



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, FEBRUARY 6, 2018
12:00 P.M. NOON
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Consideration of the following bills: General Fund – \$4,454,259.27, Capital Fund - \$78,222.47, Cable TV - \$5,163.02, TID #2 - \$323.00, TID #4 - \$21,702.49, and Solid Waste Enterprise Fund - \$19,703.92 for a grand total of \$4,579,374.17. [roll call]
6. CONSENT AGENDA

* All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.

* a. Approval of 1/16/18 regular Common Council minutes.

* b. Approval of the following minutes:

- (1) Finance/Purchasing & Building Committee – 1/9/18
- (2) Community Protection & Service Committee – 1/11/18
- (3) Zoning Board of Appeals – 1/23/18

* c. Consideration of: Approval of Beverage Operator licenses.

* d. Consideration of: Approval of Temporary Class B Beer and Temporary Class B Wine license for Adopt a Solider.

* e. Finance/Purchasing & Building Committee recommendation re: Allow Department of Public Works to turn Stone Harbor Marina into a seasonal marina and keep four transient slips in the horseshoe.

* f. Community Protection & Services Committee recommendation re: Approve changes to Section 9.075 of the Municipal Code regarding travel trailers.

* g. Finance/Purchasing & Building Committee recommendation re: Waive the bidding requirements as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$16,653.79 for the purchase and installation of video cameras and audio recording equipment for four interview rooms at City Hall.

* h. Finance/Purchasing & Building Committee recommendation re: Waive the bidding requirement as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$21,744 for the replacement of the City Hall door security system.

7. Mayoral appointments.
8. Community Protection & Services Committee recommendation re: Release of the available Combination Class B Beer/Liquor license.
9. Finance/Purchasing & Building Committee recommendation re: Waive the bidding requirement as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$26,157 for the installation of the door security system at Municipal Services with the additional funding needed in the amount of \$17,901 to be transferred from capital budget line item 10-400-000-59065 rubber tire loader, to 10-160-000-59040, security system upgrade and to use the excess in the capital budget item from the City Hall door security system. (*Non-budgeted = $\frac{3}{4}$ vote – 6 votes*)
10. Finance/Purchasing & Building Committee recommendation re: Waive the bidding requirement as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$20,719.25 for the purchase and installation of video monitoring system at Municipal Services to be funded by transferring excess funds from capital budget line item 10-400-000-59065, rubber tire loader, to 10-160-000-59040, security system upgrade. (*Non-budgeted = $\frac{3}{4}$ vote – 6 votes*)
11. First reading of ordinance re: Construction of driveways – Section 8.03(9) of the Municipal Code.
12. Committee Chairperson Reports:
 - a. City Plan Commission
 - b. Finance/Purchasing & Building Committee
 - c. Park & Recreation Committee
13. Mayor's comments.
14. Convene in closed session in accordance with the following exemption:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

 - a. Consideration of: Offer to Purchase Amity Field Property.
 - b. Consideration of: Sale of City Property in Sunset Hills Subdivision #2.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Council may adjourn in closed session.
15. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 2.2.18

Time: 12:00pm

By: jm

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IL.

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

5.

INVOICES DUE ON/BEFORE 02/06/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
R0001524	JIM MCCARTHY	SIGN DEPOSIT REFND-MCCARTHY	01-000-000-23168	50.00
TOTAL LIABILITIES				50.00
CITY HALL / FIRE & POLICE STN				
01761	ASSOCIATED TRUST COMPANY	GO REF BOND 12/30/13	01-000-920-70002	152.00
TOTAL CITY HALL / FIRE & POLICE STN				152.00
TOTAL GENERAL FUND				202.00
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	12/17 GEN LEGAL MATTERS	01-110-000-55010	3,875.50
16555		12/17 PROP MAINT-SMOLA	01-110-000-55010	338.00
16555		12/17 PROP MAINT-KOLSKI	01-110-000-55010	195.00
16555		12/17 TRAFFIC MATTERS	01-110-000-55010	360.00
16555		12/17 TID 1 LEGAL MATTERS	01-110-000-55010	416.00
TOTAL				5,184.50
TOTAL LAW/LEGAL				5,184.50
CITY CLERK-TREASURER				
CHASE	JP MORGAN CHASE BANK	CONF REG/REINHARDT	01-115-000-55600	28.45
CHASE		SALES TAX CREDIT-DELUXE	01-115-000-51600	-7.06
TOTAL				21.39
TOTAL CITY CLERK-TREASURER				21.39
ADMINISTRATION				
CHASE	JP MORGAN CHASE BANK	WI TAXPYER ALLIANCE REPORTS	01-120-000-56000	38.39
WCMA	WCMA	2018 MEMBR DUES-VANLIESHOUT	01-120-000-55600	137.90
TOTAL				176.29
TOTAL ADMINISTRATION				176.29
COMPUTER				
04696	DOOR COUNTY TREASURER	2018 1ST QTR ANNL MAINT & LIC	01-125-000-55550	7,277.99
04696		2017 SOFTWARE-SBFD RIP & RUN	01-125-000-55550	325.00
04696		12/17 INTERNET	01-125-000-55550	100.00
04696		12/17 TECH SUPPORT	01-125-000-55550	2,575.00
04696		12/17 2G INTERNET	01-125-000-55550	375.00
04696		WISCNET AGGR DEVICE MAINT	01-125-000-55550	750.00
CHASE	JP MORGAN CHASE BANK	DELL DESKTOP COMPUTER/PORTER	01-125-000-55550	649.99
TOTAL				12,052.98

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL COMPUTER	12,052.98
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	02.06.18 CONTRACT	01-130-000-55010	1,333.33
			TOTAL	1,333.33
			TOTAL CITY ASSESSOR	1,333.33
BUILDING/ZONING CODE ENFORCEMENT				
SAFEUIL	SAFE BUILT	12/17 PERMITS	01-140-000-55010	8,543.87
SAFEUIL		PLAN REVIEW SERVICES	01-140-000-55010	170.00
WIS ADM	WI DEPT OF ADMINISTRATION	5 STATE SEALS	01-140-000-52750	165.00
WIS ADM		SHIPPING	01-140-000-52750	4.26
			TOTAL	8,883.13
			TOTAL BUILDING/ZONING CODE ENFORCEMENT	8,883.13
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	12/17 CHAD CELL SVC	01-145-000-58250	65.59
CHASE	JP MORGAN CHASE BANK	SURVEYING CONF REG/SPETZ	01-145-000-55600	240.00
CHASE		SURVEY LIC RENEWAL/SPETZ	01-145-000-56000	83.64
CHASE		ONLINE ETHICS COURSE	01-145-000-55600	19.98
			TOTAL	409.21
			TOTAL MUNICIPAL SERVICES ADMIN.	409.21
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	12/17 STEVE CELL SVC	01-150-000-58250	83.72
03133		12/17 BOB B CELL SVC	01-150-000-58250	53.80
22800	WALMART COMMUNITY	SUCTION CUPS & VELCRO	01-150-000-54999	6.81
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COPIER TONER	01-150-000-51950	268.16
BUBRICKS		COPY PAPER	01-150-000-52800	228.42
			TOTAL	640.91
			TOTAL PUBLIC WORKS ADMINISTRATION	640.91
CITY HALL				
03159	CHARTER COMMUNICATIONS	01/18 FIRE CABLE SVC	01-160-000-58999	119.94
03806	CUMMINS NPOWER, LLC	REPAIR GENERATOR-CITY HALL	01-160-000-58999	494.26
23730	WPS	421 MICHIGAN ST	01-160-000-56600	2,441.79
CHASE	JP MORGAN CHASE BANK	BATTERIES	01-160-000-54999	77.94

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
WARNER	WARNER-WEXEL WHOLESALE &	PAPER PRODUCTS	01-160-000-51850	164.95
WARNER		MAINTENANCE SUPPLIES	01-160-000-51850	15.52
WARNER		CLEANING SUPPLIES	01-160-000-55300	166.13
WARNER		BATTERIES	01-160-000-55300	6.12
WARNER		ROLL TOWEL	01-160-000-51850	53.27
TOTAL				3,539.92
TOTAL CITY HALL				3,539.92
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	02/18 WORK COMP	01-165-000-58750	13,932.00
MCCLONE		02/18 GEN LIAB	01-165-000-56400	3,152.00
MCCLONE		02/18 POLICE LIAB	01-165-000-57150	1,189.00
MCCLONE		02/18 PUBLIC OFFICIAL	01-165-000-57400	1,196.00
MCCLONE		02/18 AUTO LIAB	01-165-000-55200	1,966.00
MCCLONE		02/18 AUTO PHY DAMAGE	01-165-000-55200	1,652.00
TOTAL				23,087.00
TOTAL INSURANCE				23,087.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	12/17 CITY HALL PHONE SVC	01-199-000-58200	105.68
04696		12/17 SBFD PHONE SVC	01-199-000-58200	42.56
04696		12/17 MUN SVC PHONE SVC	01-199-000-58200	37.25
04696		12/17 SBPD PHONE SVC	01-199-000-58200	61.28
08167	GANNETT WISCONSIN NEWSPAPERS	AD HOC LISTEN SESSION NOTICE	01-199-000-57450	19.07
08167		SPRING ELECTION PUBLICATION	01-199-000-57450	26.41
08167		PBLC HRING NOTICE/NAPA	01-199-000-57450	34.42
TOTAL				326.67
TOTAL GENERAL EXPENDITURES				326.67
POLICE DEPARTMENT				
02208	BAYCOM INC.	SVC SQUAD #10-DOCK STATION	01-200-000-55500	237.50
04652	DOOR COUNTY SHERIFFS DEPT	UFED 4PC ULTIMATE SW RENEWAL	01-200-000-55500	1,850.00
04652		CELLBRITE RENEWL CHANGE	01-200-000-55500	162.19
19959	SUPERIOR CHEMICAL CORP	D- GERM & SOAPY HANDS	01-200-000-51950	135.09
CHASE	JP MORGAN CHASE BANK	WLEEDA TRNING CONF/BRNKMN	01-200-000-55600	225.00
CHASE		WI POLICE LEADR TRNING/BRNKMN	01-200-000-55600	135.00
CHASE		FBI LEEDA MMBERSHIP/BRNKMN	01-200-000-56000	50.00
CHASE		WCPA MMBERSHIP/BRNKMN	01-200-000-56000	80.00
CHASE		2 SAMSUNG INTERNAL SSD	01-200-000-55500	179.33
CHASE		2 USB GPS RECEIVERS	01-200-000-55500	52.79
CHASE		FORENSIC LAB ITEMS	01-200-000-55500	418.57
CHASE		CREDIT RETRUN FORENCIS ITEMS	01-200-000-55500	-308.47
CHASE		EDL CABLE	01-200-000-55500	12.07
CHASE		FORENSIC HARDWARE	01-200-000-55500	1,814.00

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GENERAL FUND				
CHASE		MISC COMPUTER HARDWARE	01-200-000-55500	114.99
CHASE		WCPA MEMBERSHIP/PORTER	01-200-000-56000	130.00
CHASE		WPLF CONF REG/PORTER	01-200-000-55600	135.00
CHASE		PHOTO PRINTS	01-200-000-51600	7.47
TOTAL				5,430.53
TOTAL POLICE DEPARTMENT				5,430.53

POLICE DEPARTMENT/PATROL

02005	BAY ELECTRONICS, INC.	TWO WAY TECH SVC LABOR	01-215-000-57550	47.50
03133	CELLCOM WISCONSIN RSA 10	12/17 CELLPHONES	01-215-000-58250	963.11
03133		12/17 MIFI WIRELESS ROUTERS	01-215-000-58250	260.68
04575	DOOR COUNTY HARDWARE	VEHICLE MAINTENANCE SUPPLIES	01-215-000-58550	51.56
04652	DOOR COUNTY SHERIFFS DEPT	SBPD LIC RENEWAL PORTION 2018	01-215-000-58999	750.00
04696	DOOR COUNTY TREASURER	1315.94G UNL @ 2.3290	01-215-000-51650	3,064.82
19880	STURGEON BAY UTILITIES	SUNSET PRK BOAT LAUNCH	01-215-000-56150	12.00
19880		NAUTICAL DR CAMERA	01-215-000-56150	10.93
BELCO	BELCO VEHICLE SOLUTIONS,LLC	FULL SIREN	01-215-000-58600	325.00
BELCO		FORD SUV PUSH BUMPER	01-215-000-58600	296.10
CHASE	JP MORGAN CHASE BANK	OPIOID OVERDOSE KIT CASE	01-215-000-54999	142.11
CHASE		ICLOUD STORAGE	01-215-000-58250	0.99
CHASE		GUN CASE/ALBERTSON	01-215-000-52900	23.18
CHASE		FORD 500 VEHICLE REGISTRATION	01-215-000-58999	76.28
CHASE		MEAL PORTER/DIETMAN	01-215-000-54999	18.67
CRABB	ANDREW CRABB	2 UNIFORM SHIRTS-CRABB	01-215-000-52900	172.92
DNR	DNR-JULIE FITZGERALD-LE/8	BOAT PATROL TRNING REG-HENRY	01-215-000-55600	10.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	'06 EXPLORER MAINTENANCE	01-215-000-58600	174.70
JIM FORD		'10 IMPALA MAINTENANCE	01-215-000-58600	417.00
JIM FORD		'16 EXPLORER MAINTENANCE	01-215-000-58600	25.73
JIM FORD		'17 EXPLORER MAINTENANCE	01-215-000-58600	26.00
JIM FORD		'15 EXPLORER MAINTENANCE	01-215-000-58600	26.00
JIM FORD		'14 EXPLORER MAINTENANCE	01-215-000-58600	468.89
R0001175	CENTERPOINTE YACHT SERVICES	IDLER PULLEY REPLACE INSTALL	01-215-000-54999	180.99
TOTAL				7,545.16
TOTAL POLICE DEPARTMENT/PATROL				7,545.16

