



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, JULY 17, 2018  
7:00 p.m.  
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. Introduction of Jim Schuessler, incoming Executive Director at the Door County Economic Development Corporation.
6. Public Comment.
7. Consideration of the following bills: General Fund – \$169,117.59, Capital Fund - \$290,693.82, Cable TV - \$62.72, TID #4 - \$5,088.50, Revolving Loan Fund - \$346.50, and Solid Waste Enterprise Fund - \$6,066.70 for a grand total of \$471,375.83. [roll call]
8. **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 7/3/18 regular Common Council minutes.

\* b. Approval of the following minutes:

- (1) Bicycle & Pedestrian Advisory Board – 4/2/18
- (2) Aesthetic Design & Site Plan Review Board – 6/11/18
- (3) Aesthetic Design & Site Plan Review Board – 6/25/18
- (4) Personnel Committee – 6/26/18
- (5) Finance/Purchasing & Building Committee – 6/26/18
- (6) Joint Review Board – 6/29/18

\* c. Place the following reports on file:

- (1) Police Department Report – June 2018
- (2) Inspection Department Report – June 2018

\* d. Consideration of: Approval of beverage operator licenses.

\* e. Consideration of: Approval of Temporary Class B Beer and Temporary Class B Wine license.

\* f. Finance/Purchasing & Building Committee recommendation re: Award the contract to WIPFLI LLC, CPA's and Consultants in the amount of \$90,150 for auditing and reporting services for a three year period beginning with audit year 2018 and ending with audit year 2020.

9. Mayoral appointments.
10. Resolution Authorizing the Direct Charge of Public Fire Protection.
11. Finance/Purchasing & Building Committee recommendation re: Approve funds transfers by the end of July 2018 from multiple lines to line item 10-311-000-59065 for Leaf Vacuum. (3/4 vote required = 6 votes)
12. Finance/Purchasing & Building Committee recommendation re: Award bid to R.N.O.W. Inc for purchase of a DinkMar SC-16 Cu. Yd. Leaf Vacuum at a cost not to exceed \$49,995.00.
13. Consideration of: Seeding of dirt piles.
14. Consideration of: City Administrator position contract and terms.
15. Update on search of future legal counsel.
16. Items to be Included on Future Agendas (New Business).
17. City Administrator report.
18. Committee Chairperson Reports:
  - a. Personnel Committee
  - b. Parking & Traffic Committee
  - c. Community Protection & Services Committee
  - d. Utility Commission
19. Mayor's comments.
20. Convene in closed session in accordance with the following exemption:

Conferring with legal counsel for 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: Litigation with Sawyer Hotel Development, LLC.
  - b. Consideration of: Friends of the Sturgeon Bay Public Waterfront, Shawn M. Fairchild, Carri Andersson, Linda Cockburn, Russ Cockburn, Kathleen Finnerty and Christy Weber v. City of Sturgeon Bay and Waterfront Redevelopment Authority of the City of Sturgeon Bay

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.
21. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

7-13-18

Time:

12:00 pm

By:

CM

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

ID: AP443000.CST

INVOICES DUE ON/BEFORE 07/17/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04549	DOOR COUNTY ECONOMIC DEVELOPME	TREE PLNT PRMT REFND DCEDC	01-000-000-23163	400.00
06045	FELLNER SOIL SEPTIC	RFND PRMT 50-021-17/FELLNER	01-000-000-23160	660.00
06045		RFND PRMT 50-022-17/FELLNER	01-000-000-23160	633.60
06045		RFND PRMT 50-032-17/FELLNER	01-000-000-23160	648.80
19326	SOIL SPECIALIST	REFND PRMT 50-015-17/SOIL SPEC	01-000-000-23160	110.00
19326		RFND PRMT 50-034-17/SOIL SPEC	01-000-000-23160	220.00
23473	DAN OR PATTI WIEGAND	DOG LIC RFND-WIEGAND	01-000-000-24335	2.75
23473		DOG LOC RFND-WIEGAND	01-000-000-44260	5.25
LILY BAY	LILY BAY SAND & GRAVEL LLC	RFND PRMT 50.013.17/LILY BAY	01-000-000-23160	430.00
PETERS	PETERS CONCRETE CO	RFND PRMT 50-009-17/PETERS	01-000-000-23160	3,080.00
R0000985	SULLYS THUMBS UP PRODUCE	06.30.18 FOOD SHARE/SULLY	01-000-000-21595	44.00
R0001482	AT&T	RFND PRMT 50-026-17/AT&T	01-000-000-23160	88.00
R0001485	JOY BORDEAU	6.30.18 FOOD SHARE-BORDEAU	01-000-000-21595	40.00
THORP	PAT THORP	06.30.18 FOOD SHARE PATS PATCH	01-000-000-21595	83.00
TOTAL LIABILITIES				6,445.40
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	07/18 ATHLETIC FLD LIGHT PROJ	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				7,810.79
LAW/LEGAL				
03950	DAVIS KUELTHAU	04/18 LEGAL MATTERS	01-110-000-55010	27.00
16555	PINKERT LAW FIRM, LLP	05/18 TRAFFIC MATTERS	01-110-000-55010	1,508.00
TOTAL				1,535.00
TOTAL LAW/LEGAL				1,535.00
CITY CLERK-TREASURER				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COLOR PAPER-PAYROLL	01-115-000-52800	139.56
BUBRICKS		OFFICE SUPPLIES	01-115-000-52800	115.71
TOTAL				255.27
TOTAL CITY CLERK-TREASURER				255.27
COMPUTER				
03101	CDW GOVERNMENT, INC.	VERIDESK-ENG TECH	01-125-000-54999	435.43
SONICLEA	TRIO SYSTEMS LLC	ANNUAL SOFTWARE RENEWAL	01-125-000-55550	1,123.00
TOTAL				1,558.43
TOTAL COMPUTER				1,558.43
CITY ASSESSOR				

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
ASSO APP	ASSOCIATED APPRAISAL	07.17.18 CONTRACT	01-130-000-55010	1,333.33
		TOTAL		1,333.33
		TOTAL CITY ASSESSOR		1,333.33
PUBLIC WORKS ADMINISTRATION				
23830	WOLTER ENGRAVING	MUNC SVC DESK PLQUES/HOLDERS	01-150-000-54999	92.90
		TOTAL		92.90
		TOTAL PUBLIC WORKS ADMINISTRATION		92.90
ELECTIONS DEPARTMENT				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	MARKERS-BALLOTS	01-155-000-54999	115.29
		TOTAL		115.29
		TOTAL ELECTIONS DEPARTMENT		115.29
CITY HALL				
03159	CHARTER COMMUNICATIONS	06/18 FIRE CABLE SVC	01-160-000-58999	120.00
03159		06/18 WS FIRE CABLE SVC	01-160-000-58999	101.90
04545	DOOR COUNTY COOPERATIVE/NAPA	1" POLY COUPLER	01-160-000-55300	0.99
04575	DOOR COUNTY HARDWARE	POLY FILM/CABLE TIES	01-160-000-55300	84.98
04575		CREDIT RETURNS	01-160-000-55300	-10.34
04575		CONDUIT,ELEC TAPE,BUSHING	01-160-000-55300	10.46
04575		SIMPLE SET TIMER	01-160-000-55300	54.99
04575		ASSORTED SUPPLIES	01-160-000-55300	220.50
KONE	KONE INC.	ELEVATOR REPAIR	01-160-000-55300	3,315.16
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	FUEL /WATER FILTERS	01-160-000-55300	19.02
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	32.28
WARNER		CLEANING SUPPLIES	01-160-000-51850	61.08
WARNER		CLEANING SUPPLIES	01-160-000-51850	70.68
WARNER		CLEANING SUPPLIES	01-160-000-55300	30.46
		TOTAL		4,112.16
		TOTAL CITY HALL		4,112.16
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	08/18 WORK COMP	01-165-000-58750	13,932.00
MCCLONE		08/18 GEN LIAB	01-165-000-56400	3,152.00
MCCLONE		08/18 POLICE LIAB	01-165-000-57150	1,189.00
MCCLONE		08/18 PUBLIC OFFICIAL	01-165-000-57400	1,196.00
MCCLONE		08/18 AUTO LIAB	01-165-000-55200	1,966.00
MCCLONE		08/18 AUTO PHY DAMAGE	01-165-000-55200	1,652.00
		TOTAL		23,087.00

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GENERAL FUND				
TOTAL INSURANCE				23,087.00
GENERAL EXPENDITURES				
BOETTCOM	BOETTCHER COMMUNICATIONS	WEBSITE	01-199-000-51100	121.92
PREVEA	PREVEA HEALTH WORKMED	5 AUDIOMETRIC TESTS	01-199-000-55605	62.50
TOTAL				184.42
TOTAL GENERAL EXPENDITURES				184.42
POLICE DEPARTMENT				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSRTD OFFICE SUPPLIES	01-200-000-51950	117.20
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER 29 OF 48	01-200-000-55650	167.00
US BANK		PROPERTY DAMAGE	01-200-000-55650	27.02
TOTAL				311.22
TOTAL POLICE DEPARTMENT				311.22
POLICE DEPARTMENT/PATROL				
04575	DOOR COUNTY HARDWARE	HITCH/MOUNT SQD 30	01-215-000-58600	34.14
06650	GALLS, AN ARAMARK COMPANY	SHORTS/MOGEN	01-215-000-52900	49.00
21450	THE UNIFORM SHOPPE	PANT,SHIRT,NAME PLATE/COYHIS	01-215-000-52900	202.80
21450		PANT/CSO HERMANS	01-215-000-52950	129.90
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	MAINTENANCE-ESCAPE	01-215-000-58600	96.33
JIM FORD		MAINTENANCE ESCAPE	01-215-000-58600	25.73
JIM FORD		MAINTENANCE 2015 EXPLORER	01-215-000-58600	51.45
JIM FORD		MAINTENANCE SQUAD 20	01-215-000-58600	26.00
JIM FORD		MAINTENANCE 2017 EXPLR	01-215-000-58600	180.80
TOTAL				796.15
TOTAL POLICE DEPARTMENT/PATROL				796.15
FIRE DEPARTMENT				
02001	RED THE UNIFORM TAYLOR	UNIFORM PASZCZAK	01-250-000-52900	128.60
02001		UNIFORM PASZCZAK	01-250-000-52900	21.40
04575	DOOR COUNTY HARDWARE	EXTREME STRIPS	01-250-000-54999	22.99
04575		FASTENERS	01-250-000-54999	1.60
04575		GRND PLUG	01-250-000-54999	12.99
04575		HANGER & FASTENERS	01-250-000-54999	2.85
04575		POLY FILM & MASKING TAPE	01-250-000-54999	27.97
04575		MASK TAPE & ROUND UP	01-250-000-54999	38.97
04575		DUCT,MASK,ELECT TAPES/FILM	01-250-000-54999	53.93
06012	FASTENAL COMPANY	ANCHORS	01-250-000-54999	5.25
06650	GALLS, AN ARAMARK COMPANY	UNIFORM PANT	01-250-000-52900	90.95
ADVANCED	ADVANCED DISPOSAL	GARBAGE-WEST SIDE FIRE	01-250-000-54999	16.37

