CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, FEBRUARY 20, 2018
IMMEDIATELY FOLLOWING BOARD OF PUBLIC WORKS
WHICH BEGINS AT 12:00 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 – $130,173.06, Capital Fund - $532,448.69, Cable TV - $364.75, TID #4 - $2,052.00, and Solid Waste Enterprise Fund - $657.54 for a grand total of $665,696.04.** [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 2/6/18 regular Common Council minutes.**

*** b. Approval of the following minutes:**

(1) Zoning Board of Appeals – 1/30/18
(2) Finance/Purchasing & Building Committee – 1/30/18
(3) Waterfront Redevelopment Authority – 2/7/18

*** c. Place the following reports on file:**

(1) Inspection Department Report – January 2018

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

*** e. Finance/Purchasing & Building Committee recommendation re: Deny request from Marianne Bennett to waive the snow removal fee in the amount of $125.00 for 819 Michigan Street.**

*** f. Finance/Purchasing and Building Committee recommendation re: Purchase a 2018 Volvo loader with plow an wing attachment from Aring Equipment in an amount not to exceed $179,706 and declare the 1994 Case loader as surplus.**

*** g. Finance/Purchasing & Building Committee recommendation re: Purchase a Bobcat Mini excavator from Swiderski Equipment, Inc. in an amount not to exceed $66,820.**

*** h. Finance/Purchasing & Building Committee recommendation re: Repeal and recreate Section 3.06 of the Municipal Code – Transfer of Funds.**

* i. **Waterfront Redevelopment Authority recommendation re: Approve request from Door County Maritime Museum for placement of the Edwin H. Gott Enclosed Lifeboat Outdoor Exhibit on City property adjacent to the Door County Maritime Museum, with the location to be the alternate location, as indicated on the map.**

* j. **Finance/Purchasing & Building Committee recommendation re: Waive the bidding requirements as set for in the City's Purchasing Policy to allow for sole source purchasing and contract with Hillstrom PR for public relations services for the PRAT referendum in an amount not to exceed $12,000.**

7. **Mayoral Appointments.**

8. **Consideration of: Award of contract for Project 1801 (North 4th Avenue & Texas Street.)**

9. **Resolution re: Fee Schedule - Labor Charge Out Rate for wages.**

10. **Resolution re: Fee Schedule – Elimination of Parks Security Deposit.**

11. **Second reading of ordinance re: Construction of driveways – Section 8.03(9) of the Municipal Code.**

12. **First reading of ordinance re: Repeal and recreate Section 3.06 – Transfer of Funds.**

13. **First reading of ordinance re: Repeal and recreate Section 9.075 – Travel Trailers.**

14. **Committee Chairperson Reports:**

    a. **Personnel Committee**
    b. **Parking & Traffic Committee**
    c. **Community Protection & Services Committee**
    d. **Sturgeon Bay Utility Commission**

15. **Mayor's comments.**

16. **Convene in closed session in accordance with the following exemptions:**

    a. **Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g).**

       Consideration of: OHWM determination on parcel 92 and action thereon.

    b. **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)**

       Consideration of: Contract with Kiesow Enterprises.

    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.

17. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 2.16.18

Time: 1:00pm

By: DM

CITY OF STURGEON BAY

DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
GENERAL FUND					
LIABILITIES					
19300	SKIPPER PROPERTIES	INVOICE OVERPAYMENT	01-000-000-23169	20.00	
R0001525	TRENTON BONGLE	RFND 1 YR BEV OPR FEE/T BONGLE	01-000-000-44280	10.00	
			TOTAL LIABILITIES		30.00
BALLFIELD LIGHTING					
WPPI ENG	WPPI ENERGY	01/18 ATHLETIC FLD LIGHT PROJ	01-000-981-70000	1,365.39	
WPPI ENG		02/18 ATHLETIC FLD LIGHT PROJ	01-000-981-70000	1,365.39	
			TOTAL BALLFIELD LIGHTING		2,730.78
			TOTAL GENERAL FUND		2,760.78
LAW/LEGAL					
BUELOW	BUELOW, VETTER, BUIKEMA,	01/18 LABOR ISSUES	01-110-000-57900	1,510.50	
			TOTAL		1,510.50
			TOTAL LAW/LEGAL		1,510.50
COMPUTER					
04696	DOOR COUNTY TREASURER	01/18 INTERNET	01-125-000-55550	100.00	
04696		01/18 TECH SUPPORT	01-125-000-55550	2,575.00	
04696		01/18 2G INTERNET CONNECT FEE	01-125-000-55550	375.00	
			TOTAL		3,050.00
			TOTAL COMPUTER		3,050.00
CITY ASSESSOR					
ASSO APP	ASSOCIATED APPRAISAL	02.20.18 CONTRACT	01-130-000-55010	1,333.33	
			TOTAL		1,333.33
			TOTAL CITY ASSESSOR		1,333.33
BUILDING/ZONING CODE ENFORCEMT					
SAFEBUIL	SAFE BUILT	JANUARY PERMITS	01-140-000-55010	6,552.13	
SAFEBUIL		INSPECTION SERVICES	01-140-000-55010	59.50	
SAFEBUIL		PLAN REVIEW	01-140-000-55010	425.00	
			TOTAL		7,036.63
			TOTAL BUILDING/ZONING CODE ENFORCEMT		7,036.63
MUNICIPAL SERVICES ADMIN.					

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
CHADSHEF	CHAD SHEFCHIK	CONF MEAL EXPNSE-SHEFCHIK	01-145-000-55600	20.90	
SPETZ	BRIAN SPETZ	CONF MEAL EXPNSE/SPETZ	01-145-000-55600	7.06	
SPETZ		SAFETY JACKET REIMB-SPETZ	01-145-000-55605	63.29	
			TOTAL		91.25
			TOTAL MUNICIPAL SERVICES ADMIN.		91.25
CITY HALL					
03159	CHARTER COMMUNICATIONS	01/18 WS FIRE CABLE SVC	01-160-000-58999	100.44	
05500	ENERGY CONTROL AND DESIGN INC	HOT WATR SYSTM PUMP MOTOR REPL	01-160-000-58999	5,199.88	
05500		ZONE VALVE	01-160-000-51850	74.64	
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	2,269.55	
19880		421 MICHIGAN ST	01-160-000-58650	159.42	
SEPTIC	SEPTIC MAINTENANCE OF DOOR CTY	JET FLOOR DRAIN-POL DEPT	01-160-000-58999	287.50	
VIKING	VIKING ELECTRIC SUPPLY, INC	ELECTRICAL BULBS	01-160-000-51850	94.10	
WARNER	WARNER-WEXEL WHOLESALE &	PAPER PRODUCTS	01-160-000-51850	37.65	
WARNER		CLEANING SUPPLIES	01-160-000-51850	21.78	
			TOTAL		8,244.96
			TOTAL CITY HALL		8,244.96
INSURANCE					
MCCLONE	MCCLONE AGENCY, INC	03/18 GEN LIAB	01-165-000-56400	3,152.00	
MCCLONE		03/18 WORK COMP	01-165-000-58750	13,932.00	
MCCLONE		03/18 POLICE LIAB	01-165-000-57150	1,189.00	
MCCLONE		03/18 PUBLIC OFFICIAL	01-165-000-57400	1,196.00	
MCCLONE		03/18 AUTO LIAB	01-165-000-55200	1,966.00	
MCCLONE		03/18 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	01/18 CITY HALL PHONE SVC	01-199-000-58200	84.66	
04696		01/18 FIRE PHONE SVC	01-199-000-58200	44.07	
04696		01/18 MUNICIPAL PHONE SVC	01-199-000-58200	58.62	
04696		01/18 POLICE PHONE SVC	01-199-000-58200	65.49	
16354	PENINSULA TITLE	TITLE POLICY-TTX	01-199-000-58900	695.50	
19085	SCHENCK BUSINESS SOLUTIONS	12/31/17 INTERIM AUDIT	01-199-000-55150	8,400.00	
MEUW	MUNICIPAL ELECTRIC UTILITIES	2018 1ST QTR SAFETY MANAGE FEE	01-199-000-55605	3,413.48	
			TOTAL		12,761.82
			TOTAL GENERAL EXPENDITURES		12,761.82
POLICE DEPARTMENT					

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
04150	DE JARDIN CLEANERS LLC	UNIFORM CLEANING/BRINKMAN	01-200-000-56800	7.71	
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	5175 BLACK COPIES	01-200-000-51600	56.93	
STAPLES		807 COLOR COPIES	01-200-000-51600	26.63	
			TOTAL		91.27
			TOTAL POLICE DEPARTMENT		91.27
POLICE DEPARTMENT/PATROL					
04590	DOOR COUNTY HUMANE SOCIETY	2018 2ND INSTLL ANML CNTRL	01-215-000-55100	3,750.00	
19368	STAGE COACH CAR WASH LLC	167 TOKENS @ $6.00EA	01-215-000-58550	1,000.00	
19880	STURGEON BAY UTILITIES	110 NEENAH AVE CAMERA	01-215-000-56150	11.80	
23640	WISCONSIN DEPT OF JUSTICE	3-TIME ACCESS CHARGE @ $50	01-215-000-58999	150.00	
23640		21 OFFICER SUPPORT @ $12	01-215-000-58999	252.00	
DEERCREE	DEER CREEK TECHNOLOGIES	DOCUMENT MANAGE SOFTWARE	01-215-000-58999	350.00	
			TOTAL		5,513.80
			TOTAL POLICE DEPARTMENT/PATROL		5,513.80
POLICE DEPT. / INVESTIGATIONS					
ACCURINT	LEXISNEXIS RISK SOLUTIONS	01/18 CONTRACT FEES	01-225-000-57950	105.00	
			TOTAL		105.00
			TOTAL POLICE DEPT. / INVESTIGATIONS		105.00
FIRE DEPARTMENT					
02001	RED THE UNIFORM TAYLOR	CHIEF UNIFORM	01-250-000-52900	33.67	
04575	DOOR COUNTY HARDWARE	ROTRY CYL FILE & FASTENERS	01-250-000-54999	7.24	
04575		DRILL BIT SET	01-250-000-54999	59.99	
04575		SUPPLIES	01-250-000-54999	27.14	
04575		BUTANE TORCH & SOLDER	01-250-000-54999	44.98	
04575		BATTERY	01-250-000-54999	2.59	
04575		SNAP CANVAS REFILL	01-250-000-54999	4.99	
04575		FASTENERS	01-250-000-54999	0.82	
04575		FREIGHT	01-250-000-54999	18.79	
19297	SHORE TO SHORE RENTAL, INC	DRILL RENTAL	01-250-000-54999	28.00	
19880	STURGEON BAY UTILITIES	92 E MAPLE ST	01-250-000-56675	5.20	
19880		MARTIN PARK RESTROOM	01-250-000-56675	5.20	
19880		421 MICHIGAN ST	01-250-000-56675	118.00	
19880		421 MICHIGAN ST-TRUCK FILL	01-250-000-56675	41.00	
19880		MEM FLD SPRINKLER	01-250-000-56675	42.00	
19880		MEM FLD WARMING HOUSE	01-250-000-56675	42.00	
19880		GARLAND PARK	01-250-000-56675	5.20	
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	42.00	
19880		FIRE PROTECTION	01-250-000-56675	8,720.75	
19880		QUINCY ST BALLFLD	01-250-000-56675	42.00	
19880		MADISON AVE SPRNKLER	01-250-000-56675	13.00	
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	13.00	

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
19880		GREEN BAY RD SIREN	01-250-000-56150	15.45	
19880		EAST SIDE DOCK	01-250-000-56675	5.20	
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	42.00	
19880		KENTUCKY ST PARKING RAMP	01-250-000-56675	5.20	
19880		48 KENTUCKY ST DOCK	01-250-000-56675	13.00	
19880		KENTUCKY ST CITY MARINA	01-250-000-56675	42.00	
23897	W.S. DARLEY & CO.	TRCK 2 ADAPTERS	01-250-000-51350	516.96	
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	LINKAGE CLIP	01-250-000-53000	5.21	
CLEANAIR	CLEAN AIR CONCEPTS	EXHAUST SENSORS	01-250-000-51350	158.60	
FERRARA	FERRARA	TRUCK PARTS TK2	01-250-000-53000	2,258.30	
KUSSMAUL	KUSSMAUL ELECTRONICS CO, INC	CHARGING UNIT T1	01-250-000-53000	427.77	
O'REILLY	O'REILLY AUTO PARTS	ABSORBENT	01-250-000-53000	374.50	
O'REILLY		BATTERY	01-250-000-53000	53.77	
O'REILLY		SUPPLIES	01-250-000-53000	33.98	
PAULCONW	PAUL CONWAY SHIELDS	UNIFORM LIGHT-WIEGAND	01-250-000-52900	97.50	
PAULCONW		FLOW TEST SCBA	01-250-000-56250	1,250.00	
PREVEA	PREVEA HEALTH WORKMED	NEW HIRE AUDIOMETRY	01-250-000-57100	12.50	
			TOTAL		14,629.50
			TOTAL FIRE DEPARTMENT		14,629.50
STORM SEWERS					
NORTHSEW	NORTHERN SEWER EQUIPMENT INC	REPLACE CLNING CTCH BASIN CLAM	01-300-000-54999	622.00	
			TOTAL		622.00
			TOTAL STORM SEWERS		622.00
COMPOST/SOLID WASTE SITE					
19880	STURGEON BAY UTILITIES	COMPOST SITE	01-320-000-56150	8.24	
			TOTAL		8.24
			TOTAL COMPOST/SOLID WASTE SITE		8.24
SNOW REMOVAL					
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	WORK LIGHT	01-410-000-51400	84.98	
COMPASS	COMPASS MINERALS AMERICA	ROAD SALT	01-410-000-52400	8,091.04	
COMPASS		ROAD SALT	01-410-000-52400	4,844.75	
GRAY'S	GRAY'S INC.	PLOW BLADES	01-410-000-51400	2,260.00	
R0000768	BRAUER SUPPLY & EQUIPMENT	PLOW PARTS	01-410-000-51400	380.00	
			TOTAL		15,660.77
			TOTAL SNOW REMOVAL		15,660.77
STREET MACHINERY					

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
02835	BROOKS TRACTOR	AIR FILTERS	01-450-000-53000	86.79	
20725	T R COCHART TIRE CENTER	TIRES	01-450-000-53000	583.28	
20725		TIRE REPAIR	01-450-000-53000	15.00	
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	DOMESTIC NICKEL/COPPER	01-450-000-53000	-5.19	
ADVAUTO		ASST FILTERS,AIR,FUSE	01-450-000-58600	109.28	
ADVAUTO		BATTERY	01-450-000-52150	297.86	
ADVAUTO		BATTERY	01-450-000-52150	85.75	
ADVAUTO		MINI BULB	01-450-000-53000	5.70	
ADVAUTO		AIR FILTER	01-450-000-53000	31.84	
ADVAUTO		AIR, FUEL COOLANT	01-450-000-53000	46.30	
ADVAUTO		STEERING WHEEL KNOB	01-450-000-52150	13.74	
ADVAUTO		SEALED BEAM	01-450-000-52150	10.91	
ADVAUTO		SEALER-PRIMER GREY	01-450-000-52150	5.81	
ADVAUTO		ENAMEL & FILLCLEAN	01-450-000-52150	42.64	
ADVAUTO		HYD HOSE,FITTING	01-450-000-52150	136.34	
ADVAUTO		HEADLIGHT	01-450-000-52150	16.09	
ADVAUTO		HOSE CLAMP,FILTER,SUPPLIES	01-450-000-52150	101.88	
ADVAUTO		CLAMP	01-450-000-53000	4.88	
ADVAUTO		SEALED BEAM	01-450-000-53000	24.34	
ADVAUTO		WIPER BLADE	01-450-000-53000	12.94	
ADVAUTO		AIR	01-450-000-53000	41.30	
ADVAUTO		BRAKE FLUID,COPPER, UNION	01-450-000-53000	28.85	
ADVAUTO		COUPLINGS	01-450-000-53000	53.53	
ADVAUTO		AIR FILTER	01-450-000-53000	37.80	
ADVAUTO		CAPSULE	01-450-000-53000	17.34	
ADVAUTO		FITTING	01-450-000-53000	0.31	
ADVAUTO		BATTERY	01-450-000-53000	99.82	
ADVAUTO		BRAKE BLEEDER SCREW	01-450-000-53000	3.91	
ADVAUTO		WIPER BLADES	01-450-000-52150	67.60	
ADVAUTO		AIR FILTER	01-450-000-52150	9.66	
ADVAUTO		AUTO VALVE DRAIN	01-450-000-53000	215.98	
ADVAUTO		CORE RETURN	01-450-000-53000	-21.00	
FLEETPRI	FLEETPRIDE	LEAF SPRING REPAIR-TRCK 8	01-450-000-53000	99.49	
PATS	DEBBIE DERENNE	TRUCK ARM REST REPAIR	01-450-000-53000	30.00	
			TOTAL		2,310.77
			TOTAL STREET MACHINERY		2,310.77
CITY GARAGE					
01766	AURORA MEDICAL GROUP	CONSORTIUM FEE	01-460-000-57100	60.00	
01766		DRUG SCREEN-RESLER	01-460-000-57100	75.00	
04966	EAGLE MECHANICAL INC	PARTS-SHOP BOILER	01-460-000-58999	803.20	
18950	SAFETY-KLEEN CORP	PARTS CLEAN MACHINE MAINTAINAN	01-460-000-58999	256.18	
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	POWER LUBE HOSE	01-460-000-52700	39.08	
ADVAUTO		CLEANER, OIL ABSORBENT	01-460-000-54999	118.52	
ADVAUTO		OIL ABSORBENT	01-460-000-51850	35.28	
ADVAUTO		OIL ABSORBENT	01-460-000-51850	17.64	
ADVAUTO		HYD FITTING,FILTERS & SUPPLIES	01-460-000-52700	184.47	
			TOTAL		1,589.37
			TOTAL CITY GARAGE		1,589.37

