Motorola Solutions will discuss industry best practices, current operations environment, and subsystem integration in order to determine the optimal configuration for Digital Evidence Management. Motorola Solutions enables the subscription during the order process.

Note that while Digital Evidence Management is capable of interfacing with a variety of data sources, any additional interfaces are not included in this implementation.

#### **Motorola Solutions Responsibilities**

- Refer to the Agency and User Setup section of SOW.
- Connect Customer incident data ingest.
- If a hybrid on-premise and cloud solution is included, configure Evidence Library to Digital Evidence Management interface(s) to support the functionality described in the Solution Description.
- Integrate Records Management with Digital Evidence Management.

#### **Customer Responsibilities**

- Provision policies, procedures, and user permissions.
- Configure Digital Evidence Management settings.
- Provide access to Motorola Solutions' team to connect incident data ingest.

#### **Completion Criteria**

Digital Evidence Management subscription enabled. Configured to provide the end-to-end solution for the Customer.







# FIELD RESPONSE APPLICATION

The Field Response Application provides Android / iOS multimedia capture allowing a smartphone to send data to Digital Evidence Management .

#### Motorola Solutions Responsibilities

None.

#### **Customer Responsibilities**

- Download "CommandCentral Capture" Application from App Store.
- Determine if video can be uploaded to Digital Evidence Management via WiFi and cellular network or WiFi only.
- Set confirmation parameters in Digital Evidence Management Admin.
- Determine specific video resolution or a range of resolutions.

#### **Completion Criteria**

Work is considered complete upon Customer successfully installing application. The Field Response Application is configured and data is being received in Digital Evidence Management.

# **THIRD-PARTY INTERFACES**

The delivery, installation, and integrations of interfaces may be an iterative series of activities depending upon access to third-party systems. If proposed, interfaces will be installed and configured in accordance with the schedule.

Connectivity will be established between CommandCentral systems and the external and/or third-parties to which they will interface. Motorola Solutions will configure CommandCentral systems to support each contracted interface. The Customer is responsible for engaging third-party vendors if and as required to facilitate connectivity and testing of the interface(s).

#### **Motorola Solutions Responsibilities**

- Develop interface(s) in accordance with the Solution Description.
- Establish connectivity to external and third-party systems.
- Configure interface(s) to support the functionality described in the Solution Description.
- Perform functional validation to confirm each interface can transmit and or receive data in accordance with the Interface Feature Description (IFD).

#### **Customer Responsibilities**

- Act as liaison between Motorola Solutions and third-party vendors or systems as required to establish connectivity with Digital Evidence Management.
- Provide personnel proficient with and authorized to make changes to the network and third-party systems to support Motorola Solutions' interface installation efforts.
- Provide network connectivity between Digital Evidence Management and the third-party systems.
- Provide requested information on API, SDKs, data schema, and any internal and third-party documents necessary to establish interfaces with all local and remote systems and facilities within 10 days of the Interface Engagement Meeting.
- Adhere to the requirements presented in the IFD.





QUOTE-2957799 (3 YR) Contract Extension

#### Motorola Solutions Deliverables

Contracted Interface(s).

#### **Completion Criteria**

Connectivity is established between CommandCentral systems and the external and/or third-parties using said interface.

Unknown circumstances, requirements, and anomalies at the time of initial design can present difficulties in interfacing CommandCentral Vault to some third-party applications. These difficulties could result in a poorly performing or even a non-functional interface. At such time that Motorola Solutions is provided with information and access to systems, we will be able to mitigate these difficulties. If Motorola Solutions mitigation requires additional third-party integration, application upgrades, API upgrades, and/or additional software licenses those costs will need to be addressed through the change provision of the contract.

# **TRAINING**

CommandCentral online training is made available to you via Motorola Solutions Software Enterprise Learning eXperience Portal (LXP). This subscription service provides you with continual access to our library of online learning content and allows your users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. All Motorola Solutions tasks are completed remotely and enable the Customer to engage in training when convenient to the user.

LXP Administrators are able to add/modify users, run reports, and add/modify groups within the panorama.

#### **Motorola Solutions Responsibilities**

- Initial setup of Panorama and addition of administrators.
- Provide instruction to the Customer LXP Administrators on:
- Adding and maintaining users.
- Adding and maintaining Groups.
- Assign courses and Learning Paths.
- Running reports.

#### **Customer Responsibilities**

- Go to https://learningservices.motorolasolutions.com and request access if you do not already have it.
- Complete LXP Administrator training.
- Advise users of the availability of the LXP.
- Add/modify users, run reports and add/modify groups.

# **Completion Criteria**

Work is considered complete upon conclusion of Motorola Solutions-provided LXP Administrator instruction.





QUOTE-2957799 (3 YR) Contract Extension

Panorama – A panorama is an individual instance of the LXP that provides autonomy to the agency utilizing.

Groups – A more granular segmentation of the LXP that are generally utilized to separate learners of like function (dispatchers, call takers, patrol, firefighter). These may also be referred to as clients within the LXP.

Learning Path – A collection of courses that follow a logical order, may or may not enforce linear progress.

# **Customer Responsibilities**

- Supply a suitably configured classroom with a workstation for the instructor and at least one workstation for every two students.
- Designate training representatives who will work with the Motorola Solutions trainers in the development and delivery of training.

#### **Motorola Solutions Deliverables**

Classroom Training Materials, Attendance Rosters.

#### **Completion Criteria**

Work is considered complete upon conclusion of Motorola Solutions provided Train the Trainer training.

Motorola Solutions offers many training courses pertaining to the Customer's solution. Motorola Solutions will provide specific training courses in the welcome email provided after implementation.

# TRANSITION TO SUPPORT AND CUSTOMER SUCCESS

Following the completion of the activation of CommandCentral components, implementation activities are complete. The transition to the Motorola Solutions' support organization completes the implementation activities.

Customer Success is the main point of contact as you integrate this solution into your agency's business processes. Our team will work with you to ensure CommandCentral Evidence has met your expectations and that the solution satisfies your goals and objectives. Contact Customer Success at CommandCentralCS@motorolasolutions.com.

Our Customer Support team will be the point of contact for technical support concerns you might have and can be reached either by phone at 1-800-MSI-HELP (option x4, x4, x3) or by emailing support-commandcentral@motorolasolutions.com.

#### Motorola Solutions Responsibilities

- Provide the Customer with Motorola Solutions support engagement process and contact information.
- Gather contact information for the Customer users authorized to engage Motorola Solutions support.



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#### **Customer Responsibilities**

- Provide Motorola Solutions with specific contact information for those users authorized to engage Motorola Solutions' support.
- Engage the Motorola Solutions support organization as needed.

#### **Completion Criteria**

Conclusion of the handover to support and the implementation is complete.



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# MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

#### **OVERVIEW**

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

# AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

#### FBI-CJIS SECURITY POLICY - CRIMINAL JUSTICE INFORMATION

#### **CJIS Security Policy Compliance**

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL





security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

#### Personnel Security - Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

#### **Security Awareness Training**

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

#### **CJIS Security Addendum**

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

# **Third Party Installer**

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

#### **COMPLETION CRITERIA**

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.





#### SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

#### PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

#### **Motorola Project Roles and Responsibilities**

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

#### **Project Manager (PM)**

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

#### **Post Sales Engineer**

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



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#### System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

#### **Professional Services Engineer (if applicable)**

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's thirdparty software (e.g. CAD).
- Work with the Customer to access required systems/data.

#### **Application Specialist (if applicable)**

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

#### **Technical Trainer / Instructor**

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

#### **Motorola-Certified Installer**

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

#### Required Training

- WTG0501 M500 Vehicle Installation Certification (Remote) or WTG0503 M500 Vehicle Installation Certification (Live)
  - Needs to be renewed yearly.
  - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
- Review of any previous Motorola Solutions Technical Notifications (MTNs).

#### Optional Training

- WGD00186 M500 Installation Overview and Quick Start (NA)
  - Not required for installation. Available for the installing technician.
- WGD00177 M500 In-Car Video System Installation Guide
  - Not required for installation. Available for the installing technician.
- MN010272A01 M500 In-Car Video System Basic Service Manual



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Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

#### **Customer Support Services Team**

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

#### **Customer Project Roles and Responsibilities**

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

#### **Project Manager**

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed.
   Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.





- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- · Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

#### **IT Support**

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

#### **Video Management Point of Contact (POC)**

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

#### **Subject Matter Experts (SMEs)**

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

#### **Training POC**

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.





#### **General Customer Responsibilities (if applicable)**

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system.
   Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customerprovided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

#### **NETWORK AND HARDWARE REQUIREMENTS**

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage.
   Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.





# **PROJECT PLANNING**

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

#### PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
  - Contract documents.
  - A summary of contracted applications and hardware as purchased.
  - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
  - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

#### Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

#### **Customer Responsibilities**

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

#### **Motorola Deliverables**

Project Kickoff Meeting Agenda.

#### **PROJECT KICKOFF**

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.





Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

#### Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

#### **Customer Responsibilities**

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

#### **Motorola Deliverables**

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

#### **DISCOVERY TELECONFERENCE**

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

#### Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.





Confirm Customer-provided configuration inputs.

#### **Customer Responsibilities**

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be
  present to weigh-in on hardware, software and network components. Customer attendees should be
  empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

#### **Motorola Deliverables**

• Completed BPR Workbook.



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# **PROJECT EXECUTION**

#### HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

#### Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- · Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

#### **Customer Responsibilities (if applicable)**

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

#### **Motorola Deliverables**

Contracted Equipment.







Equipment Inventory (if applicable).

#### In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

**Number of ICV Purchased Number of ICV to Test** 1 1 2 2 3 3 4 5 - 255 26 - 50 10 51 - 75 15 76 - 100 20 30 101 - 150 151 - 200 40 20% 201 +

**Table 1-1: Number of Contractual ICV Configurations** 

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

#### Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.





- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
  - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
  - Configure MDC Network Card.

#### **Customer Responsibilities**

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

#### Motorola Deliverables

Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

#### **Body Worn Camera Configuration (if applicable)**

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

**Table 1-2: Number of Contractual Body-Worn Camera Configurations** 

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10





Number of BWC Purchased	Number of BWC to Test		
51 - 75	15		
76 - 100	20		
101 - 150	30		
151 - 200	40		
201+	20%		

#### Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

#### **Customer Responsibilities**

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

#### **Automatic License Plate Recognition (ALPR) Commissioning (if applicable)**

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

#### Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

#### **Customer Responsibilities**

- Identify the Agency Manager.
- Register to receive access to Hotlists.





#### SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

#### VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

#### Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

#### **Customer Responsibilities**

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

# VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both bodyworn cameras and in-car video systems.

#### Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

#### **Customer Responsibilities**

Verify traffic can be routed through Customer's firewall and reaches end user workstations.

# CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)

#### Motorola Responsibilities

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

# **Customer Responsibilities**

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- · Configure firewall to allow traffic from IPSEC tunnel.

#### **Completion Criteria**

CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

#### **CommandCentral Evidence (if applicable)**

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

#### Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

#### **Customer Responsibilities**

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



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#### **DATA MIGRATION SERVICES (IF APPLICABLE)**

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

#### Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

#### **Customer Responsibilities**

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

#### **Completion Criteria**

A migrated dataset as defined in the Contract.

#### **DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)**

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

#### Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

#### **Customer Responsibilities**

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces
  with all local and remote systems. This information should be provided to the Motorola PM within ten (10)
  business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.





# SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

#### **ONLINE TRAINING (IF APPLICABLE)**

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

#### Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

#### **Customer Responsibilities**

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

#### **INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)**

Instructor-led courses are based on products purchased and the Customer's Education Plan.

#### Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



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 Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

#### **Customer Responsibilities**

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

#### **Motorola Deliverables**

- Electronic versions of User Guides and training materials.
- Attendance rosters.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



# PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

#### Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

#### **Customer Responsibilities**

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

#### **Motorola Completion Criteria**

Provide Customer with survey upon closure of the project.





# **ASSUMPTIONS**

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft
  Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be
  synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is
  using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
  - 5 Mbps + 3 Mbps per additional device.
    - This assumes it will take 8 hours to upload 5 GB of video on a device.
  - 40-50 Mbps per concurrent uploading device.
    - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the
  vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If
  another type of security is desired, the Customer will be responsible for configuring these security
  requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the
  factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.



# CITY OF SHEBOYGAN R. C. 30-25-26

# BY PUBLIC WORKS COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Res. No. 15-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to execute a Use and Services Agreement with Second Revolution, LLC regarding the use of the Deland Beach House overlooking the Deland Park Beach at 1037 Broughton Drive; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY O	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# CITY OF SHEBOYGAN RESOLUTION 15-25-26

# BY ALDERPERSONS DEKKER AND RUST.

# MAY 19, 2025.

A RESOLUTION authorizing the appropriate City officials to execute a Use and Services Agreement with Second Revolution, LLC regarding the use of the Deland Beach House overlooking the Deland Park Beach at 1037 Broughton Drive.

RESOLVED: That the appropriate City officials are hereby authorized to execute the Deland Park Beach House Use and Services Agreement between the City of Sheboygan and Second Revolution, LLC, a copy of which is attached hereto and incorporated herein.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL			
Presiding Officer	Attest		
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan		

# DELAND PARK BEACH HOUSE USE AND SERVICES AGREEMENT BETWEEN CITY OF SHEBOYGAN AND SECOND REVOLUTION, LLC

THIS USE AND SERVICES AGREEN	MENT (this "Agreement") is made and entered into
effective this day of	, 2025 (the "Effective Date"), by and between
the City of Sheboygan, a municipal corporation	n of the State of Wisconsin (the "City"), and Second
Revolution, LLC ("Vendor"), a Wisconsin lim	aited liability company, collectively, the "Parties."

#### RECITALS

WHEREAS, the City of Sheboygan is located along the beautiful western shore of Lake Michigan, which enjoys unique geological and atmospheric conditions suitable for surfing and other wave- or water-based recreation activities; and

WHEREAS, the City owns Deland Park, a public park located on Broughton Drive within Sheboygan, Wisconsin (the "Park"), which includes the Deland Beach House, an underutilized facility overlooking the Deland Park Beach, located at 1037 Broughton Drive, Sheboygan, Wisconsin; and

WHEREAS, Vendor operates an outdoor recreation business within the City that provides stand up paddle board, kayak, and other water sports equipment rentals; and

WHEREAS, Vendor desires to rent the storage room portion of the Deland Beach House to use as an on-site location for these rentals; and

WHEREAS, the City finds that facilitating water recreation increases public awareness and appreciation for the Great Lakes and our local resources, supports public health, and is generally in the public's interest, and that partnering with a local business supports the local economy.

NOW, THEREFORE, in consideration of the Recitals set forth and the mutual promises made herein, the sufficiency of which is acknowledged by the Parties, it is agreed as follows:

1. Grant and Description of Premises. Subject to the terms and conditions of this Agreement, City hereby grants Vender permission and right to occupy the storage room portion of the Deland Beach House and the area surrounding it as identified below and hereinafter referred to as "the Premises" for the purpose of offering stand up paddle board, surfboard, and kayak rentals. Outdoor equipment storage is expressly allowed within the Premises but all such equipment shall be secured or brought into the storage unit when rental is not available. Vender shall have access to the property beginning upon Agreement execution and ending December 31, 2025. It is expressly understood and agreed that this Agreement is not a lease or conveyance of realty, but merely a granting to Vendor the right to conduct certain activities and provide certain services on City property for the benefit and convenience of the public.



- 2. <u>Use of Premises</u>. Vendor's use of the Premises is for the purpose of offering water recreation equipment for rent and any accessory uses related thereto such as providing lessons and offering additional equipment for sale to support the activity. Vendor's activities and services shall conform to state and local laws and regulations. Any permits required shall be timely obtained and maintained. Vendor activities shall conform to industry standards. Vendor shall not allow the Premises to be used for other commercial activities without the City's prior written approval.
- 3. <u>Property Maintenance</u>. Vendor shall be responsible for maintaining the Premises in a clean and presentable condition, including ensuring that garbage and recycling generated by Vendor's activities is properly handled. Vendor assumes responsibility for any damage caused directly or proximately to City property arising out of Vendor's use of the Premises. The City will maintain and clean the

- restrooms and deck area and will maintain access to the storage room portion throughout duration of this Agreement.
- 4. <u>Security</u>. Vendor shall be solely responsible for securing Vendor's property. Vendor may install such security measures as appropriate to secure Vendor's property provided that such measures do not alter or damage City property. Vendor understands that City will maintain access to the Deland Beach House and that Vendor may not install any security measures that restrict City's access to its property.
- 5. <u>Safety</u>. Vendor shall implement and maintain reasonable safety measures and procedures relating to Vendor's activities.
- 6. Rent. Vendor shall pay City \$500 upon Agreement execution for use and access to the Premises. Each renewal pursuant to Section 7 shall trigger payment of \$500 rent by Vendor to the City not later than May 1 of the renewal period.
- 7. <u>Term and Termination</u>. This Agreement shall expire on December 31, 2025, unless renewed by agreement of the parties. This Agreement may be renewed for twelvementh terms until December 31, 2027, at which time any further renewals shall be accomplished by Agreement amendment or by new agreement.
  - a. Termination for Cause. This Agreement may be terminated at any time for cause by the party indicated below upon fifteen (15) days' written notice to the other party:
    - i. Bankruptcy. By either party, if the other party shall file a voluntary petition in bankruptcy, make a general assignment for the benefit of creditors, or take advantage of any insolvency law.
    - ii. Breach. By either party, if the other party shall default in the performance of this Agreement and the default shall continue for a period of fifteen (15) days after written notice to the other party stating specifically the default.
    - iii. Transfer of Business. By City, if Manager shall be acquired by, or transfer substantially all of its assets or business to, any third party.
  - b. Termination for Convenience. This Agreement may be terminated at any time for any reason by either party upon forty-five (45) days' written notice to the other party.
- 8. <u>Effect of Termination or Expiration</u>. Expiration or termination of this Agreement for any reason shall not release any party from its obligations hereunder that have accrued prior to the termination date. After any termination of this Agreement,

- Vendor shall promptly deliver to City all of City's property and facilities in Vendor's possession of Manager.
- 9. Personnel. Vendor shall provide all personnel reasonably necessary for Vendor's activities and services. Such personnel shall be employees or contractors of Vendor (collectively, the "Personnel"). Vendor, in its sole discretion, shall be responsible for all aspects of the hiring and employment of its employees, including without limitation, retirement and welfare plans, conduct policies, workers compensation insurance and compensation. To the extent permitted by law, Vendor shall conduct criminal background checks on all prospective hires and condition employment on successful passage of a drug screen. Each of Vendor's employees shall undergo a thorough orientation and training program, with key emphasis on customer service skills and safety. All employees shall possess and maintain appropriate licensing and/or certification.
- 10. <u>Insurance</u>. Vendor agrees to obtain and maintain, at its sole cost and expense, commercial general liability insurance coverage in an amount not less than \$2,000,000 with respect to its activities and services, for the benefit of both the City and Vendor and agrees to name the City as additional insured. Each party shall obtain and maintain property insurance coverage on their respective assets.
- 11. <u>Independent Parties</u>. Nothing in this Agreement shall be construed to constitute any party as a partner, agent or joint venturer of the other party. Neither party shall make any contract or representation, or incur any liability or obligation whatsoever, on behalf or in the name of the other party, except as set forth in this Agreement, or as may be stated otherwise in other agreements between the Parties. Except as otherwise provided herein, each party shall be responsible for its own operational expenses incurred in the performance of this Agreement.
- 12. <u>Nonassumption of Liabilities</u>. Neither party shall, by entering into and performing this Agreement, assume or become liable for any of the existing or future obligations, liabilities, or debts of the other party.
- Indemnification. Vendor agrees that it shall hold harmless and defend and indemnify the City from and against any and all claims, liabilities, losses, damages or expenses (including reasonable attorneys' fees and expenses), which may arise during the term of this Agreement as a result of the use and/or occupancy of the Premises by its officers, agents and employees, or others acting by, through or under the express or implied authority of Vendor including, but not limited to, any such claims, liabilities, losses, damages or expenses which may arise as a result of any personal injury, death or property damage occurring on or about the Property or through activities occurring at the Premises such as at off-site locations with rented equipment, except to the extent caused by the negligence or willful misconduct of the City. City agrees to defend, indemnify and hold harmless Vendor and its shareholders, directors, officers, employees, and agents against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses, including

reasonable attorneys' fees and costs of investigation, resulting from, or arising out of, or in connection with any claim made as a result of the City's ownership of the Premises unrelated to Vendor's activities and services set forth in this agreement, provided, however, that the City shall not defend, indemnify or hold Vendor harmless from and against, and Vendor shall not be exculpated from any claim, action, damage, expense, loss or liability directly or indirectly caused by or arising from bad faith recklessness, gross negligence, gross misconduct or willful misconduct of Vendor, or arising out of any breach of representations or any of its obligations pursuant to this Agreement. The Parties shall notify each other of the existence of claims relating to the Quarry or the services provided under this Agreement and shall cooperate with each other in defense of third-party claims.

- 14. <u>Assignment</u>. The benefits, rights, and obligations set forth herein are personal to the Parties, and, except as provided for herein, may not be assigned or transferred to a third party without the prior written consent of the other party. Any attempted assignment in violation of this section shall be void. Without in any way limiting the foregoing, this Agreement shall be binding upon, enforceable by, and inure to the benefit of the Parties, their permitted successors and assigns.
- 15. Notice. Any notice, consent, approval, request or other communication required or permitted to be given pursuant to this Agreement (a "Notice") shall be in writing and shall be either personally delivered or sent by first class mail, postage prepaid, to the address each of the Parties keeps on record for the other party, or to such other address as either party may give notice of from time to time in accordance with this Agreement. Delivery shall be deemed effective upon personal delivery or deposit in the United States mail. Routine business correspondence may be conducted via email, telephone, or in-person.
- 16. <u>Entire Agreement</u>. This Agreement contains the entire understanding between the Parties on the subject matter hereof and no representations, inducements, promises, or agreements, oral or otherwise, not embodied herein shall be of any force or effect. This Agreement supersedes any other oral or written agreement entered into between the Parties on the subject matter hereof.
- 17. <u>Amendment</u>. This Agreement may be amended only by a writing signed by both parties.
- 18. <u>Waiver</u>. No failure or delay of any party in exercising any right or power given to it under this Agreement shall operate as a waiver thereof. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent, or subsequent breach. No waiver of any breach or modification of this Agreement shall be effective unless contained in writing executed by both parties.
- 19. <u>Severability</u>. The invalidity or unenforceability of any particular provisions of this Agreement shall not affect the other provisions hereof, and this Agreement shall be

construed in all respects as if such invalid or unenforceable provisions were omitted.

- 20. <u>Binding Effect</u>. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their permitted successors and permitted assigns, and, subject to Section 7(a)(iii) hereof, any corporate successors by merger, consolidation or other corporate reorganizations, without limitation.
- 21. <u>Force Majeure</u>. Neither party shall be deemed to be in violation of this Agreement if such party is prevented from performing any of its obligations hereunder for any reason beyond its reasonable control, including, without limitation, acts of God or of any public enemy, elements, flood, strikes, or statutory or other law, regulation or rule of the federal or any state or local government or any agency thereof.
- 22. <u>Governing Law</u>. This Agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.
- 23. <u>Counterparts</u>. This Agreement may be executed in two or more counterparts, including by signature pages provided by facsimile or in PDF format. All such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first above written.

VENDOR:	CITY:
SECOND REVOLUTION, LLC	CITY OF SHEBOYGAN
By:	By: Ryan Sorenson Mayor
Date:	Date:
	ATTEST:
	By: Meredith DeBruin City Clerk
	Data

# CITY OF SHEBOYGAN R. C. 32-25-26

# BY PUBLIC WORKS COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Res. No. 17-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to execute an Underground Electric and Communication Easement for Alliant Energy at Roosevelt Park (Parcel No. 59281308240); recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY C	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# CITY OF SHEBOYGAN RESOLUTION 17-25-26 DIRECT REFERRAL TO PUBLIC WORKS COMMITTEE

# BY ALDERPERSONS DEKKER AND RUST.

MAY 27, 2025.

A RESOLUTION authorizing the appropriate City officials to execute an Underground Electric and Communication Easement for Alliant Energy at Roosevelt Park (Parcel No. 59281308240).

RESOLVED: That the Mayor and City Clerk are hereby authorized to execute and deliver an Underground Electric and Communication Easement, a copy of which is attached hereto, for Alliant Energy at Roosevelt Park (Parcel No. 59281308240), consistent with the map attached to the Easement marked Exhibit "B".

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

Document No.

# EASEMENT UNDERGROUND ELECTRIC AND COMMUNICATION

The undersigned the City of Sheboygan, (hereinafter called the "Grantor"), in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto Wisconsin Power and Light Company, a Wisconsin corporation (hereinafter called the "Grantee"), the Grantee's successors and assigns, the perpetual right and easement to construct, install, maintain, operate, repair, inspect, replace, add, relocate and remove the Designated Facilities, as defined below, upon, in, over, through and across lands owned by the Grantor in the City of Sheboygan, County of Sheboygan, State of Wisconsin, said "Easement Area" to be Six (6) feet in width and described as follows:

See Exhibit "A" for a legal description of the Easement Area and Exhibit "B" for a depiction of the Easement Area, both which are attached hereto and made a part hereof by reference.

This easement is subject to the following conditions:

- Designated Facilities: This easement is for underground electric line and underground communication line facilities, including but not limited to conduit, cables, above ground electric pad-mount transformers, secondary pedestals, riser equipment, and any other components as Grantee may select for use in transmitting electricity or communication signals (collectively, the "Designated Facilities").
- 2. **Access:** The Grantee and its agents shall have the right of reasonable ingress and egress to, over and across the Grantor's land adjacent to the Easement Area.
- 3. **Buildings and Structures:** The Grantor agrees within the Easement Area not to construct or place buildings, structures, or other improvements, or place water, sewer or drainage facilities; all without the express written consent of the Grantee.
- 4. **Landscaping and Vegetation:** No plantings and landscaping are allowed within the Easement Area that will interfere with the easement rights herein granted. The Grantee has the right to trim or remove trees, bushes and brush within the Easement Area without replacement or compensation hereinafter. The Grantee may treat the stumps of any trees, bushes or brush to prevent regrowth and apply herbicides in accordance with applicable laws, rules and regulations, for tree and brush control.
- 5. **Elevation:** After the installation of the facilities and final grading of the Easement Area, the Grantor agrees not to alter the grade of the existing ground surface by more than six (6) inches or place rocks or boulders more than eight (8) inches in diameter, within the Easement Area, without the express written consent of the Grantee.
- 6. Restoration and Damages: The Grantee shall restore, cause to have restored or pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than trees trimmed or cut down and removed), caused by the Grantee's construction, maintenance or removal of its facilities.
- 7. **Rights not granted to the Grantee:** The Grantee shall not have the right to construct or place fences, buildings or any other facilities other than the above Designated Facilities.
- 8. **Reservation of use by the Grantor:** The right is hereby expressly reserved to the Grantor, the heirs, successors and assigns, of every use and enjoyment of said land within the Easement Area consistent with rights herein granted.
- 9. **Binding Effect:** This agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.
- 10. **Easement Brochure:** As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five-day review period or acknowledges that they have had at least five days to review such materials.

Record this document with the Register of Deeds

Name and Return Address:

Alliant Energy Attn: Real Estate Department 4902 North Biltmore Lane Madison, WI 53718-2148

Parcel Identification Number(s) 59281308240

WITNESS the signature(s) of the Grantor th	is		day of	, 20	nem 15.
City of Sheboygan					
	(SE	EAL)			(SEAL)
Signature Printed Name and Title	· · · · · · · · · · · · · · · · · · ·	,	Signature Printed Name and		,
	(SE	EAL)			(SEAL)
	AC	_ KNOWLEI	 DGEMENT		
STATE OF WISCONSIN	)				
COUNTY OF	SS				
Personally came before me this	, day of		, 20	, the above named	
to me known to be the person(s) who execu	ited the foregoin	g instrumen	t and acknowledged	the same.	
		Signatu	re of Notary		
		Printed	Name of Notary		
		Notary I	Public, State of Wisc	onsin	
		My Con	nmission Expires (is)		
	AC	KNOWLE	DGEMENT		
STATE OF	) ) SS				
COUNTY OF	)				
Personally came before me this	day of		, 20	, the above named	
to me known to be the person(s) who execu	ited the foregoin	g instrumen	t and acknowledged	the same.	
		Signatu	re of Notary		
		Printed	Name of Notary		
		Notary I	Public, State of		
		My Con	nmission Expires (is)		
This instrument drafted by					
Jamie Friis – Mi-Tech Services, Inc.	_				
Charles d by	-				
Checked by Leanne Schaumberg – Mi-Tech Services, Inc.					
May 20, 2025			Project Title:	Sheboygan Humboldt Ave V	Wedemeyer St N
			ERP Activity ID:	1000075	
			Tract No.:		

REROW No.:

Item 15.

#### Exhibit A

#### **GRANTOR'S PARCEL:**

Lot 31 of Block 2 of Assessment Subdivision No. 20, and part of the Southwest Quarter of the Northwest Quarter of Section 35, Township 15 North, Range 23 East, City of Sheboygan, Sheboygan County, Wisconsin

#### **EASEMENT AREA:**

A 6'-wide Utility Easement located in part of Lot 31 of Block 2 of Assessment Subdivision No. 20, and part of the Southwest Quarter of the Northwest Quarter of Section 35, Township 15 North, Range 23 East, City of Sheboygan, Sheboygan County, Wisconsin more particularly described as follows:

Commencing at the West Quarter Corner of said Section 35; Thence North 00° 24′ 25″ East along the West Line of the Northwest Quarter of said Section 35, a distance of 585.41 feet; Thence North 90° 00′ 00″ East, a distance of 662.29 feet to a point offset 5 feet to the West of the East Line of Lot 31 of Block 2 of Assessment Subdivision No. 20, also being the Point of Beginning; Thence North 00° 10′ 53″ East parallel to said East Line, a distance of 367.55 feet; Thence South 89° 49′ 07″ East perpendicular to said East Line, a distance of 6.00 feet to said East Line; Thence South 00° 10′ 53″ West along said East Line, a distance of 367.55 feet; Thence North 89° 49′ 07″ West perpendicular to said East Line, a distance of 6.00 feet to the Point of Beginning. See attached Exhibit B, incorporated into and made a part hereof by reference.

#### PROPERTY LOCATED IN:

The Southwest Quarter of the Northwest Quarter of Section 35, Township 15 North, Range 23, Sheboygan County, Wisconsin.

Grantor's deeds recorded August 23, 1929, as Document No. 262378, and April 18, 1933, as Document No 301812, all in the Office of the Register of Deeds in and for Sheboygan County, Wisconsin.

1000

216

# **EXHIBIT "B"**

LOCATED IN PART LOT 31 OF BLOCK 2 OF ASSESSMENT SUBDIVISION NO. 20, AND PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 15 NORTH, RANGE 23 EAST, CITY OF SHEBOYGAN, SHEBOYGAN COUNTY, WISCONSIN

# **LEGEND**

- GOVERNMENT CORNER
- O FD 1" O.D. IRON PIPE
- □ COMPUTED POINT
- Δ SET 3/8" X 12" SPIKE
- FD 1" IRON BAR IN 6"
   CONCRETE CYLINDER
- ( ) "RECORDED AS" DATA

POB POINT OF BEGINNING ROW RIGHT-OF-WAY



Bearings are referenced to the WISCRS, Sheboygan County, NAD 83 (2011) and referenced to the West Line of the Northwest Quarter of S35, T15N, R23E measured as N00° 24' 25"E

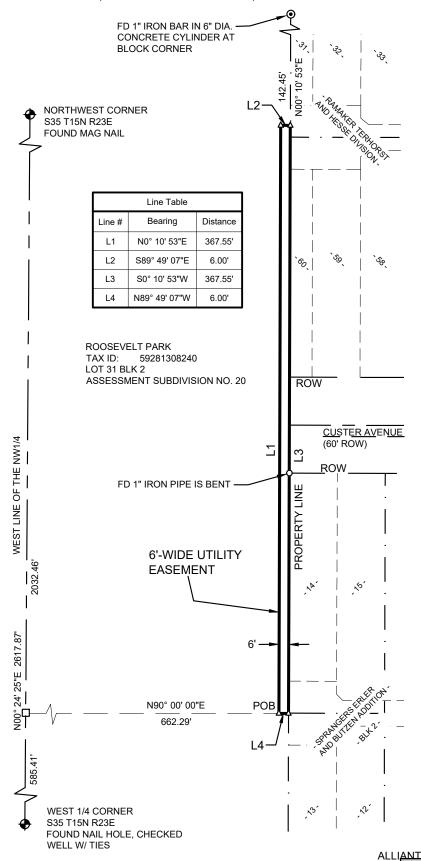






MARCH 26, 2025





SHEET 1 OF 1

### CITY OF SHEBOYGAN R. C. 31-25-26

### BY PUBLIC WORKS COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Res. No. 18-25-26 by Alderpersons Dekker and Rust authorizing the appropriate City officials to enter into a contract with JT Engineering, Inc. regarding construction management services during the Commerce/Mayline reconstruction project; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY	OF SHEBOYGAN COMMON COUNCIL 
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN RESOLUTION 18-25-26 DIRECT REFERRAL TO PUBLIC WORKS COMMITTEE

### BY ALDERPERSONS DEKKER AND RUST.

MAY 27, 2025.

A RESOLUTION authorizing the appropriate City officials to enter into a contract with JT Engineering, Inc. regarding construction management services during the Commerce/Mayline reconstruction project.

WHEREAS, pursuant to Res. No. 486-93-94, a Declaration of Official Intent to reimburse expenditures related to the Project has been completed.

NOW, THEREFORE, BE IT RESOLVED: That the appropriate City officials are hereby authorized to enter into a contract with JT Engineering, Inc. in the amount of \$227,879.98, in form approved by the City Attorney's Office.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to draw funds from Account No. 421660-641200 (TID 21 Fund – Street Improvements), upon the agreement being fully executed by all parties, in payment of same.

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

### CITY OF SHEBOYGAN R. O. 16-25-26

### BY CITY PLAN COMMISSION.

JUNE 2, 2025.

Your Commission to whom was referred Direct Referral Gen. Ord. No. 4-25-26 by Alderperson Close granting Quasius Construction Co., its successors and assigns, the privilege of encroaching upon described portions of Niagara Avenue and North 8th Street right of way in the City of Sheboygan for the purpose of expanding of the Weill Center for Performing Arts building; recommends adopting the Ordinance.

## CITY OF SHEBOYGAN GENERAL ORDINANCE 4-25-26 DIRECT REFERRAL TO CITY PLAN COMMISSION

### BY ALDERPERSON CLOSE.

### MAY 27, 2025.

AN ORDINANCE granting Quasius Construction Co., its successors and assigns, the privilege of encroaching upon described portions of Niagara Avenue and North 8<sup>th</sup> Street right of way in the City of Sheboygan for the purpose of expanding of the Weill Center for Performing Arts building.

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

Section 1. Subject to the terms and conditions contained herein, Quasius Construction Co., its successors and assigns, is hereby granted the privilege of encroaching upon Niagara Avenue and North 8<sup>th</sup> Street right of way as follows:

Part of Niagara Avenue and North 8th Street right-of-way as platted in the Original Plat of Sheboygan, City of Sheboygan, Sheboygan County, Wisconsin, described as:

Commencing at the Northwest corner of Lot 6, Block 127 of the Original Plat of Sheboygan; thence S89°35'21"E 157.96 feet along the North line of said Block 127 and the South right-of-way line of Niagara Avenue to the POINT OF BEGINNING of this description; thence N0°24'39"E 29.00 feet; thence S89°35'21"E 210.00 feet; thence S51°38'49"E 17.84 feet; thence S0°19'53"W 58.00 feet; thence N89°40'07"W 21.00 feet; thence N0°19'53"E 40.00 feet along the East line of said Block 127 and the West right-of-way line of North 8th Street to the Northeast corner of Lot 1 of said Block 127; thence N89°35'21"W 203.10 feet along the North line of said Block 127 and the South right-of-way line of Niagara Avenue to the point of beginning.

The described area contains 7,261 square feet, or 0.167 acres.

for the purpose of expanding the Weill Center for Performing Arts building.

- Section 2. The privilege as granted above is granted only on the condition that by the acceptance of the privilege, the said Quasius Construction Co., its successors and assigns:
- a. Shall become primarily responsible and liable for all and any damage to persons or property caused by and arising from the grant and exercise of such privilege.
- b. Shall remove the encroachment allowed herein within ten (10) days after notice so to remove given by the State of Wisconsin or the City of Sheboygan; in the event of the failure so to remove, the said Quasius Construction Co., its successors and assigns: shall pay the costs of

removal by the State of Wisconsin or the City of Sheboygan, waiving all claim or claims for damages resulting from such removal, whether the removal is done by the said Quasius Construction Co., its successors and assigns, or by the State of Wisconsin or by the City of Sheboygan.

- c. Shall pay such compensation to the City of Sheboygan for the grant of this privilege as may be determined by a board consisting of the Mayor, the Director of Public Works and the City Attorney; the compensation shall be paid into the General Fund.
- d. Shall make such construction and/or alterations and maintain the same subject to the approval of the City Building Inspector and Director of Public Works, and shall waive the right to contest in any manner the validity of this ordinance or the amount of compensation charged.
- Section 3. The provisions of § 66.045(1)(2) of the Wisconsin Statutes are incorporated herein by reference to all intents and purposes as if set out fully.
- Section 4. The City Clerk is authorized and directed to record a certified copy of this ordinance in the office of the Register of Deeds for Sheboygan County, Wisconsin, the costs thereof to be charged to the General Fund.
- Section 5. This ordinance shall take effect and be in full force from and after its passage and publication and upon payment of the consideration to be determined hereunder, provided, however, that in the event of failure to exercise the privilege herein granted and the payment of such consideration within six (6) months from the effective date hereof, then and in that event such privilege shall be rendered null and void.

PASSED AND ADOPTED BY THE CIT'	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

May 19, 2025

City of Sheboygan 828 Center Avenue Sheboygan, WI 53081

RE: Weill Center Encroachment

Dear Mr. Sorensen and Common Council Members

Quasius Construction has partnered with the Weill Center for Performing Arts to develop their new expansion at the corner of 8<sup>th</sup> street & Niagara Avenue. A crucial step was to ensure a site logistics plan to ensure community & site safety. The proposed plan was reviewed for initial comments by members of the city engineering & public transportation teams. Per review with the fire department there will be Knox Locks installed at gates for fire hydrant access at all times.

The challenge of the site lies in the proximity to 8<sup>th</sup> street & Niagara Avenue leaving minimal room for construction operations. Our proposed site plan ensures Quasius will have room needed for construction activity & keeps ample separation from construction site to public space. Quasius will also be installing fence banners on job site fencing; those are shown in the site logistics plan. Below is the legal description where we are requesting a temporary encroachment for the 14-month duration of the project. All the proposed encroachments will be temporary for project duration.

Legal Description of Encroachment Area:

Part of Niagara Avenue and North 8th Street right-of-way as platted in the Original Plat of Sheboygan, City of Sheboygan, Sheboygan County, Wisconsin, described as:

Commencing at the Northwest corner of Lot 6, Block 127 of the Original Plat of Sheboygan; thence S89°35'21"E 157.96 feet along the North line of said Block 127 and the South right-of-way line of Niagara Avenue to the POINT OF BEGINNING of this description; thence N0°24'39"E 29.00 feet; thence S89°35'21"E 210.00 feet; thence S51°38'49"E 17.84 feet; thence S0°19'53"W 58.00 feet; thence N89°40'07"W 21.00 feet; thence N0°19'53"E 40.00 feet along the East line of said Block 127 and the West right-of-way line of North 8th Street to the Northeast corner of Lot 1 of said Block 127; thence N89°35'21"W 203.10 feet along the North line of said Block 127 and the South right-of-way line of Niagara Avenue to the point of beginning.

The described area contains 7,261 square feet, or 0.167 acres.

Quasius Construction is requesting the City of Sheboygan's approval on the aforementioned encroachment area.

The attached site logistics plan, survey & legal description are attached for your review. If there are any questions or concerns, please reach out.

### Office Use Only



Applicant Information

# Application For Permit to Occupy Public Right of Way

Department of Public Works

Date Received:	
Application #:	
Customer #:	
Permit #	
Date Issued:	

Property Owner	▲ Contractor
Name (print) HRIS LEWLEY	Company: Quasius.
Address: 1202A N. 8TH ST.	Contact Phone: 920-946-2103
SHEROYGAN, WII 5308Z	Email: CLEAPLEY & QUASIUS. COT
Purpose & Location	TOWP.
Type of Equipment: Dumpster, POD,	Work Trailer, Other Coust. Force
Property Address: 82C. N. 8Th S	is, Stebengad, WI
Equipment Owner:	
Location on Right of Way:	ion of Nimus Ave -1 N. 8"-51.
Start Date: JUE 1,2025 Duration, In	Days (Increments of 15)

### Permit Fees

\$25.00 for each increment of 15 days.

### Terms & Conditions

It is expressly provided that the person for whose use or benefit the permit is issued, is not authorized to occupy the stated location except in conformity to the provisions of Chapter 110, Section 110, 101-110, of the Municipal Code of the City of Sheboygan, and shall be liable for any and all damages that may occur or result in consequence of the obstruction, or occupancy of stated location, and shall put up and maintain such barriers and lights as will effectually prevent the happening of any accident in consequence of such occupancy, use, or excavation. Any violation of the terms or limits of time given in this permit shall be subject to the penalties provided by the ordinances of the city, the permit being void except for the time and purpose named.

The equipment will not be delivered until the permit is issued and paid at the Department of Public Works Office, 2026 New Jersey Avenue, Sheboygan. All time extensions must be paid for in advance. No refunds or credit will be issued for unused time.

Equipment owner or designee shall notify Public Works Office within 24 hours following the removal of equipment.

٠- ١- ١
Date: 5 3 25



### **CERTIFICATE OF LIABILITY INSURANCE**

DATE (	
5/1	Ite

Item 17.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:				
M3 Insurance Solutions, Inc. 1401 Discovery Parkway	PHONE (A/C, No, Ext): 800-272-2443	FAX (A/C, No): 262-524-1051			
Suite 200	E-MAIL ADDRESS: info@m3ins.com				
Wauwatosa WI 53226	PRODUCER CUSTOMER ID #: QUASCON-02	CON-02			
	INSURER(S) AFFORDING COVERAGE	NAIC #			
INSURED	INSURER A: Phoenix Insurance Company	25623			
Quasius Construction Inc. 1202 A North 8th Street	ınsurer в : Travelers Property Casualty of	25674			
PO Box 727	INSURER C: Travelers Casualty Company of	36170			
Sheboygan WI 53082	INSURER D: The Travelers Indemnity Co. of	25682			
	INSURER E : Pacific Insurance Company, Ltd	10046			
	INSURER F:				

COVERAGES CERTIFICATE NUMBER: 517951941 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

SR FR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s
	GENERAL LIABILITY  X COMMERCIAL GENERAL LIABILITY	Υ		6Y000263	7/1/2024	7/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000 \$ 500,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$4,000,000
	POLICY X PRO- JECT LOC							\$
	AUTOMOBILE LIABILITY  ANY AUTO			6Y00040A	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
ŀ	ANTAOTO						BODILY INJURY (Per person)	\$
ŀ	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
ŀ	X HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	X NON-OWNED AUTOS							\$
								\$
	X UMBRELLA LIAB X OCCUR			6Y000994	7/1/2024	7/1/2025	EACH OCCURRENCE	\$ 10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6Y000656	7/1/2024	7/1/2025	X WC STATU- OTH- TORY LIMITS ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A					E.L. EACH ACCIDENT	\$ 500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$ 500,000
Ī	Rented/Leased Equipment Professional/Pollution			6605Y989466 83CPIAE2229	7/1/2024 7/1/2024	7/1/2025 7/1/2025	Limit Limit	100,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Project location: Weill Center, 826 N. 8th Street, Sheboygan, WI 53081

The City of Sheboygan is included as an additional insured on the general liability per the policy forms, conditions and exclusions when required by written contract.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
City of Sheboygan 828 Center Avenue Sheboygan WI 53081	AUTHORIZED REPRESENTATIVE  AUGUSTO STATEMENT OF THE PROPERTY O

### THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### XTEND ENDORSEMENT FOR CONTRACTORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**GENERAL DESCRIPTION OF COVERAGE** - This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- A. Who Is An Insured Unnamed Subsidiaries
- B. Blanket Additional Insured Governmental Entities - Permits Or Authorizations Relating To Operations

### **PROVISIONS**

A. WHO IS AN INSURED - UNNAMED SUBSIDIARIES

The following is added to **SECTION II - WHO IS AN INSURED:** 

Any of your subsidiaries, other than a partnership, joint venture or limited liability company, that is not shown as a Named Insured in the Declarations is a Named Insured if:

- a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and
- Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

- **a.** Before you maintained an ownership interest of more than 50% in such subsidiary; or
- **b.** After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph 1. of Section II - Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

- C. Incidental Medical Malpractice
- D. Blanket Waiver Of Subrogation
- E. Contractual Liability Railroads
- F. Damage To Premises Rented To You
  - **a.** An organization other than a partnership, joint venture or limited liability company; or
  - **b.** A trust:

as indicated in its name or the documents that govern its structure.

B. BLANKET ADDITIONAL INSURED –
GOVERNMENTAL ENTITIES - PERMITS OR
AUTHORIZATIONS RELATING TO OPERATIONS

The following is added to **SECTION II - WHO IS AN INSURED:** 

Any governmental entity that has issued a permit or authorization with respect to operations performed by you or on your behalf and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of such operations.

The insurance provided to such governmental entity does not apply to:

- a. Any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the governmental entity; or
- **b.** Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

### C. INCIDENTAL MEDICAL MALPRACTICE

- The following replaces Paragraph b. of the definition of "occurrence" in the DEFINITIONS Section:
  - b. An act or omission committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to a person, unless you are in the business or occupation of providing professional health care services.
- The following replaces the last paragraph of Paragraph 2.a.(1) of SECTION II - WHO IS AN INSURED:

Unless you are in the business or occupation of providing professional health care services, Paragraphs (1)(a), (b), (c) and (d) above do not apply to "bodily injury" arising out of providing or failing to provide:

- (a) "Incidental medical services" by any of your "employees" who is a nurse, nurse assistant, emergency medical technician or paramedic; or
- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.
- The following replaces the last sentence of Paragraph 5. of SECTION III - LIMITS OF INSURANCE:

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph 2., Exclusions, of SECTION I -COVERAGES - COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY:

### Sale Of Pharmaceuticals

"Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of

- pharmaceuticals committed by, or with the knowledge or consent of, the insured.
- The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.
- 6. The following is added to Paragraph 4.b., Excess Insurance, of SECTION IV -COMMERCIAL GENERAL LIABILITY CONDITIONS:

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II - Who Is An Insured.

### D. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph 8., Transfer Of Rights Of Recovery Against Others To Us, of SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS:

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- **a.** "Bodily injury" or "property damage" that occurs; or
- **b.** "Personal and advertising injury" caused by an offense that is committed;

subsequent to the execution of the contract or agreement.

### E. CONTRACTUAL LIABILITY - RAILROADS

- The following replaces Paragraph c. of the definition of "insured contract" in the DEFINITIONS Section:
  - **c.** Any easement or license agreement;

### **ENCROACHMENT EXHIBIT**

FOR: QUASIUS CONSTRUCTION

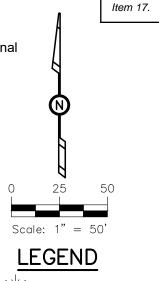
Part of Niagara Ave and North 8th Street right-of-way as platted in the Original Plat of Sheboygan, City of Sheboygan, Sheboygan County, Wisconsin.

Legal Description of Encroachment Area:

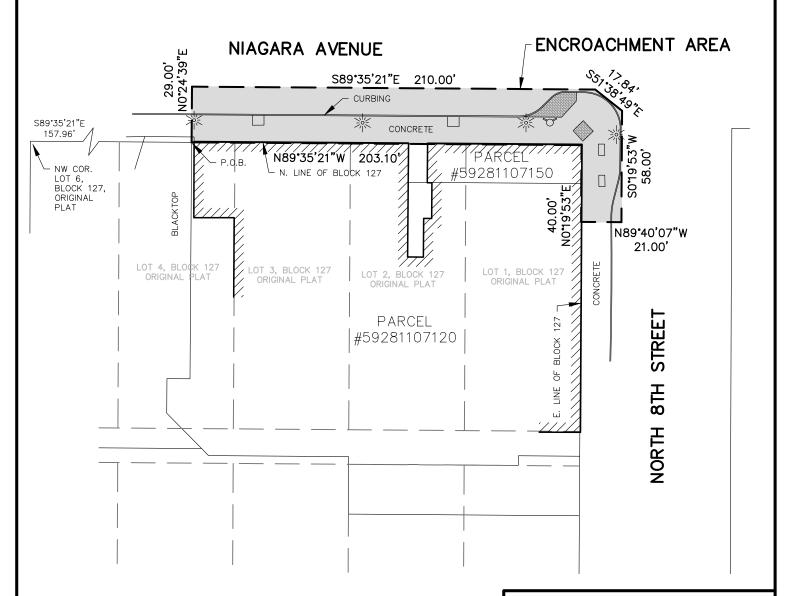
Part of Niagara Avenue and North 8th Street right-of-way as platted in the Original Plat of Sheboygan, City of Sheboygan, Sheboygan County, Wisconsin, described as:

Commencing at the Northwest corner of Lot 6, Block 127 of the Original Plat of Sheboygan; thence S89°35'21"E 157.96 feet along the North line of said Block 127 and the South right-of-way line of Niagara Avenue to the POINT OF BEGINNING of this description; thence N0°24'39"E 29.00 feet; thence S89°35'21"E 210.00 feet; thence S51°38'49"E 17.84 feet; thence S0°19'53"W 58.00 feet; thence N89°40'07"W 21.00 feet; thence N0°19'53"E 40.00 feet along the East line of said Block 127 and the West right-of-way line of North 8th Street to the Northeast corner of Lot 1 of said Block 127; thence N89°35'21"W 203.10 feet along the North line of said Block 127 and the South right-of-way line of Niagara Avenue to the point of beginning.

The described area contains 7,261 square feet, or 0.167 acres.



= Light Pole
= Hydrant





S FR ARJ RMING A

SITE DEMOLITION LOGISTICS PLAN



## REFERENCE PAGE

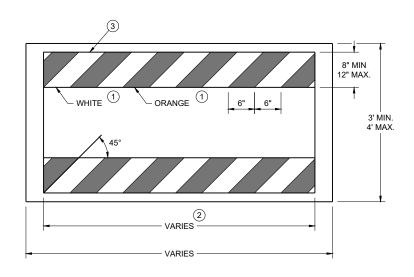
Zone 1 & zone 2 will be in use for duration of project, roughly 18 months.

Zone 3 will be in use as water filled barrier for the first two months of the project. After, chain link fence panels will be used.



Water Filled Barrier & Fence

- 1 REFLECTIVE SHEETING SHALL FOLLOW THE REQUIREMENTS IN THE APPROVED PRODUCTS LISTING FOR SIGN SHEETING.
- $\ensuremath{\textcircled{2}}$  Sheeting required on more than 50% of barricade width.
- (3) PLACE SHEETING ON BOTH SIDES OF THE BARRICADE.
- \* USE THIS DETAIL FOR SHEETING PLACEMENT REFERENCE.
- WHEN THE TEMPORARY PEDESTRIAN ACCESS ROUTE RUNS PARALLEL ON THE ROADWAY SURFACE, THE MAXIMUM CROSS SLOPE WILL MATCH THE EXISTING ROADWAY CROSS SLOPE.



TEMPORARY PEDESTRIAN BARRICADE \*

NARROW SIDEWALK PASSING DETAIL

IEADING EDGE

JOINT ALLOWANCES

MAXIMUM VERTICAL GAP

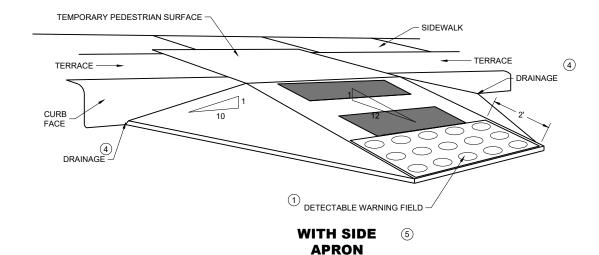
MAXIMUM HORIZONTAL GAP

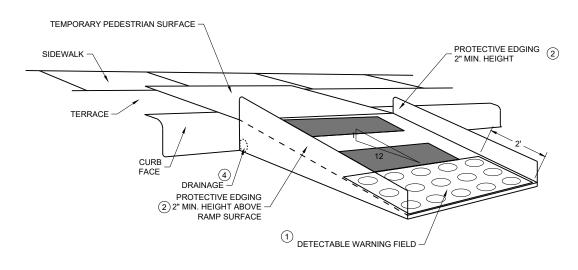
THE TOP OF THE BARRICADE IS TO BE A SMOOTH CONTINUOUS SURFACE FREE OF SHARP OR ROUGH EDGES INSTALL PEDESTRIAN PLACE CONCRETE BARRIER TEMPORARY PRECAST IF TEMPORARY PEDESTRIAN BARRICADE PER 4' MINIMUM 5' DESIRABLE MANUFACTURERS RECOMMENDATIONS INSTALL PEDESTRIAN ACCESS IS ADJACENT TO AN ACTIVE WORK ZONE OR LIVE PEDESTRIAN BARRICADE MANUFACTURERS RECOMMENDATIONS TRAFFIC LANE TEMPORARY PEDESTRIAN SURFACE 2" MAX. 2% MAX. SLOPE 4 4-INCH BASE AGGREGATE 4-INCH BASE AGGREGATE DENSE 1 1/4-INCH DENSE 1 1/4-INCH **TEMPORARY PEDESTRIAN ACCESS** 

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

15D30-10a

## **DETAIL B**





TEMPORARY CURB RAMP PERPENDICULAR TO CURB

WITH PROTECTIVE EDGE

### GENERAL NOTES

CURB RAMPS SHALL BE 48" MINIMUM WIDTH WITH A FIRM, STABLE AND SLIP RESISTANT SURFACE.

ALTERNATE SIDEWALK WORK BETWEEN LEFT AND RIGHT SIDE OF ROADWAY TO MAINTAIN PEDESTRIAN ACCESS.

CURB RAMPS AND LANDINGS SHALL HAVE A 1:50 (2%) MAX. CROSS-SLOPE.

CLEAR SPACE OF 48" X 48" SHALL BE PROVIDED ABOVE AND BELOW THE CURB RAMP.

LATERAL JOINTS OR GAPS BETWEEN SURFACES SHALL BE LESS THAN ½" WIDTH.

CHANGES BETWEEN SURFACE HEIGHTS SHALL NOT EXCEED  $\frac{1}{2}$ ". LATERAL EDGES MAY BE VERTICAL UP TO  $\frac{1}{4}$ " HIGH AND SHALL BE BEVELED AT 1:2 BETWEEN  $\frac{1}{4}$ " AND  $\frac{1}{2}$ ".

- (1) INSTALL CONTRASTING TEMPORARY DETECTABLE WARNING FIELD AT PEDESTRIAN STREET CROSSINGS, AS SHOWN IN THE DI ANS
- (2) PROTECTIVE EDGING WITH A 2" MIN. HEIGHT SHALL BE INSTALLED WHEN A CURB RAMP OR LANDING PLATFORM HAS A VERTICAL DROP OF 6" OR GREATER OR HAS A SIDE APRON SLOPE STEEPER THAN 1:3 (33%). PROTECTIVE EDGING SHOULD BE CONSIDERED WHEN CURB RAMPS OR LANDING PLATFORMS HAVE A VERTICAL DROP OF 3" OR MORE.
- (3) DETECTABLE EDGING WITH 6" MIN. HEIGHT AND CONTRASTING COLOR SHALL BE INSTALLED ON ALL CURB RAMP LANDINGS WHERE THE WALKWAY CHANGES DIRECTION (TURNS).
- (4) DO NOT RESTRICT WATER FLOW IN THE GUTTER SYSTEM.
- (5) CAN ONLY BE USED FOR RAMPS WITH 6" OR LESS OF VERTICAL CHANGE.

5D30-10c

TRAFFIC CONTROL, PEDESTRIAN ACCOMMODATION

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

### CITY OF SHEBOYGAN R. O. 18-25-26

### BY CITY PLAN COMMISSION.

JUNE 2, 2025.

Your Commission to whom was referred to whom was referred Gen. Ord. No. 2-25-26 by Alderperson Close amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located North of Pennsylvania Ave and East of N. 13th Street bordering the Sheboygan River from Class Urban Commercial, Urban Industrial, and Railroad to Urban Residential 12 with PUD Overlay Classification; recommends adopting the Ordinance; recommends adopting the Ordinance.

### CITY OF SHEBOYGAN GENERAL ORDINANCE 2-25-26

### BY ALDERPERSON CLOSE.

### MAY 19, 2025.

AN ORDINANCE amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located North of Pennsylvania Ave and East of N. 13<sup>th</sup> Street bordering the Sheboygan River from Class Urban Commercial, Urban Industrial, and Railroad to Urban Residential 12 with PUD Overlay Classification.

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

**SECTION 1:** <u>AMENDMENT</u> Chapter 105 of the Sheboygan Zoning Ordinance establishing zoning districts and prescribing zoning standards and regulations is hereby *amended* as follows:

The Official Zoning Map of the City of Sheboygan is hereby amended with regard to the following described lands and the Use District Classification for those same lands is hereby amended from Class Urban Commercial, Urban Industrial, and Railroad to Urban Residential 12 with PUD Overlay Classification:

Property located North of Pennsylvania Ave and East of N. 13<sup>th</sup> Street bordering the Sheboygan River:

Part of Lot 2 and all of Lot 3,4,5,6,7,8,9,10 in Block 157, all of Lots 1,2,3,4,5,6,7,8,9,10,11,12, Block 148, all of Block 158 and part of Lots 1 and 12 of Block 159 in the Original Plat for the City of Sheboygan, located in SE ¼ and NE ¼ of the SE ¼ of Section 22 and the SW ¼ and the NW ¼ of the SW ¼ of Section 23, Township 15 North, Range 23 East, in the City of Sheboygan, Sheboygan County, Wisconsin, being more particularly described as:

Commencing at the Southeast corner of Section 22, Township15 North, Range 23 East; thence N0°01'01"E along the east line of the southeast 1/4 of said Section 22, 1237.36 feet to a point on the north right of way line for Pennsylvania Avenue; thence S89°41'10"E along said north right of way line 42.90 feet to the point of beginning; thence N00°18'50"E, 17.47 feet; thence N89°41'10"W parallel to the north line of Pennsylvania Avenue 42.00 feet to a point of a curve to the left having a radius of 38.00 feet and a chord bearing N22°11'10"W, 29.08"; thence along the arc of said curve 29.85 feet to a point of tangent; thence N44°41'10"W, 24.82 feet to a point of curve to the right having a radius of 24.00' and a chord bearing N22°01'59"W, 18.49 feet; thence along the arc of said curve 18.98 feet to a point of tangent; thence N00°37'11"E, 348.56 feet to a point of curve to the left having a radius of 253.50 feet and a chord bearing N13°22'35"W, 122.62 feet; thence along the

arc of said curve 123.85 feet to a point of tangent; thence N27°22"2"W, 284.85 feet to a point; thence N26°12'22"W, 80.84 feet to a point; thence N63°53'06"E along a line being 18.00 feet southeasterly of and parallel to the northwesterly line and extension of Lot 12, Block 148 of the Original Plat for the City of Sheboygan 170.92 feet to a point; thence S72°24"21'E, 14.46 feet to a point; thence S28°41'48"E, 923.94 feet to a point; thence S59°07'37"W, 194.96 feet to a point of curve to the left having a radius of 41.00 feet and a chord bearing S30°25'28"W, 39.38 feet; thence along the arc of said curve 41.08 feet to a point on the north right of way line for Pennsylvania Avenue; thence N89°41'10"W along said north line 155.09 feet to the point of beginning. Said described parcel contains 243,171 Square feet or 5.582 acres of land.

**SECTION 2:** <u>CERTIFIED SURVEY MAP</u> This Ordinance is contingent upon approval and recording of a Certified Survey Map (CSM).

**SECTION 3: REPEALER CLAUSE** All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**SECTION 4:** <u>EFFECTIVE DATE</u> This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

OFFICE USE ONLY	
APPLICATION NO.:	Item 18.
RECEIPT NO.:	
FILING FEE: \$200.00 (Payable to City of Sheboy	rgan)

## CITY OF SHEBOYGAN APPLICATION FOR AMENDMENT OF OFFICIAL ZONING MAP

(Requirements Per Section 105.996) Revised January 2024

Completed application is to be filed with the Office of the City Clerk, City Hall, 828 Center Avenue. Application will not be processed if all required attachments and filing fee of \$200 (payable to the City of Sheboygan) is not submitted along with a complete and legible application. Application filing fee is non-refundable.

