



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, APRIL 3, 2018  
12:00 NOON  
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST  
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Proclamation for National Boys & Girls Club Week.
6. Consideration of the following bills: General Fund – \$139,731.69, Capital Fund - \$21,804.16, Cable TV - \$5,101.67, TID #4 - \$42.00, and Solid Waste Enterprise Fund - \$2,485.67 for a grand total of \$169,165.19. [roll call]
7. **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 3/20/18 regular Common Council minutes.
  - \* b. Approval of the following minutes:
    - (1) Sturgeon Bay Utility Commission – 2/13/18
    - (2) Waterfront Redevelopment Authority – 3/5/18
    - (3) Finance/Purchasing & Building Committee – 3/13/18
    - (4) City Plan Commission – 3/21/18
  - \* c. Place the following reports on file:
    - (1) Fire Department – February 2018
  - \* d. Consideration of: Approval of Beverage Operator licenses.
  - \* e. Finance/Purchasing & Building Committee recommendation re: Write off 2016 delinquent personal property tax account bills in the amount of \$1,922.59 and authorize the City Attorney to pursue small claims court action against personal property tax account #281-0793, Lauger Concrete and account #281-0290, Jeffery Slavik DDS.
  - \* f. Finance/Purchasing & Building Committee recommendation re: One time waiver for snow removal fees for Ross Dippel and Christine Henkel, in the amount of \$125.00 based on medical issues, financial basis and meteorological determination. This is a non-precedence setting fee waiver.
8. Mayoral Appointments.

9. Finance/Purchasing & Building Committee recommendation re: Award bid from Aquarius Systems for purchase of a HM-420 aquatic plant harvester and TR-23 trailer at a cost not to exceed \$172,960 and approve a fund transfer of \$22,960 from capital budget line item 10-400-000-59065 (back hoe) to line item 10-560-000-59065 (aquatic plant harvester.) [Fund Transfer –  $\frac{3}{4}$  vote = 6 votes]
10. Committee Chairperson Reports:
  - a. City Plan Commission
  - b. Finance/Purchasing & Building Committee
  - c. Park & Recreation Committee
11. Mayor's comments.
12. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 3-29-18  
Time: 12:00pm  
By: CM

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
GENERAL FUND				
REVENUE				
R0001529	JO BRINKLEY-CHAUDOIR	SEASNL MRKT FEE RFND/CHAUDOIR	01-000-000-46400	175.00
R0001529		STATE TAX REFUND/CHAUDOIR	01-000-000-24214	8.75
R0001529		COUNTY TAX RFUND/CHAUDOIR	01-000-000-24215	0.88
TOTAL REVENUE				184.63
TOTAL GENERAL FUND				184.63
<b>CITY COUNCIL</b>				
04549	DOOR COUNTY ECONOMIC DEVELOPME	ANNL MEETING REGISTRATION	01-105-000-55600	170.00
TOTAL				170.00
TOTAL CITY COUNCIL				170.00
<b>LAW/LEGAL</b>				
16555	PINKERT LAW FIRM, LLP	01/18 GEN LEGAL MTTRS-KOLSKI	01-110-000-55010	1,306.50
16555		01/18 GEN LEGAL MTTRS-SHOLA	01-110-000-55010	60.00
16555		01/18 TRAFF MATTER	01-110-000-55010	43.50
16555		01/18 GEN LEGAL MATTERS	01-110-000-55010	3,016.00
16555		02/18 TRAFFIC MATTERS	01-110-000-55010	714.00
TOTAL				5,140.00
TOTAL LAW/LEGAL				5,140.00
<b>CITY CLERK-TREASURER</b>				
04549	DOOR COUNTY ECONOMIC DEVELOPME	ANNL MEETING REGISTRATION	01-115-000-55600	85.00
13901	MTAW	2018 DUES CLARIZIO	01-115-000-55600	55.00
TOTAL				140.00
TOTAL CITY CLERK-TREASURER				140.00
<b>ADMINISTRATION</b>				
04549	DOOR COUNTY ECONOMIC DEVELOPME	ANNL MEETING REGISTRATION	01-120-000-56650	42.50
TOTAL				42.50
TOTAL ADMINISTRATION				42.50
<b>COMPUTER</b>				
04696	DOOR COUNTY TREASURER	2ND QTR ANNL MAINT & LICENSE	01-125-000-55550	7,277.99
TOTAL				7,277.99
TOTAL COMPUTER				7,277.99