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
HIGHWAYS - GENERAL					
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	9.93	
19880		EGG HARBOR RD TRFFC LITE	01-499-000-58000	35.82	
19880		EGG HRBOR RD TRFFIC LITE	01-499-000-58000	32.84	
19880		WS TRAFFC LIGHTS	01-499-000-58000	140.77	
19880		ORNAMENTAL STREET LIGHTS	01-499-000-58000	4,759.58	
19880		OVERHEAD ST LIGHTS	01-499-000-58000	6,736.22	
19880		WALNUT & LANSING SIGN	01-499-000-58000	7.79	
19880		EAST SIDE DOCK	01-499-000-58000	57.61	
ROBILLAR	STEVE ROBILLARD	SAFETY CLOTHING REIMB/ROBILLAR	01-499-000-56800	61.16	
			TOTAL		11,841.72
			TOTAL HIGHWAYS - GENERAL		11,841.72
PARKS AND PLAYGROUNDS					
08225	HERLACHE SMALL ENGINE	FILTER,SPRK PLUG & SAW TUNE UP	01-510-000-51350	48.70	
08225		FUEL FILTER & CHAIN SAW TNE UP	01-510-000-51350	44.95	
08225		REPLACE CHAINSAW	01-510-000-52700	399.95	
08225		EMER SHUT OFF SEAT SWITCH	01-510-000-51900	17.75	
13049	MAY'S SPORT CENTER	HYDRO OIL & FILTER-TORO MOWER	01-510-000-51900	215.98	
13049		FILTER-TORO MOWER	01-510-000-51900	4.55	
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	9.83	
19880		MARTIN PARK RESTROOM	01-510-000-58650	8.00	
19880		MEM FLD WARMING HOUSE	01-510-000-56150	184.02	
19880		MEM FLD WARMING HOUSE	01-510-000-58650	461.88	
19880		GARLAND PARK	01-510-000-56150	8.24	
19880		GARLAND PARK	01-510-000-58650	8.00	
19880		421 MICHIGAN ST-FLAG LIGHT	01-510-000-56150	26.99	
19880		MEM FLD PARKING LOT	01-510-000-56150	40.08	
19880		MEM FLD COMPLEX	01-510-000-56150	237.31	
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	27.00	
19880		QUINCY ST BALLFLD	01-510-000-58650	27.00	
20725	T R COCHART TIRE CENTER	TIRE REPAIR	01-510-000-53000	25.00	
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	BATTERY	01-510-000-58600	90.44	
ADVAUTO		BATTERY	01-510-000-58600	16.64	
JBTRUCK	JARED BUTTS	CONTROLLER	01-510-000-53000	27.00	
O'REILLY	O'REILLY AUTO PARTS	OIL & FILTER	01-510-000-51900	16.79	
O'REILLY		HYD FILTER	01-510-000-51900	4.58	
O'REILLY		HYD OIL-MOWER	01-510-000-51900	12.98	
			TOTAL		1,963.66
			TOTAL PARKS AND PLAYGROUNDS		1,963.66
WATER WEED MANAGEMENT					
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	FUEL NOZZLE-WTR WEED TRCK	01-560-000-51400	26.99	
			TOTAL		26.99
			TOTAL WATER WEED MANAGEMENT		26.99

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
WATERFRONT PARKS & WALKWAYS					
19880	STURGEON BAY UTILITIES	JUNIPER ST WALKWAY LTS	01-570-000-56150	137.69	
19880		JUNIPER ST PARKING LOT	01-570-000-56150	77.70	
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	11.40	
19880		48 KENTUCKY ST WTRFRNT	01-570-000-56150	290.68	
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	378.50	
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	51.40	
19880		KENTUCKY ST PARKING RAMP	01-570-000-56150	301.07	
19880		48 KENTUCKY ST DOCK	01-570-000-58650	11.40	
19880		KENTUCKY ST CITY MARINA	01-570-000-58650	27.00	
VIKING	VIKING ELECTRIC SUPPLY, INC	ELECTICAL BULBS	01-570-000-54999	19.35	
			TOTAL		1,306.19
			TOTAL WATERFRONT PARKS & WALKWAYS		1,306.19
EMPLOYEE BENEFITS					
23674	WISCONSIN DEPT OF WORFORCE	01/18 UNEMPLOYMENT	01-600-000-50370	52.53	
			TOTAL		52.53
			TOTAL EMPLOYEE BENEFITS		52.53
COMMUNITY & ECONOMIC DEVLPMT					
19730	STURGEON BAY VISITOR CENTER	SBVC SUPPORT	01-900-000-57800	5,341.34	
			TOTAL		5,341.34
			TOTAL COMMUNITY & ECONOMIC DEVLPMT		5,341.34
			TOTAL GENERAL FUND		120,939.42
CAPITAL FUND					
CITY HALL					
EXPENSE					
02975	CAMERA CORNER	PD/CITY HALL INTERVIEW ROOMS	10-160-000-59040	8,326.90	
02975		DPW CAMERA	10-160-000-59040	10,359.63	
02975		DPW FOB DOOR ACCESS	10-160-000-59040	13,078.50	
02975		CITY HALL FOB DOOR ACCESS	10-160-000-59040	10,872.00	
			TOTAL EXPENSE		42,637.03
			TOTAL CITY HALL		42,637.03
FIRE DEPARTMENT					
EXPENSE					
FERRARA	FERRARA	FINAL PLATFORM PAYMENT	10-250-000-59060	488,401.00	
			TOTAL EXPENSE		488,401.00
			TOTAL FIRE DEPARTMENT		488,401.00

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
CAPITAL FUND					
CURB/GUTTER/SIDEWALK					
EXPENSE					
CEDARCO	CEDAR CORPORATION	PEDESTRIAN TRAIL-HWY 42/57	10-440-000-59102	1,185.66	
			TOTAL EXPENSE		1,185.66
			TOTAL CURB/GUTTER/SIDEWALK		1,185.66
CITY GARAGE					
07785	THE GREAT OUTDOORS	GARAGE DOORS REPAIR	10-460-000-59010	225.00	
			TOTAL		225.00
			TOTAL CITY GARAGE		225.00
			TOTAL CAPITAL FUND		532,448.69
CABLE TV					
CABLE TV / GENERAL					
CABLE TV / GENERAL					
02975	CAMERA CORNER	DVD/CDS AND CASES	21-000-000-51950	303.84	
02975		SHIPPING	21-000-000-51950	60.91	
			TOTAL CABLE TV / GENERAL		364.75
			TOTAL CABLE TV / GENERAL		364.75
			TOTAL CABLE TV		364.75
TID #4 DISTRICT					
TID #4 DISTRICT					
TID #4 DISTRICT					
VANDECAS	VANDE CASTLE, S.C.	01/18 LEGAL MATTERS-RAZE	28-340-000-55001	2,052.00	
			TOTAL TID #4 DISTRICT		2,052.00
			TOTAL TID #4 DISTRICT		2,052.00
			TOTAL TID #4 DISTRICT		2,052.00
SOLID WASTE ENTERPRISE					
SOLID WASTE ENTERPRISE FUND					
SOLID WASTE ENTERPRISE FUND					
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	CREDIT RETURN-BRAKE KIT	60-000-000-53000	-100.00	
ADVAUTO		CREDIT RETURN BRAKE KIT	60-000-000-53000	-349.20	
ADVAUTO		BRAKE KIT	60-000-000-53000	349.20	
ADVAUTO		DSL EXHAUST FLUID	60-000-000-52050	13.79	
ADVAUTO		CREDIT RETURN-DSL EXH FLUID	60-000-000-52050	-13.79	
ADVAUTO		SEALED BEAM	60-000-000-53000	9.51	
ADVAUTO		HYD FLUID	60-000-000-52050	439.99	
ADVAUTO		HI COUNT LED	60-000-000-53000	15.80	
ADVAUTO		HI COUNT LED	60-000-000-53000	15.80	
JX ENT	JX ENTERPRISES, INC.	WIPER ASSMBLY NOZZLE	60-000-000-53000	37.26	

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
SOLID WASTE ENTERPRISE					
SOLID WASTE ENTERPRISE FUND					
SOLID WASTE ENTERPRISE FUND					
QUALITY	QUALITY TRUCK CARE CENTER INC	BRAKE PARTS-GARBAGE TRUCK	60-000-000-53000	239.18	
			TOTAL SOLID WASTE ENTERPRISE FUND		657.54
			TOTAL SOLID WASTE ENTERPRISE FUND		657.54
			TOTAL SOLID WASTE ENTERPRISE		657.54
			TOTAL ALL FUNDS		656,462.40

MANUAL CHECKS

DOOR COUNTY TREASURER 02/08/18 Check # 82906 2018 DNR Pilot 01-000-000-24310	$844.89
NWTC –GREEN BAY 02/08/18 Check #82907 2018 DNR Pilot 01-000-000-24640	$171.74
STURGEON BAY SCHOOL DISTRICT 02/08/18 Check # 82908 2018 DNR Pilot 01-000-000-24610	$2,174.11
DELTA DENTAL 02/08/18 Check #82910 February Dental Insurance Various Departmental Accounts	$5,848.88
TOTAL MANUAL CHECKS	**$9,233.64**

INVOICES DUE ON/BEFORE 02/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	~~120,939.42~~	130,173.06
CAPITAL FUND	532,448.69	
CABLE TV	364.75	
TID #4 DISTRICT	2,052.00	
SOLID WASTE ENTERPRISE	657.54	
TOTAL --- ALL FUNDS	656,462.40	666,646.04

2-13-18
2-13-18
2/13/18

6a.

COMMON COUNCIL
February 6, 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/Hauser to adopt agenda moving consent agenda items 6g and 6e to the regular agenda. Carried.

Fett/Ward to approve 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: All voted aye. Carried.

Ward/Catarozoli to approve 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 & Services 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.~~ Moved to regular agenda.
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.~~ Moved to regular agenda.
h. 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 $21,744 for the replacement of the City Hall door security system.

Carried.

There were no mayoral appointments.

RECOMMENDATION

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 four transient slips in the horseshoe.

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Stewart Fett, Chr.

Introduced by Fett. Fett/Ward to adopt. Discussion took place regarding the original intent of the Council to have this marina to promote transient boaters, the difficulty the City has in managing a marina when no one is on site, that there are 21 total slips, that there is a waiting list for seasonal slips. Catarozoli/Hauser to amend the recommendation to allow for eight transient slips. Further discussion took place. Ward/Fett to call for the question. Carried. Vote on amendment: Amendment failed. Catarozoli/Allmann to include eight transient and overnight slips. After further discussion the motion and second was withdrawn. Catarozoli/Hauser to amend the motion to

dedicate four slips to transient or overnight and four slips to transient. Vote taken on the amendment: Amendment failed. Vote taken on original motion. Carried with Catarozoli voting no.

RECOMMENDATION

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 four interview rooms at City Hall.

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Stewart Fett, Chr.

Introduced by Fett. Fett/Hauser to adopt. Discussion took place regarding why Camera Corner was the sole bidder. It was explained that the current system that the City uses was installed by Camera Corner and at that time there were no other bidders, additionally staff has been trained on the system which is compatible with our IT capabilities. Allmann/Ward to amend the motion to read "three rooms in the Police Department and one room in City Hall". Carried. Voted taken on the original motion as amended. Carried.

RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend to release the available Combination Class B Beer/Liquor license.

COMMUNITY PROTECTION & SERVICES COMMITTEE
By: Richard Wiesner, Chr.

Introduced by Wiesner. Catarozoli/Ward to adopt. Discussion took place regarding whether or not to hold the license for potential economic development or consider issuing the license. Carried with Wiesner and Vandertie voting no.

RECOMMENDATION

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 use the excess in the capital budget item from the City Hall door security system.

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Stewart Fett, Chr.

Introduced by Fett. Fett/Ward to adopt. Carried.

RECOMMENDATION

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.

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Stewart Fett, Chr.

Introduced by Fett. Fett/Hauser to adopt. Carried.

Wiesner/Vandertie to read in title only and adopt the first reading of ordinance re: Construction of driveways -- Section 8.03(9) of the Municipal Code. Carried.

City Plan Commission Chr. Wiesner, Finance/Purchasing & Building Committee Chr. Fett, and Park & Rec Committee Chr. Vandertie presented reports for their respective committees/commissions.

After the Mayor announced the statutory basis, Fett/Ward to convene in closed session in accordance with the following exemptions: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified 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 Hill Subdivision #2. Roll call: All voted aye. Carried. The meeting moved to closed session at 1:18 pm. The meeting adjourned at 2:27 p.m.

Respectfully submitted,

Stephanie L. Reinhardt

Stephanie L. Reinhardt
City Clerk/HR Director

6b1.

ZONING BOARD OF APPEALS
Tuesday, January 30, 2018

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 12:02 p.m. by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members James Goodwin, William Murrock, Andrew Starr, and Alternate Justin Kirwen were present. Excused: Members Wayne Spritka and Bill Chaudoir. 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. Kirwen to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from January 23, 2018.
4. 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.
5. Adjourn.

Carried.

Approval of minutes from January 23, 2018: Moved by Mr. Starr, seconded by Mr. Goodwin to approve the minutes from January 23, 2018. All ayes. Carried.

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: Mr. Sullivan-Robinson summarized last week's meeting. Mr. McCarthy is requesting the construction of a porch that would be 20 feet from the street right-of-way instead of the required 25 feet. He lives on a historic lot, which typically is non-conforming and/or has a non-conforming structure. He would like the porch to match the aesthetics of the surrounding neighborhood. The R-2, R-3, and C-5 districts contain a 17-foot setback from the street right-of-way.

Mr. Olejniczak added that Mr. McCarthy would construct the porch to be 8 feet in depth and continue across the front of the house. A public hearing was held last week and one citizen spoke in favor of the variance. One letter was received also in favor. This home was built long before zoning created a hardship.

Mr. Starr stated that it seemed like all the houses in the neighborhood had porches that encroached into the setback. He recommended looking into changing the zoning code so that the R-1 district would match the other districts as far as setbacks, or basing setbacks on lot size. Mr. Olejniczak and Mr. Sullivan-Robinson will bring the issue up to the Plan Commission Chair as an agenda item.

After further discussion, it was moved by Mr. Starr, seconded by Mr. Kirwen to approve the variance, since it is currently a non-conforming structure on an older City lot. There were two citizens that supported the variance and there was no opposition.

Roll call vote: Mr. Kirwen had agreed with Mr. Starr and added that it is a porch and not a living space. All ayes. Carried.

Adjourn: Moved by Mr. Starr, seconded by Mr. Murrock to adjourn. All ayes. Carried. Meeting adjourned at 12:15 p.m.

Respectfully submitted,

Cheryl Nault

Cheryl Nault
Community Development Secretary

 6b2.

FINANCE/PURCHASING & BUILDING COMMITTEE
January 30, 2018

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00pm by Alderperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett, Ward and Wiesner were present. Also present: Alderperson Allmann, Alderperson Hauser, City Administrator Van Lieshout, Finance Director/City Treasurer Clarizio, Municipal Services Director Bordeau, Police Investigator Henry Community Development Director Olejniczak, Planning & Zoning Administrator Sullivan-Robinson, and Receptionist Metzer.

A motion was made by Alderperson Wiesner, seconded by Alderperson Ward to adopt the following amended agenda removing item 6:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items.
4. Consideration of: Request to Waive Snow Removal Fees.
5. Presentation of: Sturgeon Bay Skate Park Initiative re: City Financial Support.
6. ~~Consideration of: Disposition of Salvaged Grain Elevator.~~
7. Consideration of: Bids for 2018 Rubber Tired Loader.
8. Consideration of: Bids for Compact Mini Excavator.
9. Consideration of: Elimination of Park Security Deposit.
10. Consideration of: Police Department Interview & Conference Rooms Video Security System.
11. Consideration of: Municipal Services and City Hall Door Security System.
12. Consideration of: Municipal Services Video Security System.
13. Consideration of: Charge Out Rate for Labor.
14. Consideration of: Municipal Code: Section 3.06, Transfer of Funds.
15. Consideration of: Right-of-Way for Extension of Alabama Place to N. 12th Place.
16. Convene in closed session in accordance with the following exemptions:

    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. 1985(1)(e)

    a. Consideration of: Acquisition of Property for Street Right-of-Way.

    Moved 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.

17. Review of unfinished business list.
18. Review bills.
19. Public Comment on non-agenda items.
20. Adjourn.

Carried.

The following spoke during public comment on agenda items: Chris Kellems 120 Alabama Street.

Consideration of: Request to Waive Snow Removal Fees:
Marianne Bennett, 819 Michigan Street came before the Committee requesting a waiver of a snow removal fee. She stated that at the time she had not been aware of the City's snow removal policy. City Administrator Van Lieshout explained that the ordinance requires that sidewalks must be cleared of accumulated snow and ice within 24 hours after the snows end. If it is not and the City must remove the snow a fee is assessed to the property owner. The consensus of the Committee is to maintain consistency with waiving fees and deny Ms. Bennett's request.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to Common Council to deny the request from Marianne Bennett to waive the snow removal fee in the amount of $125.00 for 819 Michigan Street. Carried.

Presentation of: Sturgeon Bay Skate Park Initiative re: City Financial Support:
Laurel Hauser, 746 Kentucky Street and Matt Dixner Young, 415 W. Maple Street, Co-chairs for the Skate Park Initiative thanked the City and presented the final payment for the bridge financing provided by the City in 2014 for the Skate Park project.

Consideration of: Bids for 2018 Rubber Tired Loader:
Municipal Services Director Bordeau presented the following bids for the purchase of a rubber tired loader:

	Bid	Trade In	Final Cost
Brooks Tractor	$187,294	$24,000	$163,294
Aring Equipment	$187,000	$35,000	$152,000
Fabco Equipment	$211,000	$35,000	$186,000
EMiller Bradford and Risberg	$176,770	$20,000	$156,770

Mr. Bordeau stated that $220,000 was allocated in the 2018 budget for the purchase of a rubber tired loader with wing and plow attachment. Four bids were received, the lowest bid from Aring Equipment in the amount of $179,706 after trade in.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council to purchase a 2018 Volvo loader with plow and wing attachment from Aring Equipment in an amount not to exceed $179,706 and declare the 1994 Case loader as surplus. Carried.