1.	APPLICANT INFORMATION	
	APPLICANT: City of Sheboygan PHONE NO.: (920)459-3383	
	ADDRESS: 828 Center Avenue E-MAIL: development@sheboyganwi.gov	
	OWNER OF SITE: RDA of the City of Sheboygan PHONE NO.: (920)459-3383	
2.	DESCRIPTION OF THE SUBJECT SITE	
	ADDRESS OF PROPERTY AFFECTED: Address and Parcel to be created	
	LEGAL DESCRIPTION: See attached map	
	s god legion sid grejares viete - leaguesta ace e electric e suggista de la company de suggista de la company	
	PARCEL NO MAP NO	
	EXISTING ZONING DISTRICT CLASSIFICATION: Urban Industrial	
PROPOSED ZONING DISTRICT CLASSIFICATION: Urban Residential 12 w/		
	Overlay	
	BRIEF DESCRIPTION OF THE <b>EXISTING</b> OPERATION OR USE: Vacant Parcel	
	aniset i luidittis – pel garigoli – atri lagi ul transmente bezandji gastranda erak Jelika i kali ka	
	BRIEF DESCRIPTION OF THE <b>PROPOSED</b> OPERATION OR USE: Apartments	

### 3. JUSTIFICATION OF THE PROPOSED ZONING MAP AMENDMENT

How does the proposed Official Zoning Map amendment further the purposes of the Zoning Ordinance as outlined in Section 15.005 and, for flood plains or wetlands, the applicable rules and regulations of the Wisconsin Department of Natural Resources and the Federal Emergency Management Agency? There are no wetlands on the

will not be built in the floodplain.

Which of the following factors has arisen that are not properly addressed on the current Official Zoning Map? (Provide explanation in space provided below.)

- □ The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Master Plan.
- □ A mistake was made in mapping on the Official Zoning Map. (An area is developing in a manner and purpose different from that for which it is mapped.) NOTE: If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.
- Factors have changed, (such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
- □ Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.
- Explain: This property will be used to build an apartment building as the City is lacking in housing units per the City's 2021 Affordable Housing Market Study. This location was no longer being use as an industrial site. Industrial uses have mainly moved into the industrial parks in Sheboygan.

How does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property? \_\_\_\_Nearby land uses include commercial and

residential. The zoning change will allow for additional multi-family units to serve the

а	

Indicate reasons why the applicant believes the proposed map amendment is in harmony with the recommendations of the City of Sheboygan Comprehensive Plan.

The proposed development will assist with meeting the number of units for new single

family housing per the City's 2021 Affordable Housing Market Study.

### 4. CERTIFICATE

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

APPLICANT'S SIGNATURE

DATE

PRINT ABOVE NAME

### APPLICATION SUBMITTAL REQUIREMENTS

OFFRIA FILICKY-PENESKI

A copy of the current zoning map of the subject property and vicinity showing:

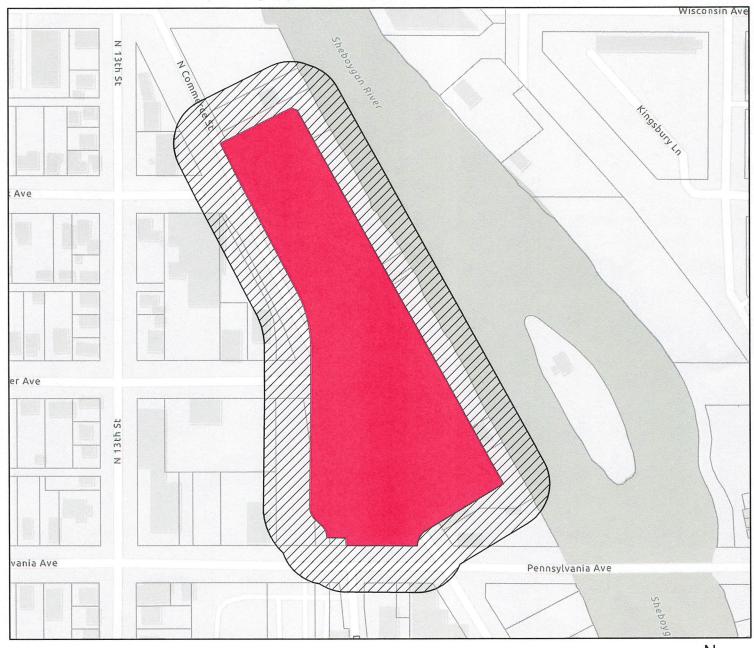
- □ The property proposed to be rezoned.
- All lot dimensions of the subject property.
- □ All other lands within 100 feet of the subject property.
- □ Map size not more than 11" X 17" and map scale not less than 1" = 600'.
- Graphic scale and north arrow.

### PROPOSED REZONE FROM URBAN COMMERCIAL, URBAN INDUSTRIAL, AND RAILROAD TO Item 18. **URBAN RESIDENTIAL 12 WITH PUD OVERLAY**

SECTION 23. TOWNSHIP 15 NORTH, RANGE 23 EAST

Part of Lot 2 and all of Lot 3,4,5,6,7,8,9,10 in Block 157, all of Lots 1,2,3,4,5,6,7,8,9,10,11,12, Block 148, all of Block 158 and part of Lots 1 and 12 of Block 159 in the Original Plat for the City of Sheboygan, located in SE ¼ and NE ¼ of the SE ¼ of Section 22 and the SW ¼ and the NW ¼ of the SW ¼ of Section 23, Township 15 North, Range 23 East, in the City of Sheboygan, Sheboygan County, Wisconsin, being more particularly described as:

Commencing at the Southeast corner of Section 22, Township15 North, Range 23 East; thence N0°01'01"E along the east line of the southeast 1/4 of said Section 22, 1237.36 feet to a point on the north right of way line for Pennsylvania Avenue; thence S89°41'10"E along said north right of way line 42.90 feet to the point of beginning; thence N00°18'50"E, 17.47 feet; thence N89°41'10"W parallel to the north line of Pennsylvania Avenue 42.00 feet to a point of a curve to the left having a radius of 38.00 feet and a chord bearing N22°11'10"W, 29.08'; thence along the arc of said curve 29.85 feet to a point of tangent; thence N44°41'10"W, 24.82 feet to a point of curve to the right having a radius of 24.00' and a chord bearing N22°01'59"W, 18.49 feet; thence along the arc of said curve 18.98 feet to a point of tangent; thence N00°37'11"E, 348.56 feet to a point of curve to the left having a radius of 253.50 feet and a chord bearing N13°22'35"W, 122.62 feet; thence along the arc of said curve 123.85 feet to a point of tangent; thence N27°22"22"W, 284.85 feet to a point; thence N26°12'22"W, 80.84 feet to a point; thence N63°53'06"E along a line being 18.00 feet southeasterly of and parallel to the northwesterly line and extension of Lot 12, Block 148 of the Original Plat for the City of Sheboygan 170.92 feet to a point; thence S72°24"21'E, 14.46 feet to a point; thence S28°41'48"E, 923.94 feet to a point; thence \$59°07'37"W, 194.96 feet to a point of curve to the left having a radius of 41.00 feet and a chord bearing \$30°25'28"W, 39.38 feet; thence along the arc of said curve 41.08 feet to a point on the north right of way line for Pennsylvania Avenue; thence N89°41'10"W along said north line 155.09 feet to the point of beginning. Said described parcel contains 243,171 Square feet or 5.582 acres of land.





### CITY OF SHEBOYGAN R. O. 15-25-26

### BY CITY CLERK.

JUNE 2, 2025.

Submitting various license applications.

### "CLASS B" LIQUOR LICENSE (June 30, 2026)(NEW)

<u>No.</u>	<u>Name</u>	Address
3730	Gotta Getcha Inn Oasis LLC (R-House)	550 Wilson Avenue
"CLA	SS B" LIQUOR LICENSE (June 30, 2026)(I	RENEW)
<u>No.</u>	Name	Address
3577	Golf 365 LLC (Golf 365)	2729 Indiana Avenue
3159	Big Mikes Sports Bar & Grill LLC (Big Mikes Sports Bar & Grill)	911 Indiana Avenue
3160	Bomallies LLC (Bomallies)	2427 Calumet Drive
3508	Pop's Burger & Pizza House Inc. (Pop's Burger & Pizza House)	920 Michigan Avenue
3475	J. N. Cortez LLC (Mi Ranchito)	1235 Indiana Avenue
1345	Sheboygan Outboard Club (Sheboygan Outboard Club)	732 N. Water Street
1734	Sheboygan Hotel, LLC (Holiday Inn Express)	3823 Germaine Avenue

1040	Tankard Inc. (Brennan's on Michigan)	1101 Michigan Avenue
3087	Santana's Place LLC (Santana's Place)	1019 Erie Avenue
3435	Nine O Two LLC (Nine-O-Two)	902 Indiana Avenue
1926	Trattoria Stefano Inc. (Il Ritrovo)	822 S. 8 <sup>th</sup> Street
1412	Trattoria Stefano Inc. (Trattoria Stefano Inc.)	522 S. 8 <sup>th</sup> Street
3479	Stefano's Slo Food Market LLC (Stefano's Slo Food Market)	731 Pennsylvania Avenue
3518	Lushlounge Two LLC (Lushlounge)	1133 Michigan Avenue
3182	Hans C Graf LLC (Boheme)	1029 N. 8 <sup>th</sup> Street
3690	Lakeshore Bowling LLC (Lakeshore Lanes)	2519 S. Business Drive
3527	Young Trust Entertainment LLC (West Coast Café and Lounge)	1210 Michigan Avenue
3583	Club Leon Bar and Grill LLC (Club Leon Bar and Grill)	933 Indiana Avenue
3162	K & M Solutions LLC (Sundance Saloon)	1509 S. 12 <sup>th</sup> Street
3086	Las Brisa's LLC (Las Brisa's LLC)	1129 S. 8 <sup>th</sup> Street

3307	Umi Sushi and Steakhouse Inc. (Umi Sushi and Steakhouse)	519 N. 8 <sup>th</sup> Street
3427	Pacific Grill 3 LLC (Pacifico Mexican Bar and Grill)	820 Indiana Avenue
3576	South Pier Hospitality LLC (Driftwood)	518 S. Pier Drive
3542	Cocina Mi Familia LLC (Cocina Mi Familia)	1423 Union Avenue
3487	New Jersey East Properties (My Place Bar & Grill II)	1515 New Jersey Avenue
1353	Sheboygan Yacht Club Inc. (Sheboygan Yacht Club)	214 Pennsylvania Avenue
3695	Stephan Bruyette (Steve N' Faye's Tiny Tap)	2140 Calumet Drive
3069	Time & a Half LLC (Time & a Half LLC)	2518 N. 15 <sup>th</sup> Street
2513	Coblyns LLC (Vreekes)	935 Michigan Avenue
2381	Coblyns LLC (Bourbon Street Pub & Grill)	1536 Indiana Avenue
3573	Thai Café LLC (Thai Café Restaurant)	1227 N. 14 <sup>th</sup> Street
1229	Sheboygan Moose Family Center #438 (Sheboygan Moose Lodge #438)	1811 Georgia Avenue
1764	Mortimer's Pub LTD (Water Street Pub)	931 N. 12 <sup>th</sup> Street
2030	Twelfth Parallel Inc. (Rewind)	1002 Michigan Avenue

2943	Superior Bar & Grill LLC (Superior Bar & Grill)	2607 Superior Avenue
3056	Gotta Getcha Inn Oasis LLC (House Divided)	840 Wilson Avenue
2949	Prohibition Bistro Inc. (Harrys Prohibition Bistro)	668 South Pier Drive
3515	Sack Realty LLC (Dog House Pub)	2123 N. 15 <sup>th</sup> Street
3621	Sack Realty LLC (Pour Decisions)	1501 Union Avenue
3161	Sack Realty LLC (Frank's Place)	3023 N. 15 <sup>th</sup> Street
2135	Keg 1 LLC (Sandee's Cool Runnings)	1202 Michigan Avenue
CLASS "B" BEER LICENSE (June 30, 2026) (RENEW)		
<u>No.</u>	Name	Address
1809	Riverfront Bait and Tackle Inc. (The Wharf)	733 Riverfront Drive
3018	Pho VN LLC (Pho VN)	2209 S. Business Drive
2409	Brown Deer Pride, LLC (AmericInn Hotel)	3664 S. Taylor Drive
3657	Fox Valley Athletics, LLC (Fox Valley Athletics)	2213 New Jersey Avenue
3715	Sheboygan Lake Hospitality LLC (La Quinta Inn Sheboygan)	2932 Kohler Memorial Drive

3519	Lupita's Mexican Store LLC (Fast Taco by Lupitas Mexican Store LLC)	2139 S. Business Drive	
3599	Uptown Slice LLC (Uptown Slice)	1116 Michigan Avenue	
3412	Local Hospitality Group LLC (Local Press Eatery)	502 S. 8 <sup>th</sup> Street	
"CLA	ASS C" LICENSE (June 30, 2026) (RENEW)		
3018	Pho VN LLC (Pho VN)	2209 S. Business Drive	
2409	Brown Deer Pride, LLC (AmericInn Hotel)	3664 S. Taylor Drive	
3599	Uptown Slice LLC (Uptown Slice)	1116 Michigan Avenue	
3412	Local Hospitality Group LLC (Local Press Eatery)	502 S. 8 <sup>th</sup> Street	
<u>"CLA</u>	SS A" LIQUOR LICENSE (June 30, 2026) (RENEV	V)	
<u>No.</u>	<u>Name</u>	Address	
3132	Ultimate Mart LLC (Pick 'n Save #432)	1317 N. 25 <sup>th</sup> Street	
3381	Meijer Stores Limited Partnership (Meijer #305)	924 N. Taylor Drive	
CLASS "A" BEER/"CLASS A" CIDER ONLY LICENSE (June 30, 2026) (RENEW)			
<u>No.</u>	<u>Name</u>	Address	
3525	Speedup 11 LLC (Speedup 11 LLC)	1211 Weeden Creek Road	
3147	Wisconsin CVS Pharmacy, LLC (CVS Pharmacy #10549)	1108 N. 14 <sup>th</sup> Street	

3522	Speedup 7 LLC (Speedup 7 LLC)	1006 Geele Avenue
3523	Speedup 9 LLC (Speedup 9 LLC)	1230 S. Taylor Drive
CLAS	S "A" FERMENTED MALT BEVERAGE LICENS	<u>SE</u> (June 30, 2026) (RENEW)
<u>No.</u>	Name	<u>Address</u>
3382	Meijer Stores Limited Partnership (Meijer Express #305)	902 N. Taylor Drive
2944	Lesley's Tax Service LLC (Lesley's Tax Service LLC)	1427 N. 8 <sup>th</sup> Street
3476	Meharjot Investment LLC (Gill C-Store)	610 S. 14 <sup>th</sup> Street
1424	Walgreen Co. (Walgreens #06570)	1029 N. 14 <sup>th</sup> Street
2601	Walgreen Co. (Walgreens #12020)	2702 Calumet Drive
2088	Walgreen Co. (Walgreens #06097)	3320 S. Business Drive
<u>CIGA</u>	RETTE/TOBACCO (June 30, 2026) (RENEW)	
<u>No.</u>	Name	<u>Address</u>
3132	Pick 'n Save #432	1317 N. 25 <sup>th</sup> Street
3525	Speedup 11 LLC	1211 Weeden Creek Road
3703	Sheboygan Smoke & Vape	2703 S. Business Drive
3613	Sheboygan Smoke & Vape	2610 Calumet Drive
3712	Greenhouse	501 N. 8 <sup>th</sup> Street
3522	Speedup 7 LLC	1006 Geele Avenue

3523	Speedup 9 LLC	1230 S. Taylor Drive
3476	Gill C-Store	610 S. 14 <sup>th</sup> Street
2513	Vreekes	935 Michigan Avenue
1764	Water Street Pub	931 N. 12 <sup>th</sup> Street
2030	Rewind	1002 Michigan Avenue
3382	Meijer Express #305	902 N. Taylor Drive
1424	Walgreens #06570	1029 N. 14 <sup>th</sup> Street
2601	Walgreens #12020	2702 Calumet Drive
2088	Walgreens #06097	3320 S. Business Drive

### CITY OF SHEBOYGAN R. O. 19-25-26

### BY CITY CLERK.

JUNE 2, 2025.

Submitting various license applications.

### **CHANGE OF PREMISE**

<u>No.</u>	Name	Address
3117	Harbor Lights Two	434 Pennsylvania Avenue – Change of premise July 5, 2025 to include current premise and Pennsylvania Avenue to Franklin Street on 5 <sup>th</sup> Street.
2726	John Michael Kohler Arts Center	608 New York Avenue – Updating Change of premise previously granted for June 26, 2025 to include current premise and to also include Encore community room and patio connected to the City Green.

### CITY OF SHEBOYGAN RESOLUTION 25-25-26

### BY ALDERPERSONS DEKKER AND PERRELLA.

### JUNE 2, 2025.

A RESOLUTION authorizing an amendment to the 2025 budget for the emergency purchase of firewall hardware and professional services from Capital Data.

WHEREAS, equipment was loaned to the City from another entity to allow for immediate operational needs during the cyber incident and the entity needs the equipment back within a short time frame; and

WHEREAS, to replace the pieces of equipment within the timeframe needed and to maintain the security of the City's network, the IT Director, in consultation with the City Administrator and Finance Director, made an emergency purchase for the necessary equipment; and

WHEREAS, the City's Financial Policies require the Finance Director to notify Common Council via a budget amendment resolution at the next regularly scheduled Common Council meeting of the emergency purchase; and

WHEREAS, suspension of the rules allowing for immediate adoption is requested in order to treat this issue with expediency.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director be authorized to make the following amendment to the 2025 budget to pay for the emergency purchase of firewall hardware and installation services as follows:

INCREASE: IT Fund – IT – IT Equipment (Acct. No. 713170-652200) IT Fund – Fund Equity Applied (Acct. No. 713-493000)		\$129,842 \$129,842
PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL		
Presiding Officer	Attest	

Ryan Sorenson, Mayor, City of

Sheboygan

Meredith DeBruin, City Clerk, City of

Sheboygan

### CITY OF SHEBOYGAN RESOLUTION 23-25-26

### BY ALDERPERSONS DEKKER AND RUST.

JUNE 2, 2025.

A RESOLUTION authorizing the appropriate City officials to execute a Management Services Agreement with EOS Recreation LLC regarding the use of Quarry Park.

WHEREAS, rule suspension is requested so as to allow for execution of the agreement and the opening of the park on Tuesday, June 3, 2025.

NOW, THEREFORE, BE IT RESOLVED: That the appropriate City officials are hereby authorized to execute the Quarry Park Management Services Agreement between the City of Sheboygan and EOS Recreation LLC, a copy of which is attached hereto and incorporated herein.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL	
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan



### AGENDA ITEM MEMORANDUM

DATE: 05/29/2025

TO: Common Council

FROM: Joe Kerlin, Parks Manager

SUBJECT: Resolution No. 23-25-26 - Authorizing a Management Services Agreement with EOS Recreation LLC.

### **ISSUE**

Should the Public Works Committee recommend authorizing the appropriate City officials to enter into a Management Services Agreement with EOS Recreation LLC, regarding the use of the Quarry Park, consisting of the Quarryview Center and Quarry Beach Park, in Jaycee Park, located at 3401 Calumet Drive, for the operation of an outdoor recreation business.

### STAFF RECOMMENDATION

Staff recommends approval of the Management Services Agreement.

### BACKGROUND/DISCUSSION

In 2013 the city entered an agreement with Community Recreational Services ("CRS"), to operate a recreational business in Jaycee Park. The business was operated out of the Quarryview Center, on the quarry beach and in the water. It is a pay to enter business where users have access to the beach, rentals of stand-up paddle boards and kayaks, swimming in the shallow area and they are able to pay extra to go out into the inflatable water park area.

In 2016, CRS let the city know that they were not interested in continuing the operation of the business. City staff approached Mike Miller, then owner of EOS store. Mike agreed to continue the business and started in 2017. The agreement was amended several times with a 2024 ending date. This agreement is a new five-year agreement with an option for successive five-year terms.

The main difference with this agreement is the fee schedule.

### **FUNDING IMPACT**

The City has no committed cost to this agreement and will receive a yearly use fee:

2025 - \$250

2026 - \$500

2027 - \$750

2028 - \$1,000

2029 - \$1,250

### **IF APPROVED, NEXT STEPS:**

The Vendor will open for the season on June 3rd.

DEPARTMENT OF PUBLIC WORKS

2026 NEW JERSEY AVE. SHEBOYGAN, WI 53081

920/459-3440 sheboyganwi.gov

# QUARRY PARK MANAGEMENT SERVICES AGREEMENT BETWEEN CITY OF SHEBOYGAN AND EOS RECREATION LLC

THIS MANAGEMENT SERVICES	AGREEMENT (this "Agreement") is made and
entered into effective this day of	, 2025 (the "Effective Date"), by
and between the City of Sheboygan, a municip	al corporation of the State of Wisconsin (the "City"),
and EOS Recreation LLC ("Manager"), a Wisconsin limited liability company, collectively, the	
"Parties."	

### **RECITALS**

WHEREAS, the City owns Jaycee Park, a public park located at 3401 Calumet Drive, Sheboygan, Wisconsin (the "Quarry Park"), which includes a beach, water areas, and Quarryview Center that have historically been underutilized; and

WHEREAS, Manager has been providing professional operation and management services for recreational use of these underutilized areas since 2017 to mutual party benefit; and

WHEREAS, the City finds that continuing this partnership is in the City's best interest.

NOW, THEREFORE, in consideration of the Recitals set forth and the mutual promises made herein, the sufficiency of which is acknowledged by the Parties, it is agreed as follows:

### ARTICLE I ENGAGEMENT OF MANAGER; THE SERVICES

- 1.1 <u>Engagement of Manager</u>. Subject to the terms and conditions of this Agreement, City hereby engages Manager, and Manager hereby accepts such engagement, to provide the Services (as defined below) at Quarry Park, within the area identified in Exhibit "A" (the "Property"). City agrees to provide Manager access to the Quarry Park public parking lot for its operations. Manager shall have access to the property beginning the third Monday of May and ending the third Monday of September until Agreement expiration or termination.
- 1.2 <u>The Services</u>. Manager shall provide the City with the following services during the term of this Agreement, at no cost to the City (collectively, the "Services"):
  - (a) Provide management expertise and consulting services with respect to recommending and implementing improvements to the Property facilities, programs, offerings and attractions;

- (b) Manage and operate all aspects of the Property and the Quarryview Center, including, without limitation, staffing, reservations, reception, concessions, sales, bookkeeping, administration, marketing, advertising and promotion;
- (c) Assume responsibility for all day-to-day expenses and normal maintenance associated with operations. Manager shall finance all personnel, operations and equipment associated with its operations;
- (d) Manage and coordinate recreational programs, facilities and equipment for Property users. This includes, but may not be limited to selecting and providing products and equipment appropriate for the different water depths in the Quarry, as well as different demographic groups, selecting and providing site amenities to enhance guest comfort and creating a unique destination that will broaden Quarry Park's appeal and stimulate repeat visits;
- (e) Hours of operation for the Quarry Park, open to the public for a daily admission fee shall be 10:30 a.m. to 5 p.m., seven days per week from the later of the Effective Date and June 1, 2025 and ending September 1, 2025. Hours of operation and dates of opening and closing may be altered upon approval of both Parties. The City's Parks Manager is authorized to consent to alterations under this paragraph on the City's behalf;
- (f) During days of operation, Manager shall provide an on-site manager and two to ten additional staff members depending on weather, capacity and planned events;
- (g) Provide such other services incidental to the operations of the City's Quarry and Quarryview Center as the City may reasonably request from time to time; and
- (h) Institute and maintain reasonable safety measures and procedures including, but not be limited to:
  - (i) Utilize inflatable safety buoys to segregate the shallow–water free zone from any pay-for-play areas;
  - (ii) Require level III lifejackets for all activities in deep water areas, including stand-up paddleboards, pedal boats and kayaks;
  - (iii) Utilize the existing dock also for the safety stations.
- 1.3 <u>Scope</u>. The scope of Services under this Agreement may be enlarged, reduced, or altered from time to time by mutual Party agreement and written amendment of this Agreement. The City shall be responsible for any agreed-upon capital improvements, major site cleanup, and major repairs required on existing facilities and structures.

# 1.4 Personnel.

- (a) Manager shall provide all personnel reasonably necessary for Manager to perform the Services. Such personnel shall be employees or contractors of Manager (collectively, the "Personnel"). Manager, in its sole discretion, shall be responsible for all aspects of the hiring and employment of its employees, including without limitation, retirement and welfare plans, conduct policies, workers compensation insurance and compensation. To the extent permitted by law, Manager shall conduct criminal background checks on all prospective hires and condition employment on successful passage of a drug screen.
- (b) To the extent permitted by law, the City shall have the right, at any time upon at least fourteen (14) days' notice to Manager, to declare any Personnel no longer eligible to perform the Services for City under this Agreement.
- (c) Manager may from time to time delegate its obligations hereunder to any person. City reserves the right to approve or disapprove any such delegation.
- (d) Each of Manager's employees shall undergo a thorough orientation and training program, with key emphasis on customer service skills and safety. All employees shall possess and maintain appropriate licensing and/or certification.

# ARTICLE II COVENANTS OF MANAGER

2.1 <u>Compliance with Law</u>. Manager will use commercially reasonable efforts to assure that the Services are performed in compliance with all applicable laws, statutes, ordinances, rules, regulations, or orders of any governmental authorities or regulatory bodies having jurisdiction over Manager or City.

## 2.2 Ownership of Records, Licenses and Systems.

- (a) All reports, documents and other information generated solely pursuant to the Services herein or relating solely to the operation of the Quarry and the Quarryview Center shall be the property of City.
- (b) All business records, documents and other information generated by Manager which may pertain to the Services but which are generated pursuant to or relating to the operation of Manager shall remain the property of Manager.
- (c) Software licenses, licenses, permits, procedures, processes and systems generated by or purchased by Manager and used in connection with this Agreement shall be the property of Manager, unless otherwise agreed to in writing by Manager and City.
- (d) Software licenses, licenses, permits, procedures, processes and systems generated by or purchased by City and used in connection with this Agreement shall be the property of City, unless otherwise agreed to in writing by Manager and City.

2.3 Access to Records and Facilities. Manager shall make available to the City, its agents and attorneys, at all times during normal business hours, all records and other information described in Section 2.2 which relate to Services under this Agreement. Manager shall promptly respond to any questions from the City with respect to such records and shall confer with the City at all reasonable times, upon request, concerning the operations of the Quarry (including the Quarryview Center). In addition, the City or the City's officers or designated agents shall have the right at any reasonable time or interval to examine Manager's books of account for the Quarry or any portion thereof. Manager acknowledges that certain of its records may be subject to disclosure under applicable public record laws.

#### 2.4 Insurance.

- (a) Manager agrees to obtain and maintain, at its sole cost and expense, commercial general liability insurance coverage in an amount not less than \$2,000,000 with respect to its operation of the Quarry, for the benefit of both the City and Manager and agrees to name the City as additional insured.
- (b) Each party shall obtain and maintain property insurance coverage on their respective assets.
- 2.5 <u>Performance Standards</u>. Manager shall undertake all of the Services in accordance with the reasonable performance standards established by City for the Services.

# ARTICLE III FEES AND PAYMENT

3.1 Manager shall pay to City an annual fee which increases by \$250 each year such that the fee for 2025 shall be \$250, the fee for 2026 shall be \$500, the fee for 2027 shall be \$750, the fee for 2028 shall be \$1,000, and the fee for 2029 shall be \$1,250. Manager shall be entitled to retain all of the proceeds which it generates from the operation of the Quarry Park and the Quarryview Center under this Agreement. Manager shall be responsible for paying the full cost of all utilities associated with the Services rendered pursuant to this Agreement.

# ARTICLE IV RELATIONSHIP OF THE PARTIES

4.1 <u>Independent Parties</u>. Nothing in this Agreement shall be construed to constitute any party as a partner, agent or joint venturer of the other party. Neither party shall make any contract or representation, or incur any liability or obligation whatsoever, on behalf or in the name of the other party, except as set forth in this Agreement, or as may be stated otherwise in other agreements between the Parties. Except as otherwise provided herein, each party shall be responsible for its own operational expenses incurred in the performance of this Agreement.

4.2 <u>Nonassumption of Liabilities</u>. Neither party shall, by entering into and performing this Agreement, assume or become liable for any of the existing or future obligations, liabilities, or debts of the other party.

# ARTICLE V HOLD HARMLESS

5.1 Indemnification. Manager agrees that it shall hold harmless and defend and indemnify the City from and against any and all claims, liabilities, losses, damages or expenses (including reasonable attorneys' fees and expenses), which may arise during the term of this Agreement as a result of the use and/or occupancy of the Property by its officers, agents and employees, or others acting by, through or under the express or implied authority of Manager including, but not limited to, any such claims, liabilities, losses, damages or expenses which may arise as a result of any personal injury, death or property damage occurring on or about the Property, except to the extent caused by the negligence or willful misconduct of the City. City agrees to defend, indemnify and hold harmless Manager and its shareholders, directors, officers, employees, and agents against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses, including reasonable attorneys' fees and costs of investigation, resulting from, or arising out of, or in connection with any claim made as a result of the City's ownership of the Quarry unrelated to the Services set forth in this agreement, provided, however, that the City shall not defend, indemnify or hold Manager harmless from and against, and Manager shall not be exculpated from any claim, action, damage, expense, loss or liability directly or indirectly caused by or arising from bad faith recklessness, gross negligence, gross misconduct or willful misconduct of Manager, or arising out of any breach of representations or any of its obligations pursuant to this Agreement. The Parties shall notify each other of the existence of claims relating to the Quarry or the services provided under this Agreement and shall cooperate with each other in defense of third-party claims.

# ARTICLE VI TERM AND TERMINATION

- 6.1 <u>Term.</u> This Agreement shall commence upon the Effective Date and continue in full force and effect for five years. Thereafter, Manager may request renewal of this Agreement for successive five year terms by providing the City with written notice of Manager's desire to renew by October 31 of the expiration year. The City shall respond to Manager's request in the affirmative or negative within thirty days of receiving such renewal request. Such renewal may be subject to different or additional terms and conditions as agreed upon by the Parties.
- 6.2 <u>Termination for Cause</u>. This Agreement may be terminated at any time for cause by the party indicated below upon fifteen (15) days' written notice to the other party:

- (a) <u>Bankruptcy</u>. By either party, if the other party shall file a voluntary petition in bankruptcy, make a general assignment for the benefit of creditors, or take advantage of any insolvency law.
- (b) <u>Breach</u>. By either party, if the other party shall default in the performance of this Agreement and the default shall continue for a period of fifteen (15) days after written notice to the other party stating specifically the default.
- (c) <u>Transfer of Business</u>. By City, if Manager shall be acquired by, or transfer substantially all of its assets or business to, any third party.
- 6.3 <u>Termination for Convenience</u>. This Agreement may be terminated at any time for any reason by either party upon forty-five (45) days' written notice to the other party.
- 6.4 <u>Effect of Termination or Expiration</u>.
  - (a) Expiration or termination of this Agreement for any reason shall not release any party from its obligations hereunder that have accrued prior to the termination date.
  - (b) After any termination of this Agreement, the following shall apply:
    - (i) Manager shall promptly deliver to City all of City's park property and facilities in the possession of Manager, including, without limitation, any property of City described in Section 2.2 hereof.
    - (ii) The parties shall promptly conduct a final accounting of the amounts due under Section 3.1 hereof, and any amount due either party under such accounting shall be promptly paid by the other party.

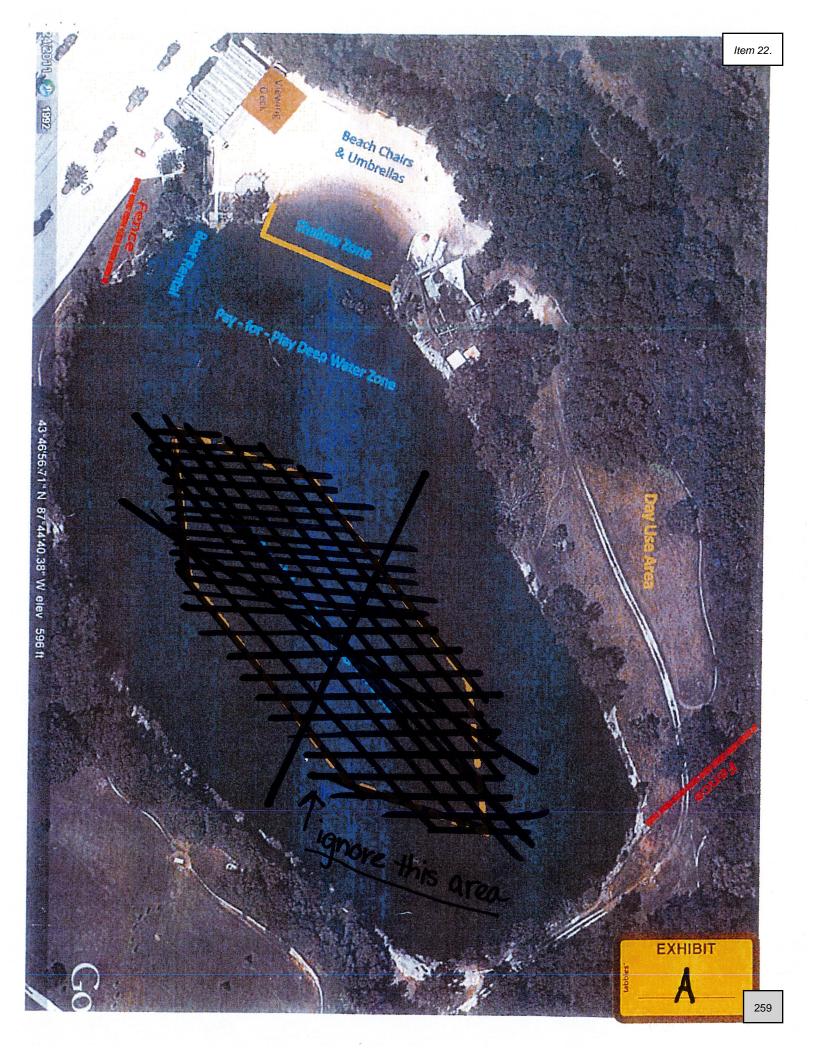
# ARTICLE VII MISCELLANEOUS

- Assignment. The benefits, rights, and obligations set forth herein are personal to the Parties, and, except as provided for herein, may not be assigned or transferred to a third party without the prior written consent of the other party. Any attempted assignment in violation of this section shall be void. Without in any way limiting the foregoing, this Agreement shall be binding upon, enforceable by, and inure to the benefit of the Parties, their permitted successors and assigns.
- Notice. Any notice, consent, approval, request or other communication required or permitted to be given pursuant to this Agreement (a "Notice") shall be in writing and shall be either personally delivered or sent by first class mail, postage prepaid, to the address each of the Parties keeps on record for the other party, or to such other address as either party may give notice of from time to time in accordance

- with this Section 7.2. Delivery shall be deemed effective upon personal delivery or deposit in the United States mail. Routine business correspondence may be conducted via email, telephone, or in-person.
- 7.3 Entire Agreement. This Agreement contains the entire understanding between the Parties on the subject matter hereof and no representations, inducements, promises, or agreements, oral or otherwise, not embodied herein shall be of any force or effect. This Agreement supersedes any other oral or written agreement entered into between the Parties on the subject matter hereof.
- 7.4 <u>Amendment</u>. This Agreement may be amended only by a writing signed by both parties.
- 7.5 <u>Waiver</u>. No failure or delay of any party in exercising any right or power given to it under this Agreement shall operate as a waiver thereof. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent, or subsequent breach. No waiver of any breach or modification of this Agreement shall be effective unless contained in writing executed by both parties.
- 7.6 Severability. The invalidity or unenforceability of any particular provisions of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
- 7.7 <u>Binding Effect</u>. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their permitted successors and permitted assigns, and, subject to Section 6.2(c) hereof, any corporate successors by merger, consolidation or other corporate reorganizations, without limitation.
- 7.8 <u>Force Majeure</u>. Neither party shall be deemed to be in violation of this Agreement if such party is prevented from performing any of its obligations hereunder for any reason beyond its reasonable control, including, without limitation, acts of God or of any public enemy, elements, flood, strikes, or statutory or other law, regulation or rule of the federal or any state or local government or any agency thereof.
- 7.9 <u>Governing Law</u>. This Agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.
- 7.10 <u>Counterparts</u>. This Agreement may be executed in two or more counterparts, including by signature pages provided by facsimile or in PDF format. All such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first above written.

CITY:
CITY OF SHEBOYGAN
By: Ryan Sorenson Mayor
Date:
ATTEST:
Meredith DeBruin
City Clerk
Date:



# CITY OF SHEBOYGAN RESOLUTION 22-25-26

#### BY ALDERPERSON CLOSE.

# JUNE 2, 2025.

A RESOLUTION approving the General Development Plan and Specific Implementation Plan submitted by Riverview District, LLC for construction of apartments located north of Pennsylvania Ave and East of N. 13th Street bordering the Sheboygan River within a Planned Unit Development (PUD) zone.

WHEREAS, prior to consideration of this resolution, the Common Council will have approved rezoning of the parcels involved from Class Urban Commercial, Urban Industrial, and Railroad to Urban Residential 12 with PUD Overlay; and

WHEREAS, Riverview District, LLC submitted a Planned Unit Development General Development Plan (GDP) for construction of apartments located north of Pennsylvania Ave and East of N. 13th Street bordering the Sheboygan River a copy of which is attached; and

WHEREAS, the packet submitted by Riverview District, LLC included the required application fee and all items required pursuant to Sheboygan Municipal Code § 105-1005(e)(3); and

WHEREAS, the plan commission held a public hearing concerning the proposed PUD-GDP designation after publication of a Class II legal notice in accordance with Chapter 985 of the Wisconsin Statutes, listing the time and place, and brief description of the PUD; and

WHEREAS, following the public hearing, the plan commission voted to recommend to the common council that the GDP be approved as presented; and

WHEREAS, the common council has held a public hearing concerning the proposed PUD-GDP designation after publication of a Class II legal notice in accordance with Chapter 985 of the Wisconsin Statutes, listing the time and place, and brief description of the PUD; and

WHEREAS, the common council has carefully considered the plan commission's recommendations and any comments at the public hearing it held; and

WHEREAS, in addition to the GDP, Riverview District, LLC submitted to the plan commission an application for a proposed Specific Implementation Plan (SIP), a copy of which is attached; and

WHEREAS, the SIP application included the required application fee and all items required pursuant to Sheboygan Municipal Code § 105-1005(e)(4); and

WHEREAS, the plan commission voted to recommend to the common council that the SIP be approved subject to the following conditions:

- 1. Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, storm drainage, health, etc. (Applicant shall be in contact with building inspection, fire, police, etc.). An occupancy permit will be granted only at such time as the applicant has met all requirements.
- 2. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
- 3. Dumpster enclosure shall be completed prior to issuance of an occupancy permit for the apartment building to be occupied.
- 4. Outdoor storage of materials, products or equipment shall be prohibited.
- 5. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
- 6. All areas used for parking/maneuvering of vehicles shall be paved.
- 7. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
- 8. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
- 9. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
- 10. Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.).
- 11. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
- 12. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
- 13. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, balconies, decks, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, art, etc.
- 14. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
- 15. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
- 16. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.
- 17. Plantings located around all ingress/egress of the site shall be maintained to not interfere with vehicular/pedestrian traffic.
- 18. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.
- 19. Plantings located by light poles should be maintained to keep areas well lite.
- 20. The Department of Planning & Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants.

#### 21. All plantings will need to be maintained per Section 105-894(b) Maintenance

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby approves the GDP submitted by Riverview District, LLC for construction of apartments located north of Pennsylvania Ave and East of N. 13th Street bordering the Sheboygan River within a Planned Unit Development (PUD) zone and directs that the PUD boundaries be shown on the city's zoning map.

BE IT FURTHER RESOLVED: That the Common Council hereby approves the SIP submitted by Riverview District, LLC for the same property subject to the conditions imposed by the plan commission, noting that, pursuant to Code, all portions of an approved SIP not fully developed within five years of final common council approval shall expire, and no additional PUD-based development shall be permitted unless the common council extends the five-year period by up to five additional years via a majority vote following a public hearing.

BE IT FURTHER RESOLVED: That Common Council approval is made contingent upon the conditions and restrictions contained in Sheboygan Municipal Code § 105-1005(f)(3).

BE IT FURTHER RESOLVED: That this approval is made contingent upon approval of the Certified Survey Map (CSM).

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan



## **CITY OF SHEBOYGAN**

# APPLICATION FOR CONDITIONAL USE

Fee: <u>\$250.00</u>				
Review Date:				
Zoning:				

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information					
Applicant Name (Ind., Org. or Entity) Riverview District, LLC	Authorized Representative Kyle Strigenz		Title Manager		
Mailing Address 172 N Broadway, Suite 200	City <b>M</b> ilwaukee		State WI	ZIP Code 53202	
Email Address Phone Number (ir kastrigenz@gmail.com 262.347.9556		cl. area code)			
SECTION 2: Landowner Information (c	omplete these fields	when project site o	wner is different th	an applicant)	
Applicant Name (Ind., Org. or Entity) RDA of City of Sheboygan	Contact Person Taylor Zeinert		Title Director of Plani	ning and Dev	
Mailing Address	City		State	ZIP Code	
Email Address		Phone Number (inc 920.459.3383	cl. area code)		
SECTION 3: Project or Site Location					
Project Address/Description North Commerce Street			Parcel No.		
SECTION 4: Proposed Conditional Use					
Name of Proposed/Existing Business:	Vacant				
Existing Zoning:	Urban Industrial				
Present Use of Parcel:	Vacant				
Proposed Use of Parcel:	Residential				
Present Use of Adjacent Properties:	Mixed Use Industrial				
SECTION 5: Certification and Permission					
Certification: I hereby certify that I am					
the subject of this Permit Application. I certify that the information contained in this form and attachments is true and					
accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply					
with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the					
provisions of applicable laws.					
Boundarions I benefits give the City normalisate to auton and in-sect the second state of the second state					
<b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.					
Name of Owner/Authorized Represent Kyle Strigenz	ative (please print)	Title Manager	Phone N 262.34	umber 7.9556	
Signature of Applicant			Date Signed 5/6	/2025	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

# **PUD Concept Plan for Commerce/Mayline Development**

# **General Project Description**

#### The project

The proposed development is a high-density, luxury, market rate residential project located on the former Mayline plant site along the Sheboygan River. Aimed at revitalizing this historically industrial area while addressing the growing demand for modern housing. The development will consist of two distinct buildings, with a central courtyard that provides both visual relief and framed views of the Sheboygan River from N. Commerce Street.

In alignment with the River Bend Neighborhood Plan and based on staff recommendations, the project maximizes density and unit mix, while maintaining a balanced parking ratio.

Both buildings feature parking on the ground floor, with four stories of residential units above. The southern building will include a two-story amenity space that features an expansive clubroom, oversized fitness with upscale equipment and connects seamlessly to the central courtyard with a variety of outdoor activities such as a pool, firepit, bocce ball court, grilling stations and access to the river and public kayak slips thus providing a variety of recreational and social spaces for residents.

Paying homage to the area's industrial past, the design incorporates elements of brick and block in detailed rectilinear forms, complemented by clean, flat roofs. This aesthetic choice reflects the historical character of the site while bringing a fresh, contemporary look to the development, ensuring it both respects and enhances the neighborhood's heritage. Additionally, the design draws inspiration from the high-density housing across the river, creating a cohesive visual connection between the two sides of the Sheboygan River. By reflecting the existing urban density on the opposite bank, the development reinforces the sense of

continuity and growth. This thoughtful integration of design elements ensures the project contributes to the overall revitalization of the area while promoting an urban, interconnected community.

#### **General Information**

Residential Unit Mix

Studios = 30

1 Bedroom = 186

2 Bedroom = 63

3 Bedroom = 4

Total Residential Units = 283

Site - 5.586 acres

Dwelling Units Per Acre - 50.7 Units per acre

Building Footprint percentage - 54.99%

**FAR - .8** 

Impervious Surface Ratio 74.33%

Maximum Gross Density

Studios = 30 x 14/acre = 2.14 acres required

1 Bedroom = 186 x 13/acre = 14.31 acres required

2 Bedroom = 63 x 12/acre = 5.25 acres required

3 Bedroom = 4 x 12/acre = 0.33 acres required

<u>Total units</u> = 283 = 22.03 acres required by UR-12 without PUD overlay.

#### Natural features

This site is located on the Sheboygan River. In conjunction with the proposed development, the City of Sheboygan will be constructing an adjacent riverwalk. The riverfront will undergo improvements, including the installation of riprap and city owned and maintained kayak slips.

#### Relationship with nearby properties and public streets

The proposed building will be situated between the Sheboygan River and the reconstructed N Commerce Street. It aims to revitalize the former Mayline plant site, as well as the underutilized land acquired during the redevelopment of N Commerce Street. Though the immediate surrounding area primarily consists of older industrial structures and underdeveloped land, across the river we see other high density multifamily projects. The site offers a valuable opportunity to loop The Shoreland 400 Rail Trail to the riverfront, providing public access and enhancing connectivity between the site and the broader city.

## Relationship of the project to the comprehensive master plan

Both the City of Sheboygan Comprehensive Plan and the River Bend Neighborhood Plan emphasize the goal of redeveloping the river corridor and fostering higherdensity multifamily housing. To support this vision, it is intended that the site will be rezoned from a Suburban Industrial District to an Urban Residential-12 District (UR-12). Consistent with the Preferred Site Design outlined in the River Bend Neighborhood Plan and staff recommendation, the project will feature high density housing at 50 units per acre, within the density range of 41 to 55 units per acre noted in the River Bend Neighborhood Plan Preferred Site Design. The proposed development is a traditional multifamily apartment complex, designed with a double-loaded corridor, first-floor parking, and a combination of indoor and outdoor amenities.

#### **Justification for PUD Zoning**

The proposed Planned Unit Development (PUD) zoning aligns with both the City of Sheboygan Comprehensive Plan and the River Bend Neighborhood Plan by addressing the critical goals of redeveloping the blighted river corridor and fostering higher-density multifamily housing. The PUD zoning would provide the necessary flexibility to enhance the development's connection to the river and its amenities, while ensuring an urban, vibrant feel that is central to the city's revitalization goals.

The integration of this development with the Sheboygan River not only supports these objectives but also positions the project as a key catalyst for positive change in the area.

The benefits of such a project to the community are extensive. By introducing higher-density housing in this desirable location, the development would increase the city's tax base and contribute to the ongoing revitalization of the riverfront. This would also support the city's growing economy, providing much-needed housing to accommodate the expanding workforce driven by the area's strong employer base. With Sheboygan experiencing a low vacancy rate and a limited supply of new luxury apartment rentals, the demand for multifamily housing is evident. The Riverview District, ideally located within walking distance of downtown and other amenities, offers the perfect opportunity to address these housing needs while promoting economic growth. Furthermore, increased density will support local businesses and contribute to a more vibrant, thriving downtown.

#### Requested Modifications to Zoning District

#### Land use modifications

Zoning designation is intended to be changed from a Suburban Industrial District to Urban Residential – 12 District with PUD overlay as suggested by the River Bend Neighborhood Plan.

#### **Density and intensity modifications**

We are requesting an increase in the maximum gross density beyond the current limits established for the Urban Residential-12 District (UR-12). Under the existing UR-12 zoning, the maximum density allowances are 12 units per acre for two or more bedroom units, 13 units per acre for one-bedroom units, and 14 units per acre for efficiency units. Based on our proposed unit mix, achieving these density limits would require approximately 22.03 acres of land, while our site spans only 5.586

acres. In alignment with the Preferred Site Design outlined in the River Bend Neighborhood Plan and consistent with staff recommendations, the project proposes high-density housing at 50 units per acre—falling within the density range of 41 to 55 units per acre specified in the plan. This request for increased density is also consistent with the high-density multifamily developments located across the river.

#### **Bulk modifications**

#### Set back modification

While the proposed project does include the required 30-foot setback from the river edge it does not meet the 25-foot setback at the rear lot line. Due to the need to provide site access, adequate parking, and incorporate the riverwalk, the site constraints have necessitated a proposal for a 0-foot setback at the rear lot line. The proposed buildings will be as close as 5 inches from the rear lot line on the north building and 3 foot 11 inches on the south building. Additionally, the footings extend 1 foot beyond the building foundation, resulting in an encroachment of 5 inches and 7 inches beyond the property line on the north end. While this deviates from the UR-12 zoning requirements, it does fit seamlessly into the desire for an urbanized design language and experience as indicated in the River Bend Neighborhood Plan for this segment of the riverwalk. The proposed building would active the land near the river walk providing interest with plantings, retaining walls and material changes. The contrast between areas of compression and openness will add to the varied experience along the walk.

#### **Height Modification**

The proposed project, standing at five stories with a total height of 61 feet 8 inches, exceeds the maximum allowable height of 35 feet specified for the Urban Residential-12 (UR-12) zoning district. However, this design aligns with the Preferred

Site Design outlined in the River Bend Neighborhood Plan, which recommends up to four stories of residential units above a partially exposed parking level. Given the proximity to the river and the site's contamination, the decision was made to fully expose the parking level in the proposed development.

In order to achieve the desired density while accommodating parking requirements and preserving open space, the additional height is essential. Furthermore, the increased height is consistent with the broader urban context, particularly on the opposite side of the river, where taller buildings are already present. The height also supports the goal of establishing a more urban design language along the newly developed riverwalk, making it a fitting addition to the area's evolving character.

#### Landscaping modifications

The site is being zoned UR12 (Urban Residential District) with a PUD overlay. The landscape requirements described in this landscape narrative are based upon UR12 zoning landscape requirements for building foundations, developed lots, street frontages and paved areas. Based on Urban Industrial zoning to the north and Urban Commercial zoning to the south there are no requirements for bufferyard landscaping. The following is a summary of the requirements for each landscape area and whether the landscape design is deficient, meets or exceeds landscape requirements.

#### **Building Foundation Landscaping:**

Required landscaping points for UR12 zoning

(Total of 2458 linear feet for both building foundations / 100 linear feet) x (50 landscaping points for UR12 zoning) = 1229 landscaping points required

Provided landscaping points

796 landscaping points provided

#### Summary

1229 landscaping points required – 796 landscaping points provided = 433 landscaping points deficient

### Reason why deficient

There are many areas along the building foundation that are planned to be paved with sidewalks, patios and parking garage entries which limits the available foundation area that can be planted. As a result, the landscape design is deficient in "building foundation landscaping" points.

#### **Developed Lots Landscaping:**

Required landscaping points for UR12 zoning

(Total of 133,722 square feet for both buildings floor area / 1000 square feet) x (20 landscaping points for UR12 zoning) = 2674 landscaping points required

#### Provided landscaping points

1611 landscaping points provided

#### Summary

2674 landscaping points required – 1611 landscaping points provided= 1063 landscaping points deficient

## Reason why deficient

The high density of the development including two buildings, sidewalks, patios, paved amenity areas, pool and parking lots limits the amount of green space available for "developed lots landscaping". As a result, the landscape design is deficient in "developed lots landscaping" points.

#### **Street Frontages Landscaping:**

Required landscaping points for UR12 zoning

(Total of 1127 linear feet of street frontage along Commerce Street and Pennsylvania Avenue / 100 square feet) x (50 landscaping points for UR12 zoning) = 564 landscaping points required

Provided landscaping points

190 landscaping points provided

#### Summary

564 landscaping points required – 190 landscaping points provided = 374 landscaping points deficient

## Reason why deficient

Trees must be used to meet the "street frontages landscape" requirement. Trees were added in the street frontage in between the spacing of the proposed street trees along Commerce Street.

However, in some locations there are light poles between the street trees. Trees are not proposed in the street frontage at these locations to avoid the tree canopy from growing towards these light poles and thereby blocking the light shining down from them. As a result, the landscape design is deficient in "street frontages landscaping" points.

#### **Paved Areas Landscaping:**

Required landscaping points for UR12 zoning

(Total of 28,356 square feet of parking area / 10,000 square feet) x (100 landscaping points for UR12 zoning) = 284 landscaping points required

Provided landscaping points

359 landscaping points provided

Summary

359 landscaping points provided – 284 landscaping points required = exceeds minimum requirement by 75 landscaping points

Reason why exceeds minimum requirements

The parking lot design provides many landscape islands that are conducive to incorporating "paved areas landscaping". As a result, the landscape design has a surplus of "paved areas landscaping".

### Parking and loading requirements modifications

The City of Sheboygan's Comprehensive Plan and the River Bend Neighborhood Plan emphasize the importance of fostering higher-density multifamily housing, which is a key goal of the proposed project. In balancing site access, parking, and the creation of both public and private open spaces, we were able to provide 392 parking spaces and 18 motorcycle parking spaces, while the UR-12 zoning code requires 458 spaces. Despite this shortfall, the 392 parking spaces we've provided still align with industry standards for parking ratios, making it a reasonable allocation for the development.

Additionally, the project is situated in an area with access to public transportation, is set up for ride share with an off-street pickup location and is highly walkable or bikeable, with a direct connection to the Shoreland 400 Rail Trail and proximity to downtown. The inclusion of bicycle parking within the garage provides residents with an accessible alternative to private vehicle use. These factors contribute to a reduced dependence on private vehicles. By allowing a reduction in the number of required parking spaces, the project can better align with the city's objectives of encouraging higher-density development and providing more space to allow interactions with the river.