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	AIR FILTER	01-250-000-53000	71.27
O'REILLY		WINDOW KNOB	01-250-000-53000	4.75
O'REILLY		SLACK ADJUST	01-250-000-53000	49.99
O'REILLY		AIR FILTER	01-250-000-53000	109.28
O'REILLY		OIL FILTER	01-250-000-53000	3.93
O'REILLY		BLUE DEF	01-250-000-53000	13.49
TOTAL				676.58
TOTAL FIRE DEPARTMENT				676.58
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	COLLAR,WASHERS,LUBRICANT	01-330-000-51400	87.88
02844		SWITCHES-SWEEPER REPAIR	01-330-000-51400	101.95
04575	DOOR COUNTY HARDWARE	SUPPLIES	01-330-000-51400	27.63
04575		NIPPLE/COUPLER	01-330-000-51400	5.58
25700	ZARNOTH BRUSH WORKS INC	STREET SWEEPER BROOMS	01-330-000-51400	867.25
TOTAL				1,090.29
TOTAL STREET SWEEPING				1,090.29
SNOW REMOVAL				
GRAY'S	GRAY'S INC.	FLOW BLADES-TRCKS & LOADERS	01-410-000-51400	5,303.58
R0000768	BRAUER SUPPLY & EQUIPMENT	FLOW CURB GUARDS	01-410-000-51400	570.00
TOTAL				5,873.58
TOTAL SNOW REMOVAL				5,873.58
STREET MACHINERY				
04575	DOOR COUNTY HARDWARE	FASTENERS	01-450-000-52700	22.99
04575		HEX PLUG	01-450-000-53000	2.39
06012	FASTENAL COMPANY	VEHICLE PARTS	01-450-000-52150	5.00
06012		VEHICLE PARTS	01-450-000-52150	12.52
06012		VEHICLE PARTS	01-450-000-52150	16.88
06012		VEHICLE PARTS	01-450-000-52150	1.87
06012		VEHICLE PARTS	01-450-000-52150	1.19
20725	T R COCHART TIRE CENTER	O RINGS, DISMOUNT/MOUNTS	01-450-000-53000	300.00
20725		RECAPS	01-450-000-53000	589.00
BP	BP-MICHIGAN ST	PAINT MACHINE FUEL	01-450-000-51650	17.30
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BACK UP	01-450-000-52150	37.24
O'REILLY		GLOVES,FUEL FILTER	01-450-000-52150	72.20
R0000655	TRANSMOTION, LLC	BACKHOE PARTS	01-450-000-53000	76.44
TOTAL				1,155.02
TOTAL STREET MACHINERY				1,155.02

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GENERAL FUND				
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	WALL CLOCK	01-460-000-56250	27.99
04575		CREDIT RETURN	01-460-000-54999	-9.00
07785	THE GREAT OUTDOORS	COLD STORAGE DOOR OPNR REPAIR	01-460-000-55300	270.00
23730	WPS	911 N 14TH AVE HOUSE-FINAL	01-460-000-56600	8.62
AMERWELD	AMERICAN WELDING & GAS, INC	GAS CYLINDER RENTAL	01-460-000-58999	114.65
DAMARC-S	DAMARC-S	BOILER INSPECTION	01-460-000-55300	126.60
NORTHERN	NORTHERN METAL & ROOFING CO	ROOF REPAIR & PARTS	01-460-000-55300	642.25
TOTAL				1,181.11
TOTAL CITY GARAGE				1,181.11
CELEBRATION & ENTERTAINMENT				
BIRCH	BIRCH CREEK MUSIC PERFORMANCE	7/21/18 JAZZ PERFORM-FARM MKRT	01-480-000-58999	300.00
TOTAL				300.00
TOTAL CELEBRATION & ENTERTAINMENT				300.00
HIGHWAYS - GENERAL				
07887	WALTER HANISKO	SAFETY ALLOW-SHIRTS-HANISKO	01-499-000-56800	74.87
TOTAL				74.87
TOTAL HIGHWAYS - GENERAL				74.87
PARK & RECREATION ADMIN				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	INK CARTRIDGES	01-500-000-51950	77.98
CASE COM	CASE COMMUNICATIONS	RADIO ADVERTISING	01-500-000-57450	459.90
TOTAL				537.88
TOTAL PARK & RECREATION ADMIN				537.88
PARKS AND PLAYGROUNDS				
04545	DOOR COUNTY COOPERATIVE/NAPA	NYLON WIRE TWINE	01-510-000-51760	4.79
04575	DOOR COUNTY HARDWARE	SPONGE/CARPET FRESH	01-510-000-51850	19.52
04575		MAGNETIC CLIPS	01-510-000-52700	8.97
04575		FERTILIZER	01-510-000-51750	13.99
04575		NUMBERS, GORILLA TAPE, RUB ALCOH	01-510-000-52550	24.75
04575		PAINT BRSH & SUPPLIES	01-510-000-52100	53.97
04575		CLEANING SUPPLIES	01-510-000-51850	41.51
04575		BRASS KEYS	01-510-000-51850	8.94
04575		POST EYE LIGHT CONTROL	01-510-000-51750	12.99
04575		REDUCER SOCKET	01-510-000-51750	11.97
04575		PAINT	01-510-000-52100	29.99
04575		MACK BASIN GASKET	01-510-000-51850	1.59
04575		KEY KWIKSET	01-510-000-51850	4.47

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04575		EXTENSION CORDS	01-510-000-51850	49.98
04575		ANT BAIT	01-510-000-51850	8.37
04575		CONTRACTOR FIRST	01-510-000-51850	9.99
04575		BRASS KEYS & RECEPTACLE	01-510-000-51750	33.87
04575		BYPASS SHEARS	01-510-000-52700	27.98
04575		BYPASS LOTTER & PRUNER	01-510-000-52700	51.97
04575		BASKETBALL NET	01-510-000-56250	7.18
04575		BOW SAW	01-510-000-52700	19.98
04575		LOPPER	01-510-000-52700	31.99
04575		ROLLER COVER	01-510-000-52100	9.99
04575		PAINT & ROLLER COVER	01-510-000-52100	39.98
08225	HERLACHE SMALL ENGINE	OIL MIX	01-510-000-51650	33.00
12100	LAMPERT YARDS INC	PLYWOOD	01-510-000-52550	121.16
15890	PACK AND SHIP PLUS	WEATHER CANCELLATION SIGN	01-510-000-54999	54.00
19860	STURGEON BAY SAND & GRAVEL	SAND	01-510-000-51760	44.69
19860		SAND	01-510-000-51760	40.15
19860		SAND	01-510-000-51760	45.89
19860		SAND	01-510-000-51760	43.98
19860		SAND	01-510-000-51760	49.71
19860		SAND	01-510-000-51760	49.23
19860		SAND	01-510-000-51760	51.15
20725	T R COCHART TIRE CENTER	FLAT TIRE REPAIR	01-510-000-53000	25.00
BP	BP-MICHIGAN ST	SMALL ENGINES FUEL	01-510-000-51650	138.88
BP		FUEL-SMALL TOOLS	01-510-000-51650	85.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	TRUCK SENSOR-AIR BAG	01-510-000-53000	409.08
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	MOWER OIL FILTERS	01-510-000-51900	7.86
R0001542	TYLER VERTZ	SEASONL WORK BOOT REIM/VERTZ	01-510-000-56800	42.20
R0001544	KEN RIDDERIKHOFF	WORK BOOT REIMB/RIDDERIKHOFF	01-510-000-56800	62.50
SALZ	SALZSIEDER LANDSCAPE & NURSERY	TREES	01-510-000-58450	350.00
VIKING	VIKING ELECTRIC SUPPLY, INC	ELECTRICAL PARTS	01-510-000-56250	69.57
TOTAL				2,251.78
TOTAL PARKS AND PLAYGROUNDS				2,251.78
BALLFIELDS				
04575	DOOR COUNTY HARDWARE	ROTOR SPRINKLER	01-520-000-56500	14.99
20900	TRU GREEN CHEMLAWN	MEM FLD WEED SPRAYING	01-520-000-58999	239.85
SPORTS	MID-AMERICA SPORTS ADVANTAGE	PITCHING RUBBER	01-520-000-54999	208.92
TOTAL				463.76
TOTAL BALLFIELDS				463.76
WATER WEED MANAGEMENT				
03025	CAPTAIN COMMODOES INC	PORT A POTTIE RENTAL	01-560-000-58999	150.00
04575	DOOR COUNTY HARDWARE	FASTENERS	01-560-000-51400	90.98
04575		LOPPER & SHEARS	01-560-000-51400	52.98
04575		BYPASS PRUNER & FASTENERS	01-560-000-51400	15.59
04575		SUNSCREEN-WATER WEEDS	01-560-000-52350	29.97
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	BATTERY/WEED HRVESTR	01-560-000-51400	60.96
LAKEPOND	WIS LAKE & POND RESOURCE,LLC	AQUATIC PLNT TRTMTNT 20.70 ACRE	01-560-000-55010	10,168.67



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
TOTAL				10,569.15
TOTAL WATER WEED MANAGEMENT				10,569.15
WATERFRONT PARKS & WALKWAYS				
04545	DOOR COUNTY COOPERATIVE/NAPA	STRIKE 3 SPRAY-WTRFRNT	01-570-000-51750	152.78
04575	DOOR COUNTY HARDWARE	CONDUIT	01-570-000-51750	5.18
04575		STOP-WASTE VALVE	01-570-000-51750	19.98
04575		FASTENERS	01-570-000-51750	65.48
04575		TOILET SEAT & FLUSH LEVER	01-570-000-54999	29.58
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	TIE DOWN	01-570-000-54999	49.98
TRACTOR		SPRAY NOZZLES	01-570-000-51750	39.98
VIKING	VIKING ELECTRIC SUPPLY, INC	RECEPTICAL & LIGHT	01-570-000-56150	232.16
VIKING		RECEPTICAL & LIGHT	01-570-000-56150	116.08
VIKING		RECEPTICAL & LIGHT	01-570-000-56150	231.51
TOTAL				942.71
TOTAL WATERFRONT PARKS & WALKWAYS				942.71
EMPLOYEE BENEFITS				
03780	COUNSELING ASSOCIATES OF DC	MONTHLY EAP	01-600-000-56553	150.83
23674	WISCONSIN DEPT OF WORKFORCE	06/18 UNEMPLOYMENT	01-600-000-50370	557.56
TOTAL				708.39
TOTAL EMPLOYEE BENEFITS				708.39
COMMUNITY & ECONOMIC DEVLPMT				
13582	WIS COMMERCIAL PORTS ASSOC.	2018 DUES	01-900-000-56000	250.00
19730	STURGEON BAY VISITOR CENTER	SBVC SUPPORT	01-900-000-57800	22,314.30
TOTAL				22,564.30
TOTAL COMMUNITY & ECONOMIC DEVLPMT				22,564.30
TOTAL GENERAL FUND				89,581.38
CAPITAL FUND				
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	DULUTH AVE PROP-ACQUIS EASMNT	10-199-000-59080	12,501.02
13133	MARTELL CONSTRUCTION INC	SBU PORTION	10-199-000-51525	44,990.39
13133		HANS CHRISTIAN	10-199-000-51525	222.00
13133		JOSH VANLIESHOUT	10-199-000-51525	660.00
TOTAL				58,373.41
TOTAL GENERAL EXPENDITURES				58,373.41