Consideration of: Bids for Compact Mini Excavator:
Municipal Services Director Bordeau presented the following bids for the purchase of a mini excavator:

	Bid	
Brooks Tractor	$59,000	
Aring Equipment	$61,900	
Fabco Equipment (2bids)	$59,975	Cat 2017
	$66,000	Cat 305.5E2
Miller Bradford and Risberg	$57,227	
Swiderski Equipment, Inc. (3bids)	$54, 820	2018 Bobcat
	$56,990	Bobcat E45 ext. arm
	$59,615	Bobcat E50
Service Motor	$63,500	

Mr. Bordeau stated that $90,000 was allocated in the 2018 budget for the purchase of a mini excavator. Six bids were received, the lowest bid from Swiderski Equipment Inc. in the amount of $54,820 plus $12,000 for a transport trailer and tie down chains.

Moved by Alderperson Wiesner, seconded by Alderperson Ward to recommend to Common Council to purchase a Bobcat Mini excavator from Swiderski Equipment, Inc. in an amount not to exceed $66,820. Carried.

Consideration of: Elimination of Park Security Deposit

Municipal Services Director Bordeau explained that a $50 security deposit is collected at the time of the park shelter reservation and retained if the shelter is not cleaned. If the shelter is cleaned the security deposit reimbursement request is forwarded to the Finance Department, placed on the bill list for the Finance Committee and Common Council to approve. The process can take up to 4 weeks before the renter receives their reimbursement. Mr. Bordeau stated he is requesting to eliminate the security deposit and instead add a disclaimer to the park reservation application stating any additional cleaning or maintenance to the shelter would be charged back to the renting party.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to eliminate the Parks Security Deposit. Carried.

Consideration of: Police Department Interview & Conference Rooms Video Security System:

Police Investigator Henry explained that in the 2018 capital budget the Police Department allocated $15,000 to replace the failing camera system in the interview and conference rooms. He stated that by State Statute some interviews require audio and video recordings. The current system was installed in 2006. The $15,000 price quoted by Camera Corner in 2017 was for 4 cameras and unknowingly a maximum 4 camera computer server capacity. The original quote did not allow for expansion. Increasing The server capacity to allow from expansion will increase the price by $1653.79. The system is high quality that will intergrade with the existing system Camera Corner installed in City Hall. He stated the department can manage the additional cost with other line items in the capital budget and is requesting the bidding requirement be waived to purchase the system as sole source. The Committee continued discussions expressing their concerns regarding sole sourcing purchasing, and the benefits of using the same vendor who understands the operating systems.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council 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. Carried.

Consideration of: Municipal Services and City Hall Door Security System:

City Administrator VanLieshout explained that the key fob system at City Hall, originally installed in 2006, is no longer supported and eBay is the only source for repair supplies. Additionally, Municipal Services is still using actual keys for entry whereas all other City buildings are electronic entry. He stated that the capital budget for 2018 contained $30,000 for the City Hall security project, the price quoted by Camera Corner, as a sole source purchase came in at $47,901 which is $17,901 over the budget but includes the Municipal building. Since the rubber tire loader bid came in considerably lower, the funds are available to complete the both projects. City Treasurer/Finance Director Clarizio explained a ¾ vote is required by the Common Council due to the fact the Municipal building was not budgeted for 2018 and a funds transfer is required for the $17,901.

Moved by Alderperson Ward, seconded by Alderperson Fett to recommend to Common Council 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 $21,744 for the replacement of the City Hall door security system. Carried.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council 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. Carried.

Consideration of: Municipal Services Video Security System:
City Administrator VanLieshout stated that presently the Municipal Services building does not have any video monitoring security systems in place either interior or exterior. The cost of adding a security monitoring system was quoted by Camera Corner in the amount of $20,719.25. The system would integrate with the system at City Hall and the Police Department. He continued, stating that the funds for this project are available from the rubber tired loader budget line item, otherwise the project can be budgeted in 2019. Since this project is unbudgeted and requires a funds transfer and a ¾ vote is needed from the Common Council.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council to waive the bidding requirements as set forth in the City's purchasing policy to allow for the 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. Carried.

Consideration of: Charge Out Rate for Labor:
City Treasurer/Finance Director Clarizio explained that the Police and Department of Public Works staff sometimes work for events, such as festivals and the triathlon, and then the City will bill out for their labor. In 2008 the labor charge out rate established, the City charges 210% times the employee's hourly rate. Presently, some events offer to pay staff working the events double time and using the 210% method is not effective towards recovering the increased costs, which include benefits on every hour billed. The Committee discussed cost recovery options.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to change labor charge our rate to direct cost recovery which includes recovering costs for all wages (single rate, overtime rate or double time rate) plus FICA, Medicare and retirement. Carried.

Consideration of: Municipal Code: Section 3.06, Transfer of Funds:
City Treasurer/Finance Director Clarizio explained that in 2010 staff proposed higher fund transfer authorization limits, with approval of the auditors, however, the Common Council approved the transfer limits at $2,500 less than what was recommended. The auditors still recommend those amounts approved in 2010. Ms. Clarizio stated the proposed changes would increase the City Administrator authorization to approve fund transfers in budget categories up to $5,000. Greater than $5,000 up to $10,000 is authorized by simple Common Council majority and transfers greater than $10,000 would require ¾ vote from the Common Council.

Moved by Alderperson Wiesner, seconded by Alderperson Fett to recommend to Common Council to repeal and recreate Section 3.06, Transfer of Funds. Carried.

Consideration of: Right-of-Way for Extension of Alabama Place to N. 12th Place:
City Administrator VanLieshout stated that during the review process of a development proposal for a project located on Egg Harbor Rd behind Nor Door Sports, staff recognized a potential opportunity to connect Alabama Place and N 12th Place. He stated that the streets in the subdivision are set up to accommodate further extension, and the Krueger and Piel properties are for sale. These parcels would be necessary for the proposed right-of-way. In addition, he mentioned the benefit the connection would bring to the neighborhood. Community Development Director Olejniczak explained that there are three steps to getting a street, placing the street on the official map, which has been done, acquire the right of way and build the street. At this point we are looking at the acquisition for the proposed right-of-way. Mr. Olejniczak stated that the City has had discussions with the three property owners impacted with the proposed right-of way.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to direct staff to further investigate the option for a road.

After Alderperson Fett announced the statutory basis, it was moved by Alderperson Fett, seconded by Alderperson Ward to convene in closed session. Roll call: Alderperson Fett, Ward and Wiesner voted aye. Carried. The meeting moved into closed session at 5:09 pm. The meeting reconvened in open session at 5:36pm.

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.

The following spoke during public comment on non-agenda items: Barbara Allmann, 717 Prairie Lane.

Moved by Alderperson Ward, seconded by Alderperson Wiesner to adjourn. Carried. The meeting adjourned at 5:52pm.

Respectfully submitted,

Tricia Metzer

6b3.

WATERFRONT REDEVELOPMENT AUTHORITY
Wednesday, February 7, 2018

Since Chairman Herlache was only available by conference call he requested that a different member serve as acting chair. Moved by Ms. Hauser, seconded by Mr. Herlache to appoint Mr. Ward as acting chair. Carried.

A meeting of the Waterfront Redevelopment Authority was called to order at 1:35 p.m. by Acting Chairman David Ward in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Chris Jeanquart, John Asher, Ryan Hoernke, David Ward, Cindy Weber, and Laurel Hauser were present. Tom Herlache was present by telephone conference call. Also present were Alderperson Barb Allmann, City Attorney Randy Nesbitt, City Administrator Josh Van Lieshout, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Jeanquart, seconded by Mr. Asher to adopt the following agenda by removing Item #6.a. - Consideration of: OHWM determination on parcel 92 and action thereon out of closed session and placing it after Item #3.

1. Roll call.
2. Adoption of agenda.
3. Request from DC Maritime Museum to place outdoor exhibit on City property (municipal parking lot along Madison Ave).

3b. Consideration of: OHWM determination on parcel 92 and action thereon.

4. Redevelopment strategies for West Waterfront parcels.
5. Election of officers.
6. Convene in closed session in accordance with the following exemptions:
   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: Financial investment into granary building.
   ~~Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g).~~
   ~~a. Consideration of: OHWM determination on parcel 92 and action thereon.~~
   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 Waterfront Redevelopment Authority may adjourn in closed session.
7. Adjourn.

Carried.

Request from DC Maritime Museum to place outdoor exhibit on City property (municipal parking lot along Madison Ave): Rhys Kuzdas, representing the Door County Maritime Museum, presented a proposal asking to place a fully enclosed red and white, steel hull, 26-foot long, 44 man lifeboat from the Edwin H. Gott onto City property on the Northwest side of the existing parking area that already houses some Door County Maritime Museum artifacts. The lifeboat weighs approximately 6,600 pounds and Fincantieri Bay Shipbuilding, where it is now

located, would handle transporting it to the location. They would like to keep the lifeboat enclosed with plexiglas to prevent visitors from climbing inside and to reduce liability. There would be a concrete slab that would incorporate the sidewalk. Mid to late spring is when they would like to display the lifeboat.

A map was provided that included alternate locations for the lifeboat. Mr. Olejniczak stated that staff was concerned the proposed location would interfere if the parking lot were to be expanded. Also, the Public Works Dept. wanted to make sure that there would be no additional maintenance duties for their department. Mr. Kuzdas responded that the maintenance would be taken care of by the DCMM.

Acting Chairman Ward then took comments from the public.

Paul Anschutz, 221 N 6th Avenue, thought that the proposed site would hamper bicyclists. It should be located closer to the bay.

David Hayes, 111 S. 7th Avenue, didn't like the proposal which was located too close to the crosswalk. He preferred it be closer to the water. He also suggested planting some low bushes around three feet from the artifact to prevent climbing in.

Barb Allmann, 717 Prairie Lane, stated that the City worked hard to make the crosswalk safe. This should be taken into consideration when deciding where to locate the lifeboat.

Chris Kellems, 120 Alabama Street, suggested that the lifeboat be as close to the water as possible so it will not be a distraction to drivers.

Mr. Kuzdas said that sculpting of the ground may be required if the location is not a flat surface. They will take planting bushes into consideration.

Mr. Hoernke stated for the record that although he is an employee of Fincantieri Bay Shipbuilding he was not part of any conversations relating to any services to be provided by Fincantieri Bay Shipbuilding for this project.

After further discussion, it was moved by Ms. Hauser, seconded by Mr. Ward to recommend to Council a location for the lifeboat along the walkway in the greenspace closest to the Chicago Fireboat. It was noted the recommended location was the northerly most alternate location on the map in the packet. Due to conflict of interest, Mr. Asher abstained from voting. All ayes. Carried.

Consideration of: OHWM determination on parcel 92 and action thereon: Mr. Nesbitt stated that the Department of Natural Resources made a determination of the OHWM through declaratory ruling. A 33-page decision placed the OHWM 125 feet waterward from the meander line from the original public land survey. It is difficult to tell where that lies and where it compares to the prior settlement discussion. The WRA can recommend to Council acceptance of the OHWM as determined by the DNR or recommend to Council to appeal the determination of the DNR in Circuit Court, which could take approximately a two year period. It is possible any individuals who were plaintiffs in the court case or any interested parties in the declaratory ruling

might appeal the declaratory order to Circuit Court. The WRA needs to further evaluate this decision to be able to make a recommendation to Council as to whether it should be appealed or followed.

Ms. Hauser asked Mr. Nesbitt if the WRA would be strictly advisory to the Council in determining whether to appeal the declaratory ruling or not. Mr. Nesbitt responded that it appears the WRA could appeal the order in addition to being advisory to the Council.

WRA members would like more definitive information on where the OHWM is located, along with a map of parcels 92 and 100 showing what areas can be built upon.

Ms. Hauser would also like something in writing that clearly defines the role of the WRA.

Mr. Nesbitt stated that the ruling remains in place and becomes final if it is not contested within the 30 day time period from when the ruling was issued on February 5, 2018.

No formal action was taken.

Mr. Nesbitt left the meeting at 2:28 p.m.

Redevelopment strategies for West Waterfront parcels: Mr. Olejniczak stated that there are no current formal proposals for redevelopment of the waterfront property. Now the City needs to figure out how to proceed and move forward.

Mr. Asher thought that would be premature to move forward until the City knows if anyone is going to appeal.

Mr. Ward agreed with Mr. Asher. But, it wasn't too early to establish guidelines for redevelopment of that space. Development should fit with a maritime theme. The City is already five plus years into TID 4. There is a maximum of 27 years.

Mr. Van Lieshout added that for the developable lands, projects with substantial value that can recover existing debt and new debt taken on to finance any public improvements should be considered. Maritime and navigable uses should be talked about with the public portion.

Ms. Weber wondered how much increment is needed to cover the current debt for the TID.

Mr. Herlache mentioned that the TID plan also included items related to the overall area such as improved intersection controls at Maple Street and Madison Avenue. These costs need to be considered.

Mr. Asher noted that the City already has 19 parks. We need to add to the tax base.

In summary, staff will establish a more precise map of the developable area, provide actual cost/debt figures for TID #4, examine what things are not done that may be needed for public and private development, and the process of public input. Any other comments should be directed to Mr. Olejncizak or Mr. Van Lieshout.

Mr. Hoernke stated that what happens on the landward side compared to what happens on the waterward side are going to be correlated and needs to be a higher level vision of how the two are connected. If there were other original ideas for development, are there any ideas worth resurrecting for the landward side? For the waterward side, are there options for public use and maritime use? These options and ideas should all be laid out. A new vision or plan could be developed with public input.

No other action was needed.

Election of officers: After a short discussion, it was moved by Mr. Jeanquart, seconded by Ms. Weber to retain Mr. Herlache as Chair, appoint Mr. Ward as Vice-Chair, and continue with Mr. Olejniczak as Secretary. All ayes. Carried.

Convene in closed session in accordance with the following exemptions:

> **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: Financial investment into granary building.**

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 Waterfront Redevelopment Authority may adjourn in closed session.

After Vice-Chair Ward announced the statutory basis, it was moved by Mr. Jeanquart, seconded by Mr. Asher to adjourn in closed session at 2:50 p.m. in 2nd Floor Conference Room. Roll call vote. All ayes. Carried. Meeting adjourned in closed session at 3:10 p.m.

Respectfully Submitted,

Cheryl Nault

Cheryl Nault
Community Development Secretary

6c1.

CITY OF STURGEON BAY
INSPECTION DEPARTMENT
January 31, 2018

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF JANUARY, :

January-18	YEAR TO DATE		January-18	YEAR TO DATE
0	0	ONE FAMILY DWELLINGS	-- -----	-- -----
0	0	TWO FAMILY DWELLINGS	-- -----	-- -----
0	0	MULTIPLE FAMILY DWELLINGS	-- -----	-- -----
0	0	MANUFACTURED HOME	-- -----	-- -----
0	0	C.B.R.F.	-- -----	-- -----
0	0	RESIDENTIAL ADDITIONS	-- -----	-- -----
4	4	RESIDENTIAL ALTERATIONS	35,881	35,881
0	0	RESIDENTIAL GARAGES/CARPORTS	-- -----	-- -----
0	0	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-- -----	-- -----
0	0	RESIDENTIAL STORAGE BUILDINGS	-- -----	-- -----
0	0	RESIDENTIAL SWIMMING POOLS	-- -----	-- -----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-- -----	-- -----
0	0	NEW COMMERCIAL BUILDINGS	-- -----	-- -----
0	0	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	-- -----	-- -----
0	0	NON-RESIDENTIAL ADDITIONS	-- -----	-- -----
3	3	NON-RESIDENTIAL ALTERATIONS	1,165,347	1,165,347
0	0	MUNICIPAL BUILDINGS	-- -----	-- -----
0	0	WAREHOUSES	-- -----	-- -----
0	0	FACTORY & SHOP	-- -----	-- -----
0	0	COMMUNICATION TOWER	-- -----	-- -----
0	0	SUBSTATION	-- -----	-- -----
0	0	AGRICULTURAL BUILDINGS	-- -----	-- -----
0	7	**TOTAL ESTIMATED COST OF CONSTRUCTION**	$1,201,228	$1,201,228

January-18	YEAR TO DATE	TOTAL PERMITS ISSUED	January-18	YEAR TO DATE
7	7	BUILDING PERMITS	3,391	3,391
11	11	ELECTRICAL PERMITS	1,786	1,786
6	6	PLUMBING PERMITS	1,531	1,531
5	5	HEATING PERMITS	859	859
42	42	SIGN PERMITS	1,280	1,280
0	0	MISCELLANEOUS PERMITS	-- -----	-- -----
0	0	SUMP PUMP PERMITS	-- -----	-- -----
0	0	ELECTRICIAN LICENSES	-- -----	-- -----
0	0	EARLY STARTS	-- -----	-- -----
0	0	EROSION CONTROL	-- -----	-- -----
0	0	STATE PLAN APPROVALS	-- -----	-- -----
0	0	PARK & PLAYGROUND PAYMENTS	-- -----	-- -----
0	0	WISCONSIN PERMIT SEALS	-- -----	-- -----
1	1	ZONING BOARD OF APPEALS APPLICATIONS	300	300
0	0	ZONING CHANGES/P.U.D. APPLICATIONS	-- -----	-- -----
0	0	PLAN COMMISSION - CONDITIONAL USES	-- -----	-- -----
1	1	CERTIFIED SURVEY MAP REVIEWS	30	30
0	0	SUBDIVISION PLATTING REVIEW	-- -----	-- -----
0	0	MISCELLANEOUS REVENUE	-- -----	-- -----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-- -----	-- -----
0	0	RESIDENTIAL BUILDINGS MOVED	-- -----	-- -----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-- -----	-- -----
0	0	CHANGE OF USE	-- -----	-- -----
0	0	RESIDENTIAL OCCUPANCY FEES	-- -----	-- -----
1	1	COMMERCIAL OCCUPANCY FEES	50	50
0	0	PIER PERMIT	-- -----	-- -----
1	1	DEMOLITION	25	25
2	2	PLAN REVIEW FEE	500	500
		ADMIN FEE	387	387
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			$10,139.00	$10,139.00

Cheryl Nault
Building Inspection Dept.