# **Requested Modifications to Zoning District Summery**

	Current zoning	Requested Modifications
Land use modifications	Suburban Industrial District	Urban Residential – 12 District with PUD overlay as intended by the River Bend Neighborhood Plan.
Density and intensity modifications	Maximum Gross Density for a UR-12 allows 12 du/acre for two or more-bedroom units, 13 du/acre for one-bedroom units, and 14 du/acre for efficiency units.	Based on our proposed unit mix, this would require approximately 22.03 acres of land, whereas our site encompasses only 5.586 acres.
Bulk modifications	Set back modifications 25' from rear lot line  Height modifications 35' maximum height.	Set back modifications distance from the lot line is as close as 5 inches, while on the southern building, it is 3 feet 11 inches. Additionally, the footings extend 1 foot beyond the building foundation, resulting in an encroachment of 5 inches and 7 inches beyond the property line.  Height modifications The proposed project has a total height of 61 feet 8 inches
Landscaping modifications	Building foundation 1229 landscaping points required	Building foundation 796 landscaping points provided
	Developed Lots 2674 landscaping points required	Developed Lots 1611 landscaping points provided
	Street frontages 564 landscaping points required	Street frontages 190 landscaping points provided Paved areas
	Paved areas 284 landscaping points required	359 landscaping points provided
Parking and loading requirements modifications	458 parking stalls required	392 parking stalls and 18 motorcycle stalls provided

# Riverview District, LLC

Owner of Former Mayline Property

Manager = Riverview District Manager, LLC

> Riverview District HoldCo, LLC

100% Manager = Riverview District Manager, LLC

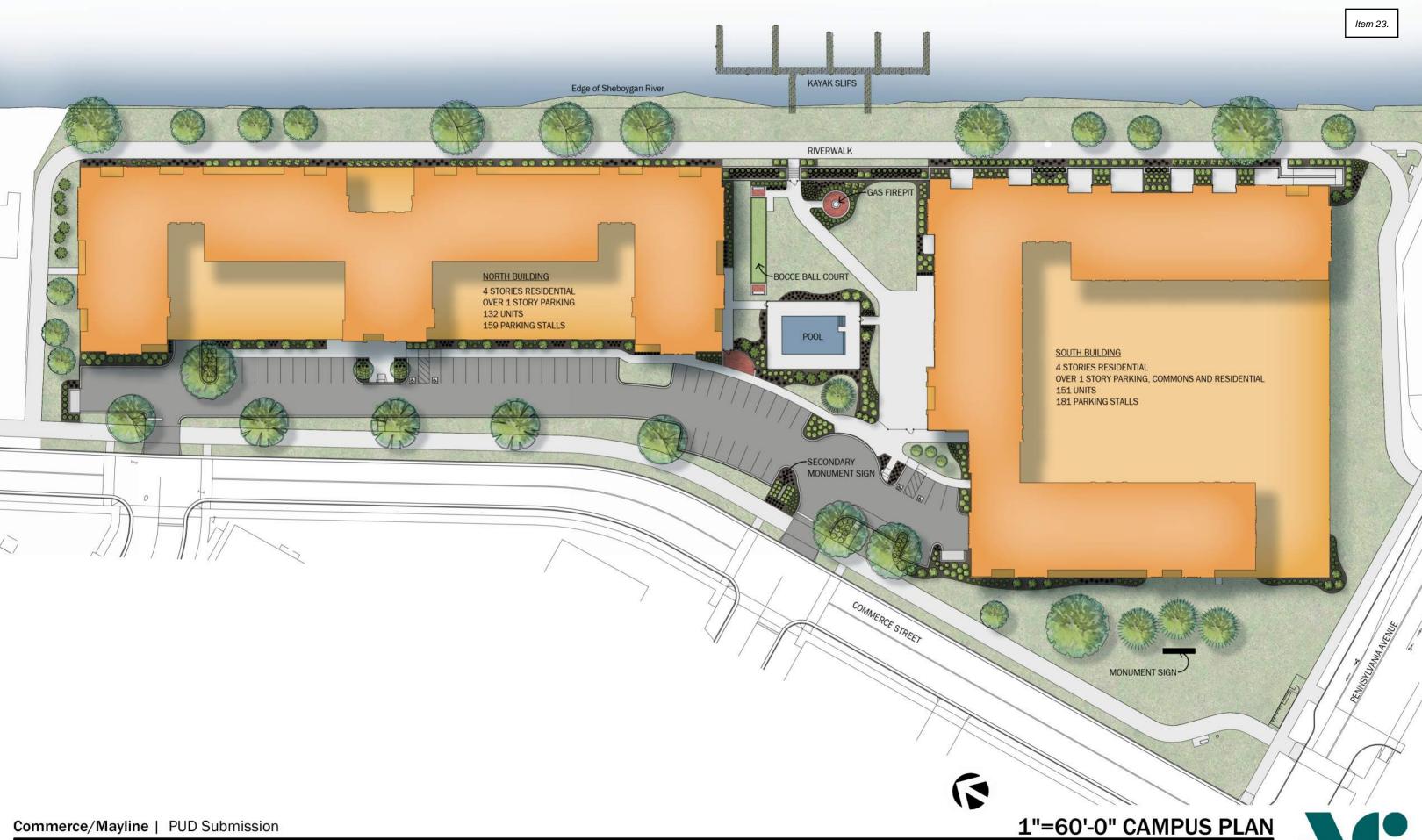
# Riverview District Manager, LLC (GP)

TBD%

Kyle, Tyler, Joe (each of them is a Manager)

Outside Investors (LPs)  $_{\rm TBD\%}$ 



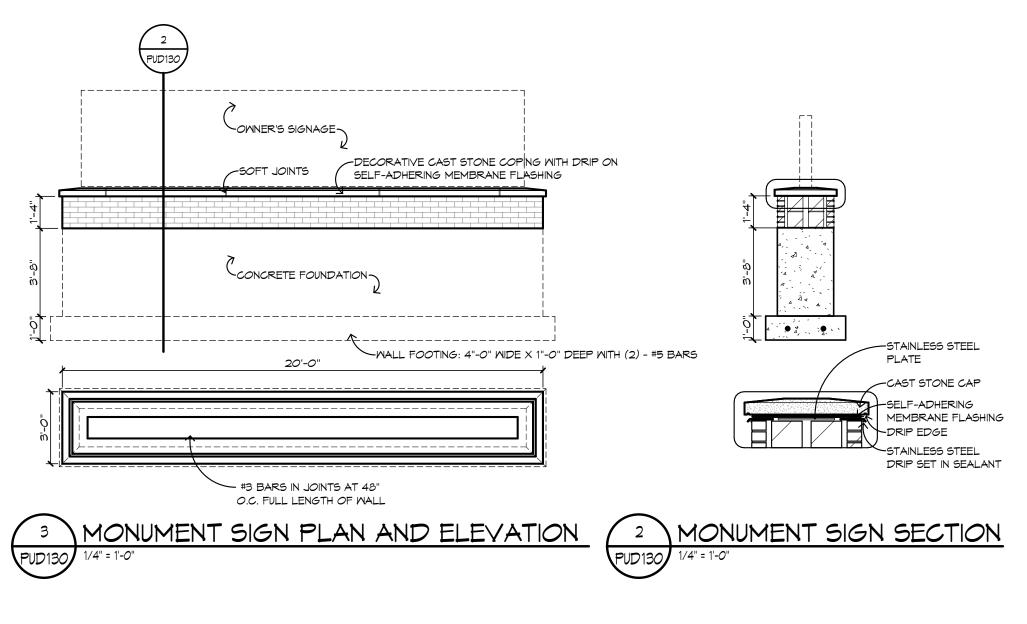


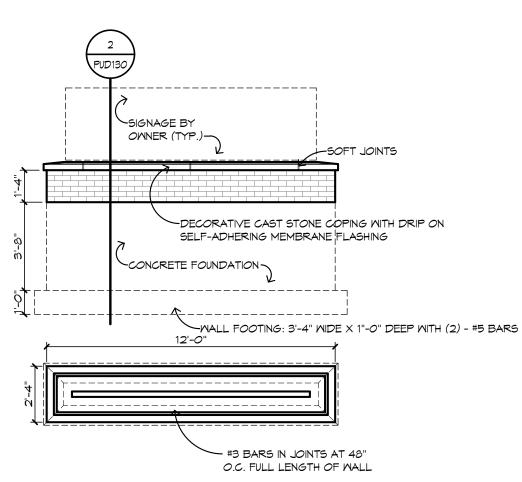
Commerce/Mayline | PUD Submission

Sheboygan, Wisconsin

6 MAY 2025

PRELIMINARY DRAFT - NOT FOR CONSTRUCTION



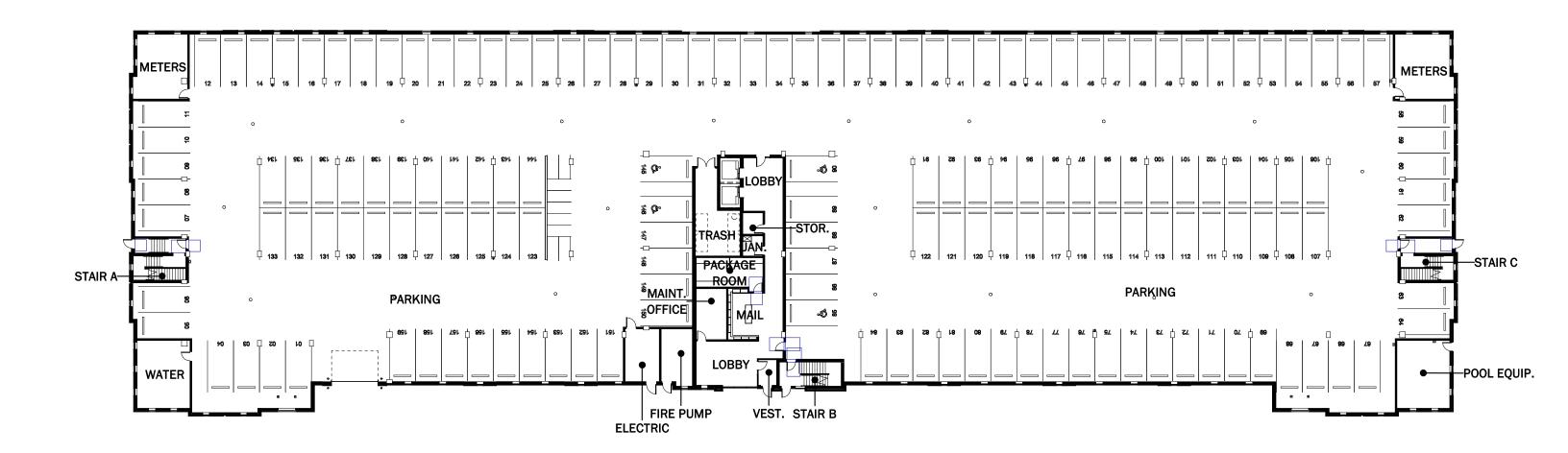


1 MONUMENT SIGN PLAN AND ELEVATION PUD130 1/4" = 1'-0"

 $\textbf{Commerce}/\textbf{Mayline} \mid \ \mathsf{PUD} \ \mathsf{Submission}$ 

**MONUMENT SIGNS** 

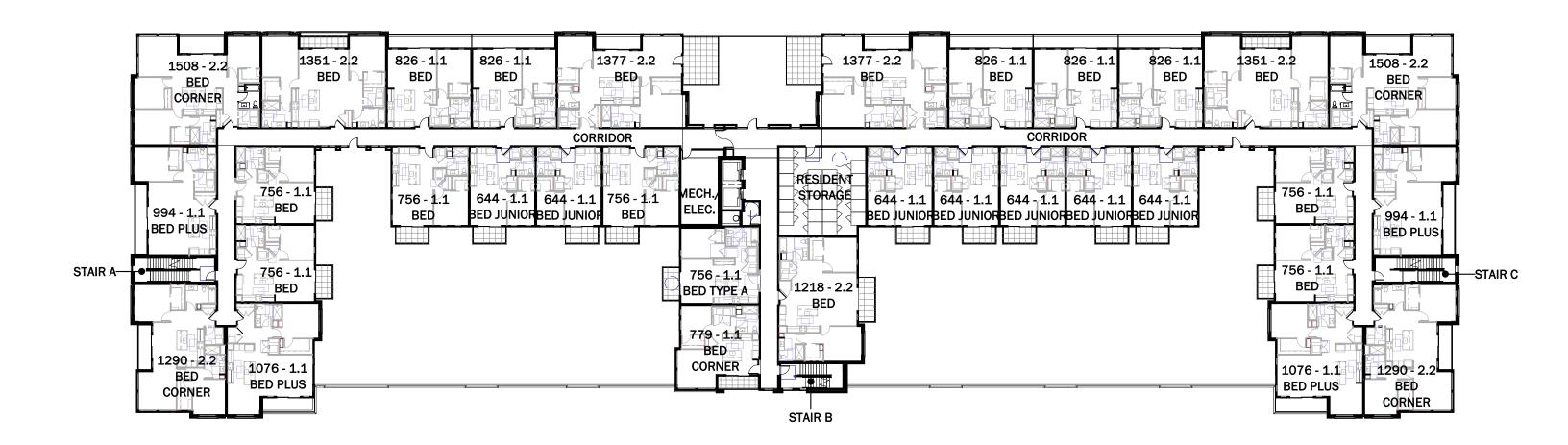
6 MAY 2025



Commerce/Mayline | PUD Submission

1/32" FIRST FLOOR OVERALL PLAN - NORTH BUILDING





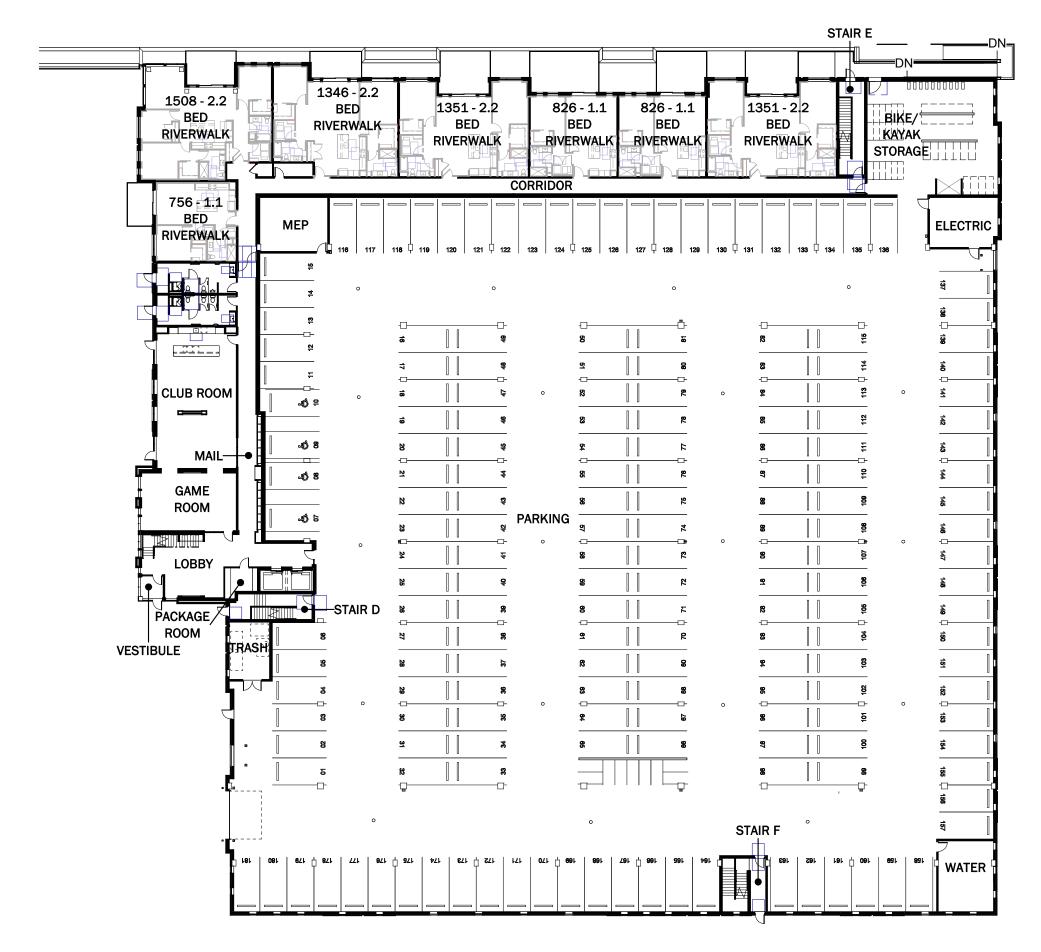
Commerce/Mayline | Pobles Stubtross Descriments

6 MAY 2025

**PUD201** 

ARCHITECTURE



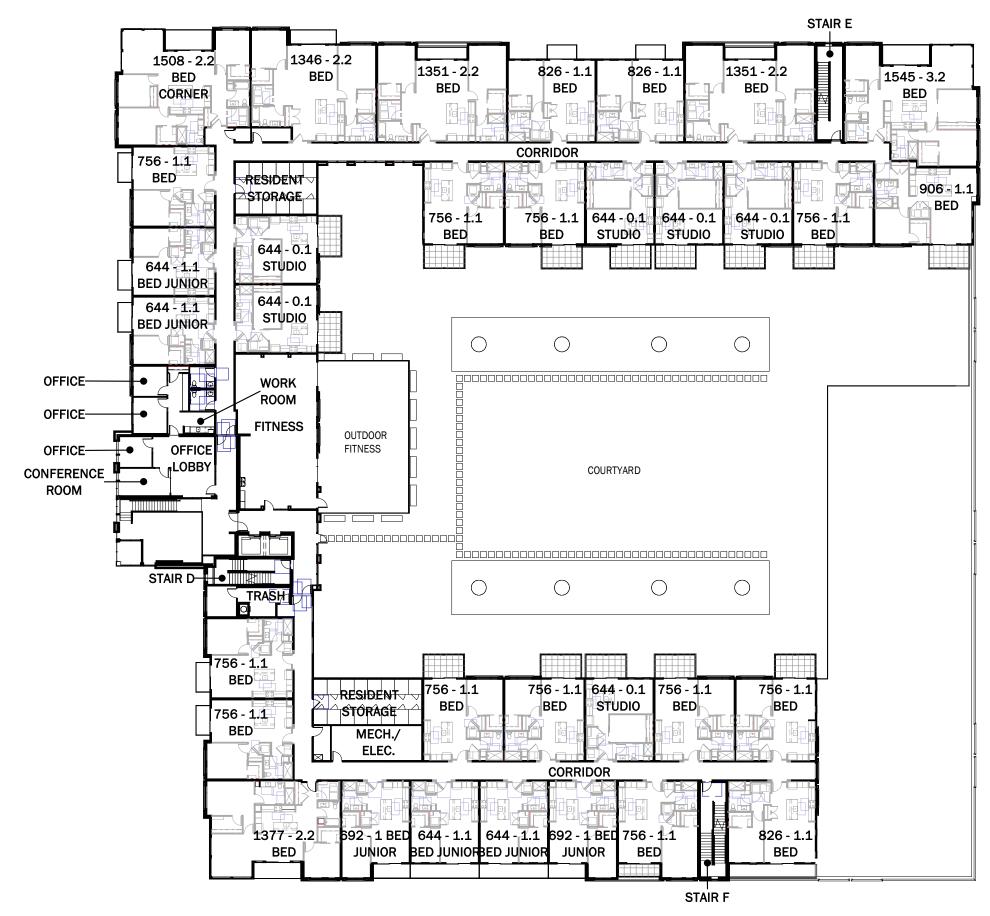


Commerce/Mayline | Pobles Stubtross Descriments

1/32" FIRST FLOOR OVERALL PLAN - SOUTH BUILDING





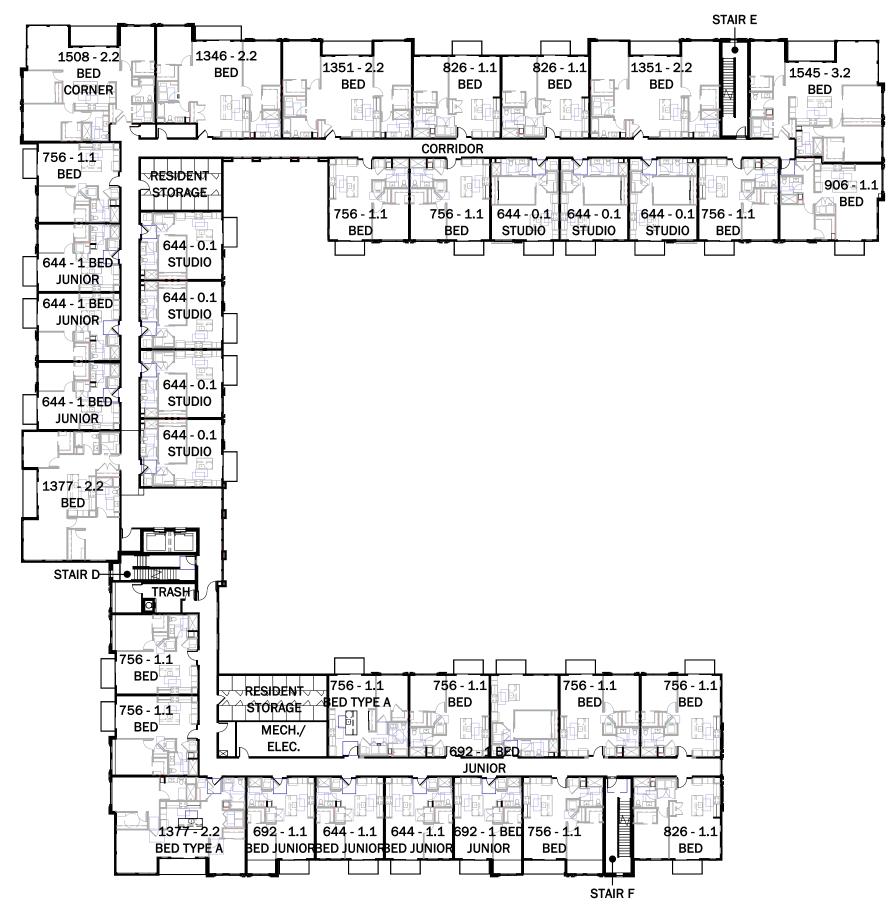


Commerce/Mayline | PUD Submission

1/32" SECOND FLOOR OVERALL PLAN - SOUTH BUILDING







Commerce/Mayline | Polissubtrossizorcuments

1/32" THIRD-FIFTH FLOOR OVERALL PLAN - SOUTH BUILDING



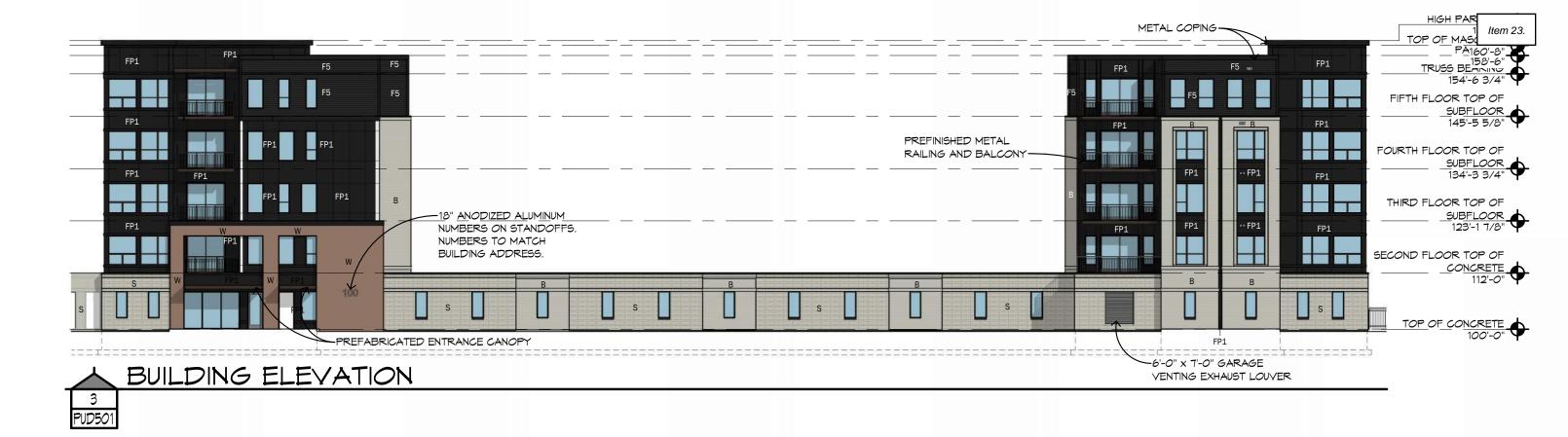




Commerce/Mayline | PUD Submission

1" = 20' EXTERIOR ELEVATIONS - NORTH BUILDING

283
ARCHITECTURE





Sheboygan, Wisconsin

**PUD501** 

6 MAY 2025

ARCHITECTURE

# **EXTERIOR ELEVATION KEY NOTES:**

Item 23.

- BRICK INTERSTATE ASH
- DECORATIVE CMU ARRISCRAFT RENAISSANCE -BIRCHBARK (SMOOTH AND ROCKFACE FINISHES)
- WOOD LOOK METAL SIDING LUX V GROOVE STEEL SIDING - CEDAR
- FIBER CEMENT SIDING WITH 5" LAP -JAMES HARDIE - BLACK WATER
- FIBER CEMENT PANELS JAMES HARDIE -COBBLESTONE
- FP1 FIBER CEMENT PANELS JAMES HARDIE -BLACK WATER
- RETAINING WALL UNILOCK PISA XL SMOOTH -





PUD502

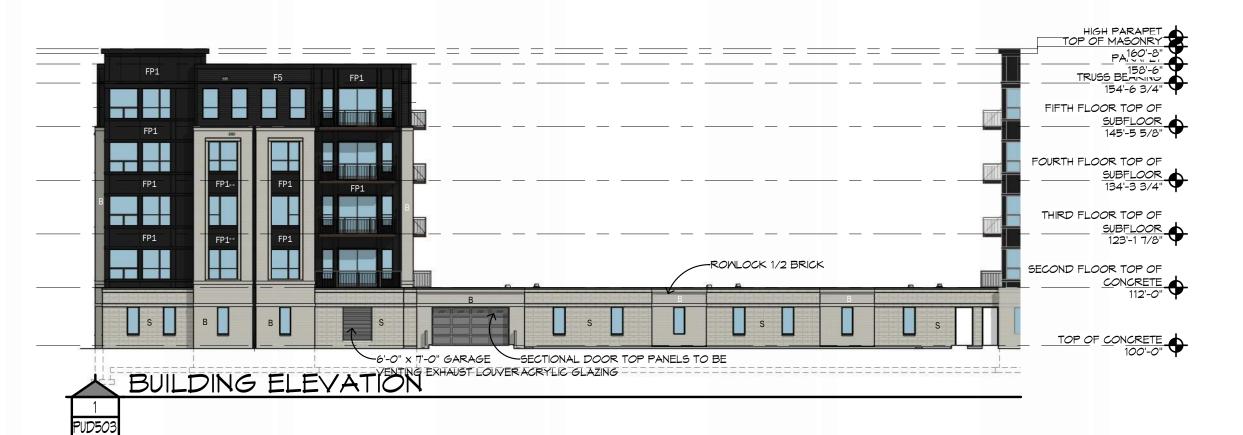
Sheboygan, Wisconsin

PRELIMINARY DRAFT - NOT FOR CONSTRUCTION

6 MAY 2025







### **EXTERIOR ELEVATION KEY NOTES:**

- BRICK INTERSTATE ASH
- DECORATIVE CMU ARRISCRAFT RENAISSANCE -BIRCHBARK (SMOOTH AND ROCKFACE FINISHES)
- WOOD LOOK METAL SIDING -LUX V GROOVE STEEL SIDING - CEDAR
- FIBER CEMENT SIDING WITH 5" LAP -JAMES HARDIE - BLACK WATER
- FIBER CEMENT PANELS JAMES HARDIE -
- FIBER CEMENT PANELS JAMES HARDIE -**BLACK WATER**
- RETAINING WALL UNILOCK PISA XL SMOOTH -

1" = 20' EXTERIOR ELEVATIONS - NORTH BUILDING

Sheboygan, Wisconsin

6 MAY 2025

**PUD503** 

ARCHITECTURE

Commerce/Mayline | PUD Submission

# **EXTERIOR ELEVATION KEY NOTES:**

Item 23.

- B BRICK INTERSTATE ASH
- S DECORATIVE CMU ARRISCRAFT RENAISSANCE -BIRCHBARK (SMOOTH AND ROCKFACE FINISHES)
  - WOOD LOOK METAL SIDING -LUX V GROOVE STEEL SIDING - CEDAR
- FIBER CEMENT SIDING WITH 5" LAP -JAMES HARDIE - BLACK WATER
- FP FIBER CEMENT PANELS JAMES HARDIE COBBLESTONE
- FP1 FIBER CEMENT PANELS JAMES HARDIE -BLACK WATER
- R RETAINING WALL UNILOCK PISA XL SMOOTH -



Commerce/Mayline | PUD Submission

1" = 20' EXTERIOR ELEVATIONS - NORTH BUILDING

287 ARCHITECTURE

**PUD504** 





Commerce/Mayline | PUD Submission

1" = 20' EXTERIOR ELEVATIONS - SOUTH BUILDING

288
ARCHITECTURE

Sheboygan, Wisconsin

6 MAY 2025

PRELIMINARY DRAFT - NOT FOR CONSTRUCTION





Commerce/Mayline | PUD Submission

1" = 20' EXTERIOR ELEVATIONS - SOUTH BUILDING

289 ARCHITECTURE

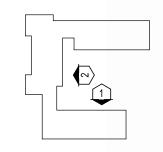


# TOP OF MASONRY-FP1 FP1 FP1 FP1 FP1 FP1 FP1 FIFTH FLOOR TOP OF SUBFLOOR FOURTH FLOOR TOP OF FP1 FP1 FP1 THIRD FLOOR TOP OF FP1 FP1 FP1 FP1 SECOND FLOOR TOP OF -5/4 X 6 FIBER CEMENT TRIM BUILDING ELEVATION -BRICK SOLDIER COURSE PUD512

## EXTERIOR ELEVATION KEY NOTES:

Item 23.

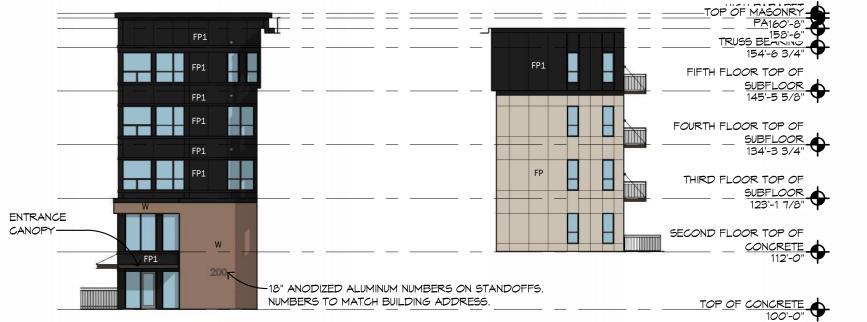
- B BRICK INTERSTATE ASH
- S DECORATIVE CMU ARRISCRAFT RENAISSANCE -BIRCHBARK (SMOOTH AND ROCKFACE FINISHES)
  - W WOOD LOOK METAL SIDING -LUX V GROOVE STEEL SIDING - CEDAR
  - F5 FIBER CEMENT SIDING WITH 5" LAP -JAMES HARDIE - BLACK WATER
  - FP FIBER CEMENT PANELS JAMES HARDIE COBBLESTONE
- FP1 FIBER CEMENT PANELS JAMES HARDIE BLACK WATER
- R RETAINING WALL UNILOCK PISA XL SMOOTH BUFF



Commerce/Mayline | PUD Submission

1" = 20' EXTERIOR ELEVATIONS - SOUTH BUILDING

290 ARCHITECTURE



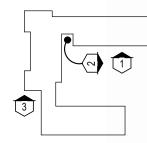
**EXTERIOR ELEVATION KEY NOTES:** 

Item 23.

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- FP1 FIBER CEMENT PANELS JAMES HARDIE -BLACK WATER
- R RETAINING WALL UNILOCK PISA XL SMOOTH BUFF



BUILDING ELEVATION



Commerce/Mayline | PUD Submission

1" = 20' EXTERIOR ELEVATIONS - SOUTH BUILDING

BUILDING ELEVATION

291 ARCHITECTURE

# **FIBER CEMENT PANEL - COBBLESTONE** FIBER CEMENT SIDING - BLACK WATER **BRICK-ASH DECORATIVE CMU - BIRCHBARK** STEEL SIDING - CEDAR FIBER CEMENT PANEL - BLACK WATER



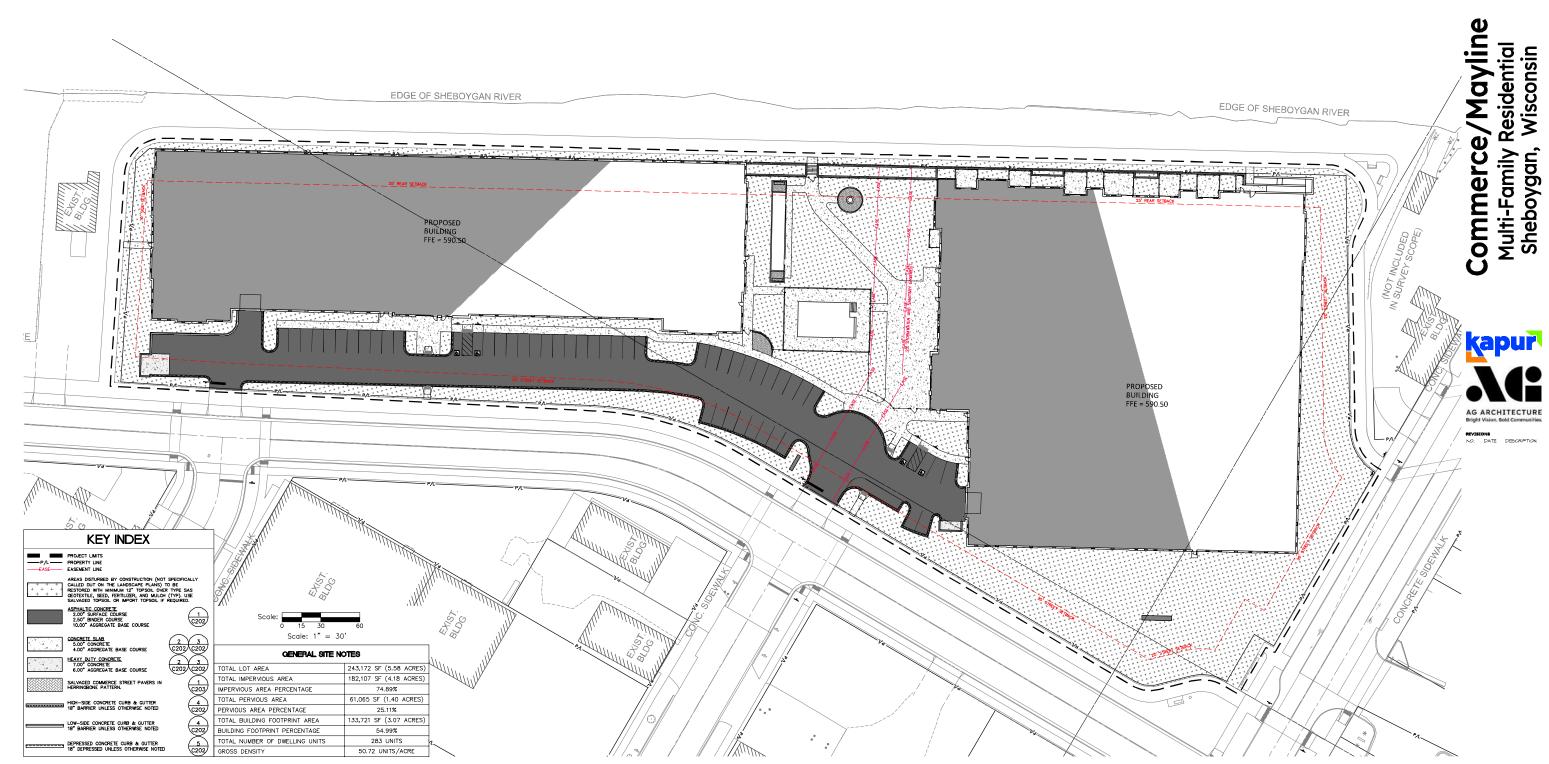








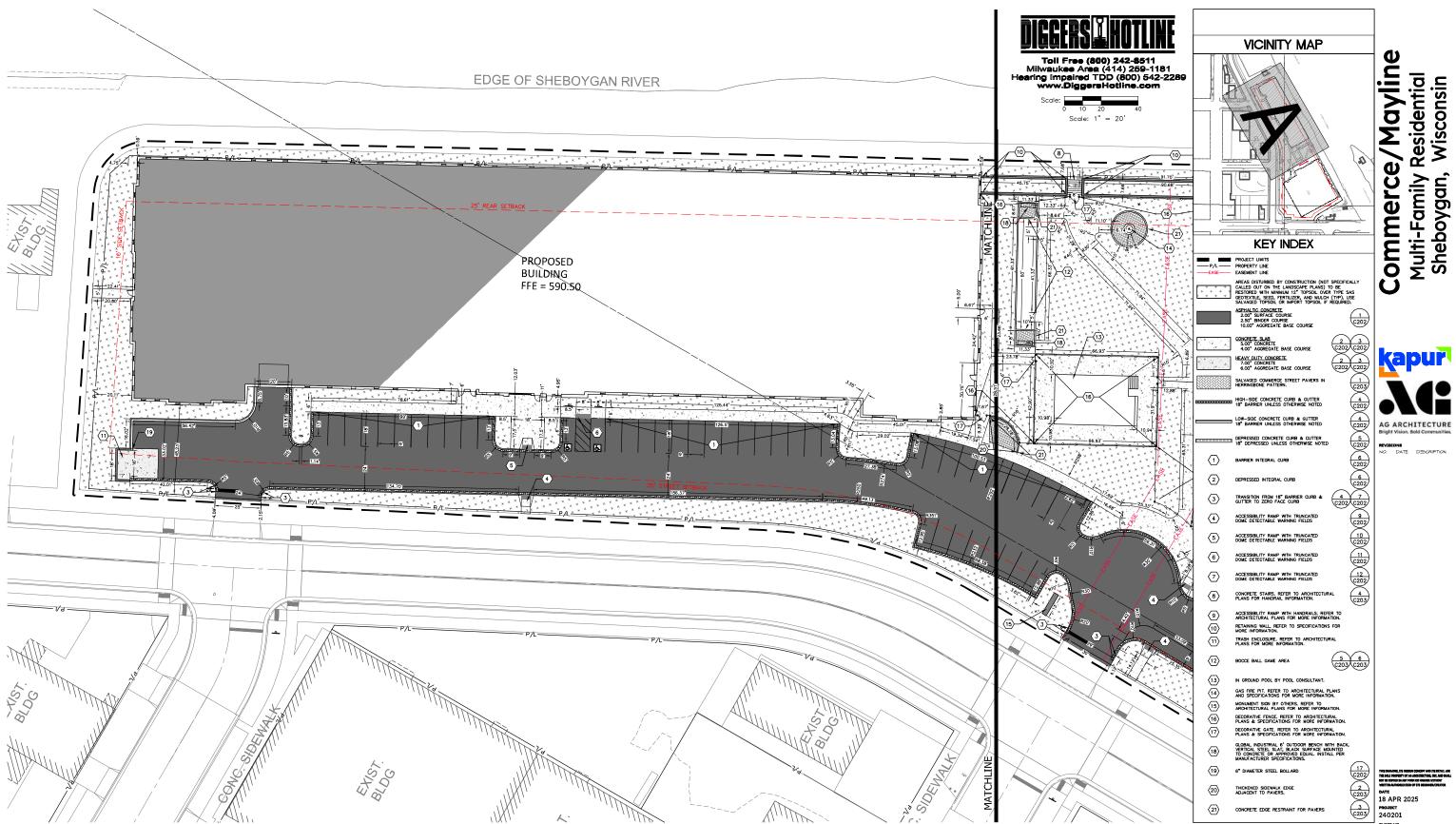








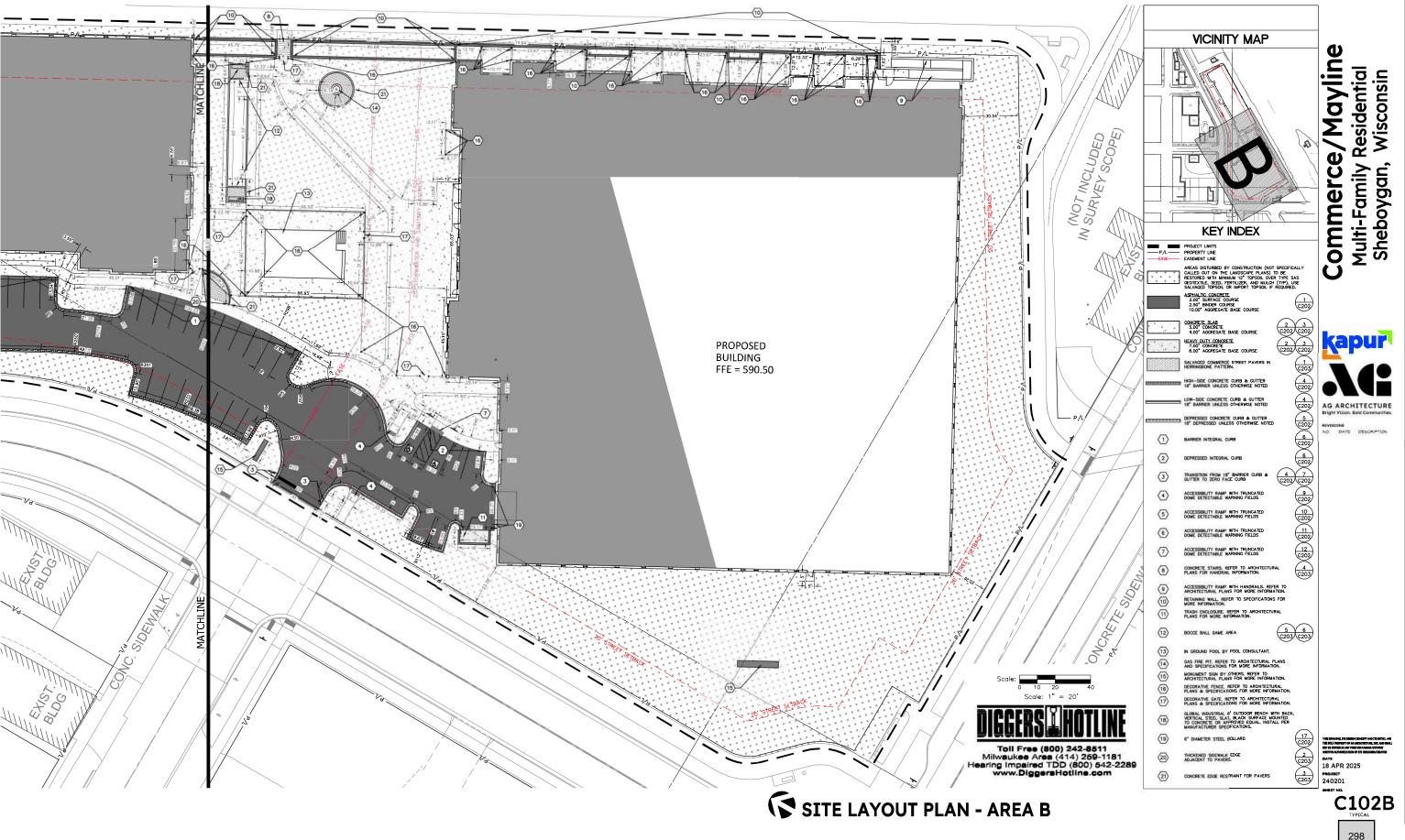




SITE LAYOUT PLAN - AREA A

C102A

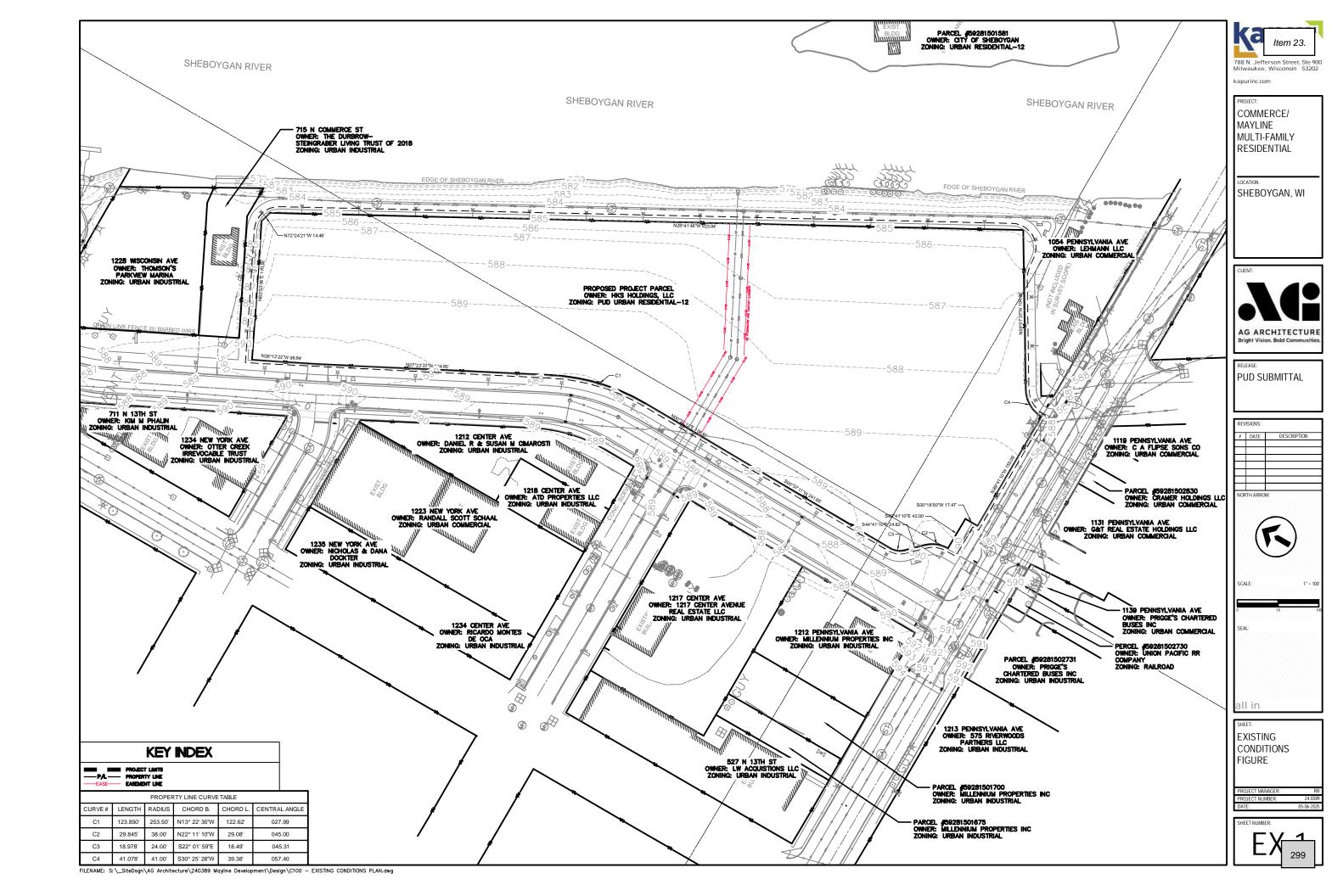
297



SITE LAYOUT PLAN - AREA B

Multi-Family Residential Sheboygan, Wisconsin

AG ARCHITECTURE Bright Vision. Bold Communities.



EDGE OF SHEBOYGAN RIVER

1"=30'-0" FIRE ACCESS MOVEMENTS

PROPOSED BUILDING FFE = 590.50

EDGE OF SHEBOYGAN RIVER

PROPOSED BUILDING FFE = 590.50

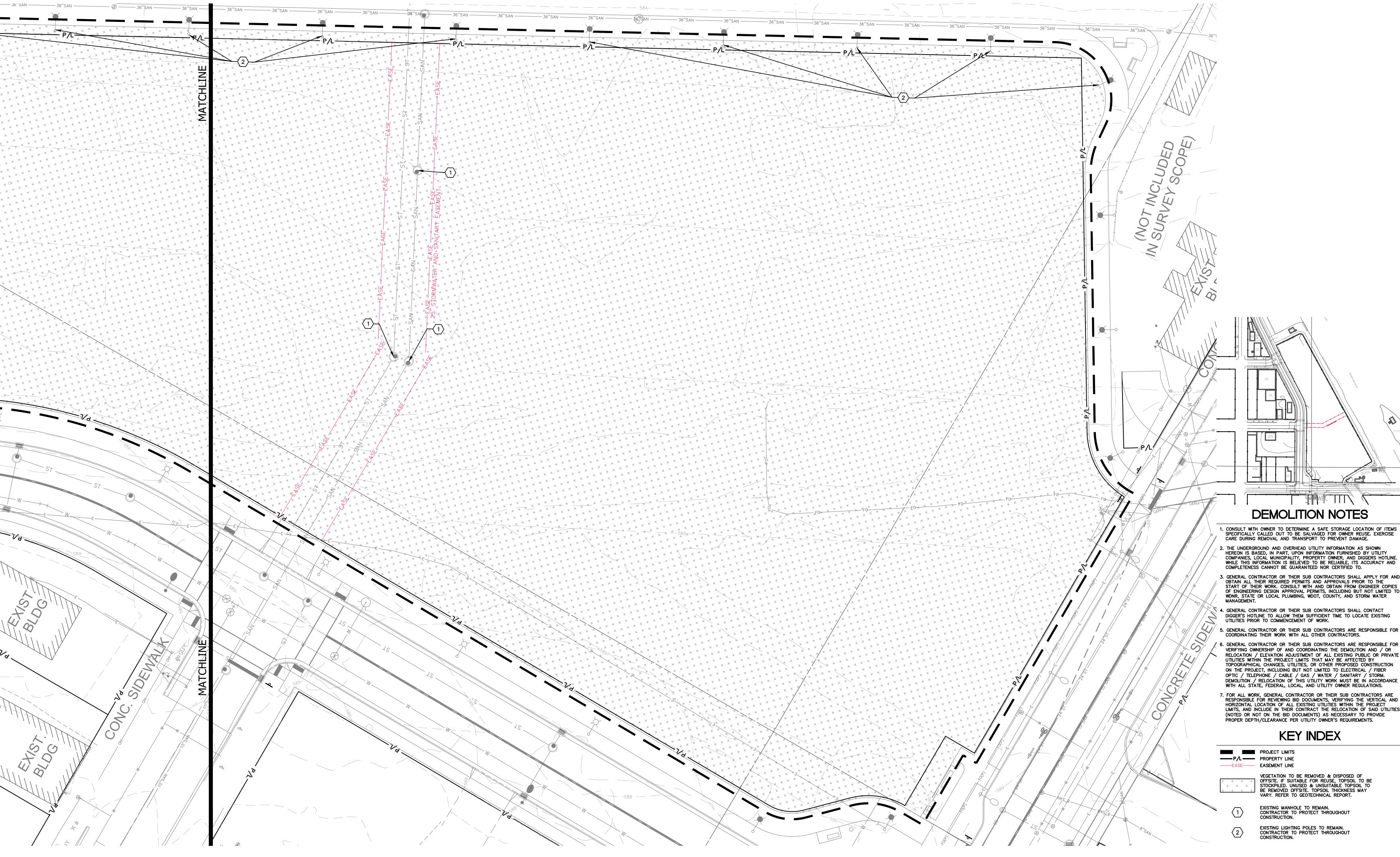


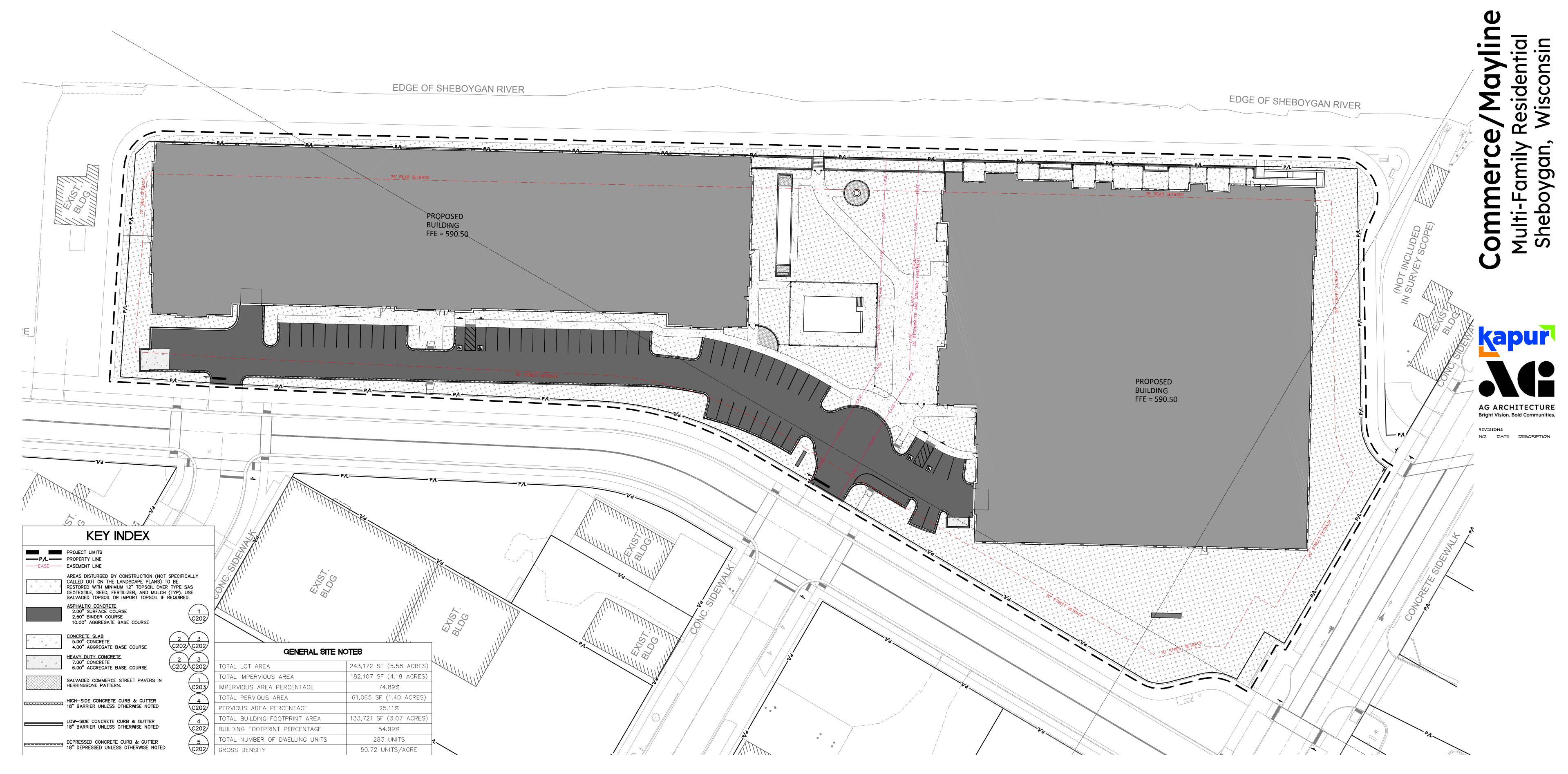
C4 41.078' 41.00' \$30° 25' 28"W 39.38'

057.40

1"=30'-0" OVERALL SITE DEMOLITION PLAN

302





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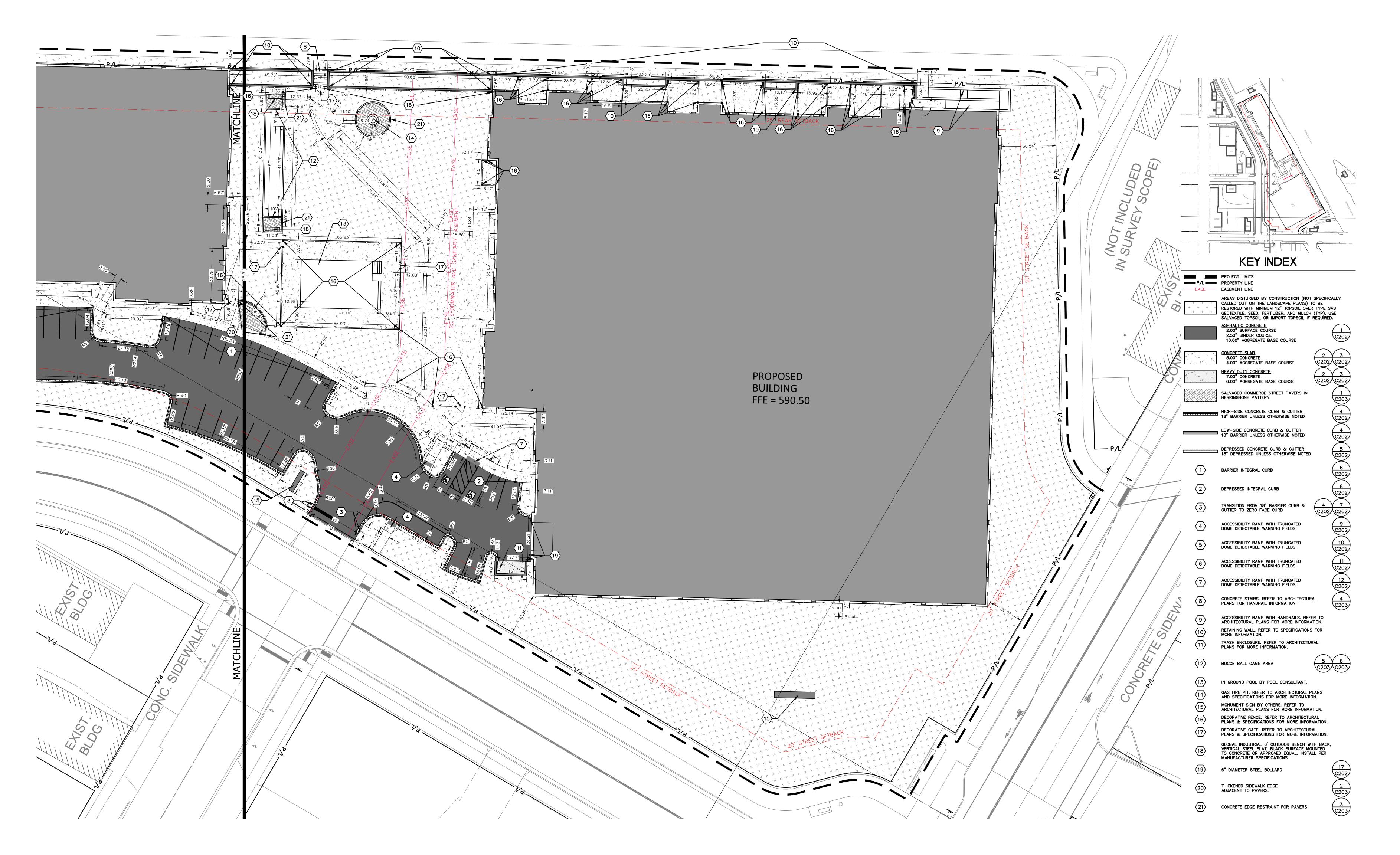
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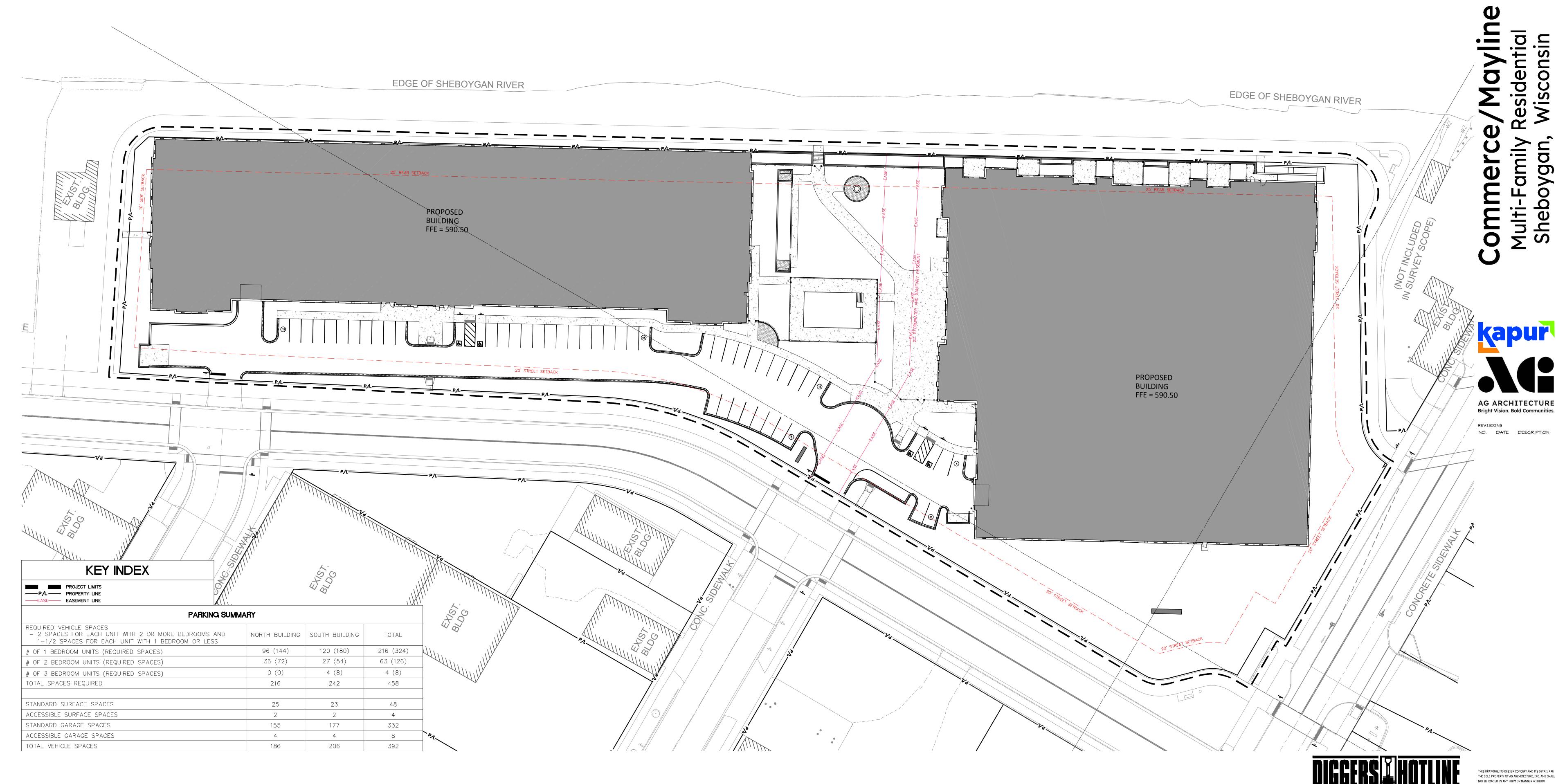
18 APR 2025
PROJECT
240201





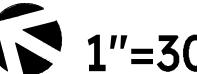
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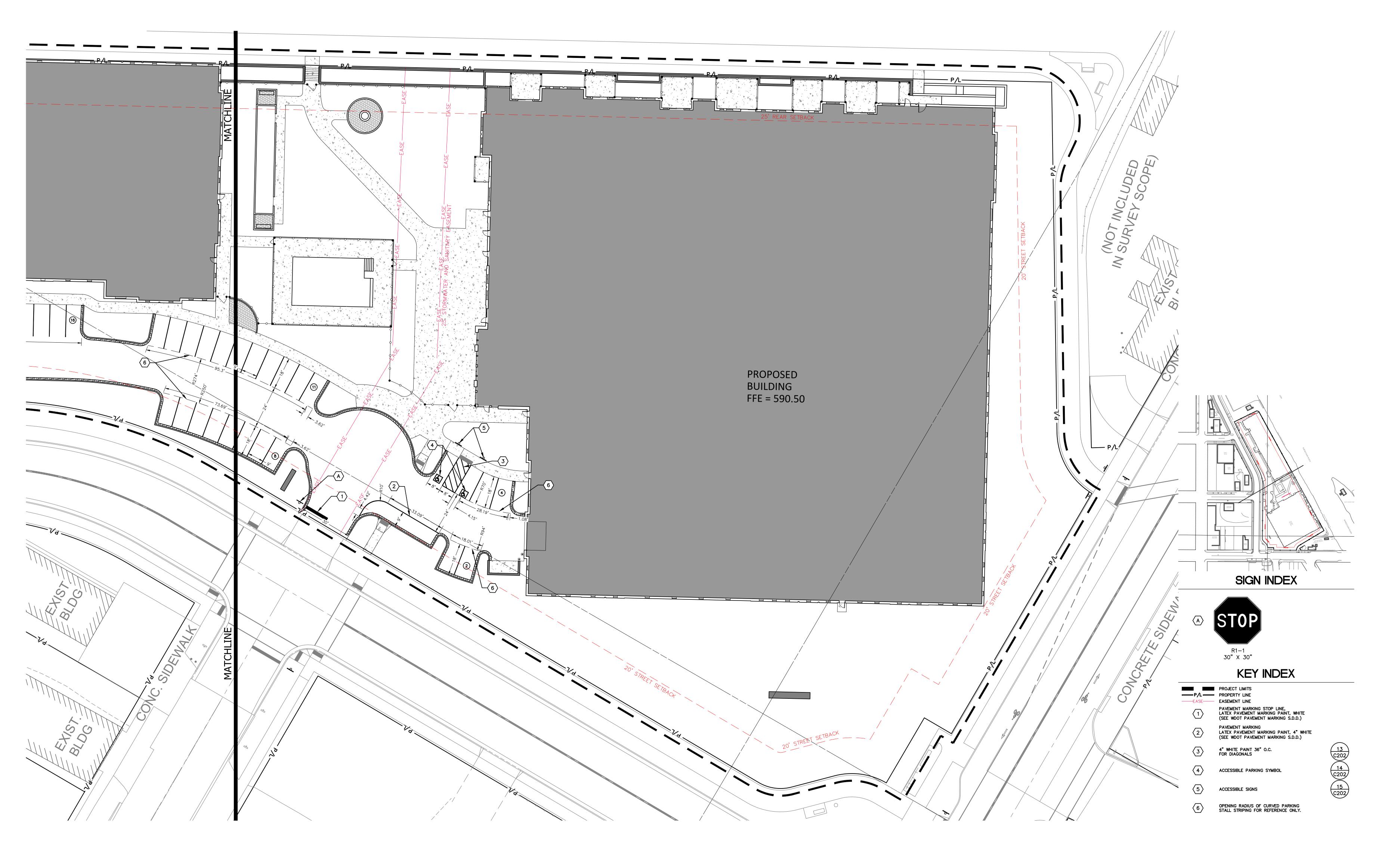