DATE: 07/10/2018  
TIME: 13:59:11  
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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 07/17/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
ROADWAYS/STREETS				
06045	FELLNER SOIL SEPTIC	REIMB LEAD LAT #15	10-400-000-59125	6,849.00
TOTAL LEAD LATERAL				6,849.00
ANNUAL RESURFACING & BASE REP.				
02435	BISSEN ASPHALT LLC	MICRO SURFACE ROADS-PATCH WORK	10-400-110-59095	7,772.00
TOTAL ANNUAL RESURFACING & BASE REP.				7,772.00
TOTAL ROADWAYS/STREETS				14,621.00
CURB/GUTTER/SIDEWALK				
EXPENSE				
04545	DOOR COUNTY COOPERATIVE/NAPA	GRASS SEED-N 12TH AVE	10-440-000-59102	184.00
13133	MARTELL CONSTRUCTION INC	UPCOMING ASSESSMENT	10-440-000-59105	40,891.50
13133		CITY PORTION	10-440-000-59102	125,708.41
CEDARCO	CEDAR CORPORATION	PEDESTRIAN TRAIL	10-440-000-59102	1,373.50
TOTAL EXPENSE				168,157.41
TOTAL CURB/GUTTER/SIDEWALK				168,157.41
PARKS AND PLAYGROUNDS				
EXPENSE				
06580	FOTH AND VAN DYKE	BRADLEY LAKE/PLNNG & PRMTS	10-510-000-59025	49,542.00
TOTAL EXPENSE				49,542.00
TOTAL PARKS AND PLAYGROUNDS				49,542.00
TOTAL CAPITAL FUND				290,693.82
CABLE TV				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	06/18 CB MUSIC SERVICE	21-000-000-58999	62.72
TOTAL CABLE TV / GENERAL				62.72
TOTAL CABLE TV / GENERAL				62.72
TOTAL CABLE TV				62.72
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	01/18 LEGAL MATTERS	28-340-000-55001	1,458.00
03950		05/18 TID 4 LEGAL MATTERS	28-340-000-55001	81.00
03950		05/18 TID 4 LEGAL MATTERS	28-340-000-55001	2,862.00
STAFFORD	STAFFORD ROSENBAUM LLP	05/18 TID 4 LEGAL MATTERS	28-340-000-55001	687.50
TOTAL TID #4 DISTRICT				5,088.50

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TIME: 13:59:11  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 07/17/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
TOTAL TID #4 DISTRICT				5,088.50
TOTAL TID #4 DISTRICT				5,088.50
REVOLVING LOAN FUND (STATE)				
REVOLVING LOAN FUND (STATE)				
19340	SONNY'S PIZZERIA	OVPRYMT FINAL REVING LOAN/SON	30-000-000-23169	346.50
TOTAL				346.50
TOTAL REVOLVING LOAN FUND (STATE)				346.50
TOTAL REVOLVING LOAN FUND (STATE)				346.50
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	250G USED OIL PICK UP	60-000-000-52050	37.50
04603		400G USED OIL PICK UP	60-000-000-52050	60.00
18945	S & R TRUCK CENTER, INC	GARBAGE TRUCK REPAIRS	60-000-000-53000	255.61
18945		GARBAGE TRUCK REPAIR	60-000-000-53000	95.00
20725	T R COCHART TIRE CENTER	FLAT REPAIR	60-000-000-52850	25.00
20725		FLAT TIRE REPAIR	60-000-000-52850	30.00
BRIDGEPO	BRIDGEPORT MANUFACTURING, INC	REACH CYLINDER	60-000-000-53000	1,327.50
BRIDGEPO		TAILGATE CYLINDER & BUSHING	60-000-000-53000	921.09
POYNETTE	POYNETTE IRONWORKS	3-2YD DUMPSTERS @451.00	60-000-000-59999	1,353.00
POYNETTE		2-3YD DUMPSTERS @ 706.00	60-000-000-59999	1,412.00
POYNETTE		DELIVERY	60-000-000-59999	550.00
TOTAL SOLID WASTE ENTERPRISE FUND				6,066.70
TOTAL SOLID WASTE ENTERPRISE FUND				6,066.70
TOTAL SOLID WASTE ENTERPRISE				6,066.70
TOTAL ALL FUNDS				391,839.62

**MANUAL CHECKS**

DELTA DENTAL	\$5,733.38
07/02/18	
Check #83517	
June Dental Insurance	
Various Departmental Accounts	

NETWORK HEALTH	\$73,685.83
07/02/18	
Check # 83517	
July Health Insurance	
Various Departmental Accounts	

PITNEY BOWES	\$117.00
07/06/18	
Check # 83605	
Quarterly Postage meter rental	
01-199-000-57250	

<b>TOTAL MANUAL CHECKS</b>	<b>\$79,536.21</b>
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DATE: 07/10/2018  
TIME: 13:59:11  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 10

INVOICES DUE ON/BEFORE 07/17/2018

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

GENERAL FUND	89,581.38	169,117.59
CAPITAL FUND	290,693.82	
CABLE TV	62.72	
TID #4 DISTRICT	5,088.50	
REVOLVING LOAN FUND (STATE)	346.50	
SOLID WASTE ENTERPRISE	6,066.70	
TOTAL --- ALL FUNDS	391,839.62	✓ 471,375.83

Darryl Wood 7/10/18  
Barbara Allmann 7/10/18  
SPM Wmsklamm 7/10/18

COMMON COUNCIL  
July 3, 2018

A regular meeting of the Common Council was called to order at 7:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Catarozoli, Hayes, Ward, Avenson, Allmann, Wiederanders and Hauser were present.

Ward/Catarozoli to adopt agenda but moving item 7i from the consent agenda to the regular agenda and moving items 17c and 17d from closed session to 12a and 12b on the regular agenda. Carried.

The following people spoke during public comment: Hans Christian, 330 N 3<sup>rd</sup> Avenue; Scott Moore, 947 Pennsylvania St.

Ward/Allmann to approve following bills: General Fund - \$87,894.29, Capital Fund - \$88,869.67, Cable TV - \$5,101.67, TID #4 - \$1,646.20 and Solid Waste Enterprise Fund - \$18,814.68 for a grand total of \$202,326.51. Roll call: All voted aye. Carried.

Hauser/Catarozoli to approve consent agenda:

- a. Approval of 6/19/18 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Police & Fire Commission – 1/9/18
  - (2) Finance/Purchasing & Building Committee – 6/12/18
  - (3) Community Protection & Services Committee – 6/14/18
  - (4) City Plan Commission – 6/20/18
- c. Place on file the following report:
  - (1) Bank Reconciliation – May 2018
  - (2) Revenue & Expense Report – May 2018
  - (3) Police Department Report – May 2018
- d. Consideration of: Approval of Beverage Operator licenses.
- e. Consideration of: Approval of Temporary Class B Beer and Temporary Class B Wine license.
- f. Consideration of: Street Closure Application for Door County Triathlon.
- g. Consideration of: Approval of Street Closure Application for Sidewalk Sale.
- h. Finance/Purchasing & Building Committee recommendation re: Accept the Schneck Government and Not-For-Profit Solutions 2017 financial audit report for the City of Sturgeon Bay and place it on file.
- i. ~~Community Protection & Services Committee recommendation re: Approve the Class B Combination liquor license for Voodoo, LLC contingent upon a sign off by the City Clerk on any and all outstanding debts or invoices to the City of Sturgeon Bay, to include Sturgeon Bay Utilities, paid in full before re-issuance of the liquor license. Moved to regular agenda.~~
- j. Resolution re: Disallowance of Claim for Kerri Anderco.

Carried.

There were no mayoral appointments.

## RECOMMENDATION

We, the Community Protection and Services Committee, hereby recommend to the Common Council to approve the Class B Combination liquor license for Voodoo, LLC contingent upon a sign off by the City Clerk on any and all outstanding debts or invoices to the City of Sturgeon Bay, to include Sturgeon Bay Utilities, paid in full before re-issuance of the liquor license.

### COMMUNITY PROTECTION AND SERVICES COMMITTEE

By: Barbara Allmann, Chr.

Catarozoli/Allmann moved to approve the Class B Combination liquor license for Voodoo, LLC contingent upon payment in full to the Sturgeon Bay Utilities for outstanding debt. Carried.

Community Development Director Olejniczak introduced resolution to discontinue and vacate unpaved alley right-of-way between 7<sup>th</sup> Place and 8<sup>th</sup> Avenue from Colorado Street North to end. Catarozoli/Hauser to adopt resolution re: Discontinued and vacate unpaved alley, subject to the utility easement for the existing electric line. Carried.

Catarozoli/Hayes to read in title only and adopt the second reading of the ordinance re: Repeal and recreate Section 1.167(3) of the Municipal Code – Bicycle and Pedestrian Advisory Board. Carried.

Catarozoli/Avenson to read in title only and adopt the second reading of the ordinance re: Repeal and recreate Section 7.12(1) and 7.12(5) of the Municipal Code – Bicycles, Play Vehicles, and In-Line Skates. Carried.

Hauser re-introduced Accessory Dwelling Units, which was a recommendation from City Plan Commission with non-action by Common Council in 2017. Discussion of conditional use and zoning for properties took place. Catarozoli/Avenson to refer Accessory Dwelling Units to City Plan Commission. Carried with Ward voting no.

City Administrator VanLieshout introduced disposition of dirt piles. City Engineer Shefchik explained survey was done to estimate cubic yards of dirt and estimated cost to level. It has not yet been determined by WI DNR whether or not permit is needed to relocate piles. Options for erosion control were discussed. Catarozoli/Hauser moved to direct staff to distribute the dirt piles using Municipal Services staff with first preference to leave dirt uncovered, the second preference to cap with gravel. Attorney Kalny suggested the City give notice to developer with intent to move and level dirt on parcel. Once notice is received, developer has option to stop City if he chooses. There may be a potential liability by moving or relocating dirt. When governments go onto property and are viewed as taking, courts do not react kindly. Discussion continued on contract with developer. Vote taken on motion. Carried with Ward voting no.

Attorney James Kalny prepared and explained lengthy memo addressing why redevelopment authorities exist, powers they can exercise, steps of dissolution and side effects, and option to create a Community Development Authority in place of Waterfront Redevelopment Authority and the differences between them. By dissolving the WRA and creating a CDA, the CDA takes over all authorities. If the WRA was dissolved and a CDA was not created, the City would need staffing to support that decision.

Catarozoli/Avenson moved to direct staff to identify steps that would need to be taken to dissolve WRA. Hayes/Hauser to amend and add along with legal counsel. Carried. Vote taken on amended motion. Carried with Ward voting no.

The following item for "Items to be included on future agendas (New Business)": Consideration of: City Administrator position contract and terms; Update on search of future legal counsel.

City Administrator VanLieshout gave his report.