6d.

BEVERAGE OPERATOR LICENSES

1. Kyllonen, Veronica R.
2. Van Den Bogart, Thomas M.
3. Werkmann, Crystal M.

6e.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to deny the request from Marianne Bennett to waive the snow removal fee in the amount of $125.00 for 819 Michigan Street.

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.

Finance Committee Members

Stewart Fett 743-5011

David Ward 743-8832

Rick Wiesner 559-2836

Your letter addressed to the Finance/Purchasing and Building Committee is due to City Hall by 4:30 p.m. on January 24, 2018. Please state in your letter exactly what you are requesting and why.

The Finance Committee will consider your request for a waiver of snow removal fees on Tuesday, January 30, 2018 at 4:00 p.m. You are urged to attend the meeting to present your item.

1/5/18

I am a 72 year old woman and I do my best to "always" consider my neighbors when clearing the sidewalk in front of my house. I've never had a complaint prior to this — and hope to do even better in the future. Thank you for your consideration!

Marianne Bennett

CITY OF STURGEON BAY
421 MICHIGAN ST
STURGEON BAY, WI 54235
(920) 746-2900

JAMES BENNETT
819 MICHIGAN ST
STURGEON BAY WI 54235-

INVOICE

Invoice Date: 12/28/2017
Invoice #: 2017274
Invoice Amt: $125.00
Customer #: BENNT J
Due Date: UPON RECEIPT
Reprint Date: 01/29/2018

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
SNOW REMOVAL	1.00	$100.00	$100.00
ADMINISTRATIVE FEE	1.00	$25.00	$25.00
819 MICHIGAN ST			
281-32-08010104			

SUB-TOTAL:	$125.00
TAX:	$.00
AMT. PAID:	$125.00
INVOICE TOTAL:	$.00

6f.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to purchase a 2018 Volvo loader with plow and wing attachment from Aring Equipment in an amount not to exceed $179,706 and declare the 1994 Case loader as surplus.

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: Consideration of 2018 Rubber Tired Loader

Background: During the 2018 budget process $220,000.00 was allocated for the purchase of a 2018 rubber tired loader with wing and plow attachment for DPW. An RFP was prepared and sent out to companies that may want to bid on the loader, with 4 companies returning bids for consideration. Aring Equipment is low bidder with a cost of $179,706.00 after trade in. (See attached bidders list)

Fiscal Impacts: $179,706.00

Recommendation: Staff recommends purchasing a 2018 Volvo loader with plow and wing attachment from Aring Equipment at a cost not to exceed $179,706.00 and declare the 1994 Case Loader Surplus.

Prepared By: Bob Bordeau — **Date:** 1-16-18
Bob Bordeau
Municipal Services Director

Reviewed By: Valerie Clarizio — **Date:** 1/17/18
Valerie Clarizio
Finance Director

Reviewed By: Josh VanLieshout — **Date:** 1/23/18
Josh VanLieshout
City Administrator

2018
Loader

Company Name	Address	Phone Number	Bid Amount
Brooks Tractor	1031 Lawrence Drive P.O. Box 5037 DePere, WI 54115		$187,294 w/ trade 24,000 $163,294
Aring Equipment	1800 N. Ashland Avenue P.O. Box 5276 DePere, WI 54115	L-90-H ~~L-60H~~	$187,000 w/trade $35,000 $152,000
Fabco Equipment	600 Hansen Road Green Bay, WI 54307-9176		$211,000 w/ trade 25000 $186,000 938M
Miller Bradford and Risberg	3203 French Road DePere, WI 54115		$176,770 w/ 20,000 trade $156770 721 G

QUOTATION
Monroe Truck Equipment
1151 W Main Avenue
DePere, WI 54115
Phone: 920-347-4181
Fax: 920-336-8118
Email: mwoelfel@monroetruck.com
www.monroetruck.com

Quote Number:	**2MAW001759**
Job Order Number:	
Quote Date:	12/26/2017
Quote valid until:	1/26/2018
Terms:	**NET 30**
Salesperson:	REDFEARN, TROY
Quoted By:	Mark Woelfel

Customer: STURGEON BAY, CITY OF, (2965800)
ATTN: FINANCE DEPT
STURGEON BAY, WI

Contact:
Phone: **Fax:**
Email:

Dealer Code: _____

P.O. Number: _____

REASSIGN ***(Required for pool units)***: ☐ **Fleet** ☐ **Retail**

MSO/MCO ***(ONLY check if legally required)***: ☐ **MSO** ☐ **MCO**

Accepted by: _____ **Date:** _____

Customer must fill out the information above before the order can be processed.

Chassis Information

Year:	***Make:***		***Model:***		***Chassis Color:***	***Cab Type:***
Single/Dual:	***CA:***	***CT:***	***Wheelbase:***	***Engine:***	***F.O. Number #:***	***Vin:***

Comments:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

DESCRIPTION **AMOUNT**

LOADER SIDE HITCH
- MONROE QHTW FLAT PLATE HITCH W/ FRONT WING PROVISIONS
- ACS HOOKUP INTEGRATED INTO HITCH
- POWDER COATED BLACK

MONROE TRIP EDGE PLOW
- MODEL MP44R12-ISTT
* 3/16 STEEL MOLDBOARD
- (10) 1/2" ONE-PIECE FLAME CUT RIBS
- (6) ADJUSTABLE 3/4" TORSION TRIP SPRING ASSEMBLIES FOR A TWO-SECTION TRIP
- 3" X 10" DOUBLE ACTING REVERSE CYLINDERS
- BUILT-IN MONROE LEVEL LIFT ASSEMBLY
- MOLDBOARD AND PUSHFRAME TO BE 100% CONTINUOUSLY WELDED
- MOLBOARD POWDERCOATED INDUSTRIAL YELLOW
- MOLDBOARD FRAME WORK POWDER COATED BLACK
- PUSH FRAME POWDER COATED BLACK
- HYDRAULIC HOSES TO PLOW FROM END OF BOOM TIP
* CURB SHOE ON EACH END
* SWIVEL PLATE, PLOW SIDE HITCH

10' MONROE DFPW HD DOUBLE FUNCTION PATROL WING
* TRIM LINE VERTICAL FRONT POST
- REAR MOUNTED CROSS TUBE
- TRIP EDGE SAFETY MECHANISM WITH EASILY REMOVABLE SPRINGS
- TOP CORNER OF MOLDBOARD CUT AT A 45 DEGREE ANGLE TO CLEAR MAILBOXES
- TAPERED MOLDBOARD
* 3" HD SINGLE PUSHARM
* WING LOCK ON HEEL CYLINDER
- MOLDBOARD POWDER COATED INDUSTRIAL YELLOW
- HARDWARE POWDER COATED BLACK
- HYDRAULIC HOSES TO WING FROM END OF BOOM TIP
*CURB SHOE ON HEEL
* FLOW DIVIDER TO ALLOW TOE AND HEEL TO BE CONTROLLED BY ONE VALVE

Quote Total: $27,706.00

(QUOTE MEETS SPEC 100%)

LOADER MUST HAVE TWO (2) AUXILARY VALVE SECTIONS WITH LINES TERMINATING AT END OF LOADER ARMS

INSTALLATION WILL BE DONE IN DEPERE, WI
IT WILL BE RESPONSIBILITY OF THE CUSTOMER TO MOVE MACHINE TO AND FROM THE DE PERE FACILITY

Additional Options:

DESCRIPTION	AMOUNT	ADD TO QUOTE
IF LOADER HAS ONE AUXILARY VALVE SECTION INSTEAD OF TWO - 24VOLT DIVERTER VALVE ADDED TO SWITCH FROM PLOW TO WING FUNCTIONS	ADD: $1,528.00	Yes / No
12" RUBBER SNOW DEFLECTOR TO FRONT PLOW	ADD: $305.00	Yes / No
PARAGLIDE FRONT HEAD ASSEMBLY INLIEU OF VERTICAL SLIDE POST - INCLUDES HYDRAULIC LOCK FOR TOE CYLINDER	ADD: $900.00	Yes / No
3.5" SUPER HD WING PUSH ARM IN LIEU OF 3" HD PUSH ARM	ADD: $641.00	Yes / No
HD PLOW UPGRADE - 3/16" MOLDBOARD IN LIEU OF 10 GAUGE - FULL WIDTH PUSH FRAME IN LIEU OF STADARD WIDTH - 4" REVERSING CYLINDERS IN LIEU OF 3"	ADD: $950.00	Yes / No

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.

Gentlemen:

Enclosed are bid documents which may be of interest to your company.

Please note the scheduled date and time for the public bid opening.

This bid document must be returned intact (the same order as received). Failure to do so may invalidate your proposal.

All bids shall be submitted in an opaque, sealed envelope addressed to:

City of Sturgeon Bay
Attn: City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

Prior to the time and date set forth for the bid opening as indicated in the Notice to Bidders. Each bid, so addressed, shall bear on the face of the envelope, the name of the bidder, and a statement that it is a "SEALED BID", to be opened for the contract consideration, at the date and hour set forth in the Invitation to Bid.

Any questions concerning the bid document or the specification may be directed to the Municipal Services Superintendent at: (920) 746-2912.

Oral or written comments received from any other person, other than the appropriate persons, will not be considered, and may invalidate your proposal.

Respectfully,

Bob Bordeau
Municipal Services Director

CITY OF STURGEON BAY

INSTRUCTIONS TO BIDDERS

NOTE: By submitting a bid, the bidder warrants that he has familiarized himself with all requirements of the Contract Documents.

Definitions:

The following definitions shall apply wherever they appear in the contract documents.

City – City of Sturgeon Bay

Owner – City of Sturgeon Bay

Bid – The offer of the bidder

Bidder – Any individual, corporation or partnership who submits a bid.

Contract Documents – Invitation to Bid, Instructions, General Conditions, Specifications, Drawings, Addendums, Proposal (in so far as it is not inconsistent with other contract documents).

1. Bids – General: Instruction bids shall be made in accordance with the instructions. Failure to execute proposals as required may, in the discretion of the City, be cause for rejection of the bid.

2. Forms: Bids shall be submitted on the forms provided by the City. Each bid must be submitted bound with the other contract documents.

3. Blanks / Corrections: All blank spaces on any contract documents shall be filled in with typewritten figures or ink. Any erasures or corrections shall be dated and initialed by the bidder.

4. Submission: Bids shall be submitted in an opaque sealed envelope to City of Sturgeon Bay, Attn: City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235, prior to the time and date set forth for bid opening in the Notice to Bidders. Each bid shall be addressed to the City Clerk and shall bear on the face of the envelope the name of the bidder, and a statement that it is a sealed bid to be opened for the contract at the date and hour as set forth in the invitation to bid.

5. Execution: Proposals shall be signed by the bidder. If the bidder is a corporation, the proposal shall bear the name of the corporation, signed by an officer authorized to bind the corporation, and sealed with the corporate seal.

6. Withdrawal: Bids may be withdrawn previous to the time of bid opening by written request; however, no bid shall be withdrawn within the thirty (30) day period after the time set for bid opening. Bidders withdrawing their bids prior to the time and date set for bid opening may still submit another bid if done in accord with these instructions.

7. Words and Figures: Where amounts are given in both words and figures, the words will govern.

8. Unit Prices: When unit prices are called for, bids shall include all unit cost items and alternatives shown on the proposal. When an error is made in extending total prices, the unit price shall govern.

9. Net Price: Bid prices shall be net, including therein transportation and handling charge F.O.B. City of Sturgeon Bay, and shall further include all charges whatsoever sort for labor and materials contained in the work or materials designated in the specifications and proposal.

10. Alternate Equipment or Materials:

a. Bids shall be evaluated and considered on equipment and/or material complying substantially with the contract specifications. If any bidder deviates from the contract specifications or provides a substitute for any required equipment and/or material listed in the contract specifications, that bidder shall list such deviations and/or substitutions, including technical data when applicable, in a letter attached to the bid or on a form that may be provided by the City with the bid documents.

b. Brand names which may be mentioned in the contract specifications are used only as a reference to the type and quality of equipment and/or materials desired. However, any deviation from or substitution in brand name stated in the contract specifications shall be listed as required.

c. The City reserves the right to determine whether any deviations and substitutions listed by the bidder are within the intent of the specifications and will reasonably meet the service requirements of the using department.

d. A bidder's failure to list any deviations from or substitutions in the specifications as required under paragraph (a) of this section may result in the rejection of the bid.

11. Descriptive Literature: Equipment or Materials: Each bidder bidding on contracts to furnish equipment or materials shall furnish with his proposal two (2) copies of descriptive literature on the supplies or equipment being bid and manufactures specifications in complete detail. Said brochure and manufacturer's specifications shall be in sufficient detail to permit proper evaluation of the bid.

12. City's Right to Accept or Reject: The City of Sturgeon Bay reserves the right to accept any bid, any part of a bid, or any combination of two (2) or more bids which may be deemed to be in the best interest of the City. The City further reserves the right to reject any or all bids.

13. Awarding of Contract: The lowest responsible bidder based on criteria as set forth in these documents and in accordance with applicable City ordinances and State statutes will be awarded the Contract.

14. Bid Performance Security: All bidders will be required to issue a certified check in the amount of 2 ½% (two and one half percent) of the bid, payable to the City of Sturgeon Bay, as a guarantee that the bid contract will be executed. The certified check will be returned to all unsuccessful bidders after awarding the contract to the lowest responsible bidder. The certified check of the lowest responsible bidder will be returned upon delivery of the equipment. Failure to submit the performance security may result in rejection of bid.

15. Lowest Responsible Bidder: The lowest responsible bidder for the purchase of equipment shall be the lowest priced bid that best meets the needs of the City as described in the specifications. Some deviation from the specifications is expected and will be evaluated as part of the owner's review and determination of the "lowest responsible bid".

INVITATION TO BID

OFFICIAL NOTICE

Sealed bids will be received by the City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235, until 3:00 P.M. local time on Friday, January 5, 2018. All bids will be publicly opened at 3:00 P.M. on Friday, January 5, 2018 at City Hall, 421 Michigan Street, Sturgeon Bay and read aloud for:

The purchase of One (1) 2018 Model Articulated Rubber Tire Loader

Trade In of One (1) 1994 Case 721-B Diesel Engine Loader

Detailed specifications may be examined at the Municipal Services Office, 835 N. 14th Ave., Sturgeon Bay, WI 54235. There is no fee for the documents.

All bidders of materials and equipment will be required to post Performance Security in the amount of 2 ½% (two and one half percent) of the proposal. Security shall be in the form of a certified check payable to the City of Sturgeon Bay.

The City of Sturgeon Bay reserves the right to reject any or all bids, parts of any or all bids, or to waive technical errors or omissions in bids.

Bob Bordeau
Municipal Services Director

DATE: December 6, 2017

MINIMUM SPECIFICATIONS
ONE (1) 2018 ARTICULATED RUBBER TIRE LOADER

The bidder must complete the following checklist stating whether or not each of the listed specifications are met for the vehicle bid. If a specification is not met, indicate the variation in the space provided.

SPECIFICATIONS	YES / NO	VARIATIONS
Vehicle		
2018 Model Articulated Rubber Tire Loader	Yes	
Loader must be able to pick up and carry City snow blower safely at road speeds (snow blower weight is approximately 10,000 lbs.)	Yes	
Cab & Cab Equipment		
Sound suppressed & pressurized Integral ROPS	Yes	
Adjustable tilt steering wheel	Yes	Telescopic
Fully adjustable air suspension seat	Yes	Heated
Deluxe wear resistant cloth with 2" retractable seat belt	Yes	3"
Back up camera with cab screen/monitor	Yes	
Single joy stick for loader function with down shift at bucket controls	No	4 Levers
Heater and defroster with air distribution system and A/C	Yes	
Interior mirror and lights, two (2) exterior heated west coast style mirrors	Yes	
Windshield wash and wipers, front/rear and intermittent front	Yes	
Tinted safety glass all around	Yes	
Horn and reverse alarm	Yes	

Pre-wired for optional accessories, 12 volt inclusive	Yes	20 Amp Convertor
Storage compartment	Yes	
AM/FM Radio and cab dome light	Yes	With Bluetooth
Full floor mat, sun visor	Yes	Pull Down Shade
Cup holder and coat hook	Yes	

Engine

Minimum 179 HP @ 2200 RPM	Yes	184 @ 1600
Direct injected, turbo charged, 6 cylinder in line 4 cycle diesel, preheating coil and 3 stage air cleaner	Yes	
Tier IV final engine using SCR technology with no Diesel Particulate Filter and no Regen: Active, Passive or Manual	No	Tier IV Final Particulate filter with Regen every 500 hours

Electrical

24V with 12V accessory split, pre-wired for optional 12V eq., two (2) batteries 900 CCA	Yes	20 Amp Convertor for 12v
No less than 168W / 65A alternator	Yes	80 Amp
Warning and monitoring lights mounted on dash for air cleaner restriction, alternator malfunction, brake system pressure, engine coolant temperature, parking brake, engine oil pressure, transmission fluid, high beam lights, transmission declutch, engine pre heater	Yes	Caretrack or Contronics
Gauges for engine oil pressure, coolant temperature, fuel and volt meter	Yes	

Drive Train

Minimum 25 MPH in 4th gear	Yes	27.3 mph
Electronic control module torque converter	Yes	
Single stage, single phase transmission	Yes	

Automatic power shift with 3 reverse	Yes	
Safety lock in neutral, single lever control preferred	Yes	
Limited slip axles front and rear with outboard planetaries	No	Diff Lock Front Axle Limited Slip Rear Axle
Tires Michelin 20.5 x 25 x snowplus M+S L2T	Yes	
Brakes Fully hydraulic system with outboard wet disc brakes, oil cooled	Yes	
Steering Load sensing power steering	Yes	
Hydraulic 3rd and 4th hydraulic function and controls capable of operating snow plow and snow wing with piping to end of loader	Yes	
To be operated from inside the cab	Yes	
Automatic book kick out and bucket positioner which can be switched on/off	Yes	
Factory installed automatic ride control or equivalent	Yes	
Hydraulic quick hitch system controlled from within cab and not to be part of 3rd valve hydraulics	Yes	
Miscellaneous Full fenders front and rear must cover tire width	Yes	
Draw bar with pins	Yes	
Hood side panels	Yes	
Hydraulic test ports	Yes	