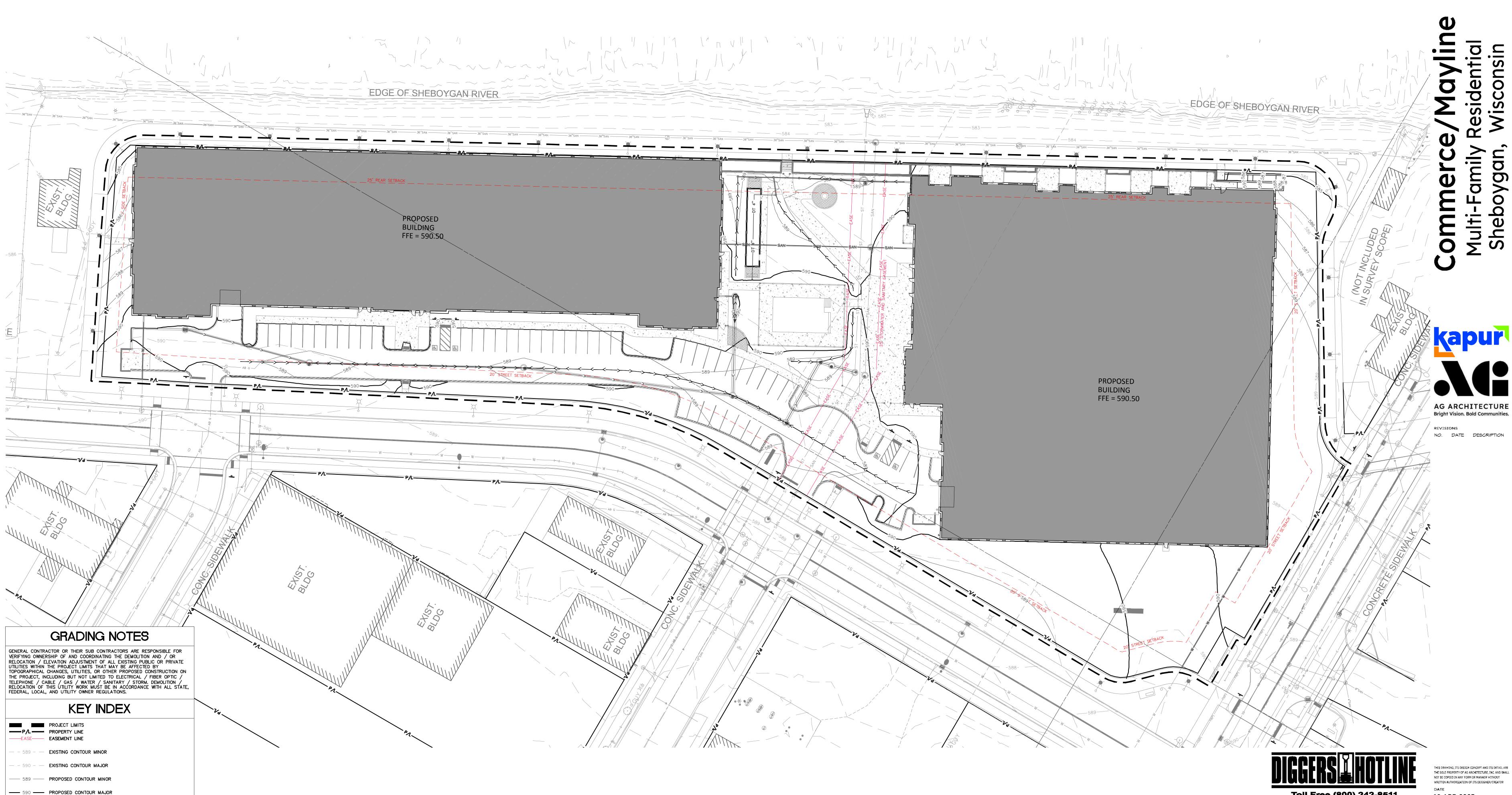


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C103 307





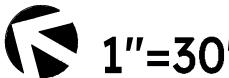


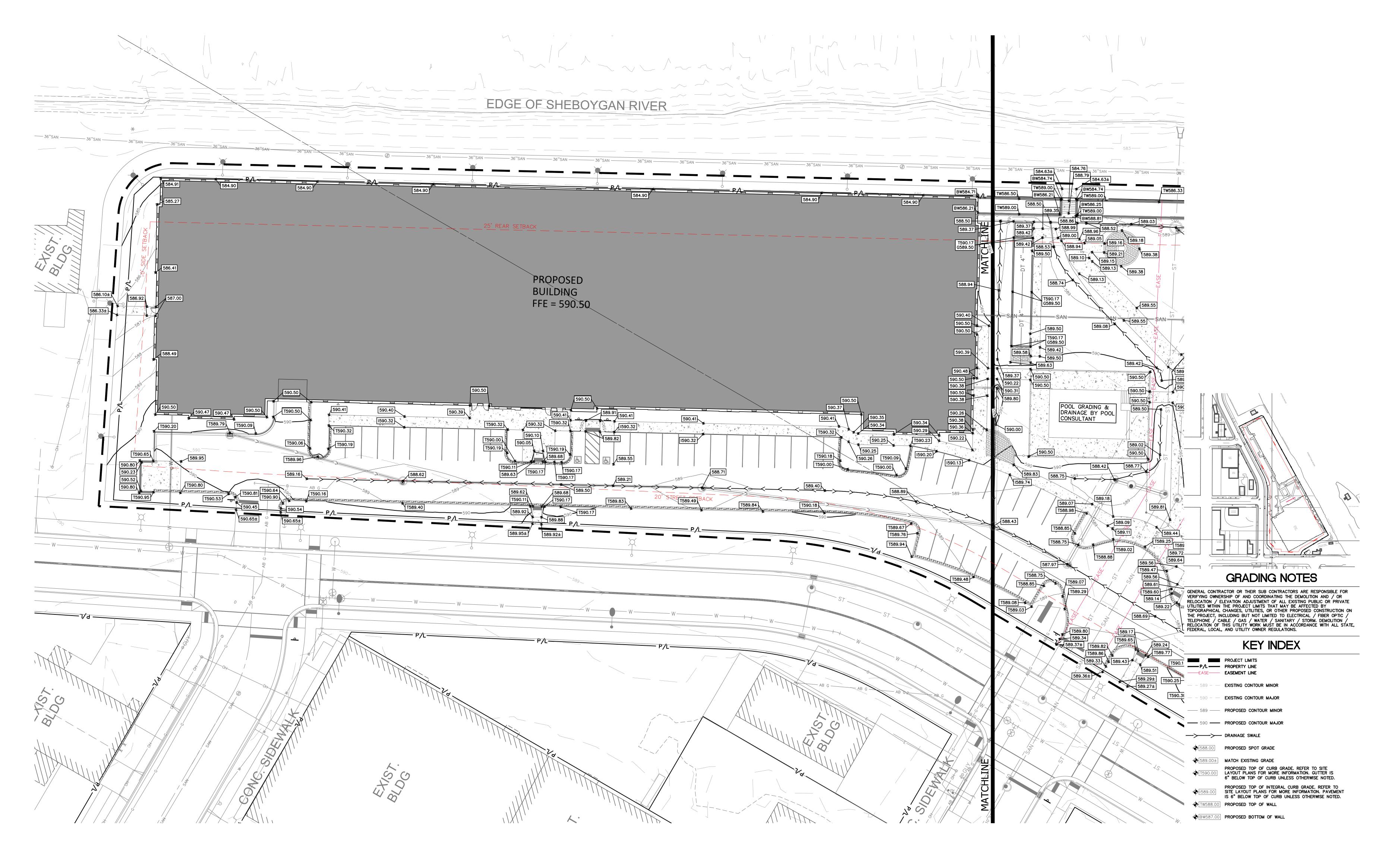
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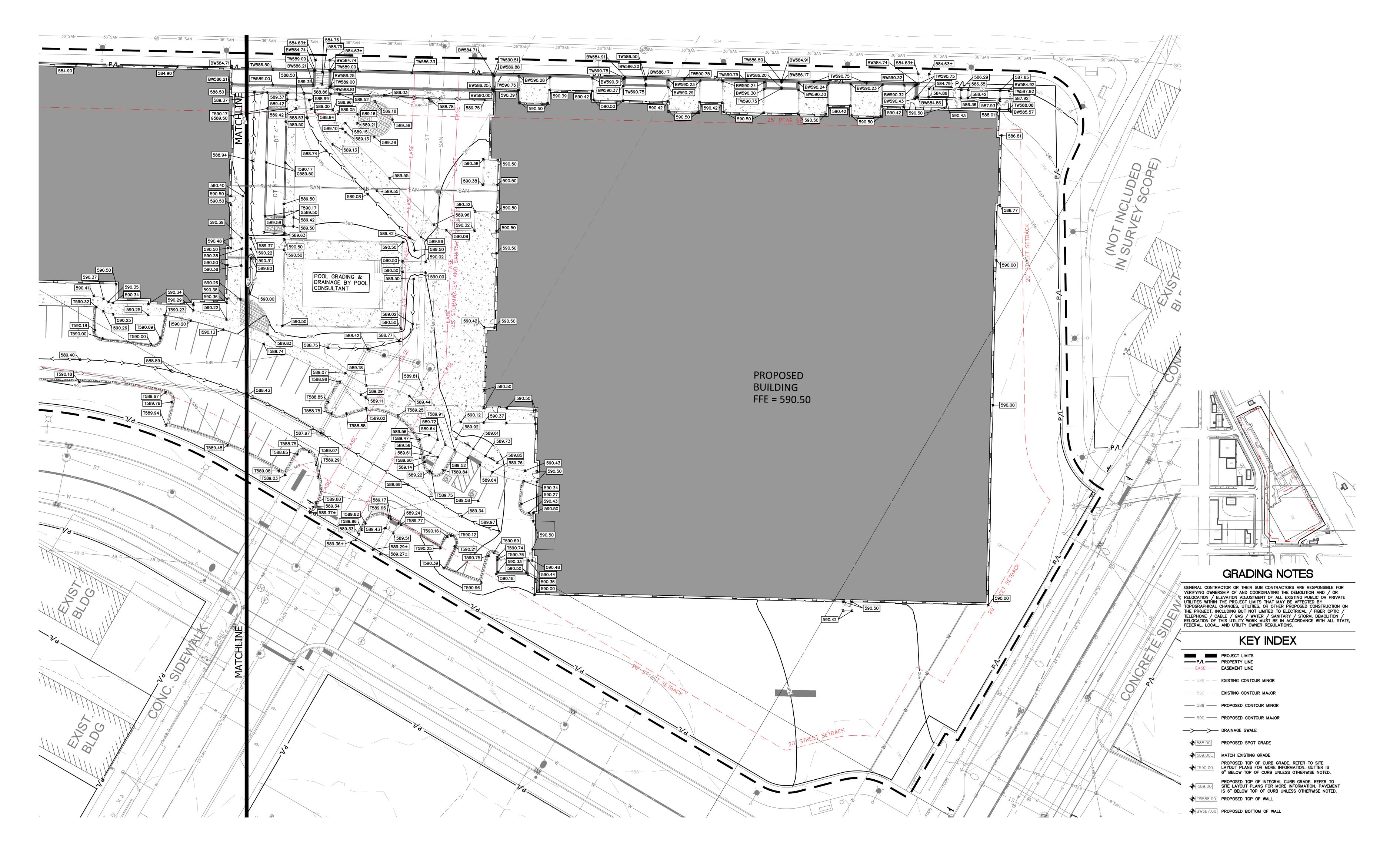
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PROPOSED BUILDING FFE = 590.50



UTILITY NOTES

KNOWN UTILITY AND POTENTIAL CONFLICT EXIST WITH EXISTING UNDERGROUND UTILITIES. PRIOR TO UTILITY INSTALLATION, CONTRACTOR TO EXCAVATE AND EXPOSE EXISTING UTILITIES, VERIFY LOCATIONS AND ELEVATIONS, AND CONTACT ENGINEER IF CONFLICTS EXIST WITH PROPOSED CONSTRUCTION AND EXISTING UNDERGROUND UTILITIES...

1. PER PROJECT SPECIFICATIONS AND THE STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN, THE POINT OF COMMENCEMENT FOR THE LAYING OF SEWER PIPE SHALL BE AT THE LOWEST POINT IN THE PROPOSED SEWER LINE. THE PIPE SHALL BE LAID WITH THE BELL END OF THE BELL AND SPIGOT PIPE, OR WITH THE RECEIVING GROOVE END OF THE TONGUE AND GROOVE PIPE, POINTING UPGRADE. WHEN A NEW SEWER IS TO BE CONNECTED TO AN EXISTING SEWER NOT TERMINATING IN A MANHOLE, THE CONTRACTOR SHALL UNCOVER THE EXISTING SEWER TO ALLOW ANY ADJUSTMENTS IN LINE AND GRADE TO BE MADE BEFORE PIPE IS LAID.

2. THE UNDERGROUND AND OVERHEAD UTILITY INFORMATION AS SHOWN HEREON IS BASED, IN PART, UPON INFORMATION FURNISHED BY UTILITY COMPANIES,

LOCAL MUNICIPALITY, PROPERTY OWNER, AND DIGGERS HOTLINE. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED NOR CERTIFIED TO.

3. GENERAL CONTRACTOR OR THEIR SUB CONTRACTORS SHALL APPLY FOR AND OBTAIN ALL THEIR REQUIRED PERMITS AND APPROVALS PRIOR TO THE START OF THEIR WORK. CONSULT WITH AND OBTAIN FROM ENGINEER COPIES OF

ENGINEERING DESIGN APPROVAL PERMITS, INCLUDING BUT NOT LIMITED TO WDNR, STATE OR LOCAL PLUMBING, WDOT, COUNTY, AND STORM WATER

4. GENERAL CONTRACTOR OR THEIR SUB CONTRACTORS SHALL CONTACT DIGGER'S HOTLINE TO ALLOW THEM SUFFICIENT TIME TO LOCATE EXISTING

5. GENERAL CONTRACTOR OR THEIR SUB CONTRACTORS ARE RESPONSIBLE FOR COORDINATING THEIR WORK WITH ALL OTHER CONTRACTORS.

6. GENERAL CONTRACTOR OR THEIR SUB CONTRACTORS ARE RESPONSIBLE FOR VERIFYING OWNERSHIP OF AND COORDINATING THE DEMOLITION AND/OR RELOCATION OF ALL EXISTING UTILITIES FROM EXISTING BUILDINGS AND WITHIN

THE PROJECT LIMITS, INCLUDING BUT NOT LIMITED TO ELECTRICAL/FIBER OPTIC/TELEPHONE/CABLE/GAS/WATER/SANITARY/STORM. DEMOLITION OF THIS UTILITY WORK MUST BE IN ACCORDANCE WITH ALL STATE, FEDERAL, & LOCAL REGULATIONS.

7. FOR ALL WORK, GENERAL CONTRACTOR OR THEIR SUB CONTRACTORS ARE RESPONSIBLE FOR REVIEWING BID DOCUMENTS, VERIFYING THE VERTICAL AND

AND INCLUDE IN THEIR CONTRACT THE RELOCATION OF SAID UTILITIES (NOTED OR NOT ON THE BID DOCUMENTS) AS NECESSARY TO PROVIDE PROPER

8. WATER MAIN GASKETS TO BE FLUOROCARBON UNLESS NOTED OTHERWISE.

DEPTH/CLEARANCE PER UTILITY OWNER'S REQUIREMENTS.

HORIZONTAL LOCATION OF ALL EXISTING UTILITIES WITHIN THE PROJECT LIMITS, ST STORM SEWER

UTILITIES PRIOR TO COMMENCEMENT OF WORK.

KEY INDEX

STORM MANHOLE

STORM CATCH BASIN WITH ROUND FRAME & GRATE

STORM CATCH BASIN WITH CURB BOX FRAME & GRATE

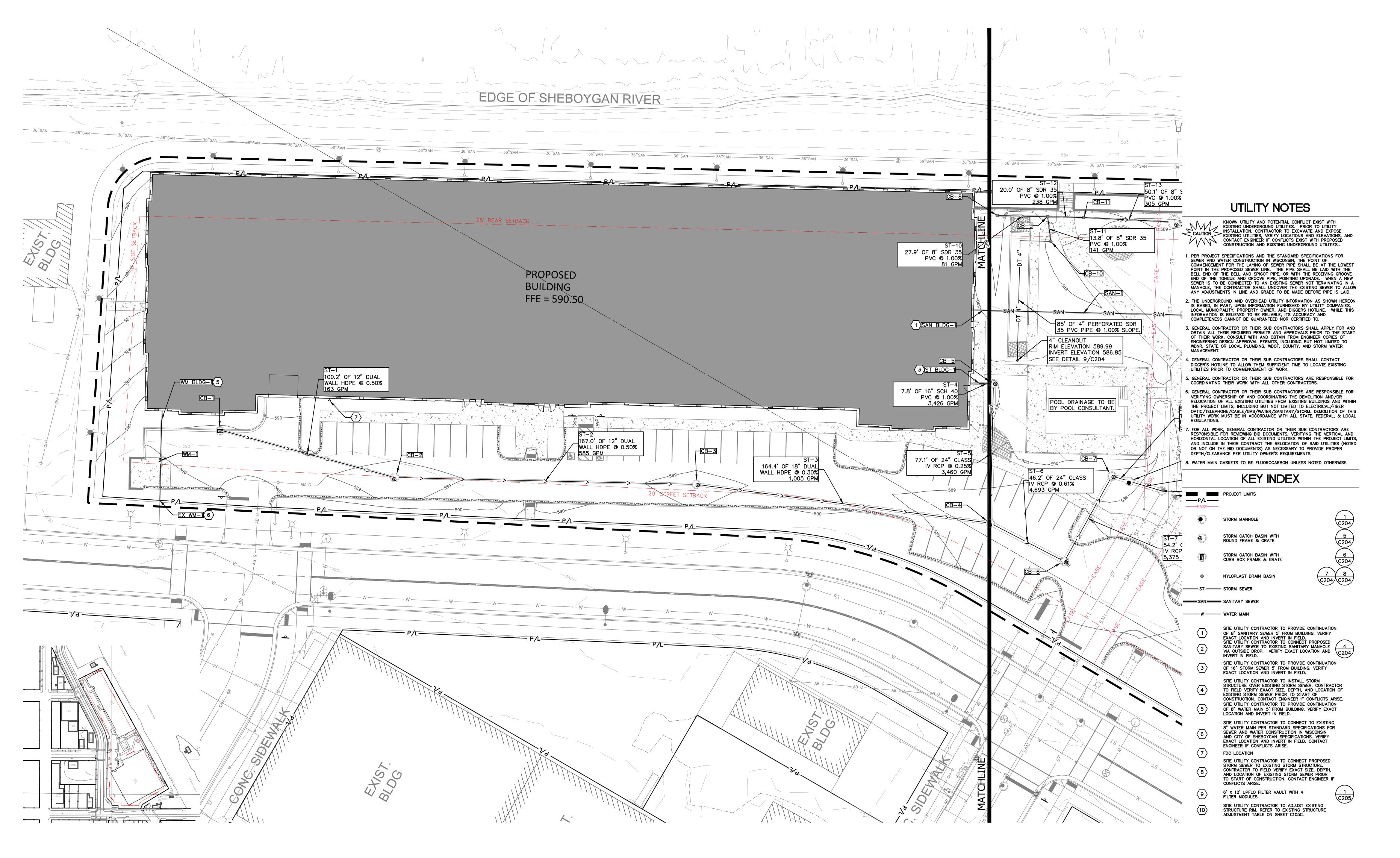
NYLOPLAST DRAIN BASIN

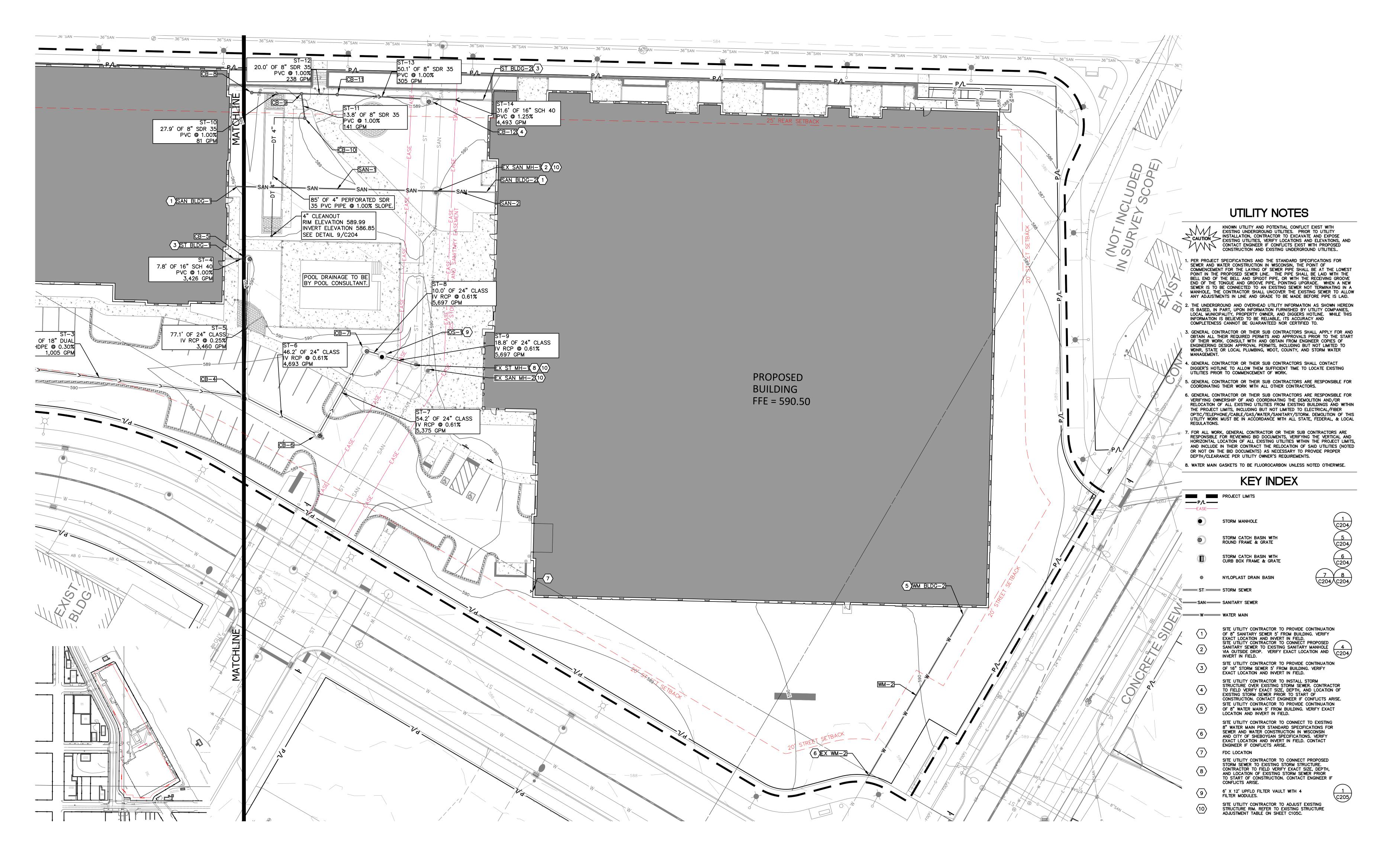
SAN SANITARY SEWER

WATER MAIN

C204

—P/L—









# Multi-Family Residential Sheboygan, Wisconsin



SANITARY SEWER STRUCTURE TABLE						
STRUCTURE NAME:	TYPE (FRAME AND GRATE):	RIM ELEVATION:	PIPES IN:	PIPES OUT	воттом:	
EX SAN MH-1	N/A	589.98	SAN-1, 8" NW INV = 579.00 SAN-1, 8" NW INV = 572.82 (DROP) SAN-2, 8" SE INV = 579.00 SAN-2, 8" SE INV = 572.82 (DROP) EX SAN, 10" SW INV = 574.20 $\pm$	EX SAN, 12" NE INV = $572.49 \pm$	572.49±	
SAN BLDG-1	N/A	N/A	N/A	SAN-1, 8" SE INV = 580.12	N/A	
SAN BLDG-2	N/A	N/A	N/A	SAN-2, 8" NW INV = 579.28	N/A	
	SANITA	RY SEWER PIPE	E TABLE			

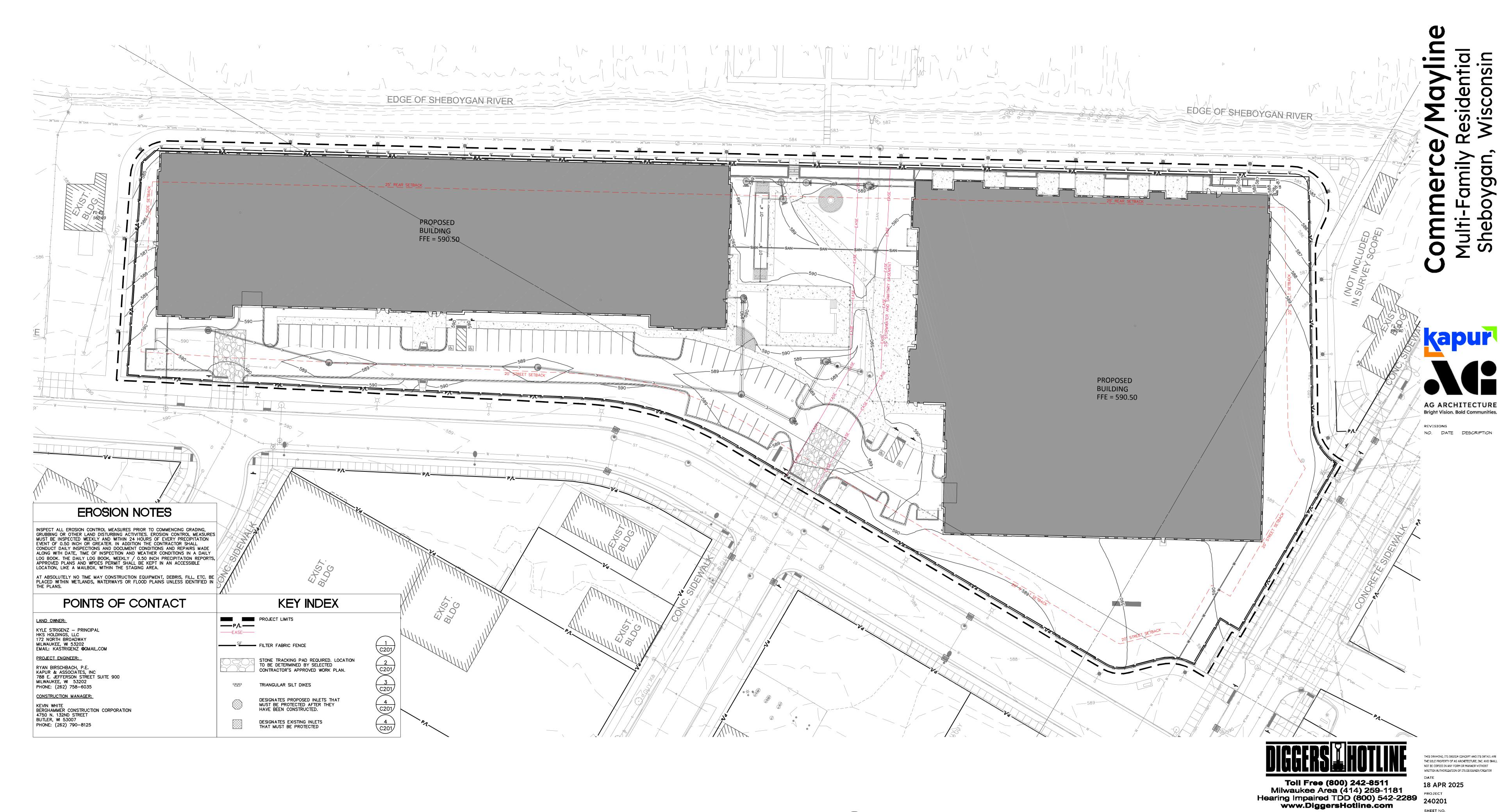
SANITARY SEWER PIPE TABLE								
PIPE NAME:	FROM:	TO:	UPSTREAM INVERT ELEVATION:			SLOPE:	SIZE AND MATERIAL:	DFU:
SAN-1	SAN BLDG-1	EX SAN MH-1	580.12	579.00	111.69'	1.00%	8" SCH 40 PVC	
SAN-2	SAN BLDG-2	EX SAN MH-1	579.28	579.00	27.81'	1.00%	8" SCH 40 PVC	

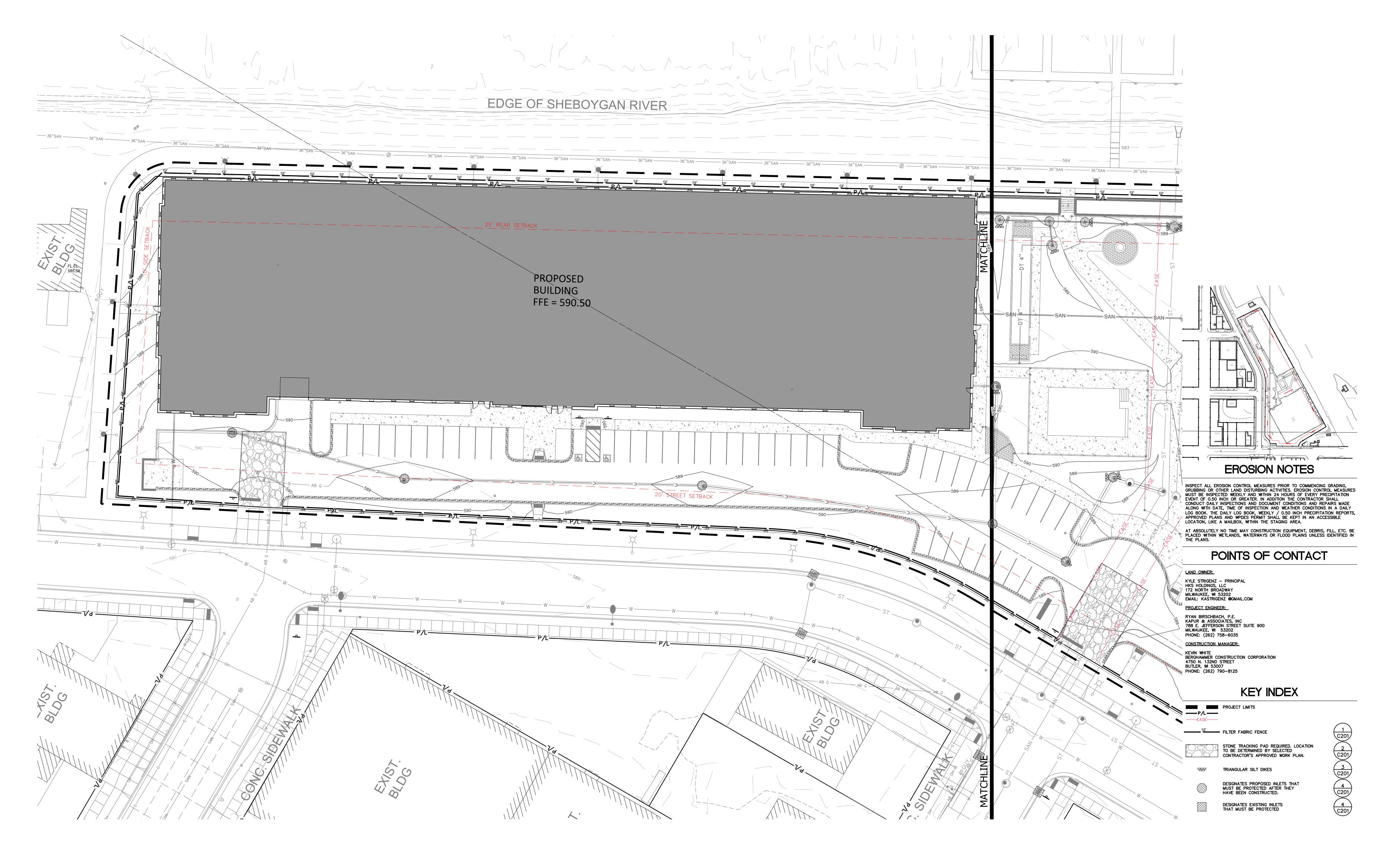
WATER MAIN FITTINGS TABLE					
STRUCTURE NAME:	TYPE:	INVERT ELEVATION:			
EX WM-1	CONNECT TO EXISTING 8" WM	582.15±			
EX WM-2	CONNECT TO EXISTING 8" WM	583.34±			
WM BLDG-1	N/A	582.60			
WM BLDG-2	N/A	583.60			

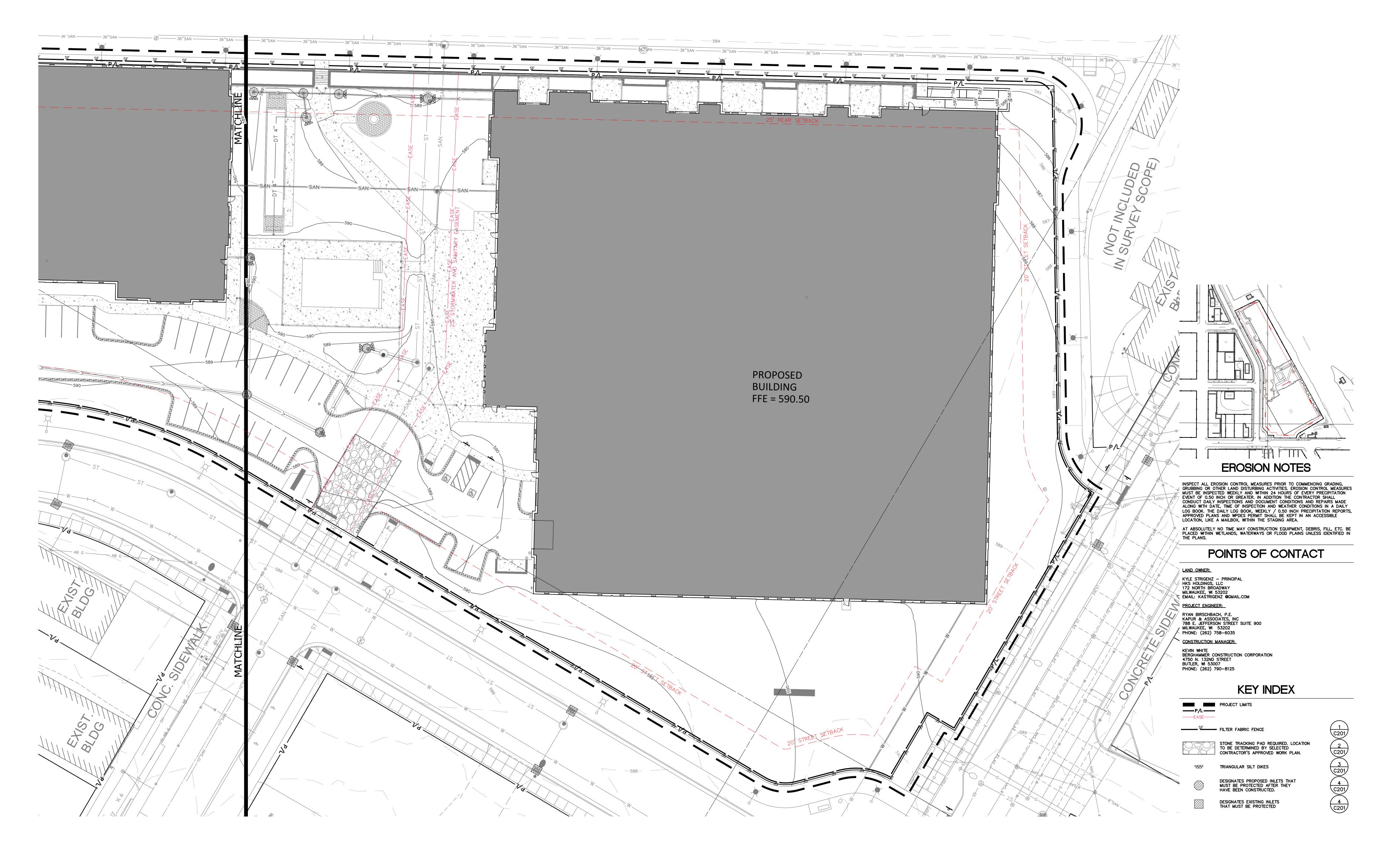
WATER MAIN PIPE TABLE							
PIPE NAME:	FROM:	TO:	FROM INVERT ELEVATION:		LENGTH:	SLOPE:	SIZE AND MATERIAL:
WM – 1	EX WM-1	WM BLDG-1	582.15	582.60	44.53'	-1.00%	8" POLY-WRAPPED CLASS 52 D.I.
WM-2	EX WM-2	WM BLDG-2	583.34	583.60	104.16'	-0.25%	8" POLY-WRAPPED CLASS 52 D.I.

	STO	RM SEWER ST	RUCTURE TABLE		
STRUCTURE NAME:	TYPE (FRAME AND GRATE):	RIM ELEVATION:	PIPES IN:	PIPES OUT	BOTTOM
CB-1	48" DIAMETER (R-3067-R)	589.29	N/A	ST-1, 12" S INV = 586.40	584.90
CB-2	48" DIAMETER (R-2502-D)	588.62	ST-1, 12" N INV = 585.90	ST-2, 12" SE INV = 585.90	584.40
CB-3	48" DIAMETER (R-2502-D)	588.71	ST-2, 12" NW INV = 585.06	ST-3, 18" SE INV = 584.56	583.06
CB-4	48" DIAMETER (R-2502-D)	588.43	ST-3, 18" NW INV = 584.07 ST-5, 24" NE INV = 583.57	ST-6, 24" S INV = 583.57	582.07
CB-5	48" DIAMETER (R-2502-D)	589.80	ST-4, 16" NW INV = 584.42	ST-5, 24" SW INV = 583.76	582.26
CB-6	48" DIAMETER (R-2502-D)	587.97	ST-6, 24" N INV = 583.29	ST-7, 24" E INV = 583.29	581.79
CB-7	48" DIAMETER (R-2502-D)	588.42	ST-7, 24" W INV = 582.96	ST-8, 24" S INV = 582.96	581.46
CB-8	18" NYLOPLAST DRAIN (1899CGS)	588.50	N/A	ST-10, 8" SE INV = 585.50	584.00
CB-9	18" NYLOPLAST DRAIN (1899CGS)	588.50	ST-10, 8" NW INV = 585.22 ST-11, 8" SW INV = 585.36	ST-12, 8" SE INV = 585.22	583.72
CB-10	18" NYLOPLAST DRAIN (1899CGS)	588.53	DT, 4" NW INV = 586.00	ST-11, 8" NE INV = 585.50	584.00
CB-11	18" NYLOPLAST DRAIN (1899CGS)	588.52	ST-12, 8" NW INV = 585.02	ST-13, 8" SE INV = 585.02	583.52
CB-12	72" DIAMETER (R-2502-D)	588.78	ST-13, 8" NW INV = 584.52 ST-14, 16" SE INV = 583.00 EX ST, 30" SW INV = 580.88±	EX ST, 30" NE INV = 580.88±	580.88
EX ST MH-1	N/A	589.64	ST-9, 24" N INV = 581.99 EX ST, 24" SW INV = 581.99±	EX ST, 30" NE INV = 581.99±	581.99
0S-1	6' X 10' UPFLO FILTER VAULT	588.76	ST-8, 24" N INV = 582.90	ST-9, 24" S INV = 582.10	580.10
ST BLDG-1	N/A	N/A	N/A	ST-4, 16" SE INV = 584.50	N/A
ST BLDG-2	N/A	N/A	N/A	ST-14, 16" NW INV = 583.39	N/A

EXISTING STRUCTURE ADJUSTMENT TABLE					
NAME:	EXISTING RIM ELEVATION:	PROPOSED RIM ELEVATION:			
EX SAN MH-1	587.68±	589.98			
EX SAN MH-2	588.65±	589.92			
EX ST MH-1	588.71±	589.58			







REVISIONS NO. DATE DESCRIPTION

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AG ARCHITECTURE

- WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 1/8" X I 1/8" OF OAK OR HICKORY, 3 - 4 FEET IN TIEBACK BETWEEN -LENGTH, BURIED 20-INCHES INTO THE GROUND. GEOTEXTILE -ANCHOR \_\_\_\_ 3" MAX. FLOW DIRECTION OR TENSION TAPE GEOTEXTILE FLOW DIRECTION ——— TRENCH SHALL BE A MIN. 4-INCHES WIDE AND 6-INCHES DEEP TO BURY AND ANCHOR - ANCHOR STAKE MATERIAL TO FIT TRENCH, BACKFILL AND EXCAVATED SOIL. TRENCH DETAIL SILT FENCE TIE BACK (WHEN ADDITIONAL SUPPORT REQUIRED) FLOW DIRECTION FLOW DIRECTION

TRENCH WITH EXCAVATED SOIL GEOTEXTILE -ADDITIONAL POST DEPTH OR TIE BACKS MAY BE REQUIRED IN UNSTABLE SOILS. FABRIC WOOD -TRENCH ATTACH THE FABRIC TO THE POSTS WITH (SEE DETAIL) WIRE STAPLES OR WOODEN LATH AND NAILS \*8'-0" POST SPACING ALLOWED IF A WOVEN GEDTEXTILE FABRIC IS USED. IF POSSIBLE, CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL TO AVOID

JOINTS. IF A JOINT IS NECESSARY, USE ONE OF THE FOLLOWING METHODS: (1) TWIST METHOD: OVERLAP END POSTS & TWIST AT LEAST 180 DEGREES. (2)HOOK METHOD: HOOK THE END OF EACH SILT FENCE LENGTH. HOOK METHOD JOINING TWO LENGTHS OF SILT FENCE **AXONIMETRIC VIEW** FILTER FABRIC SILT FENCE DETAIL

G. SEEDING SHALL NOT TAKE PLACE WHEN THE SOIL IS TOO WET. H. CONTRACTOR MAY CONSIDER WATERING TO HELP ESTABLISH THE SEED. WATER APPLICATION RATES SHALL BE CONTROLLED TO HELP PREVENT DURING CONSTRUCTION, AREAS THAT HAVE BEEN SEEDED AND MULCHED SHALL AT A MINIMUM BE INSPECTED WEEKLY AND WITHIN 24 HOURS AFTER EVERY PRECIPITATION EVENT THAT PRODUCES 1/2 INCH OF RAIN OR MORE DURING A 24 HOUR PERIOD. INSPECT WEEKLY DURING THE GROWING SEASON UNTIL VEGETATION IS DENSELY ESTABLISHED OR THE SOD IS LAID. REPAIR AND RESEED AREAS THAT HAVE EROSION DAMAGE AS NECESSARY. J. CONTRACTOR IS TO LIMIT VEHICLE TRAFFIC AND OTHER FORMS OF COMPACTION IN AREAS THAT ARE SEEDED AS MUCH AS POSSIBLE. RE-SEED K. MULCH SHOULD BE PLACED WITHIN 24 HOURS OF SEEDING. . MULCHING OPERATIONS SHALL NOT TAKE PLACE DURING PERIODS OF EXCESSIVELY HIGH WINDS THAT WOULD PRECLUDE THE PROPER PLACEMENT M. MULCH THAT IS DISPLACED SHALL BE REAPPLIED AND PROPERLY ANCHORED.
MAINTENANCE SHALL BE COMPLETED AS SOON AS POSSIBLE WITH N. WHEN CHANNEL EROSION MAT IS USED WITHIN CONSTRUCTION SITE DIVERSION AREAS, TECHNICAL STANDARDS 1053 AND 1066 SHALL BE FOLLOWED. O. WHEN NON-CHANNEL EROSION MAT IS USED TECHNICAL STANDARD 1052 SHALL P. DEPENDING ON DURATION OF CONSTRUCTION, THE CONTRACTOR MAY NEED TO RE-SEED AND RE-STABILIZE THE TOPSOIL STOCKPILE AS NECESSARY TO 6. A COPY OF EROSION CONTROL INSPECTION REPORTS AND THE APPROVED EROSION 7. CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL PRACTICES BY THE END OF 8. LOCAL ROADS SHALL BE CLEAN BY THE END OF EACH WORKDAY. CONTRACTOR SHALL HAVE LOCAL ROADS SWEPT WHERE SEDIMENT ACCUMULATES.

# EROSION CONTROL OPERATION SEQUENCE + SCHEDULE

AFTER BIDS ARE RECEIVED AND A MASS GRADING CONTRACTOR IS SELECTED, A PRE-CONSTRUCTION MEETING SHALL TAKE PLACE WITH ALL RELEVANT PARTIES IN ATTENDANCE. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR INSTALLING AND MAINTAINING ALL SILT FENCES, SEEDING, EROSION MATTING, AND OTHER EROSION CONTROL MEASURES. GENERAL CONTRACTOR SHALL INSPECT ALL EROSION CONTROL MEASURES PRIOR TO COMMENCING GRADING, GRUBBING, OR OTHER LAND DISTURBING ACTIVITIES. EROSION CONTROL MEASURES MUST BE INSPECTED WEEKLY AND WITHIN 24 HOURS OF EVER DAILY INSPECTIONS AND DOCUMENT CONDITIONS AND REPAIRS MADE, ALONG WITH DATE, TIME OF INSPECTION AND WEATHER CONDITIONS IN A DAILY LOG BOOK

ALL REGULATORY PERMITS, PROJECT PLANS, AND INSPECTION LOGS SHALL BE KEPT ON SITE IN AN ACCESSIBLE LOCATION, SUCH AS A MAILBOX, AVAILABLE TO REGULATORY AGENCIES UPON REQUEST,

1. CONTRACTOR TO INSTALL AND MAINTAIN EROSION CONTROL MEASURES AS INDICATED ON THIS PLAN AND PER THE LATEST WDNR

TECHNICAL STANDARDS. TECHNICAL STANDARDS MAY BE VIEWED

FABRIC, TYPE FF IN THE CURRENT EDITION OF THE WISCOUT PRODUCT ACCEPTABILITY LIST, TO OBTAIN THE PAL, PLEASE REFER

http://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnsit-rsrces/tools/pal/pal-7-14.pdf

A. INLET PROTECTION SHALL BE AT A MINIMUM INSPECTED WEEKLY AND WITHIN 24 HOURS AFTER EVERY PRECIPITATION EVENT OF

B. PLACEMENT OF SPOIL MATERIAL, DEBRIS, SOILS, ETC. ON TOP OF INLETS/CATCH BASINS, EVEN IF TEMPORARY, IS STRICTLY

. SEDIMENT DEPOSITS SHALL BE REMOVED AND THE INLET

PROTECTION DEVICE RESTORED TO ITS ORIGINAL DIMENSIONS

THE DESIGN DEPTH OF THE DEVICE FOR TYPES A-C, WHEN SEDIMENT IS WITHIN 6" OF THE BOTTOM OF THE OVERFLOW

HOLE FOR TYPE D, OR WHEN THE DEVICE IS NO LONGER

FUNCTIONING PER MANUFACTURER'S SPECIFICATIONS. ALL SEDIMENT COLLECTED SHALL BE PROPERLY DISPOSED OF

D. DUE CARE SHALL BE TAKEN TO ENSURE SEDIMENT DOES NOT

INTO THE INLET/CATCH BASIN SHALL BE REMOVED AND

E. INLET FILTERS MAY BE REMOVED AND PROPERLY DISPOSED O

3. A TRACKING PAD SHALL BE INSTALLED AS SHOWN ON THE PLAN

UPON COMPLETION OF CONSTRUCTION, HAULING OR MOVEMENT OF CONSTRUCTION EQUIPMENT THROUGHOUT THE SITE, AND

OFF-SITE SEDIMENTATION BY ELIMINATING THE TRACKING OF SEDIMENT

FROM THE SITE PER WDNR TECHNICAL STANDARD 1057 AS FOLLOWS:

A. AGGREGATE USED FOR TRACKING PADS SHALL BE 3 TO 6 INCH

B. THE AGGREGATE SHALL BE PLACED IN A LAYER OF AT LEAST 12 INCHES THICK, ON SITES WITH A HIGH WATER TABLE, OR WHERE SATURATED CONDITIONS ARE EXPECTED, TRACKING PADS

WILL BE UNDERLAIN WITH WISDOT TYPE R GEOTEXTILE FABRIC.

C. THE TRACKING PAD SHALL BE THE FULL WIDTH OF THE EGRESS POINT (MIN. 15 FEET WIDE) AND BE AT LEAST 50 FEET LONG.

E. ANY SEDIMENT OR ROCK ACCUMULATION ONTO LOCAL ROADWAYS SHALL BE REMOVED BY STREET CLEANING, NOT FLUSHING BEFORE THE END OF EACH WORKING DAY.

WEEKLY AND WITHIN 24 HOURS AFTER EVERY PRECIPITATION

EVENT OF 1/2 INCH OF RAIN OR MORE DURING A 24-HOUR

G. THE TRACKING PAD PERFORMANCE SHALL BE MAINTAINED AT A

D. VEHICLES TRAVELING ACROSS THE TRACKING PAD SHALL

F. THE TRACKING PAD SHALL, AT A MINIMUM BE INSPECTED

MINIMUM OF 12" BY SCRAPING OR TOP-DRESSING WITH

MAINTAIN A SLOW CONSTANT SPEED.

ADDITIONAL AGGREGATE.

CLEAR OR WASHED STONE. ALL MATERIAL TO BE RETAINED BY

THE SITE IS ADEQUATELY STABILIZED, UNLESS AS

FALL INTO THE INLETS/CATCH BASINS AND IMPEDE THE

PROPERLY DISPOSED OF PER NOTE C ABOVE.

OTHERWISE NOTIFIED BY THE WDNR.

WHEN THE SEDIMENT HAS ACCUMULATED BETWEEN 1/3 TO 1/2

PREVENT DISCHARGE INTO AREA WATERWAYS AND WETLANDS.

INTENDED FUNCTION OF THE DEVICE. ANY MATERIAL FALLING

1/2 INCH OR GREATER DURING A 24-HOUR PERIOD.

FILTERS THAT ARE PHASED IN WITH CONSTRUCTION TO REDUCE SEDIMENT FROM ENTERING THESE AREAS PER WDNR TECHNICAL

ALL FABRIC BARRIERS SELECTED FOR INLET/CATCH BASIN PROTECTION DEVICES SHALL BE SELECTED FROM THE LIST OF APPROVED FABRICS CERTIFIED FOR INLET PROTECTION, GEOTEXTILE

http://dnr.wi.gov/topic/stormwater/standards/const\_standards.html\_THE FLOW OF SEDIMENT-LADEN SHEET FLOW RUNOFF

CONTRACTORS ARE TO MAINTAIN THE CONSTRUCTION SITE IN A NEAT AND TIDY MANNER FOR THE DURATION OF

# THE TIMING AND SEQUENCE OF CONSTRUCTION IS SCHEDULED AS FOLLOWS: . OBTAIN PLAN APPROVAL FROM THE CITY DF SHEBOYGAN, AND ALL APPLICABLE PERMITS, INCLUDING

EROSION CONTROL PERMIT. 2. CONSTRUCTION IS SCHEDULED TO BEGIN IN SUMMER 2025, DEPENDING ON WEATHER & GROUND

3. A GRAVEL TRACKING PAD UNDERLAIN WITH WISDOT TYPE R GEOTEXTILE FABRIC, SHALL BE INSTALLED AS

4. SILT FENCE, INLET FILTER PROTECTION, AND TRIANGULAR SILT DIKES SHALL BE INSTALLED AS SHOWN ON THE PLANS, AND INSPECTED PRIOR TO COMMENCING OF ANY LAND DISTURBING ACTIVITIES PER PROJECT PLANS AND DETAILS. SEDIMENT DEPOSITS WILL BE REMOVED FROM BEHIND THE SILT FENCE WHEN THEY

REACH A DEPTH OF 1/2 FENCE HEIGHT. 5. FOLLOWING INSTALLATION OF THE EROSION CONTROL MEASURES, SITE DEMOLITION OF PAVEMENT, ETC. WILL

OCCUR AFTER ALL EROSION CONTROL MEASURES ARE IN PLACE. 6. CONSTRUCTION OF THE BUILDING, STARTING WITH THE FOUNDATION, WILL BEGIN IMMEDIATELY AFTER THE SITE DEMOLITION IS COMPLETE IN THE BUILDING PAD AREA.

. TOPSOIL STRIPPING AND ROUGH GRADING WILL FOLLOW. TOPSOIL STOCKPILES WILL BE LOCATED AS SHOWN ON THE PLANS AND BE STABILIZED WITHIN 7 DAYS OF LAY UP. STOCKPILES WILL BE USED FOR FINAL LANDSCAPING. REMAINING STOCKPILES WILL BE REMOVED FROM THE SITE.

8. UTILITY INSTALLATION WILL OCCUR NEXT AND CONTINUE UNTIL ALL THE UTILITIES ARE INSTALLED. 9. AFTER ROUGH GRADING IS COMPLETE IN HARD SURFACE AREAS SUCH AS ROADWAYS, PARKING LOTS, AND BUILDINGS, THE REQUIRED THICKNESS OF DENSE GRADED BASE COURSE, PER THE PROJECT PLANS AND DETAILS WILL BE APPLIED FOR STABILIZATION. AFTER ROUGH GRADING IS COMPLETE OUTSIDE OF HARD SURFACE AREAS, THE TOPSOIL WILL BE REAPPLIED AND THE LANDSCAPE CONTRACTOR WILL COMPLETE

SEEDING/SODDING/FERTILIZING/MULCHING AND INSTALL EROSION MATTING AS PER APPROVED PLANS AND 10. FINAL SITE STABILIZATION IS ANTICIPATED FOLLOWING THE COMPLETION OF GRADING ACTIVITIES PER WDNR

TECHNICAL STANDARD 1059. IF SITE STABILIZATION CANNOT BE COMPLETED BY OCTOBER 15, THEN THE USE OF ANIONIC POLYACRYLAMIDE CONFORMING TO WDNR TECHNICAL STANDARD 1050 SHALL BE USED. IN ADDITION, ALL SLOPES OF GREATER THAN 20% MUST ADHERE TO THE SCHEDULE IN TABLE 1 BELOW. 11. AFTER ALL TOPSOIL HAS BEEN REAPPLIED AND STABILIZATION IS UNDERWAY, ROADWAY, PARKING LOT.

AND SIDEWALK BASE MATERIAL WILL BE APPLIED PER PROJECT SPECIFICATIONS. 12. THE GENERAL CONTRACTOR WILL REQUEST A FINAL INSPECTION BY THE CITY. UPON APPROVAL, ALL SILT FENCES, INLET FILTER PROTECTION, AND TRIANGULAR SILT DIKES SHALL BE REMOVED.

13. IF REQUIRED, FINAL "AS—BUILT" SURVEYS ARE TO BE CONDUCTED BY THE OWNER AND FINAL DOCUMENTS FORWARDED TO THE CITY. 14. BARE SOIL LEFT UNDISTURBED FOR 14 CALENDAR DAYS MUST BE TEMPORARILY STABILIZED PER WDNR

TECHNICAL STANDARD 1059. BY OCTOBER 15, THE SITE SHALL BE STABILIZED PER NOTE 10 ABOVE. 15. WE DO NOT ANTICIPATE THE NEED FOR WATERING WITH THIS CONSTRUCTION SCHEDULE, HOWEVER, IF ADEQUATE RAIN IS NOT EXPERIENCED WITHIN ONE WEEK AFTER INITIAL SEED GERMINATION AT ANY POINT DURING THE CONSTRUCTION PROCESS, WATER SHALL BE TRUCKED IN AND APPLIED ONCE PER WEEK.

IF CONSTRUCTION SCHEDULES SHOULD CHANGE SIGNIFICANTLY, THIS PLAN NARRATIVE WILL BE UPDATED AND RESUBMITTED BY THE GENERAL CONTRACTOR TO THE CITY AND WDNR.

TABLE 1 - MAXIMUM PERIOD OF BARE SOIL FOR SLOPES GREATER THAN 20% SLOPE AREA DRAINS TO LAND DISTURBANCE BETWEEN | LAND DISTURBANCE BETWEEN | SEDIMENT BASIN? SEPT, 16 AND MAY 1 MAY 2 AND SEPT, 15 90 DAYS 60 DAYS 30 DAYS TABLE FROM WI DNR GUIDANCE DOC # 3800-2015-06

# DEWATERING PLAN

DISCOURAGE SEDIMENT AND EROSION.

CONTROL PLANS SHALL BE KEPT ON SITE.

EACH WORKDAY.

DRIVEN OVER AREAS AS NEEDED.

EROSION CONTROL MEASURES

FENCE AS SHOWN ON THE PLAN SHEET PRIOR TO THE START OF CONSTRUCTION TO INTERCEPT AND REDUCE

FROM THE CONSTRUCTION SITE PER WDNR TECHNICAL

A. SILT FENCE ENDS SHALL BE EXTENDED UPSLOPE TO PREVENT WATER FROM FLOWING AROUND TH

B. INSTALLED SILT FENCE SHALL BE A MINIMUM 14

INCHES HIGH AND SHALL NOT EXCEED 28 INCHES IN HEIGHT MEASURED FROM THE INSTALLED

SILT FENCE SHALL BE SUPPORTED BY EITHER

D. THE MAXIMUM SPACING OF POSTS FOR NONWOVEN SILT FENCE SHALL BE 3 FEET OR FOR WOVEN

E. SILT FENCE SHALL HAVE A SUPPORT CORD AT THE TOP OF THE FENCE.

F. WHERE JOINTS ARE NEEDED, EACH END OF THE

G. A MINIMUM OF 20 INCHES OF THE POSTS SHAL

EXTEND INTO THE GROUND AFTER INSTALLATION

AT LEAST 8 INCHES OF THE FABRIC IN A 4 INCH

V-TRENCH ON THE UPSLOPE SIDE OF THE FENCE

WIDE BY 6 INCH DEEP TRENCH, OR 6 INCH DEEP

H. SILT FENCE SHALL BE ANCHORED BY SPREADING

THE TRENCH SHALL BE BACKFILLED AND

EXCAVATED ANY WIDER OR DEEPER THAN

NECESSARY FOR PROPER INSTALLATION.

I. ON THE TERMINAL ENDS OF THE SILT FENCE THE

FABRIC SHALL BE WRAPPED AROUND THE POST SUCH THAT THE STAPLES ARE NOT VISIBLE.

. GEOTEXTILE FABRIC SPECIFICATIONS SHALL MEET

K. SILT FENCE SHALL BE REMOVED ONCE THE SITE

WHEN PLACING SILT FENCE NEAR TREES, CARE

ROOT SYSTEM BY AVOIDING COMPACTION AND

ROOT CUTTING WITHIN A RADIUS OF 1.5 FEE

M. THE CONTRACTOR MAY FURTHER STRENGTHEN

DOWN SLOPE SIDE AS NEEDED.

O. DAMAGED OR DECOMPOSED SILT FENCE,

WATERWAYS AND WETLANDS.

MULTIPLIED BY THE INCH DIAMETER OF THE

SHALL BE TAKEN TO MINIMIZE DAMAGE TO THE

THE SILT FENCE BY USING HAY BALES ON THE

N. SILT FENCE SHALL AT A MINIMUM BE INSPECTED

WEEKLY AND WITHIN 24 HOURS AFTER EVERY PRECIPITATION EVENT THAT PRODUCES 1/2 INCH

OF RAIN OR MORE DURING A 24 HOUR PERIOD.

UNDERCUTTING, OR FLOW CHANNELS AROUND THE END OF BARRIERS SHALL BE REPAIRED OR

ONCE THE DEPOSITS REACH 1/2 THE HEIGHT OF THE FENCE TO PREVENT DISCHARGE INTO AREA

SEDIMENT SHALL BE PROPERLY DISPOSED OF

IS ADEQUATELY STABILIZED,

VALUES ESTABLISHED IN TECHNICAL STANDARD

FABRIC SHALL BE SECURELY FASTENED TO A POST. THE POSTS SHALL BE WRAPPED AROUND EACH OTHER TO PRODUCE A STABLE AND SECURE JOINT OR SHALL BE OVERLAPPED THE

STEEL OR WOOD SUPPORT POSTS.

ENDS OF THE FENCE AS SHOWN ON THE PLAN

TO FACILITATE CONSTRUCTION AT THE PROJECT SITE, DEWATERING MAY TAKE PLACE BY THE SELECTED CONTRACTOR. CONTRACTOR TO FOLLOW THESE INSTRUCTIONS WHILE PERFORMING DEWATERING ACTIVITIES ON-SITE, IF DEWATERING IS TO TAKE PLACE AT THE SITE, IT WILL OCCUR BETWEEN STEPS 3 AND 12 OF THE EROSION CONTROL OPERATION SEQUENCE.