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INVOICES DUE ON/BEFORE 04/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	04.03.18 CONTRACT	01-130-000-55010	1,333.33
TOTAL				1,333.33
TOTAL CITY ASSESSOR				1,333.33
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	02/18 CELL SVC-CHAD	01-145-000-58250	48.50
SPETZ	BRIAN SPETZ	WORK BOOT REIMB/SPETZ	01-145-000-55605	33.75
TOTAL				82.25
TOTAL MUNICIPAL SERVICES ADMIN.				82.25
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	02/18 CELL SVC-STEVE	01-150-000-58250	62.14
03133		02/18 CELL SVC-DPW DIR	01-150-000-58250	53.37
22800	WALMART COMMUNITY	OFFICE SUPPLIES	01-150-000-51950	56.93
TOTAL				172.44
TOTAL PUBLIC WORKS ADMINISTRATION				172.44
CITY HALL				
11995	LAFORCE HDWE MFG CORP	REKEY LOCKS-CITY HALL	01-160-000-55300	356.30
23730	WPS	421 MICHIGAN ST	01-160-000-56600	1,473.04
VANS	VANS FIRE & SAFETY, INC	ANNL FIRE EXTINGUISHR INSPECT	01-160-000-58999	419.02
WARNER	WARNER-WEXEL WHOLESALE &	BATHROOM TISSUE	01-160-000-51850	53.89
WARNER		TRASH LINERS	01-160-000-51850	30.46
WARNER		VACUUM BAGS	01-160-000-51850	10.00
TOTAL				2,342.71
TOTAL CITY HALL				2,342.71
GENERAL EXPENDITURES				
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	MAINT AGREEMENT RENEWAL	01-199-000-55650	2,697.00
STAPLES		CONTRACT USAGE CHARGES	01-199-000-55650	715.37
TOTAL				3,412.37
TOTAL GENERAL EXPENDITURES				3,412.37
POLICE DEPARTMENT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	ANNL MEETING REGISTRATION	01-200-000-55600	85.00
15890	PACK AND SHIP PLUS	RADAR REPAIR SHIPPING	01-200-000-57250	11.71