POLICE DEPT. / INVESTIGATIONS

ACCURINT	LEXISNEXIS RISK SOLUTIONS	12/17 CONTRACT FEE	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00

FIRE DEPARTMENT

01765	ATLAS OUTFITTERS	ICE SUIT REPLACEMENT	01-250-000-51350	1,278.25
02001	RED THE UNIFORM TAYLOR	UNIFORMS	01-250-000-52900	132.00
02001		UNIFORMS	01-250-000-52900	132.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
02001		UNIFORMS	01-250-000-52900	77.00
02001		UNIFORMS	01-250-000-52900	115.50
02001		UNIFORMS	01-250-000-52900	77.00
04696	DOOR COUNTY TREASURER	12/17 FUEL	01-250-000-51650	1,009.48
06012	FASTENAL COMPANY	SWITCH-MILW DRILL	01-250-000-56250	19.96
08225	HERLACHE SMALL ENGINE	SAW REPAIR	01-250-000-56250	77.76
08225		SAW REPAIR	01-250-000-56250	14.99
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	340.00
18448	RENNERTS FIRE EQUIP SER INC	TAILLIGHT B8	01-250-000-53000	152.48
19880	STURGEON BAY UTILITIES	SALT SHED	01-250-000-56675	5.20
19880		CITY GARAGE	01-250-000-56675	42.00
19880		SUNSET CONSN CNTR	01-250-000-56675	42.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	13.00
19880		OTUMBA PARK	01-250-000-56675	5.20
19880		W SIDE WARMING HOUSE	01-250-000-56675	5.20
19880		W SIDE FIRE STATION	01-250-000-56675	42.00
19880		W SIDE FIRE STATION	01-250-000-56150	165.93
19880		W SIDE FIRE STATION	01-250-000-58650	90.93
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	5.20
19880		38 S NEENAH AVE RESTROOM	01-250-000-56675	26.00
19880		JACYEES BALLFLD STAND	01-250-000-56675	13.00
19880		JACYCEE BALLFLD SPRINKLER	01-250-000-56675	42.00
19880		911 N 14TH AVE HOUSE	01-250-000-56675	5.20
19880		WARNING SIREN	01-250-000-56150	8.24
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.57
19880		SIGN SHED	01-250-000-56675	5.20
19880		CHERRY BLOSSOM PARK	01-250-000-56675	13.00
19880		CLAY BANKS SIREN	01-250-000-56150	15.54
23730	WPS	656 S OXFORD- W SIDE FIRE	01-250-000-56600	322.98
CHASE	JP MORGAN CHASE BANK	KITCHEN & BEDDING REPLACEMENTS	01-250-000-51350	379.72
CHASE		SURFACE PROTECTION	01-250-000-53000	411.50
CHASE		CALENDARS	01-250-000-51950	32.16
CHASE		RED BOOK DAILY PLANNER	01-250-000-51950	53.67
CHASE		VEHICLE DOCKS	01-250-000-53000	72.55
CHASE		UNIFORM	01-250-000-52900	40.94
CHASE		TONER	01-250-000-51950	18.95
CHASE		AA BATTERIES	01-250-000-54999	103.46
CHASE		PFC BOOKS	01-250-000-54999	105.00
CHASE		FUEL	01-250-000-51650	46.03
CHASE		FUEL	01-250-000-51650	51.30
CHASE		FUEL	01-250-000-51650	13.62
DC FIRE	DOOR COUNTY FIRE CHIEF'S INC	ANNUAL MEMBERSHIP DUES	01-250-000-56000	150.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	KEY/#11	01-250-000-53000	13.74
JIM FORD		SECURITY	01-250-000-53000	38.70
JIM FORD		PROGRAM KEY	01-250-000-53000	62.95
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COPIER REPAIR	01-250-000-56250	231.01
TOTAL				6,134.11
TOTAL FIRE DEPARTMENT				6,134.11

SOLID WASTE MGMT/SPRING/FALL

O'REILLY	O'REILLY AUTO PARTS	SPARK PLUGS	01-311-000-53000	30.35
TOTAL				30.35

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL SOLID WASTE MGMT/SPRING/FALL				30.35
SNOW REMOVAL				
04545	DOOR COUNTY COOPERATIVE/NAPA	MAIL BOX REPLACEMENT	01-410-000-51400	46.99
06012	FASTENAL COMPANY	FASTENERS-BOLTS	01-410-000-51400	13.94
06012		SUPPLIES	01-410-000-51400	45.48
06012		SUPPLIES	01-410-000-51400	4.73
06012		SUPPLIES	01-410-000-51400	88.44
06012		T ROD	01-410-000-51400	3.45
GRAY'S	GRAY'S INC.	PLOW BLADES	01-410-000-51400	3,116.88
R0000768	BRAUER SUPPLY & EQUIPMENT	PLOW CURB GUARDS	01-410-000-51400	760.00
TOTAL				4,079.91
TOTAL SNOW REMOVAL				4,079.91
STREET MACHINERY				
02844	BRUCE MUNICIPAL EQUIPMENT INC	SHIFTER CABLE PARTS	01-450-000-52150	312.31
04696	DOOR COUNTY TREASURER	310.87 G UNL FUEL	01-450-000-51650	724.02
04696		2323.65 G DSL FUEL	01-450-000-51650	6,443.48
06005	JFTCO, INC	HYDRAULIC VALVE	01-450-000-53000	837.75
08225	HERLACHE SMALL ENGINE	CHAINS	01-450-000-52700	54.50
13655	MONROE TRUCK EQUIPMENT, INC	SALT SPINNER MOTOR	01-450-000-52150	202.34
19240	SERVICE MOTOR CO	SKID STEER CABLE	01-450-000-52150	9.80
EH WULF	E.H. WOLF & SONS, INC.	SUPREME 10W30 BULK	01-450-000-58600	585.00
O'REILLY	O'REILLY AUTO PARTS	PRESSURE WASHER	01-450-000-52150	8.58
O'REILLY		OIL FILTER & SPARK PLUGS	01-450-000-52150	9.64
PACKER	PACKER CITY TRUCKS, INC	AIR RIDE SPRING	01-450-000-53000	144.26
PRECAUTO	PRECISION AUTO GLASS	WINDSHIELD REPAIR	01-450-000-53000	216.70
PRECAUTO		SIDE WINDOW REPAIR	01-450-000-53000	185.00
QUALITY	QUALITY TRUCK CARE CENTER INC	TURN SIGNAL ASSEMBLY	01-450-000-53000	227.41
TOTAL				9,960.79
TOTAL STREET MACHINERY				9,960.79
CITY GARAGE				
01766	AURORA MEDICAL GROUP	MRO FEE-BLEY	01-460-000-57100	8.00
01766		DOT TEST-DELCHAMBRE	01-460-000-57100	50.00
12373	LEON GEZELLA	SHOP TOWELS	01-460-000-54999	180.00
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	43.58
19880		CITY GARAGE	01-460-000-56150	976.25
19880		CITY GARAGE	01-460-000-58650	183.67
19880		911 N 14TH AVE HOUSE-REFUSE	01-460-000-58999	8.79
19880		911 N 14TH AVE HOUSE	01-460-000-56150	102.42
19880		911 N 14TH AVE HOUSE	01-460-000-58650	58.58
19959	SUPERIOR CHEMICAL CORP	CLEANING SUPPLIES	01-460-000-51850	102.48
23730	WPS	835 N 14TH AVE-CITY GARAGE	01-460-000-56600	2,561.56
23730		911 N 14TH AVE-HOUSE	01-460-000-56600	134.52

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DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/06/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
O'REILLY	O'REILLY AUTO PARTS	NITRILE GLOVES	01-460-000-51850	110.34
WARNER	WARNER-WEXEL WHOLESALE &	TOWELING	01-460-000-54999	138.54
TOTAL				4,658.73
TOTAL CITY GARAGE				4,658.73
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	TRFF WARNING LIGHTS	01-499-000-58000	8.25
19880		OLD HWY RD SIGN	01-499-000-58000	11.46
TOTAL				19.71
TOTAL HIGHWAYS - GENERAL				19.71
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	12/17 BOB B CELL SVC	01-500-000-58250	53.81
03133		12/17 CELL SVC	01-500-000-58250	20.86
08167	GANNETT WISCONSIN NEWSPAPERS	SNOW REMOVAL NOTICE	01-500-000-57450	109.98
08167		SEASONAL EMPLOYEE ADVERTS	01-500-000-57450	956.40
CHASE	JP MORGAN CHASE BANK	BREWER TICKET DEPOSIT	01-500-000-52250	225.00
CHASE		BIRD CITY RENEWAL	01-500-000-56000	125.00
TOTAL				1,491.05
TOTAL PARK & RECREATION ADMIN				1,491.05
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	MCFARLIN MRO FEE	01-510-000-57100	8.00
04603	HALRON LUBRICANTS INC	GREASE	01-510-000-58600	122.88
04603		USED OIL PICKUP	01-510-000-58999	26.25
04603		USED OIL FILTER PICK UP	01-510-000-58999	35.00
04696	DOOR COUNTY TREASURER	229.47 G UNL FUEL	01-510-000-51650	534.44
04696		28.31 G DSL FUEL	01-510-000-51650	78.50
08225	HERLACHE SMALL ENGINE	SAFETY KIT	01-510-000-51350	99.99
08225		AIR FILTER	01-510-000-51850	11.16
08225		FRICTION WHEEL	01-510-000-51900	7.48
08225		RECOIL ROPE SPOOL	01-510-000-51900	33.92
19070	SCHARTNER IMPLEMENT INC	HYDRAULIC FLUID	01-510-000-53000	145.00
19070		FILTER ASSEMBLY	01-510-000-53000	115.00
19070		FILTER	01-510-000-53000	24.00
19240	SERVICE MOTOR CO	KUBOTA OIL FILTERS	01-510-000-51850	154.72
19880	STURGEON BAY UTILITIES	BALLFLD WATER USAGE	01-510-000-58650	166.11
19880		SUNSET CONSN CNTR	01-510-000-56150	46.47
19880		SUNSET CONSN CNTR	01-510-000-58650	51.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	15.22
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	11.40
19880		OTUMBA PARK	01-510-000-56150	8.24
19880		OTUMBA PARK	01-510-000-58650	8.00
19880		W SIDE WARMING HOUSE	01-510-000-56150	15.45

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880		W SIDE WARMING HOUSE	01-510-000-58650	8.00
19880		JAYCEES BALLELD STAND	01-510-000-56150	17.80
19880		JAYCEES BALLELD STAND	01-510-000-58650	11.40
19880		OTUMBA PK WLKWAY	01-510-000-56150	24.35
19880		FLORIDA ST/SUNSET PRK	01-510-000-56150	14.15
19880		SIGN SHED	01-510-000-56150	13.62
19880		SIGN SHED	01-510-000-58650	8.00
19880		CHERRY BLOSSOM PARK	01-510-000-56150	8.24
19880		CHERRY BLOSSOM PARK	01-510-000-58650	11.40
23730	WPS	335 N 14TH AVE-MEM FLD	01-510-000-56600	304.53
CHASE	JP MORGAN CHASE BANK	PLOW PARTS	01-510-000-53000	19.75
O'REILLY	O'REILLY AUTO PARTS	GLASS TOWEL & PROTECT	01-510-000-52700	9.28
O'REILLY		SPARK PLUGS	01-510-000-52700	8.36
O'REILLY		OIL FILTER	01-510-000-53000	8.80
PRECAUTO	PRECISION AUTO GLASS	WINDSHIELD REPAIR	01-510-000-53000	216.70
WARNER	WARNER-WEXEL WHOLESALE &	RUBBER GLOVES	01-510-000-51850	19.16
TOTAL				2,422.17
TOTAL PARKS AND PLAYGROUNDS				2,422.17
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 NEENAH PKG LOT LTS	01-550-000-56150	303.20
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	8.24
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	8.00
19880		38 S NEENAH AVE RESTROOM	01-550-000-56150	29.42
19880		38 S NEENAH AVE RESTROMM	01-550-000-58650	18.00
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	16.77
TOTAL				383.63
TOTAL MUNICIPAL DOCKS				383.63
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUESUM WALKWAY	01-570-000-56150	15.12
19880		DC MUESEUM PRKING LOT	01-570-000-56150	200.13
TOTAL				215.25
TOTAL WATERFRONT PARKS & WALKWAYS				215.25
EMPLOYEE BENEFITS				
23674	WISCONSIN DEPT OF WORFORCE	12/17 UNEMPLOYMENT	01-600-000-50370	20.90
HUMANA	HRI	GO365 ADMIN FEE & REWARDS	01-600-000-50550	772.33
TOTAL				793.23
TOTAL EMPLOYEE BENEFITS				793.23

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INVOICES DUE ON/BEFORE 02/06/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2017 4TH QTR MAINT COSTS	01-700-000-56850	23,935.89
TOTAL				23,935.89
TOTAL PUBLIC FACILITIES				23,935.89
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	1ST QTR ADMIN OF PROGRAMS	01-900-000-55850	6,625.00
04549		DCEDC COMMITMENT	01-900-000-55750	5,402.50
TOTAL				12,027.50
TOTAL COMMUNITY & ECONOMIC DEVLPMT				12,027.50
TOTAL GENERAL FUND				135,090.34
CAPITAL FUND				
FIRE DEPARTMENT				
EXPENSE				
CHASE	JP MORGAN CHASE BANK	FRIDGE,STOVE,WASHER & DRYER	10-250-000-59030	3,273.70
CHASE		INSPECT/ACCEPT FLIGHT/WRITT	10-250-000-59060	233.96
CHASE		INSPECT/ACCEPT FLIGHT/CIHLAR	10-250-000-59060	233.96
CHASE		INSPECT/ACCEPT FLIGHT/MONTVIDE	10-250-000-59060	233.96
CHASE		INSPECT/ACCEPT FLIGHT/DIETMAN	10-250-000-59060	233.96
CHASE		CREDIT FROM PREVIOUS STAIMNT	10-250-000-59060	-4.01
ROLLNRAC	ROLLNTACK,LLC	LDH-HOSE ROLLER	10-250-000-59070	2,949.00
TOTAL EXPENSE				7,154.53
TOTAL FIRE DEPARTMENT				7,154.53
ROADWAYS/STREETS				
LEAD LATERAL				
DEGROOT	DE GROOT, INC	LEAD LAT REPLACEMENT #9	10-400-000-59125	5,750.00
R0001516	ROD SCHLISE	LEAD LAT REPLCEMNT #8 REIMB	10-400-000-59125	9,363.00
TOTAL LEAD LATERAL				15,113.00
TOTAL ROADWAYS/STREETS				15,113.00
CURB/GUTTER/SIDEWALK				
EXPENSE				
12430	LINCOLN CONTRACTORS SUPPLY INC	1 20" WALK BEHIND CONCRETE SAW	10-440-000-59070	5,869.00
12430		1 20" CONCRETE BLADE	10-440-000-59070	429.00
14962	NORTHERN TOOL EQUIPMENT CO	TRAILER	10-440-000-59070	399.99
TOTAL EXPENSE				6,697.99
TOTAL CURB/GUTTER/SIDEWALK				6,697.99