5. SEEDING AND MULCHING TECHNIQUES SHALL BE USED ON AREAS OF EXPOSED SOIL WHERE THE ESTABLISHMENT OF VEGETATION IS DESIRED. TEMPORARY SEEDING

APPLIES TO DISTURBED AREAS THAT WILL NOT BE BROUGHT TO FINAL GRADE OR

ON WHICH LAND-DISTURBING ACTIVITIES WILL NOT BE PERFORMED FOR A PERIOD

REDUCE EROSION PER WDNR TECHNICAL STANDARDS 1059 AND 1058 RESPECTIVELY

A. TEMPORARY SEEDING REQUIRES A SEEDBED OF LOOSE SOIL TO A MINIMUM

SEEDING. HOWEVER, ANY APPLICATION OF FERTILIZER OR LIME SHALL BE

D. ALL SEED SHALL CONFORM TO THE REQUIREMENTS OF THE WISCONSIN STATE

STATUTES AND OF THE ADMINISTRATIVE CODE CHAPTER ATCP 20.01

E. SEED SHALL NOT BE USED LATER THAN ONE YEAR AFTER THE TEST DATE

F. IN THE SUMMER-SPRING, CONTRACTOR SHALL USE OATS APPLIED AT 131 LBS/ACRE FOR TEMPORARY SEEDING PURPOSES. IN THE FALL THE

WINTER WHEAT OR CEREAL RYE APPLIED AT 131 LBS/ACRE. THE CONTRACTOR SHALL USE STRAW MULCH APPLIED AT 1.5 TONS/ACRE

CONTRACTOR SHALL USE ANNUAL RYEGRASS APPLIED AT 80 LBS/ACRE OR

DORMANT SEED SHALL BE USED WHEN SOIL TEMPERATURE IS CONSISTENTLY BELOW 53 DEGREES FAHRENHEIT (TYPICALLY NOV. 1 UNTIL SNOW COVER

AFTER SNOW FALL, CONTRACTOR MAY CHOOSE TO USE A DRY, NONTOXIC PE B SOIL STABILIZER PER MANUFACTURER'S SPECIFICATIONS AS REQUIRED

ANNUALLY). NEVER PLACE SEED ON TOP OF SNOW. IF COVER IS NEEDED

REGARDING NOXIOUS WEED SEED CONTENT AND LABELING.

B. FERTILIZER APPLICATION IS NOT GENERALLY REQUIRED FOR TEMPORARY

C. THE SOIL SHALL HAVE A PH RANGE OF 5.5 TO 8.0.

BASED ON SOIL TESTING.

GREATER THAN 14 CALENDAR DAYS, REQUIRING VEGETATIVE COVER FOR LESS

THAN ONE YEAR. SEED AND MULCH SHALL BE UTILIZED THROUGHOUT TH

NOTE: THESE INSTRUCTIONS DO NOT APPLY TO WATER BEING DISCHARGED DIRECTLY TO GROUNDWATER OR OTHER DEWATERING ACTIVITIES AS DEEMED NECESSARY WITH THE WONR.

L THE CONTRACTOR SHALL ENSURE THAT THE DEWATERING PRACTICES CARRIED OUT MEET OR EXCEED WDNR TECHNICAL STANDARD NUMBER 1061.

2. A PAN OR OTHER CONTAINMENT DEVICE SHALL BE PLACED UNDERNEATH THE PUMP TO CAPTURE ANY OILS, GASOLINE, ETC. SHALL NOT BE STORED WITHIN WETLANDS, NEAR THE STORMWATER POND, OR OTHER ON-SITE WATER AREAS.

3. A TYPE 2 GEOTEXTILE BAG THAT IS NO SMALLER THAN 100 SQUARE FEET; HAS A MAXIMUM APPARENT OPENING SIZE OF 0.212 mm; HAS A GRAB TENSILE STRENGTH OF 300 LBS; MULLEN BURST OF 580 PSI; PERMEABILITY OF 0.2 CM/SEC; FABRIC WEIGHT OF 12 OZ SHALL BE USED. THE GEOTEXTILE BAG AREA AND DOWNGRADE FLOW AREA SHALL CONSIST OF VEGETATED AND UNDISTURBED SOILS.

4. POLYMER APPROVED BY THE WDNR MEETING WDNR TECHNICAL STANDARD 1051 MAY BE USED IN COMBINATION WITH THE DEWATERING BAG IF THE DEWATERING BAG IS NOT DOING AN ADEQUATE JOB ALONE OF FILTERING SEDIMENTS. THE CONTRACTOR SHALL SUPPLY TOXICITY TESTING DATA TO THE WDNR BEFORE USE ON-SITE FOR WDNR APPROVAL. POLYMER SHALL NOT BE DIRECTLY APPLIED TO SURFACE WATER. CONTRACTOR SHALL OBTAIN THE MATERIAL SAFETY DATA SHEETS (MSDS) FOR THE SELECTED POLYMER, MANUFACTURER'S INFORMATION AND WDNR USE RESTRICTIONS (SEE TECHNICAL STANDARD 1051) AND KEEP ALL THIS INFORMATION ON-SITE. CONTRACTOR SHALL ADHERE TO MANUFACTURER AND WDNR'S APPLICATION RATES FOR THE POLYMER, WITH THE WDNR'S RATE TAKING PRECEDENCE. THE CONTRACTOR SHALL TAKE STEPS TO ENSURE THAT THE POLYMER IS NOT SPILLED. SPILL KITS SHALL BE KEPT ON SITE; THE MANUFACTURER'S RECOMMENDED CLEANUP PROCEDURES SHALL BE FOLLOWED IN THE EVENT OF A SPILL.

5. A TARP MAY BE UTILIZED UNDERNEATH THE TYPE 2 GEOTEXTILE BAG AND JUST DOWN SLOPE OF THE BAG TO DISCOURAGE EROSION AND SCOUR.

6. A FLOATING SUCTION HOSE OR OTHER FLOTATION METHOD SHALL BE UTILIZED WHEN PUMPING FROM AN AREA WITH STANDING WATER TO AVOID SUCKING SEDIMENT FROM GRADE. 7. IF TURBID WATER IS LEAVING THE GEOTEXTILE BAG, THE CONTRACTOR SHALL SHUT OFF THE PUMP TO ALLOW SEDIMENTS TO SETTLE INTO THE BAG. CONTRACTOR SHALL FOLLOW THE MANUFACTURER'S

SPECIFICATIONS FOR DETERMINING THE SEDIMENT CAPACITY OF THE GEOTEXTILE BAG USING GOOD COMMON SENSE. SEDIMENT LEVELS CONTAINED IN THE BAG SHALL BE MONITORED TO MEASURE THE LOSS OF STORAGE CAPACITY OVER TIME. THE CONTRACTOR SHALL PROPERLY DISPOSE OF THE GEOTEXTILE BAG IN A WASTE RECEPTACLE ONCE IT IS NO LONGER USED. 8. DURING DEWATERING ACTIVITIES THE CONTRACTOR SHALL MONITOR DEWATERING PRACTICES AND KEEP A

LOG OF THE FOLLOWING:

A. DISCHARGE DURATION AND SPECIFIED PUMPING RATE.

B. OBSERVED WATER TABLE AT TIME OF DEWATERING.

D. NAME AND QUANTITY OF POLYMER USED. PRODUCT TYPE. APPLICATION RATE OF POLYMER IN POUNDS/ACRE FEET OF WATER. DATE AND TIME APPLIED.
WEATHER CONDITIONS DURING APPLICATION.

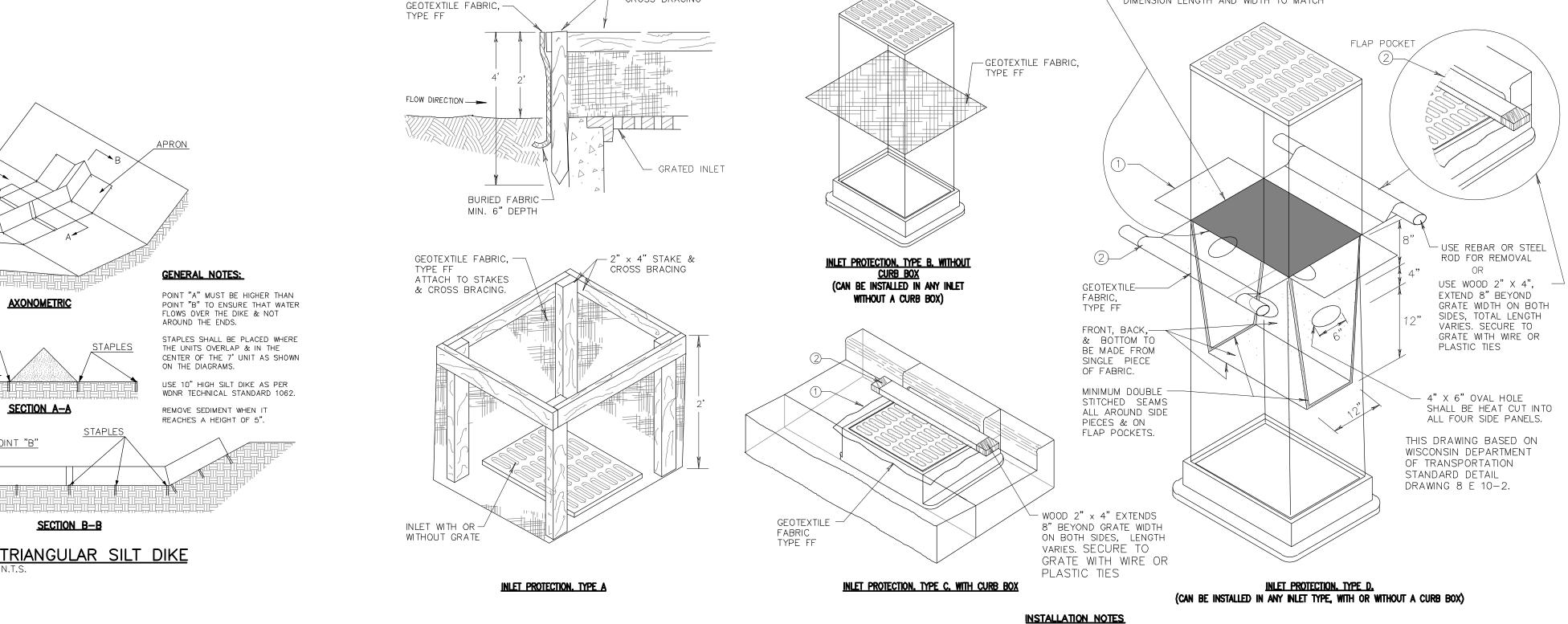
THIS LOG NEEDS TO BE KEPT ON SITE FOR WDNR REGULATORY REVIEW. COPIES OF THIS DOCUMENTATION SHOULD BE KEPT IN THE CONTRACTOR'S MONITORING LOG AND MADE AVAILABLE UPON REQUEST.

REVIEW THE FOLLOWING FOR MORE INFORMATION: WDNR TECHNICAL STANDARD 1061 FOR DEWATERING -

http://dnr.wi.gov/topic/stormWater/documents/Dewatering\_1061.pdf WDNR TECHNICAL STANDARD 1051 FOR POLYMER http://dnr.wi.gov/topic/stormWater/documents/dnr1051.pdf

INSPECT ALL EROSION CONTROL MEASURES PRIOR TO COMMENCING GRADING, GRUBBING OR OTHER LAND DISTURBING ACTIVITIES. EROSION CONTROL MEASURES MUST BE INSPECTED WEEKLY AND WITHIN 24 SHALL CONDUCT DAILY INSPECTIONS AND DOCUMENT CONDITIONS AND REPAIRS MADE, ALONG WITH DATE, TIME OF INSPECTION AND WEATHER CONDITIONS IN A DAILY LOG BOOK, THE DAILY LOG BOOK, WEEKLY / .50 INCH PRECIPITATION REPORTS, APPROVED PLANS WPDES PERMIT & CHAPTER 30 PERMIT SHALL BÉ KEPT IN AN ACCESSIBLE LOCATION, LIKE A MAILBOX, WITHIN THE STAGING AREA. AT ABSOLUTELY NO TIME MAY CONSTRUCTION EQUIPMENT, DEBRIS, FILL, ETC. BE PLACED WITHIN

WETLANDS, WATERWAYS OR FLOODPLAINS UNLESS IDENTIFIED IN THE PLANS & APPROVED BY DNR/



FENCE

1'-0" MIN.

---- GEOTEXTILE

**GENERAL NOTES** 

— 2" x 4" STAKE AND

CROSS BRACING

MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENT'S EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE

7) FINISHED SIZE SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL, SIDE FLAPS,  $^{\prime}$  where required shall be a min. Of two inches long, fold the fabric over and reinforce with multiple stitches. FOR INLET PROTECTION, TYPE C (WITH CURB BOX), FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2"X4". THE REBAR,

FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

 $^{ extstyle extstyle extstyle extstyle}$  steel pipe, or wood shall be installed in the flap and not block the top half of the curb box opening.

METHOD OF MAINTENANCE, USING A SEWN FLAP, HAND HOLDS OR OTHER METHOD TO PREVENT ACCUMULATED SEDIMENT FROM ENTERING THE INLET.

DIVERSION RIDGE REQUIRED WHERE GRADE EXCEEDS 2%

- DIVERSION RIDGE

PLAN VIEW

INLET SPECIFICATIONS AS PER THE PLAN

DIMENSION LENGTH AND WIDTH TO MATCH

SEDIMENT BARRIER

(STRAW BALE TYPE SHOWN) \

SECTION A-A

- FILTER FABRIC TYPE R

JSE SANDBAGS, STRAW BALES

**GENERAL NOTES:** 

NOT LESS THAN 50 FEET.

THE END OF THE WORK DAY.

SUITABLE OUTLET.

TRACKING CONSTRUCTION ENTRANCE

THE AGGREGATE SIZE FOR CONSTRUCTION OF THE PAD SHALL BE 3— TO 6—INCH STONE. PLACE THE GRAVEL TO THE SPECIFIC GRADE & DIMENSIONS SHOWN ON THE PLANS & GRADE TO CREATE A SMOOTH SURFACE.

THE THICKNESS OF THE PAD SHALL NOT BE LESS THAN

12 INCHES. USE GEOTEXTILE FABRICS, IF NECESSARY, TO IMPROVE STABILITY OF THE FOUNDATION IN

THE WIDTH OF THE PAD SHALL NOT BE LESS THAN THE FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS &

IN ANY CASE SHALL NOT BE LESS THAN 15 FEET WIDE.

THE LENGTH OF THE PAD SHALL BE AS REQUIRED, BUT

HAT WILL PREVENT TRACKING OR FLOWING OF SEDIMEN

REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO

ALL SEDIMENT SPILLED, DROPPED, WASHED OR TRACKED ONTO PUBLIC RICHTS—OF—WAY SHALL BE REMOVED BY

PROVIDE DRAINAGE FOR A 2 YEAR - 24 HOUR EVENT

O CARRY WATER TO A SEDIMENT TRAP OR OTHER

WHEN NECESSARY, WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC RIGHTS—OF—WAY. WHEN WASHING IS REQUIRED,

DESIGNATE AN AREA WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR

PERIODIC TOP DRESSING WITH ADDITIONAL STONE &

LOCATE CONSTRUCTION ENTRANCES & EXITS TO LIMIT SEDIMENT LEAVING THE SITE & TO PROVIDE FOR MAXIMUM UTILITY BY ALL CONSTRUCTION VEHICLES.

AVOID ENTRANCES WHICH HAVE STEEP GRADES &

ENTRANCES AT CURVES IN PUBLIC ROADS.

LOCATIONS SUBJECT TO SEEPAGE OR HIGH WATER

UTILIZE INLET PROTECTION TYPE D IN INLETS DEEPER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE. THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR MAY CINCH THE BAG, USING PLASTIC ZIP TIES, TO FIT INLETS LESS THAN 30" DEPTH. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

TRIM EXCESS FABRIC A MINIMUM OF 10" ARDUND GRATE FOR MAINTENANCE OR REMOVAL. THE CONTRACTOR SHALL DEMONSTRATE A

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Item 23.

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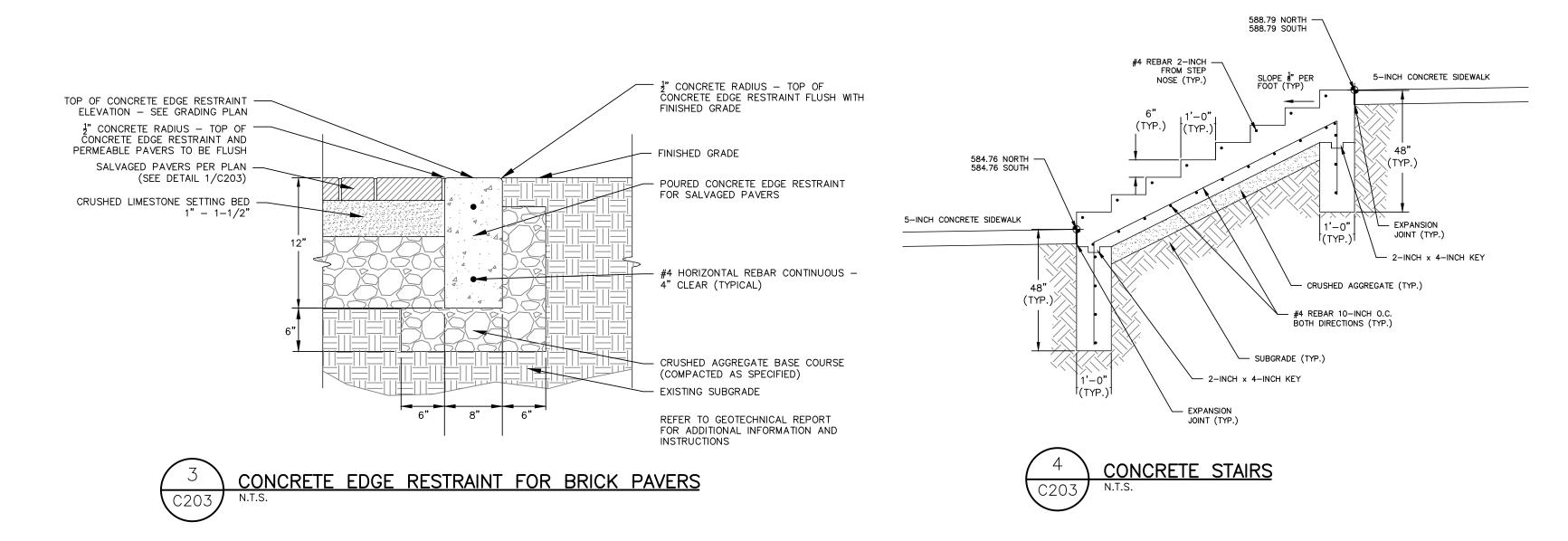
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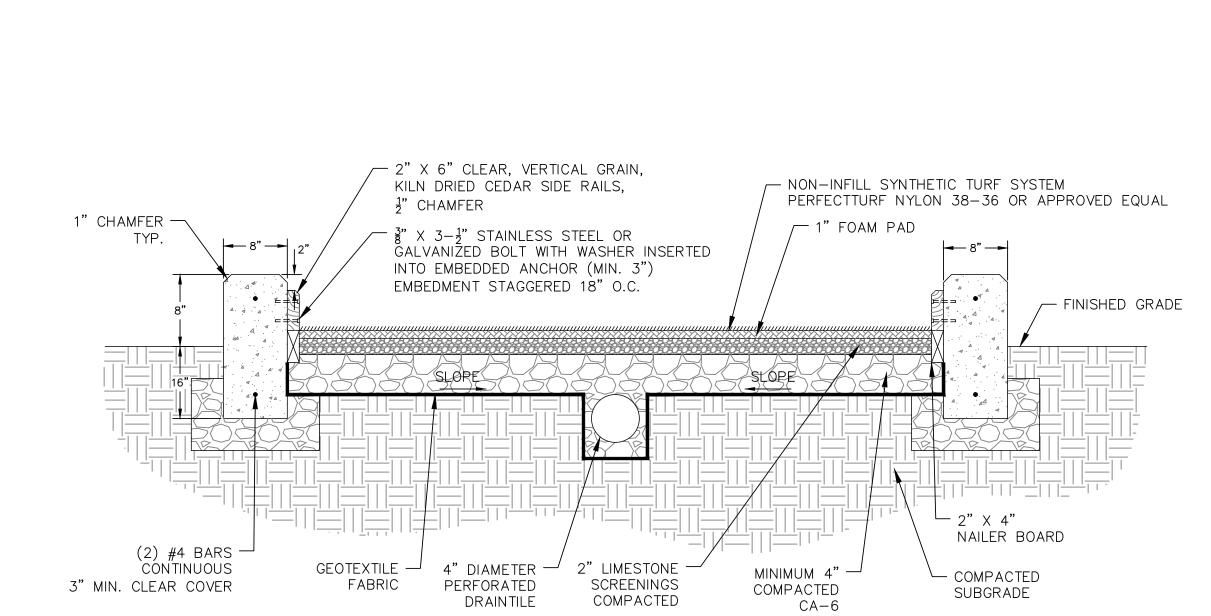
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Multi-Shek



AG ARCHITECTURE NO. DATE DESCRIPTION





BRICK PAVER SALVAGED FROM COMMERCE STREET INSTALLED IN HERRINGBONE PATTERN.

- CRUSHED LIMESTONE SETTING BED, 1" - 1-1/2"

6" COMPACTED CRUSHED AGGREGATE BASE COURSE

SALVAGED BRICK PAVER DETAIL

N.T.S.

— SUBGRADE COMPACTED TO 95% OF ASTM D-1557 (MODIFIED PROCTOR)
REFER TO SITE PREPARATION SECTION OF GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION

#4 BARS, — 2" CONT. COVER

SALVAGED PAVERS REFER TO DETAIL 1/C203

SUBGRADE COMPACTED TO 95% OF ASTM D-1557 (MODIFIED PROCTOR)

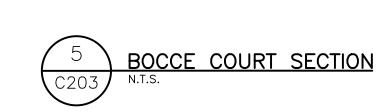
SIDEWALK ADJACENT TO SALVAGED PAVERS

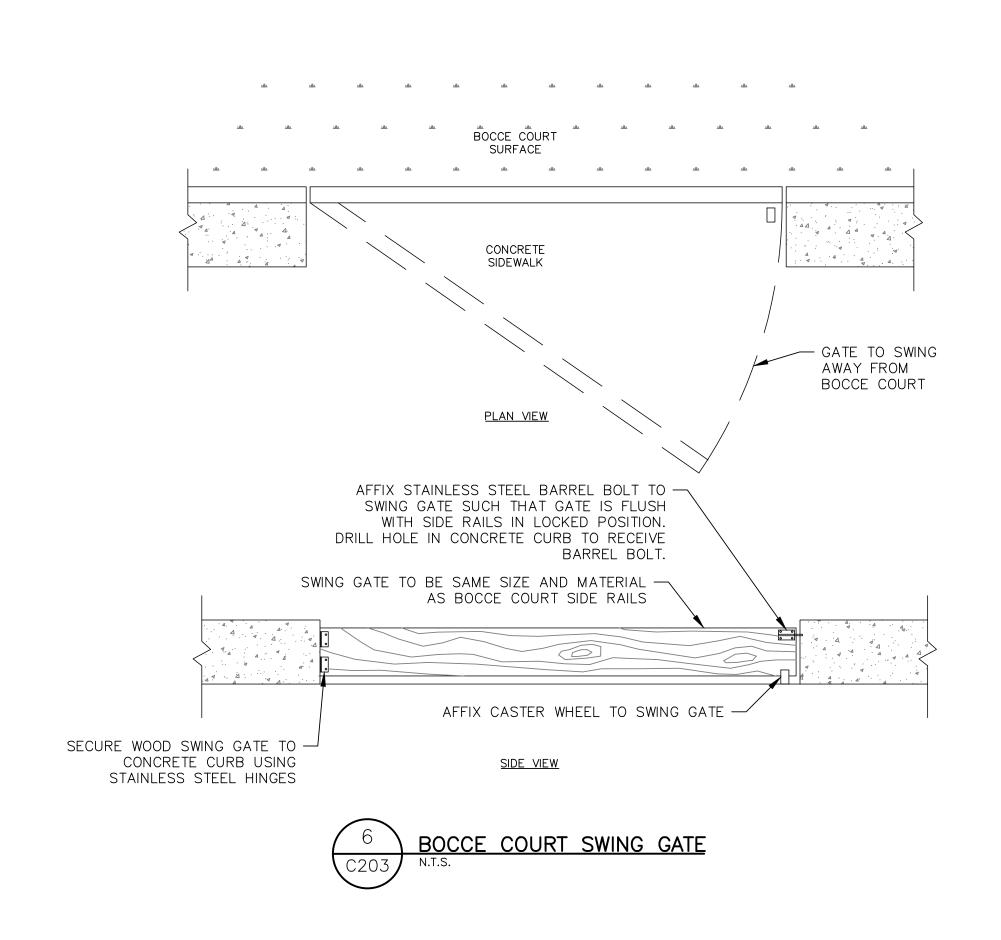
- CRUSHED LIMESTONE

SETTING BED 1" - 1-1/2"

6" CRUSHED AGGREGATE BASE COURSE

1.125" DEEP CONTROL JOINT — SAWCUT FULL LENGTH OF SIDEWALK





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- PRECAST ROUND ADJUSTING RINGS

▼ VARIES →

REFER TO SITE UTILITY PLAN FOR FRAME & GRATE & RIM ELEVATION.

48-INCH DIAMETER STORM CATCH BASIN

N.T.S. WITH CURB BOX FRAME & GRATE

SIZE, SHAPE, AND LOCATION OF OPENING CAN BE VARIED

— 5" PRECAST CONCRETE

NOTE:

MANUFACTURED TO
ASTM SPECIFICATION
C-478

"PRECAST REINFORCED

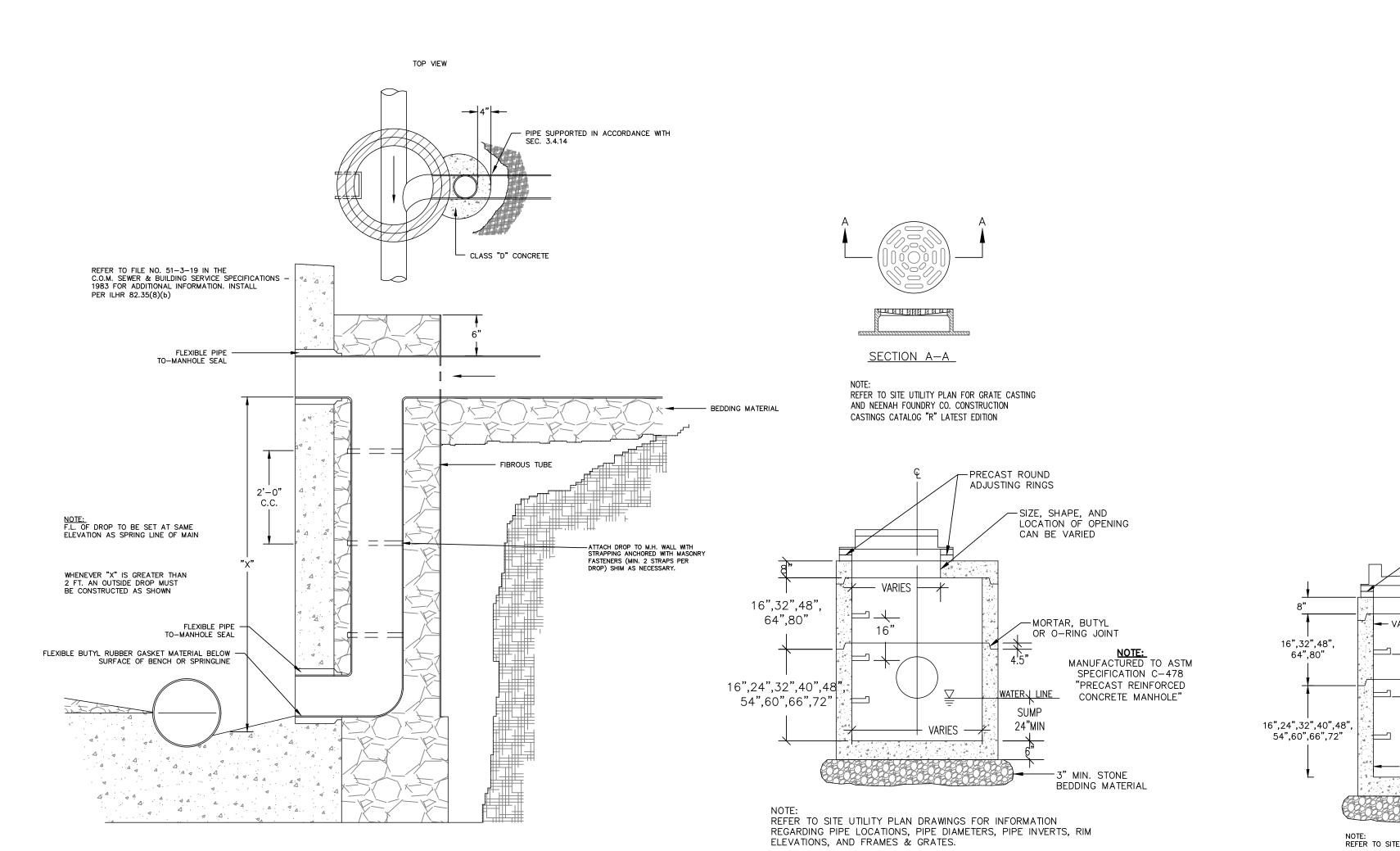
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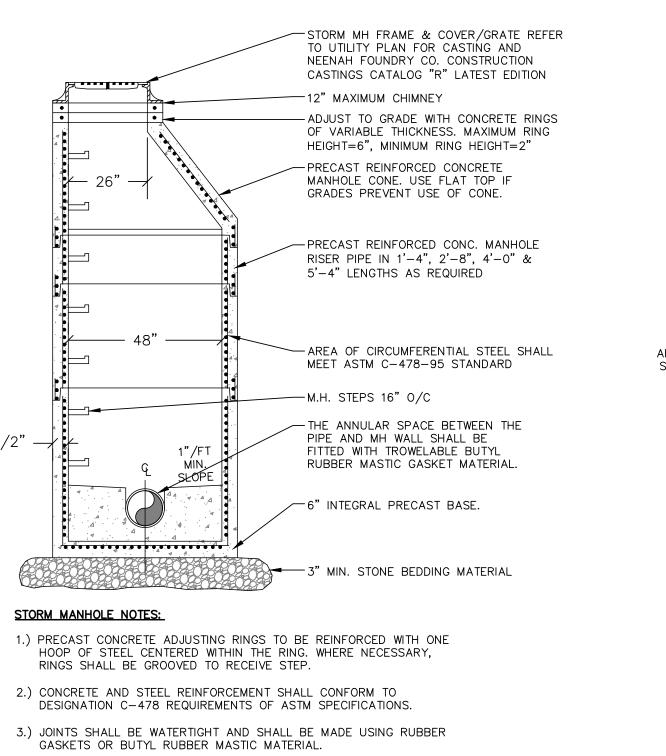
18 APR 2025

PROJECT





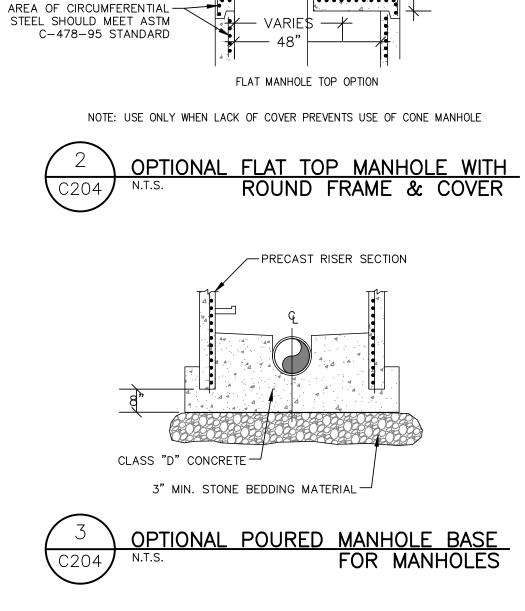




4-1/2"

- 2.) CONCRETE AND STEEL REINFORCEMENT SHALL CONFORM TO DESIGNATION C-478 REQUIREMENTS OF ASTM SPECIFICATIONS.
- 3.) JOINTS SHALL BE WATERTIGHT AND SHALL BE MADE USING RUBBER GASKETS OR BUTYL RUBBER MASTIC MATERIAL.
- 4.) 3" MIN. BEDDING MATERIAL REQUIRED UNDER MANHOLE BASE AND BACKFILLED STRUCTURE WITH GRANULAR BACKFILL MATERIAL.
- 5.) SEE STANDARD SPECIFICATIONS, FILE NO. 12 FOR PRECAST MANHOLE AND FILE NO. 13 FOR MANHOLE INVERTS, INCLUDING INVERTS OF LATERAL SEWERS THAT CONNECT DIRECTLY TO MANHOLES.





ADJUSTING RINGS

LOAD CAPACITY

-PRECAST REINFORCED

MANHOLE FLAT TOP ASTM C-478 HS-20

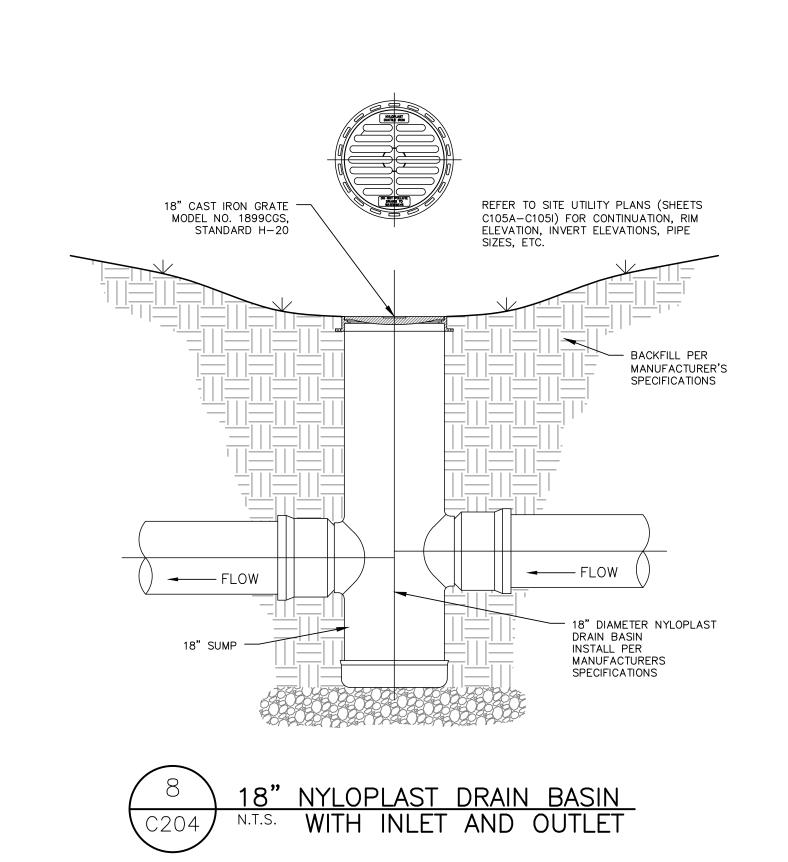
STANDARD MANHOLE -

SIZE, SHAPE, AND -LOCATION OF OPENING CAN BE VARIED

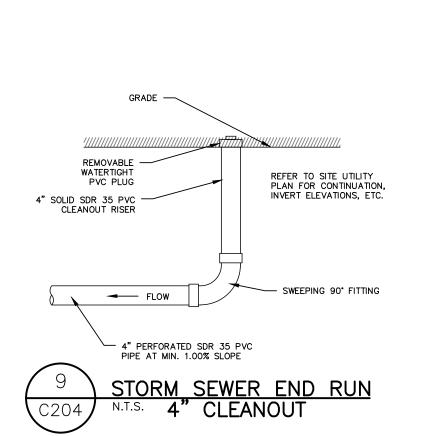
STEPS - 12" STEPS INSTALLED @ 16" C.C.

SIZE, SHAPE, AND — LOCATION OF OPENING

CAN BE VARIED

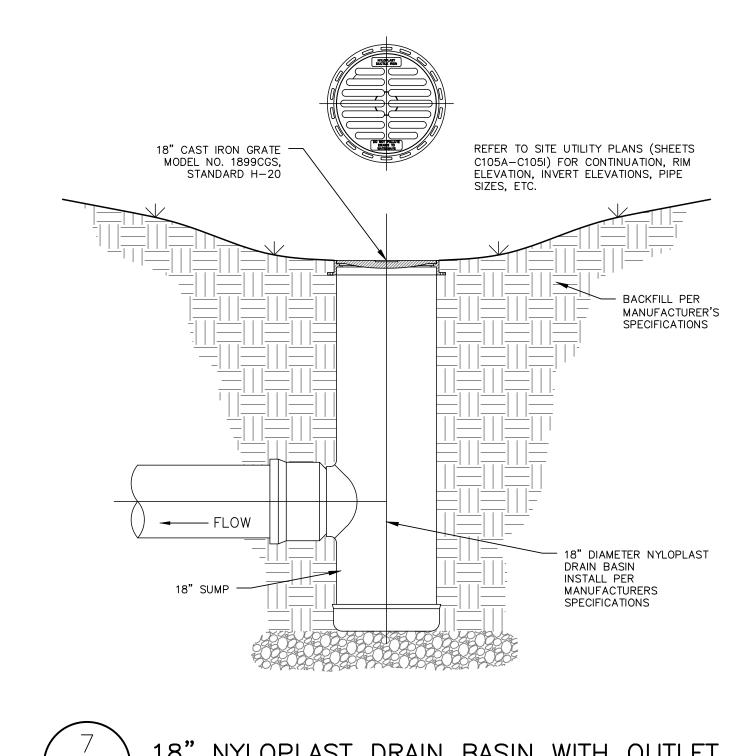


OUTSIDE DROP FOR MANHOLES



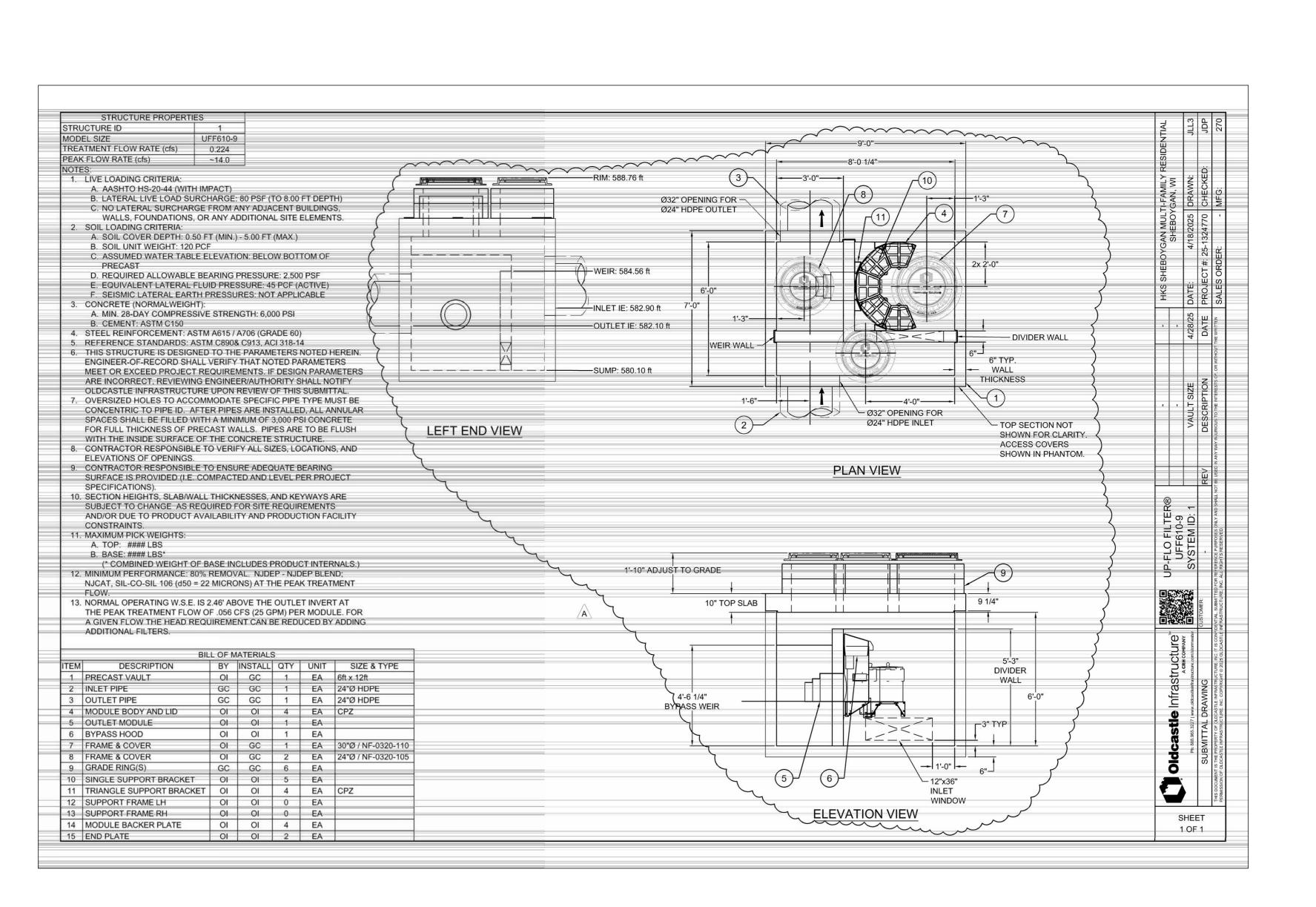
24" X 36" STORM CATCH BASIN WITH

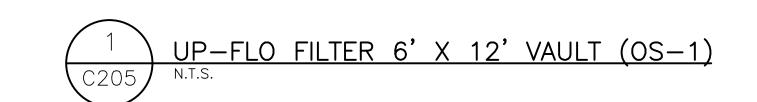
ROUND FRAME & GRATE





SITE DETAILS





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L 101

TYPICAL

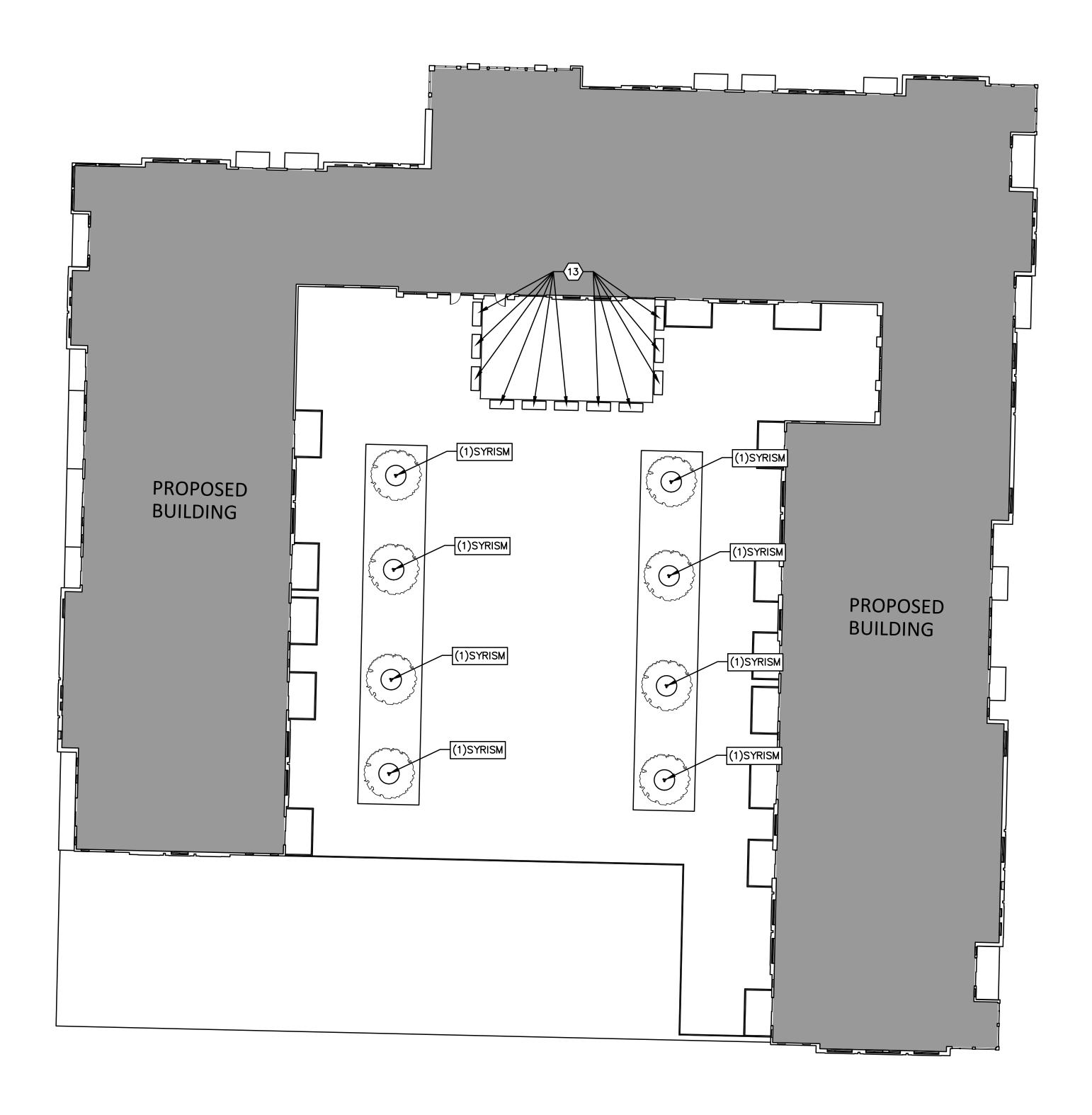
325

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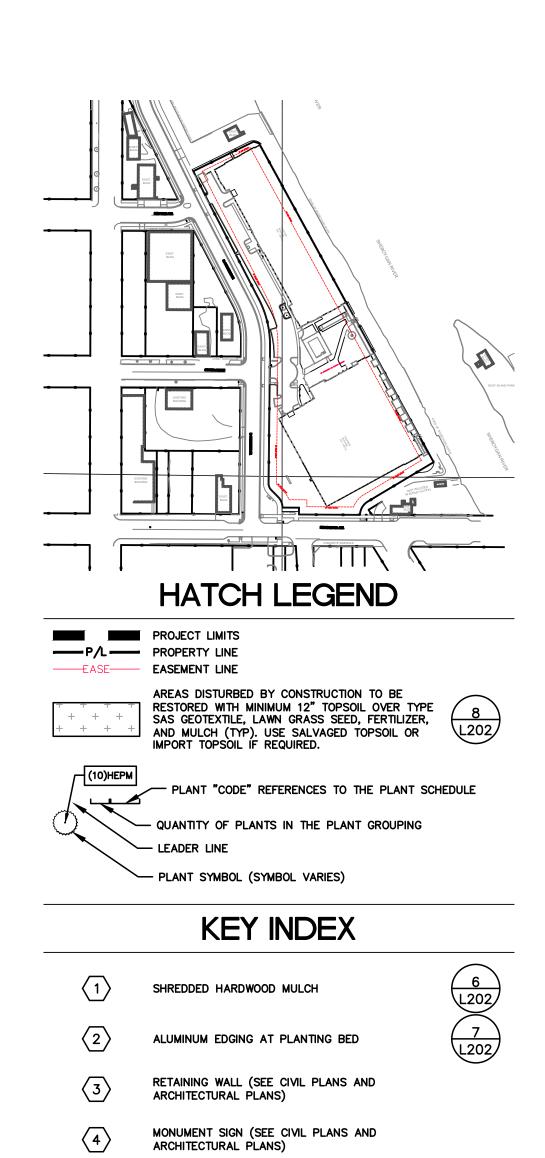


PROPOSED BUILDING FFE = 590.50





SOUTH BUILDING



DUMPSTER ENCLOSURE (SEE CIVIL PLANS AND ARCHITECTURAL PLANS)

FENCE (SEE CIVIL PLANS AND ARCHITECTURAL PLANS)

BENCH (SEE CIVIL PLANS AND ARCHITECTUAL PLANS)

LIGHT POLE (LIGHT POLES ALONG THE STREET AND RIVER WALK ARE BEING COMPLETED BY A SEPERATE PROJECT. VERIFY LOCATIONS IN THE FIELD AND ADJUST PLANTINGS AS NECESSARY TO AVOID THE LIGHT POLES.)

DECIDUOUS STREET TREE (TO BE COMPLETED BY OTHERS AS PART OF A SEPERATE ROAD CONSTRUCTION PROJECT.)

ANNUALS IN PLANTERS:
CONTRACTOR TO PROVIDE SHOP DRAWING INDICATING
PLANT TYPES, SIZES, QUANTITIES AND LAYOUT FOR FIRST
YEAR INSTALLATION. OWNER TO SUPPLY AND INSTALL
ANNUALS IN FUTURE YEARS.

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POOL (SEE POOL CONSULTANT PLANS)

FIRE PIT (SEE ARCHITECTURAL PLANS)

BOCCE COURT (SEE CIVIL PLANS)

Plant S	chedule		-	r.	T		Site is zoned UR12 (U	127		, ,	PUD overl	
Code	Scientific Name	Common Name	Quantity	Spacing	Install Size	Mature Size (Height/Spread)	Landscape points each	Building foundations landscape points	Developed Lots landscape points	Frontages	Paved areas landscape points	Bufferyard landscape points
Shade and Ta	Il Trees: (Install in accordance with detail 2/L202)							pomie	Politic	points	ронко	
ACFAF	Acer x freemanii 'Autumn Fantasy'	Autumn Fantasy Maple	3	Per Plan	1.5" caliper B&B	50'/40'	30 points	×14.	30	30	30	
ACRAR	Acer rubrum 'Autumn Radiance'	Autumn Radiance Red Maple	3	Per Plan	1.5" caliper B&B	50'/40'	30 points		90			
CEOC	Celtis occidentalis	Common Hackberry	1	Per Plan	1.5" caliper B&B	40-'60'/40'-60'	30 points		30			
GIBPS	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo (male)	2	Per Plan	2" caliper B&B	40'/15'	75 points			ATTIFICAN	150	
GLTIS	Gleditsia tricanthos 'Shademaster' PP1,515	Shademaster Honeylocust	3	Per Plan	1.5" caliper B&B	60'/35'	30 points			90		1
GYDIE PLAMC	Gymnocladus dioicus 'Espresso' Platanus x acerfolia 'Morton Circle'	Espresso Kentucky Coffee Tree Exclamation London Planetree	2	Per Plan Per Plan	1.5" caliper B&B	50'/35' 60'/45'	30 points		30	60		
QUBI	Quercus bicolor	Swamp White Oak	2	Per Plan	1.5" caliper B&B 2" caliper B&B	50'/40'	30 points 75 points		150			
QODI	Querous bioloi	ewamp winte out	-	TOTTION	2 ounper bab	50710	70 points		100			
100	ow Trees: (Install in accordance with detail 2/L202)	T			Total Control Control	ACTION OF THE						
AMGAB	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry	4	Per Plan	6' multi-stem B&B	20'-25'/20'-25'	10 points		30	10		1
BENI	Betula nigra	River Birch	6	Per Plan	6' multi-stem B&B	40'-70'/35'-50' 25'/15'	15 points	+	90		20	
SYRIS SYRISM	Syringa reticulata 'Ivory Silk' Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Tree Lilac Ivory Silk Japanese Tree Lilac	8	Per Plan Per Plan	1.5" caliper B&B 7' tall multi-stem B&B		10 points 10 points		80		20	
OTTOM	Cynniga reticulata Wory Olik	livery clin dupanese free Eliac	U	TOTTION	r tall matti stom bat	20/10	10 points		00			
Evergreen Tre	es: (Install in accordance with detail 3/L202)		: V	~								
JUCTR	Juniperus chinensis 'Trautman'	Trautman Juniper	29	Per Plan	3' tall B&B	12'/4'	12 points	24	240		84	
JUJSB	Juniperus chinensis 'J.N. Select Blue'	Star Power Juniper	14	Per Plan	3' tall B&B	17'/7'-9'	12 points	12	156			1
PIPBB PISY	Picea pungens 'Baby Blue Eyes'	Baby Blue Eyes Spruce Scots Pine	2	Per Plan Per Plan	5' tall B&B 5' tall B&B	30'/20'-25' 30'-60'/30'-40'	40 points 40 points		40 120			
FIOT	Pinus sylvestris	Scots Fille	J	Fel Flall	3 tall Dod	30-00/30-40	40 points		120			
Deciduous Sh	rubs: (Install in accordance with detail 4/L202)											
ARMEM	Aronia melanocarpa 'Morton'	Iroquois Beauty Chokeberry	10	Per Plan	24" spread pot	2'-3'/4'-5'	3 points	30				
DISCS	Diervilla sessilifolia 'LPDC Podras' PP19,391	Cool Splash Dwarf Bush Honeysuckle		Per Plan	24" tall pot	30"/30"-54"	3 points	45				
HYPAI	Hydrangea paniculata 'ILVOBO' PP22,782	Bobo Hydrangea	84	Per Plan	24" tall pot	3'/3'-4'	3 points	252	444			
HYPAJ HYQPW	Hydrangea paniculata 'Jane'	Little Lime Hydrangea Pee Wee Oakleaf Hydrangea	65 7	Per Plan Per Plan	24" tall pot 18" tall pot	3'-5'/3'-5' 3'-4'/2.5'-3'	3 points 3 points	84 21	111			
PHOPS	Hydrangea quercifolia 'Pee Wee' Physocarpus opulifolius 'Seward'	Summer Wine Ninebark	37	Per Plan	24" tall pot	5'-6'/4'-5'	3 points	66	45			
RHARG	Rhus aromatica 'Gro-Low'	Gro-Low Sumac	35	Per Plan	18" spread pot	2'-3'/6'-8'	1 point	5	10		30	
RIALG	Ribes alpinum 'Green Mound'	Green Mound Alpine Currant	4	Per Plan	24" tall pot	3'-5'/3'-5'	3 point	12				
SPFRA	Spiraea x fritschiana 'JN Select A'	Pink-a-licious Fritsch Spirea	54	Per Plan	18" tall pot	2'-3'/2'-3'	1 point	32	13		9	
SPMC	Spiraea x japonica 'Magic Carpet'	Magic Carpet Spirea	16	Per Plan	18" tall pot	2'/2'-3'	1 point	2227			16	
SYMEP	Syringa meyeri 'Palibin'	Meyer Lilac (Dwarf Korean Lilac)	26	Per Plan	36" tall pot	4'-5'/5'-7'	5 points	90	60		20	1
SYPJU SYXBK	Syringa patula 'JN Upright Select' PPAF Syringa x 'SMNSDTP'	Violet Uprising Lilac Baby Kim Lilac	11	Per Plan Per Plan	36" tall pot 18" tall pot	4'-6'/4'-5' 2'-3'/2.5'-3'	5 points 1 points		55 3			
STADIC	Synniga x SiwinSDTF	Daby Kiili Liiac	3	reiriaii	10 tall pot	2-3/2.3-3	1 points		3			
Evergreen Sh	rubs: (Install in accordance with detail 4/L202)											
BUGMO	Buxus x 'Green Mound'	Green Mound Boxwood	29	Per Plan	18" tall B&B	3'/3'	5 points	30	115			
JUSAB	Juniperus sabina 'Buffalo'	Buffalo Juniper	37	Per Plan	12" spread pot	12"/4'-6'	3 points	3	108			
TAMEV	Taxus x media 'Everlow'	Everlow Yew	21	Per Plan	18" spread pot	2'-3'/4'-5'	5 points	90	15			
Perennials: (I	nstall in accordance with detail 5/L202)											
ALSPB	Allium x 'Summer Peek-a-Boo'	Summer Peek-a-Boo Globe Lily	25	Per Plan	#1 cont.	8"-12"/18"-24"	0 points					
CAAC	Calamagrostis x acutiflora Karl Foerster	Karl Foerster Reed Grass	151	Per Plan	#1 cont.	5'-6'/18"-24"	0 points					
CABRA	Calamagrostis brachytricha	Fall Blooming Feather Reed Grass	36	Per Plan	#1 cont.	36"-60"/24"	0 points					
HEHR	Hemerocallis 'Happy Returns'	Happy Returns Daylily	67	Per Plan	#1 cont.	12"-18"/16"-24"	0 points					
HENEL	Heuchera x 'Northern Exposure Lime'	Northern Exposure Lime Coral Bells Daisy May Shasta Daisy	11	Per Plan Per Plan	#1 cont.	22"-24"/18"-22"	0 points					
LESDM NEJW	Leucanthemum x superbum 'Daisy May' (Daisy Duke) Nepeta x 'Junior Walker'	Junior Walker Catmint	28 10	Per Plan Per Plan	#1 cont. #1 cont.	12"-24"/12"-18" 15"-18"/30"-36"	0 points 0 points					
PAHM	Panicum virgatum 'Heavy Metal'	Heavy Metal Switchgrass	60	Per Plan	#1 cont.	3'-4'/2'-3'	0 points					
PANO	Panicum virgatum 'Northwinds'	Northwinds Switch Grass	52	Per Plan	#1 cont.	4'-5'/24"-30"	0 points					
RUFEBG	Rudbeckia fulgida 'Early Bird Gold'	F. Early Bird Gold Black-eyed Susan	17	Per Plan	#1 cont.	20"-24"/18"-24"	0 points					
SEAF	Sedum x 'Autumn Fire'	Autumn Fire Sedum	14	Per Plan	#1 cont.	18"-24"/24"	0 points					
SPHET	Sporobolus heterolepis 'Tara'	Tara Prairie Dropseed	54	Per Plan	#1 cont.	18"-24"/18"-24"	0 points					
	quantities indicated in the plant schedule are for conveni- between the plant schedule, labels and the landscape p					plan. When						
- 1718 C												-
A commence of the commence of	ppe Points Provided							796	1611	190	359	0
TOTAL LANGSCA	pe Points Required for UR12 zoning							1229	2674	564	284	N/A

1	PLANT SCHEDULE
L201	REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION





# LANDSCAPE CALCULATIONS City of Sheboygan Landscaping Requirements Site Zoning = UR12 (Urban Residential District) with a PUD overlay Building Foundation Landscaping Proposed North Building Foundation length = 1230 linear feet Proposed South Building Foundation length = 1228 linear feet Total Building Foundation length = 1230 linear feet + 1228 linear feet = 2458 total linear feet Required Landscaping required by this Section shall be placed so that at maturity, the placed so that at maturity, the plant's drip line is located within 10 feet of the Placement of Landscaping located within 10 feet of the building foundation. Such landscaping is not Such landscaping shall not be located in those areas required for landscaping as street as street frontages, paved areas, protected frontages, paved areas, protected green space green space areas, reforestation areas, or bufferyards. Calculation of Landscaping Points 50 landscaping points per 100 feet of building foundation required. 50 landscaping points per 100 feet of building Less than 80 landscaping points per 100 ft of foundation required. building foundation is provided (2458 ft of building foundation/100 lf) x (50 landscaping points) = 1229 landscaping points required 1229 landscape points required 796 landscape points provided

Developed Lots		
Proposed North Building Floor area = 57,740 square feet		
Proposed South Building Floor area = 75,982 square feet		
Gross Floor area = 57,740 square feet + 75,982 square feet = 133,722 total square feet	t	
	Required	Provided
Landscaping required by this Section is most effective if located away from those areas required for landscaping as building foundations, street frontages, paved areas, protected green space areas, reforestation areas, or bufferyards.		
Calculation of Landscaping Points		
20 landscaping points per 1,000 square feet of gross floor area required.	20 landscaping points per 1,000 square feet of gross floor area required.	Less than 20 landscaping points per 1,000 square feet of gross floor area is provided
(133,722 sf gross floor area/1,000 sf) x 20 landscaping points = 2674 landscaping points	2674 total landscaping points required	1611 landscaping points provided

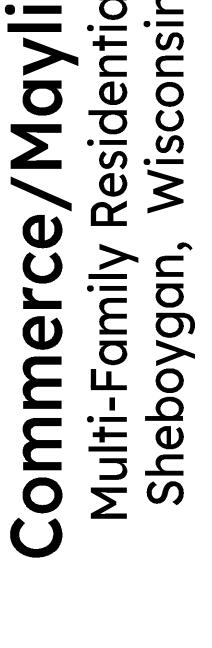
inear feet of street frontage along Commerce Street = 912 linear feet		
inear feet of street frontage along Pennsylvania Avenue = 215 linear feet		
Fotal linear feet of street frontage = 912 linear feet + 215 linear feet = 1127 linear fee	t total	_
	Required	Provided
Types of Landscaping	Shrubs shall not be used to meet this requirement. A minimum of 50% of all points shall be devoted to climax and/or tall trees and a minimum of 30% of all points shall be devoted to small trees	No shrubs are used to meet this requirement 94.7% of points devoted to climax trees are 5.3% of points devoted to small trees.
Placement of Landscaping	All landscaping used to meet this requirement shall be located within 10 feet of the public right-of-way.	All landscaping used to meet this requirement is located within 10 feet of the public right-way.
Calculation of Landscaping Points		
50 landscaping points per 100 linear feet of street frontage required	50 landscaping points per 100 feet of street frontage required	Less than 50 landscaping points per 100 lf street frontage is provided
(1127 total ft of street frontage / 100 feet) x 50 landscaping points = 563.5 Landscape Points equired	564 Landscaping Points required	190 Landscaping Points provided

Parking Lot paving area = 28,356 square feet		
Parking Stalls = 52 stalls		
	Required	Provided
Placement of landscaping		Landscaping is within 10 feet of the paved area. A continuous visual screen of parking areas from public rights-of-way at a minimum height of 40 inches is not provided.
Calculation of Landscaping Points		
100 landscaping points per 20 parking stalls -or- per 10,000 sf of pavement area (Whichever yields he greater landscaping requirement.		
(52 total parking stalls provided / 20) x 100 landscaping points = 260 landscaping points required	260 total landscaping points required in the stall calculation method	N/A - more points required with paved area method (see below cell)
(28,356 sf total parking area/10,000 sf) x 100 landscaping points = 283.6 landscaping points	284 total landscaping points required in the paved area calculation method	359 landscaping points provided

Bufferyard Landscaping					
Adjacent zoning to the north = Urban Industrial (No bufferyard required)					
Adjacent zoning to the south = Urban Commercial (No bufferyard required)					
	Required	Provided			
Required Landscaping	Not applicable	Not applicable			









THE SOLE PROPERTY OF AG ARCHITECTURE, INC. AND SHALL NOT BE COPIED IN ANY FORM OR MANNER WITHOUT

IMPORTANT GUIDELINES FOR PLANTING AND MAINTENANCE ON THE SITE DUE TO CLEAN SOIL COVER AND UNDERLYING, CONTAMINATED SOILS: • ALL EXCAVATION FOR PLANTINGS SHALL BE NO DEEPER THAN 12" WITHIN LAWN AND PLANTING BED AREAS, EXCEPT FOR TREE PLANTINGS, TO AVOID PENETRATION THROUGH THE GEOTEXTILE FABRIC INTO IMPACTED SOILS. • IF THE TOPSOIL AND GEOTEXTILE FABRIC ARE FULLY PENETRATED AND IMPACTED SOIL ENCOUNTERED, THE INSTALLER SHALL MANAGE THE IMPACTED SOIL IN ACCCORDANCE WITH THE SOIL MANAGEMENT PLAN AND WDNR CHAPTER NR 718 REQUIREMENTS.