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INVOICES DUE ON/BEFORE 04/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL				96.71
TOTAL POLICE DEPARTMENT				96.71
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	02/18 CELLPHONES	01-215-000-58250	965.63
03133		02/18 MIFI WIRELESS ROUTERS	01-215-000-58250	260.68
04696	DOOR COUNTY TREASURER	1172.31G FUEL	01-215-000-51650	2,794.79
06650	GALLS, AN ARAMARK COMPANY	DUTY BELT/LINER-BILODEAU	01-215-000-52900	53.00
19880	STURGEON BAY UTILITIES	SUNSET PARK BOAT LAUNCH	01-215-000-56150	11.26
19880		NAUTICAL DR CAMERA	01-215-000-56150	9.12
22800	WALMART COMMUNITY	TV MOUNT	01-215-000-54999	49.96
22800		STORAGE BINS	01-215-000-54999	67.77
CREATIVE	CREATIVE PRODUCT SOURCE, INC	EVIDENCE ENVELOPES	01-215-000-54999	90.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ASSRTD AUTO PARTS	01-215-000-58600	218.23
R0000608	AUTO ZONE, INC	HEADLIGHTS	01-215-000-58600	4.15
R0000608		HEADLIGHTS	01-215-000-58600	8.29
TOTAL				4,532.88
TOTAL POLICE DEPARTMENT/PATROL				4,532.88
FIRE DEPARTMENT				
04150	DE JARDIN CLEANERS LLC	GEAR REPAIR	01-250-000-56250	18.00
04696	DOOR COUNTY TREASURER	FEB FUEL	01-250-000-51650	1,328.95
08225	HERLACHE SMALL ENGINE	FUEL PUMP	01-250-000-53000	19.30
16352	PENFLEX, INC	DISBURSEMENT FEE-FLEMING	01-250-000-50377	40.00
19880	STURGEON BAY UTILITIES	SALT SHED	01-250-000-56675	5.20
19880		CITY GARAGE	01-250-000-56675	42.00
19880		SUNSET CONC CNTR	01-250-000-56675	42.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	13.00
19880		OTUMBA PARK	01-250-000-56675	5.20
19880		WS WARMING HOUSE	01-250-000-56675	5.20
19880		WS FIRE STATION	01-250-000-56675	42.00
19880		WS FIRE STATION	01-250-000-56150	106.66
19880		WS FIRE STATION	01-250-000-58650	83.28
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	5.20
19880		38 S NEENAH AVE-RESTROOM	01-250-000-56675	26.00
19880		JAYCEE BALLFLD STAND	01-250-000-56675	13.00
19880		JAYCEE BALLFLD SPRINKLER	01-250-000-56675	42.00
19880		911 N 14TH AVE HOUSE	01-250-000-56675	5.20
19880		14TH AVE WARNING SIGN	01-250-000-56150	8.24
19880		COVE RD-CANAL RD SIREN	01-250-000-56150	14.36
19880		SIGN SHED	01-250-000-56675	5.20
19880		CHERRY BLOSSOM	01-250-000-56675	13.00
19880		CLAY BANKS SIREN	01-250-000-56150	15.14
19959	SUPERIOR CHEMICAL CORP	SANITIZER WIPES	01-250-000-54999	162.92
22800	WALMART COMMUNITY	ASSORTED SUPPLIES	01-250-000-54999	96.00
22800		OFFICE SUPPLIES	01-250-000-51950	50.69
22800		OFFICE SUPPLIES	01-250-000-51950	47.10
23730	WPS	WS FIRE STATION	01-250-000-56600	175.92