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INVOICES DUE ON/BEFORE 02/06/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
PARKS AND PLAYGROUNDS				
EXPENSE				
06580	FOTH AND VAN DYKE	BRADLY LAKE ENGINEER & DESIGN	10-510-000-59025	49,256.95
TOTAL EXPENSE				49,256.95
TOTAL PARKS AND PLAYGROUNDS				49,256.95
TOTAL CAPITAL FUND				78,222.47
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	01/18 CB MUSIC SVC	21-000-000-58999	61.35
MANN	MANN COMMUNICATIONS, LLC	2.6.18 CONTRACT	21-000-000-55015	5,101.67
TOTAL CABLE TV / GENERAL				5,163.02
TOTAL CABLE TV / GENERAL				5,163.02
TOTAL CABLE TV				5,163.02
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01761	ASSOCIATED TRUST COMPANY	GO REF BOND 12/30/13	25-320-930-70002	52.25
TOTAL TID #2 A AREA BONDS - CITY				52.25
TID #2 A AREA BONDS - DVL				
01761	ASSOCIATED TRUST COMPANY	GO REF BOND 12/30/13	25-320-931-70002	142.50
TOTAL TID #2 A AREA BONDS - DVL				142.50
T2 ROAD PROJECTS				
01761	ASSOCIATED TRUST COMPANY	GO REF BOND 12/30/13	25-320-932-70002	128.25
TOTAL T2 ROAD PROJECTS				128.25
TOTAL TID DISTRICT #2				323.00
TOTAL TID #2 DISTRICT				323.00
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	11/17 LEGAL MATTERS-RAZE	28-340-000-55001	14,808.66
03950		12/17 LEGAL MATTERS-RAZE	28-340-000-55001	4,504.50
16555	PINKERT LAW FIRM, LLP	12/17 TID 4 LEGAL MATTERS	28-340-000-55001	2,389.33
TOTAL TID #4 DISTRICT				21,702.49
TOTAL TID #4 DISTRICT				21,702.49
TOTAL TID #4 DISTRICT				21,702.49

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INVOICES DUE ON/BEFORE 02/06/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	792.70 G DLS FUEL	60-000-000-51650	2,198.16
ADVANCED	ADVANCED DISPOSAL	183.89 TN GARBAGE	60-000-000-58300	11,094.08
ADVANCED		69.53 TON RECYCLING	60-000-000-58350	963.02
BRIDGEPO	BRIDGEPORT MANUFACTURING, INC	PUMP SOLENOID CARTRIDGE/COIL	60-000-000-53000	490.83
EH WULF	E.H. WOLF & SONS, INC.	SUPER PLUS 15W40	60-000-000-52050	871.00
FLEETPRI	FLEETPRIDE	BRAKE PARTS/TRUCK #41	60-000-000-53000	343.04
INFOSEND	INFOSEND, INC	DECEMBER NEWSLETTER	60-000-000-54999	53.78
JX ENT	JX ENTERPRISES, INC.	GARBAGE TRUCK PARTS	60-000-000-53000	870.67
JX ENT		BRAKE PDL ASSM, SEAL AIR LINE	60-000-000-53000	1,675.29
JX ENT		GARBAGE TRUCK PARTS	60-000-000-53000	90.80
JX ENT		AIR FILTERS	60-000-000-53000	216.16
JX ENT		AIR FILTER	60-000-000-53000	50.54
JX ENT		AIR DRY CARTRIDGE	60-000-000-53000	46.54
JX ENT		BATTERY COVER TIE DOWN	60-000-000-53000	50.06
JX ENT		KIT ADJUSTER-BRAKES	60-000-000-53000	391.96
JX ENT		SENSOR	60-000-000-53000	49.99
POMPS	POMP'S TIRE SERVICE. INC	TIRE ALIGNMENT	60-000-000-53000	248.00
TOTAL SOLID WASTE ENTERPRISE FUND				19,703.92
TOTAL SOLID WASTE ENTERPRISE FUND				19,703.92
TOTAL SOLID WASTE ENTERPRISE				19,703.92
TOTAL ALL FUNDS				260,205.24

MANUAL CHECKS

DOOR COUNTY TREASURER	\$ 1,140,741.94
01/10/18	
Check # 82738	
1/18 Tax Settlement	
01-000-000-24212	
 NWTC	 \$231,929.66
01/10/18	
Check #82739	
1/18 Tax Settlement	
01-000-000-24640	
 SEVASTOPOL SCHOOL DISTRICT	 \$ 59,968.44
01/10/18	
Check # 82740	
1/18 Tax Settlement	
01-000-000-24630	
 SOUTHERN DOOR SCHOOL DISTRICT	 \$ 133,332.54
01/10/18	
Check # 802741	
1/18 Tax Settlement	
01-000-000-24620	
 STURGEON BAY SCHOOL DISTRICT	 \$ 2,662,494.19
01/10/18	
Check # 82742	
1/18 Tax Settlement	
01-000-000-24610	
 NETWORK HEALTH	 \$74,905.98
01/10/18	
Check # 82743	
01/18 Health Insurance	
Various Departmental Accounts	
 PITNEY BOWES	 \$117.00
01/17/18	
Check # 82748	
1 st Quarter Rental Fee	
01-199-000-57250	
 SUN LIFE FINANCIAL	 \$3,551.94
01/17/18	
Check # 82749	
January & February Short and Long Term Disability	
01-000-000-21545	

BENEFIT ADVANTAGE 01/17/18 Check # 82750 December Cobra& HRA Fees 01-600-000-50510	\$129.00
PITNEY BOWES 01/17/18 Check # 82751 Postage 01-199-000-57250	\$3,825.00
LUKE DEIBELE 01/17/18 Check # 82752 2017 Vision Insurance Reimbursement 01-000-221540	\$138.60
BP AMOCO 01/18/18 Check # 82829 Statement Charges 01-215-000-51650	\$ 53.60
SECURIAN FINANCIAL GROUP 01/18/18 Check # 82830 02/18 Life Insurance 01-600-000-50552	\$1,955.64
EMPLOYEE BENEFITS CORP. 01/18/18 Check # 82831 EBC HRA/BestFlex Plan Set up Fees 01-600-000-50510	\$1,112.50
SOUTHERN DOOR SCHOOL 01/22/18 Check #82832 December Mobile Home Tax Payment 01-000-000-41300	\$226.55
STURGEON BAY SCHOOLS 01/22/18 Check #82833 December Mobile Home Tax Payment 01-000-000-41300	\$3,783.58
SUPERIOR VISION INSURANCE 01/22/18 Check # 80834 February Vision Insurance 01-000-000-21540	\$902.77
TOTAL MANUAL CHECKS	\$ 4,319,168.93

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INVOICES DUE ON/BEFORE 02/06/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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SUMMARY OF FUNDS:

GENERAL FUND	135,090.34
CAPITAL FUND	78,222.47
CABLE TV	5,163.02
TID #2 DISTRICT	323.00
TID #4 DISTRICT	21,702.49
SOLID WASTE ENTERPRISE	19,703.92

TOTAL --- ALL FUNDS

260,205.24

4,454,259.27

4,579,374.17

Stewart Smith
David J. Ward
E. Edwards
1-30-18
1-30-18
01/30/18

COMMON COUNCIL
January 16, 2018

A meeting of the Common Council was called to order at 12:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Catarozoli, Vandertie, Ward, Wiesner, Allmann, Fett, and Hauser.

Ward/Fett to adopt agenda. Catarozoli/Allmann to amend the agenda to move Item 8 (award contract to dismantle, salvage and store grain elevator) to the last item on the agenda prior to adjournment. Roll call: Catarozoli, Allmann, and Hauser voted aye. Vandertie, Ward, Wiesner, and Fett voted no. Motion failed. Vote taken on original motion. Carried with Catarozoli, Allmann, and Hauser voting no.

Fett/Ward to approve the following bills - General Fund - \$424,682.58, Capital Fund - \$231,411.16, Cable TV - \$3,237.59, TID #4 - \$7,914.50, and Solid Waste Enterprise Fund - \$4,358.99 for a grand total of \$671,604.82. Roll call: All voted aye. Carried.

Ward/Allmann to approve consent agenda:

- a. Approval of 1/2/18 regular and 1/8/18 special Common Council minutes.
- b. Approval of the following minutes:
 - (1) Police & Fire Commission – 8/21/17
 - (2) Sturgeon Bay Utility Commission – 11/14/17
 - (3) Sturgeon Bay Utility Commission – 12/12/17
 - (4) Finance/Purchasing & Building Committee – 12/26/17
 - (5) Board of Public Works – 1/2/18
- c. Place the following reports on file:
 - (1) Inspection Department – December 2017
 - (2) Police Department – December 2017
 - (3) Fire Department Report – December 2017
- d. Consideration of: Approval of Beverage Operator licenses.
- e. Consideration of: Approval of Sidewalk Café Permit from Henry S. Baird #174.
- f. Finance/Purchasing & Building Committee recommendation re: Approve Intergovernmental Agreement.

Carried.

There were no mayoral appointments.

Catarozoli/Allmann to table item re: awarding a contract to dismantle, salvage, and store the grain elevator. Catarozoli was not recognized by the Chair so motion was out of order. Ward/Fett to award contract to Kiesow Enterprises in the amount of \$66,237.25. Catarozoli/Allmann to table. Motion failed. Vote on original motion. Carried. Allmann and Hauser left at 12:09 p.m.

Ward/Fett to read in title only and adopt the second reading of ordinance to repeal and recreate Section 3.02(3) of the Municipal Code. Carried.

Personnel Committee Chair Vandertie, Parking & Traffic Committee Chair Ward, Community Protection & Services Committee Chair Wiesner presented reports for their respective committees/commissions.

Catarozoli left at 12:10 p.m.

Due to lack of a quorum, the Council meeting was declared over at 12:10 p.m.

Respectfully submitted,

Stephanie L. Reinhardt

Stephanie L. Reinhardt
City Clerk/HR Director

FINANCE/PURCHASING & BUILDING COMMITTEE
January 9, 2018

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 p.m. by Chairperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett, Ward and Wiesner were present. Also present: Alderperson Allmann, City Administrator VanLieshout, Finance Director/City Treasurer Clarizio, Municipal Services Director Bordeaux, Police Investigator Henry and Receptionist Metzger.

A motion was made by Alderperson Ward, seconded by Alderperson Wiesner to adopt the following agenda:

- 1. Roll call.
- 2. Adoption of agenda.
- 3. Public comment on agenda items.
- 4. Consideration of: Surplus Property.
- 5. Consideration of: Operation of Stone Harbor Marina.
- 6. Review of unfinished business.
- 7. Review bills.
- 8. Public comment on Non-agenda items.
- 9. Adjourn

Carried.

No one spoke during public comment on agenda items.

Consideration of: Surplus Property.

After a brief discussion it was moved by Alderperson Ward, seconded by Alderperson Wiesner to declare the following items as surplus and allow the City Administrator to determine the best method for liquidation.

<u>Item</u>	<u>General Condition</u>	<u>Yr. acquired</u>	<u>Original cost</u>
Tough Book Computer	Outdated	2008	\$ 5,735
Tough Book Computer	Outdated	2010	\$ 4,999
Tough Book Computer	Outdated	2010	\$ 4,999
Tough Book Computer	Outdated	2010	\$ 4,999
Tough Book Computer	Outdated	2010	\$ 4,999
Tough Book Computer	Outdated	2010	\$ 4,999
Radio-Base	Outdated	1990	\$ 3,779
Car Video Camera	Outdated	2002	\$ 3,699
Car Video Camera	Outdated	2000	\$ 3,664
Car Video Camera	Outdated	2000	\$ 3,664
Tracking Device	Outdated	2005	\$ 23,800
Copy Machine	Broken	2002	\$ 11,435

Carried.

Consideration of: Operation of Stone Harbor Marina.

Municipal Services Director Bordeaux explained that when Stone Harbor marina was built the City received funds from the DNR with the stipulation that the marina must remain transient. However, during the marina construction water and electric connections were installed, which are not allowed in transient

marinas. The City decided to return the funds to the DNR rather than remove the electric and water. Mr. Bordeau stated that over the years the City has contracted with local marinas to oversee management of the marina. At the end of the last contract term the City decided to manage the marina in house. He stated that of the 21 slips 10 are seasonal and the rest are daily slips. He is requesting that the marina change from transient to seasonal. Mr. Bordeau explained that managing the daily operations are challenging due to the location of the municipal office which is 5 miles away, payment procedures, and the inability to find qualified staff to run the marina. There is currently a waiting list for seasonal slips for the 2018 season. He stated that by changing the marina to seasonal, except for 4 slips that would remain transient, the increase in revenue to the City could be as much as \$6,850.

Moved by Alderperson Wiesner, seconded by Alderperson Ward to recommend to Common Council allowing the Department of Public Works to turn Stone Harbor Marina into a seasonal marina and keep 4 transient slips in the horseshoe. Carried.

There were no items on the unfinished business list.

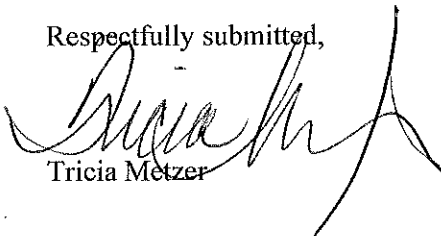
Review bills

Moved by Alderperson Wiesner, seconded by Alderperson Ward to approve the bills as presented and forward to the Common Council for payment. Carried.

No one spoke during public comment on non-agenda items.

Moved by Alderperson Fett, seconded by Alderperson Ward to adjourn. Carried. The meeting adjourned at 4:15pm.