IN THE CASE OF REPLACEMENT OF A TREE OR SHRUB: • ANY DISTURBANCE OF THE GEOTEXTILE FABRIC AND UNDERLYING IMPACTED SOILS MUST BE APPROVED IN WRITING BY WDNR PRIOR TO DISTURBANCE. CERTAIN ACTIVITIES MAY REQUIRE A WDNR APPROVED POST CLOSURE MODIFICATION SUBMITTAL.

• EXCAVATE AROUND THE ROOTS DOWN TO 24" MAXIMUM IN TREE PITS, AND 12" MAXIMUM IN LAWN AREAS AND CUT ROOTS TO ALLOW FOR REMOVAL OF THE TREE WITHOUT PULLING UP ROOTS THAT MIGHT BE GROWING INTO THE IMPACTED SOIL.

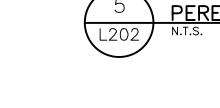
• IF STUMP GRINDING SHOULD OCCUR DO NOT DISTURB SOIL DEEPER THAN 24" MAXIMUM IN TREE PITS AND 12" MAXIMUM IN LAWN AREAS TO AVOID PENETRATION THROUGH THE IMPACTED SOIL. • PLANT REPLACEMENT IN KIND FOLLOWING INITIAL PLANTING METHODS THAT AVOID DISTURBANCE OF SOIL DEEPER THAN 24" MAXIMUM IN TREE PITS, AND 12" MAXIMUM IN LAWN AND PLANTING BED AREAS.

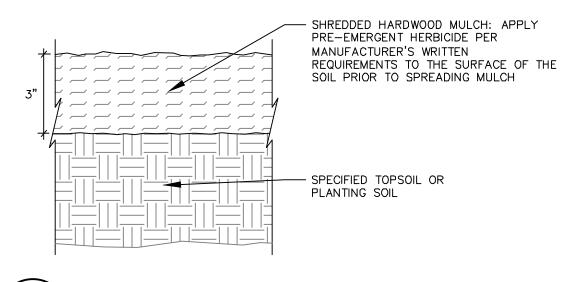
• IN SOME CASES WHERE A MATURE TREE/SHRUB WAS REMOVED AND AN EXTENSIVE ROOT SYSTEM REMAINS, PLANTING OF REPLACEMENT TREE/SHRUB SHALL BE LOCATED SLIGHTLY ADJACENT ALLOWING PROPER GROWTH FOR NEW ROOTS.

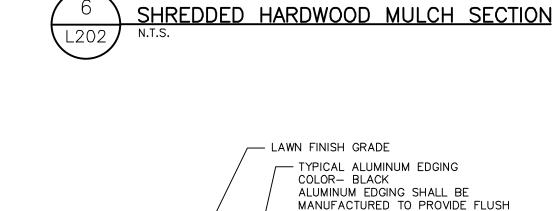


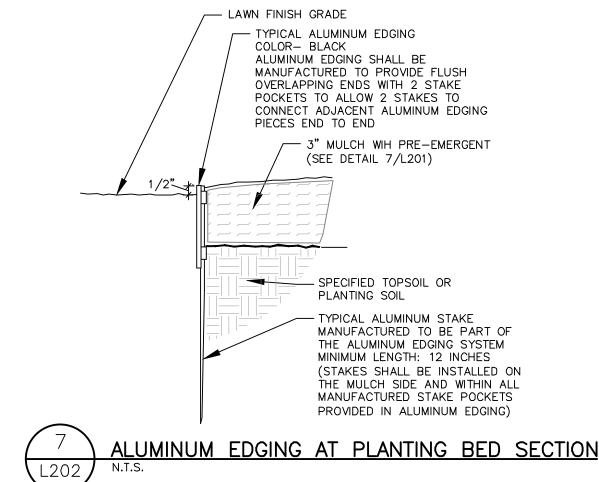
CONTAMINATED SOILS NOTES

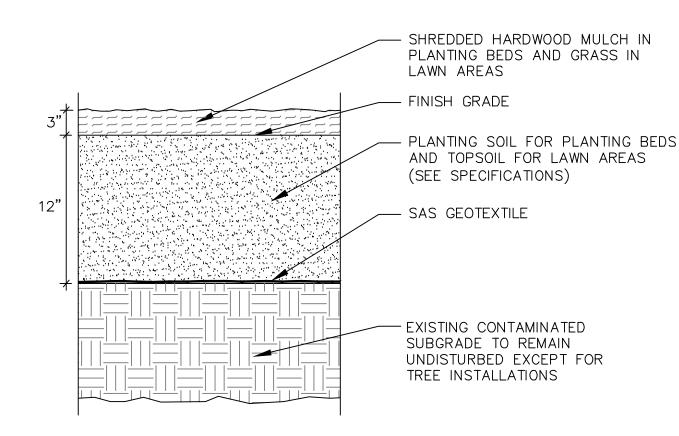
SET ROOT COLLAR SLIGHTLY -— INSTALL MULCH 1" THICK, INCREASE TO 3" THICK OUTSIDE ABOVE FINISHED GRADE LEAFY CANOPY OF PERENNIAL RETURN EXISTING SOIL -AMENDED PER SPECS PERENNIAL PLANTING





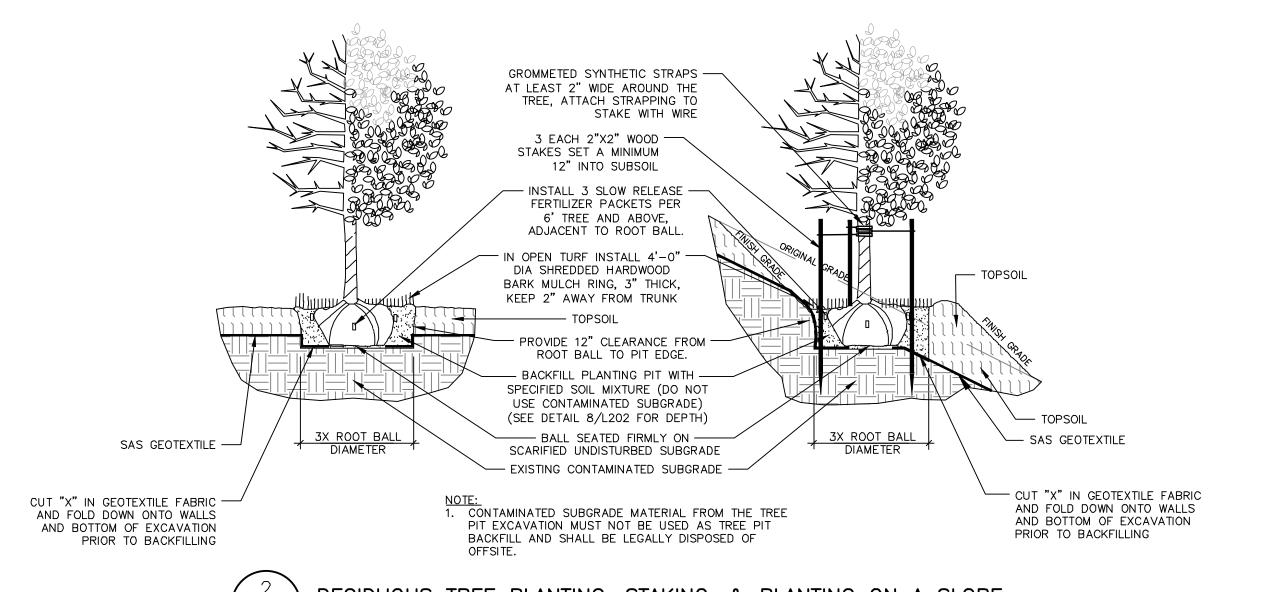






DO NOT TILL LAWN AREAS ANY DEEPER THAN 8" TO PREVENT THE TILLER FROM CONTACTING THE SAS GEOTEXTILE AND CONTAMINATED SUBGRADE BELOW.

FOR PLANTING AREAS OVER CONTAMINATED



GROMMETED SYNTHETIC STRAPS — AT LEAST 2" WIDE AROUND THE

TREE, ATTACH STRAPPING TO

- INSTALL 3 SLOW RELEASE -

FERTILIZER PACKETS PER

6' TREE AND ABOVE,

ADJACENT TO ROOT BALL.

— INSTALL 5'-0" DIA SHREDDED -

HARDWOOD BARK MULCH RING, 3"

THICK, KEEP 2" AWAY FROM TRUNK

ROOT BALL TO PIT EDGE.

PROVIDE 12" CLEARANCE FROM -

BACKFILL PLANTING PIT WITH -

SPECIFIED SOIL MIXTURE (DO NOT

USE CONTAMINATED SUBGRADE

(SEE DETAIL 8/L202 FOR DEPTH)

EXISTING UNDISTURBED SUBSOIL —

SCARIFIED UNDISTURBED SUBGRADE

BALL SEATED FIRMLY ON ——

1. CONTAMINATED SUBGRADE MATERIAL FROM THE TREE

PIT EXCAVATION MUST NOT BE USED AS TREE PIT

PREPARE SOIL IN THE ENTIRE BED USING

PROCEDURES OUTLINED IN THE SPECIFICATIONS

BALLED AND BURLAPPED PLANT

VERGREEN TREE PLANTING & STAKING OVER CONTAMINATED SUBGRADE

CONTAINER PLANT

BACKFILL AND SHALL BE LEGALLY DISPOSED OF

SAS GEOTEXTILE

PRIOR TO BACKFILLING

- REMOVE PLANT FROM POT

ABOVE FINISHED GRADE

////////// LAWN OR PAVING

 $^{\perp}$  BEFORE PLANTING, ADD 3" TO 4"

INTO TOP 2" OF PREPARED SOIL

REFER TO SPECIFICATIONS

OF AMENDMENTS TO BED AND TILL

SET ROOT COLLAR SLIGHTLY

- CUT "X" IN GEOTEXTILE FABRIC

AND FOLD DOWN ONTO WALLS

AND BOTTOM OF EXCAVATION

DIAMETER

3X ROOT BALL

DIAMETER

SET ROOT COLLAR 2"

ABOVE FINISHED GRADE

INSTALL MULCH 3" THICK.

KEEP 2" AWAY FROM TRUNK.

SAS GEOTEXTILE -

CUT "X" IN GEOTEXTILE FABRIC -

AND FOLD DOWN ONTO WALLS

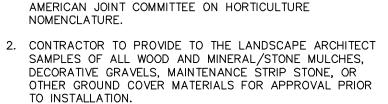
AND BOTTOM OF EXCAVATION

PRIOR TO BACKFILLING

3 EACH 2"X2" WOOD -STAKES SET A MINIMUM

12" INTO SUBSOIL

STAKE WITH WIRE



NURSERY LOCATED IN ZONE 5, CONFORM TO APPLICABLE REQUIREMENTS OF THE CURRENT EDITION OF THE AMERICAN

STANDARD FOR NURSERY STOCK, AND BOTANICAL NAMES

SHALL BE ACCORDING TO THE CURRENT EDITION OF "STANDARDIZED PLANT NAMES" PREPARED BY THE

1. ALL PLANT MATERIAL SHALL BE OBTAINED FROM A

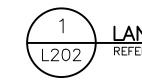
- 3. WOOD MULCH TO BE FRESHLY ACQUIRED SHREDDED HARDWOOD MULCH. DOUBLE MILLED, EXCESSIVE DIRT AND DUST LIKE MATERIAL OR OLD MATERIAL IS NOT ACCEPTABLE.
- 4. LANDSCAPE EDGING TO BE ALUMINUM EDGING. REFER TO SPECIFICATION 32 93 00 PLANTS FOR ADDITIONAL
- 5. ALL PLANTING AREAS TO RECEIVE A 3-INCH THICK LAYER OF SHREDDED HARDWOOD MULCH WITH EDGING. EDGING TO BE INSTALLED BETWEEN DIFFERENT TYPES OF MULCHES, BETWEEN MULCHES AND TURF, AND/OR WHERE SPECIFICALLY NOTED ON THE PLAN. REFER TO SPECIFICATION 32 93 00 PLANTS FOR ADDITIONAL
- 6. INSTALL SHOVEL CUT EDGE AROUND ALL INDIVIDUAL TREES AND SHRUBS IN LAWN AREAS AND ALONG PAVEMENT WHERE PLANTING AREAS ABUT TO PREVENT HARDWOOD SHREDDED BARK MULCH FROM SPILLING OUT OF PLANTING
- 7. CONTRACTOR RESPONSIBLE FOR MAINTENANCE OF PLANT MATERIAL FOR 90 DAYS FROM INSTALLATION, INCLUDING WATERING, WEEDING, ETC. CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE OF SEEDED AREAS FOR 60 DAYS FROM INSTALLATION INCLIDING WATERING WEEDING ETC CONTRACTOR TO PROVIDE AND REVIEW MAINTENANCE INSTRUCTIONS WITH THE OWNER PRIOR TO THE COMPLETION OF THESE MAINTENANCE PERIODS. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- 8. CLEANLY PRUNE AND REMOVE DAMAGED BRANCHES, DEAD WOOD, AND ROOTS IMMEDIATELY PRIOR TO PLANTING. DO NOT CUT LEADERS OR LEAVE "V" CROTCHES OR DOUBLE LEADERS UNLESS A MULTI-STEM TREE IS SPECIFIED.
- 9. REMOVE BURLAP, WIRE BASKET, ROPE, TWINE, AND ALL SYNTHETIC MATERIAL FROM THE ROOTS, TRUNK, OR CROWN OF PLANT.
- 10. REMOVE EXCESS SOIL ABOVE ROOT COLLAR.
- 11. PLANT TREES AND SHRUBS SO THAT THE ROOT COLLAR IS 2" ABOVE FINISHED GRADE OR SEVERAL INCHES ABOVE GRADE IF PLANT IS INSTALLED IN POOR SOILS.
- 12. PLANT TREES AND SHRUBS WITH SAME ORIENTATION AS WHEN HARVESTED FROM THE NURSERY OR TO SHOWCASE THE MOST AESTHETIC VIEW.
- 13. PLANT ALL TREES WITH THREE SLOW RELEASE FERTILIZER PACKETS, SPACED EQUIDISTANT AROUND THE EDGE OF THE
- 14. PLANT ALL SHRUBS WITH ONE SLOW RELEASE FERTILIZER PACKET, PLACED BELOW THE ROOTING SYSTEM.

15. WATER AND TAMP BACKFILL AND ROOTS OF ALL NEWLY

- SET PLANT MATERIAL SO THE SOIL AND ROOTS ARE THOROUGHLY SOAKED AND AIR POCKETS ARE REMOVED. 16. FOR INDIVIDUAL TREES & SHRUBS PLANTED IN TURF AREAS, PROVIDE CONTINUOUS 3" SOIL SAUCER TO CONTAIN WATER
- DOWNHILL SIDE) 17. INSTALL 3" THICK SHREDDED HARDWOOD BARK MULCH RING 3'-0" DIA. FOR DECIDUOUS TREES AND ALL INDIVIDUAL SHRUBS IN LAWN AREAS, 5'-0" DIA. FOR EVERGREEN

& MULCH (TREES ON SLOPES SHALL BE SAUCERED ON THE

- TREES. KEEP MULCH 2" AWAY FROM TRUNKS. 18. STAKING - ONLY STAKE EVERGREEN TREES 5'-0" OR GREATER IN HEIGHT OR TREES THAT ARE UNABLE TO REMAIN UPRIGHT AFTER PLANTING. TREES WILL BECOME STRONGER FASTER WHEN THE TOP 2/3 OF THE TREE IS FREE TO SWAY. DO NOT ATTACH WIRE DIRECTLY TO TREES OR THROUGH HOSES - UTILIZE GROMMETED, SYNTHETIC STRAPS AT LEAST 2" WIDE AROUND THE TREE, ATTACH STRAPPING TO STAKE WITH WIRE. STAKE ONLY WHEN NECESSARY. STAKES SHOULD BE DRIVEN DEEPLY INTO THE GROUND TO PREVENT DISLODGING. CHECK AT LEAST EVERY THREE MONTHS FOR BINDING OR OTHER PROBLEMS. STAKES AND TIES SHOULD BE REMOVED SIX MONTHS TO ONE YEAR AFTER PLANTING.
- 19. THE LOCATION OF PROPOSED PARKING LOT LIGHT POLES AND COURTYARD LIGHT POLES/LIGHT BOLLARDS IS UNKNOWN. ADJUST PLANTINGS AS NECESSARY TO AVOID LIGHT POLE AND LIGHT BOLLARD CONFLICTS.
- 20. REFER TO SPECIFICATIONS 32 93 00 PLANTS AND 32 92 00 TURF AND GRASSES FOR ADDITIONAL INFORMATION.



REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION

- LOOSEN AND PULL OUT ROOTS RETURN EXISTING SOIL -TO PREVENT PLANT FROM AMENDED PER SPECS BECOMING ROOT BOUND BALL SEATED FIRMLY ON BALL SEATED FIRMLY ON SCARIFIED UNDISTURBED SUBGRADE SCARIFIED UNDISTURBED SUBGRADE INSTALL ONE SLOW RELEASE -INSTALL ONE SLOW RELEASE FERTILIZER PACKETS PER FERTILIZER PACKETS PER SHRUB, SHRUB, BENEATH THE ROOT BALL. BENEATH THE ROOT BALL. SAS GEOTEXTILE

<u>DECIDUOUS & EVERGREEN SHRUB PLANTING OVER CONTAMINATED SUBGRADE</u>

SITE LANDSCAPE DETAILS

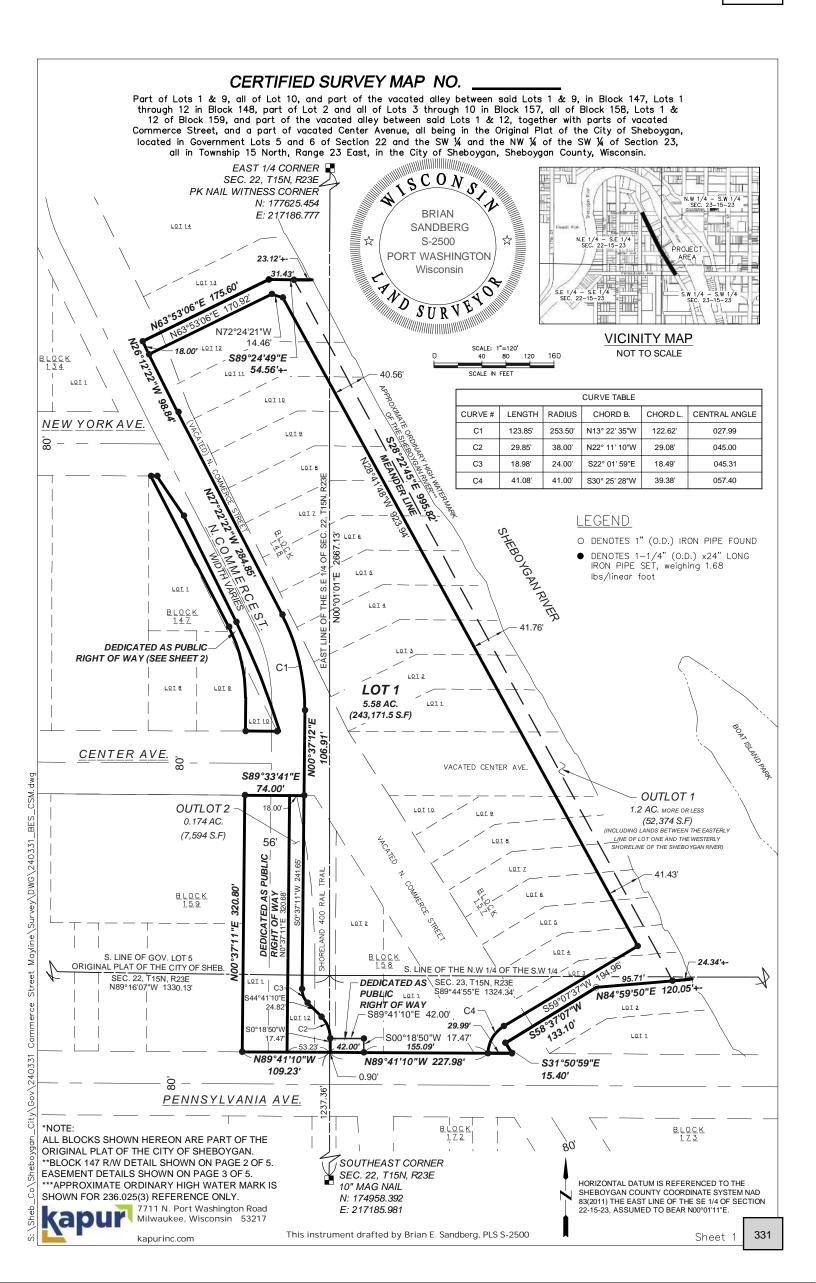
240201

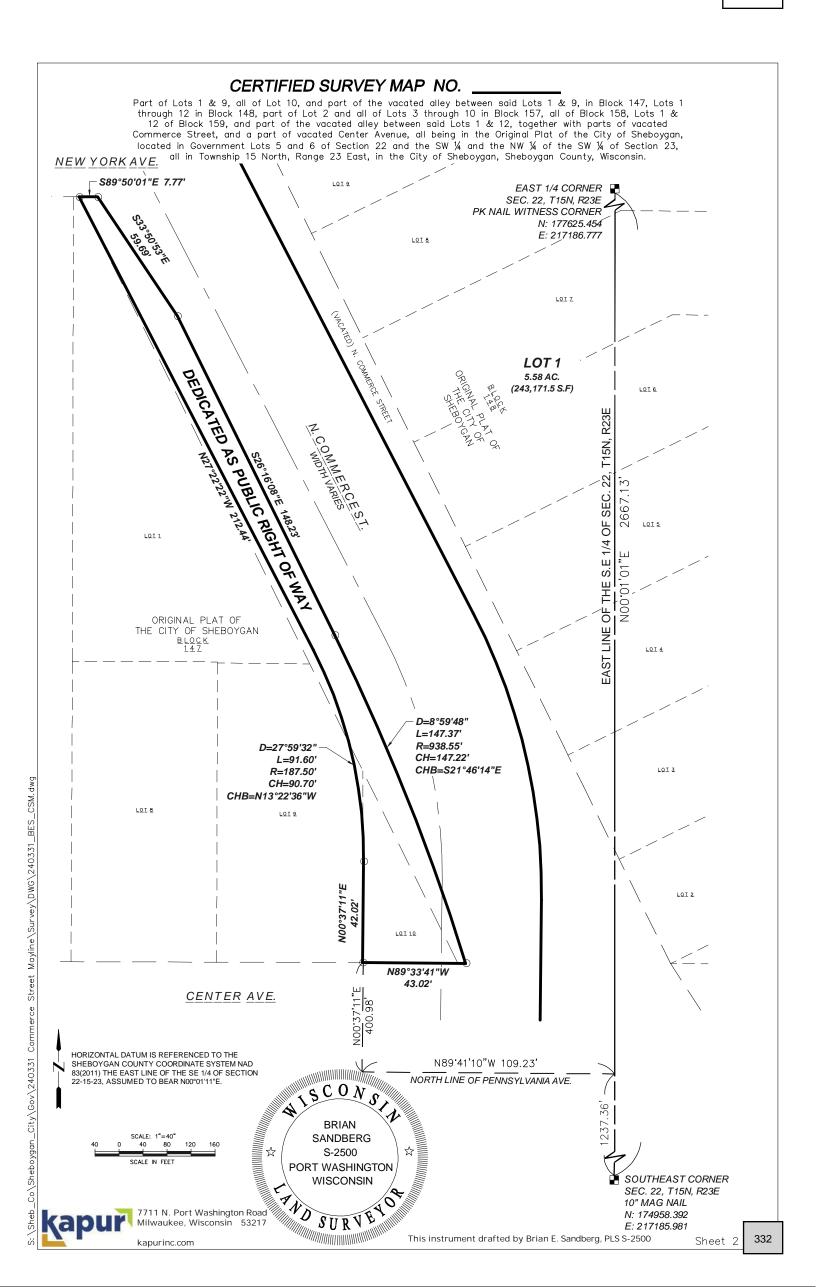
THIS DRAWING, ITS DESIGN CONCEPT AND ITS DETAIL ARE THE SOLE PROPERTY OF AG ARCHITECTURE, INC. AND SHALL

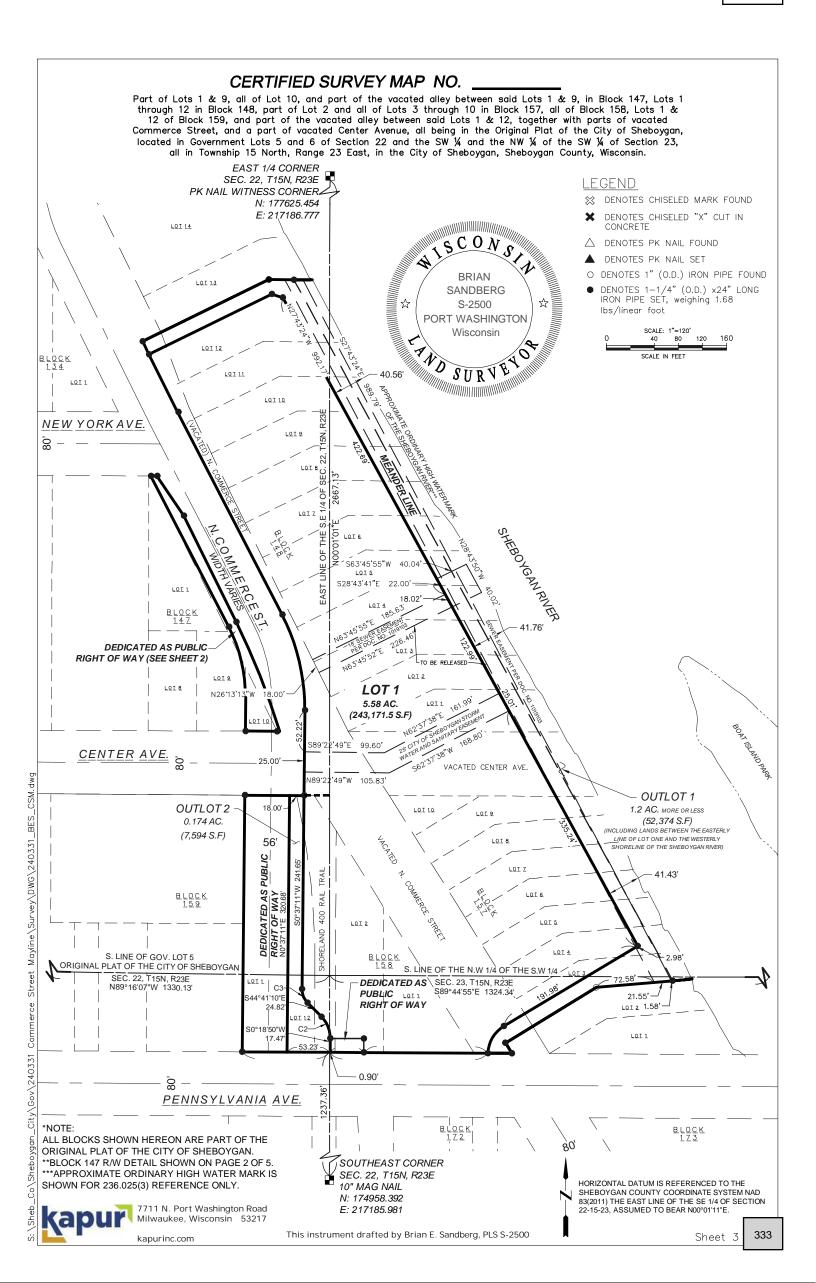
NOT BE COPIED IN ANY FORM OR MANNER WITHOUT WRITTEN AUTHORIZATION OF ITS DESIGNER/CREATOR

18 APR 2025

PROJECT







# Sheb\_Co\Sheboygan\_City\Gov\240331 Commerce Street Mayline\Survey\DWG\240331\_BES\_CSM.dwg

# CERTIFIED SURVEY MAP NO.

Part of Lots 1 & 9, all of Lot 10, and part of the vacated alley between said Lots 1 & 9, in Block 147, Lots 1 through 12 in Block 148, part of Lot 2 and all of Lots 3 through 10 in Block 157, all of Block 158, Lots 1 & 12 of Block 159, and part of the vacated alley between said Lots 1 & 12, together with parts of vacated Commerce Street, and a part of vacated Center Avenue, all being in the Original Plat of the City of Sheboygan, located in Government Lots 5 and 6 of Section 22 and the SW ¼ and the NW ¼ of the SW ¼ of Section 23, all in Township 15 North, Range 23 East, in the City of Sheboygan, Sheboygan County, Wisconsin.

#### SURVEYOR'S CERTIFICATE

I, Brian E. Sandberg, Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped Lots 1 through 12 in Block 148, part of Lot 2 and all of Lots 3 through 10 in Block 157, all of Block 158, Lots 1 and 12 of Block 159, together with a parts of vacated Commerce Street, and a part of vacated Center Avenue, all being in the Original Plat of the City of Sheboygan, located in Government Lots 5 and 6 of Section 22 and the SW ¼ and the NW ¼ of the SW ¼ of Section 23, all in Township 15 North, Range 23 East, in the City of Sheboygan, Sheboygan County, Wisconsin, bounded and described as follows:

Commencing at the Southeast Corner of said Section 22; thence N00°01'01"E along the East Line of the Southeast 1/4 of said Section 22, 1237.36 feet to a point on the North Right of Way Line of Pennsylvania Avenue and the Point of Beginning; thence N89°41'10"W along said North Right of Way Line, 109.23 feet to the South west Corner of Lot 12, Block 159, Original Plat of the City of Sheboygan; thence N00°37'11"E along the West Line of Lots 1 and 12 of said Block 159, 320.80 feet to the Northwest Corner of said Lot 1; thence S89°33'41"E along the North Line of said Lot 1, also being the South Line of Center Avenue, 74.00 feet; thence N00°37'12"E, 106.91 feet to a point of curvature to the left, having a radius of 253.50 feet and a chord bearing of N13°22'35"W, 122.62 feet; thence Northwesterly along the arc of a curve to the left 123.85 feet; thence N27°22'22"W, 284.85 feet; thence N26°12'22"W, 98.84 feet to the Northwest Corner of Lot 12 of said Block 148; thence N63°53'06"E along the Northwesterly Line of said Lot 12, 175.60; thence S89°24'49"E, 31.43 feet to a point being 23.1+feet more or less West of the West Ordinary High Water Mark of the Sheboygan River; thence S28°22'45"E along a line meandering said Sheboygan River; thence S84°59'50"W, 95.71 feet; thence S58°37'07"W, 133.10 feet to a point on the Centerline of vacated North Commerce Street; thence S31°50'59"E along said centerline 15.40 feet to a point on the North Right of Way Line of Pennsylvania Avenue; thence N89°41'10"W along said North Line, 227.99 feet to the Point of Beginning.

Together with those lands lying between said Meander Line and the approximate Ordinary High Water Mark of the Sheboygan River.

ALSO.

Part of Lots 1 and 9, and all of Lot 10, part of the vacated alley between said Lots 1 and 9, and part of vacated Commerce Street, all being in the Original Plat of the City of Sheboygan, located in Government Lot 5 of Section 22, Township 15 North, Range 23 East, in the City of Sheboygan, Sheboygan County, Wisconsin, bounded and described as follows:

Commencing at the Southeast Corner of said Section 22; thence N00°01'01"E along the East Line of the Southeast 1/4 of said Section 22 1237.36 feet to a point on the North Right of Way Line of Pennsylvania Avenue; thence N89°41'10"W along said North Right of Way Line, 109.23 feet to the Southwest Corner of Lot 12, Block 159, Original Plat of the City of Sheboygan; thence N00°37'11"E along the West Line of Lots 1 and 12 of said Block 159 extended, 400.98 feet to a point on the North Line of Center Avenue and the Point of Beginning; thence continuing N00°37'11"E, 42.02 feet to a point of curvature; thence Northwesterly along the arc of a curve to the left, 91.61 feet, said curve having a radius of 187.50 feet and a Chord Bearing of N13°22'36"W, 90.70 feet; thence N27°22'22"W, 212.44 feet to a point on the Soth Line of New York Avenue, also being the North Line of said Lot 1; thence S89°50'01"E, along said South Line, 7.77 feet to the Northeast Corner of said Lot 1, and a point on the Westerly Line of North Commerce Street; thence S33°50'53"E, along said Westerly Line, 59.69 feet; thence continuing along said Westerly Line, S26°16'08"E 148.23 feet to a point of curvature; thence continuing Southeasterly along said Westerly Line and the arc of a curve to the right, 147.40 feet, said curve having a radius of 872.55 feet and a Chord Bearing of S21°46'14"E, 147.22 feet to the North Line of Center Avenue; thence N89°47'30"W, along said North Line, 43.02 feet to the point of beginning.

Said lands containing 327,422.17 Sq. Ft. / 7.52 Acres of land, more or less.

THAT I have made such survey, land division and map by the direction of the City of Sheboygan, that such map is a correct representation of all exterior and boundaries and the land division thereof made.

THAT I have fully complied with Chapter 236 of the Wisconsin Statutes and Chapter 103 of the City of Sheboygan Code in surveying, dividing and mapping the same.

Brian E. Sandberg, Professional Land Surveyor S-2500



# Sheb\_Co\Sheboygan\_City\Gov\240331 Commerce Street Mayline\Survey\DWG\240331\_BES\_CSM.dwg

# CERTIFIED SURVEY MAP NO.

Part of Lots 1 & 9, all of Lot 10, and part of the vacated alley between said Lots 1 & 9, in Block 147, Lots 1 through 12 in Block 148, part of Lot 2 and all of Lots 3 through 10 in Block 157, all of Block 158, Lots 1 & 12 of Block 159, and part of the vacated alley between said Lots 1 & 12, together with parts of vacated Commerce Street, and a part of vacated Center Avenue, all being in the Original Plat of the City of Sheboygan, located in Government Lots 5 and 6 of Section 22 and the SW ¼ and the NW ¼ of the SW ¼ of Section 23, all in Township 15 North, Range 23 East, in the City of Sheboygan, Sheboygan County, Wisconsin.

#### CORPORATE OWNER'S CERTIFICATE

Director of Planning & Development

Redevelopment Authority of the City of Sheboygan, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation, caused the land described on this map to be surveyed, divided and mapped as represented on this map in accordance with the subdivision regulations of the City of Sheboygan, and Chapter 236 of the Wisconsin Statutes and Appendix C - Subdivision Code of the Municipal Code of the City of Sheboygan.

The Redevelopment Authority of the City of Sheboygan does further certify that this map is required by S.236.01 or S.236.12 to be submitted to the City of Sheboygan for approval or objection.

The agreement is binding on the undersigned and successors and assigns. Date: Signature:\_\_\_ Print Name:\_\_\_ STATE OF WISCONSIN) **COUNTY OF MILWAUKEE)** PERSONALLY CAME BEFORE ME THIS \_DAY OF\_ , 2025, THE ABOVE NAMED Ryan Sorenson OF THE ABOVE NAMED CORPORATION, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND TO ME KNOWN TO BE SUCH MANAGING MEMBER OF SAID CORPORATION AND ACKNOWLEDGED THAT HE EXECUTED THE FOREGOING INSTRUMENT AS SUCH OFFICER AS THE DEED OF SAID CORPORATION, BY ITS AUTHORITY. MY COMMISSION EXPIRES \_\_\_ NOTARY PUBLIC, STATE OF WISCONSIN City of Sheboygan Planning and Development this Certified Survey Map is approved for recording by the City of Sheboygan - Planning and Development Dated this \_\_\_\_\_\_, 2025





kapurinc.com

# CITY OF SHEBOYGAN RESOLUTION 21-25-26

#### BY ALDERPERSONS MITCHELL AND PERRELLA.

# JUNE 2, 2025.

A RESOLUTION authorizing execution of a contract with CivicPlus for development of a new City of Sheboygan webpage and open records portal and an amendment in the 2025 budget to cover the associated cost.

WHEREAS, the City of Sheboygan is required to update its webpage by April 24, 2026 to render it compliant with the Americans with Disabilities Act ("ADA"); and

WHEREAS, the City desires to implement Freedom of Information Act ("FOIA") software to receive and track requests for records and to provide a publicly accessible database where those who request records previously released to others may readily find such documents; and

WHEREAS, City staff has reviewed several software programs on the market and determined that CivicPlus meets all staff specifications.

NOW, THEREFORE BE IT RESOLVED: That the appropriate City officials are authorized to execute an agreement with CivicPlus for webpage and FOIA development and implementation and to take such other actions as necessary to effectuate this transition.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized to pay for these services via the following 2025 budget amendment:

INCREASE:	
General Fund – Finance – Interfund Transfers Out	\$159,328
(Acct. No. 101150-811100)	
Information Technology Fund – IT – Software	\$ 28,318
(Acct. No. 713170-652250)	
Information Technology Fund – IT – Contracted Services	\$ 91,991
(Acct. No. 713170-531100)	
Information Technology Fund – Interfund Transfers In	\$159,328
(Acct. No. 713-492000)	
Information Technology Fund – IT – Fund Equity Increase	\$ 39,019
(Acct. No. 713170-599999)	
DECREASE:	
General Fund – City Administration – Contingency	\$159,328
(Acct. No. 101141-810101)	ŕ

BE IT FURTHER RESOLVED: That the Figure the entire first year contract and record a prepaid of the contract amount of \$39,019.	Finance Director is hereby authorized to pay for on the Balance Sheet to reflect the 2026 portion
PASSED AND ADOPTED BY THE CITY OF SH	IEBOYGAN COMMON COUNCIL
·	
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan



# **CivicPlus**

302 South 4th St. Suite 500 Manhattan, KS 66502 

 Statement of Work

 Quote #:
 Q-99467-1

 Date:
 5/2/2025 10:52 AM

 Expires On:
 6/30/2025

Client: Bill To:

City of Sheboygan, WI SHEBOYGAN CITY, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ryan Anderson		ryan.anderson@civicplus.com		Net 30

#### Ultimate Website

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Annual - Municipal Websites Central	Annual - Municipal Websites Central	USD 2,806.65
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 330.00
1.00	Hosting & Security Annual Fee - Municipal Websites Central	Hosting & Security Annual Fee - Municipal Websites Central	USD 653.40
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.sheboyganwi.gov/	USD 48.95
1.00	DNS Hosting for .GOV Annual Fee	DNS Hosting for .GOV Annual Fee: https:// www.sheboyganwi.gov/	USD 41.25
1.00	Ultimate Implementation - Municipal Websites Central	Ultimate Implementation - Municipal Websites Central	USD 18,279.15
1.00	48 Month Redesign Ultimate Annual - Municipal Websites Central	48 Month Redesign Ultimate Annual - Municipal Websites Central	USD 2,401.30
740.00	Website Content Development - 1 Page	Content Development - 1 Page	USD 27,528.00
6.00	Website New Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees	USD 4,185.00
1.00	Agendas & Minutes Migration - PDF - 100 Meetings	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	USD 790.50
4.00	Alignment Virtual Consulting	Alignment Consulting - Virtual, up to 3 hours	USD 2,790.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
4.00	Website New Customer Virtual Consulting - Up to 3 hours	Website Virtual Consulting - Up to 3 hours	USD 2,790.00

# Ultimate Department Header Police

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Ultimate Department Header Annual Fee	Ultimate Department Header Annual Fee: Police	USD 722.15
1.00	Ultimate Department Header Implementation	Ultimate Department Header Implementation	USD 5,663.70

# Premium Department Headers PW Uptown shoreline fire

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
4.00	Premium Department Header Annual Fee - Municipal Websites	Premium Department Header Annual Fee: Public Works, Uptown, Shoreline, Fire	USD 2,063.60
4.00	Premium Department Header Implementation - Municipal Websites	Premium Department Header Implementation	USD 16,795.80

# Accessibility - AudioEye

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AudioEye Managed	AudioEye Managed: /www.sheboyganwi.gov/	USD 4,650.00

# 311 CRM

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	SeeClickFix 311 CRM Connector for Tyler Enterprise Permitting & Licensing	SeeClickFix 311 CRM hosted integration with Tyler Enterprise Permitting & Licensing (Energov) for code cases. Requires version 9.6.1+ and access to Energov API (REST/JSON).	USD 6,200.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	SeeClickFix 311 CRM Connector for Tyler EAM	SeeClickFix 311 CRM hosted integration with Tyler EAM (formerly Munis Work module). Requires Asset Maintenance API Toolkit. This is in beta development.	USD 4,650.00
1.00	SeeClickFix 311 CRM Request	Unlimited gov user licenses for service request and constituent management tool to intake resident submission. Assign requests internally, resolve issues and measure request performance.	USD 15,984.07

#### Chatbot

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	CivicPlus Chatbot Subscription	Powered by AI technology, the Frase Answer Engine for Local Government uses website content to answer citizen questions. This solution includes dashboard analytics and language translation.	USD 4,986.18

#### Mass Notification

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Communicator Unlimited SMS + Unlimited Emergency Voice	Emergency and Mass Notification platform with multi- channel alerting, geo-targeting, polling, mobile apps. Unlimited SMS for all communications. Voice minutes for emergencies. Includes NOAA integration, IPAWS, and white/yellow page data for emergencies.	USD 15,750.00
1.00	Mass Notification Standard Implementation	Mass Notification System Standard Implementation	USD 1,074.15

# Social Media Archiving

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving Standard	Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots	USD 7,188.00
1.00	Social Media Archiving Provisioning Fee - Standard	Social Media Archiving Account Activation and Setup	USD 930.00

#### NextRequest

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan for local agencies; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features: Review & Redaction Features, Payments, IT & Compliance Features	USD 8,630.40
1.00	NextRequest Standard Implementation	Standard Implementation (Virtual Only): Admin Users: 1 Kickoff Call, 1 Admin Training. Staff Users have Access to a monthly webinar for general training and questions	USD 1,395.00

List Price - Initial Term Total	USD 200,475.87
Total Investment - Initial Term	USD 159,327.25
Annual Recurring Services (Subject to Uplift)	USD 77,105.95

Initial Term	24 Months, beginning at signature date.
	Total Investment - Initial Term refers to
	the first 12 months of the agreement.
	Annual Recurring Services (subject to Uplift)
	refers to the second 12 months of the agreement.
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60
	days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <a href="https://www.civicplus.help/hc/en-us/p/legal-stuff">https://www.civicplus.help/hc/en-us/p/legal-stuff</a> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

#### Acceptance of Quote # Q-99467-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <a href="https://www.civicplus.com/verify/">https://www.civicplus.com/verify/</a>

Authorized Client Signature	<u>CivicPlus</u>
By (please sign):	By (please sign):
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
Organization Legal Name:	
Billing Contact:	-
Title:	-
Billing Phone Number:	-
Billing Email:	-
Billing Address:	- -
Mailing Address: (If different from above)	-
PO Number: (Info needed on Invoice (PO o	- r Job#) if required)
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# CP CIVICPLUS

- » Municipal Websites Central
- » SeeClickFix 311 CRM



- » Mass Notification
- » Social Media Archiving
- » NextRequest

Sheboygan, Wisconsin

PRESENTED BY:

Ryan Anderson, Account Executive

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# CP CIVICPLUS

# Company Overview

# Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

#### **Our Portfolio Includes:**

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- **Recreation Management**

- SeeClickFix 311 CRM
- Municode Codification
- **Process Automation and Digital Services**
- Community Development
- Asset Management
- **Utility Billing**
- Resident Portal

# **Contact Information**



**Primary Contact** 

Ryan Anderson Account Executive ryan.anderson@civicplus.com 502.310.2943

#### Company

302 S. 4th Street, Suite 500 Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

civicplus.com













# **Experience & Recognition**

**25+** Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for Sheboygan.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.









# The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.

# The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



# **IMPACT-LED GOVERNMENT**

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

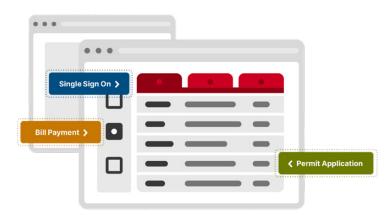
- 1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
- 2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
- 3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
- 4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
- 5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



# **CivicPlus Resident Portal**

## THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



#### Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

# **Staff and Administrator Benefits:**

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



Item 24.

# CP CIVICPLUS

# Municipal Websites Central

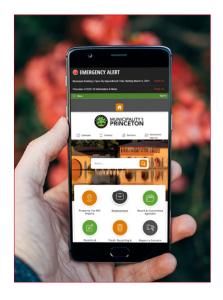
# CMS Features & Functionality

CivicPlus' Municipal Websites Central (Web Central) is a comprehensive content management system designed to help local governments build websites that connect with residents effectively.

With configurable layouts, simplified content management, and

integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.



# **Modules & Widgets**

# RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

**Notices and Alerts** – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

**Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions.

**Calendar** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

**Submit Requests and Report Issues** – Allow residents to report a problem or submit requests through our easy Form Center module. For advanced service request management functionality to intake resident submissions via web portal, our integrated SeeClickFix 311 CRM Starter product is available as an add-on.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

**News** – Post news items and keep your residents up to date on important information via News Flash.

**Opinion Poll** – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.



**Notifications** – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me<sup>®</sup> (includes up to 500 SMS users).

**Photo Gallery** – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Pop-up Modal - Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

#### **CONTENT MANAGEMENT**

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

**Agenda Center** – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Archive Center** – Manage and retain serial and older documents.

**Document Center** – Organize and manage documents in one central repository.

**Public Images** – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

### INFORMATION & NAVIGATION

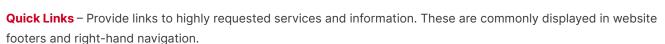
Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

**Easy for Residents to Navigate** – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

**Frequently Asked Questions (FAQs)** – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

**Graphic Links** – Create visually appealing buttons to direct users to important information.

**Info Advanced** – Use Info Advanced to create engaging displays of information for reuse throughout the website.



**Resource Directory** – Use the Resource Directory to showcase information on local businesses and/or community resources.





**Staff Directory** – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

# **DEPARTMENT-SPECIFIC**

There are several function-specific features and modules for government departments. These tools are integrated into

the Web Central CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.



Job Postings – Post available jobs online and accept online applications.

**Bids** – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

# **COMMONLY USED WIDGETS**

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Custom HTML Widget - Embed videos or other HTML features in your page.

Editor Widget - Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

**Image Widget** – Add images to a page.

Related Documents Widget - Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget - Add a slideshow of images.

Tabbed Widget - Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

# **Administrative Features**

The administration of your Web Central website is browserbased, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



**Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

**Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

**Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log - Track changes made to your website.

**Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

**Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items - Administrators have access to a queue of pending items to be published or reviewed.

**Website Statistics** – Provided website analytics for analysis.

#### **USER-FRIENDLY FEATURES**

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags - Built-in features assist with ongoing ADA compliance of your website.

**Credit Card Processing** – Web Central is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

**Link Redirects** – Instead of sending your users to https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal/, you can send them to http://civicplus.com/awards.



**Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps - Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu - A main navigation menu makes it easy to get to any page on your website quickly.

**Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log - All search words are kept in a log.

**Real Simple Syndication (RSS) Feeds** – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

**Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

**Social Media** – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

**Supported Browsers** – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

**Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation - Integration with Google Translate translates web pages into over 100 languages.

#### **ACCESSIBILITY COMPLIANCE**

With more than 1 in 4 (~28.7%) adults in the United States live with a disability, CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner. Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are delivered inclusive by design meeting WCAG 2.1 accessibility standards at time of launch.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are reviewed by our product team at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.



Additionally, CivicPlus offers an extensive suite of accessibility tools, including industry-leading integrations to help customers maintain compliance and prepare for the transition to WCAG 2.2. Due to the dynamic nature of website content updates, ongoing accessibility solutions can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges:

- AudioEye Managed: Accessibility tools and services for WCAG 2.2 compliance (included in scope)
- Acquia Optimize: Website Governance & Compliance Tools (additional details/a quote upon request)
- CommonLook Document Remediation (additional details/a quote upon request)

# AudioEye for Websites

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering helps deliver website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

#### **AudioEye**

- AudioEye Managed
- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools

#### **AudioEye Managed**

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology —a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

#### **AudioEye Accessibility Help Desk with Personalization Tools**

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

#### AudioEye Trusted Certification



The AudioEye Trusted
Certification represents a
commitment to accessibility and
digital inclusion.

www.fcc.gov is AudioEye Trusted.

The AudioEye web accessibility certification process involves automatic and manual testing with the goal of identifying and resolving access barriers, conforming with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA Success Criteria, and ensuring an optimal user experience for all users, regardless of their individual abilities.

# **Digital Accessibility Platform**

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

# CivicPlus Chatbot

# AI-POWERED CUSTOMER SERVICE TO DELIGHT YOUR RESIDENTS

You want to give your residents the highest quality, most responsive, and personalized customer service experiences. However, with less staff, fewer resources than ever before, and building pressure to enable contactless government, how can you continue to delight your community members? With smart customer service automation.

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI), to deliver exceptional customer experiences to people using your CivicPlus website.

Our Chatbot crawls your website and other linked databases to create a continually, automatically updated Al-powered knowledgebase. The result is less time spent on common, transactional inquiries and happier residents who know they can quickly and effortlessly receive what they need from their municipality.



#### **Automated Customer Service**

Chatbot simulates the quality service experiences your staff has with residents; saving you time from answering common questions by email, phone, and walk-in.

# Answers from Multiple Sources

Chatbot crawls your website and other linked databases to create a continually updated Al-powered knowledgebase.

#### **No Content Silos**

Our smart Chatbot scans your content and routinely refines its responses for improved results.

# **Insightful Analytics**

Use Chatbot's reports to identify content gaps on your website and add the information, tools, and resources that people are searching for most frequently.

# An Experience Designed for the Public Sector

Unlike chatbots intended to facilitate retail sales, the CivicPlus Chatbot is designed to simulate government-resident interactions.

# Premium Department Header Package

A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Premium Department Header Package shares CMS login and modules with the main website. Further, it inherits the structural layout, widgets, and design styles from the main website. Four Premium Department Header Package are included in your project scope.

A Premium Department Header Package includes department specific:

- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content and Placement
- Custom Color Palette

# **Examples of a Premium Department Header Package**

The examples provided below are representative of attributes found in a Premium Department Header Package but may not expressly reflect the design package of your main website.



Roanoke County, VA - Main Website



Library Department Header



Manistee County, MI - Main Website



911 Dispatch Department Header



# **Ultimate Department Header Package**

A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Ultimate Department Header Package shares CMS login and modules with the main website. Further, it inherits the structural layout from the main website. One Ultimate Department Header Package is included in your project scope.

An Ultimate Department Header Package includes department specific:

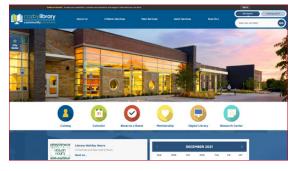
- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Selection, Content, and Placement
- Custom Color Palette for the Department Header homepage and interior pages
- Unique Design Styles

## **Examples of an Ultimate Department Header Package**

The examples provided below are representative of attributes found in an Ultimate Department Header Package but may not expressly reflect the design package of your main website.



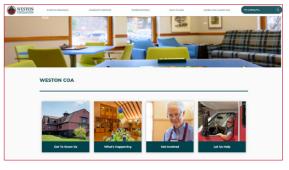
Coppell, TX - Main Website



Library Department Header



Weston, MA - Main Website



Council on Aging Department Header



# The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized resident experience.
- Empower staff effectiveness.

# **Maintenance**

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



# **Guardian Hosting & Security**

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of \*\*99.9% uptime\*\*, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

Data Center	<ul> <li>Redundant Power Supply</li> <li>Uninterruptible Power Supply (UPS) Systems</li> <li>Enhanced Cooling Infrastructure</li> <li>Diesel Engine Generators</li> <li>Energy Storage</li> <li>Redundant HVAC Systems</li> <li>N+1 Redundancy</li> <li>Fully Redundant Network</li> <li>System Monitoring - 24/7/365</li> </ul>	
Security	<ul> <li>Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, &amp; Other Threats</li> <li>OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities</li> <li>Server Management Services Ensure Smooth Operation &amp; Optimal Performance</li> <li>Regular Software Updates &amp; Security Patches</li> <li>Antivirus Management &amp; Updates Protect Against Malware</li> <li>Continuous System Monitoring for Health &amp; Performance</li> </ul>	
Performance	<ul> <li>Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency &amp; Enhance Reliability</li> <li>Server-Side Caching with Regional CDN Improves Page Load Times &amp; Content Delivery</li> <li>Unparalleled Browsing Experience for Users on Your Website or Application</li> </ul>	
Hosting	<ul> <li>Enhanced Security and Compliance</li> <li>CMS software updates</li> <li>Server management &amp; monitoring</li> <li>Multi-tiered software architecture</li> <li>Server software updates &amp; security patches</li> <li>Database server updates &amp; security patches</li> </ul> <ul> <li>Antivirus management &amp; updates</li> <li>Server-class hardware from nationally recognized provider</li> <li>Redundant firewall solutions</li> <li>High performance SAN with N+2 reliability</li> </ul>	
Disaster Recovery	<ul> <li>Emergency After-Hours Support, Live Agent (24/7)</li> <li>Online Status Monitor by Data Center</li> <li>8-Hour Guaranteed Recovery Time Objective (RTO)</li> <li>24-Hour Guaranteed Recovery Point Objective (RPO)</li> <li>Pre-Emptive Monitoring for Disaster Situations</li> <li>Multiple, Geographically Diverse Data Centers</li> </ul>	
DDoS Protection & Mitigation	<ul> <li>Cloudflare's Reverse Proxy to Protect Your Network</li> <li>Access to Advanced Tools that Defend Against DDoS Attacks</li> <li>Utilize Cloudflare's Massive Network Capacity of 30 Tbps</li> <li>A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets</li> </ul>	

# **Implementation**

# **Ultimate Project Timeline**

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical ultimate project ranges from 18 – 32 weeks. Sheboygan's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	<ul><li>Project Kickoff Meeting</li><li>Planning &amp; Scheduling</li></ul>
PHASE 2: ANALYZE	4-6 Weeks	<ul> <li>Customer Deliverable Submission</li> <li>Consulting Engagement</li> <li>Design Discovery Meeting</li> <li>Content Process Meeting</li> <li>Mood Board &amp; Layout Proposal</li> </ul>
PHASE 3: DESIGN & CONFIGURE	8-14 Weeks	<ul> <li>Design Concept Development</li> <li>Design Concept Meeting</li> <li>Content Development</li> <li>Agendas &amp; Minutes Migration</li> <li>Website Completion</li> </ul>
PHASE 4: OPTIMIZE	1-2 Weeks	Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	<ul><li>Launch Confirmation Meeting</li><li>Website Launch</li></ul>



# **Ultimate Package Designs**

You'll meet with your art director to discuss your website vision and build your custom layout. We will then collaborate with you to create a custom design that represents your community. We will focus on including the functionality to meet your website needs, including an option for up to three Advanced Design Components, if desired. Advanced Design Components provide next-level user engagement by leveraging the latest design enhancements in the Web Central product. Your art director will help you choose the components that work best for your website goals and desired site maintenance level.

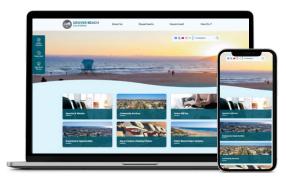
#### **MOOD BOARD & LAYOUT PROPOSAL**

Your project team will present a custom mood board reflecting the colors and/or imagery that will set the tone for your design. A mood board is a collection of colors and/or images used to align the visual direction of the project.

This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application. Aligning project goals and design through the layout proposal ensures a timely and efficient implementation of your Web Central website. Once approved, the mood board and layout proposal will be used to guide the design concept for your website.

#### **DESIGN EXAMPLES**

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the ultimate implementation package.



Grover Beach, CA grover.org



**Grapevine, TX** grapevinetexas.gov



**High Point, NC** highpointnc.gov



Walton County, FL mywaltonfl.gov



# **Approaching Your Project Implementation**

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

### Phased Approach

#### PHASE 1: INITIATE

**Project Kickoff** – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

**Planning & Scheduling** – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

#### **PHASE 2: ANALYZE**

Customer Deliverables - Sheboygan will be responsible for submitting deliverables as outlined.

Consulting Engagement – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Align Consulting – Align Consulting involves establishing goals for a project, addressing stakeholder needs, and establishing collective goals. This process helps stakeholders understand the project's scope, resources, and tasks required for implementation. By fostering meaningful conversations, stakeholders can achieve a shared vision and a successful website project.

**Design Discovery Meeting** – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

**Content Process Meeting** – Meet with your project manager and web content specialist to detail our content development process.



**Mood Board & Layout Proposal** – A custom layout in greyscale format and recommended color palette will be created by your art director, to which you'll have the ability to review and provide feedback and approval.

#### PHASE 3: DESIGN & CONFIGURE

**Design Concept Development** – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

**Content Development** – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

**Agendas & Minutes Migration** – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

**Website Completion** – Sheboygan will receive a completed production website featuring your approved design combined with the finished content.

#### PHASE 4: OPTIMIZE

**Website Finalization** – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

#### PHASE 5: EDUCATE

**Training Engagement** – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on knowledge from our Gold Stevie® Award winning external training and consulting team.

In addition, your trainer will go into a deep dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

#### **PHASE 6: LAUNCH**

**Website Launch Confirmation Meeting** – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch - After final confirmation, your website will be made live and available to the public.



### Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

### 48-Month Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every 48 months of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

# CP CIVICPLUS

# SeeClickFix 311 CRM

# Features & Functionality

SeeClickFix 311 CRM is a resident engagement and service request management platform that empowers local governments to streamline operations and foster community trust. Designed for local governments, SeeClickFix 311 CRM enables residents to report issues directly to the relevant departments, track progress, and receive real-time updates, while offering staff robust tools for efficient response and resolution management. The platform's powerful features, including mobile accessibility, duplicate request detection, and customizable reporting, make it easy for local governments to address community needs effectively, build stronger resident relationships, and improve operational efficiency.

# Request & Work Order Management

#### IMPROVE STAFF EFFICIENCIES

- Easy-to-use mobile apps and website forms give residents a great experience allowing them to manage their request.
- Built-in duplicate detection saves you time and money.
- Geolocation detection from photos for increased location accuracy and ability to upload multiple photos.
- Automatic assignment workflows and due date escalation notification for quick documentation and resolution.
- Internal work orders created from service requests with related photos, locations, and details.
- Easily configure public and private settings for request categories and customizable questions.
- Easily log requests on behalf of residents with automatic updates sent.
- Support for marketing and rollout initiatives to ensure success at launch.
- Simple, clear report interfaces for quick access to data and core metrics.
- Recurring data exports tailored to your reporting requirements.
- Notification functionality for service request status.
- Mobile tools tailored to workers out in the field.
- Over 20 productized integrations and several API options.