Lights: driving - two front LED lights with high/low beam: four front and two rear LED work lights with separate switch for rear lights	Yes	
Parking lights, side marker lights, turn signals with hazard warning, stop and tail	Yes	
One roof mounted strobe with separate switch to operate	Yes	
Four LED flashing strobes - two mounted on rear of machine, two mounted on front side of cab with separate switch to operate front and rear strobes	Yes	
Buckets 3.25 CY-material handling with hydraulic quick ACS coupler attachment bracket, hydraulic quick coupler attachment must be operated within the cab and must have ability to couple to City's existing snow blower	Yes	
Separate hydraulic levers for lifting and tipping or single joy stick for both functions	Yes	
Boom Lift Cylinders Two double acting boom lift cylinders preferred	Yes	
Bucket Cylinders Single/double acting cylinder with Z-bar	Yes	Non Z-bar Parallel Lift
Loader Minimums: State the loader minimums with and without quick coupler and counter weight for hydro-inflation Weight - 32,000 lbs. without hydro-inflation	Yes	33,080
Breakout - 32,000 lbs.	Yes	32,720
Full turn tip - 19,000lbs.	Yes	21,660
Straight tip - 21,000lbs.	Yes	25,290

Dump height - 9.5'	Yes	9'6"
Counter weight - 3,400 lbs.	Yes	
Manuals One set of service, maintenance, parts and shop repair manuals to be included for all equipment at the time of delivery	Yes	
Parts and service manuals to be on a CD	Yes	
Two operators manuals at time of delivery	Yes	
Training and Video Minimum of two hour introductory operator training, safety and maintenance demonstration and videos with time to be arranged at the City's convenience	Yes	
Warranty Five year power train and five year supply of pre paid oil samples	Yes	
Must include 3 year/3,000 hour scheduled maintenance plan performed by said winner of bid at no additional cost to the City	Yes	3,000 Hour With No Year Limit
Delivery Entire unit must be ready for delivery within 90 days of notice of award	Yes	90-120 Days
Trade In The bid shall include the trade in of one 1994 Case 721-B diesel engine loader		$ 35,000.00
Options One way swing plow		$
All hydraulic front mounted wing and plow combination. Front plow 12' in length with trip edge, mushroom shoes, wrap around curb shoes on both sides of plow. Wing to be 10' in length with trip edge wrap around curb shoes on heel of wing Monroe		$ 27,706.00

FORM OF PROPOSAL/BID FORM

The undersigned proposes to furnish the following equipment meeting or exceeding the requirements of the attached minimum specifications.

Purchase One (1) 2018 Articulated Rubber Tire Loader	$ 187,000.00
Trade In: One (1) 1994 Case 721-B Diesel Engine Loader	$ 35,000.00
Total for new ~~truck~~ Loader minus trade in *Without Plow & Wing	$ 152,000.00*

Submitted By: Aring Equipment Company
Print Company Name

By: _____
Signature

Title: Territory Manager

Address: 1800 N. Ashland Ave.

DePere, WI 54115

Phone: (920)336-1262

Date: 1/5/18

Bidders must return the specification checklist along with the bid form. Bids must be valid for a period of 60 days.

The city reserves the right to reject any and all bids for new or used equipment or accept the bid which best serves the needs of the city

6g.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to purchase a Bobcat Mini excavator from Swiderski Equipment, Inc. in an amount not to exceed $66,820.

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: Consideration of compact mini excavator

Background: During the 2018 budget process $90,000.00 was allocated for the purchase of a mini excavator. An RFP was prepared and sent out to companies that might want to bid with 6 companies returning bids for consideration. Low bidder was Swiderski Equipment Inc. at a cost of $54,820.00 plus $12,000.00 for a transport trailer and tie down chains. (See attached bidders list)

Fiscal Impacts: $66,820.00

Recommendation: Staff recommends purchasing a Bobcat Mini excavator from Swiderski Equipment Inc. at a cost not to exceed $66,820.00

Prepared By: Bob Bordeau — **Date:** 1-17-18
Bob Bordeau
Municipal Services Director

Reviewed By: Valerie Clarizio — **Date:** 1/18/18
Valerie Clarizio
Finance Director

Reviewed By: Josh VanLieshout — **Date:** 1/23/18
Josh VanLieshout
City Administrator

2018
Compact Excavator

Company Name	Address	Phone Number	Bid Amount
Brooks Tractor	1031 Lawrence Drive P.O. Box 5037 DePere, WI 54115		$ 59,000
Aring Equipment	1800 N. Ashland Avenue P.O. Box 5276 DePere, WI 54115		$ 61,900 ECR 58D
Fabco Equipment	600 Hansen Road Green Bay, WI 54307-9176	2 bids	① Cat 2017 $ 59,975 ② Cat 305.5E2 $ 66,000
Miller Bradford and Risberg	3203 French Road DePere, WI 54115		$ 57,227 SK55
Swiderski Equipment Inc	820 Old Hwy 51 N Mosinee, Wi. 54455	3 bids	① 2018 Bobcat $ 54,820. ② Bobcat E45 ext. arm $ 56,990 ③ Bobcat E50 $ 59,615
Service motor			$ 63,500

Gentlemen:

Enclosed are bid documents which may be of interest to your company.

Please note the scheduled date and time for the public bid opening.

This bid document must be returned intact (the same order as received). Failure to do so may invalidate your proposal.

All bids shall be submitted in an opaque, sealed envelope addressed to:

City of Sturgeon Bay
Attn: City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

Prior to the time and date set forth for the bid opening as indicated in the Notice to Bidders. Each bid, so addressed, shall bear on the face of the envelope, the name of the bidder, and a statement that it is a "SEALED BID", to be opened for the contract consideration, at the date and hour set forth in the Invitation to Bid.

Any questions concerning the bid document or the specification may be directed to the Municipal Services Superintendent at: (920) 746-2912.

Oral or written comments received from any other person, other than the appropriate persons, will not be considered, and may invalidate your proposal.

Respectfully,

Bob Bordeau
Municipal Services Director

6. Withdrawal: Bids may be withdrawn previous to the time of bid opening by written request; however, no bid shall be withdrawn within the thirty (30) day period after the time set for bid opening. Bidders withdrawing their bids prior to the time and date set for bid opening may still submit another bid if done in accord with these instructions.

7. Words and Figures: Where amounts are given in both words and figures, the words will govern.

8. Unit Prices: When unit prices are called for, bids shall include all unit cost items and alternatives shown on the proposal. When an error is made in extending total prices, the unit price shall govern.

9. Net Price: Bid prices shall be net, including therein transportation and handling charge F.O.B. City of Sturgeon Bay, and shall further include all charges whatsoever sort for labor and materials contained in the work or materials designated in the specifications and proposal.

10. Alternate Equipment or Materials:

a. Bids shall be evaluated and considered on equipment and/or material complying substantially with the contract specifications. If any bidder deviates from the contract specifications or provides a substitute for any required equipment and/or material listed in the contract specifications, that bidder shall list such deviations and/or substitutions, including technical data when applicable, in a letter attached to the bid or on a form that may be provided by the City with the bid documents.

b. Brand names which may be mentioned in the contract specifications are used only as a reference to the type and quality of equipment and/or materials desired. However, any deviation from or substitution in brand name stated in the contract specifications shall be listed as required.

c. The City reserves the right to determine whether any deviations and substitutions listed by the bidder are within the intent of the specifications and will reasonably meet the service requirements of the using department.

d. A bidder's failure to list any deviations from or substitutions in the specifications as required under paragraph (a) of this section may result in the rejection of the bid.

11. Descriptive Literature: Equipment or Materials: Each bidder bidding on contracts to furnish equipment or materials shall furnish with his proposal two (2) copies of descriptive literature on the supplies or equipment being bid and manufactures specifications in complete detail. Said brochure and manufacturer's specifications shall be in sufficient detail to permit proper evaluation of the bid.

INVITATION TO BID

OFFICIAL NOTICE

Sealed bids will be received by the City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235, until 3:00 P.M. local time on Friday, January 5, 2018. All bids will be publicly opened at 3:00 P.M. on Friday, January 5, 2018 at City Hall, 421 Michigan Street, Sturgeon Bay and read aloud for:

The purchase of One (1) 2016 or newer Compact Excavator with no more than 280 hours

Detailed specifications may be examined at the Municipal Services Office, 835 N. 14th Ave., Sturgeon Bay, WI 54235. There is no fee for the documents.

All bidders of materials and equipment will be required to post Performance Security in the amount of 2 ½% (two and one half percent) of the proposal. Security shall be in the form of a certified check payable to the City of Sturgeon Bay.

The City of Sturgeon Bay reserves the right to reject any or all bids, parts of any or all bids, or to waive technical errors or omissions in bids.

Bob Bordeau
Municipal Services Director

DATE: December 8, 2017

Electrical:

• 12-volt electrical starting system	YES	
• Heavy-duty battery	YES	
• Horn	YES	

Track Drive:

• Automatic 2-speed travel with 15.7" rubber tracks	YES	
• Fully hydrostatic drive system	YES	
• Sealed and lubricated track rollers	YES	
• Track tension adjustment – grease-type	YES	
• Disc-type parking brake – auto-release and -apply	YES	

Hydraulic:

• Auxiliary hydraulics minimum flow of 13 gpm	YES	20 GPM
• Hydraulic system shall have two variable displacement, axial piston pumps that provide minimum combined flow of 26 gpm	NO	ONE PUMP, 26.2 GPM
• Hydraulic reservoir sight gauge indicator	YES	
• Large hydraulic oil cooler	YES	
• Control pattern selector valve	YES	
• Pilot operated wrist controls and foot pedals	YES	

Miscellaneous:

• Swing boom – 70° left/59° right	YES	75 DEG. LEFT, 50 DEG. RIGHT
• 4 way hydraulic backfill blade with maximum height of 14"	YES	HEIGHT OF 17.6"
• Eco-friendly diesel fuel drain	YES	
• Reinforced boom work light	YES	
• Boom cylinder guard	YES	

Buckets:

• 24" and 36" buckets with hydraulic thumb and coupler	YES	

FORM OF PROPOSAL/BID FORM

The undersigned proposes to furnish the following equipment meeting or exceeding the requirements of the attached minimum specifications.

Purchase
One (1) 2016 or Newer Compact Excavator
with no more than 280 hours $ 54,802.00

NEW 2018 BOBCAT E45 EXCAVATOR WITH LONG ARM
NO HOURS

Submitted By: MARK WISINSKI, SWIDERSKI EQUIPMENT, INC.
Print Company Name

By: _____
Signature

Title: CE DIVISION MANAGER & GOVERNMENTAL SALES

Address: 820 OLD HWY 51N PO BOX 38

MOSINEE, WI 54455

Phone: STORE 715-693-3015 CELL 715-281-9824

Date: JANUARY 4, 2018

Bidders must return the specification checklist along with the bid form. Bids must be valid for a period of 60 days.

The city reserves the right to reject any and all bids for new or used equipment or accept the bid which best serves the needs of the city

6h.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to repeal and recreate Section 3.06 of the Municipal Code-Transfer of Funds.

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 Code: Section 3.06, Transfer of Funds

BACKGROUND: Section 3.06 of the Municipal Code, also part of the Common Council's Rule XIII (Appropriations), details the City's authorization levels for fund transfers.

The City's current fund transfer levels have been in place since 2010. At that time, staff consulted with the City's auditor to obtain his input in regard to customary authorization levels among communities similar in size. In 2010, the City's auditor recommended that the levels be $2,500 higher than what the Council ultimately approved in 2010. In recent correspondence with the City's auditor, he reiterated his recommendation from eight years ago stating that he would feel comfortable with increasing the transfer levels to those he suggested in 2010. He also had no issues changing the budgetary language as shown below which allows for the approval process to kick in with transfers within state budgetary categories versus individual departmental budgets. That said, staff is proposing the following changes to Section 3.06 of the Municipal Code, Transfer of funds, Rule XIII:

A "transfer of funds" is defined as a reallocation of funding within the annual budget ~~between~~ within specific budgetary ~~accounts~~ categories which does not result in a net increase in the total annual budget over the original budget authorization. Any transfer of funds must be approved by the city administrator. A transfer of funds ~~within an individual department budget~~ up to ~~$2,500.00~~ $5,000.00 may be authorized by the city administrator. Any transfer of funds greater than ~~$2,500.00~~ $5,000.00 up to ~~$7,500.00~~ $10,000.00~~, or transfers between department budgets up to $7,500.00~~ may be authorized by a simple majority of the common council at any time. Any transfer of funds greater than ~~$7,500.00~~ $10,000.00 must be authorized by an affirmative vote of three-fourths of the entire membership of the common council.

FYI - The state budgetary categories are as follows: General Government, Public Safety, Health & Human Services, Public Works, Recreation, Conservation and Development, Other Financing Uses, Debt Service, and Capital.

FISCAL IMPACT: Changing the fund transfer authorization levels in Section 3.06 of the Municipal Code (Rule III) has no fiscal impact to the City as the City's overall budget is not increased; funds are simply reallocated within the budget.

OPTIONS: Approve or deny the request to revise Municipal Code section 3.06, Transfer of funds/Rule XIII.

RECOMMENDATION:

Repeal and recreate Section 3.06, Transfer of Funds.

PREPARED BY: Valerie J. Clarizio — 1/24/18

Valerie J. Clarizio
Finance Director/City Treasurer

Date

APPROVED BY: Joshua VanLieshout — 1/26/18

Joshua VanLieshout
City Administrator

Date

6i.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Waterfront Redevelopment Authority, hereby recommend approval of the Door County Maritime Museum's request for placement of the Edwin H. Gott Enclosed Lifeboat Outdoor Exhibit on City property adjacent to the Door County Maritime Museum, with the location to be the alternate location, as indicated on the attached map.

Respectfully submitted,
WATERFRONT REDEVELOPMENT AUTHORITY
By: David Ward, Vice- Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: February 7, 2018

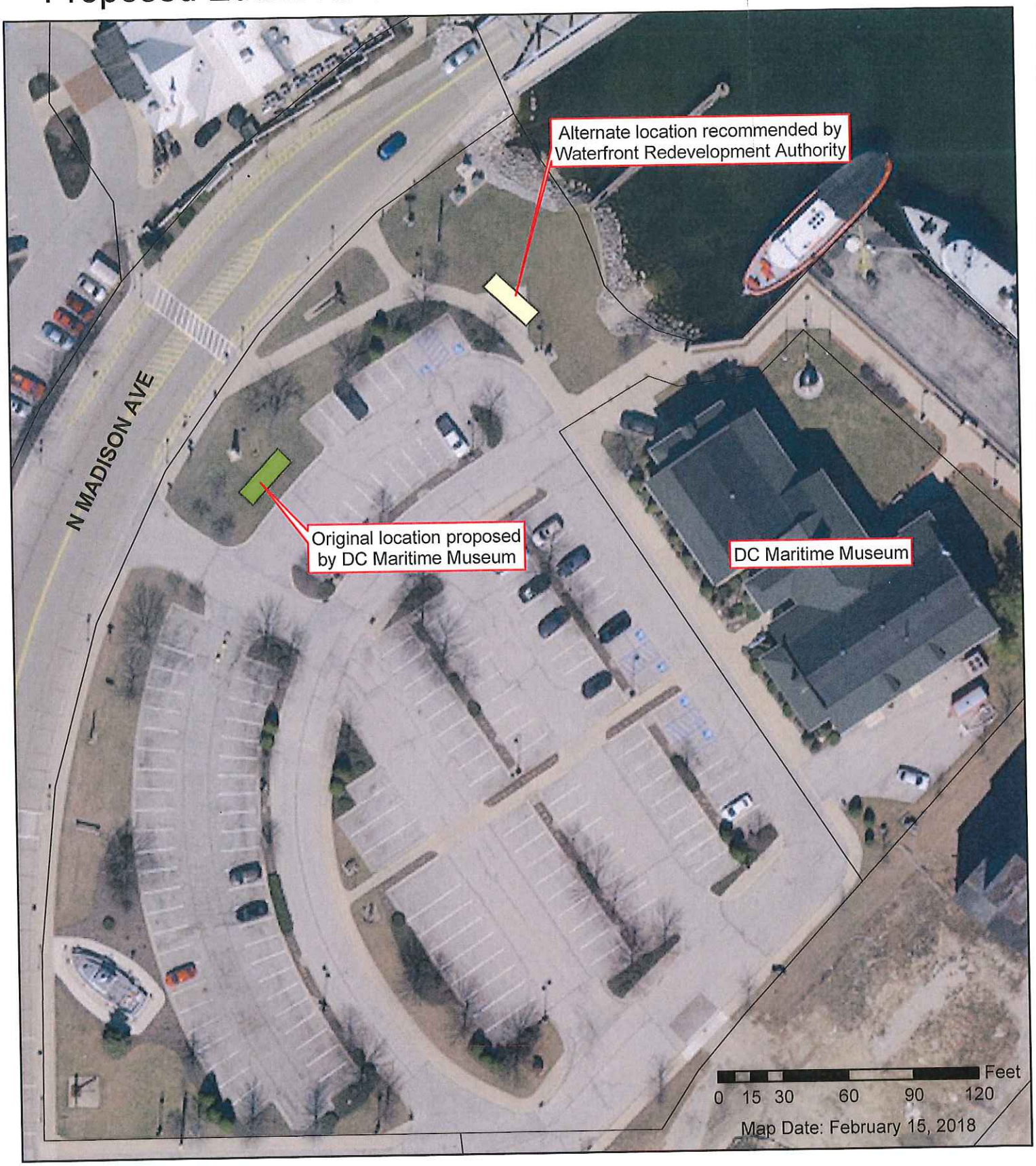
****

Introduced by_____.