Respectfully submitted,



Tricia Metzger

COMMUNITY PROTECTION & SERVICES COMMITTEE**January 11, 2018**

A meeting of the Community Protection & Services Committee was called to order at 4:30 p.m. by Chairperson Wiesner in the Council Chambers, City Hall. **Roll Call:** Members Mr. Wiesner, Ms. Catarozoli and Mr. Ward were present. City staff present included Randall Nesbitt, Josh VanLieshout, Marty Olejniczak, Arleigh Porter and Chris Sullivan-Robinson.

Moved by Ms. Catarozoli, seconded by Mr. Ward to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Changes to Section 9.075 of the Municipal Code regarding Travel Trailers
4. Consideration of: Release of available Combination Class B beer/liquor license.
5. Discussion of: Establishing a list of criteria to be used for the granting of any future Class B Combination beer/liquor licenses.
6. Discussion of: Establishing a waiting list/standby list for issuance of any future available Class B Combination beer/liquor licenses
7. Public Comment on Non-Agenda Items
8. Adjourn

Carried.

Changes to Section 9.075 of the Municipal Code

Staff member Chris Sullivan-Robinson briefed the committee on the changes made to the travel trailer ordinance. Staff was asked to look at and update the requirements for occupying a travel trailer outside of a travel trailer park, and establish rules to include potentially allowing temporary trailer parks for special events. Suggested code changes were brought to the committee's attention in October by a city resident. Changes made were outlined in an included packet (see attached). Enforcement of the code will remain complaint driven.

Barbara Allmann: 717 Prairie Lane, Sturgeon Bay

Ms. Allmann commented that she feels some of the code changes are too strict in regards to emergency situations (i.e. fire or natural disaster that prohibits residents to live in the home, but they have a travel trailer they could stay in on the property until the home is able to be lived in again).

Ms. Catarozoli stated that in the case of an emergency situation, it would make sense to have either the Fire Department or Police Department give permission for those who fall into an emergency situation, and may need to occupy a travel trailer longer than the permitted time; they won't have to wait for the approval of Council.

Mr. Ward directed the committee to discuss the initial problem brought up, which was allowing travel trailers to be parked in backyards of properties. He stated the problem in his district lies with waterfront properties. On such properties the 'backyard' is considered the 'front' yard because of the views of the water. There have been occasions where waterfront property owner's park travel trailers on the waterside, thus, blocking water views from neighboring residents. Mr. Ward feels the suggestions outlined in the ordinance are reasonable; he is satisfied with the amended changes.

Mr. Ward also feels using travel trailers in an emergency situation has merit; however, he suggested to allow no more than 30 days for this kind of circumstance. Mr. Wiesner suggested an emergency clause be written into the ordinance where an exemption may be granted by the Police Department if an excess of 30 days is needed; the Council can look at it after the 30 days have passed.

Mr. Wiesner asked of Chief Porter his opinion towards allowance of travel trailers parked for longer periods during an emergency. Chief Porter questioned the definition of 'emergency'. Circumstances would be looked at case by case. Mr. Nesbitt defined it as a house being un-inhabitable.

Mr. Wiesner asked who would enforce the ordinance; how will violators be handled. Mr. Olejniczak said violations remain complaint driven with police contact and written citations if compliance to the ordinance is not followed.

Moved by Mr. Ward seconded by Ms. Catarozoli that the Community Protection and Services Committee, hereby recommend to the Common Council to approve the changed to the ordinance with the exception to this section whereas up to 30 days may be permitted by the Police Chief or his/her designee. Longer exceptions shall be permitted only upon special permission of the Council after special investigation of the Community Protection and Services Committee. All ayes. Carried.

Release of Available Class B Beer/Liquor License

Many different outlooks on release of the license where provided by Committee members. Mr. Wiesner would like the City to hold onto the remaining license for future economic development. Ms. Catarozoli stated that looking at the list of interested businesses, she feels inclined to release the license to one as they are active businesses in the community. She does not feel hanging onto a license for potential future economic growth is necessary when businesses open now can benefit. Mr. Ward agreed having a license on reserve is a nice option, but at this time feels it should be released to one of the interested businesses.

There was discussion regarding renewals. Mr. Olejniczak stated although holding onto a license for economic development is a good idea, at this time there are no new projects on the horizon. Also, other license may be available if businesses holding them do not meet the requirements of the ordinance and prove such. Ms. Catarozoli suggested taking another look at the ordinance requirements for possible change in 2019.

Moved by Ms. Catarozoli, seconded by Mr. Ward that the Community Protection and Services Committee, hereby recommend to the Common Council to release the available Combination Class B Beer/Liquor License.

Two ayes. One no. Carried.

Establish Criteria for Granting Future Class B Combination Beer/Liquor Licenses

Ms. Catarozoli brought forth creating a weighted list using points to include: years in business, location (example: located in the commercial district), primary business is advertised to sell food and are open at least six days a week with evening hours to at least 9pm. In case of a tie-breaker, the license would go to the business who applied first. Mr. Ward agreed with the weighted list.

Mr. Wiesner stated he believed the City Clerk was hesitant because of the turn-over of businesses. Mr. Wiesner would like to see what a business that was awarded a license would do; how that business would enhance itself. Each case would potentially be different. Mr. Wiesner suggested writing the criteria vague so future councils can look back and/or amend. Mr. Nesbitt commented, when writing the criteria, leave room for discretion but not to the point where a business can manipulate to get the license. Mr. Ward reminded that this committee can set the criteria for issuance of a license, but in the end it will still be up to the Council to award it.

Next meeting the Committee will discuss and consider establishing a list of criteria for issuance of future Class B Combination Beer/Liquor Licenses if the Common Council passes the recommendation to release the current existing license.

Establish a Waiting/Stand By List for Future Class B Combination Licenses

Discussion included with agenda item 5.

Public Comment on Non-Agenda Items

Barbara Allmann: 717 Prairie Lane, Sturgeon Bay

Ms. Allmann queried the policy on having public comment on agenda items. Mr. Wiesner explained the Committee is very casual, anyone who would like to speak is allowed. There are no formalities.

Paul Anschutz: 221 N. 6th Avenue

Mr. Anschutz expressed concerns that the City is doing its job with new developments not considering placing connectivity such as sidewalks, roads and lighting. He would like to see this discussed and feels the Community Protective Services Committee is responsible for development adhering to the safety of the community.

Mr. Wiesner assured Mr. Anschutz the proper discussions regarding this have been addressed, however they have not been laid out for the public. That will happen.

Moved by Ms. Catarozoli, seconded by Mr. Ward, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:33 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Sarah Spude-Olson". The script is cursive and fluid, with the first name "Sarah" being more prominent than the last name.

Sarah Spude-Olson
Police Department
Administrative Office Manager

ZONING BOARD OF APPEALS
Tuesday, January 23, 2018

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 12:05 p.m. by Acting Chairperson James Goodwin in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members James Goodwin, William Murrock, Andrew Starr, and Alternate Dave Augustson were present. Excused: Members Wayne Spritka, Bill Chaudoir, and Bill Murrock. Also present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Starr, seconded by Mr. Augustson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from November 28, 2017.
4. Public hearing: Petition for variance from Section 20.27(2) of the City of Sturgeon Bay Zoning Code, for a proposed addition that would encroach into the street right-of-way, for Jim McCarthy, 831 Louisiana Street.
5. Consideration of: Petition for variance from Section 20.27(2) of the City of Sturgeon Bay Zoning Code, for a proposed addition that would encroach into the street right-of-way, for Jim McCarthy, 831 Louisiana Street.
6. Adjourn.

Carried.

Approval of minutes from November 28, 2017: Moved by Mr. Starr, seconded by Mr. Augustson to approve the minutes from November 28, 2017. All ayes. Carried.

Public hearing: Petition for variance from Section 20.27(2) of the City of Sturgeon Bay Zoning Code, for a proposed addition that would encroach into the street right-of-way, for Jim McCarthy, 831 Louisiana Street : Acting Chairperson Goodwin opened the public hearing at 12:10 p.m.

James Joseph McCarthy, property owner at 831 Louisiana Street, stated that he would like to use the addition of the porch as an outdoor seating area. It would enhance the home and the neighborhood. It will be done structurally and aesthetically pleasing for the neighborhood. There are other porches in the neighborhood that are larger than what is proposed. He would be investing time and money in his own home for its aesthetic view and to have a seating place for the spring, summer, and fall times. The porch will not be screened in.

Mr. McCarthy explained that the hardship he is experiencing is that he has to go five feet into the setback. He can barely sit on the existing porch with only four feet. He is looking for more room for movability. He added that he had also spoken to his neighbors about the project and they had no problem with it.

Chris Kellems, 120 Alabama Street, stated that she was in favor of the variance request. The home is in the historic district. It puts a value on walkability in the neighborhood. Mr. McCarthy now has a small entry porch. This will be a fine, valuable addition.

Ms. Nault read a letter from Jacinda Duffin, 837 Louisiana Street, in favor of the variance request.

No one spoke in opposition. There were no letters of correspondence in opposition.

Mr. Sullivan-Robinson stated that there are several houses in the neighborhood that do not meet setbacks. The existing porch is set back 24 feet from the street right-of-way. With the addition, the setback would be 20 feet. The requirement is 25 feet in the R-1 district. In the R-2, R-3 and C-5 districts, the setback is 17 feet from the street right-of-way. The adjacent properties are non-conforming mainly due to the lot width.

Acting Chairperson Goodwin closed the public hearing 12:17 p.m.

Consideration of: Petition for variance from Section 20.27(2) of the City of Sturgeon Bay Zoning Code, for a proposed addition that would encroach into the street right-of-way, for Jim McCarthy, 831 Louisiana Street: Due to only three members in attendance, consideration of the petition will be rescheduled at a later date. Four members are required to grant a variance.

Adjourn: Moved by Mr. Starr, seconded by Mr. Augustson to adjourn. All ayes. Carried. Meeting adjourned at 12:27 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

BEVERAGE OPERATOR LICENSES

1. Hein, Amanda K.
2. Mason, Connie M.
3. Thomas, Kellie S.

TEMPORARY CLASS B BEER AND TEMPORARY CLASS B WINE:

Adopt a Solider Door County
5676 Trails End Court
Sturgeon Bay, WI 54235
Agent: Nancy Hutchinson
Location: Martin Park
Date: August 4, 2018

RECOMMENDATION**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Finance/Purchasing & Building Committee, hereby recommend allowing the Department of Public Works to turn Stone Harbor Marina into a seasonal marina and keep 4 transient slips in the horseshoe.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 09, 2018

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2018.

Executive Summary

Title: Stone Harbor Marina

Background: When Stone Harbor Marina was first built there was DNR monies used to help construct the marina with the stipulation that the marina had to remain transient at all times. When the marina was built, the city installed electrical bollards and water pedestals which is not allowed in transient marinas. The city had a choice to keep the DNR money and remove the electrical and water from the docks or turn the DNR money back in and run the marina as the City chose to. The city decided to turn the money back in.

Management for the marina was provided by Skipper Buds at first, and then later Bay Marine ran the marina. After the Bay Marine contract expired, the city decided to run the marina in house with all proceeds staying with the city.

Around 2013 a need was identified for seasonal slips, so at that time 10 of our 21 slips were made into seasonal and the rest remaining daily slips.

The daily slips are more problematic for our department because of our office location, (5 miles from the marina) the inability to get qualified seasonal employees to run the marina, and our inability to run the marina efficiently on a daily basis.

City staff discussed the issues and possible corrective actions that could be taken to keep the marina under city management and not lose revenue. It was decided that the best way to accomplish this was to turn the entire marina into a seasonal marina and let the daily reservations go to other locations that are set up for this type marina management. If the marina is converted to seasonal slips only, and we are able to fill all of the slips, we would increase our revenue approximately \$6,850.00.

Fiscal Impacts: Additional \$6,850.00 in city revenue

Recommendation: Staff recommends allowing DPW to turn Stone Harbor Marina into a seasonal marina.

Prepared By:



Bob Bordeau
Municipal Services Director

Date: 1/03/18

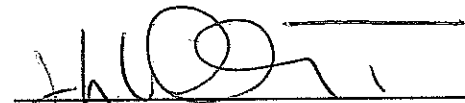
Reviewed By:



Valerie Clarizio
Finance Director

Date: 1/4/18

Reviewed By:



Josh VanLieshout
City Administrator

Date: 1/4/18

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council to approve the changes to Section 9.075 of the Municipal Code regarding travel trailers. All ayes. Carried.

Respectfully submitted,
COMMUNITY PROTECTION AND SERVICES COMMITTEE
By: Richard Wiesner, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 11, 2018

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2018.

Draft Ordinance – January 17, 2018 – approved by Community Protection & Services Committee

9.075 - Travel trailers.

- (1) *Definitions.* As used in this section, the following terms shall have the meanings hereinafter designated:

- (a) *Travel trailer.* All vehicles and portable structures built on a chassis, whether designed to be towed upon the highway or self-propelled, designed as a temporary or permanent dwelling for travel, recreational or vacation use ~~and not included in the definition of nondependent mobile home in § 66.058(1)(f), Wis. Stats.~~ For purposes of this section, a dependent mobile home, as defined in § 66.058(1)(a), Wis. Stats., camping trailer, pickup coach, motor home and similar recreational vehicles are considered to be travel trailers unless otherwise indicated.
- ~~(b) *Dependent mobile home.* A mobile home which does not have complete bathroom facilities.~~
- ~~(c) *Mobile home.* That which is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters or is intended to be so used; and includes any additions, attachments, annexes, foundations and appurtenances, except that a house trailer is not deemed a mobile home if the assessable value of such additions, attachments, annexes, foundations and appurtenances equals or exceeds 50 percent of the assessable value of the mobile home.~~
- (d) ~~(b)~~ *Travel trailer park.* A plot of ground upon which two or more travel trailers are occupied for dwelling, regardless of whether or not a charge is made for such accommodations.
- (e) ~~(c)~~ *Travel trailer space.* A plot of ground within a travel trailer park designed for accommodation of one travel trailer.
- ~~(f) *Complete bathroom facilities.* A flush toilet, lavatory, bath and kitchen sink.~~
- (g) ~~(d)~~ *Service building.* A building housing toilet and bathing facilities for men or women, and may also include buildings containing laundry facilities and other facilities as required by this section or desired by the licensee.
- ~~(h) *Camper top.* A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.~~
- (i) ~~(e)~~ *Motor home.* A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
- (j) ~~(f)~~ *Camping trailer.* A canvas or folding structure mounted on wheels and designed for travel, recreation and vacation use.