#### CONSTITUENT PROFILES FOR RESIDENT MANAGEMENT

- View a resident's profile with their history of interactions.
- Automatic creation of a resident profile.
- Tag profiles for grouping together (business owners, neighborhood watch groups, e.g.).
- Add notes to keep unique information to better personalize interactions with each resident.



#### **ACCESSIBILITY COMPLIANCE**

We continuously work to improve best practices and adherence to WCAG, iOS, and Android accessibility guidelines.

#### INTEGRATION CAPABILITIES

Integrate your SeeClickFix 311 CRM solution with the software you rely on across departments and teams to create workflow-multiplying automation. Our software integrates with leading technologies in asset and works management, code enforcement, GIS, 311 CRM, waste management, and more. Connecting these systems ensures that siloed systems, manual processes, and data black holes never slow your ability to maintain the safe, clean, and efficient community your residents expect.

#### **Current Integrations**

- Accela Automation
- ArcGIS Online
- ArcGIS Workforce
- Bigbelly
- Brightly Asset Essentials
- OpenGov Enterprise Asset Management
- Cityworks Asset Management Software (AMS)
- CivicPlus Community Development
- Infor Public Sector (IPS)
- Lagan (Verint CRM)
- Maximo

- · Microsoft Dynamics
- Motorola PremierOne CSR
- Oracle Service Cloud
- PubWorks
- Tyler Technologies Enterprise Permitting & Licensing Software (EnerGov)
- Tyler Technologies Enterprise Asset Management (FAM)
- VUEWorks
- SmartGov
- Hexagon EAM (HxGN, formerly Infor EAM)

### **Mobile App**

Every organization utilizing the SeeClickFix 311 CRM for request management can deploy branding for the SeeClickFix container application, which geolocates the user and shows the relevant organization(s) for the resident's location. The SeeClickFix mobile application has thousands of reviews with high ratings in both the Google Play and Apple stores. We update our apps, including Android and iOS, when new features become available or serious bugs have been identified. As an optional add-on, CivicPlus also offers a Marketplace branded mobile application as an upgrade for the included SeeClickFix mobile app. This enables your organization to promote a specific mobile app in the stores instead of the container mobile application for all SeeClickFix 311 CRM customers. The CivicPlus Help Center outlines the differences.

- Geo-specific SeeClickFix app.
- Utilization of mobile buttons to display content like payment sites, phone numbers, social media, etc. This can enable Sheboygan to have an organization-wide mobile app for residents to connect with all aspects of your organization.
- Your internal staff can access most functionality to include due dates, assignments, and internal and public commentary for mobile management of requests.
- Allow for geographic-specific notifications via push to the app, email, and/or your web portal.



### **Maintenance**

- Extensive automated test suites integrated with version control system.
- Web based products receive updates daily via a continuous integration process.
- Mobile apps are managed on a standard schedule for features (every 2-3 months) and as needed for bug fixes.

# **Hosting & Security**

The SeeClickFix 311 CRM's operational goal is 99.9% availability. All our systems are monitored continuously with automatic contact mechanisms and escalation to multiple members of our engineering team if a problem is detected. When problems occur, we use various methods to communicate status updates with partners.

Our services operate within the data center of AWS, which employ numerous techniques to ensure reliable uptimes for our equipment and network access. When outages occur in these facilities, we do depend on our vendor to provide timely updates and resolution.

We have designed our services with redundancy and recovery procedures in mind to mitigate single points of failure. This includes redundant systems, the ability to provision new instances if necessary, and regular data backups. Databases are replicated in real time to a secondary server and backed up at a different data center every four hours for disaster recovery purposes.

Our software and operational configurations are managed in a version control system, and in a worst-case scenario we are able to re-deploy our services from the database backups and version control repositories.

#### **DDOS MITIGATION**

We have rate limits and filters in place for our public endpoints to discard most forms of abusive traffic. In a more severe situation, we would be able to migrate our services to alternate IP addresses or employ a commercial DDoS mitigation service to respond to a persistent attack.

#### SYSTEM SECURITY

- Our server software is updated regularly to minimize exposure to security problems.
- We monitor various security announcement lists in order to respond quickly to any vulnerabilities.
- Systems are accessible to engineers only on an as-needed basis.
- Our software is revision controlled and can be used to recreate our systems as needed for scaling, repairs, or disaster recovery.
- Our systems have restricted visibility to the Internet via firewall mechanisms.
- We support SSL encryption on all our services, including integrations with remote systems.

#### **DATA CENTERS**

Our data center provides a variety of physical and system security practices. For more details on AWS security policies: aws.amazon.com/security



# **Implementation**

# **Project Timeline**

From project kickoff to announcing the launch of your SeeClickFix 311 CRM System, the implementation process averages 14 weeks. For projects that include specific integration to an approved third-party system, the timeline generally expands to 18-20 weeks. Your staff will work with a CivicPlus implementation consultant to establish a workable schedule once final scope has been determined and your project kicks off. This overview provides you with an outline of what to expect during each phase.

PHASE 1: INTRODUCTION & PLANNING 1 Week	<ul> <li>Project Kickoff Call (In some cases, Request admin training will be completed during the kickoff call         <ul> <li>this is based on Implementation Consultant's discretion)</li> </ul> </li> <li>Final project timeline developed</li> </ul>
PHASE 2: ACCOUNT CONFIGURATION 8-12 Weeks	<ul> <li>One-hour Request admin training (if not completed during initial kickoff call)</li> <li>Customer configures account</li> <li>Identify branding standards for mobile app</li> <li>Optional Integrations: Customer will provide integration deliverables, and Implementation Consultant will assist in Integration Configuration</li> </ul>
PHASE 3: USER TRAINING & TESTING 4-6 Weeks	<ul> <li>One-hour Request user training</li> <li>Optional Integrations: One-hour end to end integration testing call</li> <li>User testing and revisions</li> <li>Marketing call with Customer Success Manager</li> </ul>
PHASE 4: LAUNCH 1 Week	<ul> <li>Implementation Consultant assists in transfer to Production Account</li> <li>Ongoing support for marketing launch with Customer Success Manager</li> <li>Addition of web portal onto customer website</li> </ul>

# **Approaching Your Project Implementation**

### Phase 1: Introduction & Planning

Implementation begins with a kickoff call that includes your core project team, system admins, and implementation consultant. We will review your organization's goals, establish a timeline for launching your SeeClickFix 311 CRM, determine which departments will use the solution, and field any questions you have. Based on the scope of your project, your Implementation Consultant may decide to also complete the Request Admin Training during the kickoff call.

After this call, your implementation consultant will develop a final project timeline based on scope, agreed milestones, and key deliverables.

### Phase 2: Account Configuration

If your Request Admin training was not completed during your kickoff call, it will be completed at the beginning of the Account Configuration Phase.

You will configure your own account based on your needs and our best practices. Configuration will include setting up members, request types, automatic assignments, and notifications, escalation contacts, timeline response goals, preformatted response messages, custom emails, geographical areas for tracking and reporting, and mobile app buttons that link to webpages, call phone numbers, or display custom content.

Optional Integrations: You will provide Integration deliverables and configure your Integration with support from CivicPlus.

During the Account Configuration Phase, your Project Team will meet regularly with your Implementation Consultant, who will provide ongoing support.

#### **Branding for App**

The other key aspect of this phase is to identify the visual branding for the mobile app. If you are implementing a Marketplace app, your Implementation Consultant will provide a list of deliverables due during this phase.

### Phase 3: User Training & Testing

#### **Training**

We will offer a one-hour Request User Training for all individuals who will use the system to manage requests. This training will cover the life cycle of a request from opening to closing, the full functionalities of the CRM, viewing requests on a list and map view, and generating reports.



Optional Integration: We will provide a one-hour end-to-end testing call for individuals who will be managing the Integration between systems. This will include a full test of a request integrated into the remote system, as well as a tour of available self-service integration features.

SeeClickFix 311 CRM offers up to three free monthly live tutorials for customers to attend online. We will review the topics you were previously trained on, and you can ask questions of our lead trainer. Many customers find these refresher tutorials extremely valuable as a review or even with training of new staff members.

#### **Testing**

After training, authorized members can begin testing the platform to better understand the features and capabilities of the system. This testing also allows the customer's admin team to make configuration changes needed prior to launch.

#### Marketing

We will host a specific call to discuss launch and public announcement planning. We can provide a variety of resources to assist in marketing.

- Setting official launch and announcement date
- Adding web portal and app links to your website
- · Developing and executing marketing plan

#### Phase 4: Launch & Announcement

Your Implementation Consultant will provide assistance with moving all account settings over to your live Production account.

On your launch date, the customer will add the web portal to their website and begin executing their marketing plan. The Customer Success Manager will provide ongoing support.



### Summary of Responsibilities

CivicPlus will provide the following:

- Initial creation of customer Sandbox and Production Accounts
- 30-minute Kickoff and Consulting Call
- Timeline Development
- 1-Hour Request Admin Training
- 1-Hour Request User Training
- Optional Integration: 1-Hour End-to-End Testing Call
- Ongoing recurring check-ins to provide consulting services during implementation
- Marketing meeting with Customer Success Manager
- Migration of settings from the Sandbox Account to Production Account for customer launch



Customer will be responsible for the following:

- · Full configuration of account including request categories and workflows, member list, and more
- Delivering all Marketplace App Deliverables (including visuals for the app design) and providing CivicPlus full admin access to an active Apple Developer Account, if applicable
- Ensuring that the customer has API access with their integrated system and integration deliverables, if applicable
- Securing team availability for all meetings and trainings
- Full testing of account before launch
- Executing Marketing Plan



# Mass Notification

# Features & Functionality

In today's complex world, keeping your community informed and safe requires a reliable, multichannel communication system. As a leader within your local government, you understand the critical need to reach everyone instantly, whether it is during an emergency or for routine updates. CivicPlus offers the most user-friendly and comprehensive mass notification solution available, designed specifically for the needs of local governments.

Communication with your residents is essential to every aspect of local government, so our Mass
Notification system ensures your capacity to communicate with your residents quickly across
a variety of channels. Our system allows you to send SMS text, voice calls (utilizing recorded
messages or Text-to-Speech (TTS) functionality), social media alerts, and RSS feeds at high rates of speed.

An easy-to-use, intuitive web interface lets you launch critical alerts to all communication channels and devices you leverage during emergencies. Simply select the applicable contact paths, compose a message or upload a predesigned alert, and click send. Critical messages will then be transmitted simultaneously to all those selected.

Our Mass Notification system is unsurpassed by any other vendor in the industry in sending capabilities. The system sends messages across networks at the following per minute rates:

- Text-to-Speech messages and voice alerts 12,000 per minute
- SMS text messages 60,000 per minute
- Email messages 50,000 per minute

No two people have the exact same preferences for receiving messages. We provide you with multiple contact paths, enabling you to effectively and efficiently reach all intended recipients.

With its speed and growing number of ways to send and receive communications, the possibilities to reach residents with our system are virtually limitless.

CivicPlus offers a variety of packaging to best fit your organization's needs. This Communicator Unlimited + Emergency Voice Package package includes the ability to send unlimited geo-targeted emails and push notifications to the mobile app, along with along with the ability to instantly push communications to a CivicPlus website, Facebook, X (formerly Twitter), and Nextdoor. This package also includes unlimited SMS and unlimited **emergency-only** voice messaging.

#### **Public Alerting Channels**

Email

- Voice Call (ETN)
- Facebook
- Mobile App

- SMS Text
- X (formerly Twitter)
- Nextdoor

In addition, APIs can be utilized via webhooks to activate a variety of devices when an alert is sent. Sirens and public signage devices can also be activated by consuming CAP messages from both Atom and RSS feeds.



#### **MULTILINGUAL VOICE & TEXT TRANSLATION**

With our Mass Notification system's multilingual functionality, your voice alerts and text posts can be automatically translated for residents that speak a variety of languages. Subscribers can easily select to receive text messages, voice messages, and/or emails in their preferred language. You compose and send messages the same way and messages are translated automatically.

To ensure all of your residents are connected and informed with our software, multilingual messages are translated into over 60 different languages for email and text and over 25 different languages for voice. The most often requested are:

- Spanish
- French
- Russian
- Portuguese
- Thai
- Hindi

- Chinese
- German
- Italian
- Polish
- Arabic

Unlimited SMS messages and unlimited **emergency-only** voice calls are included in your Communicator Unlimited + Emergency Voice package.

#### SOCIAL MEDIA INTEGRATION

The system's integration with social media applications such as Facebook, X (formerly Twitter), and Nextdoor will allow you to post unlimited social media messages to all of your accounts. Accounts can be integrated to automatically post all notifications and group notifications can post to different accounts.

#### **GEO-TARGETED NOTIFICATIONS**

Our Mass Notification system provides intelligent communication with the ability to easily digest local geographic details with robust, yet easy-to-use ESRI-integrated tools. Geo-targeted messaging enables you to:

- Draw a multi-point polygon shape
- Import shapefiles or hosted feature URL
- Save drawn regions as templates for future use
- Remove specific areas from a notification
- Draw complex geospatial shapes of varying sizes with buffered areas, as desired

Simply draw a multi-point or freehand polygon on the map or click on a central point and enter corresponding radial distance you wish to alert, and our system will notify your residents within that area using their stored addresses.

#### **GROUP/USER MANAGEMENT**

The Mass Notification system provides extensive administrator rights and detailed group settings with unlimited user groups. You can utilize granular permissions rendering the solution easily shared with multiple staff members and agencies. Users can then communicate with all members in the system or targeted notifications by group to reach only those affected.

Once contacts have been entered, administrators may search membership files by multiple criteria, including name, phone number, email, or street address. Using a contact list directory, administrators may message contacts through any of the unlimited groups which have been created.





#### SIGN-UP

Our Mass Notification's versatile system offers residents with opt-in and opt-out capabilities to meet the specific goals of your organization. When users sign up, they can opt-in to available unique groups such as road closure and recreations. Our powerful platform offers a simple, user-friendly interface with a robust selection of group and network options.

Residents can also sign-up for notifications to one or multiple groups with our text-to-join feature. To join a group, they can simply text a "keyword" to the specified number. Your staff can set up unlimited keywords, allowing you to create keywords for multiuse categories or one-time events, such as a parade.

#### **EMERGENCY TELEPHONE NOTIFICATION (ETN)**

With CivicPlus' ETN, you will be able to send an emergency voice call with white and yellow page landline data. This data is seamlessly updated daily. These contacts are available for you to send alerts about life-threatening emergencies.

#### **REAL-TIME REPORTING**

The Mass Notification solution offers administrators analytics for each message sent. Reporting within the system allows administrators to view and capture engagement statistics, including the status of delivered messages and the percentage of confirmed contacts.

You'll have comprehensive analytics to provide real-time reporting and create paper trails to easily understand the success of your notifications and share with others in your organization.

Following the onset of a crisis and broadcasting critical alerts, easily and quickly confirm, in real time, the status of critical alerts sent via text, voice, email, and mobile app to ensure alerts have been delivered to all intended



recipients. Real-time analytics enable you to take alternative steps to reach recipients who experienced a delivery failure.

#### **POLLING**

Utilize polls to assess personal safety and your organization's status. All results are visible in an easy-to-read report on all platforms. Polling can be used through the mobile app or email. Polling can also be utilized via SMS and voice.



#### MOBILE APP FOR RESIDENTS

The myAlerts mobile app empowers your residents to sign up, manage their notification settings, and receive notifications all from the palm of their hand. Residents can even receive geo-located notifications pertaining to their current location. It improves the resident experience in receiving communications from Sheboygan while also improving the effectiveness of your emergency communication capabilities. myAlerts allows residents to quickly and easily:

- Sign-up to receive notifications
- Set their notification preferences
- See all the latest sent posts
- Enable alerts from other locations based on their priority and type



# MOBILE APP FOR ADMINISTRATORS

The mobile app allows administrative users to send alerts, report incidents from the scene, collaborate, and coordinate your team's response with the easy-to-use mobile app on iOS and Android.

#### INTERNAL SECURE CHAT

Follow up on polls or messages with Secure Chat to initiate direct two-way communication with your crisis management team.

#### TASK LISTS

The Task Lists feature is essential during a critical event and is also useful after a critical event since stakeholders can monitor Task List completion and identify areas for improvement in a business continuity or disaster recovery plan.

Using the Task Lists make planning your emergency response easier, speed up your crisis response time, and optimize your response plans based on data collected during a critical event.

#### **NOAA WEATHER ALERTS**

Through an integration with NOAA weather, distribute urgent news, instructions, and mandates the NOAA distributes to our network via the myAlerts mobile app, social media, CivicPlus Municipal Websites integration, and SMS subscribers. Automation integration uses the polygon provided from NOAA to deliver notifications to the right person. The Mass Notification system can also automatically send alerts to your social media accounts.



#### **IPAWS**

During an emergency, alert and warning officials need to provide the public with life-saving information quickly, regardless of whether they have subscribed for alerts. The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure and will save time when time matters most, protecting life and property. Local government can use IPAWS and integrate local systems that use Common Alerting Protocol (CAP) standards with the IPAWS infrastructure. Our Mass Notification system's IPAWS integration provides an effective way to alert the public not only through wireless networks, but also through landlines, cable and satellite TV, AM/FM radio, digital signage, PA systems, websites, social media, and, if power goes out, NOAA weather radio. IPAWS can be used to handle any kind of threat to the public, including overturned vehicles containing hazardous chemicals, severe weather alerts, missing children, or even terrorists on the loose. The more local, state, and tribal authorities adopt IPAWS, the more communities will be safe and strengthened by good communication.

Sheboygan will be responsible for obtaining and maintaining Alerting Authority, as defined at <a href="https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public-safety-officials/alerting-authorities">https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public-safety-officials/alerting-authorities</a>, with the Federal Emergency Management Agency in order to utilize the IPAWS software provided by CivicPlus.

# **Implementation**

# **Project Timeline**

Current average implementation can be completed within 4-6 weeks. This timeline can adjust based on data migration needs and overall availability of the customer. If IPAWS authorization assistance is needed with FEMA, the timeline for that portion of the project could extend to 24-weeks due to turnaround time.

Development timelines can vary due to scope, customer availability, milestones set, and other factors. However, your exact implementation timeline can be customized dependent on your launch goals and expectations. We will work with you until your system is up and running and your staff has reached a level of comfort to confidently maintain your new system.

PHASE 1: INITIATE	<ul><li>Project Initiation &amp; Review</li><li>Project Kickoff Meeting</li></ul>
PHASE 2: OPTIMIZE	<ul> <li>Complete Assessment Form</li> <li>Request System Creation</li> <li>Obtain IPAWs Public Alerting Authority</li> <li>Schedule Virtual Training</li> </ul>
PHASE 3: EDUCATE	<ul> <li>Network Admin Training</li> <li>System Test &amp; Build</li> <li>IPAWS Training</li> <li>Teach Back Training for Mass Notification system</li> </ul>
PHASE 4: LAUNCH	<ul><li>Website Display</li><li>Launch Preparation</li><li>Launch Day</li></ul>
PHASE 5: GO LIVE & BEYOND	Customer Transitioned to Dedicated Customer     Success Manager



# Implementation Approach

#### KICKOFF MEETING

Identify lead personnel to work with CivicPlus on implementation project including:

- Project main contact
- Database administrator to provide user data
- Emergency management communications and engagement staff

We will assist Sheboygan in developing and mapping out the initial groups you would like to create including which will be designated for emergency messages or routine messaging. Your dedicated project team will discuss possible embeds to be placed on your website for registration and we will schedule training for your network and group administrators based on the final scope of work developed.

#### **IPAWS AUTHORIZATION**

If needed, your implementation consultant will work with you to become authorized by FEMA to issue public alerts on the IPAWS system. The following actions will need to be taken:

- A Memorandum of Agreement (MOA) governing system security must be executed directly with FEMA.
- Complete an application which defines the types of alerts intended to be sent through IPAWS, which must be reviewed and signed by a designated state official before being sent to FEMA.
- Attend a mandatory web-based training course and obtain a certificate of completion.

Your implementation consultant will provide you more specific instructions and answer any questions you may have about the process.

#### TRAINING

During this step in the process, Sheboygan will create your user groups with assistance and guidance from CivicPlus for your default settings. This step of the process will also involve optimizing and uploading user data to efficiently and effectively communicate at Go Live.

This step in the implementation involves identifying and creating your internal User Groups, as well as training on the system. We will assist you in identifying and setting up:

- Super Administrators who will have full control over all settings within the system and will be able to post to any group within the network
- General Admins can send messages to and manage their respective groups and contacts without being able to access network level settings
- Send-Only Administrators who will only be able to send messages to designated groups and contacts



Super Administrators will be trained first to ensure complete familiarity with the system and a comfortable confidence level for implementation once the system is launched. Trainings will also be held for other administrators to the level required for their roles.

Finally, during this step, we will hold discussions with your key stakeholders to provide usage and guidelines policies and help prepare your organization's CivicPlus communication protocol.

#### **GO LIVE & BEYOND**

This is where the rubber meets the road – the launch of your new system! Should Sheboygan desire, CivicPlus can schedule and coordinate an introductory notification to residents, departments, groups, etc. This will allow your end users to experience first-hand how the system works. It is a great way to validate your phone number database and gather feedback from your organization.

CivicPlus doesn't implement and run. We will continually support (available 24/7/365) and guide you through best practices to maximize the value of the system. Additional virtual training and support is always available. We stand behind our product and behind our customers.



# **Hosting & Security**

Redundant power sources and internet access ensure consistent and stable connections. We invest over \$1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

Maintaining the highest level of security for our customers' systems and protecting the privacy of their data is the cornerstone of our Mass Notification system's philosophy. CivicPlus ensures the safety of its Mass Notification application and the privacy of the data housed therein. Just as you protect your residents, we protect your investment. Our 30 geographically distributed servers make storage limitations a non-issue. CivicPlus ensures the safety of its equipment and guarantees compliance with all network and website vulnerability tests.

Your administrative team can be confident that our Mass Notification system will accommodate your department needs with privacy and security. Customizable administrative access settings and reliable hosting means in times of emergency, system security will be your last concern.

#### 99.9% guaranteed uptime Protected department information and internal communications Cloud-based and geographically distributed Simultaneous use by multiple departments and agencies Security & Role-based authorization Attribute-based authorization (content, task lists) **Availability Features** In-transit and at-rest encryption Complete workload security (IDPS, firewall, monitoring/alerting) Security vulnerability testing, monitoring and remediation (OWASP) Additional security and server hardening measures SSL security OS-level firewall Authorization bypass security **High Security** Cross-site request forgery (CSRF) security and cross-site scripting (XSS) **Standards** security SQL injection security Multiple data centers and redundancies Additional security and server hardening measures

# CP CIVICPLUS

# Social Media Archiving

# Features & Functionality

The CivicPlus Social Media Archiving software connects directly with today's most popular social media platforms to pull your social media accounts and web pages into a secure, personal archive. The continuous solution automatically captures and preserves each post, image, video, story, mention and comment, for every single social media page,

profile, and group managed by your public entity—as well as the pages and profiles your entity engages with, across all of your platforms.

Our software automatically detects edited, hidden, and deleted content across networks. This information, while critical to maintaining accurate records, is generally not reported by social networks, but CivicPlus captures it all.

We never miss a record with our authentic in near-real-time capture, and by using real-time API on sites, such as Facebook and Instagram, we can capture conversations in seconds. So, 100% of your records are captured directly from their social network in their native format, along with full technical metadata and digital signatures. Our solution helps government agencies and school districts see their whole presence online while minimizing the risk of losing records.



# **Technology**

Whether public entities' social media portfolios are managed by a single individual or distributed across several departments, a centralized social media records archive is the key to efficient and cost-effective compliance. What's more, organizations need to be able to connect accounts to an archive quickly and easily without collecting personal login information from multiple users or granting blanket access to all of the data in the archive.

CivicPlus' Social Media Archiving software is a cloud-based solution that requires no software installation or IT expertise, all you have to do is log in to your accounts. It simplifies deployment across organizations and enables organizations to automate social media record-keeping in a matter of minutes. On average, our customers are up and archiving their entire social media presence in under 20 minutes.

"We have received multiple data requests on a recent controversy. The support team walked me through how to do a very precise search and was knowledgeable about the nature of data requests... I can only imagine the amount of time it would have taken and the mistakes that might have been made had we done this manually."

Jacqueline Smith, City of St. Louis Park, MN



### **Product Suite**

CivicPlus' Social Media Archiving solution provides the most accurate and comprehensive solution to help government agencies, school districts, and other public organizations remain compliant with public record laws and actively manage risk online.

#### SUPPORTED NETWORKS AND CONTENT

#### Saving Your Presence Across the Web

Government agencies and school districts use different platforms to reach varied audiences with unique content. With CivicPlus, you can manage and organize your social media data in one secure location, collaborate with different access levels, and quickly search/view/ export any content you need, whenever you need it in an easy to understand format. Social Media Archiving preserves social media records from all of the most popular platforms in one archive to make it easy to access all social media content in one location. We support Facebook, X, YouTube, Instagram, LinkedIn, Vimeo, and Pinterest — all in one archive.

Social Network	Content Type
Facebook Group	Profile, timeline posts, comments.
Facebook Page	Album, event details, event discussions, message threads, photos, profile, blocked lists, Facebook Page posts, comments, reviews, video, timeline posts.
Facebook Personal	Album, message threads, photo, timeline posts, comments.
LinkedIn Personal	Private messages, profile, shares, posts, comments.
LinkedIn Company	Profile, posts, comments, shares.
Instagram Personal	Media, profile, posts, comments.
Instagram Business	Media, profile, stories, mentions, images, videos, posts, comments, replies.
X (formerly Twitter)	Likes, mentions, direct messages, profile, tweets, periscope comments.
YouTube	Uploads, posts, comments.
Flickr	Photos, profile, posts, comments.
Pinterest	Pins, profile, posts, comments, replies.
Vimeo	Profile, videos, posts, comments.

#### **SECURITY**

#### **Levels of Access**

In many organizations, individuals requiring access to social media records can cross departments and have different needs. While some users may want to tag and manage records, others may only need to view records. CivicPlus allows three levels of access to suit an organization's needs, including:

- Full Administrators
- Read-Only Administrators
- Social Media Account Owners.

The levels facilitate additional opportunities for collaboration while helping organizations maintain control.

#### Use Rules to Follow Retention and Dispositions Guidelines

Public entities may have retention guidelines that apply to social media. If so, organizations need a social media archive that allows for rules-based disposition. If certain content needs special consideration, flexible retention rules are key.

The CivicPlus software allows organizations to control the retention period of records through customizable disposition rules. All records can be reviewed before deletion. This flexibility allows the user to customize their archive while maintaining the greatest level of compliance.



#### **BLOCKED LISTS**

As digital transformation accelerates, public communicators are faced with misinformation, combative viewpoints, and extremist speech. These types of comments make it extremely tempting for public officials to block users. But as we've seen occur so often in the news, blocking users is also the number one way folks get afoul with First Amendment lawsuits, and public entities must be able to prove who is blocked and why they blocked them. Because even if a record is deleted or hidden, or a user is blocked, it still must be retained. Unfortunately, social networks don't report this information and it can be very difficult to tell when something has been hidden or edited. Not only does this lead to a compliance gap, but it can also remove any examples of trolling that caused you to block a user.

This is exactly why CivicPlus created Blocked Lists, to protect your entity from trolls or First Amendment related requests. Not only does Blocked Lists let you get a handle on who you've blocked and what records are associated with these users, but it also lets you see who everyone else in your organization is blocking, even for accounts you may not normally have access to, so you can ensure your internal policy is followed correctly and even help avoid legal risk. With Blocked Lists, you can monitor and manage every blocked user and page in one secure place—your archive—and with advanced search, you can quickly find and export this data whenever you need it, along with the comments that resulted in the block.

Typically blocking is viewed as a last resort for agencies and school districts (and we certainly don't recommend it). But if someone has violated your policy multiple times and is disrupting the discourse on your page, if you have substantial supporting evidence and a documented warning of you asking them to stop, at that point, it may be suitable to block that user. Alternatively, someone might make a false claim that you blocked them when you, in fact, did not. The capture of a blocked list will allow you to create a timeline in collaboration with your records to support your case.

Blocked Lists is a feature of the CivicPlus Social Media Archiving software. It provides lists of users and pages blocked by a social media account, as well as when the block occurred and what led to it. This list is updated daily and available to access and export at any time. So you can always feel prepared with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.

#### **Blocked Lists Benefits**

**Eliminate Manual Work** – Create and maintain a single list of all blocked users and pages, for all of your managed accounts in one secure location, that is updated daily and available to access and export at any time.

**Provide Evidence** – Have confidence in your block and equip your entity with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.

Manage Trolls – Keep track of the timeline for when a particular user or page was blocked or unblocked from an account, as well as your account's communications to and from a blocked user or page.

**Gain Full Supervision** – Leverage insight you may not normally have to see who's blocking users for every account across your entire organization, so you can ensure your internal policy is followed correctly and even help avoid legal risk.

#### HISTORICAL ARCHIVES

For organizations that have not been maintaining records of social media, it is important for existing account history to be included in a complete archive. Additionally, social media portfolios can evolve over time with different networks falling in and out of use as the popularity of sites fluctuates. However, even if a page is removed, records of that content must continue to be stored and maintained for organizations to stay compliant. With CivicPlus Social Media Archiving, when social media accounts are retired, they can be set to historical status. The data remains in the archive and is fully exportable and searchable.

The software collects all the available data from existing social media accounts, including historic data. Continual reverification of the entire social media account ensures changes to old content are detected and stored, and allows the software to accommodate changes to a social network's features.



#### IMPORTANCE OF METADATA

There's more to the records created on social networking platforms than what you see on a screen. All social media communications have underlying metadata that contain important information about each communication. This metadata includes user IDs, timestamps, and other information not displayed on a webpage. Correctly capturing records of social media requires more than taking screenshots or copying HTML—the metadata is a crucial part of the record. The CivicPlus Social Media Archiving solution connects directly with each social network to capture and preserve not just what is displayed on the platform, but also the underlying metadata, in its native format.

"As a public entity, we are required by law to be able to reproduce that information, if there is a public request for it, an open records request. That is not something we are capable of doing without having some type of system in place that actually can go out and get what they call the metadata."

April Warden, County Administrator for Seward County, Kansas

#### RICH DATA SHOWS A BETTER PICTURE

Social media posts can be more than simple text. In fact, they should be. Images, GIFs, and videos make your content more dynamic and interesting. But graphics pose new archiving and records management challenges compared to simple text.

A photo, for example, should be preserved at full resolution, rather than as a link or thumbnail only. This ensures no data is lost. Regardless of the device or network used to transmit communications, the CivicPlus Social Media Archiving software captures each of the various data formats used in social media and presents the resulting records in an intuitive interface.

#### **Digital Signatures for Better Accountability**

Proof of authenticity is a critical requirement when providing electronic records as evidence in regulatory and legal situations. Investigators and courts must be assured that a social media record was not falsified or altered using a web page editor, image manipulation software, or some other means. Simply crawling or scraping a page fails to provide comprehensive records for legal protection and can leave organizations and agencies at risk. Our solution includes a trusted timestamp and digital signature with each record stored in the archive. This digital signature proves that the data existed at the specified time in history and has not been edited or falsified in any way.

#### SEARCH AND TAGGING FOR BETTER TARGETING

Searching through years' worth of previous posts, tweets, and comments is a challenge without advanced search and tagging tools. Our sophisticated search engine and custom tagging system allows government agencies and school districts to organize and filter archived content. This makes finding the needle in the haystack easy.

Our advanced search and filter features give agencies the ability to search across all of an organization's social media using keywords, date, network, username, content type, or tags.



Custom tags for content make it easy to organize archives. Filters can quickly refine results, including the capability for finding records that have been deleted. With our user-friendly interface, finding deleted content is an easy task.

#### RECORD EXPORTING AND REPORTING

An archive is only as good as its ability to produce records. CivicPlus' software can export social media content to a variety of formats including PDF, HTML, and Excel. This makes it easy and efficient for organizations to perform exports on demand and produce presentation-ready PDFs with highlighted search results and detailed export descriptions.

"Alf I can't easily get it out to people when they're asking for it, it doesn't do me much good. With [CivicPlus], I can email or post it usually the same day I receive the request — often in minutes — literally saving hours for every request."

Sgt. Christopher Fulcher, Vineland Police Department

#### **WEB SNAPSHOTS**

Social networking sites and websites are the primary mediums by which government agencies and school districts communicate with the public. It is critically important that agencies can efficiently and reliably manage communications across each of these mediums as public records.

While agencies must use an archiving solution to capture social media records, the majority of record information presented across a website is already in the agency's control.

However, website records are often distributed across a variety of systems such as Content Management Systems (CMS), back-end databases, and backup systems. These systems as a whole present a challenge to centralized web record retention and fulfillment of public records requests. Agencies need help managing their web records as effectively as they manage their social media records.

Our Web Snapshots feature supplements an agency's existing approach to website records management by providing automated capture, search, and export capabilities of website content.

- Ensure records from across your agency's entire web presence are centralized and searchable.
- Maintain a single records management source to easily manage both your social media records and website records, with an intuitive and dynamic interface.

This is especially important for larger government entities and school districts with multiple sub-agencies or individual schools that manage their own websites. Web Snapshots automatically archives a snapshot of how a website was displayed to residents to supplement the website data already maintained by their CMS.



#### **RISK MANAGEMENT**

Agencies with active social media engagement create positive relationships and gain insights into community issues. Unfortunately, not all interactions online stay positive. Negative posts and comments can lead agencies into First Amendment issues or even public safety concerns. When posts and comments bring legal issues, a social media archiving solution should provide assistance in actively managing risk and enforcing social media policies. CivicPlus' Risk Management and

Analytics (RMA) suite work in conjunction with the base archive to provide monitoring, alerts, and analysis tools.

The CivicPlus software reconstructs social media conversations—pulling individual comments back into their corresponding threads—to create easy to understand content exports. This solution makes it easy to respond to records requests or other discovery or investigation needs with full context.



RMA is not only for challenging and difficult world events, it's also a valuable daily-use solution that enhances the control and visibility of your social media so you can make swift decisions, rapidly solve problems, and leverage visible, actionable data for continuous improvement. Here are five ways adding RMA can benefit your social media efforts long term.

- 1. Reduce your risk: Get immediate alerts about inappropriate content for efficient and effective moderation.
- Increase your focus: Receive automated monitoring and alerting so you can focus on what matters to you the most.
- 3. **Improve your response time:** Respond quickly to questions and comments, ensuring accurate information is conveyed in a timely manner.
- 4. **Enforce your policy:** Uphold your public entity's reputation by moderating content that violates your terms of use, such as violent or obscene comments.
- Prove your effectiveness: Communicate to stakeholders and improve the impact of social media campaigns
  through standardized reports and meaningful insights into commenter sentiment, engagement levels, and
  platform usage.

"We put in a list of maybe a hundred words — keywords. If it says 'shooting,' 'hurt,' 'blood' — any threat — they will notify me and I can notify the principal and notify law enforcement if need be."

Sherrie Johnson, Stafford County Public Schools, VA

### CivicPlus Can Make All the Difference

CivicPlus Social Media Archiving helps government agencies and school districts maintain the greatest level of compliance and transparency when online. With no software to install or network interference, the CivicPlus Social Media Archiving solution connects to your social media platforms and organizes your accounts (profiles, pages, groups). After that, you're in complete control with full functionality to update settings, engage from your accounts, view your data, and more.



# CP CIVICPLUS

# NextRequest

# NextRequest at a Glance



Serious About Security

SOC 2 Type II Audit, AES-256 encryption, and more



**True Batch Redaction** 

Draft redaction, bulk redaction, and more



**Experts in Record Requests** 

Records requests software is all we do



FOIA-Specific
Customer Service

All customers assigned a Customer Support Specialist



950+ Customers

And growing fast



**Customers Love Us** 

Check out our glowing Capterra & G2Crowd reviews

"The batch redaction tool is life-changing."

Robby Conteras, National City, CA



# Standard Plan Overview

#### Licensing

- Unlimited Staff Users
- Unlimited Departments
- 10 Admin-Publisher Users
- 2 TB Storage

#### **Resident-Facing Public Portal**

- Unlimited Updates
- Customizable Request Form
- Real-Time Request Diversion Alerts
- Agency-Specific URL
- Optional Request and Record Publishing

#### **Workflows & Automation**

- Due Date Calculation, Reminders, and Status Indicators
- Departmental Routing and Point of Contact Automation
- Automated Request Acknowledgment and Updates
- Task Assignment, Tracking, and Reminders
- Unlimited Message Templates
- Timeline Audit Trail, Email and Record Monitoring
- Support Any File Size or Type

# Review & Redaction with Unlimited Users

- Basic Redaction and RapidReview Module
- Custom Exemption List and Automated Log
- Custom Redaction Patterns

#### **Invoicing & Payments**

- Unlimited Invoicing Templates
- Time Tracking and Cost Calculation
- Integration for Online Credit Card Payments (+)

#### **Tracking & Reporting**

- Automated Reporting
- Administrative Dashboard
- Customizable Reports

#### IT & Compliance

- Automated Retention Scheduling
- CivicPlus SSO Integration
- SOC 2 Type II Audit
- CJIS Attestation Available
- HIPAA Compliance Available with BAA
- Custom IdP SSO (+)
- Risk Module (+)

#### Support

- In-App Chat, Phone, and Email Support
- 24/7 Help Center Access

# Plan Details

#### **ADMINISTRATIVE TOOLS**

- Unlimited updates to branding and public portal settings
- · Configurable due date calculation, with a custom holiday calendar and configurable reminders
- Configurable departments with associated staff and staff backups
- Automatic request routing to predefined user groups or departments
- User-configurable email alert preferences
- User-configurable templates for acknowledgment, messages, and closure reasons
- Customizable tags to categorize requests

#### **PERMISSIONS & VISIBILITY**

- Role-based permissions to allow controlled access to specific feature sets
- Default request visibility settings to ensure consistent internal visibility
- Change the visibility of a request in two clicks to make it more restricted

#### REQUESTER & PUBLIC ACCESS

- Requesters are not required to create an account, no roadblocks to transparency
- Choose whether to make a request public or only available to the requester
- Records can be viewed in application or downloaded in two clicks
- Record availability and hosting is dependent on your retention schedule
- Supports any file type, including PDF, email extracts, audio, video, etc.

#### **CUSTOM FORMS**

- Staff can customize request forms to allow requesters to select a department and provide additional information with custom fields
- Add tips, FAQs, T&C's, etc. to make the process more accessible and easier to understand for requesters
- Allow requesters to upload documents if required
- Staff can manually enter a request if it is received in another format and notate such (fax, mail, phone, etc.)

NEXTREQUEST BY THE NUMBERS 2M+ Requests Fulfilled20M+ Documents Processed





#### REQUEST DIVERSION

- In seconds, create real-time keyword alerts that trigger pop-up messages for requesters
- Redirect requesters to existing information online, provide additional tips, or proactively redirect them to the correct agency
- · Allow requesters to review and reference past requests and documents to reduce duplicate requests

#### **COMPLIANCE ENABLEMENT**

- Automatic email notifications for requests that are "overdue", "due tomorrow" and "due soon"
- Automatic status indicators show which requests are overdue, due soon, paused, etc.
- Task reminders are separate from due date reminders to ensure all steps are completed in a timeline manner
- Automated request acknowledgment to help satisfy legal requirements
- Timeline tracking of each request provides an audit trail for accountability and legal protection
- Provide additional documentation to your Timeline with custom notes
- Track if a requester has viewed a message, or viewed or downloaded released records
- Retention scheduling ensures requests and records are not kept longer than legally required
- Email bridge allows users to send messages via email without logging into the application, while still being tracked



- Redact manually with rectangles and highlighters, or search for text or patterns
- Custom exemption list and custom redaction patterns
- Automatically generated redaction log for transparency and compliance
- Automatically generates both redacted and original versions of your documents

#### RAPIDREVIEW MODULE

- All the functions of the Basic Redaction tool plus...
- Extract PST and MSG files for review, with email deduplication
- · Efficiently review large amounts of documents and emails in context and create review workflows
- True Batch Redaction to handle hundreds of records at once, with all redactions autosaved as draft so you never lose your work
- Collaborate on redactions before finalization and release
- Take batch actions on records to move, delete, release, or zip hundreds of records at once
- Optical character recognition (OCR) available to help decipher the text on scanned documents



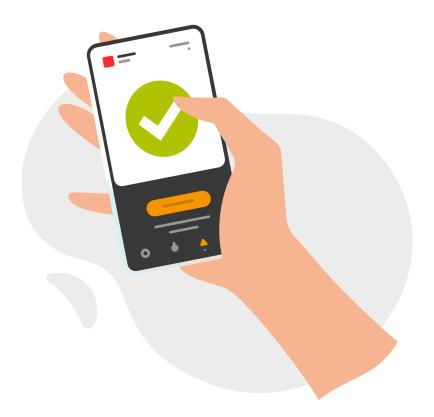


#### COST, INVOICING, AND PAYMENTS

- Track staff time per request with automated cost calculation
- Send and track invoices, with option to receive payments online via credit card (PCI compliant)
- · Create unlimited invoicing templates for different fees

#### TRACKING AND REPORTING

- · Automated reports that showcase request volume, average fulfillment, departmental breakdown and more
- The Administrative Dashboard provides quick insight to overall status and performance
- Run custom reports based on numerous request variables



Our records request software empowers organizations to collaborate remotely and asynchronously.

## **Implementation**

#### **Standard Plan Overview**

The success of your onboarding is a priority to CivicPlus. Over the course of four stages, we'll work with you to:

**Configure** the portal to match your agency's process for responding to public records requests and set up agency-specific information such as:

- Users and Departments
- Message Templates

- Instructions for the Requester
- Tags

**Train** users on how to manage and respond to public records requests. All training is recorded, so you can rewatch and share it at any time or join any of our ongoing bi-weekly virtual training webinars.

- One Admin training with a Launch Manager for those administering the portal
- One Staff training via Webinar for staff users responding to records requests

## Keys to a Successful Rollout

#### **Designate a Primary Contact**

Choosing someone who is involved in responding to public records requests frequently is ideal.



#### **Clearly Map Out Processes**

This is a vital step. Mapping out current processes as well as desired changes is the foundation of a great rollout.

#### **Set Training Dates Early**

This will help ensure maximum attendance for your Admin & Staff trainings.

## **Standard Project Timeline**

A typical Standard NextRequest onboarding rollout takes ~8-12 weeks.

STAGE 1	Week 1	Key Stakeholders	<b>Process Mapping:</b> Fill out customer success plan, gather information, and add users, departments, and portal images.		
	Week 2	Key Stakeholders	<b>Kickoff Call:</b> 30-60 minute meeting to outline the onboarding and training process as well as set a Go Live date.		
STAGE 2  Weeks 2-3  Poi		Portal Admins	Gather Info for Portal: Finalize users and departments list. Update templates, alerts, tags, and custom text.		
	Week 4	Portal Admins	Admin Training: 60-90 minute meeting for users who will be administering the portal and managing records requests as an Admin.		
STAGE 3 Week		All Staff Users	Staff Training via Webinar: 60 minute training for staff who will be responding to record requests within the portal. Note: This staff training is via webinar only.		
	Week 7	Communication Team	Go Live: Your agency's portal is now live and available to the public.		
STAGE 4	Weeks 8-12	Portal Owner(s)	Check-in Review: Compare the first month of NextRequest usage against 30-day success goals and how you are using NextRequest.		

#### **OUR PROMISE TO YOU**

Our team is dedicated to giving you the best experience in customer support. If your team changes, if your process changes, or if your agency evolves we're here to help you transition and get you back on track.

## **Hosting & Security**

#### **INFRASTRUCTURE**

**Application Security** – NextRequest servers and databases are hosted on Amazon Web Services. All data is hosted in the United States.

Storage Security - Customer image assets and documents are stored in Amazon S3.

Backups - Your data is backed up daily, weekly, and monthly.

**Redundancy** – We maintain redundancy to prevent single points of failure, are able to replace failed components, and utilize multiple data centers designed for resiliency.

Disaster Recovery - We have a step-by-step plan in place to take precautions and minimize the effects of a disaster.

#### COMPLIANCE

SOC 2 Type II Audit - NextRequest has successfully completed a SOC 2 Type II audit.

Accessibility – NextRequest product is compliant with both WCAG 2.1, Level A and Level AA and also compliant with WCAG 2.2, Level A and Level AA

**CJIS** – NextRequest enables agency Criminal Justice Information Services (CJIS) compliance by mapping features and the organization to CJIS security controls.

**Encryption** – All data is encrypted at rest using AES-256 and in transit using TLS v1.2. Documents can only be accessed through a valid token that expires. For data, we encrypt in transit using TLS 1.2 and AES-256 at rest.

**Codebase** – The NextRequest codebase is built on the latest version of Ruby and Ruby on Rails. Changes are made to repositories via GitHub Pull Requests (PRs).

HTTPS & SSL – All web requests between web clients and NextRequest are secured by TLS version 1.2.

**Monitoring** – Standard application logs are collected daily and weekly. Individual user access is logged within the application and kept in application logs. System status reports are available 24/7 here: https://bit.ly/2YGxbhZ

**Security Updates** – NextRequest's architecture allows security updates to be made to all customers in real-time, preventing delays in the patching of security vulnerabilities.

Data Destruction – At the request of a customer, we will expunge all customer data from NextRequest servers.

#### **ADDITIONAL INFORMATION**

**Updates & Patches** – NextRequest uses a software-as-a-service (SaaS) delivery model. This means customers are always using the most up-to-date version of the application and don't have to wait for new releases, including security updates. Development is conducted on a 2-week cycle.

**Single Sign-On (SSO)** – NextRequest can add SSO integrations including Active Directory and OAuth to improve password security and access controls across the enterprise organization.

Password Standards - We enforce strong passwords based on the NIST 800-63B guidelines.

**Browser Compatibility** – NextRequest is optimized for Chrome but works with IE11 and up and other modern web browsers.





# Technical Services & Support

## **Support Services**

#### **TECHNICAL SUPPORT**

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions. Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.



CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

#### CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

#### **CONTINUING PARTNERSHIP**

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

## CP CIVICPLUS

# Investment Proposal

## Scope of Work

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from May 22, 2025.

## **Municipal Websites Central Project Scope**

#### **Implementation**

- Ultimate Package
  - 1 Custom Website Layout Proposal
  - 1 Custom Design Built Using Approved
     Custom Layout & up to 3 Advanced Design
     Components
- 740 pages Content Development from sheboyganwi.gov
- Up to 100 Meetings Worth of Agendas & Minutes PDF/DOC Migration
- 4 Blocks of Virtual Consulting (up to 3 hours/block)
- 4 Blocks of Alignment Virtual Consulting (up to 3 hours/block)
- 6 Blocks of Virtual System Training (up to 3 hours/block)

#### Features & Functionality

- Web Central CMS Tools, Widgets, & Features
- 4 Premium Department Header Packages
- 1 Ultimate Department Header Package
- AudioEye Managed
- CivicPlus Chatbot

#### **Annual Recurring Services**

- Guardian Hosting & Security
- 1 SSL Certificate
- DNS Hosting for URL sheboyganwi.gov
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager
- 48-Month Ultimate Website Redesign

## SeeClickFix 311 CRM Project Scope

#### SeeClickFix 311 CRM Request

- Unlimited User Licenses with Permissions and Roles
- iOS and Android Apps for Residents and Officials
- Embeddable Web Portal
- Request Workflows and Communication Tools
- Powerful Mapping & Analytics
- Alerts and Notices with Email and Push Notifications
- Work Orders with Tracked Resources
- Connector for Tyler Enterprise Permitting & Licensing
- Connector for Tyler EAM

#### **Professional Services**

- SeeClickFix 311 CRM Account Configuration
- SeeClickFix 311 CRM Virtual Training

#### **Annual Recurring Services**

- Hosting & Security
- Software Maintenance Including Service Patches and System Enhancements
- 24/7 Technical Support and Access to the CivicPlus Help Center
- Dedicated Customer Success Manager



## **Mass Notifications Project Scope**

#### Communicator Unlimited + Emergency Voice Package

- Unlimited Multi-Channel Messaging Across Email, Social Media, myAlerts Mobile App, RSS, & CivicPlus Municipal Websites Integration
- Unlimited SMS Messages
- Unlimited Emergency-Only Voice Messages
- Unlimited Administrators, Subscribers, & Groups
- Unlimited Brands for Departments or Groups
- White & Yellow Page Data: Emergency Telephone Network (ETN) (voice usage applies to purchased blocks)
- Language Translations
- Text-to-Join via Keyword
- Geo-Targeted Messages
- myAlerts Mobile App
- Admin Mobile App
- Internal Secure Chat
- Task Lists

- Polling via SMS, Voice, Email, & Admin Mobile App
- Scheduled Alerts
- NOAA Weather Integration: Geotargeted + SMS, myAlerts Mobile App, Social Media, & CivicPlus Municipal Websites Integration (messages sent apply to blocks purchased)
- IPAWS Integrated Public Alert & Warning System

#### **Implementation**

Implementation & Training

#### **Annual Recurring Services**

- Fully Redundant Solution Hosting with 99.9% Uptime
- 24/7 Technical Support & Access to the CivicPlus Community
- Dedicated Customer Success Manager

## Social Media Archiving Project Scope

#### Standard Plan

- Unlimited Social Accounts
- 3,500 New Records/Month
- No Overage Fees
- Unlimited Data Storage
- Blocked Lists
- Web Snapshots
- · Risk Management

#### **Annual Recurring Fees**

- Hosting & Security
- Software Maintenance
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager

## NextRequest Project Scope

#### **Standard Plan**

- Unlimited Staff Users
- Up to 10 Admin-Publisher Users
- Up to 2TB Storage
- Review & Redaction Features, Payments, IT & Compliance Features

#### **Implementation**

Implementation & Virtual Training

#### **Annual Recurring Fees**

- Hosting & Security
- Software Maintenance
- Access to the Monthly Webinar



## **Total Cost**

Sheboygan's Investment	
List Price - Initial Term Total	<del>\$200,475.87</del>
Initial Term - Discount	(\$40,661.40)
Total Investment - Initial Term (includes one-time fees and Initial Term annual services)	\$159,814.47
Annual Recurring Services (subject to uplift)	\$113,503.47

### CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

#### Standard Invoicing

- Initial Term: 24 Months, beginning at signature date. Total Investment Initial Term refers to the first 12 months of the agreement.
- Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement.
- 100% of Initial Term invoiced upon signature date
- First-year Annual Services is included with your total Initial Term cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a 5% technology fee uplift each year starting in year 2 of your contract

#### **Customized Billing/Invoicing**

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties.
- Not available with all CivicPlus products. Please contact your Account Executive for more details.

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.



### Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Sheboygan.



#### CITY OF SHEBOYGAN RESOLUTION 24-25-26

#### BY ALDERPERSONS MITCHELL AND PERRELLA.

#### JUNE 2, 2025.

A RESOLUTION authorizing an amendment to the 2025 budget to pull forward previously unused 2024 budgeted amounts for the future purchase of hardware and software by the IT Department for cybersecurity upgrades.

WHEREAS, the Common Council approved reallocating \$461,286.50 of tax levy in the 2024 budget year to the Information Technology Fund for the purchase of hardware and software for cybersecurity upgrades; and

WHEREAS, the City of Sheboygan IT Department has been reviewing the set-up of the City's IT system as they have managed immediate needs to determine the best course of action for the upgrades needed; and

WHEREAS, the IT Department did not spend the funds by the end of the 2024 fiscal year resulting in the funds being placed in the IT Fund's fund balance; and

WHEREAS, to spend the funds, a budget amendment increasing the allowable amount to be spent is required.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director be authorized to make the following amendment to the 2025 budget to allow for the cybersecurity upgrade purchases:

<u>INCREASE:</u>	
IT Fund – IT – IT Equipment	\$331,444
(Acct. No. 713170-652200)	
IT Fund – Fund Equity Applied	\$331,444
(Acct. No. 713-493000)	

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN R. C. 17-25-26

#### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Res. No. 12-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City in the matter of Markell Nathaniel Mitchell v. Christopher Domagalski, and authorizing payment for said services; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY (	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN RESOLUTION 12-25-26

#### BY ALDERPERSONS MITCHELL AND PERRELLA.

#### MAY 19, 2025.

A RESOLUTION authorizing retaining outside legal counsel to represent the City in the matter of Markell Nathaniel Mitchell v. Christopher Domagalski, and authorizing payment for said services.

RESOLVED: That the Common Council hereby authorizes the hiring of MWH Law Group LLP as outside legal counsel to represent Christopher Domagalski in the defense of the lawsuit filed by Markell Nathaniel Mitchell, United States District Court, Eastern District of Wisconsin, Case No. 2:24-cv-01320.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to draw on Account No. 711150-531100 (Liability Insurance Fund – Contracted Services) in payment of same.

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN R. C. 18-25-26

#### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Res. No. 13-25-26 by Alderpersons Mitchell and Perrella authorizing retaining outside legal counsel to represent the City in the matter of Katherine Kobs v. City of Sheboygan, Case No. 2025CV0294, and authorizing payment for said services; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY OF	SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN RESOLUTION 13-25-26

#### BY ALDERPERSONS MITCHELL AND PERRELLA.

#### MAY 19, 2025.

A RESOLUTION authorizing retaining outside legal counsel to represent the City in the matter of Katherine Kobs v. City of Sheboygan, Case No. 2025CV0294, and authorizing payment for said services.

RESOLVED: That the Common Council hereby authorizes the hiring of Attorney William E. Fischer of von Briesen & Roper, s.c. as outside legal counsel to represent the City of Sheboygan in the defense of the Complaint filed by Katherine Kobs, Sheboygan County Circuit Court Case No. 2025CV0294.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized and directed to draw on Account No. 711150-531100 (Liability Insurance Fund – Contracted Services) in payment of same.

PASSED AND ADOPTED BY THE CIT	TY OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN R. C. 20-25-26

#### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral R. O. No. 13-25-26 by Director of Human Resources and Labor Relations submitting an exit interview report for Quarter 1 of 2025 for the City of Sheboygan; recommends filing the document.

Committee:	
PASSED AND ADOPTED BY THE CITY OF S	SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN R. O. 13-25-26 DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

#### BY DIRECTOR OF HUMAN RESOURCES AND LABOR RELATIONS.

MAY 27, 2025.

Submitting an exit interview report for Quarter 1 of 2025 for the City of Sheboygan.

# Exit Interview Summary Quarter 1, 2025 City of Sheboygan – Human Resources



#### **Exit Interview Summary**

For 2025, no changes were made to the exit interview questionnaire so that the data we collect this year can be easily compared to 2024's data. Exit interviews and proper notice are still required for non-represented employees to have their PTO banks paid out.

#### **First Quarter Information**

Full-time and part-time position only (excludes, Interns, LTEs, Temps, Seasonals):

Termination Type	Number of Employees		
	Terminated		
Retirements	8		
Resignations	7		
Involuntary Terminations	2		
TOTAL	16		

Quarter 1 Full Time Turnover Rate: 3.02% (based on 397 full time positions)

We would expect to see a somewhat high turnover rate in the new year especially for non-represented positions. Non-Rep employees' PTO balances are replenished each 1/1 (so they would have a full balance paid out), employees see COLA and step increases on 1/1 (so their PTO would be paid out at their new, higher rate), and leaving in early January allows employees to maximize paid holidays (Christmas Eve day, Christmas Day, New Years Eve day, New Years day).

For Quarter 1 (1/1/2025 - 3/31/2025) there were nine exit interviews conducted. Interviewees included 6 Non-Represented Employees and 3 Represented Employees.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I believe I was fairly compensated for the work I performed.	2	6		1	
Overall, I am pleased with the City of Sheboygan's benefit plans and offerings.	3	5	1		
My job duties were what I thought they would be when I was hired by the City.	2	5		2	
There were no obstacles, policies, or procedures that made my job difficult to perform.	1	4	1	3	
My supervisor is knowledgeable and well versed in their content area.	3	3	2.5	0.5	

My supervisor supports and empowers the people they supervise.	4	4	1		
I felt connected to the City as a City of Sheboygan employee; my department did not feel separate from the rest of the City.	2	3	1	2	1

#### Reasons for leaving:

- Retirement (5)
- Better work/life balance.
- Better career advancement opportunities and paid training to allow for skill development.
- Better compensation, work that aligns better with what they want to do, and better flexibility
- Other, personal

#### **Negative Experiences to Note:**

- "Overall confusion with the department's priorities and functions."
- "Bullying by a few people over the years (they are gone now)."
- "Transition from contracted to City ran could have been better organized."
- "Past supervisor"
- "Confusion with supervisor. No one listened to my suggestions."
- "Dealing with negative attitudes which resulted from Act 10."

#### **Positive Experiences to Note:**

- "When promoted, received the trust and support needed to ensure I would succeed."
- "Overall culture makes Metro a great place to work. [Supervisor] does a tremendous job regarding personnel issues and operations on a daily basis."
- "PTO and flexibility"
- "Seeing officers working together and being part of a positive team."
- "Great relationship and partnership with other department heads and department leaders."
- "Working with other departments to solve community issues."
- "I always had help for major work."
- "To build a great skillset and being trusted as a leader of projects/groups/department."
- "Having [Department Head] sit in the supervisor's office is positive. He brings positive energy, communication, and is accessible to talk to."

#### **HR Feedback:**

Responses are mostly trending toward strongly agree, agree, and neutral. We do see more of a split when it comes to obstacles, policies, or procedures that made an employee's position more difficult to perform. Feedback from those interviews were shared with supervisors to allow them the opportunity to evaluate the referenced policies or obstacles.

Additionally, when asked about their general feelings of connectedness to the City as a whole, employees' responses were a bit more spread on the array of the extent they agree/disagree. This is consistent with what we saw in 2024. To address this, HR has developed and implemented a new strategy for employee engagement and continues to brainstorm other activities to get city staff involved.

- Wellness Committee was formed with membership invitation open to from all departments.
  - Employees from all departments work together to create wellness centered activities for City staff.
- Employee Recognition program implemented for 2025.
  - 5<sup>th</sup> Monday Fun discontinued due to poor attendance, not a cost-effective way to reach a large number of staff.
  - Each month, HR plans a treat for a department and does an in-person delivery. We try
    to center this around a department related holiday or busy time (for example, National
    Law Enforcement Day or during a large snowplow operation).
    - This is done during the workday so that we can reach more staff.
    - More cost effective.
    - Showing gratitude and strengthening relationships with staff and department.
- Department Visits by Benefit Coordinator implemented mid 2024 and continue into 2025.
  - o Getting HR out to buildings to answer questions and be a resource.
- Citywide training opportunities (such as Ethics Training, Reasonable Suspicion Training, etc).
- New Hire Orientation Program implemented Fall 2024.
  - o Check-in lunch with HR Director and City Administrator for each quarter's new hires.
  - 6-month check-in and survey from HR department.

Full time turnover data excludes Part-time, Interns, LTEs, Temps, Elected Officials, and Seasonal employees.

Turnover Period	Turn Over Rate
2025 Q1 Turnover	3.02%
2024 Q1 Turnover	2.87%
2024 Q2 Turnover	4.69%
2024 Q3 Turnover	2.34%
2024 Q4 Turnover	1.82%
2024 Total Turnover	11.72%

(2025 based on 397 full time positions)

(2024 based on 384 full time positions)

#### CITY OF SHEBOYGAN R. C. 22-25-26

#### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Charter Ord. No. 1-25-26 by Alderpersons Dekker and Mitchell amending the charter of the City of Sheboygan related to the manner of selection and tenure of the City Attorney; recommends adopting the Charter Ordinance.

Committee:	
PASSED AND ADOPTED BY THE CITY C	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## CITY OF SHEBOYGAN CHARTER ORDINANCE 1-25-26 DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

#### BY ALDERPERSONS DEKKER AND MITCHELL.

MAY 27, 2025.

A CHARTER ORDINANCE to amend the charter of the City of Sheboygan related to the manner of selection and tenure of the City Attorney.

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

Section 1. The City of Sheboygan hereby elects not to be governed by those portions of Sections 62.09(3)(b)4 and 62.09(3)(b)5 of the Wisconsin Statutes relating to the method of selection and tenure of the City Attorney which are in conflict with this ordinance.

Section 2. The Charter Ordinance of the City of Sheboygan referencing term and manner of selection of the City Attorney is hereby replaced, and upon effective date of this ordinance and upon the next vacancy in the office of City Attorney, the City Attorney shall be appointed by a majority vote of the Common Council and shall hold office for an indefinite term, subject to removal by the Common Council at its pleasure, without cause, by an affirmative vote of three-fourths (3/4) of the members thereof, subject to any statutory notice requirements.

Section 3. All Charter provisions and ordinances or parts of ordinances contravening the provisions of this Charter Ordinance are hereby repealed.

Section 4. Until the effective date of this ordinance as specified in SECTION 5, this ordinance shall not in any way affect the position or role of City Attorney, or anyone currently occupying that role.