City Plan Commission member Hauser, Finance/Purchasing & Building Committee chair Ward and Park & Recreation chair Hauser presented reports for their respective committees/commissions.

The Mayor made his comments.

After Mayor Birmingham announced the statutory basis, Ward/Allmann to convene in closed session in accordance with the following exemption: Conferring with legal counsel for 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: Litigation with Sawyer Hotel Development, LLC; b. Consideration of: Friends of the Sturgeon Bay Public Waterfront, Shawn M. Fairchild, Carri Andersson, Linda Cockburn, Russ Cockburn, Kathleen Finnerty and Christy Weber v. City of Sturgeon Bay and Waterfront Redevelopment Authority of the City of Sturgeon Bay; ~~c. Consideration of: Legal Action and Disposition of Dirt Piles~~ – moved to regular agenda; ~~d. Consideration of: Dissolution of WRA and Creation of CDA~~ – moved to regular agenda. Roll call: All voted aye. Carried. The meeting moved to closed session at 10:06 p.m. Meeting adjourned at 10:59 p.m.

Respectfully submitted,



Laurie A. Spittlemeister  
Deputy Clerk/Treasurer



**Bicycle and Pedestrian Advisory Board Meeting Minutes  
Monday, April 2, 2018**

The Bicycle and Pedestrian Advisory Board meeting was called to order at 1:34 p.m. by Chairperson Kelly Catarozoli in the 2<sup>st</sup> Floor Conference Room, City Hall, 421 Michigan Street.

**Roll Call:** Members Chairperson Kelly Catarozoli, Caleb Frostman, Becky Kerwin, Mark Smullen, and Chris Sullivan-Robinson were present. Members Mark Jinkins and Rhonda Kolberg were absent. Also present were Chad Shefchik, Marty Olejniczak, and Police Assistant Candy Jeanquart.

**Adoption of agenda:** Moved by Mr. Frostman, Seconded by Ms. Kerwin to adopt the following agenda:

1. Roll call.
  2. Approval of agenda.
  3. Approval of minutes from October 2, 2017.
  4. Consideration of: Vice Chairperson
  5. Consideration of: Number of Committee Members from 8-7
  6. Discussion of: County Bike Plan
  7. Discussion of: Development of Bicycle/Pedestrian safety tips/media outlets
  8. Update of: Ahnapee Trail Extension Between Utah St and Michigan St
  9. Presentation of: Bayview Bridge Pedestrian Path
  10. Discussion of: 5 Year Capital Plan
  11. Discussion of: Bike Month Events/Ideas
  12. Public comment on no agenda items
  13. Discussion of: Future agenda items or request to refer to City Committee
  14. Adjourn
- All in favor. Carried.

**Approval of minutes from October 2, 2017:** Moved by Mr. Frostman, Seconded by Ms. Kerwin to approve the minutes from October 2, 2017. **All in favor. Carried.**

**Consideration of: Vice Chairperson:** Ms. Kerwin nominated Chris Sullivan-Robinson as Vice Chairperson, 2<sup>nd</sup> by Mr. Frostman. All in favor. Carried.

**Consideration of: Number of Committee Members from 8-7:** Ms. Catarozoli explained by changing the number of committee members would change the amount of members needed to 4 to have a quorum which will help to have increase meetings. Mr. Olejniczak explained there are two options; removed (c) on the ordinance 1.167 Bicycle and Pedestrian Advisory Board to have a Sturgeon Bay School District representative or change number of board members from 8 to 7 and section (d) from 5 to 4 members being citizens. Mr. Olejniczak recommends keeping a member of the school district on the committee. Also it was suggested to add Planner/Zoning Administration title in section (b) of the ordinance. The request for changes will be referred to Parking and Traffic.

**Motion by Ms. Kerwin to change the number of committee members to 7 with 1 being from administration and 4 being citizens. 2<sup>nd</sup> by Mr. Frostman. All in Favor.**

**Discussion of: County Bike Plan:** The committee was presented the county bike plan map. Mr. Shefchik suggested having the city portion of the map blown up to view the map in detail. Ms. Kerwin will ask if that is an option. The map will be ready for the 2018 cycling season. Eventually will be online after signage has been done.

**Discussion of: Development of Bicycle/Pedestrian Safety Tips/Media Outlets:** Mr. Sullivan-Robinson will continue to post information to the social media outlets and Mr. Shefchik will provide him with samples of bike month information from the past as a reference.

**Discussion of: Ahnapee Trail Extension between Utah St and Michigan St:** Mr. Shefchik explained it will be constructed shortly and anticipation date for completion in August. Mr. Shefchik suggested looking into the gap from Clay Banks road to the entrance of the dog park on Shiloh.

**Presentation of: Bayview Bridge Pedestrian Path:** Mr. Olejniczak and Mr. Shefchik presented information regarding a project to design a bicycle and pedestrian path that would connect to the existing path alongside the southeast side of the Bayview Bridge. The path would run along the northwest side of the highway corridor from Circle Ridge Road and then go under the bridge at the water's edge to reach the existing path. A portion of the proposed path would likely be a boardwalk due to wetlands and archeological resources close to the water. They explained that a Wisconsin Coastal Management Program grant is helping to pay for the design work, but that additional funding is needed for actual construction.

**Discussion of: 5 Year Capital Plan:** Mr. Shefchik has provided the plan to the committee prior to the meeting to review and familiarize with what is predicted for the future roadways/sidewalks. If there is any specific part of the plan the committee would like to discuss, list as an agenda item to further discuss in detail. Mr. Shefchik explained if there are any roads not listed on the plan also add as an agenda item to discuss. Mr. Shefchik suggested one plan item from 2020 to possibly discuss in the future is West Pine St between Hudson and Lansing, the sidewalk is about halfway. Determine whether to have the sidewalk extended it to Hudson, leave as is and repair, or remove it.

**Discussion of: Bike Month Events/Ideas:** Mr. Shefchik explained last year in May there were separate posts for National Bike to School Day, bike to work week, and bike to work day that can be used as templates with just having to change the dates. Mr. Shefchik will forward the proclamation along with other information to Mr. Sullivan-Robinson. Ms. Catarozoli asked if in the past of any radio ads and Mr. Olejniczak indicated the city hasn't funded that in the past but has done the bike rodeo. Mr. Smullen explained the school will promote the bike to school on their Facebook page or website. Mr. Olejniczak suggested having information on utility bills and Mr. Shefchik suggested Municipal Services posting on their quarterly new letters as options. Ms. Catarozoli will talk with the police department in regards to the bike rodeo. Also suggested informing the wellness committees for the county and city and businesses in the area.

**Public comment on non-agenda items:** None

**Discussion of: Future Agenda items or request to refer to City Committee:**

- Discussion of: Changing bike route on the East Side to match county bike plan
- Discussion of: Ahnapee extension from Clay Banks to Shiloh Rd

**Move to adjourn. All in favor. Carried.** Meeting adjourned at 2:30 p.m.

Respectfully submitted,

*Candy Jeanquart*

Candy Jeanquart  
Police Assistant

Aesthetic Design & Site Plan Review Board  
June 11, 2018 6p.m.

The Aesthetic Design & Site Plan Review Board was called to order by Chairman Mark Lake at 6:01 p.m. Monday, June 11, 2018 in the Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay, WI.

**Roll call:** Members Jon Burk, Dennis Statz, Mr. Auguston, Mr. Van Lieshout, Mr. Struck and Mr. Lake were present. Ms. Weber was excused.

Also present were Planner/Zoning Administrator Christopher Sullivan-Robinson, Assessing Department Clerk Peggy Tong. Ms. Angie Behnke from Sign Me Up of WI for the signage for Oral & Maxillofacial Surgery attended via conference call.

**Adoption of the agenda:** Motion by Mr. Burk, seconded by Mr. Statz to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 14, 2018.
4. Consideration of: Signage for Oral & Maxillofacial Surgery/BayCare Clinic at 636 N 12<sup>th</sup> Avenue.
5. Consideration of: New facade for Door County Community Foundation, 222 N 3<sup>rd</sup> Avenue.
6. Election of Officers:
7. Consideration of: Meeting time.
8. Adjourn.

Carried.

**Approval of minutes from May 14, 2018:** Motion to approve the minutes from the May 14, 2018 minutes by Mr. Van Lieshout, seconded by Mr. Burk. All ayes. Carried.

**Consideration of: Signage for Oral & Maxillofacial Surgery/BayCare Clinic, 636 N 12th Avenue.**

Mr. Sullivan-Robinson conference called Angie Behnke from Sign Me Up of WI. representing Oral Maxillofacial Surgery. Ms. Behnke stated they are proposing an internally lit white cabinet sign. We will replace the existing pylon sign. It will be in the same location but is a little wider than the existing sign. The proposed sign will be 36" x 109". Mr. Lake was concerned about the brightness of the white sign being internally lit. Ms. Behnke indicated the client has other offices with the same sign, and would like the sign to have the same design. Several other members suggested the sign could be down lit or up lit rather than internally lit. Mr. Sullivan-Robinson stated that the sign meets Sign Code in regards to the dimensional and location requirements. He explained that AES guidelines recommend against internally lit signs due to the brightness. If the sign is designed with internal lighting that only message and logo shall be visible. Ms. Angie stated that she would follow-up with her client with criteria and option presented by the board. She also stated that the client would like this approved soon since they plan on opening at the end of June.

Motion by Mr. Auguston, seconded by Mr. Burk to approve the sign as presented with the condition that of no internal lighting be used in this sign. Any other design will be reviewed by the chairman or brought back to the AES board.

**Consideration of: New facade for Door County Community Foundation, 222 N 3rd Avenue.** Mr. Struck recused himself from the board, to present the next item. Mr. Struck 108 S. Hudson Avenue is the builder. He stated that this is one building with two different facades. On the 3rd Avenue side, they are changing the façades by adding new windows, awnings, and brick siding to match existing

brick siding. The south entry way will be removed and the building squared off. On the Kentuck St. façade, the triangular entryway to the east will be replaced with a square entryway. An addition entryway will be added toward the center of the building with an added awning.

The signage has not yet been finalized or has the landscaping. Mr. Struck stated that he is only seeking approval for the building façade and that any landscaping change will come back before the board.

Mr. Van Lieshout expressed a possible change to the columns supporting the entrance to the rear, rather than the stucco. Mr. Struck explained they wanted to blend the colors on the columns to match the awnings, that stucco was the best material as a finish.

Lighting was discussed and was approved as presented. Mr. Olejniczak suggested putting a couple taller plantings to break up the Kentucky Street side of the building when the planting is discussed.

Motion made by Mr. Statz, seconded by Mr. Burk to accept the plan as presented and to issue a certificate of appropriateness for the changes. All ayes. Carried.

**Election of Officers:** The board felt no changes were necessary. Motion by Mr. Burk seconded by Mr. Auguston for Mr. Lake to remain as Chairman and Mr. Struck to remain as Vice Chairman.

**Consideration of: Meeting time.** Discussion was held regarding the time of the meeting. Motion was made by Mr. Van Lieshout seconded by Mr. Statz to leave the meeting at 6:00 p.m. All ayes. Carried.