- (2) *Location of travel trailers outside parks.*

- (a) No person shall occupy or park, for purposes of occupancy, any travel trailer or mobile home on any public or private street or land within the city outside of a licensed travel trailer park, except as follows:
 - 1. One occupied travel trailer is permitted for a period of not more than three consecutive days on the property of a private residence. ~~In addition, the total number of days for occupying a travel trailer under this subsection shall not exceed 21 days in a calendar year~~
 - 2. ~~The travel trailer shall not be rented.~~ Clubs or associations of persons with travel trailers or dependent mobile homes are permitted on the Door County fairgrounds at such areas and facilities as may be designated by Door County, subject to the following restrictions:
 - a. ~~The persons seeking to occupy their travel trailers or dependent mobile homes must be members of a bona fide club or association using the fairgrounds for preorganized recreation or convention purposes, which must be registered and approved in~~

~~advance by Door County or an agency thereof. The city police department must be informed of such approval.~~

~~b. There must be at least 50 travel trailer or dependent mobile home units involved in the club or association activity at the fairgrounds.~~

~~c. The maximum duration of the club or association event is limited to seven consecutive days.~~

~~d. After 10:30 p.m., the noise level must be reduced and maintained to what is considered a reasonable level for any residential area in the city. Abnormally loud music or other unusual noise generating activity shall not be permitted after that time.~~

3. ~~The location of the occupied travel trailer shall be at least 25 feet from the ordinary high water mark of all navigable water and at least 10 feet from all lot lines.~~

4. ~~Exceptions to this section may be granted by the Police Chief or his/her designee for a period of up to 30 days. Other exception shall be permitted only by special permission of the city council after investigation and specific recommendation by the plan commission community protection & services committee. Special conditions may be required by the city council upon its finding that such conditions are necessary to comply with the intent of this section.~~

(b) ~~Parking of unoccupied travel trailers and dependent mobile homes outside an approved travel trailer park is permitted in the following instances:~~

1. ~~On the premises of an authorized travel trailer dealer provided no business is practiced therein.~~

2. ~~As provided in section 20.30 of this Code, one travel trailer unit may be parked in an accessory private garage or building or a rear yard of the owner provided no business is practiced therein and provided the travel trailer is parked at least 25 feet from the ordinary high water mark of all navigable water.~~

3. ~~On the premises of any vehicle service business for the purpose of servicing or making repairs thereto.~~

4. ~~Legally parked on public streets or in municipal parking lots.~~

5. ~~Legally stored inside a building.~~

(3) *Permanent occupancy prohibited.*

(a) ~~No travel trailer shall be used as a permanent place of abode, dwelling or business or for indefinite periods of time. Continuous occupancy extending beyond three months in any 12-month period shall be presumed to be permanent occupancy.~~

(b) ~~Any action toward removal of the wheels of a travel trailer, except for temporary purposes of repair or to attach the trailer to the ground for stabilizing purposes, is hereby prohibited.~~

(4) ~~Types of travel trailer parks permitted. This section provides for two types of travel trailer parks to be established in the city as follows:~~

(a) ~~Limited facility travel trailer parks. This is a travel trailer park which may have limited facilities, is permitted to operate from September 25 to October 31 of each year, and in which the stay of each travel trailer is limited to 72 hours. A limited facility travel trailer park shall conform to the location and design standards contained in subsection (6) of this section.~~

(b) ~~Complete facility travel trailer park. This is a travel trailer park with more complete facilities permitted to operate throughout the year. A complete facility travel trailer park shall conform to the location and design standards contained in subsection (7) of this section.~~

~~(5)~~ **(4)** *License for travel trailer park.*

- (a) No person shall establish, operate or maintain a travel trailer park or permit the same on premises owned, leased or controlled by him/her within the city without first having obtained a valid unexpired license therefor issued by the clerk-treasurer and approved by the city council. The license shall specify the type of travel trailer park permitted.
- (b) Complete facility travel trailer park licenses shall expire December 31 of the year of issue and may be renewed for additional one-year periods under this section. Limited facility travel trailer park licenses shall expire October 31 of the year of issue.
- (c) Licenses shall be subject to revocation or suspension by the city council for violation of any of the provisions of this section or terms or conditions imposed by the city council and endorsed upon the license or any of the ordinances of the city regulating health, morals, safety or welfare. Such revocation or suspension shall be governed by the provisions of § 66.058(2)(d), Wis. Stats., relating to revocation or suspension of mobile home park licenses.
- (d) Any person whose license has been suspended or revoked under this section shall not be eligible for a license or renewal hereunder for a period of one month thereafter.
- (e) The application for such license, original or renewal, shall be filed with the clerk-treasurer and shall be accompanied by a fee of \$50 plus \$2.00 for each space in a complete facility travel trailer park and by \$1.00 for each space in a limited facility travel trailer park.
- (f) Unexpired travel trailer park licenses may be transferred from one owner or operator to another upon payment of a fee of \$10.00 to the clerk-treasurer.

~~(6)~~ *Location and design standards for limited facility travel trailer parks.*

- ~~(a)~~ Limited facility travel trailer parks shall comply with all requirements of ch. HSS 178, Wis. Adm. Code.
- ~~(b)~~ The location of a travel trailer park shall conform to city zoning, building and subdivision control ordinances.
- ~~(c)~~ All construction within a park shall conform with the building, electrical, heating and plumbing codes of the state and the city.

~~(7)~~ **(5)** *Location and design standards for complete facility travel trailer parks.*

- (a) Complete facility travel trailer parks shall comply with the regulations of subsection (6) of this section.
- ~~(b)~~ No travel trailer park shall be located in any fire district. Travel trailer parks shall only be permitted in the zoning districts as specified under chapter 20 (Zoning Code).
- (c) ~~(b)~~ The minimum tract size of a travel trailer park shall be three acres.
- (d) ~~(c)~~ Travel trailer spaces within each park shall have a minimum width of 30 feet and a minimum depth of 75 feet.
- (e) ~~(d)~~ A minimum of 1½ off street automobile parking spaces shall be provided for each travel trailer space within the park.
- (f) ~~(e)~~ Travel trailer parks shall be designed to blend with and enhance the beauty and economic value of the surrounding properties and to produce an attractive environment of sustained aesthetic and ecological desirability. For this purpose, the city council may require the developer to provide vegetative screen planting which will reach a height of 15 feet and form a screen equivalent in capacity to a solid fence or wall in five years or to provide other appropriate screening of the premises.
- (g) ~~(f)~~ Access to and from travel trailer parks shall be to nonresidential streets, highways or service roads.

- (h) (g) Commercial facilities and recreational areas, such as restaurants and laundromats, swimming pools and golf courses, may be located in a travel trailer park upon approval of the city council. The above mentioned area shall occupy not less than ten percent of the park area and shall be located, designed and intended for serving park occupants only.
 - (i) (h) Each travel trailer park shall contain at least one service building housing sanitation, toilet and laundry facilities. Service buildings shall conform to the provisions of ch. HSS 178, Wis. Adm. Code, and state and city building, electrical, heating and plumbing codes.
 - (j) (i) Every travel trailer space shall be furnished with an electrical service outlet equipped with an externally operated switch or fuse of 20 amperes capacity and a heavy duty outdoor outlet receptacle. Electrical outlets shall be weatherproof.
 - (k) (j) In travel trailer parks and future extensions, all distribution lines, including, without limitation, electrical, water, sewerage and telephone lines, shall be located underground.
 - (l) (k) In areas served by public sewer and water, no travel trailer shall be located further than 400 feet from any fire hydrant.
- (8) (6) *Location of travel trailers within parks.*
- (a) No travel trailer within a park shall be used as a permanent place of abode, dwelling or business in violation of subsection (3) of this section.
 - (b) No unit shall be parked in the travel trailer park outside a designated space.
 - (c) No vehicle, travel trailer or other obstruction shall be placed on any space or other area designated as a fire lane by the fire chief or his/her deputy.
- (9) (7) *Responsibilities and duties of travel trailer park management.* The licensee or his/her agent shall:
- (a) Provide adequate supervision to maintain the park in compliance with this section and keep facilities and equipment therein in good repair and in a clean and sanitary condition.
 - (b) Locate in the travel trailer park a park office wherein shall be maintained a register of all park occupants to be open during normal business hours to inspection by state, federal and city officers, showing:
 1. Names and addresses of all owners and occupants of each travel trailer.
 2. Dates of entrance and departure of each travel trailer.
 3. Make, model, year and serial number or license number of each travel trailer and towing or other motor vehicle and state, territory or county issuing such license.
 - (c) Inform all travel trailer residents of the provisions of this section and their duties and responsibilities hereunder.
 - (d) Notify the health officer immediately of any suspected communicable or contagious disease within the park.
 - (e) Provide for the sanitary and safe removal and disposal of all refuse and garbage at least once a week from the park in accordance with the laws of the state and ordinances of the city or orders or regulations of the health officer or fire chief.
 - (f) Provide portable fire extinguishers of a type, number and placement approved by the fire chief and maintain such extinguishers in good operating condition.
- (10) (8) *Duties and responsibilities of travel trailer owners and occupants.* Every travel trailer owner or occupant shall:
- (a) Comply with all applicable requirements of this section or other sections or regulations of the city.
 - (b) Be responsible for proper placement of his/her travel trailer on the space. Travel trailers shall not be located less than 15 feet from any other trailer or building within the park nor less than 40

feet from any park boundary or public highway or street nor less than 25 feet from any park drive or walkway.

- (c) If pets are permitted by the park management, not allow such pets to run at large or commit any nuisance within the park.
- (d) Store or dispose of rubbish or garbage in a clean, sanitary and safe manner. Garbage and refuse shall be placed in rodent-proof, insect-proof, watertight containers provided by the park licensee.

(9) License for temporary travel trailer park.

- (a) The Council may issue a license for a temporary travel trailer park for special events or for bona fide clubs or associations holding pre-organized recreation events or conventions subject to the requirements of this subsection. In determining whether to issue the license, the council shall consider the requirements of this section (as applicable), the benefits to the city from the event and the impact on surrounding private properties. Conditions may be attached to a license.
- (b) A license for a temporary travel trailer park shall be valid only for the duration specified by the council.
- (c) An application for temporary travel trailer park shall be submitted to the clerk at least 30 days prior to the start of the time period for the proposed license. The application shall be accompanied by the fee required under subsection (4)(e) and shall include the following information:
 - 1. The owner of the site proposed for the temporary travel trailer park and the operator (if different).
 - 2. The beginning and ending dates sought for the license.
 - 3. A plan showing the layout of the temporary travel trailer park, including the location and size of travel trailer spaces, parking areas, access to the site, availability of sanitary and water facilities (if applicable) and other pertinent features.
 - 4. Additional information requested by the clerk or council reasonably necessary to show compliance with this chapter.
- (d) The requirements of subsections (7) and (8) shall apply to temporary travel trailer parks.

EXECUTIVE SUMMARY

Travel Trailer Ordinance Revision

Travel trailers are regulated under s. 9.075 of the Municipal Code. This includes RV's, campers, and similar mobile living quarters. In general, occupancy of a travel trailer is prohibited outside of licensed travel trailer parks, except for not more than three consecutive days on the property of a private residence. Unoccupied trailers are allowed to be parked indefinitely within an accessory building or within the rear yard of a residence.

During the October Community Protection & Services Committee meeting, Staff was advised to review and make changes to the travel trailer ordinance. Specifically, staff was asked to look at and update the requirements for occupying a travel trailer outside of a travel trailer park and the rules to establish a travel trailer park, including potentially allowing temporary travel trailer parks for special events.

Staff researched other communities' municipal code and examined the suggested code changes put forth by Mr. Binder at the October meeting. Several changes were made and a draft ordinance is ready for review by the Committee. The items highlighted in yellow were items that Staff believes that could be useful but unsure if necessary. The major changes are:

- Several definitions that are no longer needed are stricken. The information removed is irrelevant to the ordinance.
- For occupied travel trailers located outside of parks, the following changes were made:
 - a maximum occupancy of 21 days in a calendar year was added, which is in addition to the existing rule of not more than 3 consecutive days.
 - A prohibition on renting travel trailers was added.
 - A setback of 25 feet from the high-water mark and 10 feet from property lines was added. An occupied travel trailer would be treated the same as a dwelling for setbacks.
 - The provisions relating to clubs or associations using the fairgrounds for travel trailers was removed since this is now covered by the new section for temporary travel trailer parks.
 - Exceptions would be heard and recommended by the CP&S Committee rather than the Plan Commission.
- For unoccupied travel trailers located outside of parks, the following changes were made:
 - The travel trailer must be at least 25 feet from the high water mark.
 - Storage within a building is added to make it clear that inside storage of travel trailers is OK.
- The section on limited facility travel trailer parks was eliminated. This is an odd section that appears to relate to camping during the salmon snagging season, which is no longer permitted so the camping is no longer an issue.

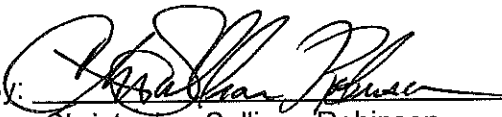
- For permanent travel trailer parks the proposed rules are mostly the same with a few provisions, including fees, being updated. A provision that travel trailer parks shall only be permitted in the zoning districts as specified by zoning code was added for clarity.
- A new section was created to regulate temporary travel trailer parks, which would be used for the special events. The Council would approve or deny such licenses. These are decisions that should be set by the council

Staff decided other changes weren't warranted. One issue within the current travel trailer code that received consideration is the difficulty in enforcing the consecutive days of occupancy. There is no limit on the number of days of parking a travel trailer as long as occupancy doesn't exceed three consecutive days. Since unoccupied trailers and RV's are allowed, it is possible to leave a trailer on the premises and occupy it all year as long as it is vacated every 4th day. A 21-day calendar year limit for occupancy is proposed in the draft but staff is unsure if that will help. Enforcement would remain complaint driven since the number of complaints per year is low.


Fiscal Impact: Minimal, if any.

Options: The CP&S Committee has the ability to recommend approval of this revised travel trailer ordinance as is or with changes, or reject it.

Recommendation: Staff believes that the current code is outdated and full of antiquated language. Staff recommends approval but the Committee should make sure that it agrees with all of the changes before it is approved.