Section 5. This Charter Ordinance shall take effect 60 days after its passage by a two-thirds vote of the members-elect of the Common Council and publication unless a referendum is filed in compliance with Wis. Stat. § 66.0101(5). In the event that such a referendum petition is filed, this ordinance shall not take effect unless and until approved by a majority of the electors voting in the referendum.

Section 6. A certified copy of this ordinance shall be filed with the Secretary of State.

PASSED AND ADOPTED BY THE CITY OF SI	HEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

Direct Supervisor	City Administrator	
Department	City Attorney	
Version Date	May 21, 2025	
Salary Grade	Grade 21	
FLSA Status	tatus Exempt	
Position Status	Safety, confidential, etc.	



#### **Department and Position Summary:**

The City Attorney's Office performs legal services for the City, including organizing or rendering legal advice to City Officials, preparation and review of contracts and other legal documents, prosecution of persons accused of violating City ordinances, and representation of the City and City officials in lawsuits. The City Attorney's Office does not provide legal advice to members of the public.

The City Attorney oversees the City Attorney's Office and supervises subordinates therein. The City Attorney is a member of the City's executive leadership team and acts as a legal advisor to all levels of City government. The City Attorney provides a wide range of legal services including, but not limited to, advising and counseling, transactional work, litigation, and administration. The City Attorney position is the department head for the City Attorney's Office.

#### **Essential Responsibilities**:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

#### Legal Counsel and Advisory:

- Conducts legal research and provides written or oral legal advice, recommendations, and opinions to City Officials, departments, boards, commissions, or committees on matters affecting the City operations and on relevant legislation and changes in law, rules, and regulations.
- 2. Aids City Officials and staff in understanding legal implications and meeting goals.
- 3. Provide legal training to City staff as requested.
- 4. Advise City staff regarding ordinances, resolutions, policies and procedures, rules and regulations, legal opinions, contracts, leases agreements, grievance responses, deeds, plats, administration and council policy statements, and other such legal documents.
- 5. Attend Common Council and other governmental meetings as requested or needed.
- 6. Aid the City to create and enact innovative legal solutions and strategies to accomplish City goals, objectives, policies, and initiatives.

7. Assist in responses to requests for public records including the review of documents for release as allowed by WI State Statutes.

#### Transactional:

- 1. Assist in the sale and acquisition of real property, including eminent domain proceedings.
- 2. Prepare, draft, review, or make recommendations on ordinances, resolutions policies and procedures, rules and regulations, legal opinions, contracts, leases agreements, grievance responses, deeds, plats, administration and council policy statements, and other such legal documents.

#### Litigation:

- 1. Represent the City in variety of matters before judicial or quasi-judicial bodies or commissions, including the preparation of pleadings, conducting discovery, and preparing for hearing or trial.
- 2. Coordinate defense of the City, its elected officials, appointed officials in all legal actions, state and Federal, legal proceedings, hearings, and other forum regarding personal injury, property damage, all City contract disputes, constitutional and all other challenges to City Ordinances, resolutions and administrative actions of the City.
- 3. Prosecute or delegate prosecution of ordinance violation cases, including but not limited to traffic, housing, building, and fire code violations.

#### Administrative:

- 1. Aid in selection, supervision, training, and evaluation of staff.
- 2. Oversee City Attorney's Office as a Department.
- 3. Ensure that other administrative staff are appropriately informed about legal issues as they arise.
- 4. Oversee the distribution of work and management of the performance of contracted attorneys, outside counsel, and legal service contacts.
- 5. Prepare and recommend the annual Department budget; implements budget programs and monitors expenses though the year.

#### Other:

- 1. Establish, maintain, and foster effective working relationships with City staff and employees, officials and other governmental bodies.
- 2. Assist other departments in the performance of their functions and responsibilities.
- 3. Correspond and perform general work on matters pertaining to the City.
- 4. Perform related work as assigned or directed by Common Council, Mayor, or City Administrator not in conflict with the ethical obligations of representation and/or professional conduct.
- 5. Maintain prompt, predictable, and reliable attendance.
- 6. Other responsibilities as assigned by the City Administrator or the Administrator's designee.

#### Supervision:

The City Attorney reports to the City Administrator.

#### **Qualifications**:

The requirements listed below are representative of the knowledge, skill, and/or ability required of the City Attorney. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### **Education, Licenses, and Experience**:

- Admission to the Bar of the State of Wisconsin and maintenance of good standing license status.
- · Minimum of three (3) years' experience as a practicing attorney in the municipal or local government field or related fields.
- Preferred qualifications include experience in the areas of municipal law, labor law, civil litigation, contract review, real estate transactions, and code enforcement.
- Direct counsel experience with tax incremental financing, and development agreement negotiating and drafting strongly preferred.
- · Unencumbered driver's license and the ability to lawfully operate a motor vehicle.

#### **Applicable Skills:**

- · Ability to engage in and excel in the identified job duties.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information.
- · Ability to classify, compute, tabulate, and categorize data.
- · Ability to persuade, convince, and/or train others.
- · Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- · Ability to effectively communicate orally and in writing with City personnel, Department personnel and City residents.
- · Knowledge of administrative procedures and circuit, appellate, state, and federal court procedures and rules of evidence.
- Knowledge of principles and practices of accounting, budgeting, and finance in municipalities.
- Proficiency in the City's technology systems. Considerable knowledge of the practices, ethics and procedures of the legal profession, usually acquired through the attainment of a law degree, admission to practice law in Wisconsin, and extensive and varied experience in the practice of municipal law.
- · Knowledge of resources is essential to research legal questions and problems.

 Ability to work well under pressure, meet deadlines, regularly, manage multiple assignments, and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention.

#### **Job Offer Requirements:**

Authorization for Job offers for this position are contingent on the individual passing a pre-employment background check and any other applicable onboarding process that the city employs at the time of or prior to issuance of the offer.

#### Work Environment:

The work environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. Work performed is primarily in a standard office environment that includes exposure to computer screens, although exposure to Wisconsin environmental extremes may occur through work-related travel or attendance to duties outside the office. Job duties may require travel throughout the City of Sheboygan to various worksites.

Primary functions include sufficient physical ability and mobility to work in an office or government meeting setting, sit and answer phones, and use computer equipment on a continuous basis. On a frequent basis, must have the ability to stand, walk, sit, talk, and reach with hands and arms and occasionally lift, bend, stoop, retrieve and carry files, bags or cases, and boxes weighing up to 25-30 pounds. Position requires the operation of office equipment and requires repetitive hand movement and fine motor coordination, including use of a computer keyboard.

#### **Selection Guidelines:**

Application and selection process will be governed by City policy, as it may be amended from time to time, and at the discretion of the City Administrator and Common Council of the City.

#### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Acknowledgement:**

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee	Date
Department Head	 Date
Human Resources Director	 Date
City Administrator	

#### CITY OF SHEBOYGAN R. C. 24-25-26

#### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Gen. Ord. No. 3-25-26 by Alderpersons Mitchell and Perrella amending the Sheboygan Municipal Code to effectuate changes to the City's claims procedures; recommends adopting the Ordinance.

Committee:	
PASSED AND ADOPTED BY THE CITY	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

## **CITY OF SHEBOYGAN ORDINANCE 3-25-26**

#### BY ALDERPERSONS MITCHELL AND PERRELLA.

#### MAY 19, 2025.

AN ORDINANCE amending the Sheboygan Municipal Code to effectuate changes to the City's claims procedures.

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

**SECTION 1:** <u>AMENDMENT</u> "Sec 2-912 Approval" of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

Sec 2-912 Financial Claims Approval

**SECTION 2:** <u>ADOPTION</u> "Sec 2-914 General Claims Procedure" of the Sheboygan Municipal Code is hereby *added* as follows:

#### ADOPTION

Sec 2-914 General Claims Procedure(Added)

- (a) Claims/lawsuits shall be served upon the city clerk or their designee. The city clerk shall immediately forward each claim/lawsuit to the city attorney's office for review and investigation. The city attorney's office shall forward claim information to the city's insurance carrier as appropriate. With the assistance of other departments as requested, the city attorney's office shall investigate all claims within the city's self-retention limit and make a recommendation to the city administrator.
- (b) If the city attorney's office recommends denying a claim and such decision is affirmed by the city administrator, the city administrator may authorize the city attorney's office to deny the claim. The city attorney's office shall submit a claims report to the common council through the finance and personnel committee summarizing such action at least quarterly.
- (c) If the city attorney's office recommends negotiating and/or paying a claim, and such decision is affirmed by the city administrator, the city administrator may negotiate with claimant and/or authorize paying a claim of not more than \$50,000 without prior

- referral to the common council. The city attorney's office shall submit a claims report to the common council through the finance and personnel committee stating why the office approved paying the claim at least quarterly.
- (d) Each claim/lawsuit that the city attorney or city administrator seeks authorization to settle that exceeds \$50,000 shall be referred to the common council through the finance and personnel committee. The city attorney or city administrator may refer any claim to the common council through the finance and personnel committee for consideration prior to making a settlement determination.
- (e) Nothing contained within this section, nor any action taken by the city, the city administrator, or the city attorney pursuant to this section shall be construed to impose any liability for damages or otherwise, upon the city, the city administrator, or the city attorney.

**SECTION 3: REPEALER CLAUSE** All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**SECTION 4: EFFECTIVE DATE** This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CIT	ΓΥ OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN R. C. 26-25-26

#### BY LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Gen. Ord. No. 5-25-26 by Alderpersons Rust and La Fave amending Section 4-103 of the Municipal Code so as to increase the number of Retail "Class A" liquor licenses that may be issued in the City of Sheboygan; recommends adopting the Ordinance.

Committee:	
PASSED AND ADOPTED BY THE CITY OF	F SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# CITY OF SHEBOYGAN ORDINANCE 5-25-26

## DIRECT REFERRAL TO LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE BY ALDERPERSONS RUST AND LA FAVE.

#### MAY 27, 2025.

AN ORDINANCE amending Section 4-103 of the Municipal Code so as to increase the number of Retail "Class A" liquor licenses that may be issued in the City of Sheboygan.

**NOW THEREFORE,** be it ordained by the Common Council of the City of Sheboygan, in the State of Wisconsin, as follows:

**SECTION 1:** <u>AMENDMENT</u> "Sec 4-103 Retail "Class A" Licenses" of the Sheboygan Municipal Code is hereby *amended* as follows:

#### **AMENDMENT**

Sec 4-103 Retail "Class A" Licenses

- (a) A "Class A" license authorizes the retail sale of intoxicating liquor for consumption off the premises where sold and in original packages and containers.
- (b) Except as provided under Wis. Stats. § 125.69, "Class A" licenses may be issued to any person qualified under Wis. Stats. § 125.04(5), except a foreign corporation or a person acting as an agent for or in the employ of another.
- (c) "Class A" licenses shall particularly describe the premises for which issued and are not transferable, except as provided in Wis. Stats. § 125.04(12).
- (d) No "Class A" liquor licenses shall be issued during any license year if such license shall increase the number of "Class A" liquor licenses in force beyond a total of 1815.
- (e) The annual fee for a "Class A" license shall be \$500.00.

(Code 1975, § 4-41; Code 1997, § 10-102; Ord. No. 83-00-01, § 3, 2-5-2001; Ord. No. 19-01-02, § 2, 8-6-2001)

**SECTION 2:** REPEALER CLAUSE All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**SECTION 3: EFFECTIVE DATE** This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN R. C. 29-25-26

#### BY PUBLIC WORKS COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred R. C. No. 288-24-25 by Public Works Committee to whom was referred Res. No. 96-24-25 by Alderpersons Dekker and Ramey authorizing the appropriate City officials to execute a Memorandum of Understanding with Friends of the Shaw Family Playground, Inc. regarding the terms and understanding between the parties with regard to the playground designed for use by children of all abilities; recommends adopting the Resolution.

Committee:	
PASSED AND ADOPTED BY THE CITY	Y OF SHEBOYGAN COMMON COUNCIL 
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN R. C. 288-24-25

#### BY PUBLIC WORKS COMMITTEE.

APRIL 14, 2025.

Your Committee to whom was referred Res. No. 96-24-25 by Alderpersons Dekker and Ramey authorizing the appropriate City officials to execute a Memorandum of Understanding with Friends of the Shaw Family Playground, Inc. regarding the terms and understanding between the parties with regard to the playground designed for use by children of all abilities; recommends referred to the 2025-2026 Council.

Committee:	
PASSED AND ADOPTED BY THE CITY C	OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### CITY OF SHEBOYGAN RESOLUTION 96-24-25

#### BY ALDERPERSONS DEKKER AND RAMEY.

#### **OCTOBER 7, 2024.**

A RESOLUTION authorizing the appropriate City officials to execute a Memorandum of Understanding with Friends of the Shaw Family Playground, Inc. regarding the terms and understanding between the parties with regard to the playground designed for use by children of all abilities.

RESOLVED: That the appropriate City officials are hereby authorized to execute the Memorandum of Understanding between the City of Sheboygan and Friends of the Shaw Family Playground, Inc., a copy of which is attached hereto and incorporated herein.

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# Memorandum of Understanding Between Friends of the Shaw Family Playground, Inc. and City of Sheboygan

This Memorandum of Understanding ("MOU" or "Agreement") sets forth the terms and understanding between the Friends of the Shaw Family Playground, Inc. ("Friends") and the City of Sheboygan ("City") regarding fundraising, location, ownership, construction, and naming rights for a universally accessible playground designed for use by children of all abilities.

#### **Background**

Angie and Ryan Shaw created an organization called the Sheboygan Park Project ("SPP") to raise funds for a universally accessible playground designed for children of all abilities. They did this after Angie gave birth to conjoined twins, Mateo and McHale, in 2006. The Shaws and SPP had previously worked with city officials on a plan for such a park, but fundraising difficulties and the economic downturn stalled their efforts. The Shaws restarted their fundraising efforts in 2016.

SPP partnered with Steve Schmitt and the Sheboygan Jaycees to help create the playground. SPP worked with Landscape Structures, Inc., a playground design firm based in Delano, Minnesota, to create a plan for such a playground. Members of SPP and city park staff reviewed potential locations for the playground, and all parties involved agreed that Evergreen Park Area Two would be best suited for this playground.

This plan was then presented to the City of Sheboygan Public Works Committee and Board of Marina, Parks, and Forestry Commissioners. Each body reviewed the plans, approved of them, and entered into an agreement related to the playground. The playground has become a cherished asset to the Sheboygan community and the City appreciates its partnership with Friends of Shaw Family Playground, the non-profit developed by SPP after project completion.

Friends desires to enter into a new MOU with the City to replace the prior MOU under the name of SPP and to further clarify the expectations of the parties related to the playground.

#### **Purpose**

The purpose of this MOU is to acknowledge the agreement of the parties and set forth the parties' understanding as to their respective obligations and responsibilities with respect to the fundraising, location, ownership, construction, and naming rights for a universally accessible playground. This MOU outlines certain responsibilities for each party during the period of this Agreement and outlines the general nature of the agreement among the parties. This MOU is intended to enhance the success of the Agreement.

#### **Section 1**

- 1. The universally accessible playground will be called the Shaw Family Playground ("the Playground").
- 2. The Playground is located at 2614 Pine Grove Avenue, Area Two of Evergreen Park.
- 3. Friends desires to aid the City in maintaining, adding to, and improving the Playground, including the pavilion.
- 4. The Playground is property of the City and part of a public park and will be cared for by the City under the supervision of the Department of Public Works. Friends may raise funds to be used to further improve and maintain the park. The City is not obligated to Friends to expend additional City funds for construction, improvement, or additional park and playground maintenance beyond that customarily contemplated in the City's annual operating budget. Any such expenditure shall be at the sole discretion of the City.
- 5. Any past, present, or future funds raised by Friends or its predecessor organization for construction costs, improvements and maintenance, including funds previously held on their behalf by the Sheboygan Jaycees, shall be placed into an endowment fund for the Playground. Said funds shall be controlled by Friends. The City may request funds from the endowment fund to fund the repair or replacement of playground structures, signs, poured-in-place fall areas, fencing, any item that is part of the playground structure; or for the purchase of new items. All structures, ramps, and other items that are part of the Playground will be owned and controlled by the City.
- 6. Notwithstanding its right as owner, the City will seek consensus from Friends before making any change to the Playground, play components, any structure or ramp that provides accessibility within the Playground, the shade area, donor plaques and fence pickets, signage, independent play areas located inside the fenced area, or any other item paid for by donations from or provided by Friends. Friends understands the City will promptly remove any known hazard that arises within the playground area regardless whether consensus is first obtained but in such case, the Department of Public Works shall promptly notify Friends of such removal and the reason therefor.
- 7. The City will permit recognition of donors within the playground area. All signage would need to be approved by the City through its normal procedures.
- 8. The City agrees not to rent the pavilion for private rentals. The pavilion will remain open for all visitors to use during hours the Playground is open. Parties that set up to use the pavilion for private events will be discouraged and told that decorations and private parties are not permitted. Notwithstanding this provision, the City will allow Friends to use the pavilion for fundraising events for the Playground.
- 9. The City's Director of Public Works or his designee will serve as the Friends' primary point of contact and may attend meetings of the board of directors of Friends upon Friends' request.

10. This MOU is intended to last for the intended life of the Playground, and shall therefore expire December 31, 2043. This MOU shall automatically renew for three ten-year terms and may be further extended by mutual, written agreement of the parties. It should be noted, however, that warranty periods on items in the playground range from three years for smaller movable parts, 15 years for steel structures and plastic slides and 100 years for posts.

#### **Section 2**

By entering into this Agreement, the parties do not intend to create any obligations, expressed or implied, other than those set out herein. Further, this Agreement shall not create any rights in any party not a signatory hereto and shall not be interpreted as binding the City contrary to Wis. Stat. s. 65.06(1).

#### Section 3

<u>Indemnification</u>. Each party agrees to defend, hold harmless, and indemnify the other party against any and all claims, liabilities, damages, judgments, causes of action, costs, loss and expense, including reasonable attorney's fees, imposed upon or incurred by the party arising from or related to the negligent or intentionally tortuous acts or omissions of the indemnifying party's officers, employees, or agents in performing the services pursuant to this agreement. Each party shall promptly notify the other of any claim arising under this provision and each party shall fully cooperate with the other in the investigation, resolution, and defense of such claim.

#### **Section 4**

Except as otherwise provided in this Agreement, each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

#### Section 5

This Agreement shall become effective upon the signature of the parties hereto through their authorized representatives.

#### **Section 6**

This Agreement may be terminated by either party for cause if the other party shall default in the performance of this Agreement and the default shall continue for a period of thirty (30) days after written notice to the other party stating specifically the default. Expiration or termination of this Agreement for any reason shall not release any party from its obligations thereunder that have accrued prior to the termination or expiration date. Additionally, this Agreement may be terminated upon sixty (60) days' notice by the City to Friends that the Playground has reached the end of its intended life as determined at the sole discretion of the City based on the wear and tear on the playground structures, signs, poured-in-place fall areas, fencing, and any other item that is part of the playground structure. Whenever the City removes potentially unsafe playground equipment or components or desires to remove playground equipment or components because it has reached the end of its useful life, the City shall offer

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Friends the right of first refusal to receive the equipment. Friends may then use the equipment as it desires.

#### Section 7

Any notice or other communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by first class mail, postage prepaid, to the address each of the parties keeps on record for the other party, or to such other address as either party may give notice of from time to time in accordance with this section. Delivery shall be deemed effective upon personal delivery or deposit in the United States mail.

Approved by the parties through signature of the following authorized representatives:

CITY OF SHEBOYGAN:	
Mayor	Date
City Clerk	Date
Director of Public Works	Date
FRIENDS OF THE SHAW FAMILY PLAY	GROUND, INC.:
	Date
	Date
	 Date

#### **Memorandum of Understanding**

#### Between

Friends of the Shaw Family Playground, Inc.

and

#### City of Sheboygan

This Memorandum of Understanding ("MOU" or "Agreement") sets forth the terms and understanding between the Friends of the Shaw Family Playground, Inc. ("Friends") and the City of Sheboygan ("City") regarding fundraising, location, ownership, construction, and naming rights for a universally accessible playground designed for use by children of all abilities.

#### **Background**

Angie and Ryan Shaw created an organization called the Sheboygan Park Project ("SPP") to raise funds for a universally accessible playground designed for children of all abilities. They did this after Angie gave birth to conjoined twins, Mateo and McHale, in 2006. The Shaws and SPP had previously worked with City officials on a plan for such a park, but fundraising difficulties and the economic downturn stalled their efforts. The Shaws restarted their fundraising efforts in 2016.

SPP partnered with Steve Schmitt and the Sheboygan Jaycees to help create the playground. SPP worked with Landscape Structures, Inc., a playground design firm based in Delano, Minnesota, to create a plan for such a playground. Members of SPP and city park staff reviewed potential locations for the playground, and all parties involved agreed that Evergreen Park Area Two would be best suited for this playground.

This plan was then presented to the City of Sheboygan Public Works Committee and Board of Marina, Parks, and Forestry Commissioners. Each body reviewed the plans, approved of them, and entered into an agreement related to the playground.

The project was completed in 2019. SPP now has non-profit status and has incorporated as Friends of the Shaw Family Playground, Inc. Friends desires to enter into a new MOU with the City to replace the prior MOU under the name of SPP to further clarify the expectations of the parties related to the playground.

#### **Purpose**

The purpose of this MOU is to acknowledge the agreement of the parties and set forth the parties' understanding as to their respective obligations and responsibilities with respect to the fundraising, location, ownership, construction, and naming rights for a universally accessible playground. This MOU outlines certain responsibilities for each party during the period of this Agreement and outlines the general nature of the agreement among the parties. This MOU is intended to enhance the success of the Agreement.

#### **Section 1**

- 1. The universally accessible playground will be called the Shaw Family Playground ("the Playground").
- 2. The Playground is located at 2614 Pine Grove Avenue, Area Two of Evergreen Park.
- 3. Friends desire to aid the City in maintaining, adding to, and improving the Playground, including the pavilion.
- 4. All funds used to improve and maintain the Playground will be raised by Friends, with no additional funds to be spent by the City for construction, improvement, or maintenance.
- 5. Any past, present, or future funds raised by Friends or its predecessor organization for construction costs, improvements and maintenance including funds previously held on their behalf by the Sheboygan Jaycees, shall be placed into an endowment fund for the playground. Said funds shall be controlled by Friends. The City may request funds from the endowment fund to fund the repair or replacement of playground structures, signs, poured-in-place fall areas, fencing, any item that is part of the playground structure; or for the purchase of new items. All structures, ramps, and other items that are part of the playground will be owned and controlled by the City.
- 6. Notwithstanding its right as owner, the City will seek consensus from Friends before making any change to the playground, play components, any structure or ramp that provides accessibility within the playground, the shade area, donor plaques and fence pickets, signage, independent play areas located inside the fenced area, or any other item paid for by donations from or provided by Friends.
- 7. The City will permit recognition of donors within the playground area. All signage would need to be approved by the City through its normal procedures.
- 8. The City agrees not to rent the pavilion for private rentals. The pavilion will remain open for all visitors to use during hours the Playground is open. Parties that set up to use the pavilion for private events will be discouraged and told that decorations and private parties are not permitted. Notwithstanding this provision, the City will allow Friends to use the pavilion for fundraising events for the Playground.
- 9. The City's Superintendent of Parks and Forestry ("Superintendent") will be a member of the board of directors of Friends by virtue of their position as Superintendent. Should the Superintendent position be vacant, or should the Superintendent be unwilling or unable to serve on the board, another City employee will designated by the Director of Public Works to so serve in place of the Superintendent.
- 10. The Agreement related to the playground is intended to last for the intended life of the playground, which ends in 2043 (25 years after construction.) However, this MOU may be extended by mutual agreement of the parties. It should be noted, however, that warranty periods on items in the playground range from three years for smaller movable parts, 15 years for steel structures and plastic slides and 100 years for posts.

#### **Section 2**

By entering into this Agreement, the parties do not intend to create any obligations, expressed or implied, other than those set out herein. Further, this Agreement shall not create any rights in any party not a signatory hereto.

#### **Section 3**

<u>Indemnification</u>. Friends agrees to defend, hold harmless, and indemnify the City against any and all claims, liabilities, damages, judgments, causes of action, costs, loss and expense, including reasonable attorney's fees, imposed upon or incurred by the City arising from or related to the negligent or intentionally tortuous acts or omissions of the indemnifying party's officers, employees, or agents in performing the services pursuant to this agreement. Each party shall promptly notify the other of any claim arising under this provision and each party shall fully cooperate with the other in the investigation, resolution, and defense of such claim.

#### **Section 4**

Except as otherwise provided in this Agreement, each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

#### Section 5

This Agreement shall become effective upon the signature of the parties hereto through their authorized representatives.

#### **Section 6**

This Agreement may be terminated by either party for cause if the other party shall default in the performance of this Agreement and the default shall continue for a period of thirty (30) days after written notice to the other party stating specifically the default. Expiration or termination of this Agreement for any reason shall not release any party from its obligations thereunder that have accrued prior to the termination or expiration date. Additionally, this Agreement may be terminated upon 30 days' notice by the City to Friends that the Playground has reached the end of its intended life as determined at the sole discretion of the City based on the wear and tear on the playground structures, signs, poured-in-place fall areas, fencing, and any other item that is part of the playground structure.

#### **Section 7**

Any notice or other communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by first class mail, postage prepaid, to the address each of the parties keeps on record for the other party, or to such other address as either party may give notice of from time to time in accordance with this section. Delivery shall be deemed effective upon personal delivery or deposit in the United States mail.

Approved by the parties through signature of the following authorized representatives:

Mayor	Date
City Clerk	Date
Director of Public Works	Date
FRIENDS OF THE SHAW FAMILY PLA	YGROUND, INC.:
	Date
	Date

#### CITY OF SHEBOYGAN R. C. 23-25-26

#### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Gen. Ord. No. 6-25-26 by Alderperson Dekker and Mitchell amending, repealing, and recreating provisions related to the manner of selection and tenure of the City Attorney.; recommends adopting the Ordinance.

Committee:	
PASSED AND ADOPTED BY THE CITY OF	F SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# CITY OF SHEBOYGAN GENERAL ORDINANCE 6-25-26 DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

#### BY ALDERPERSONS DEKKER AND MITCHELL.

#### MAY 27, 2025.

AN ORDINANCE to Amend, Repeal, and Recreate Provisions Related to the Manner of Selection and Tenure of the City Attorney.

**WHEREAS,** The Common Council has approved and passed a Charter Ordinance to change the City Attorney position from an elected position to a position appointed by the Common Council; and

**WHEREAS,** certain provisions of the Sheboygan Municipal Code now require amendments, repeal, or recreation to comply with the Charter Ordinance establishing the City Attorney position be appointed; and

**NOW THEREFORE BE IT RESOLVED,** the Common Council of the City of Sheboygan do ordain as follows:

**SECTION 1:** <u>AMENDMENT</u> "Sec 2-200 TERMS" of the Sheboygan Municipal Code is hereby *amended* as follows:

#### **AMENDMENT**

#### Sec 2-200 Terms

- 1. *Mayor*. The term of office of the mayor shall be four years.
- 2. *Administrative officials*. The terms of office of the clerk and the attorney shall be four years.
- 3. Alderpersons.
  - 1. The term of alderpersons shall be two years, with the following exception:
    - 1. The eight alderpersons elected in 2016 shall serve terms of one year; and
    - 2. The five alderpersons elected in 2017 in the even-numbered aldermanic districts shall serve terms of one year.
  - 2. The alderpersons shall be residents of the aldermanic district from which they are elected, and commencing in 2018 and thereafter, five of their number, representing one alderperson from each of the five even-numbered districts in even-numbered years, and one alderperson from each of the five odd-numbered districts in odd-numbered years shall be elected.
- 4. *Appointive officials*. All appointive officials, except as otherwise provided, shall be appointed at-will, removable by the appointing authority at pleasure.

**SECTION 2:** <u>AMENDMENT</u> "Sec 2-945 Elected Officials Enumerated" of the Sheboygan Municipal Code is hereby *amended* as follows:

#### **AMENDMENT**

Sec 2-945 Elected Officials Enumerated

The elective officials of the city shall be a mayor, one alderperson from each district, <u>and</u> a city clerk<del>, and the city attorney</del>. Every elective official shall hold office until the successor is elected and qualifies.

**SECTION 3:** <u>AMENDMENT</u> "Sec 2-347 Position Established; Outside Business Activities Prohibited," of the City of Sheboygan Municipal Code is hereby *amended* as follows:

#### **AMENDMENT**

#### **DIVISION 2-III-6 CITY ATTORNEY**

Sec 2-347 Position Established; Appointment; Qualifications; Outside Business Activities Prohibited

The position full-time salaried position of city attorney is established. The qualifications and duties for the city attorney position are identified within municipal code and the corresponding job description. The city administrator shall submit a qualified individual to the common council for their consideration and/or appointment. The city attorney shall serve aAs a full-time employee at the pleasure of the common council in accordance with the city attorney's employment contact. The city attorney shall serve an indeterminate term subject to the employment contact or removal pursuant to Section 17.12(1) of the Wisconsin Statutes.

The city attorney shall not engage in any outside business activities adverse or potentially adverse to their primary representation of the City of Sheboygan, without consent or approval from the city administrator and mayor. during normal city hall hours. The city attorney shall have the duties and powers as established by the municipal code. prescribed by state statute.

**SECTION 4: REPEAL** "Sec 2-348 Health Insurance Premiums" of the City of Sheboygan Municipal Code is hereby *repealed* as follows:

#### **REPEAL**

#### Sec 2-348 Health Insurance Premiums

Employee health insurance premium contributions for the city attorney shall be consistent with that of nonrepresented city employees.

#### **HISTORY**

Adopted by Ord. 3-23-24 RECODIFICATION on 6/5/2023

**SECTION 5: REPEAL** "Sec 2-349 Salary" of the City of Sheboygan Municipal Code is hereby *repealed* as follows:

#### REPEAL

#### Sec 2-349 Salary

- (a) The city attorney shall receive a salary in the annual amount established by the city council, commencing with the first payday in May of each year. For the years 2023—2026, the salary of the city attorney shall be as follows:
  - 1. 2023: \$132,320.00.

<del>2024: \$134.967.00.</del>

- 3. 2025: \$137,666.00.
- 4. 2026: \$140,419.00.
- (b) Amounts given in subsection (a) of this section for 2023 reflect a two percent increase, plus an additional 0.75 percent increase so that the 2023 increases reflect the across the board increases earned by other nonrepresentative employees (0.5 percent in 2017 and 0.25 percent in 2018) that were not accounted for in a previous salary ordinance. Amounts for 2024—2026 reflect a two percent increase. It is anticipated that any increases for other nonrepresented employees above two percent will be added to the salary schedule in 2027.

#### **HISTORY**

Adopted by Ord. 3-23-24 RECODIFICATION on 6/5/2023

On 11/11/2022

**SECTION 6:** <u>ADOPTION</u> "Sec 2-348 Qualifications, Duties, Informed Consent" of the City of Sheboygan Municipal Code is hereby *added* as follows:

#### **ADOPTION**

#### Sec 2-348 Qualifications, Duties, Informed Consent

(a) Prior to appointment to the City Attorney position, a person must be an attorney licensed to practice law within the state of Wisconsin. The Common Council may make exceptions to this requirement for exceptional applicants provided the appointee qualifies by the date of hire.

#### (b) Duties and Responsibilities

- 1. The City Attorney shall be a full-time officer of the City and shall perform the functions of the Office of City Attorney as provided under the Constitution and laws of the State of Wisconsin, as established or set within the municipal code, as identified within the position job description and employment contract, and such other duties as the Common Council may prescribe from time to time. This includes but is not limited to enforcement of every provision of this Code by any legal means deemed appropriate by law or municipal code.
- 2. Assistants. The City Attorney may appoint Assistants, as authorized by action of the common council, who shall have power to perform the duties of the City Attorney's office. The City Attorney shall be responsible for and oversee the actions of the Assistants. The Assistants shall receive such compensation as the Common Council shall provide.

#### (c) Informed Consent:

1. Pursuant to this section, the Common Council provides informed consent to the Office of the City Attorney to share information regarding representation of the City including the identify of the City as a client and information which may not be available to the public at the time of the release of information for the purpose of consulting with and collaborating with other municipal attorneys or legal counsel representing other governmental jurisdictions or other public or private organizations or parties, for the benefit of the City. This informed consent explicitly includes but is not limited to participation in legal listservs, joint meetings or conferences with other municipal attorneys or legal counsel representing other governmental jurisdictions, and individual consultations with other attorneys with expertise in the subject matter or legal interests similar to those of the City.

- 2. This section shall not provide informed consent to the Office of the City Attorney to release confidential information relating to the representation of the City where the disclosure would disadvantage the City's legal position or where the communication is reasonably likely to be conveyed or otherwise disclosed to a party that is adverse to the City in the particular legal matter. In its sole discretion, the Common Council may establish additional restriction or conditions related to its informed consent pursuant to this section.
- 3. In specific instances where the Office of the City Attorney deems it necessary to seek more specific informed consent regarding disclosure of information due to the requirements of subsection (2) or due to other obligations of the City Attorney under the rules of professional conduct for attorneys or to other factors or circumstances, the City Attorney may seek such informed consent from the Mayor and the Mayor may, in their sole judgment, determine whether such informed consent may be provided on behalf of the City.

PASSED AND ADOPTED BY THE CIT	TY OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of	Meredith DeBruin, City Clerk, City of

Sheboygan

Sheboygan

#### CITY OF SHEBOYGAN R. C. 25-25-26

#### BY FINANCE AND PERSONNEL COMMITTEE.

JUNE 2, 2025.

Your Committee to whom was referred Direct Referral Res. No. 19-25-26 by Alderpersons Mitchell and Perrella authorizing the appropriate City officials to sign the January 1, 2024 - December 31, 2028 Contract between the City of Sheboygan and International Association of Firefighters - Local 483; recommends amending the package proposal in Article 25, Section A (1) to read, "Unused sick leave may be accumulated up to a maximum of one thousand seven hundred twenty-eight (1,728) hours".

Committee:	
PASSED AND ADOPTED BY THE CITY	Y OF SHEBOYGAN COMMON COUNCIL 
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

# CITY OF SHEBOYGAN RESOLUTION 19-25-26 DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

#### BY ALDERPERSONS MITCHELL AND PERRELLA.

MAY 27, 2025.

A RESOLUTION authorizing the appropriate City officials to sign the January 1, 2024 - December 31, 2028 Contract between the City of Sheboygan and International Association of Firefighters - Local 483.

WHEREAS, representatives from City of Sheboygan management and the International Association of Firefighters - Local 483 met to negotiate a renewal to the collective bargaining agreement between them and entered into a Tentative Agreement that set forth the agreed upon terms and changes in the agreement.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby authorizes the appropriate City officials to sign the January 1, 2024 - December 31, 2028 Contract between the City of Sheboygan and International Association of Firefighters – Local 483, as amended to incorporate all changes as described in the attached Package Proposal dated May 8, 2025.

PASSED AND ADOPTED BY THE CIT	Y OF SHEBOYGAN COMMON COUNCIL
Presiding Officer	Attest
Ryan Sorenson, Mayor, City of Sheboygan	Meredith DeBruin, City Clerk, City of Sheboygan

#### May 8, 2025

#### PACKAGE PROPOSAL OF THE CITY OF SHEBOYGAN TO IAFF LOCAL 483 FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT

1. <u>Term.</u> Modify Article XXXIX Duration for January 1, 2024 through December 31, 2026

#### 2. <u>Issues previously addressed between the union and management</u>

- a. Page 12, Section 3, Line 4; add "per SFD procedures" after "qualified employee" (6/2/23)
- b. Page 18, lines 9-11; clarify language to reflect five days after the PFC approves list.
- c. Page 25, Section E2, Lines 4-8; change language to allow both Assistant Chief's (6/2/23)
- d. Page 35, Section B, Lines 1-6; remove language from contract per MOU.
- e. Page 43, Lines 24-26; remove language from contract per MOU and to match WRS rules

#### 3. Article XXXIII Time Trades, Section B page 62. Amend language as follows:

- B. Captains shall be responsible for the approval of all time trades, which shall be submitted in writing. Once approved all time trades shall be considered as final. The on-duty Battalion Chief or the acting Battalion Chief for the day shall be responsible for approving all time trades, which shall be submitted via the departments scheduling app. Once approved, all time trades shall be considered as final. Time Trades that will cause an employee to work more than 72 hours will not be approved without prior authorization from the fire chief.
- 4. <u>Passim and Article VIII</u>. Move the duty start from 8am to 7am and adjust any language accordingly and modify extended shift and standby increments from 2 hours to 15 minutes.
- 5. Article XXII Administration, Section B page 47 and passim. Amend this section and other applicable contract provisions addressing four off at a time to change it to three off, including Article VIII Section B.2, consistent herein, as follows:
- A. Employees may use cycles for vacation, an EMS day, Convention Leave, School for Workers, FLSA and regular compensatory time requests, or as required by law. The computer entry of a leave of absence request is the responsibility of the employee.
- B. A maximum of <u>four-three (3)</u> union personnel will be approved for leaves of absence in accordance with this article at any given time, <u>unless the City employs ninety (90)</u> or <u>more full-time employees in this bargaining unit to which this maximum will then be four (4) union personnel and which shall be reflected therein</u>. Personnel off on leave for department funded and/or required business would be considered as one of the <u>three (3) four-union personnel</u>. (This is a factor in granting untimely off-duty and same day leave of absence requests only.)
- C. Employees may use cycles for vacation, an EMS day, Convention Leave, School for Workers, FLSA and regular compensatory time requests, or as required by law. The computer entry of a leave of absence request is the responsibility of the employee.
- D. A maximum of three (3) four union personnel will be approved for leaves of absence in accordance with this article at any given time, with the exception that members with 15 years or more of service may pick one vacation cycle annually during normal vacation picking for vacation picking for use in 2026, 2027, and 2028 wherein that pick brings the number off to a maximum of four off in those specific circumstances (this would require the member to designate the one cycle pick and must be the fourth pick for that cycle and not the first through

- third picks). Effective December 31, 2028, a maximum of three (3) union personnel will be approved for leaves of absence in accordance with this article at any given time. This maximum of three off shall apply unless the City employs ninety (90) or more full-time employees in this bargaining unit to which this maximum will then be four (4) union personnel. Personnel off on leave for department funded and/or required business would be considered as one of the four union personnel. (This is a factor in granting untimely off-duty and same day leave of absence requests only.)
- E. Of the allotted four (4) persons, no more than two (2) paramedics will be approved for leaves of absence on the same date(s). This rule will be in effect unless ten (10) or more paramedics are assigned to the shift.
- F. If an employee has not requested the use (all or part) of a selected cycle within fifty (50) days prior to the start of the cycle, the cycle is considered vacated and available to other employees. Requests made forty-nine (49) through forty-five (45) days prior to the start of a vacated cycle will be considered as received at the same time and will be awarded in preference of the employee requesting a full cycle and then by seniority. Days in vacated cycles that were not requested as a full cycle will be approved as timely forty-five (45) days in advance of each individual day. A separate entry must be made for each date requested. Requests for full tours of duty take preference over partial tour requests.
- G. Timely requests shall be submitted at least forty-five (45) days prior to the requested date. Timely requests are considered final; no request for change will be honored.
- H. The Fire Chief or the Chief's designee may authorize additional shift members off in the discretion of the Chief or designee.
- 6. Article XIX Special Salary Provisions Section H page 42. Modify Section H 1 as follows: H. Premium pay for work outside normal station work routine hours.
  - 1. Public relations/education. An Qon duty employees required to represent the fire department for the purpose of scheduled public relations or public education outside the normal station work routine hours (8am-5pm weekdays, 8-11 Sat./Sun./holidays) will receive premium pay of an additional fifty (50%) percent of the employee's regular hourly rate (biweekly rate without holiday pay divided by one hundred twelve (112) times five (.5) tenths) will receive time back during normal station work routine hours for time the employee worked the public education or public relations event. Such time should be requested for use by the employee during the same shift if available as determined by the Battalion Chief, or during a subsequent shift during the current or next work cycle.
- 7. Article XXV, and passim, Sick Leave. Change sick time calculation to be based on the 24-hour conversion rather than the 16-hour conversion and calculate sick time usage by 15-minute increments (rounded up) and adjust contract language accordingly. Statement of intent: the language changes are not intended to reduce or increase employee sick leave pay as this change is more addressing how the benefit is administratively handled by the City.
- 8. Article XXII. Rules and Regulations. Delete this Article and rewrite as follows: The Association recognizes the rights of the City to promulgate reasonable rules and regulations; however the City agrees that all new Fire Department rules and regulations primarily related to wages, hours, and working conditions shall be submitted to the Association thirty (3) days prior to implementation. Nothing herein shall preclude the City from promulgating work rules and regulations for emergency purposes so that the thirty day notice is not required.

- 9. **Bereavement Leave**. Union initial proposal #6 dated December 12, 2023 to modify Article XIV Bereavement Leave to allow one twenty-four hour tour off for death of a spouse's grandparent.
- 10. <u>Military Leave</u>. Delete Article XXIV Military Service and replace as follows: "Any military leave benefits available to an employee shall be as stated in applicable City policy involving military leave, subject to change by the City from to time."
- 11. <u>Wages</u>. The City proposes the following adjustments effective the first full payroll period after:

a.	January 1, 2024	3.5%		
b.	January 1, 2025	3.5%		
c.	January 1, 2026	2.0%	July 1, 2026	2.0%
d.	January 1, 2027	3.0%		
e.	January 1, 2028	3.0%		

- f. Across-the Board Percentage Adjustment Me-Too For 2027 and 2028. The parties agree that this Union shall receive the same percentage across the board wage adjustment as received by another union for wage percentage adjustments in 2027 or 2028 if such across the board wage percentage adjustment is above the listed percentage settlements above.
- 12. <u>Uniform Allowance</u>. Amend Article XVIII "Uniform Allowance" effective January 1, 2026 to provide a uniform allowance of \$550.00 instead of \$450.00.
- 13. Sick Leave Pool. Article XXV Sick Leave and Article XXVII Health Insurance retiree insurance sick leave pool. The City proposes to end the sick leave pool and dispose of the value in a lump amount not to exceed \$811,000 in total payout, less any amounts used from May 1, 2025 through the final date of ratification. No employees other than FF Haltaufderheid are authorized to draw from the sick leave pool and any further requests by FF Haltaufderheid shall be subject to consideration for authorization.

#### ARTICLE XXV SICK LEAVE

- A. Personnel on extended sick leave must report, on a weekly basis, to the Fire Chief or his/her designee either in person or by telephone stating his/her condition, work limitations, and anticipated date of return to duty.
  - 1. Each member <u>assigned to a 24 hour-shift</u> covered by the Agreement shall be entitled to sick leave credit of <u>twelve (12) hours one (1) workday</u> with pay for each completed month of service with pay. Unused sick leave may be accumulated up to a maximum of <u>one thousand one seven hundred fifty two twenty-eight (11521728) hours.</u> one hundred forty four (144) workdays.

- 2. Unused sick leave accumulated in excess of one hundred forty-four (144) days prior to 1985 shall be pooled in the Fire Department and may be restored for use by individual members of the Department in the event of an extended illness. All such requests to participate in the sick leave pool must be made in writing by the employee to the Fire Chief setting forth and including the following information:
  - a. Submission of satisfactory medical evidence from a physician on a form prescribed by the City listing the qualified serious health condition of the employee certifying that the employee has been incapacitated for said period of absence, the estimated period of time the employee will continue to be incapacitated, and the nature and prognosis of the illness or injury.
  - b. An employee who is using sick days from the sick leave pool shall furnish an updated Physician's Report from his/her physician on the form prescribed by the City more or less than thirty (30) days for recertification unless this requirement is waived by the Fire Chief or his/her designee.
- The administration of the sick leave pool shall be under the jurisdiction of the Fire Chief after he/she has consulted with the Director of Human Resources and Labor Relations, as well as, Local 483's Executive Board, in compliance with the applicable state and federal laws including ADA and FMLA, etc. Each employee must accumulate the basic one hundred forty four (144) days' sick leave and all additional days shall then be credited to his/her retirement insurance credit account. An employee is not eligible to participate in the sick leave pool or bank if he/she is eligible for other City paid benefit programs, including but not limited to the following list:
  - City-paid retirement disability programs
    - Social Security disability benefits
  - City-paid annuity programs
- 4. Employees absent from work on legal holidays, during sick leave, vacation, or disability arising from injuries sustained in the course of their employment, or for authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate during such absence as though they were on duty, subject to the maximum limitation herein provided.
- 5. An employee eligible for sick leave with pay may use such sick leave upon approval of the Fire Chief for absence due to non-occupational illness, injury, exposure to contagious disease, or up to two (2) tours of duty in an emergency due to serious illness in the employee's immediate family. The terms "emergency due to serious illness" as referred to above is such illness, which in the reasonable opinion of a physician, requires immediate and indispensable care or hospitalization. The term "immediate family" as referred to in this section is hereby defined as follows:
  - a. Spouse of the employee.
  - b. Unemancipated children of the employee under the age of 18.

- c. Disabled dependents of the employee who are wholly dependent upon the employee for their support and maintenance and who reside in the employee's household.
  - If while on duty, an employee's wife has a normal pregnancy delivery devoid of serious complications, said employee may utilize sick leave or the remaining portion of that tour of duty, regardless of departmental staffing needs. In addition, said employee may use up to either two (2) days of vacation, accrued compensatory time, or unpaid leave of absence to attend to personal business during the period of his/her wife's convalescence regardless of departmental staffing needs. Employees will not be ineligible for benefits as contained in this Agreement as result of said time off to attend to personal business.
- 6. The Fire Chief or his/her designee may require a medical certificate to justify the granting of sick leave.
- 7. An employee on sick leave shall inform his/her immediate supervisor of the fact and the reason therefore prior to the day of absence or as soon as possible but no later than seven (7:00) eight (8:00) a.m. of the first day of absence; and failure to do so within a reasonable time may be cause for denial of pay for the period of absence.
- 8. Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions, shall be charged in fifteen (15) minute increments, rounded up, and deducted from the employee's sick leave account. proportionately in an amount not smaller than one eighth (1/8) day for employees who work a twenty four (24) hour tour of duty. Absences for a fraction or part of a day that are chargeable to sick leave shall be charged in one (1) hour increments for employees working a regular eight hour shift.
- 9. Employees who work a twenty-four (24) hour tour of duty shall be charged at the rate of one day (24 hours) two (2) days for each twenty-four (24) hour tour of duty that is missed. The employee shall be charged in proportion to the time missed in amounts not smaller than fifteen minutes, rounded up, one-eighth (1/8) day of sick leave. (Schedule of Sick Leave Attached, Exhibit B)
- 10. It is recognized that sick leave is a valuable benefit paid for by the City to be used solely for bona fide sickness, accidents, or emergencies.
- 11. Use of the sick leave pool is available to all active employees and is limited to a maximum of 12 months of utilization (once employee enters the sick leave pool). Employees unable to return to work upon the expired 12 months will transition to inactive employment and will either be laid off, need to apply for retirement benefits (if qualified) or long term disability benefits.
- 12. In the event any employee has misused the sick leave provisions contained herein or has requested the use of sick leave when such sick leave is not warranted, he/she shall subject himself/herself to disciplinary action.

The City also proposes to delete Article XXVII, Section C. 2-3 as they are archaic and no longer apply.

- 2. Upon retirement, all said employees' sick days accumulated after January 1, 1985, which are accredited to the sick leave pool shall be removed from the employees' sick leave accounts and the department's sick leave pool.
- 3. The intent of the Firefighters Retiree Health Insurance Good Attendance/Retirement Program as it relates to one (1) retirement insurance credit for each unused sick leave day is: For each unused sick leave day (8 hours) in Fire Department that is credited to the sick leave pool that is above one hundred forty four (144) base days pursuant to the Agreement initialed on February 23, 1988, you will receive one (1) retirement insurance credit. The intent being if you work a full month with no sick leave, you will receive one (1) credit pursuant to the above requirements.

#### 14. Archaic language clean-up and clarification of errors.

- a. Mutually agreed upon changes.
- b. Incorporate MOUs involving 72 hours (September 14, 2023), Article XVI Paragraph B (November 8, 2021), Article XX Severance Pay (November 8, 2021),

The City reserves its right to modify, amend, delete or add to its proposals at any time and for any reason during negotiations. All tentative agreements, if any are reached, remain subject to acceptance of the collective bargaining agreement as a whole by the City Council and correction of any errors or omissions. The City reserves all rights to identify and object to any permissive or illegal subjects of bargaining and to process any declaratory ruling proceedings if this offer is not accepted.

# May 8, 2025 PACKAGE PROPOSAL OF THE CITY OF SHEBOYGAN TO IAFF LOCAL 483 FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT

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d.	January 1, 2027	3.0%	•	
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#### ARTICLE XXV SICK LEAVE

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  - 1. Each member <u>assigned to a 24 hour-shift</u> covered by the Agreement shall be entitled to sick leave credit of <u>twelve (12) hours one (1) workday</u> with pay for each completed month of service with pay. Unused sick leave may be accumulated up to a maximum of <u>one thousand one hundred fifty two (1152) hours.</u> <u>one hundred forty-four (144) workdays.</u>

- 2. Unused sick leave accumulated in excess of one hundred forty-four (144) days prior to 1985 shall be pooled in the Fire Department and may be restored for use by individual members of the Department in the event of an extended illness. All such requests to participate in the sick leave pool must be made in writing by the employee to the Fire Chief setting forth and including the following information:
  - a. Submission of satisfactory medical evidence from a physician on a form prescribed by the City listing the qualified serious health condition of the employee certifying that the employee has been incapacitated for said period of absence, the estimated period of time the employee will continue to be incapacitated, and the nature and prognosis of the illness or injury.
  - b. An employee who is using sick days from the sick leave pool shall furnish an updated Physician's Report from his/her physician on the form prescribed by the City more or less than thirty (30) days for recertification unless this requirement is waived by the Fire Chief or his/her designee.
- The administration of the sick leave pool shall be under the jurisdiction of the Fire Chief after he/she has consulted with the Director of Human Resources and Labor Relations, as well as, Local 483's Executive Board, in compliance with the applicable state and federal laws including ADA and FMLA, etc. Each employee must accumulate the basic one hundred forty four (144) days' sick leave and all additional days shall then be credited to his/her retirement insurance credit account. An employee is not eligible to participate in the sick leave pool or bank if he/she is eligible for other City paid benefit programs, including but not limited to the following list:
  - City-paid retirement disability programs
    Social Security disability benefits
  - City-paid annuity programs
- 4. Employees absent from work on legal holidays, during sick leave, vacation, or disability arising from injuries sustained in the course of their employment, or for authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate during such absence as though they were on duty, subject to the maximum limitation herein provided.
- 5. An employee eligible for sick leave with pay may use such sick leave upon approval of the Fire Chief for absence due to non-occupational illness, injury, exposure to contagious disease, or up to two (2) tours of duty in an emergency due to serious illness in the employee's immediate family. The terms "emergency due to serious illness" as referred to above is such illness, which in the reasonable opinion of a physician, requires immediate and indispensable care or hospitalization. The term "immediate family" as referred to in this section is hereby defined as follows:
  - a. Spouse of the employee.
  - b. Unemancipated children of the employee under the age of 18.

- c. Disabled dependents of the employee who are wholly dependent upon the employee for their support and maintenance and who reside in the employee's household.
  - If while on duty, an employee's wife has a normal pregnancy delivery devoid of serious complications, said employee may utilize sick leave or the remaining portion of that tour of duty, regardless of departmental staffing needs. In addition, said employee may use up to either two (2) days of vacation, accrued compensatory time, or unpaid leave of absence to attend to personal business during the period of his/her wife's convalescence regardless of departmental staffing needs. Employees will not be ineligible for benefits as contained in this Agreement as result of said time off to attend to personal business.
- 6. The Fire Chief or his/her designee may require a medical certificate to justify the granting of sick leave.
- 7. An employee on sick leave shall inform his/her immediate supervisor of the fact and the reason therefore prior to the day of absence or as soon as possible but no later than seven (7:00) eight (8:00) a.m. of the first day of absence; and failure to do so within a reasonable time may be cause for denial of pay for the period of absence.
- 8. Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions, shall be charged in fifteen (15) minute increments, rounded up, and deducted from the employee's sick leave account. proportionately in an amount not smaller than one-eighth (1/8) day for employees who work a twenty-four (24) hour tour of duty. Absences for a fraction or part of a day that are chargeable to sick leave shall be charged in one (1) hour increments for employees working a regular eight hour shift.
- 9. Employees who work a twenty-four (24) hour tour of duty shall be charged at the rate of one day (24 hours) two (2) days for each twenty-four (24) hour tour of duty that is missed. The employee shall be charged in proportion to the time missed in amounts not smaller than fifteen minutes, rounded up, one-eighth (1/8) day of sick leave. (Schedule of Sick Leave Attached, Exhibit B)
- 10. It is recognized that sick leave is a valuable benefit paid for by the City to be used solely for bona fide sickness, accidents, or emergencies.
- 11. Use of the sick leave pool is available to all active employees and is limited to a maximum of 12 months of utilization (once employee enters the sick leave pool). Employees unable to return to work upon the expired 12 months will transition to inactive employment and will either be laid off, need to apply for retirement benefits (if qualified) or long term disability benefits.
- 12. In the event any employee has misused the sick leave provisions contained herein or has requested the use of sick leave when such sick leave is not warranted, he/she shall subject himself/herself to disciplinary action.

The City also proposes to delete Article XXVII, Section C. 2-3 as they are archaic and no longer apply.

- 2. Upon retirement, all said employees' sick days accumulated after January 1, 1985, which are accredited to the sick leave pool shall be removed from the employees' sick leave accounts and the department's sick leave pool.
- 3. The intent of the Firefighters Retiree Health Insurance Good Attendance/Retirement Program as it relates to one (1) retirement insurance credit for each unused sick leave day is: For each unused sick leave day (8 hours) in Fire Department that is credited to the sick leave pool that is above one hundred forty four (144) base days pursuant to the Agreement initialed on February 23, 1988, you will receive one (1) retirement insurance credit. The intent being if you work a full month with no sick leave, you will receive one (1) credit pursuant to the above requirements.

#### 14. Archaic language clean-up and clarification of errors.

- a. Mutually agreed upon changes.
- b. Incorporate MOUs involving 72 hours (September 14, 2023), Article XVI Paragraph B (November 8, 2021), Article XX Severance Pay (November 8, 2021),

The City reserves its right to modify, amend, delete or add to its proposals at any time and for any reason during negotiations. All tentative agreements, if any are reached, remain subject to acceptance of the collective bargaining agreement as a whole by the City Council and correction of any errors or omissions. The City reserves all rights to identify and object to any permissive or illegal subjects of bargaining and to process any declaratory ruling proceedings if this offer is not accepted.



**TO:** Mayor Sorenson and Common Council Members

**FROM:** Casey Bradley, City Administrator

**DATE:** May 21, 2025 **SUBJECT:** Fire Union Contract

This memorandum intends to provide background regarding the proposed Collective Bargaining Agreement with Local 483 or Fire Department Union.

#### **Background**

We have been working since fall of 2023 to reach an agreement on this contract. In that same time, we have settled the union contracts with our other three unions. With this contract, we had to make some significant changes to legacy programs as well as some legacy language. This has drawn out the process and I would like to thank President Grandlic and the Local 483 negotiating team for working with us to find an amicable resolution to these items.

#### **Proposed Changes**

Here is a brief summary of the proposed changes and the discussion as to why the changes are being proposed.

#### **Routine updates:**

- a) Page 12, Section 3, Line 4; add "per SFD procedures" after "qualified employee" (6/2/23)
- b) Page 18, lines 9-11; clarify language to reflect five days after the PFC approves list.
- c) Page 25, Section E2, Lines 4-8; change language to allow both Assistant Chief's (6/2/23)
- d) Page 35, Section B, Lines 1-6; remove language from contract per MOU.
- e) Page 43, Lines 24-26; remove language from contract per MOU and to match WRS rules
- f) Article XXXIII Time Trades, Section B page 62. Amend language as follows: B. Captains shall be responsible for the approval of all time trades, which shall be submitted in writing. Once approved all time trades shall be considered as final. The on-duty Battalion Chief or the acting Battalion Chief for the day shall be responsible for approving all time trades, which shall be submitted via the department's scheduling app. Once approved, all time trades shall be considered as final. Time trades that will cause an employee to work more than 72 hours will not be approved without prior authorization from the fire chief.
- g) Passim and Article VIII Move the duty start from 8am to 7am, adjust any language accordingly and modify extended shift/holdover overtime from 2 hours to 15-minute increments. The intent for these changes is to establish a duty day as 0700-1600 M-F and 0700-1100 Saturday/Sunday/ and holidays. (This change was mutually requested from both sides and includes an adjustment related to language for physical training and lunch periods.)

### Casey Bradley City Administrator

CITY HALL 828 CENTER AVE. SHEBOYGAN, WI 53081

920-459-3317 www.sheboyganwi.gov



**TO:** Mayor Sorenson and Common Council Members

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h) Article XXV, and passim, Sick Leave

- a. Change the sick time calculation to be based on the 24-hour conversion rather than the 16-hour conversion, calculate sick time usage by 15-minute increments (rounded up), and adjust contract language accordingly. Statement of intent: these language changes are not intended to reduce or increase employee sick leave pay as this change is more addressing how the benefit is administratively handled by the City.
- i) Article XIV Bereavement Leave
  - a. To allow one twenty-four-hour tour off for death of a spouse's grandparent.
- j) Delete Article XXIV Military Service and replace as follows:
  - a. "Any military leave benefits available to an employee shall be as stated in applicable City policy involving military leave, subject to change by City from time to time."

#### More significant changes:

- a) Article XXII Administration, Section B page 47 passim. Amend this section and other applicable contract provisions addressing four off at a time and change it to three off, including Article VII Section B.2.
  - a. This is language that was left over from when the fire department had 90 firefighters and now, we have significantly less staff. This provision results in mandatory call-ins for staff to ensure we are meeting minimum staffing requirements. Reducing the allowable number of staff off will reduce the call-ins. If staffing levels change in the future, we will address this provision to see if it can be added back into the contract.
- b) Article XIX Special Salary Provisions Section H page 42. Modify Section H 1 as follows: Premium Pay for work outside normal station work routine hours:
  - a. Public relations/education. On duty employees required to represent the fire department for the purpose of scheduled public relations or public education outside the normal station work routine hours (8am-4pm Monday-Friday, 8am-11am Sat/Sun/Holidays) will receive premium pay of an additional fifty (50%) percent of the employee's regular hourly rate (biweekly rate without holiday pay divided by one hundred twelve (112) times five (.5) tenths) will receive time back during normal station work routine hours for time the employee worked the public education or public relations event. Such time should be requested for use by the employee during the same shift, if available, as determined by the Battalion Chief, or during a subsequent shift during the current or next work cycle.
- c) Article XXII. Rules and Regulations
  - a. The Association recognizes the rights of the Fire Chief to promulgate reasonable rules and regulations for the Sheboygan Fire Department; however, the City of Sheboygan agrees that all new rules and regulations, primarily related to wages, hours, and working conditions shall be submitted to the association thirty (30) days prior to implementation, . Nothing herein shall preclude the Chief from promulgating work rules and S.O.P.'s for emergency purposes so that the thirty (30) day notice is not required.

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i. This was a change that brings this contract language into conformance with the other union contracts.

d) Wages:

a. January 1, 2024
b. January 1, 2025
c. January 1, 2026
d. July 1, 2026
e. January 1, 2027
f. January 1, 2028
3.5%
2.0%
2.0%
3.0%

i. This proposed wage increase is in line with our other union contracts with the exception of the additional .5% in 2026. Likewise, we have not started negotiations with other unions at this time for future years.

- e) Article XVII Uniform Allowance:
  - a. Effective January 1, 2024, payable during the month of January each calendar year, a five hundred- and fifty-dollar (\$550) uniform allowance shall be paid to all other members of the Fire Department who are required to wear uniforms.
- f) Article XXV Sick Leave and Article XXVII Health Insurance retiree insurance sick leave pool. Lump sum payout of this program in an amount estimated to be worth about \$811,000.
  - a. The Sick Leave Pool was comprised of pre-1985 sick hours that accumulated by employees that exceeded their personal sick bank allowed. The number of days earned was frozen at that time and the City has been paying out at current rate of pay for hours utilized by eligible employees. By paying in a lump sum, City staff anticipates future savings of approximately \$1.44M.
  - b. Associated language changes to implement this change.
  - c. Sick leave credit is changed from one day to a credit of 12 hours and the bank limit is changed from 144 workdays to one thousand one hundred fifty-two hours.
- g) Article VII Overtime and Compensatory Time, Section A: Overtime Scheduling: Added language stating "no employee shall work more than seventy (72) consecutive hours, unless authorized by the Fire Chief for an emergency.

If you have any questions, please don't hesitate to contact me.

### Casey Bradley City Administrator

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