**Adjourn:** Motion to adjourn made by Mr. Burk, seconded by Mr. Auguston. All ayes. Carried. The meeting adjourned at 6:44 p.m.

Respectfully yours,

Peggy J. Tong  
Recording Secretary

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD  
Minutes for Monday, June 25, 2018  
6:00 p.m.

A meeting of the Aesthetic Design & Site Plan Review Board was called to order at 6:12p.m. by Chairman Mark Lake on Monday June 25, 2018 in the Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay, WI.

**Roll call:** Members Mr. Lake, Mr. Struck, Mr. Statz, and Ms. Weber were present. Mr. Burk, Mr. Van Lieshout, and Mr. Auguston were excused.

Also, present were Planner/Zoning Administrator Christopher Sullivan-Robinson, Assessing Department Clerk Peggy Tong, and Andrew and Janine Dion for the Community Church.

**Adoption of agenda:** Motion to approve by Mr. Statz seconded by Mr. Stuck.

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Parking lot expansion and landscaping for Sturgeon Bay Community Church, 515 N. 12h Avenue.
4. Adjourn.

Carried.

**Consideration of: Parking lot expansion and landscaping for Sturgeon Bay Community Church, 515 N. 12h Avenue.** Andrew Dion stated that the church has been looking to expand the parking lot for a while and finally procured the funds to do so. Working with the Zoning Administrator, I found out that I am supposed to berm the sloped area to the west, which abuts some residential properties. We plan on planting 1 tree for every 6 spaces as shown on the plan. These will be canopy trees as per the city's requirements.

Mr. Lake asked about what part of the project was already done and what is still remaining to be done.

Mr. Dion explained the lower parking lot is almost complete. Forty parking spaces have been added. A dry retention pond will be constructed on the corner of Georgia Street and N 12th Avenue to aid with water run-off. It will be planted with grasses for now, we will need to add some plantings in and around the pond along with a couple trees, but the church does not have the money in the budget for this year. Additional landscaping will be added by the retaining wall to the rear of the church. The upper parking lot will remain the same.

Ms. Weber asked why this plan came to the AES Board so late. Typically, they should see use before changes occur.

Mr. Sullivan-Robinson stated that this project came to use in late December and into January. The contractor did receive correspondence stating that aesthetic design approval would be needed. I am not sure why this didn't come sooner but I suspect that it has to do with stormwater management requirements.

Only one new light will be needed. The existing signage will remain the same.

The entrance at the top of the parking lot on Twelfth Avenue is to be closed and a new entrance will be put about half way between the northern most boundary of the property and Georgia Street. A new entrance is also planned on Georgia Street to the west of the retention pond.

The plan also shows a new parking area on the top of the hill towards the rear of the church, but those plans are on hold.

Motion by Mr. Statz, seconded by Mr. Struck to issue a Certificate of Appropriateness for the plans as submitted.

**Adjourn:** Motion to adjourn made by Mr. Statz, seconded by Ms. Weber. All ayes. Carried. The meeting adjourned at 6:34 p.m.

Respectfully yours,

Peggy J Tong  
Assessors Clerk

## PERSONNEL COMMITTEE

June 26, 2018

A meeting of the Personnel Committee was called to order by Chairperson Ward at 8:00 a.m. in the Council Chambers. Roll call: Members Ward, Allmann, and Hauser were present.

Allmann/Hauser to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: City Administrator position.
4. Convene in closed session in accordance with the following exemption:

Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. 19.85(1)(f)

Consideration of: City Administrator position.

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 Committee may adjourn in closed session.

5. Adjourn.

Carried.

The following people spoke regarding the City Administrator position: Mayor Birmingham, Arleigh Porter, Tim Dietman, Chad Shefchik, Stephanie Reinhardt, Marty Olejniczak, Val Clarizio, Jim Stawicki, and Dan Brinkman.

Hauser/Allmann to convene in closed session. Carried. The meeting convened in closed session at 8:10 a.m.

The Personnel Committee reconvened in open session at 9:12 a.m. Allmann/Hauser to develop a written review process for the City Administrator and Department Heads with the process to be developed by the Personnel Committee. Carried.

Allmann/Hauser to adjourn. Carried. The meeting adjourned at 9:20 a.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director



**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**June 26, 2018**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:01 p.m. by Chairperson Ward in Council Chambers, City Hall. Roll call: Alderperson Ward, Allmann and Wiederanders were present. Also present: City Administrator Van Lieshout, Finance Director/City Treasurer Clarizio, Sturgeon Bay Utilities General Manager Jim Stawicki, Robert W. Baird Managing Director Brad Viegut and Receptionist Metzger.

Moved by Alderperson Allmann, seconded by Alderperson Wiederanders to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing
4. Consideration of: Debt Issuance of general obligation promissory notes for Capital Purchases including Street Improvements, Improvements for Public Buildings and Facilities, and the Acquisition for Vehicles and Equipment.
5. Consideration of: Resolution providing for the sale of approximately \$1,480,000 General Obligation Promissory Notes.
6. Consideration of: Direct Charge of Public Fire Protection (Hydrant Rental).
7. Consideration of: Audit Bills for the years ending 2018, 2019 & 2020.
8. Review bills.
9. Adjourn.

Carried.

No one spoke during public comment on agenda items and other issues related to finance & purchasing.

Consideration of: Debt Issuance of general obligation promissory notes for Capital Purchases including Street Improvements, Improvements for Public Buildings and Facilities, and the Acquisition for Vehicles and Equipment.

Mr. Viegut, Managing Director of Robert W. Baird, 777 E Wisconsin Ave. Milwaukee, outlined the proposed financing plan for capital projects and purchases budgeted for 2018. He explained that a general obligation promissory note in the amount of \$1,480,000 would be issued for the borrowing and has a 10 year total repayment. The estimated interest rate would 2.84% and it would be callable October 1, 2026. The initial approval of the resolution will be considered at the August 7, 2018 Common Council meeting.

Moved by Alderperson Ward, seconded by Alderperson Allmann to recommend to Common Council that the City proceed to work with Robert W. Baird to issue approximately \$1,480,000 in general obligation promissory notes for the purpose of funding capital projects and purchases including street improvements, improvements to public buildings and facilities, and the acquisition of vehicles and equipment. Carried.

Consideration of: Resolution providing for the Sale of approximately \$1,480,000 General Obligation Promissory Notes.

Moved by Alderperson Allmann, seconded by Alderperson Wiederanders to forward to the Common Council the resolution providing for the sale of approximately \$1,480,000 general obligation promissory notes. Carried.

Consideration of: Direct Charge of Public Fire Protection (Hydrant Rental).

City Administrator VanLieshout explained that the Sturgeon Bay Utilities provides service for the City's fire hydrants for which they are required to charge the City a certain dollar amount for per year. He stated that some municipalities place the fire protection (hydrant rentals) as a charge on the property tax bills. In 2004, the City approved placing 50% of fire protection as a special charge on the property tax bills. However, ACT 20 was created in 2013 which made fire protection a protected service prohibiting the City from converting the charge from a tax to a fee. Mr. VanLieshout continued to explain that the 2017-2019 state budget has removed this restriction and that fire protection can be removed from the property tax bills and placed on the utility bills. This means that homeowners and businesses will notice an increase to their utility bills. In addition, non-taxing entities such as governmental entities, schools, churches and non-profit organizations will now incur costs on their utility bills. Discussions continued regarding meter sizes and the cost anticipated cost increase to homeowners and non-taxing entities.

Moved by Alderperson Ward, seconded by Alderperson Wiederanders to forward to the Common Council the resolution authorizing the direct charge of public fire protection. Carried.

Consideration of: Audit Bids for the years ending 2018, 2018 & 2020.

City Administrator VanLieshout stated that fourteen bids were sent out for combined auditing services for the City and the Sturgeon Bay Utilities covering a three year period, 2018, 2019 and 2020. Two bids were received:

Schenck Government & Not-for Profit Solutions	City of Sturgeon Bay	\$56,260
	Sturgeon Bay Utilities	<u>\$45,600</u>
		\$101,860
WIPFLI LLP CPA's and Consultants	City of Sturgeon Bay	\$53,550
	Sturgeon Bay Utilities	<u>\$36,600</u>
		\$90,150

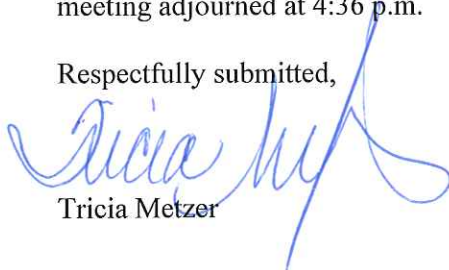
Moved by Alderperson Ward, seconded by Alderperson Allmann to award the contract to WIPFLI LLC, CPAs and Consultants in the amount of \$90,150 for auditing and reporting services for a three year audit period beginning with audit year 2018 and ending with audit year 2020. Carried.

Review bills:

Moved by Alderperson Allmann, seconded by Alderperson Wiederanders to accept the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Wiederanders, seconded by Alderperson Allmann to adjourn. Carried. The meeting adjourned at 4:36 p.m.

Respectfully submitted,



Tricia Metzger

**JOINT REVIEW BOARD**

Friday, June 29, 2018

A meeting of the Joint Review Board was called to order at 3:04 p.m. by City Administrator Josh VanLieshout in Council Chambers, City Hall, 421 Michigan Street.

**Roll call:** Members present were City Representative Josh Van Lieshout, Sturgeon Bay Schools Representative Teri Hooker, and Door County Representative Mark Janiak. NWTC Representative Bob Mathews was present by conference call. Also present were Alderperson Barb Allman, Finance Director/City Treasurer Val Clarizio, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Mr. Janiak, seconded by Ms. Hooker to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Selection of Public Member.
4. Presentation of: TID Annual Reports and Performance and Status of each TID-2017 Reporting Year.
5. Adjourn.

Carried.

**Selection of Public Member:** It was pointed out that a public member was needed to replace Bob Starr, who had resigned. Moved by Mr. VanLieshout, seconded by Ms. Hooker to nominate Bill Chaudoir as the public member of the Joint Review Board. All ayes. Carried. Mr. Chaudoir then joined the meeting.

**Presentation of: TID Annual Reports and Performance and Status of each TID-2017 Reporting Year:** Ms. Clarizio stated that last year was the first year that the State required the City to file annual reports for the TID districts. The City has four TID districts. It is the responsibility of the JRB to review the reports annually before July 1<sup>st</sup>. The reports require the TID fund balances at the beginning of the year, end of the year, and any expenses that occurred during 2017, as well as revenues that came in during 2017. All future expenses and revenues as anticipated are also required to be reported. Baird, the City's financial advisor, creates proformas for each TID district.

Ms. Clarizio went through the proformas and reports for each TID district. The main purpose for TID #1 (Industrial Park) is to be a donor district to TID #2 (portion of the waterfront area) and TID #3 (Wiretech TID on 6<sup>th</sup> Avenue). TID #4 is the Door County Co-op area.

TID #1 was created in 1991 and amended in 2006 to become a donor district to TID #2, and again amended in 2008 to become a donor district to TID #3. The tax increment for 2018 is \$778,000 in TID #1, of which 73% goes to TID #2, with the remaining going to TID #3.