Prepared By: 
Christopher Sullivan-Robinson
City Planner/Zoning Admin

01.04.2018
Date

Prepared By: 
Marty Olejniczak
Community Development Director

01/04/18
Date

Reviewed By: 
Arleigh Porter
Police Chief

01-04-18
Date

RECOMMENDATION**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the bidding requirements as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$16,653.79 for the purchase and installation of video cameras and audio recording equipment for 4 interview rooms at City Hall.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 2018

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2018.

Executive Summary

TITLE: Police Department Interview & Conference Rooms Video Security System.

BACKGROUND: In 2006 a new City Hall & Police Department was built. To meet the necessary Wisconsin State Statutes a video & audio system was installed in the Police Department's interview & conference room locations. Recently, we have had incidents where the footage has been needed and we have not been able to obtain clear useable footage due to system failures. These videos and audio can be critical evidence for courtroom testimony.


The Police Department's 2018 capital budget includes \$15,000 for the video and audio system upgrade. The \$15,000 estimate was obtained in 2017 and at that time it was unknowingly based on a maximum 4 camera system computer server capacity. The Police Department feels strongly that instead of limiting this system to a 4 camera capacity, that the server size should be increased for future addition of cameras and audio capabilities. When increasing the computer server capacity, it increased the cost to \$16,653.79. The Police Department Administration is confident that they can manage the \$1,653.79 cost increase within other line items already contained within the 2018 Police Department Capital Budget.

Per the City's Purchasing Policy, budgeted purchases of this amount require at least three competitive proposals. Due to the nature of this project, and the need for the software to integrate with existing software already in place at City Hall, staff is requesting that the bidding requirement be waived to allow for sole source purchasing for this project.

BIDS: Camera Corner **\$16,653.79**

RECOMMENDATION: Waive the bidding requirements as set forth in the City's Purchasing Policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$16,653.79 for the purchase and installation of video cameras & audio recording equipment for 4 interview rooms at City Hall.

PREPARED BY:


Daniel Brinkman
Police Captain

1-24-18
Date

REVIEWED BY: Valerie Clarizio
Valerie Clarizio
Finance Director/City Treasurer

1/24/18
Date

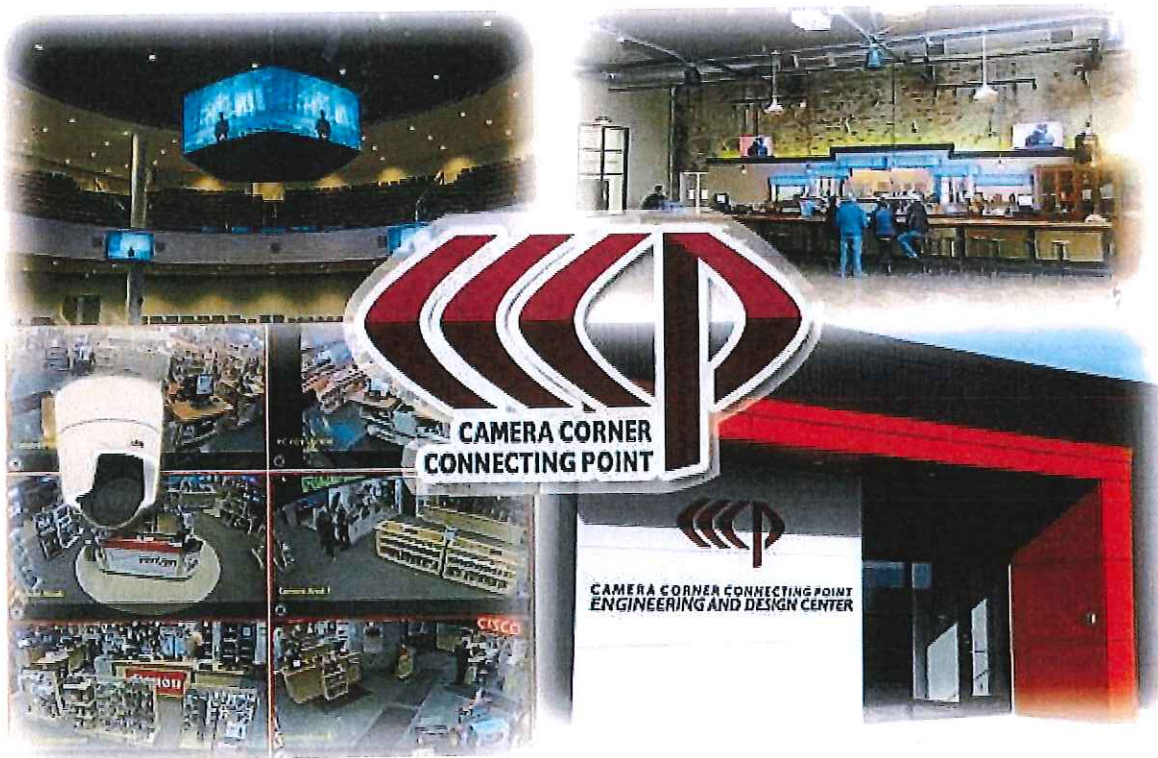
REVIEWED BY: Josh VanLieshout
Josh VanLieshout
City Administrator

1/26/18
Date



Interview Room System

City of Sturgeon Bay



Our Mission:











To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

Camera Corner, Inc.

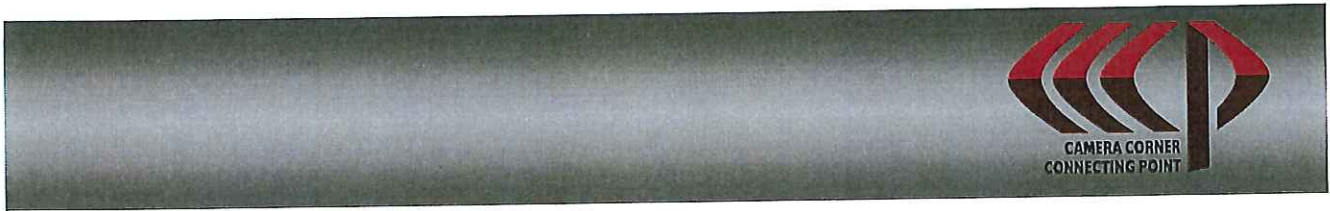
529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
<http://www.cccp.com>

Number: CCCP --2549
Modified: 1/22/2018
Revision: 2



	Quantity	Manufacturer	Model	Unit Price	Extended
Unassigned					
	1	CCCP	Ground Shipping Estimate	\$50.00	\$50.00
	1	CCCP	Misc Install Materials	\$88.00	\$88.00
Interview Rooms					
	4	Axis	1080P 2mp Fixed Dome Network Camera, WDR, Lightfinder, Remote Focus and Zoom, 2-Way Audio with Built-in Mic	\$715.00	\$2,860.00
	1	Belden	24 Port Patch Panel - Unloaded	\$40.00	\$40.00
	12	Belden	CAT6 Modular Jack - KeyConnect Style and Blue	\$8.50	\$102.00
	1600	CCCP	CAT. 6 Plenum	\$0.38	\$608.00
	4	CCCP	One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$16.00
	1	IPVideo	AV Fusion 4 Room Bundle. Includes: - ProPlus Rackmount w/ 4TB Storage, 3yr NBD - (4) AVFusion Camera Licenses - (4) Wall Mounted Start/Stop Recording Switch - (4) Bookmarking Keyfob	\$9,251.29	\$9,251.29
	8	Liberty Cable	CAT6 M-M Cable, Blue, 5'	\$4.50	\$36.00
	4	Louroe	Ceiling Mounted Mic Level Microphone Pod with 20" of stereo cable. Connects directly to IP cameras.	\$130.00	\$520.00

Equipment Subtotal: \$13,571.29



Quantity	Manufacturer	Model	Unit Price	Extended
			Labor Subtotal:	\$3,082.50
			Project Subtotal:	\$16,653.79



Project Summary

Equipment:	\$13,571.29
Labor:	\$3,082.50
Grand Total:	\$16,653.79

Payment Schedule

	Amount	Due Date
Initial Deposit	\$8,326.90	
Equipment Delivery	\$4,996.14	
Final Acceptance	\$3,330.75	

Client: **Arleigh Porter**

Date

Contractor: **Camera Corner, Inc.**

Date

Pricing valid 30 days from date of quote, unless otherwise noted

RECOMMENDATION**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the bidding requirement as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$21,744 for the replacement of the City Hall door security system.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 2018

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2018.

Executive Summary

TITLE: Municipal Services and City Hall Door Security System.

BACKGROUND: The 2018 City Budget included funds for the installation and implementation of an automated key system for Municipal Services and City Hall.

Staff has received a quote for the key fob entry system. The quote provides for securing all entrances at Municipal Services and some interior doors to properly provide building and staff security. It also replaces the server and operating software at City Hall, and adds four doors, keypads, and the ability to integrate with the County's system.

The existing key system at City Hall is original to the construction of the building in 2006. The machine that manages the door system isn't supported, E-Bay seems to be the only place to acquire a replacement.

Installing the key system at Municipal Services will modernize facility access, allow for greater accountability, and allow the ability to "turn off" access for seasonal employees and monitor access and entry by door.

This is a sole source purchase; Camera Corner is the vendor for the West Side Fire Station key fob and camera system and the City Hall camera system. Using this vendor and system at Municipal Services and City Hall enables integration for employees who require access to multiple buildings and eliminates the need to support systems from multiple vendors and integration issues.

The 2018 capital budget only contained \$30,000 for this project. The sole source quote has come in at \$47,901 which is \$17,901 over budget. That said, to move forward with this project as a whole, a fund transfer will be needed. Staff has identified a line item in which funds could be transferred. The 2018 City budget included funds for the acquisition of a front end loader. The loader has come in substantially below its budgeted amount.

Like other major capital purchases, this purchase would be a part of the budgeted 2018 capital debt issuance. The planned debt value, the total capital budget and tax levy are unaffected as the difference between the budgeted acquisition of the front end loader is sufficient to cover the cost of the overage for the Municipal Services and City Hall Door Security Systems. A fund transfer of this amount will require a $\frac{3}{4}$ of the Common Council.

BIDS:

Camera Corner

\$47,901.00

RECOMMENDATION:


Waive the bidding requirements as set forth in the City's Purchasing Policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$47,901.00 for the replacement of the City Hall door security system and the installation of the door security system at Municipal Services with the additional funding needed in the amount of \$17,901.00 to be transferred from capital budget line item 10-400-000-59065, rubber tire loader, to 10-160-000-59040, security system upgrade.

PREPARED BY:


Josh Van Lieshout
City Administrator

1/26/18
Date

REVIEWED BY:


Valerie Clarizio
Finance Director/City Treasurer

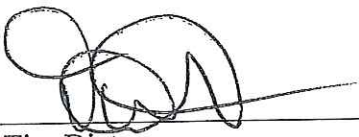
1/26/18
Date

REVIEWED BY:


Bob Bordeau
Municipal Services Director


1/26/18
Date

REVIEWED BY:


Tim Dietman
Fire Chief

1/26/2018
Date

REVIEWED BY:


Daniel Brinkman
Police Captain

1-26-18
Date



Door Access System Upgrades

City of Sturgeon Bay



Our Mission:











To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

Camera Corner, Inc.








529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
<http://www.cccp.com>

Number: CCCP --2548
Modified: 1/11/2018
Revision: 2










	Quantity	Manufacturer	Model	Unit Price	Extended
Existing Doors					
	2	Belden	CAT6 Modular Jack - KeyConnect Style and Blue	\$9.00	\$18.00
	50	CCCCP	CAT. 6 Plenum Blue	\$0.82	\$41.00
	2	CCCCP	One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$8.00
	2	Liberty Cable	CAT6 M-M Cable, Blue, 5'	\$5.00	\$10.00
	14	Paxton	P50 Proximity Reader - HID Pre-activated	\$110.00	\$1,540.00
	4	Paxton	P50 Proximity Reader w/integrated Keypad Pre-activated for HID	\$199.00	\$796.00
	1	Paxton	P75 Proximity Reader w/integrated Keypad Pre-activated for HID	\$220.00	\$220.00
	4	Paxton	Net 2 ACU Mounting Plate - 5 Pack. For mounting in 3rd party enclosures	\$49.00	\$196.00
	17	Paxton	Net2 Controller - Board Only	\$385.00	\$6,545.00
	2	Paxton	Net2 DC Powered Controller with Metal Cabinet	\$525.00	\$1,050.00










Quantity	Manufacturer	Model	Unit Price	Extended
New Door (PD Entry)				
	1	Belden CAT6 Modular Jack - KeyConnect Style and Blue	\$9.00	\$9.00
	225	CCCP CAT. 6 Plenum	\$0.38	\$85.50
	1	CCCP One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$4.00
	1	GRI Surface Door Contact, Wide Gap	\$7.00	\$7.00
	1	HES Electric Strike for Cylindrical Locksets - allows horizontal adjustment, Complete Kit with Faceplate - Stainless Steel	\$125.00	\$125.00
	1	Liberty Cable CAT6 M-M Cable, Blue, 5'	\$5.00	\$5.00
	1	Paxton P50 Proximity Reader w/integrated Keypad Pre-activated for HID	\$199.00	\$199.00
	1	Paxton Net2 PoE Powered Controller with Metal Cabinet	\$519.00	\$519.00










	Quantity	Manufacturer	Model	Unit Price	Extended
New Door (Side Entry)					
	1	Belden	CAT6 Modular Jack - KeyConnect Style and Blue	\$9.00	\$9.00
	225	CCCP	CAT. 6 Plenum	\$0.38	\$85.50
	1	CCCP	One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$4.00
	1	GRI	Surface Door Contact, Wide Gap	\$7.00	\$7.00
	1	HES	Electric Strike for Cylindrical Locksets - allows horizontal adjustment, Complete Kit with Faceplate - Stainless Steel	\$125.00	\$125.00
	1	Liberty Cable	CAT6 M-M Cable, Blue, 5'	\$5.00	\$5.00
	1	Paxton	P50 Proximity Reader w/integrated Keypad Pre-activated for HID	\$199.00	\$199.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$519.00	\$519.00