Moved by Alderperson_____, seconded by Alderperson _____that said recommendation be adopted.

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

Proposed Edwin H. Gott Lifeboat Outdoor Exhibit Location



Martin Olejniczak, AICP
Community Development Director
421 Michigan Street
Sturgeon Bay, WI 54235

Phone: 920-746-2910
Fax: 920-746-2905
E-mail: molejniczak@sturgeonbaywi.org
Website: www.sturgeonbaywi.org

Memo

To: Waterfront Redevelopment Authority
From: Marty Olejniczak, Community Development Director
Date: January 11, 2018/revised February 2, 2018
RE: Proposal to Place Edwin H. Gott Lifeboat Outdoor Exhibit on City Property

The Door County Maritime Museum is requesting permission to place the Edwin H. Gott, a 26.25-foot lifeboat, on City property for use as an outdoor artifact/exhibit. Their proposal is included in the agenda materials.

The subject site is a grassy area between the parking lot and Madison Avenue, immediately north of the entrance to the parking lot. The parking lot is municipal property titled to the Sturgeon Bay Waterfront Redevelopment Authority. Thus, the WRA needs to examine this proposal and determine whether to approve it and with what conditions, if any.

The subject site is used to contain electrical equipment, which is presumably why there aren't parking stalls at that spot. The electrical facility was removed about 8 years ago, but there may still be underground facilities to avoid. As part of the West Waterfront redevelopment effort, adding additional parking stalls at that location was a possibility, since the site is next to the pedestrian crossing of Madison Avenue and relatively close to Sonny's, Harbor Club Marina, and the Museum.

Other factors to consider are sight visibility for the pedestrian crossing and driveway entrance, along with any long term potential uses for the surrounding area.

The Public Works Director and City Engineer have reviewed the proposal and are supportive in principle, provided the lifeboat exhibit is set up in a manner that doesn't interfere with or add to City maintenance of the overall grounds. So, it is recommended that the final design be coordinated with and approved by the Public Works Director, with any extra maintenance being the responsibility of the Museum. In case the boat has to be removed or relocated for whatever reason, it is recommended there be an agreement for the Museum to be responsible for that as well.

In terms of location, the City Engineer is convinced that the parking area will eventually be expanded in the area where the Museum proposes to place the boat. The plan is to extend that row of parking to the driveway entrance in order to add about 6 prime parking spaces. This expansion could occur either as part of the overall West Waterfront redevelopment project (presumably within the next few years) or when the overall parking lot needs resurfacing (likely within the next 10 years). Thus, to avoid interfering with the proposed parking or having to relocate the exhibit, the WRA and Museum should see if alternative

locations would work. The attached map shows sites that staff came up with, but these have not been reviewed by the Museum yet.

A final consideration is that there are underground electrical lines and other utilities that crisscross the area. One electrical line runs under the Museum's proposed site, so it needs to be confirmed that it doesn't interfere with the placement of the boat, if that site is approved. Some of the alternate sites are also impacted by underground utilities or potential parking lot changes.

Edwin H. Gott **Enclosed Lifeboat Outdoor Exhibit Proposal**

Updated 8/15/2017 by Rhys Kuzdas (DCMM)

Overview: The Door County Maritime Museum was approached on May 3rd, 2017 by "Willie" Keyes of Keyship Co. regarding 26' enclosed 44 man lifeboat from the *Edwin H. Gott*. He expressed an interest in donating the craft, as well as covering the costs related to its transportation and cradle construction. As the *Edwin H. Gott* was built here in Sturgeon Bay in 1979 it would be an enduring piece of local history. The craft itself is designed to suffer the worst possible conditions at sea and an onsite visual inspection shows that the craft is in good order without any obvious leaks or cracks and as such is suitable for outdoor display. We believe that a conversion of a section of the grass space surrounding the parking lot, similar to what was done for the Coast Guard 41410 craft, would be suitable and offer a very unique and visually appealing attraction to visitors and local community.

Enclosed Lifeboat Details

Manufacturer: Watercraft America Inc.
Serial Number: EL26-065-090
Date: 5/10/1978
Diesel Engine, Single Propeller

Dimensions
Length: 26.25 ft
Width: 8.85 ft
Draft: 3.60 ft
Cubic Capacity: 534 ft^3
Weight: 6,600 lbs
Persons: 44

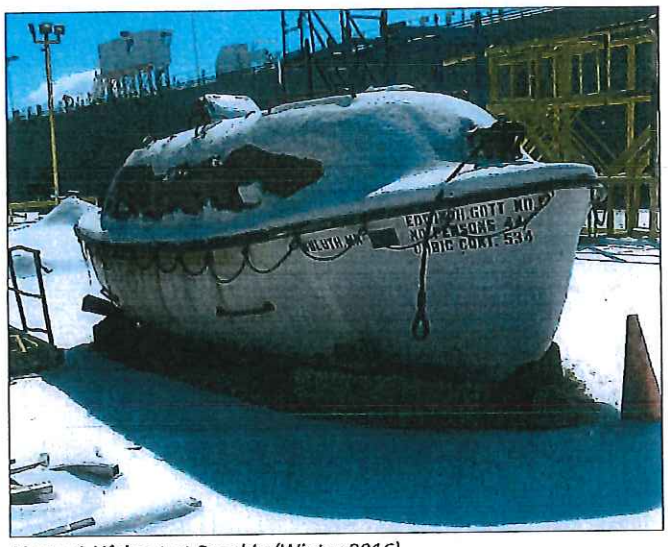


Figure 1 Lifeboat at Bayship (Winter 2016)

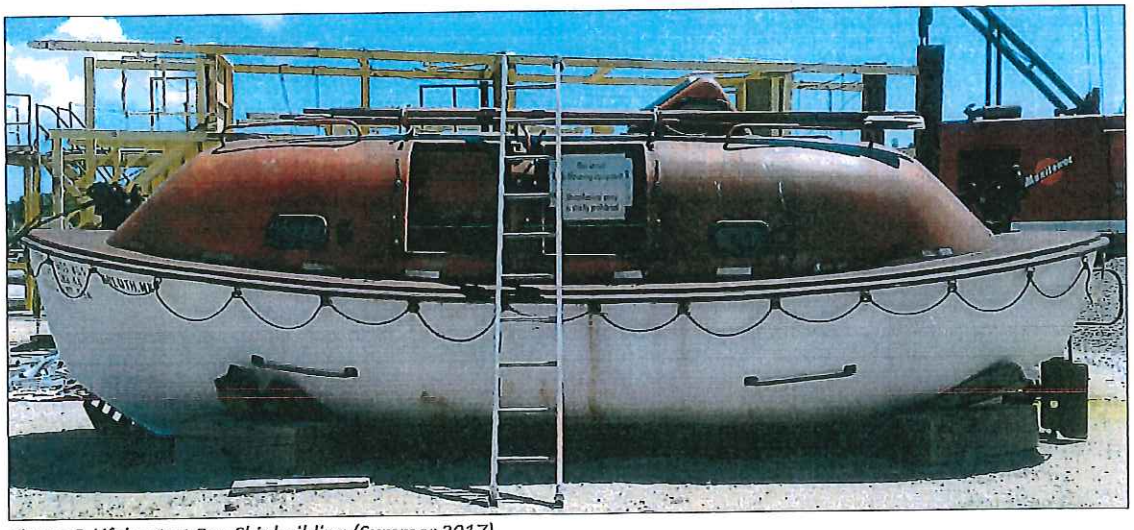


Figure 2 Lifeboat at Bay Shipbuilding (Summer 2017)

Exhibit Summary: The lifeboat would be cleaned, restored, sealed, and installed into a permanent location on a plot of grass on the NW side of the parking lot that already houses some Door County Maritime Museum artifacts. These would not need to be relocated as there is plenty of existing space to accommodate the craft, though it may present the opportunity to do so if so wished. Two reader boards displaying interpretive text would be installed with the craft to tie it into the history of the surrounding community. The first board being on the lifeboat itself and the *Edwin H. Gott*. The other would be on the history of Sturgeon Bay shipbuilding in general. Ideally we would also have a concrete sidewalk installed around it an arrangement similar to the CG 41410 on display on the west side of the lot.

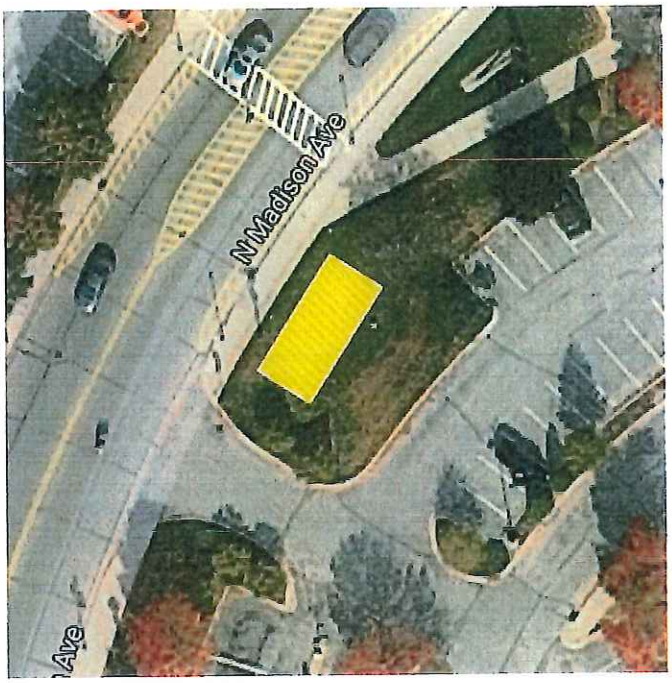


Figure 4 Proposed location

Figure 3 Proposed lot

Regarding Existing Artifacts: While this initial proposal focuses primarily on the *Edwin H. Gott* fully enclosed lifeboat, the relocation gives us an opportunity to expand upon it and incorporate some much needed restoration and updating to the other artifacts on location. The Dunlap Reef range light is in need of surface restoration and the capstans could be moved into a more appealing arrangement. Both also need new reader boards which could give more in depth material beyond the very brief blurbs currently there. Either in conjunction with the lifeboat installation, or shortly thereafter, we could make the suggested improvements and fundamentally transform the space altogether.

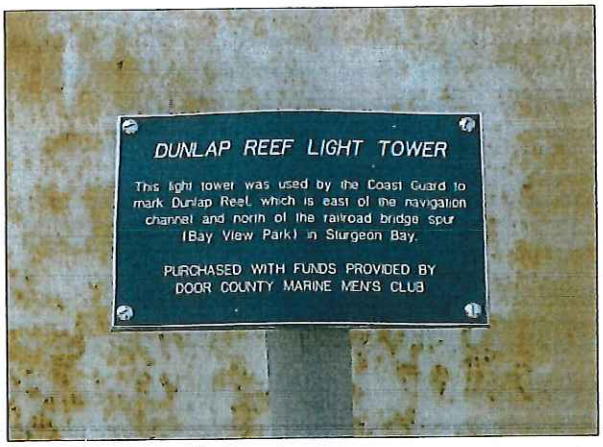
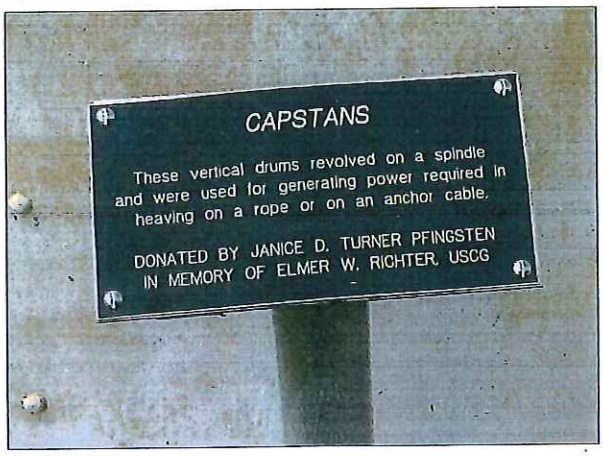


Figure 5 Dunlap reader board



EDWIN H GOTT HULL 718

BUILDER: BAYSHIP BUILDING CORP.

BUILT FOR: UNITED STATES STEEL CORPORATION

LENGTH OVERALL: 1004' -0" BEAM: 105'-0"

DEPTH: 56'-0" CAPACITY: 74,100

BOOM LENGTH: SHUTTLE KEEL LAID: Nov 9th 1977

LAUNCHED: July 19th 1978 CHRISTENED: Oct 31st 1978

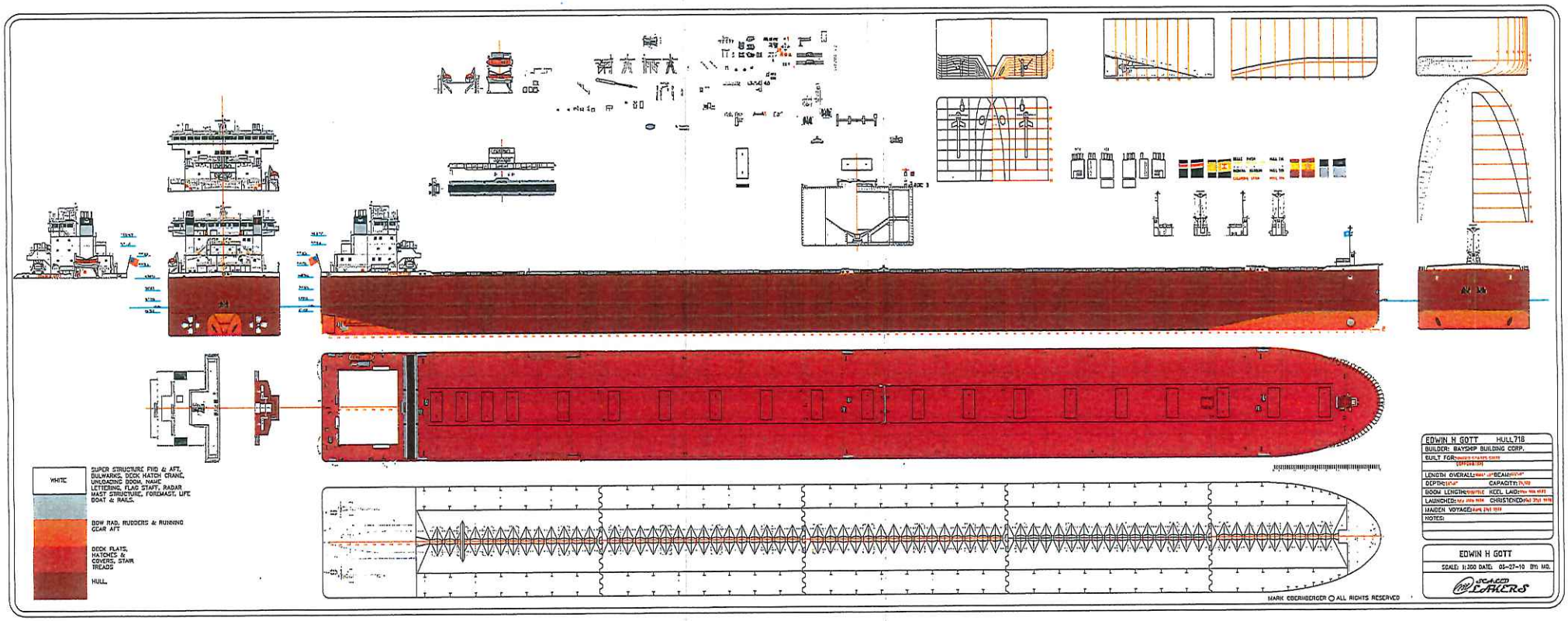
MAIDEN VOYAGE: April 21st 1979

NOTES:

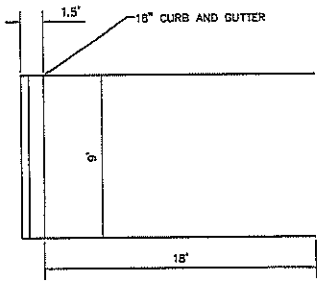
EDWIN H GOTT

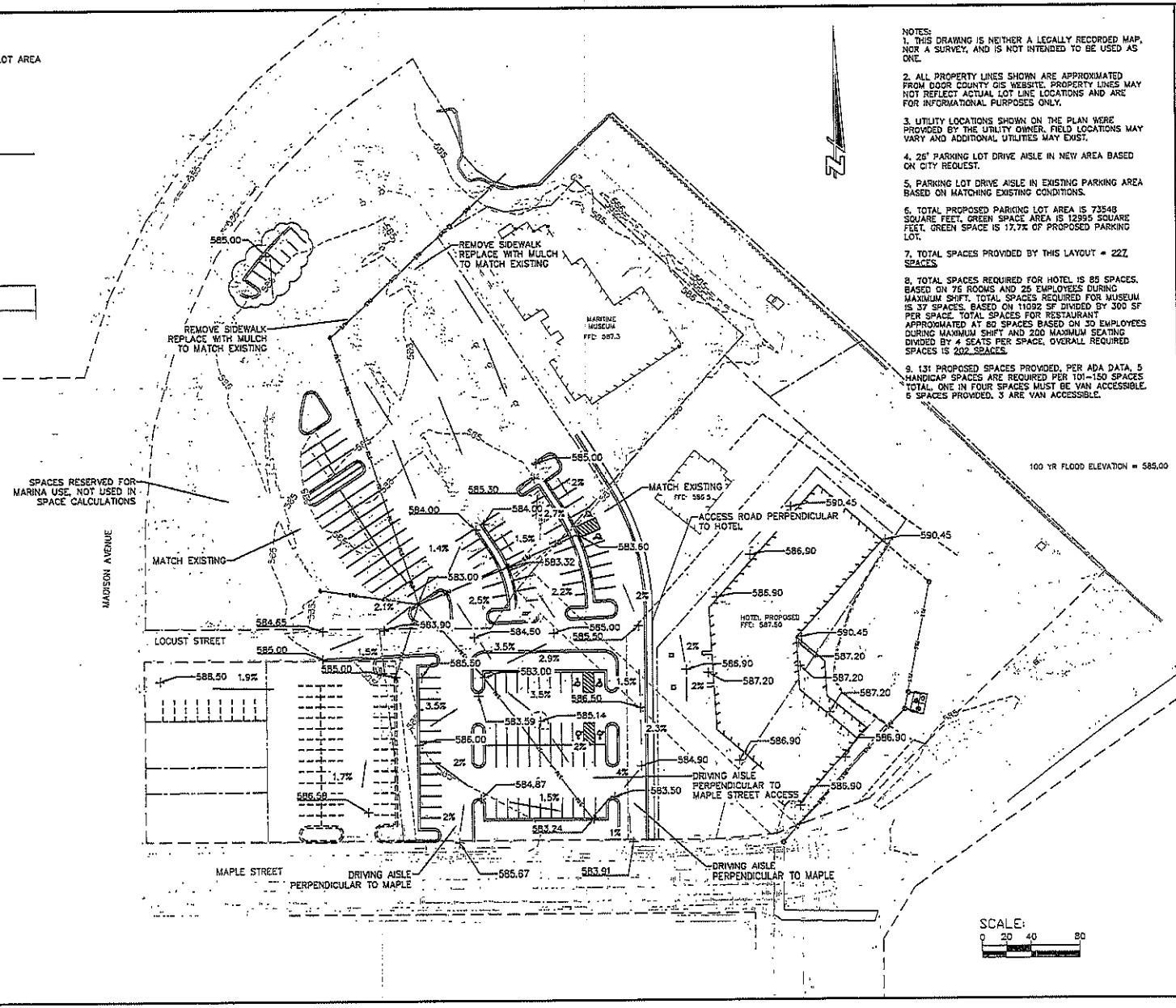
SCALE: 1:300 DATE: 06-27-10 BY: MO.