Ms. Clarizio added that TID #1 could stay open through 2028 being a donor district, but may not have to remain open that long, since the expenditures for TID #2 may be recovered in 2026.

Mr. Olejniczak mentioned that this is the last year that TID #1 will be a donor to TID #3.

Ms. Clarizio continued with TID #2. When this TID became a distressed TID, it could be kept open for up to an additional 10 years, which would be 2031. According to the last proforma, which assumes no new increment, it should close in 2026. The tax increment for TID #2 is \$1,252,000 plus the donor money from TID #1.

The final year to incur costs on TID #3 is 2030, but most projects are completed. A small amount of TID money may be used for new sidewalk. There is only one lot that is not yet sold. This TID brings in approximately \$40,000 per year in tax increment. It can stay open until 2035, but should close in 2033. TID #3 is the smallest TID.

TID #4 was created in 2013. It has a life of 27 years and cannot stay open beyond 2040.

Mr. Olejniczak stated that TID #4 is a troubled district. It is the west waterfront area. There has been ongoing litigation for the last couple of years that has stopped projects with the exception of the Bay Lofts, which is a multifamily development that has been completed. The base value of this district got recertified. Due to a fire at a development site, the improvements were demolished. According to state law, if there is a negative increment for two consecutive years you can ask the state to reset the base value. That was accomplished last year and approved through the state.

Two different proformas were completed by Baird. The first one is from the current TID #4 project plan and assumes that the proposed redevelopment projects would start next year and all planned expenditures occur. This proforma shows the TID closing with a deficit of just under \$300,000. To address this deficit the City could limit the spending and be more aggressive with going after grants. The projects may have to be scaled down or other solutions sought. Ms. Clarizio stated that the district's negative \$300,000 could be managed as long as some new development occurs. Legal issues have made this project difficult.

The other proforma was based upon no new expenditures occurring except for cleaning up the site and no new developments occurring either. The proforma should the district ending with a deficit of about \$1.6 Million.

Mr. Mathews asked if there were any more TID districts being considered. Mr. Olejniczak responded that there are not. Mr. Van Lieshout added that tax incremental financing is the only tool that the City has left for redevelopment purposes. If the City were to reinvest in the built environment, TID is the only way to make that happen.

Mr. Chaudoir stated that the Industrial Park is filling up. There is very limited land for sale for expansion.

Ms. Allmann questioned if TID #1 could stay open to assist TID #4 or another district. Mr. Olejniczak responded that TID #1 was only able to stay open beyond its normal lifespan because it was a donor to a distressed district. Mr. Olejniczak will check into that.

**Adjourn:** Moved by Mr. Janiak, seconded by Mr. Chaudoir to adjourn. Carried. The meeting adjourned at 3:37 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cheryl Nault". The signature is fluid and cursive, with the first name "Cheryl" written in a larger, more prominent script than the last name "Nault".

Cheryl Nault  
Community Development Secretary



# STURGEON BAY POLICE DEPARTMENT



*The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.*

To: The Honorable Mayor  
Members of the Common Council  
Members of the Police and Fire Commission  
City Administrator Josh VanLieshout  
Officers of the Sturgeon Bay Police Department  
Media

From: Captain Daniel J. Brinkman

Subject: Monthly Report for June, 2018

Date: July 10, 2018

The following is a summary of the Police Department's activities for the month of June that includes crimes investigated, traffic accidents investigated, training completed, and public education provided by department members.

## Crimes Investigated

The Department, during the month, investigated a total of 54 crimes.

These crimes can be broken down and classified as follows.

Battery.....	02
Custodial Interference.....	02
Disorderly Conduct.....	04
Controlled Substance Problem.....	03
Child Neglect.....	01
Fraud.....	06
Domestic Abuse.....	04
Theft.....	12
Theft of Automobile.....	01
Threats to Injure.....	01
Sex Offense.....	06
Death Investigation.....	01
Restraining Order Violation.....	03
Custody Dispute.....	06
Family Fight.....	01
Weapon Offense.....	01

**TOTAL 54**

The above crimes resulted in the loss of \$3,655 to the community, of which \$3,037 has been recovered.

## Arrests

The Department completed a total of 106 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

<b>A. Felony Crime Arrest</b>	
Bail Jump.....	03
Sexual Assault.....	01
Threats-Cause Panic or Fear.....	01
Physical Abuse to Child.....	01
<b>TOTAL</b>	<b>06</b>

<b>B. Misdemeanor Crime Arrests</b>	
Disorderly Conduct.....	07
Battery .....	04
Bail Jump.....	02
Possess Controlled Substance .....	01
Theft.....	06
Violate Court Order .....	01
Possess Drug Paraphernalia .....	03
Sexual Assault Child 16 or older .....	01
Criminal Damage to Property .....	01
Possess Dangerous Weapon at School.....	01
<b>TOTAL</b>	<b>27</b>

<b>Wisconsin Probation &amp; Parole Violation Arrests / Warrant Arrests.....</b>	<b>11</b>
<b>TOTAL</b>	<b>11</b>

<b>C. Ordinance Violation Arrests</b>	
Possess Marijuana.....	01
Possess Drug Paraphernalia .....	01
Consume Alcohol Underage .....	02
Habitually Truant Student.....	01
Animal Not Vaccinated.....	01
Retail Theft.....	02
<b>TOTAL</b>	<b>08</b>

<b>D. Traffic Crime Arrests</b>	
Operate Motor Vehicle while Intoxicated.....	04
Operate Motor Vehicle while Revoked.....	05
Reckless Driving-Endanger Safety .....	01
Fail to Install Ignition Interlock Device .....	01
Hit and Run Occupied Vehicle .....	01
<b>TOTAL</b>	<b>12</b>

<b>E. Traffic Violation Arrests</b>	
Operating a Motor Vehicle While Intoxicated.....	04
Speeding Violations.....	15
Operate Vehicle w/o Insurance .....	05
Operate While Suspended.....	03
Mandatory Seatbelt Violation .....	02
Miscellaneous Traffic Violations.....	13
<b>TOTAL</b>	<b>42</b>

In addition to the preceding arrests, the Department conducted a total of 226 traffic stops during the month and logged 50 violations for various motor vehicle defects and local ordinances and issued 45 written warnings for those violations. A total of 02 parking tickets were issued for parking violations throughout the city.

#### **Traffic Accidents**

The Department during the month investigated a total of 24 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities.....	00	
B.	Motor Vehicle Accidents Involving Injuries .....	03	
C.	Motor Vehicle Accidents Involving Property Damage .....	16	
	(greater than \$1,000.00)		
D.	Motor Vehicle Accidents Involving Property Damage .....	05	
	(less than \$1,000.00)		<b>TOTAL 24</b>

#### **Police Service Calls**

Department members handled 451 service calls during the month. These calls consist of both citizen requests for police service as described below (362), crimes investigated (54), traffic accidents investigated (24), and Wisconsin Probation and Parole Assists (11).

A.	Traffic and Road Incidents .....	76
----	----------------------------------	----

This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.

B.	Noise Complaints .....	07
----	------------------------	----

These complaints involve private parties, licensed liquor establishments, and parties in public places.

C.	Sick and Injured Persons .....	59
----	--------------------------------	----

Assistance rendered to the Ambulance Service and sick or injured persons.

D.	Alarms .....	15
----	--------------	----

Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.

E.	Complaints Involving Animals .....	24
----	------------------------------------	----

Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.

F.	Civil Disputes .....	03
----	----------------------	----

Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.



G. Escorts .....	03
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist.....	47
This category is broad and involves such services as assistance in gas drive-off, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.	
I. Assistance Rendered to Other Agencies .....	06
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance.....	25
Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.	
K. Self-Initiated Field Activity.....	30
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
L. Juvenile Problems.....	08
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
M. Miscellaneous Incidents .....	42
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes 9-1-1 calls investigated by Department members during the month.	
N. Welfare Checks .....	17
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	

**TOTAL 362**

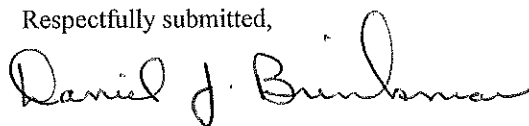
#### **Department Training**

The joint dive team conducted their monthly training session. Sgt. Chad Hougaard attended a two day course on No Body Homicide Investigations.

#### **Education**

No department education to report.

Respectfully submitted,



Captain Daniel J. Brinkman

CITY OF STURGEON BAY  
INSPECTION DEPARTMENT

June 30, 2018

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF JUNE, 2018

June-18	YEAR TO DATE		June, 2018	YEAR TO DATE
0	4	ONE FAMILY DWELLINGS	-----	825,000
0	0	TWO FAMILY DWELLINGS	-----	-----
1	3	MULTIPLE FAMILY DWELLINGS	675,000	2,585,943
0	1	MANUFACTURED HOME	-----	52,000
0	0	C.B.R.F.	-----	-----
3	3	RESIDENTIAL ADDITIONS	71,500	71,500
6	26	RESIDENTIAL ALTERATIONS	65,095	348,976
0	2	RESIDENTIAL GARAGES/CARPORTS	-----	44,000
0	3	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	40,100
0	3	RESIDENTIAL STORAGE BUILDINGS	-----	16,400
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NEW COMMERCIAL BUILDINGS	-----	-----
1	2	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	174,000	519,000
0	0	NON-RESIDENTIAL ADDITIONS	-----	-----
4	24	NON-RESIDENTIAL ALTERATIONS	194,720	3,293,242
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
15	71	<b>TOTAL ESTIMATED COST OF CONSTRUCTION</b>	<b>\$1,180,315</b>	<b>\$7,796,161</b>
June, 2018	YEAR TO DATE	TOTAL PERMITS ISSUED	June, 2018	YEAR TO DATE
15	71	BUILDING PERMITS	4,039	19,096
16	77	ELECTRICAL PERMITS	887	6,897
8	75	PLUMBING PERMITS	398	5,648
15	40	HEATING PERMITS	1,919	4,960
8	88	SIGN PERMITS	250	2,710
2	6	MISCELLANEOUS PERMITS	50	450
0	0	SUMP PUMP PERMITS	-----	-----
0	0	ELECTRICIAN LICENSES	-----	-----
0	1	EARLY STARTS	-----	60
1	8	EROSION CONTROL	550	1,450
0	0	STATE PLAN APPROVALS	-----	-----
16	47	PARK & PLAYGROUND PAYMENTS	4,800	14,100
0	4	WISCONSIN PERMIT SEALS	-----	140
1	2	ZONING BOARD OF APPEALS APPLICATIONS	300	600
1	4	ZONING CHANGES/P.U.D. APPLICATIONS	400	1,909
0	2	PLAN COMMISSION - CONDITIONAL USES	-----	600
0	2	CERTIFIED SURVEY MAP REVIEWS	-----	140
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	-----	-----
18	23	COMMERCIAL OCCUPANCY FEES	900	2,450
0	0	PIER PERMIT	-----	-----
0	3	DEMOLITION	-----	75
2	12	PLAN REVIEW FEE	400	3,025
		ADMIN FEE	436	2,091
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			<b>\$15,329.00</b>	<b>\$66,401.00</b>

Cheryl Nault  
Building Inspection Dept.