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GENERAL FUND				
23897	W.S. DARLEY & CO.	TRNING SITE HOSE RACK	01-250-000-51405	1,443.32
NELSON	NELSON TACTICAL	UNIFORM BOOTS	01-250-000-52900	271.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	PUSH NUT	01-250-000-53000	2.99
O'REILLY		BATTERY, CORE CHARGE & KEYLESS	01-250-000-53000	71.42
O'REILLY		DEF	01-250-000-53000	21.58
O'REILLY		CORE RETURN	01-250-000-53000	-10.00
O'REILLY		BLUE DEF	01-250-000-53000	26.98
PAULCONW	PAUL CONWAY SHIELDS	GEAR SOAP	01-250-000-54999	176.77
TOTAL				4,434.82
TOTAL FIRE DEPARTMENT				4,434.82
SNOW REMOVAL				
06012	FASTENAL COMPANY	CHAIN/PLOW	01-410-000-51400	166.95
13850	MUELLER TOWING AND REPAIR	TRUCK RECOVERY-DITCH	01-410-000-51400	1,605.00
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	BLADE GUIDE	01-410-000-51400	28.88
ADVAUTO		SNOWFLOW LAMP	01-410-000-51400	118.14
TOTAL				1,918.97
TOTAL SNOW REMOVAL				1,918.97
STREET SIGNS AND MARKINGS				
19275	SHERWIN WILLIAMS	PAINT MACHINE REPAIR KIT	01-420-000-52550	185.50
TOTAL				185.50
TOTAL STREET SIGNS AND MARKINGS				185.50
STREET MACHINERY				
04575	DOOR COUNTY HARDWARE	SPRAY PAINT	01-450-000-52150	17.97
04575		FASTENERS	01-450-000-52150	1.90
04575		CORNER BRACE	01-450-000-52150	4.99
04575		LINCH PINS	01-450-000-52150	4.14
04575		TOOLBOX	01-450-000-52150	6.59
04696	DOOR COUNTY TREASURER	509.35G UNL FUEL	01-450-000-51650	1,214.29
04696		1110.47 G DLS FUEL	01-450-000-51650	3,193.71
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	2 BATTERIES	01-450-000-53000	213.04
ADVAUTO		BATTERY	01-450-000-53000	99.82
ADVAUTO		HUB BEARING ASSMBLY	01-450-000-53000	293.95
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	DOOR JAM PART-TRCK 9	01-450-000-53000	97.06
JIM FORD		DOOR HINGE	01-450-000-53000	97.06
JIM FORD		TRANSMISSION FILTER	01-450-000-53000	40.62
JIM FORD		BOLT	01-450-000-53000	9.00
JIM FORD		TRANSMISSION SEAL,COVER	01-450-000-53000	68.65
JIMTRUCK	JIM PIONTEK TRUCKING, INC	HAUL GRADER/GREEN BAY REPAIRS	01-450-000-53000	315.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	AIR FILTER KIT	01-450-000-53000	16.73
O'REILLY		TRANSMISSION FILTER	01-450-000-53000	16.73
PACKER	PACKER CITY TRUCKS, INC	ENGINE REPAIR TRCK 22	01-450-000-53000	7,135.16

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-----				
GENERAL FUND				
POMPS	POMP'S TIRE SERVICE. INC	TIRE ALIGNMENT/TRCK 18	01-450-000-53000	248.00
QUALITY	QUALITY TRUCK CARE CENTER INC	HOOD LATCH TRCK 18	01-450-000-53000	98.11
TOTAL				13,192.52
TOTAL STREET MACHINERY				13,192.52
CITY GARAGE				
04545	DOOR COUNTY COOPERATIVE/NAPA	PROPANE TANK FILL	01-460-000-51850	15.00
04575	DOOR COUNTY HARDWARE	BULB	01-460-000-52700	6.99
04575		HEATGUN	01-460-000-52700	24.99
06012	FASTENAL COMPANY	SAFETY GLASSES	01-460-000-52350	216.90
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	37.47
19880		CITY GARAGE	01-460-000-56150	1,037.32
19880		CITY GARAGE	01-460-000-58650	109.61
19880		911 N 14TH AVE HOUSE-REFUSE	01-460-000-58999	8.99
19880		911 N 14TH AVE HOUSE	01-460-000-56150	83.69
19880		911 N 14TH AVE HOUSE	01-460-000-58650	52.54
23730	WPS	835 N 14TH AVE-CITY GARAGE	01-460-000-56600	1,652.34
23730		911 N 14TH AVE HOUSE	01-460-000-56600	91.10
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	CAR WASH	01-460-000-51850	10.00
ADVAUTO		FLEX TUBE	01-460-000-56250	9.90
ADVAUTO		SUPER GLUE	01-460-000-51850	4.96
ADVAUTO		SUPPLIES	01-460-000-52700	140.54
ADVAUTO		COOL SYS PRESS TSTR	01-460-000-52700	227.99
ADVAUTO		AIR BRAKE ANTI FREEZE/COND	01-460-000-56250	7.07
ADVAUTO		GRINDING WHEELS	01-460-000-52700	39.03
ADVAUTO		SHORT DBL OFF SET	01-460-000-52700	8.54
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	DRAIN FUNNEL	01-460-000-52700	29.99
O'REILLY		HEX KEY SET	01-460-000-52700	6.99
TOTAL				3,821.95
TOTAL CITY GARAGE				3,821.95
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	2 TRFEC WARNING LIGHTS	01-499-000-58000	5.50
TOTAL				5.50
TOTAL HIGHWAYS - GENERAL				5.50
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	02/18 CELL SVC-DEW DIR	01-500-000-58250	53.38
03133		02/18 CELL SVC	01-500-000-58250	20.98
15890	PACK AND SHIP PLUS	SPRING NEWSLETTER MAILING	01-500-000-57450	62.02
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	FILE FOLDERS	01-500-000-51950	28.80
TOTAL				165.18
TOTAL PARK & RECREATION ADMIN				165.18