SCALED CLASSICS


WHITE
SUPER STRUCTURE FWD & AFT, BULWARKS, DECK HATCH CRANE, UNLOADING BOOM, NAME LETTERING, FLAG STAFF, RADAR MAST STRUCTURE, FOREMAST, LIFE BOAT & RAILS.
BOW RAD, RUDDERS & RUNNING GEAR AFT
DECK PLATE, HATCHES & COVERS, STAIR TREADS
HULL
EDWIN H GOTT HULL 718
BUILDER: BAYSHIP BUILDING CORP.
BUILT FOR:
LENGTH OVERALL:
BEAM:
DEPTH:
CAPACITY:
BOOM LENGTH:
KEEL LAID:
LAUNCHED:
CHRISTENED:
MAIDEN VOYAGE:
NOTES:
EDWIN H GOTT
SCALE: 1:300 DATE: 02-27-10 DWG NO.
SCALED DRAWERS
MARK EDERINGER © ALL RIGHTS RESERVED

STANDARD PARKING SPACE IN NEW PARKING LOT AREA





NOTES:

1. THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP, NOR A SURVEY, AND IS NOT INTENDED TO BE USED AS ONE.

2. ALL PROPERTY LINES SHOWN ARE APPROXIMATED FROM DOOR COUNTY GIS WEBSITE. PROPERTY LINES MAY NOT REFLECT ACTUAL LOT LINE LOCATIONS AND ARE FOR INFORMATIONAL PURPOSES ONLY.

3. UTILITY LOCATIONS SHOWN ON THE PLAN WERE PROVIDED BY THE UTILITY OWNER. FIELD LOCATIONS MAY VARY AND ADDITIONAL UTILITIES MAY EXIST.

4. 26' PARKING LOT DRIVE AISLE IN NEW AREA BASED ON CITY REQUEST.

5. PARKING LOT DRIVE AISLE IN EXISTING PARKING AREA BASED ON MATCHING EXISTING CONDITIONS.

6. TOTAL PROPOSED PARKING LOT AREA IS 73548 SQUARE FEET. GREEN SPACE AREA IS 12995 SQUARE FEET. GREEN SPACE IS 17.7% OF PROPOSED PARKING LOT.

7. TOTAL SPACES PROVIDED BY THIS LAYOUT = 227 SPACES.

8. TOTAL SPACES REQUIRED FOR HOTEL IS 85 SPACES. BASED ON 75 ROOMS AND 25 EMPLOYEES DURING MAXIMUM SHIFT. TOTAL SPACES REQUIRED FOR MUSEUM IS 37 SPACES. BASED ON 11092 SF DIVIDED BY 300 SF PER SPACE. TOTAL SPACES FOR RESTAURANT APPROXIMATED AT 80 SPACES BASED ON 30 EMPLOYEES DURING MAXIMUM SHIFT AND 200 MAXIMUM SEATING DIVIDED BY 4 SEATS PER SPACE. OVERALL REQUIRED SPACES IS 202 SPACES.

9. 131 PROPOSED SPACES PROVIDED. PER ADA DATA, 5 HANDICAP SPACES ARE REQUIRED PER 101-150 SPACES TOTAL. ONE IN FOUR SPACES MUST BE VAN ACCESSIBLE. 5 SPACES PROVIDED. 3 ARE VAN ACCESSIBLE.

NO.	DATE	APVD	REVISION

Cedar Corporation — 414.351.9000 • 800-472-2372 — MILWAUKEE • MADISON • GREEN BAY

SRE Consulting Group, Inc. — Engineers Planners Designers

CITY OF STURGEON BAY
FESTIVAL WATERFRONT
DESIGN REVIEW PLAN SET
CONTRACT NO. "A-15"
DOOR COUNTY, WISCONSIN

JOB NO.	S5610-0001
DRAWN BY	JJG
CHECKED BY	
DATE	7-21-15
SET TYPE	
PROPOSED PARKING LOT LAYOUT	
SHEET NO.	

PRELIMINARY
7/21/15

K:\Clients-GB\S5610 Sturgeon Bay City of\001 Festival Waterfront Project\100 Cad\DWG\Sturgeon Bay Waterfront design base(EXISTING).dwg 07/21/15 4:15:19 PM

6j.

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 contract with Hillstrom PR for public relations services for the PRAT referendum in an amount not to exceed $12,000.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE
By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 13, 2018

****

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

Memorandum

To: Finance Committee

From: Josh Van Lieshout

Re: Professional Assistance with Public Education/PRAT Referendum

Date: February 9, 2018

Issue: Hiring Public Relation Service for PRAT Referendum.

Purpose: The purpose of hiring a communication expert is to ensure that the public is informed on the issue of financing street and infrastructure improvements, PRAT funding and other options, and the purpose of the referendum question.

Background: As a means to finance the substantial backlog of necessary street, sidewalk and transportation infrastructure needs in the City, the Common Council approved placing a referendum on the April 3, 2018 election ballot. The referendum question asks the voters for permission to impose a premier resort area sales tax of 0.5% on tourism related goods and services sold in the City. If approved the City would could then petition the legislature to pass a law giving the city the authority to impose the sales tax.

Over the last year an ad hoc committee of the City has been investigating the condition of City streets, the need for improvements and the best means for financing improvements. They concluded their work on November 15, 2017 with a report titled "Final Report and Recommendations, the Ad Hoc Committee on Funding for Local Street and Infrastructure". This report is the basis for the recommendation that a premier resort area tax be pursued as a means for financing needed street and infrastructure improvements.

The City is now in the position of needing to effectively communicate to the electors why a PRAT is on the ballot, and why the PRAT is a lower cost alternative than others reviewed by the Ad Hoc Committee.

In order to move forward approval is required from the Finance Committee as the cost is greater than $7,500. Other firms offer similar services, however my current and past experiences with Hillstrom have been positive.

Recommendation: Hire Hillstrom PR on a time and materials basis not to exceed $12,000.

City of Sturgeon Bay

February 2018

Situation Analysis

The City of Sturgeon Bay has passed a resolution adopting a Premier Resort Area Tax. The City of Sturgeon Bay requests assistance in communicating information regarding the options of increasing revenue by:

a) Requesting legislation to enable the City to be designated as a Premier Resort Area Tax
b) Collecting a wheel tax
c) Debt financing

City residents will have the opportunity to vote on this in the April 2018 election.

Objectives

To assure all Sturgeon Bay citizens fully understand the importance of and the options for increasing revenue for transportation infrastructure prior to the April election.

Strategy

- Distribute information via the local media
- Educate community leaders about the referendum
- Develop a social strategy
- Communicate directly to the citizens

Tactics

- Write and distribute news releases to the media
- Write and design a poster which offers information to citizens
- Write and design a FAQ one-pager on the options
- Write and design a direct mail piece that shows the options
- Write and design an infographic poster for an easel for City Hall
- Write social media posts, including memes
- Host informational sessions at nursing homes, service clubs, Wisdom Wednesday, etc.
- Develop a one-pager or brochure for retailers

Estimated Budget

$ 12,000

8.

EXECUTIVE SUMMARY

DATE: **January 23, 2018**

TITLE: **Award of Contract for Project 1801 (N 4th Ave & Texas Street)**

BACKGROUND: On January 22, 2018 the Engineering Department received bids for Project 1801 (N 4th Ave & Texas Street). In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. The specifications prepared included all items of work that were presented in the approved 2018 Capital Roadway Improvements at the January 2, 2018 Board of Public Works meeting. Seven bids were received for the project and the overall results are summarized below:

	N 4th Ave	Texas Street	Total
David Tenor Corp.	$200,553.40	$233,834.25	$434,387.65
PTS Contractors, Inc.	$199,666.12	$243,259.77	$442,925.89
Advance Const., Inc.	$210,831.36	$235,115.85	$445,947.21
Peters Concrete Co.	$208,782.05	$248,080.69	$456,862.74
Dorner, Inc.	$224,064.94	$245,837.19	$469,902.13
De Groot, Inc.	$217,740.24	$253,325.85	$471,066.09
Kruczek Construction	$221,167.40	$252,306.33	$473,473.73

Also, attached is a copy of the bid tab for the three lowest bidders. After completing a review of the bids it has been determined that the bid from David Tenor Corporation is complete and would be the low bid.

FISCAL IMPACT: The 2018 Capital Roadway Improvements budget has enough money to complete this project. For the City of Sturgeon Bay the bid came in under the initial preliminary engineering estimated amounts. Sturgeon Bay Utilities will be paying $236,127.35 of this bid for the sewer and water improvements. The 2018 Capital Roadway Improvements budget will be covering the remaining $198,260.30 of this bid for the storm sewer and roadway improvements.

RECOMMENDATION: Award the Contract for Project 1801 (N 4th Ave & Texas Street) to David Tenor Corporation with unit pricing amounts totaling an estimated cost of $434,387.65.

SUBMITTED BY: _____ 2-13-18

Chad Shefchik
City Engineer

Date

REVIEWED BY: _____ 2/13/18

Josh VanLieshout
City Administrator

Date

REVIEWED BY: _____ 2-13-18

Marty Olejniczak
Community Develop. Director

Date

Item #	N 4th Ave (Delaware Street to 710' North) - Item Descriptions	Unit	Estimated Quantity	David Tenor Corporation		PTS Contractors, Inc.		Advance Construction, Inc.	
				Unit Price	Line Item Total	Unit Price	Line Item Total	Unit Price	Line Item Total
1	Mobilization	LS	1.00	$ 5,000.00	$ 5,000.00	$ 7,000.00	$ 7,000.00	$ 11,100.00	$ 11,100.00
2	Traffic Control	LS	1.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,670.00	$ 1,670.00
3	Erosion Control - Catch Basin Inlet Protection	EA	3.00	$ 50.00	$ 150.00	$ 50.00	$ 150.00	$ 60.00	$ 180.00
4	Erosion Control - 8" Dia. Sediment Log	EA	1.00	$ 100.00	$ 100.00	$ 170.00	$ 170.00	$ 100.00	$ 100.00
5	Remove Concrete Sidewalk and Driveways (includes cutting)	SF	158.00	$ 3.00	$ 474.00	$ 3.00	$ 474.00	$ 2.00	$ 316.00
6	Remove Curb & Gutter (includes cutting)	LF	1213.00	$ 1.80	$ 2,183.40	$ 1.70	$ 2,062.10	$ 2.50	$ 3,032.50
7	Remove driveway asphalt pavement (includes cutting)	SY	89.00	$ 4.00	$ 356.00	$ 3.60	$ 320.40	$ 6.50	$ 578.50
8	Unclassified Excavation (includes existing asphalt pavement removal)	CY	1140.00	$ 5.80	$ 6,612.00	$ 5.60	$ 6,384.00	$ 10.00	$ 11,400.00
9	Base Aggregate - 1-1/4" Dense Graded Base (measured in place 12" thick) - Asphalt Base Only	CY	734.00	$ 21.50	$ 15,781.00	$ 21.20	$ 15,560.80	$ 23.90	$ 17,542.60
10	New Concrete Curb & Gutter - 30" (includes base excavation and base)	LF	1271.00	$ 17.40	$ 22,115.40	$ 12.50	$ 15,887.50	$ 12.20	$ 15,506.20
11	New Concrete Sidewalk - 4" (includes base excavation and base)	SF	13.00	$ 18.00	$ 234.00	$ 6.10	$ 79.30	$ 6.50	$ 84.50
12	New Concrete Sidewalk or Driveway - 6" (includes base excavation and base)	SF	750.00	$ 9.75	$ 7,312.50	$ 5.10	$ 3,825.00	$ 5.50	$ 4,125.00
13	Remove & Reinstall Mailbox	EA	11.00	$ 85.00	$ 935.00	$ 25.00	$ 275.00	$ 20.00	$ 220.00
14	Base Aggregate Fine Grading	LS	1.00	$ 3,600.00	$ 3,600.00	$ 3,500.00	$ 3,500.00	$ 3,390.00	$ 3,390.00
15	Asphaltic Binder Course - 2" Asphalt	TON	242.00	$ 70.35	$ 17,024.70	$ 70.00	$ 16,940.00	$ 68.30	$ 16,528.60
16	Asphaltic Surface Course - 1-1/2" Asphalt	TON	182.00	$ 75.00	$ 13,650.00	$ 74.50	$ 13,559.00	$ 72.80	$ 13,249.60
17	Asphaltic Surface Course - 3" Asphalt (driveways & misc. patches)	TON	20.00	$ 212.00	$ 4,240.00	$ 210.00	$ 4,200.00	$ 205.00	$ 4,100.00
18	Connect to Existing Sanitary Main (not at a manhole)	EA	2.00	$ 290.00	$ 580.00	$ 320.00	$ 640.00	$ 250.00	$ 500.00
19	Sanitary Manhole - 4' Diameter (remove & replace)	VF	12.62	$ 350.00	$ 4,417.00	$ 353.00	$ 4,454.86	$ 353.00	$ 4,454.86
20	Chimney Seal - Internal	EA	2.00	$ 300.00	$ 600.00	$ 420.00	$ 840.00	$ 250.00	$ 500.00
21	Sanitary Main - 8" C-900 (remove & replace)	LF	640.00	$ 38.00	$ 24,320.00	$ 41.00	$ 26,240.00	$ 38.00	$ 24,320.00
22	Sanitary Lateral - 6" PVC SCH 40 (remove & replace)	LF	70.00	$ 42.00	$ 2,940.00	$ 49.00	$ 3,430.00	$ 37.40	$ 2,618.00
23	Sanitary Lateral Connections (at main & splice)	EA	14.00	$ 342.00	$ 4,788.00	$ 320.00	$ 4,480.00	$ 331.00	$ 4,634.00
24	Polystyrene Insulation - 2" (for sanitary lateral)	SF	140.00	$ 1.80	$ 252.00	$ 3.00	$ 420.00	$ 2.50	$ 350.00
25	Televising Sanitary Main - Includes Cleaning if Needed	LS	1.00	$ 1,250.00	$ 1,250.00	$ 1,650.00	$ 1,650.00	$ 1,230.00	$ 1,230.00
26	Temporary Water Services **See Note on Plan for Water Source**	LS	1.00	$ 3,100.00	$ 3,100.00	$ 3,500.00	$ 3,500.00	$ 3,250.00	$ 3,250.00
27	Connect to Existing Water Main	EA	2.00	$ 1,000.00	$ 2,000.00	$ 1,600.00	$ 3,200.00	$ 1,600.00	$ 3,200.00
28	Gate Valve and Box - 8"	EA	1.00	$ 1,575.00	$ 1,575.00	$ 1,500.00	$ 1,500.00	$ 1,317.00	$ 1,317.00
29	Water Main - 8" Ductile Iron (remove & replace)	LF	650.00	$ 54.20	$ 35,230.00	$ 56.00	$ 36,400.00	$ 54.25	$ 35,262.50
30	Polystyrene Insulation - 2" (for water main)	SF	1336.00	$ 1.90	$ 2,538.40	$ 2.20	$ 2,939.20	$ 2.50	$ 3,340.00
31	Water Lateral - 1" Copper (remove & replace)	LF	105.00	$ 33.00	$ 3,465.00	$ 72.00	$ 7,560.00	$ 34.50	$ 3,622.50
32	Water Lateral Connections (at main & splice)	EA	14.00	$ 400.00	$ 5,600.00	$ 260.00	$ 3,640.00	$ 186.00	$ 2,604.00
33	Curb Stop	EA	1.00	$ 525.00	$ 525.00	$ 327.00	$ 327.00	$ 280.00	$ 280.00
34	Polystyrene Insulation - 2" (for water lateral)	SF	210.00	$ 1.90	$ 399.00	$ 2.20	$ 462.00	$ 2.50	$ 525.00
35	Gate Valve and Box - 6"	EA	1.00	$ 1,145.00	$ 1,145.00	$ 1,065.00	$ 1,065.00	$ 966.00	$ 966.00
36	Water Main - 6" Ductile Iron (remove & replace)	LF	18.00	$ 55.00	$ 990.00	$ 85.00	$ 1,530.00	$ 73.00	$ 1,314.00
37	Hydrant - 6.5' Bury (remove & replace)	EA	1.00	$ 3,475.00	$ 3,475.00	$ 3,500.00	$ 3,500.00	$ 3,820.00	$ 3,820.00
38	Mechanical Rock Excavation for Water Main (Widen existing blasted trench)	CY	96.00	$ 1.00	$ 96.00	$ 0.01	$ 0.96	$ 100.00	$ 9,600.00
				Totals:	$ 200,553.40	Totals:	$ 199,666.12	Totals:	$ 210,831.36