**BEVERAGE OPERATOR LICENSE**

1. Chamberlain, Dianna E.
2. Morse, James R.
3. Pfannenstiel, Mike J.
4. Rabida, Katrina M.
5. Sarter, Julie A.
6. Suess, Amanda M.
7. Wiedenfeld, Janay M.

**TEMPORARY CLASS B BEER & TEMPORARY CLASS B WINE LICENSE:**Temporary Beer and Temporary Wine:

Weber – Tess Amvets Post 51  
Agent: William Forry  
P O Box 183  
Sturgeon Bay  
Location: Door County Fair Grounds – John Miles Park  
Dates: August 1 – 7, 2018

Another Century LLC  
Agent: John Mory  
776 Harvard Drive  
Neenah, WI 54956  
Location: John Miles County Park  
Dates: September 8 – 9, 2018

Temporary Beer:

Door County Farm Bureau  
Agent: Steve Baxter  
3030 Park Drive Suite C  
Sturgeon Bay  
Location: Door County Fair – 914 North 14<sup>th</sup> Ave  
Dates: August 1 – 5, 2018

Door County Historical Society  
Agent: Trudy Herbst  
130 North 4<sup>th</sup> Avenue  
Sturgeon Bay  
Location: 2041 Michigan Street – German Fest  
Date: August 4, 2018

Temporary Wine:

Volunteer Center of Door County  
Agent: Carrie Tjernagel  
P O Box 447  
Sturgeon Bay  
Location: Harmony By the Bay – Martin Park  
Dates: July 25, 2018

Leadership Door County  
Agent: Carrie Gossen  
P O Box 874  
Sturgeon Bay  
Location: Harmony By the Bay – Martin Park  
Date: July 18, 2018

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

We, the Finance/Purchasing & Building Committee, hereby recommend to award the contract to WIPFLI LLC, CPA's and Consultants in the amount of \$90,150 for auditing and reporting services for a three year audit period beginning with audit year 2018 and ending with audit year 2020.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 26, 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: Audit Bid for the years ending 2018, 2019, & 2020

BACKGROUND: The City recently came to the end of a three year audit service contract with Schenck Government & Not-for-Profit Solutions (Originally bid out in 2009 and extended twice for two three year periods). As a result, the City, along with the Sturgeon Bay Utilities, bid out the audit work for a three year period covering the audit years 2018, 2019, and 2020, with a potential three year extension covering the years 2021, 2022, and 2023. Fourteen bid packets were sent out. Additionally, the invitation to bid was placed on the City's website.

Following are the bids that were received:

<u>Vendor</u>	<u>Total for initial 3 year period</u>
Schenck Government & Not-for-Profit Solutions	City of Sturgeon Bay \$ 56,260 Sturgeon Bay Utilities \$ <u>45,600</u> Combined <b>\$101,860</b>
WIPFLI LLP CPAs and Consultants	City of Sturgeon Bay \$ 53,550 Sturgeon Bay Utilities \$ <u>36,600</u> Combined <b>\$ 90,150</b> <b>(\$11,710 less than the high bidder)</b>

Both firms have extensive local government and utility auditing experience. Neither bid includes completing a single audit if need be. In the event the City would require a single audit, additional audit fees will be required. The threshold for a single audit is when a municipality expends \$750,000 or more of federal awards in a given year. The last time the City was required to complete a single audit was in 2010 and it was completed by Schenk at no extra charge.

FISCAL IMPACT: The fiscal impact for each entity is detailed above.

OPTIONS: Accept one of the audit proposals presented.

RECOMMENDATION:

Accept the audit proposal from WIPFLI LLC CPAs and Consultants in the amount of \$90,150 for auditing and reporting services for a three year audit period beginning with audit year 2018 and ending with audit year 2020.

PREPARED BY:

Valerie Clarizio  
Valerie J. Clarizio  
Finance Director/City Treasurer

6/19/18  
Date

REVIEWED BY:

Joshua VanLieshout  
Joshua VanLieshout  
City Administrator

6/21/18  
Date

Project Audit Services

[illegible]



**MAYORAL APPOINTMENTS**

**Door County Tourism Commission**

Pam Seiler

RESOLUTION AUTHORIZING THE DIRECT CHARGE OF PUBLIC FIRE  
PROTECTION

WHEREAS, the City of Sturgeon Bay, Wisconsin (the "Municipality") owns the Water Utility (the "Utility") as a public utility; and

WHEREAS, the Municipality provides public fire protection for the benefit of the public health, safety, and well-being of its residents; and

WHEREAS, the Utility is authorized by the Public Service Commission of Wisconsin to recover the cost of providing and maintaining fire hydrants used for public fire protection; and

WHEREAS, the Municipality has determined it is in the public interest to change the ratio in which public fire protection fire charges are paid,

From: A 25/75 split (25% as a municipal charge (via tax roll) basis and 75% as a direct charge on the water bills based on an equivalent meter basis)

To: A 100% direct charge on the water bills based on an equivalent meter basis

Thus, allowing for increased collection of public fire protection charges from property owners not presently subject to property taxes; and

WHEREAS, Per Wis. Stat. Sec. 196.03(3)(b) the Municipality has chosen to have the Utility bill the public fire protection charge to both general service customers and non-general service customers (including vacant lots) who own property within the municipal limits and where the utility has an obligation to provide water for public fire protection.

NOW THEREFORE, BE IT RESOLVED, that the new basis for public fire protection collection shall be 100% collected through direct charge on the utility bills based on an equivalent meter basis with 0% to be placed on the tax roll; and

BE IT ALSO RESOLVED, that this change shall be effective upon review and approval by the Public Service Commission of the State of Wisconsin.

Passed and adopted this 17th day of July, 2018.

CITY OF STURGEON BAY

\_\_\_\_\_  
Thad Birmingham, Mayor

Attest:

\_\_\_\_\_  
Stephanie L. Reinhardt, City Clerk

## EXECUTIVE SUMMARY

**TITLE:** Direct Charge of Public Fire Protection (Hydrant Rental)

**BACKGROUND:** In 2004 the Common Council approved shifting 50% of the public fire protection fees (Hydrant Rental) from the tax roll to the utility bill. Up until then, 100% of the fees were a municipal charge and funded via the tax roll. In January of 2012, the Common Council passed a resolution approving another shift of 25% of the public fire protection fees from the tax roll to the utility bill, leaving the remaining 25% of the fees as a municipal charge on the tax roll. These shifts freed up levy capacity which could then be used to fund other governmental programs.

Wisconsin ACT 20, created in 2013, prohibited further shifts of the public fire protection fees, as it was considered one of the five protected 'covered services,' from the tax roll to the utility bill without negative levy adjustment consequences. Meaning, if a shift were made, the City would have had to reduce its levy by the same amount that was shifted to the utility bill.

Wisconsin ACT 59, within the 2017-2019 state budget, has changed the definition of what falls under the umbrella of 'fire protection' which is one of the ACT 20 covered services mentioned above, to no longer include the production, storage, transmission, sale and delivery, or furnishing of water for public fire protection purposes. What this means is that if the Council chooses to do so, they can shift the remaining 25% of the fees from the tax roll to the utility bill without having to negatively adjust the levy which then frees up levy monies to fund other essential governmental services.

Currently, the 25% municipal charge on the tax roll is \$104,649.00 per year. The 75% direct charge on the utility bill costs the average homeowner \$62.40 per year. With this shift, the average homeowner would pay \$83.20 per year, an increase of \$1.73 per month. Since the charges are based upon meter size, establishments with larger meters pay more. Additionally, vacant lots are currently assessed \$62.40 per year as well. Because the City is a customer of the Utility, it can expect to see a \$4,188.00 annual increase on the direct charge side.

On the tax roll side, shifting the \$104,649.00 in public fire protection fees the City pays to the utility will free up levy capacity which can then be used to fund other vital City provided services. Additionally, this shift will result in a more equitable distribution of costs by engaging a broader base of beneficiaries of the service to pay for the service as non-taxpaying entities (governmental entities, churches, qualifying not-for-profits) will bear some of the cost on their utility bills.

**FISCAL IMPACT:** Savings in the amount of \$100,461.00

OPTIONS: Shift all, none, or a portion of the remaining public fire protection fees to the utility bill.

RECOMMENDATION:

PREPARED BY: Valerie J. Clarizio 6/19/18  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

REVIEWED BY: James M. Stawicki 6-19-18  
Jim Stawicki Date  
Sturgeon Bay Utility General Manager

REVIEWED BY: Josh VanLieshout 6/21/18  
Josh VanLieshout Date  
City Administrator

**Below are the steps to the application process once the Common Council approves a resolution authorizing the direct charge of public fire protection:**

1. Utility uploads cover letter and supporting documentation, as described in "Application - Changing Method of Cost Recovery for PFP Charge Outside of a Conventional Water Rate Case", to the PSC Electronic Records Filing (ERF) system at:  
<http://apps.psc.wi.gov/vs2015/ERF/ERFhome.aspx>
2. Commission staff reviews application.
3. Commission staff processes a Notice of Proceeding.
4. Commission staff computes the new PFP charges and provides to utility.
5. Utility accepts new PFP rates.
6. Commission staff drafts customer notice.
7. Utility publishes customer notice at least one time as a display advertisement in a local newspaper and provides affidavit of publication to Commission staff.
8. Commission staff processes a Notice of Hearing.
9. Commission holds a telephonic public hearing.
10. Administrator of the Division of Water, Telecommunications and Consumer Affairs makes final decision.
11. Order emailed to utility.
12. If application is approved, utility provides Commission staff with implementation date.
13. Commission staff sends utility the new PFP tariff sheets.

## RECOMMENDATION

### TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve fund transfers by the end of July 2018 in the amounts of \$3,443.14 from 10-400-000-59065 (back hoe); \$1,302.00 from 10-440-000-59070 (concrete saw); \$5,000 from 10-520-000-59075(fence material); \$176.33 from 10-530-000-59010 (windows-Memorial Field); \$6,400.00 from 10-460-000-59010 (garage doors); and \$3,673.53 from 10-400-000-59100 (alley/parking lots) to line item 10-311-000-59065 (leaf vacuum).

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 10, 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

**Date:** July 6, 2018

**Title:** Award of Bid for 16 Cubic Yard Leaf Vacuum

**Background:** On July 5, 2018 the Municipal Services Department received bids for a new 16 cubic yard leaf vacuum. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. Only one bid totaling \$49,995.00 was received from R.N.O.W., Inc. for a DinkMar SC-16 Cu. Yard Leaf Vacuum.

The 2018 capital budget included \$30,000.00 for the purchase of a new leaf vacuum. Therefore, the bid received is unfortunately \$19,995.00 over budget. With several capital purchases being made under the budgeted amount we can cover the additional cost with transferring funds from other accounts. Therefor I request the following funds transfers to account 10-311-000-59065:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
10-400-000-59065	Back Hoe	\$3,443.14

The back hoe was purchased and came in under budget.

10-440-000-59070	Concrete Saw	\$1,302.00
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The saw was purchased and came in under budget.