Quantity	Manufacturer	Model	Unit Price	Extended
New Door (Building Inspector)				
	1	Belden CAT6 Modular Jack - KeyConnect Style and Blue	\$9.00	\$9.00
	225	CCCCP CAT. 6 Plenum	\$0.38	\$85.50
	1	CCCCP One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$4.00
	1	GRI Recessed Door Contact, Wide Gap Brown	\$10.00	\$10.00
	1	HES Electric Strike for Cylindrical Locksets - allows horizontal adjustment, Complete Kit with Faceplate - Stainless Steel	\$125.00	\$125.00
	1	Liberty Cable CAT6 M-M Cable, Blue, 5'	\$5.00	\$5.00
	1	Paxton P50 Proximity Reader w/integrated Keypad Pre-activated for HID	\$199.00	\$199.00
	1	Paxton Net2 PoE Powered Controller with Metal Cabinet	\$519.00	\$519.00






	Quantity	Manufacturer	Model	Unit Price	Extended
New Door (First Floor Data)					
	1	Belden	CAT6 Modular Jack - KeyConnect Style and Blue	\$9.00	\$9.00
	50	CCC	CAT. 6 Plenum	\$0.38	\$19.00
	1	CCC	One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$4.00
	1	GRI	Recessed Door Contact, Wide Gap Brown	\$10.00	\$10.00
	1	HES	Electric Strike for Cylindrical Locksets - allows horizontal adjustment, Complete Kit with Faceplate - Stainless Steel	\$125.00	\$125.00
	1	Liberty Cable	CAT6 M-M Cable, Blue, 5'	\$5.00	\$5.00
	1	Paxton	P50 Proximity Reader w/integrated Keypad Pre-activated for HID	\$199.00	\$199.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$519.00	\$519.00

PC Hardware and Software

	1	HP	HP Business Desktop ProDesk 600 G3 Desktop Computer - Intel Core i5 (7th Gen) i5-7500 3.40 GHz - 4 GB DDR4 SDRAM - 500 GB HDD - Windows 10 Pro 64-bit (English) - Small Form Factor - DVD-Writer - Intel HD Graphics 630 Graphics - English Keyboard - 7 x Total USB Port(s) 4GB 500GB DVDRW W10P6 64BIT	\$739.00	\$739.00
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	Quantity	Manufacturer	Model	Unit Price	Extended
Misc Hardware and Labor					
	1	CCCP	Ground Shipping Estimate	\$225.00	\$225.00
	1	CCCP	Misc Install Materials	\$120.00	\$120.00
	100	HID	Keyfob	\$6.00	\$600.00
				Equipment Subtotal:	\$15,861.50
				Labor Subtotal:	\$5,882.50
				Project Subtotal:	\$21,744.00



Project Summary

Equipment:	\$15,861.50
Labor:	\$5,882.50
Grand Total:	\$21,744.00

Payment Schedule	Amount	Due Date
Initial Deposit	\$10,872.00	
Equipment Delivery	\$6,523.20	
Final Acceptance	\$4,348.80	

Client: Arleigh Porter

Date

Contractor: Camera Corner, Inc.

Date

Pricing valid 30 days from date of quote, unless otherwise noted

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council to release the available Combination Class B Beer/Liquor License. Carried.

Respectfully submitted,
COMMUNITY PROTECTION AND SERVICES COMMITTEE
By: Richard Wiesner, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 11, 2018

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2018.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the bidding requirements as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$26,157 for the installation of the door security system at Municipal Services with the additional funding needed in the amount of \$17,901 to be transferred from capital budget line item 10-400-000-59065 rubber tire loader, to 10-160-000-59040, security system upgrade and to use the excess in the capital budget item from the City Hall door security system.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 2018

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2018.

Executive Summary

TITLE: Municipal Services and City Hall Door Security System.

BACKGROUND: The 2018 City Budget included funds for the installation and implementation of an automated key system for Municipal Services and City Hall.

Staff has received a quote for the key fob entry system. The quote provides for securing all entrances at Municipal Services and some interior doors to properly provide building and staff security. It also replaces the server and operating software at City Hall, and adds four doors, keypads, and the ability to integrate with the County's system.

The existing key system at City Hall is original to the construction of the building in 2006. The machine that manages the door system isn't supported, E-Bay seems to be the only place to acquire a replacement.

Installing the key system at Municipal Services will modernize facility access, allow for greater accountability, and allow the ability to "turn off" access for seasonal employees and monitor access and entry by door.

This is a sole source purchase; Camera Corner is the vendor for the West Side Fire Station key fob and camera system and the City Hall camera system. Using this vendor and system at Municipal Services and City Hall enables integration for employees who require access to multiple buildings and eliminates the need to support systems from multiple vendors and integration issues.

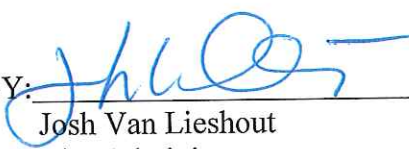
The 2018 capital budget only contained \$30,000 for this project. The sole source quote has come in at \$47,901 which is \$17,901 over budget. That said, to move forward with this project as a whole, a fund transfer will be needed. Staff has identified a line item in which funds could be transferred. The 2018 City budget included funds for the acquisition of a front end loader. The loader has come in substantially below its budgeted amount.

Like other major capital purchases, this purchase would be a part of the budgeted 2018 capital debt issuance. The planned debt value, the total capital budget and tax levy are unaffected as the difference between the budgeted acquisition of the front end loader is sufficient to cover the cost of the overage for the Municipal Services and City Hall Door Security Systems. A fund transfer of this amount will require a $\frac{3}{4}$ of the Common Council.

BIDS: Camera Corner \$47,901.00


RECOMMENDATION: Waive the bidding requirements as set forth in the City's Purchasing Policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$47,901.00 for the replacement of the City Hall door security system and the installation of the door security system at Municipal Services with the additional funding needed in the amount of \$17,901.00 to be transferred from capital budget line item 10-400-000-59065, rubber tire loader, to 10-160-000-59040, security system upgrade.

PREPARED BY:


Josh Van Lieshout
City Administrator

1/26/18
Date

REVIEWED BY:


Valerie Clarizio
Finance Director/City Treasurer

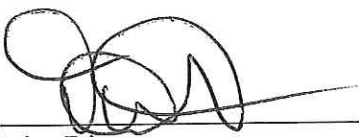
1/26/18
Date

REVIEWED BY:


Bob Bordeau
Municipal Services Director

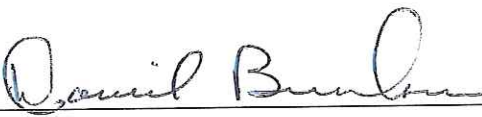
1/26/18
Date

REVIEWED BY:

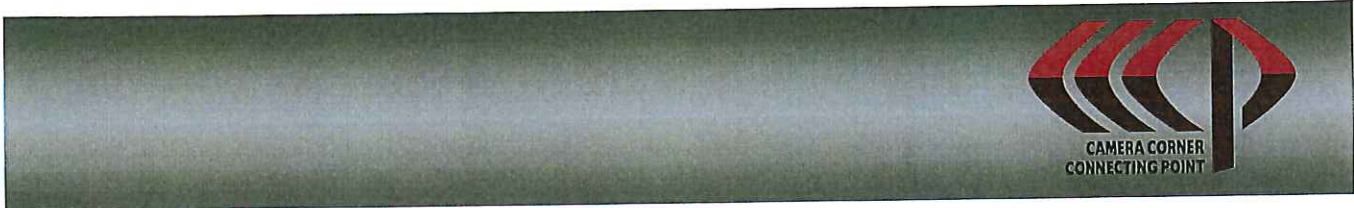

Tim Dietman
Fire Chief

1/26/2018
Date

REVIEWED BY:


Daniel Brinkman
Police Captain

1-26-18
Date



Park and Rec's Dept Building Door Access

City of Sturgeon Bay



Our Mission:

To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

Camera Corner, Inc.

529 N. Monroe Ave.

PO Box 248

Green Bay, WI 54305-0248 USA

920.435.5353


<http://www.cccp.com>

Number: CCCP --3480









Modified: 1/11/2018

Revision: 0











	Quantity	Manufacturer	Model	Unit Price	Extended
Door 1					
	1	GRI	Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES	Surface Mount Strike 12/24V, Satin Stainless Steel	\$329.00	\$329.00
	1	Paxton	P50 Proximity Reader w/integrated Keypad Pre-activated for HID	\$199.00	\$199.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
Door 2					
	1	Adams Rite	Door Electrified Deadlatch, 1-1/8" Cylinder Backset, 4-5/8" Mortised Strike, Flat Clear Anodized Faceplate	\$279.00	\$279.00
	1	Adams Rite	ERGONOMIC, UNIVERSAL PUSH/PULL SATIN ALUMINUM	\$89.00	\$89.00
	1	Paxton	P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
	1	Securitron	Door Power Cord, 18" Armored Stainless Steel Cable, 1/4" Inner Diameter, With Gray/Black Plastic End Cap	\$20.00	\$20.00











	Quantity	Manufacturer	Model	Unit Price	Extended
Door 3					
	1	GRI	Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES	Electric Strike 1500C 630 COMPLETE PAC F/ MORT&CYL,12/24FSE/FS,US32D	\$345.00	\$345.00
	1	Paxton	P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
Door 4					
	1	GRI	Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES	Surface Mount Strike 12/24V, Satin Stainless Steel	\$329.00	\$329.00
	1	Paxton	P75 Proximity Reader w/integrated Keypad Pre-activated for HID	\$220.00	\$220.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00











	Quantity	Manufacturer	Model	Unit Price	Extended
Door 5					
	1	GRI	Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES	Surface Mount Strike 12/24V, Satin Stainless Steel	\$329.00	\$329.00
	1	Paxton	P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
Door 6					
	1	GRI	Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES	Surface Mount Strike 12/24V, Satin Stainless Steel	\$329.00	\$329.00
	1	Paxton	P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00











Quantity	Manufacturer	Model	Unit Price	Extended
Door 7				
	1	GRI Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES Surface Mount Strike 12/24V, Satin Stainless Steel	\$329.00	\$329.00
	2	Paxton P50 Proximity Reader - HID Pre-activated	\$110.00	\$220.00
	1	Paxton Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
Door 8				
	1	GRI Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES Surface Mount Strike 12/24V, Satin Stainless Steel	\$329.00	\$329.00
	1	Paxton P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00













Quantity	Manufacturer	Model	Unit Price	Extended
Door 9				
	1	GRI Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES Electric Strike 1500C 630 COMPLETE PAC F/ MORT&CYL,12/24FSE/FS,US32D	\$345.00	\$345.00
	1	Paxton P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
Door 10				
	1	GRI Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES Electric Strike 1500C 630 COMPLETE PAC F/ MORT&CYL,12/24FSE/FS,US32D	\$345.00	\$345.00
	1	Paxton P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00



Quantity	Manufacturer	Model	Unit Price	Extended
Cold Storage				
	1	GRI Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES Electric Strike 1500C 630 COMPLETE PAC F/ MORT&CYL,12/24FSE/FS,US32D	\$345.00	\$345.00
	1	Paxton P50 Proximity Reader - HID Pre-activated	\$110.00	\$110.00
	1	Paxton Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
	1	Safety Technology Inc. NEMA 4X ENCLOSURE HEATED 8.09 in H x 10.06 in W x 3.25 in D	\$179.00	\$179.00
	2	Ubiquiti Networks NanoBeam M NBE-M5-16 Wireless Bridge - 5 GHz - 1 x Network (RJ-45) - Wall Mountable, Pole-mountable, Window-mountable, Up to 150Mbps, 10KM range	\$75.00	\$150.00
	2	Ubiquiti Networks Ubiquiti NBE-WMK Wall Mount for NanoBeam Wireless Bridge	\$3.00	\$6.00
	1	Ubiquiti Networks 8 PortTOUGHSwitch PoE - Manageable - 2 Layer Supported - Wall Mountable, Desktop - 1 Year Limited Warranty, 150W Power Budget, -13 to 131 degree operating temperature	\$189.00	\$189.00



	Quantity	Manufacturer	Model	Unit Price	Extended
Data Room					
	1	GRI	Recessed Door Contact, Wide Gap	\$10.00	\$10.00
	1	HES	Electric Strike 1500C 630 COMPLETE PAC F/ MORT&CYL,12/24FSE/FS,US32D	\$345.00	\$345.00
	2	Paxton	P50 Proximity Reader - HID Pre-activated	\$110.00	\$220.00
	1	Paxton	Net2 PoE Powered Controller with Metal Cabinet	\$525.00	\$525.00
Cable/Connectors					
	100	Belden	Multi-Conductor - Computer Cable for EIA RS-232 Applications 8 24 AWG PVC FS PVC Chrome	\$1.89	\$189.00
	1	Belden	24 Port Patch Cat 6 Patch Panel - Preloaded - 1U	\$200.00	\$200.00
	150	CCCCP	2 Cond 18 Unshielded Raw Cable, Non-Plenum, Per Foot	\$0.29	\$43.50
	2700	CCCCP	CAT. 6 Plenum	\$0.81	\$2,187.00
	14	CCCCP	One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$56.00
	12	Liberty Cable	CAT6 M-M Cable, Blue, 5'	\$5.00	\$60.00



Project Summary

Equipment:	\$15,694.50
Labor:	\$10,462.50
Grand Total:	\$26,157.00

Payment Schedule	Amount	Due Date
Initial Deposit	\$13,078.50	
Equipment Delivery	\$7,847.10	
Final Acceptance	\$5,231.40	

Client: Tim Deitman



Date

Contractor: Camera Corner, Inc.

Date

Pricing valid 30 days from date of quote, unless otherwise noted



Quantity	Manufacturer	Model	Unit Price	Extended
Misc				
	1	CCCP Ground Shipping Estimate	\$124.00	\$124.00
	1	CCCP Misc Install Materials	\$75.00	\$75.00
Equipment Subtotal:				\$15,694.50
Labor Subtotal:				\$10,462.50
Project Subtotal:				\$26,157.00

RECOMMENDATION**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the bidding requirements as set forth in the City's purchasing policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$20,719.25 for the purchase and installation of a video monitoring system at Municipal Services to be funded by transferring excess funds from capital budget line item 10-400-000-59065, rubber tire loader, to 10-160-000-59040, security system upgrade.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 2018

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2018.

Executive Summary

TITLE: Municipal Services Video Security System.