Item #	Texas Street (S 9th Ave to S 10th Ave) - Item Descriptions	Unit	Estimated Quantity	David Tenor Corporation		PTS Contractors, Inc.		Advance Construction, Inc.	
				Unit Price	Line Item Total	Unit Price	Line Item Total	Unit Price	Line Item Total
1	Mobilization	LS	1.00	$ 3,500.00	$ 3,500.00	$ 7,000.00	$ 7,000.00	$ 11,300.00	$ 11,300.00
2	Traffic Control	LS	1.00	$ 1,200.00	$ 1,200.00	$ 1,800.00	$ 1,800.00	$ 2,300.00	$ 2,300.00
3	Erosion Control - Catch Basin Inlet Protection	EA	5.00	$ 50.00	$ 250.00	$ 50.00	$ 250.00	$ 60.00	$ 300.00
4	Remove Street Tree & Stump	EA	1.00	$ 400.00	$ 400.00	$ 340.00	$ 340.00	$ 650.00	$ 650.00
5	Remove Concrete Sidewalk and Driveways (includes cutting)	SF	72.00	$ 3.00	$ 216.00	$ 3.00	$ 216.00	$ 1.00	$ 72.00
6	Remove Concrete Spillway (includes cutting)	SF	200.00	$ 2.50	$ 500.00	$ 2.40	$ 480.00	$ 1.50	$ 300.00
7	Remove Curb & Gutter (includes cutting)	LF	1381.00	$ 1.75	$ 2,416.75	$ 1.70	$ 2,347.70	$ 2.50	$ 3,452.50
8	Remove driveway asphalt pavement (includes cutting)	SY	34.00	$ 4.00	$ 136.00	$ 3.60	$ 122.40	$ 3.00	$ 102.00
9	Unclassified Excavation (includes existing asphalt pavement removal)	CY	1099.00	$ 5.75	$ 6,319.25	$ 5.60	$ 6,154.40	$ 10.00	$ 10,990.00
10	Base Aggregate - 1-1/4" Dense Graded Base (measured in place 12" thick) - Asphalt Base Only	CY	840.00	$ 21.60	$ 18,144.00	$ 21.20	$ 17,808.00	$ 23.90	$ 20,076.00
11	New Concrete Curb & Gutter - 30" (includes base excavation and base)	LF	1375.00	$ 17.20	$ 23,650.00	$ 12.50	$ 17,187.50	$ 12.20	$ 16,775.00
12	New Concrete Spillway - 6"x48" (includes base excavation and base)	SF	193.00	$ 12.75	$ 2,460.75	$ 5.90	$ 1,138.70	$ 5.75	$ 1,109.75
13	New Concrete Sidewalk - 4" (includes base excavation and base)	SF	72.00	$ 17.00	$ 1,224.00	$ 6.10	$ 439.20	$ 6.50	$ 468.00
14	New Concrete Sidewalk or Driveway - 6" (includes base excavation and base)	SF	110.00	$ 9.75	$ 1,072.50	$ 5.10	$ 561.00	$ 5.50	$ 605.00
15	Base Aggregate Fine Grading	LS	1.00	$ 3,710.00	$ 3,710.00	$ 3,800.00	$ 3,800.00	$ 3,660.00	$ 3,660.00
16	Asphaltic Binder Course - 2" Asphalt	TON	277.00	$ 70.70	$ 19,583.90	$ 70.00	$ 19,390.00	$ 68.30	$ 18,919.10
17	Asphaltic Surface Course - 1-1/2" Asphalt	TON	208.00	$ 75.35	$ 15,672.80	$ 74.40	$ 15,475.20	$ 72.80	$ 15,142.40
18	Asphaltic Surface Course - 3" Asphalt (driveways & misc. patches)	TON	8.00	$ 212.20	$ 1,697.60	$ 210.00	$ 1,680.00	$ 205.00	$ 1,640.00
19	Connect to Existing Storm Main - (21" Concrete not at a manhole or inlet)	EA	1.00	$ 500.00	$ 500.00	$ 800.00	$ 800.00	$ 250.00	$ 250.00
20	Connect to Existing Storm Main - (18" Concrete - install manhole on end of existing shortened main)	EA	1.00	$ 500.00	$ 500.00	$ 280.00	$ 280.00	$ 250.00	$ 250.00
21	Storm Sewer Manhole - 4' Diameter (remove & replace)	VF	5.01	$ 400.00	$ 2,004.00	$ 305.00	$ 1,528.05	$ 379.00	$ 1,898.79
22	Storm Sewer Inlet / Catch Basin - 2'x3' (remove & replace)	EA	3.00	$ 1,500.00	$ 4,500.00	$ 1,230.00	$ 3,690.00	$ 1,807.00	$ 5,421.00
23	Storm Sewer - 21" Concrete (remove & replace)	LF	31.00	$ 54.25	$ 1,681.75	$ 85.00	$ 2,635.00	$ 66.00	$ 2,046.00
24	Storm Sewer - 12" PVC (remove & replace)	LF	45.00	$ 43.00	$ 1,935.00	$ 76.00	$ 3,420.00	$ 51.50	$ 2,317.50
25	Connect to Existing Sanitary Main (not at a manhole)	EA	2.00	$ 200.00	$ 400.00	$ 630.00	$ 1,260.00	$ 250.00	$ 500.00
26	Sanitary Manhole - 4' Diameter (remove & replace)	VF	25.38	$ 305.00	$ 7,740.90	$ 336.00	$ 8,527.68	$ 274.50	$ 6,966.81
27	Chimney Seal - Internal	EA	3.00	$ 300.00	$ 900.00	$ 360.00	$ 1,080.00	$ 300.00	$ 900.00
28	Sanitary Main - 8" PVC SDR35 (remove & replace)	LF	706.00	$ 36.70	$ 25,910.20	$ 45.00	$ 31,770.00	$ 34.00	$ 24,004.00
29	Sanitary Sewer Cleanout - Note: Casting will be provided by City	EA	1.00	$ 1,250.00	$ 1,250.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00
30	Sanitary Lateral - 6" PVC SCH 40 (remove & replace)	LF	107.00	$ 45.00	$ 4,815.00	$ 48.00	$ 5,136.00	$ 38.00	$ 4,066.00
31	Sanitary Lateral Connections (at main & splice)	EA	13.00	$ 150.00	$ 1,950.00	$ 125.00	$ 1,625.00	$ 164.00	$ 2,132.00
32	Polystyrene Insulation - 2" (for sanitary lateral)	SF	214.00	$ 2.00	$ 428.00	$ 2.20	$ 470.80	$ 2.50	$ 535.00
33	Mechanical Rock Excavation for Sanitary Main (slight lowering of sanitary main)	CY	34.00	$ 1.00	$ 34.00	$ 0.01	$ 0.34	$ 100.00	$ 3,400.00
34	Televising Sanitary Main - Includes Cleaning if Needed	LS	1.00	$ 1,250.00	$ 1,250.00	$ 1,500.00	$ 1,500.00	$ 1,230.00	$ 1,230.00
35	Temporary Water Services **See Note on Plan for Water Source**	LS	1.00	$ 3,100.00	$ 3,100.00	$ 3,500.00	$ 3,500.00	$ 3,365.00	$ 3,365.00
36	Connect to Existing Water Main	EA	2.00	$ 1,000.00	$ 2,000.00	$ 1,200.00	$ 2,400.00	$ 1,700.00	$ 3,400.00
37	Gate Valve and Box - 8"	EA	2.00	$ 1,575.00	$ 3,150.00	$ 1,500.00	$ 3,000.00	$ 1,317.00	$ 2,634.00
38	Water Main - 8" Ductile Iron (remove & replace)	LF	673.00	$ 62.25	$ 41,894.25	$ 68.00	$ 45,764.00	$ 55.50	$ 37,351.50
39	Polystyrene Insulation - 2" (for water main)	SF	120.00	$ 2.50	$ 300.00	$ 2.20	$ 264.00	$ 2.50	$ 300.00

Item #	Texas Street (S 9th Ave to S 10th Ave) - Item Descriptions	Unit	Estimated Quantity	David Tenor Corporation		PTS Contractors, Inc.		Advance Construction, Inc.	
				Unit Price	Line Item Total	Unit Price	Line Item Total	Unit Price	Line Item Total
40	Water Lateral - 1" Copper (remove & replace)	LF	177.00	$ 40.00	$ 7,080.00	$ 50.00	$ 8,850.00	$ 34.50	$ 6,106.50
41	Water Lateral Connections (at main & splice)	EA	14.00	$ 300.00	$ 4,200.00	$ 260.00	$ 3,640.00	$ 186.00	$ 2,604.00
42	Curb Stop	EA	1.00	$ 550.00	$ 550.00	$ 270.00	$ 270.00	$ 280.00	$ 280.00
43	Polystyrene Insulation - 2" (for water lateral)	SF	354.00	$ 1.90	$ 672.60	$ 2.20	$ 778.80	$ 2.50	$ 885.00
44	Gate Valve and Box - 6"	EA	2.00	$ 1,145.00	$ 2,290.00	$ 1,065.00	$ 2,130.00	$ 956.00	$ 1,912.00
45	Water Main - 6" Ductile Iron (remove & replace)	LF	60.00	$ 60.00	$ 3,600.00	$ 85.00	$ 5,100.00	$ 68.50	$ 4,110.00
46	Hydrant - 7'-6"' Bury (remove & replace)	EA	1.00	$ 3,550.00	$ 3,550.00	$ 3,550.00	$ 3,550.00	$ 3,918.00	$ 3,918.00
47	Hydrant - 7'-0"' Bury (remove & replace)	EA	1.00	$ 3,495.00	$ 3,495.00	$ 3,600.00	$ 3,600.00	$ 3,971.00	$ 3,971.00
				Totals:	**$ 233,834.25**	**Totals:**	**$ 243,259.77**	**Totals:**	**$ 235,115.85**

9.

RESOLUTION

WHEREAS, the Common Council of the City of Sturgeon Bay has determined that it is in the best interests of the City of Sturgeon Bay to change the labor charge out rate to direct cost recovery which includes recovering cost for all wages (single rate, overtime rate or double time rate) plus FICA, Medicare, and retirement.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Sturgeon Bay hereby adopts the following fees:

Type	Fee
Labor charge out rate	Direct cost

* * * * * *

Introduced by_____.

Moved by Alderperson _____, seconded by Alderperson _____, that said resolution be adopted.

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

EXECUTIVE SUMMARY

TITLE: Charge out rate for labor.

BACKGROUND: On occasion, the City provides billable labor to third parties. In 2008, the Council set the fee as follows:

City staff time for billable projects be charged out at 2.1 x hourly wage (210%).

In 2008 when the Finance/Purchasing and Building Committee considered charge out rates, the Committee noted two criteria of importance. First, that the billing be uniform to be less time consuming, secondly, that the City recover all costs, including benefits on every hour billed. Setting the rate at 210% accomplished this, plus some, depending on the wage and benefit package for the employee being charged out.

Prior to this change in 2008, the charge out rates for departments were all different and did not recover all benefits.

In 2017, an event coordinator contacted the City and offered to pay double time to employees for working the event to ensure they would garner enough Police and DPW staff. The City allowed this and charged out at a higher rate to recover the increase in costs related to paying the employees double time rather than using the 210% method which would not have recovered the associated costs. This request caused staff look at how the City is charging out, and should charge out in the future as it is likely this offer to pay double time will continue in the future.

FISCAL IMPACT: Varies depending on the charge out rate selected. For example, using the largest invoice the City issued in 2017 for labor, the following differences (increases) would have occurred on the invoice as opposed to using the 210% billing method:

Alternate billing methods:	
Double Time with full benefit recovery on every hour charged out	$2,021
Double Time with recovery of FICA, Medicare and Retirement only	$345

OPTIONS:

1) Leave current charge out practices in place.

2) Change charge out rate to full cost recovery which includes recovering all wages (single rate, overtime rate, or double time rate) plus all benefits (ex. insurance, longevity, clothing allowance, etc.) on every hour billed out.

3) Change charge out rate to partial cost recovery which includes recovering costs for all wages (single rate, overtime rate, or double time rate) plus FICA, Medicare, and retirement.

RECOMMENDATION:

PREPARED BY: Valerie Clarizio — 1/24/18
Valerie J. Clarizio
Finance Director/City Treasurer
Date

REVIEWED BY: Marty Olejniczak — 1/25/2018
Marty Olejniczak
Community Development Director
Date

REVIEWED BY: Bob Bordeau — 1/25/2018
Robert Bordeau
Public Works Director
Date

REVIEWED BY: Tim Dietman — 1/25/2018
Tim Dietman
Fire Chief
Date

REVIEWED BY: Daniel Brinkman — 1-24-18
Daniel Brinkman
Police Captain
Date

APPROVED BY: Joshua VanLieshout — 1/26/18
Joshua VanLieshout
City Administrator
Date

10.

RESOLUTION

WHEREAS, the Common Council of the City of Sturgeon Bay has determined that it is in the best interests of the City of Sturgeon Bay to eliminate the Parks Security Deposit.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Sturgeon Bay hereby adopts the following fees:

Type	Fee
Parks Security Deposit	$ 0.00

* * * * * *

Introduced by_____.

Moved by Alderperson _____, seconded by Alderperson _____, that said resolution be adopted.

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

Executive Summary

Title: Consideration of Park Security Deposit

Background: In 1995 the Sturgeon Bay Common Council enacted a $50.00 park security deposit. This money was used to cover any cost that the city may incur in the case of shelter users not cleaning after use.

Our procedure is to collect this fee at the time of shelter rental and remit to the city finance department. After park usage, the parks department cleans, and if all is in order the security deposit is returned. To get this fee returned we need to contact the Finance Department and they include it on the next bill list for Finance Committee for approval and then to the Common Council for approval. This process could take up to 4 weeks to complete.

In the 20 years I have been doing this, I can only remember not returning 2 security deposits. What we would like to do is rather than collecting a deposit, insert a statement on the park reservation form stating; If additional cleaning or maintenance is needed because of your rental all time and materials will be charged back to you/your organization.

Fiscal Impacts: None

Recommendation: Staff recommends eliminating Parks Security Deposit.

Prepared By: Bob Bordeau — Date: 01/24/2018
Bob Bordeau
Municipal Services Director

Reviewed By: Valerie Clarizio — Date: 1/24/18
Valerie Clarizio
Finance Director

Reviewed By: Josh VanLieshout — Date: 1/26/18
Josh VanLieshout
City Administrator

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: _____ 12-28-17
Christopher Sullivan-Robinson — Date
City Planner & Zoning Administrator

Prepared by: _____ 12/28/17
Martin Olejniczak — Date
Community Development Director

Reviewed by: _____ _____
Chad Shefchik — Date
City Engineer

Reviewed by: _____ 12/28/17
Josh VanLieshout — Date
City Administrator

12.

ORDINANCE NO. _____

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO ORDAIN AS FOLLOWS:

SECTION 1: Section 3.06 Transfer of funds of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

A "transfer of funds" is defined as a reallocation of funding within the annual budget ~~between~~ within specific budgetary ~~accounts~~ categories which does not result in a net increase in the total annual budget over the original budget authorization. Any transfer of funds must be approved by the city administrator. A transfer of funds ~~within an individual department budget~~ up to ~~$2,500.00~~ $5,000.00 may be authorized by the city administrator. Any transfer of funds greater than ~~$2,500.00~~ $5,000.00 up to ~~$7,500.00~~ $10,000.00~~, or transfers between department budgets up to $7,500.00~~ may be authorized by a simple majority of the common council at any time. Any transfer of funds greater than ~~$7,500.00~~ $10,000.00 must be authorized by an affirmative vote of three-fourths of the entire membership of the common council.

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

_____

Thad Birmingham
Mayor

Attest:

_____

Stephanie L. Reinhardt
City Clerk

13.

ORDINANCE NO. _____

SECTION 1: Section 9.075 of the Municipal Code (Travel Trailers) is hereby repealed and recreated as follows:

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. For purposes of this section, a camping trailer, pickup coach, motor home and similar recreational vehicles are considered to be travel trailers unless otherwise indicated.

(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.

(c) *Travel trailer space.* A plot of ground within a travel trailer park designed for accommodation of one travel trailer.

(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.

(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.

(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 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.

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 council after investigation and specific

recommendation by the community protection & services committee. Special conditions may be required by the council upon its finding that such conditions are necessary to comply with the intent of this section.

(b) Parking of unoccupied travel trailers 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. One travel trailer unit may be parked in an accessory 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) *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 and approved by the council.

(b) 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

(c) Licenses shall be subject to revocation or suspension by the council for violation of any of the provisions of this section or terms or conditions imposed by the council and endorsed upon the license or any of the ordinances of the city regulating health, morals, safety or welfare.

(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 and shall be accompanied by a fee of $50 plus $2.00 for each space in a 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.

(5) *Location and design standards for travel trailer parks.*

(a) Travel trailer parks shall only be permitted in the zoning districts as specified under chapter 20 (Zoning Code).

(b) The minimum tract size of a travel trailer park shall be three acres.

(c) Travel trailer spaces within each park shall have a minimum width of 30 feet and a minimum depth of 75 feet.

(d) A minimum of 1½ off street automobile parking spaces shall be provided for each travel trailer space within the park.

(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 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.

(f) Access to and from travel trailer parks shall be to nonresidential streets, highways or service roads.

(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.

(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.

(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.

(j) In travel trailer parks and future extensions, all distribution lines, including, without limitation, electrical, water, sewerage and telephone lines, shall be located underground.

(k) In areas served by public sewer and water, no travel trailer shall be located further than 400 feet from any fire hydrant.

(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.

(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.

(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.

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

Approved:

_____

Thad Birmingham
Mayor

Attest:

_____

Stephanie L. Reinhardt
City Clerk