10-520-000-59075	Fence Material	\$5,000.00
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We received a grant from Raibrook Foundation that renewed more fencing last year than was anticipated thus all funds budgeted remain unused.

10-530-000-59010	Windows (Memorial Field)	\$176.33
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Windows have been replaced and came in slightly under budget.

10-460-000-59010	Garage Doors	\$6,400.00
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This year we have not had to replace the amount of door panels as during typical years.

10-400-000-59100	Alley/Parking Lots	\$3,673.53
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With not paving any alleys this year we have money remaining in the budget to cover this amount.

A fund transfer of this amount will require a  $\frac{3}{4}$  vote of the Common Council.

Even though the overall actual cost to the City is higher than budgeted, if we order the vacuum by the end of July we will save \$11,000. With new EPA restrictions being placed on diesel engines, the newer engine will be an addition \$11,000 if ordered any time after the first of August.

**Fiscal Impacts:** \$49,995.00

**Recommendation:** Staff recommends purchasing the DinkMar SC-16 Cu. Yard Leaf Vacuum from R.N.O.W at a cost not to exceed \$49,995.00 and approve fund transfers as noted above.

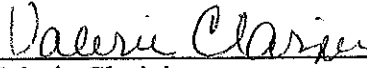
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 06 Jul 2018

**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 7/6/18

**Reviewed By:**

Josh VanLieshout  
City Administrator

**Date:** \_\_\_\_\_



**RECOMMENDATION**

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

We, the Finance/Purchasing & Building Committee, hereby recommend to award the bid to R.N.O.W, Inc for the purchase of a DinkMar SC-16 Cu. Yard Leaf Vacuum at a cost not to exceed \$49,995.00.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE  
By: David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 10, 2018

\*\*\*\*\*

Introduced by \_\_\_\_\_.

Moved by Alderperson \_\_\_\_\_ seconded by

Alderperson \_\_\_\_\_ that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

(Page 1 of 3)

## EMPLOYMENT AGREEMENT

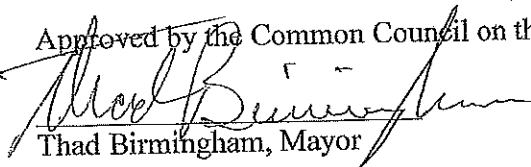
The City of Sturgeon Bay, Wisconsin (hereafter known as the Employer) and Joshua J. Van Lieshout (hereafter known as the Employee) agree to the following terms for employment as the City Administrator of Sturgeon Bay.

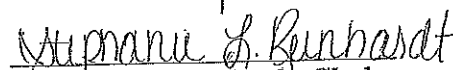
1. The initial salary shall be \$87,500 per year, prorated from the commencement of employment to December 31, 2016. Future annual salary shall be based on performance reviews, which take into consideration adherence to goals and objectives established by the Mayor and City Council as described in item 13.
2. The health, dental, and life insurance benefit provision shall consist of the current City plans. Since health insurance coverage for the Employee does not begin until the first day of the month following 30 days of employment, the City is prepared to pay the premium of the Employee's existing policy until the transition to the Sturgeon Bay plan is completed, if necessary to provide continuous coverage.
3. The retirement benefit shall consist of the current City plan through the Wisconsin State Retirement System with the Employer paying only the Employer share.
4. The Employee shall earn sick leave benefit at the rate of one day per month and if unused, the cumulative total sick leave may reach a total a maximum accumulation of 100 days. The Employee will be entitled to credit for accumulated sick as provided by the Administrative Employee Handbook in effect at the time of retirement.
5. For the purpose of determining the vacation benefit, the Employee shall be credited at the commencement of employment with the City with thirteen years of continuous employment. The vacation benefit shall consist of three weeks, (15 working days) during the first and second years of employment, accumulating each year at the rate of one and one-half days per month during the first ten months of employment. Thereafter, the vacation benefit shall be as defined in the Administrative Employee Handbook. In addition, the Employee is entitled to all legal holidays recognized by the City.
6. For the purpose of establishing eligibility for continuing coverage by the city health insurance plan at the time of retirement, the Employee is credited with fourteen years of continuous employment.
7. The Employee is entitled to all other benefits provided to full-time administrative employees by the City as specified in the Administrative Employee Handbook.

8. Mileage for business use of the Employee's personal vehicle shall be reimbursed at the City rate.
9. Membership of the Employee in the International City/County Management Association and the Wisconsin City/County Management Association shall be provided by the Employer.
10. Professional development is encouraged and the annual budget shall contain funding for the Employee to attend professional and educational conferences and training programs within the state related to his professional responsibilities. Funding to attend the annual International City/County Management Association conference and the Wisconsin City/County Management Association conferences shall be included in the budget.
11. If termination is for cause, defined as malfeasance, misfeasance, or willful misconduct in office, the Employee shall be terminated immediately upon written notice and with due process and is not entitled to severance compensation. If termination is without cause, the Employee shall receive written notice of termination. In such a termination without cause, the Employee shall receive three month's salary and health and dental insurance coverage as severance compensation or three months notice of termination or any combination of severance compensation and notice providing three months of financial protection from the time of the termination decision.
12. The Employee shall give the Employer 30 calendar days written notice of his intention to resign. The Employee is entitled to accrued salary and benefits as defined by the Administrative Employee Handbook, but is not entitled to any severance compensation except as defined in item 11. The Employee is not entitled to accrued sick leave benefit conversion.
13. The Employer and the Employee shall mutually develop an annual evaluation procedure for the Employee. As part of this process, the Employer shall provide annual goals for the Employees.
14. This employment agreement shall commence no later than September 1, 2015 and is subject to termination as set forth in item 11.
15. This employment agreement is in addition to the conditions of employment defined in the ordinance and nothing in this agreement shall contravene the ordinance, except as set forth in item 12.
16. This employment agreement can be amended only by an agreement in writing signed by both parties.

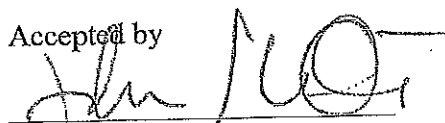
17. A facsimile of this agreement signed by the Mayor and the Clerk of the City of Sturgeon Bay shall constitute an official offer of employment and this facsimile signed by Joshua J. Van Lieshout shall constitute an official acceptance of the offer. Original copies of the agreement also shall be signed and returned to both parties
18. This offer of employment is contingent upon (1) the completion of a physical examination at the expense of the City, provision of the results of the examination to the City, and the judgement of the City that the Employee can properly perform his duties unless the Employer waives this requirement, (2) a satisfactory background report by the Sturgeon Bay Police Department, and (3) a mandatory city drug test. The Mayor shall have the authority to determine if these contingencies have been met.

Approved by the Common Council on this 2<sup>nd</sup> day of July, 2015.

  
Thad Birmingham, Mayor

  
Stephanie L. Reinhardt, Clerk

Accepted by

  
Joshua J. Van Lieshout

Date 6/30/15

**POSITION TITLE:** City Administrator

**GENERAL DESCRIPTION:**

The City Administrator shall have administrative powers and responsibilities over all departments and department heads of the City except the Utilities, the Fire Department and the Police Department. The purpose of the City Administrator is to enable the various officers, officials and employees and departments in executing policy and administering the affairs of the City to operate as efficiently as possible, and to better ensure competent, expeditious, efficient and harmonious administration and action in respect to any activity common to one or more the City's officers, officials, and departments, and so that there may be a uniform application of policy. The City Administrator shall be at all times responsible to the City Council and to the Mayor and shall, in general, be responsible for effectuating all actions of the same which require administrative implementation or where the City Council has directed him/her to act.

**APPOINTMENT/SELECTION:**

The City Administrator shall be appointed by the Mayor from a list of three qualified candidates submitted to him/her by the Personnel Committee. Such appointment shall require confirmation by a majority of the City Council. Selection shall be based upon merit and qualifications.

**TYPICAL DUTIES:**

Serves as purchasing agent. Supervises administration of all purchasing of materials, supplies, and equipment and services of every kind and character for any and all departments of the City assigned to him/her for this purpose.

Coordinates the operation and administrative activities of all City departments. This shall include making or directing such studies as are necessary to insure the most economical efficient operation of such departments, services and programs. Develops, recommends, implements and oversees administrative operational policies and functions of the City including the work of subordinate employees; and provides administrative guidance to departments as need. The City Administrator may require reports from the various departments when deemed necessary.

Functions as personnel officer for the City. Recommends salary and wage scales and working conditions for those officers, officials or employees not covered by collective bargaining agreements, except for those covered by the Police and Fire Commission. In cooperation with the Personnel Committee he/she shall periodically evaluate job classifications and, when necessary, formulate and propose new job classifications. He/She shall make recommendations to the Personnel Committee concerning the hiring and firing of City personnel.

Conducts research and drafts cost analyses, employee salary and benefit schedules,

negotiation schedules, studies and reports for collective bargaining and human resources.

Participates in negotiations and settlements with unions and other collective bargaining units and participate in grievance procedures as required by contracts with unions and other collective bargaining units.

Coordinates scheduling with Mayor; and notifies Mayor of pending appointments.

Coordinates preparation of the annual City budget for submission to the Finance Committee in coordination with department heads.

Implements the City's Comprehensive Plan as directed by the City Council.

Meets with newly elected and appointed officials for orientation.

Reviews proposed, pending county, state and federal legislation and its effect upon the City and inform the Mayor and City Council on legislative matters. Appear on the City's behalf at all legislative and administrative hearings as directed by the Mayor and/or City Council.

Investigates and informs the Mayor and City Council of availability of county, state and federal funds and assist department heads in procuring such funds.

Performs research and make recommendations to the Mayor and City Council.

Attends any meetings of the City Council, Finance/Purchasing & Building Committee, Personnel Committee and meetings of such other committees and commissions as directed by the Mayor and/or City Council.

Coordinates and administers overall safety programs and policies.

Be the City liaison to industrial, commercial, professional groups, citizens, etc.

Performs such other administrative duties and have such other responsibilities not inconsistent with law as may be prescribed by the Mayor and City Council.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Bachelor's degree in Public Administration or equivalent education. Masters degree in public administration, business administration, or related field preferable. Experience in managing a city of comparable size and characteristics. Hands on experience in economic development, municipal finance and project funding. Emphasis on community consensus building and motivational management techniques. Ability to lift up to 25 pounds. Good oral and written communication skills.

Ability to balance and complete multiple tasks, and independently establish priorities.

**JOB LOCATION AND HOURS:**

Position typically is based in the City Hall and in addition to working a standard 40 hour week, attends various Council, Committee, and public meetings. Frequent overtime and additional time demands outside the standard work week are a requirement of the position. Position requires periodic travel within the City to other City or governmental offices, and occasional travel outside the City.

**WAGES, FRINGE BENEFITS, TERMS OF EMPLOYMENT:**

Wages for the position are established annually by the City Council. Fringe benefits are defined in the City of Sturgeon Bay Employee Handbook for Administrative Employees. Various wages, fringe benefits, and terms of employment may be established and/or modified through a private employment agreement between the incumbent and the City. Position is one of at-will employment.

Effective 4/16/13