BACKGROUND: The City is seeking to install an electronic key system as a first step in addressing security and accountability at the Municipal Services Building. Currently, there isn't any interior or exterior video monitoring cameras at Municipal Services, leaving public areas such as the service counter, storage yards and key entrances unmonitored. This is the only city owned occupied building that is unmonitored.

This is a sole source purchase; Camera Corner was the vendor used in 2017 for the City Hall and Police Department video system upgrades. The proposed system will integrate readily with existing monitoring and recording hardware. Using a sole source will allow for more efficient integration, management, and supervision of the three city owned buildings. When bid in 2017, the City received one proposal, Camera Corner.

The purchase of a video monitoring system is unbudgeted. The cost of the video cameras, installation and other necessary hardware is \$20,719.25. To move forward with this project, a $\frac{3}{4}$ vote of the Common Council is required because it is unbudgeted and requires a fund transfer. Staff has identified a line item in which funds could be transferred from. The 2018 City budget included funds for the acquisition of a front end loader. The loader has come in substantially below its budgeted amount.

Like other major capital purchases, this purchase would be a part of the budgeted 2018 Capital debt issuance. The planned debt value, the total capital budget and tax levy are unaffected as the difference between the budgeted acquisition of the front end loader is sufficient to cover the cost of the purchase of the video system.

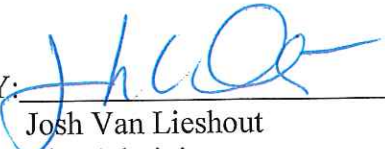
Should the Finance Committee choose not to act on this request, this item will be worked into the 2019 Capital Budget.

BIDS: Camera Corner **\$20,719.25**

RECOMMENDATION: Waive the bidding requirements as set forth in the City's Purchasing Policy to allow for sole source purchasing and accept the proposal from Camera Corner in the amount of \$20,719.25 for the purchase and installation of a video monitoring system at Municipal Services to be funded by transferring excess funds from

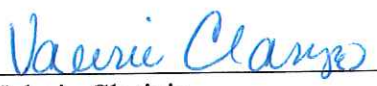
capital budget line item 10-400-000-59065, rubber tire loader, to
10-160-000-59040, security system upgrade.

PREPARED BY:


Josh Van Lieshout
City Administrator

1/26/18
Date

REVIEWED BY:


Valerie Clarizio
Finance Director/City Treasurer

1/26/18
Date

REVIEWED BY:

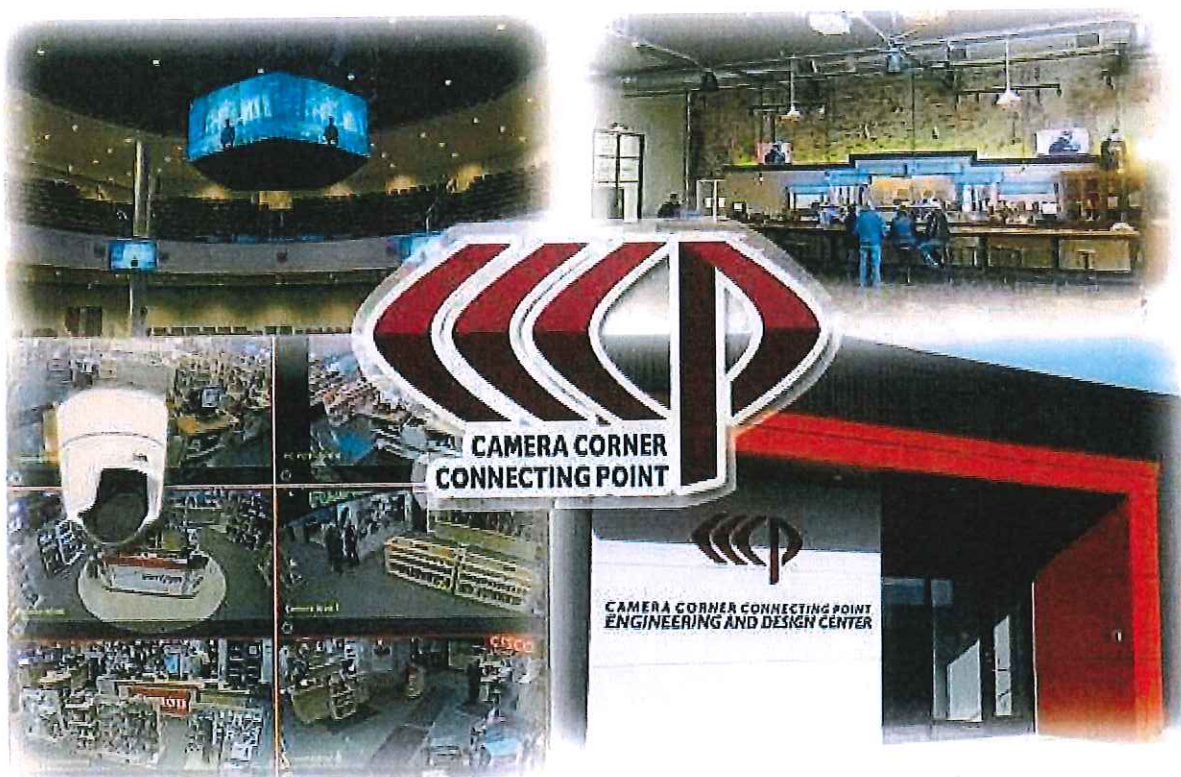

Bob Bordeau
Municipal Services Director

1/26/18
Date



Park and Rec's Dept Building Cameras

City of Sturgeon Bay



Our Mission:

To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

Camera Corner, Inc.

529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
<http://www.cccp.com>

Number: CCCP --3481
Modified: 1/11/2018
Revision: 0












Quantity	Manufacturer	Model	Unit Price	Extended
Reception				
1	 Axis	Compact Mini Dome Network Camera, Day/Night, Flat-Faced Design, Built-in IR Illumination, Fixed Lens, H.264, H.265 and MJPEG, Max 4MP@30 fps, WDR, Zipstream, POE, Midspan not included	\$369.00	\$369.00
Carpenter Shop				
1	 Axis	Compact Mini Dome Network Camera, Day/Night, Flat-Faced Design, Built-in IR Illumination, Fixed Lens, H.264, H.265 and MJPEG, Max 4MP@30 fps, WDR, Zipstream, POE, Midspan not included	\$369.00	\$369.00
Park Garage				
1	 Axis	Compact Mini Dome Network Camera, Day/Night, Flat-Faced Design, Built-in IR Illumination, Fixed Lens, H.264, H.265 and MJPEG, Max 4MP@30 fps, WDR, Zipstream, POE, Midspan not included	\$369.00	\$369.00
Door 4 Interior				
1	 Axis	2MP Discrete Indoor Turret Style Camera, 1080P HD, Built-in IR Illuminator, Zipstream	\$279.00	\$279.00
Door 1 Interior				
1	 Axis	2MP Discrete Indoor Turret Style Camera, 1080P HD, Built-in IR Illuminator, Zipstream	\$279.00	\$279.00
Time Clock				
1	 Axis	Compact Mini Dome Network Camera, Day/Night, Flat-Faced Design, Built-in IR Illumination, Fixed Lens, H.264, H.265 and MJPEG, Max 4MP@30 fps, WDR, Zipstream, POE, Midspan not included	\$369.00	\$369.00






Quantity	Manufacturer	Model	Unit Price	Extended
Front Lot				
1	Axis	15MP 180 Degree Panoramic Camera, 3x5MP, IK10 Outdoor Rated, PoE, Single IP Address, Zipstream, WDR-Forensic Capture, Day/Night	\$1,700.00	\$1,700.00
1	Axis	1-Port PoE+ Midspan, 30W	\$72.00	\$72.00
1	Axis	Wall Bracket with Mounting Plate and Integrated Outdoor Patch Cord. Wall arm has space for accessories such as a midspan or other electronics (not included).	\$99.00	\$99.00
Plow Garage Middle				
1	Axis	Ultra-Compact, Indoor Fixed Mini Dome Camera with 180 or 360 degree view, 12 MP Sensor, Fixed Panamorphic Lens, Zipstream, HDMI, POE	\$595.00	\$595.00
1	Axis	Pendant Kit for M31 Series Cameras	\$29.00	\$29.00
Plow Garage South				
1	Axis	Ultra-Compact, Indoor Fixed Mini Dome Camera with 180 or 360 degree view, 12 MP Sensor, Fixed Panamorphic Lens, Zipstream, HDMI, POE	\$595.00	\$595.00
Plow Garage North				
1	Axis	Ultra-Compact, Indoor Fixed Mini Dome Camera with 180 or 360 degree view, 12 MP Sensor, Fixed Panamorphic Lens, Zipstream, HDMI, POE	\$595.00	\$595.00



Quantity	Manufacturer	Model	Unit Price	Extended
Employee Parking				
	1	Axis 15MP 180 Degree Panoramic Camera, 3x5MP, IK10 Outdoor Rated, PoE, Single IP Address, Zipstream, WDR-Forensic Capture, Day/Night	\$1,700.00	\$1,700.00
	1	Axis 1-Port PoE+ Midspan, 30W	\$72.00	\$72.00
	1	Axis Wall Bracket with Mounting Plate and Integrated Outdoor Patch Cord. Wall arm has space for accessories such as a midspan or other electronics (not included).	\$99.00	\$99.00
Rear Lot				
	1	Axis 15MP 180 Degree Panoramic Camera, 3x5MP, IK10 Outdoor Rated, PoE, Single IP Address, Zipstream, WDR-Forensic Capture, Day/Night	\$1,700.00	\$1,700.00
	1	Axis 1-Port PoE+ Midspan, 30W	\$72.00	\$72.00
	1	Axis Wall Bracket with Mounting Plate and Integrated Outdoor Patch Cord. Wall arm has space for accessories such as a midspan or other electronics (not included).	\$99.00	\$99.00
Cable/Connectors				
	2500	CCCPC CAT. 6 Plenum Blue	\$0.82	\$2,050.00
	12	CCCPC One Piece RJ45 crimp connector for Cat6 cable	\$4.00	\$48.00
	15	Liberty Cable CAT6 M-M Cable, Blue, 5'	\$5.00	\$75.00



	Quantity	Manufacturer	Model	Unit Price	Extended
Misc					
	1	CCCP	Ground Shipping Estimate	\$124.00	\$124.00
	1	CCCP	Misc Install Materials	\$75.00	\$75.00
	1	Salient	6TB PowerPro-R Hard Drive with Drive Carrier	\$1,300.00	\$1,300.00
	12	Salient	CompleteView Pro IP License	\$130.00	\$1,560.00
				Equipment Subtotal:	\$14,693.00
				Labor Subtotal:	\$6,026.25
				Project Subtotal:	\$20,719.25



Project Summary

Equipment:	\$14,693.00
Labor:	\$6,026.25
Grand Total:	\$20,719.25

Payment Schedule	Amount	Due Date
Initial Deposit	\$10,359.63	
Equipment Delivery	\$6,215.78	
Final Acceptance	\$4,143.84	

Client: **Tim Deitman**

Date

Contractor: **Camera Corner, Inc.**

Date

Pricing valid 30 days from date of quote, unless otherwise noted

ORDINANCE NO. _____

SECTION 1: Section 8.03(9) of the Municipal Code (Construction of driveways) is hereby created as follows:

(9) *Setbacks from side and rear lot lines.* Any driveways serving a single-family dwelling or two-family dwelling shall be set back from side and rear lot lines as follows:

(a) The required setback shall be based upon the lot width of the lot upon which it is located as indicated by the following table:

Driveway Setback From Side & Rear Lot Lines	
Lot Width (ft.)	Minimum Setback (ft.)
<70	1
≥70 and ≤85	3
>85	5

(b) *Exemptions.* Shared driveways serving more than one lot shall be exempt from the required setback provided all affected property owners submit a written agreement and execute a recorded easement for the shared driveway.

SECTION 2: The ordinance shall take affect the day after its publication.

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY

Required Setbacks for Driveways

BACKGROUND: The City regulates driveways within Chapter 8 of the Municipal Code (Streets and Sidewalks). Currently, the City only requires a setback for driveways and parking areas that hold 20 or more spaces. Driveways and parking areas in every other case can go right up to the property line alongside and rear lot lines. Based upon a request by the Zoning Board of Appeals, the Plan Commission, and Staff reviewed potential setback requirements from side and rear property lines for private driveways.

For driveways that serve single-family and two-family dwellings, there have been a few concerns by property owners related to encroachment onto their property and maintenance. Requiring a setback from the adjoining lot line provides a measure of safety, minimizes water runoff onto adjoining lots, and establishes a buffer area for snow storage. The recommendation calls for amending section 8.03, which governs construction of driveways.

At their December 2017 meeting, the Plan Commission made a recommendation to restrict property owners from placing a driveway against the side and rear property line for driveways serving single-family and two-family dwellings. The driveway setback requirement is based on the width of the lot and ranges from 1 foot to 5 feet. The only exemption is with shared driveways which has some underlying restrictions.


The Plan Commissions recommendation only affects single-family and two-family dwellings. Multiple family dwellings and nonresidential development must undergo a site plan review process prior to commencing construction. Driveway access is one of the criteria reviewed by the Aesthetic Design and Site Plan Review Board. Thus, the Plan Commission felt driveways, for their uses, are already governed and they didn't want to require a specific setback.

FISCAL IMPACT: The impact is expected to be minor. If adopted, this would require staff time to administer such as field time verifying the distance to the lot line. Most new driveways already require a permit, so the system is already in place. The permit fee is \$25, which could be raised, if needed to cover any increased administrative costs.

Common Council Options:

1. Approve driveway setback recommendation as presented
2. Amend the recommendation and approve
3. Send back to Plan Commission for Further Review
4. Reject the recommendation and the matter will be dropped

Recommendation: Staff believes that there should be some sort of setback to create a buffer zone between the driveway and the property lines. Approve the recommendation as presented.

Prepared by: 
Christopher Sullivan-Robinson
City Planner & Zoning Administrator


12-28-17
Date

Prepared by: 
Martin Olejniczak
Community Development Director

12/28/17
Date

Reviewed by: _____
Chad Shefchik
City Engineer

Date

Reviewed by: 
Josh VanLieshout
City Administrator

12/28/17
Date