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INVOICES DUE ON/BEFORE 04/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	PRE EMPLOYMENT TESTING	01-510-000-57100	804.00
01766		PRE EMPLOY TESTING	01-510-000-57100	108.00
04575	DOOR COUNTY HARDWARE	ANCHOR SHACKLE	01-510-000-51900	2.99
04575		ANCHOR SHACKLE	01-510-000-51900	2.99
04575		3WAY SWITCH	01-510-000-51850	12.98
04575		CONNECTOR	01-510-000-58600	23.99
04575		LOPPER	01-510-000-52700	31.99
04575		FASTENERS	01-510-000-52700	0.92
04696	DOOR COUNTY TREASURER	234.6 G UNLEAD FUEL	01-510-000-51650	559.29
04696		14.87 G DSL FUEL	01-510-000-51650	42.77
04966	EAGLE MECHANICAL INC	WATER PUMP REPAIR-SAWYER	01-510-000-58999	1,228.84
08225	HERLACHE SMALL ENGINE	SAFETY CHAPS/FACE SHIELD	01-510-000-52350	99.99
19880	STURGEON BAY UTILITIES	SUNSET CONC CNTR	01-510-000-56150	74.79
19880		SUNSET CON CNTR	01-510-000-58650	51.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	14.45
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	11.40
19880		OTUMBA PARK	01-510-000-56150	8.24
19880		OTUMBA PARK	01-510-000-58650	8.00
19880		WS WARMING HOUSE	01-510-000-56150	15.45
19880		WS WARMING HOUSE	01-510-000-58650	8.00
19880		JAYCEE BALLFLD STAND	01-510-000-56150	27.31
19880		OTUMBA PRK WALKWAY	01-510-000-56150	21.94
19880		FLORIDA ST/SUNSET PRK	01-510-000-56150	13.69
19880		SIGN SHED	01-510-000-56150	16.70
19880		SIGN SHED	01-510-000-58650	8.00
19880		CHERRY BLOSSOM	01-510-000-56150	19.64
23730	WPS	335 N 14TH AVE-MEM FLD	01-510-000-56600	173.91
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ELECTRICAL CONNECTORS-GATOR	01-510-000-51350	12.98
TOTAL				3,404.65
TOTAL PARKS AND PLAYGROUNDS				3,404.65
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH PK LOT LIGHTS	01-550-000-56150	108.47
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	23.88
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	8.00
19880		38 S NEENAH AVE-RESTROOM	01-550-000-56150	27.02
19880		38 S NEENAH AVE-RESTROOM	01-550-000-58650	18.00
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	16.21
TOTAL				201.58
TOTAL MUNICIPAL DOCKS				201.58
WATER WEED MANAGEMENT				
04575	DOOR COUNTY HARDWARE	VINYL GRILL COVER	01-560-000-51400	12.99
04575		PROJECT SAFETY KIT	01-560-000-52350	9.59
13150	MASTERCRAFT WELDING SYSTEM	EXPANDED METAL	01-560-000-51400	130.00
TOTAL				152.58
TOTAL WATER WEED MANAGEMENT				152.58



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATERFRONT PARKS & WALKWAYS				
04575	DOOR COUNTY HARDWARE	SUPPLIES	01-570-000-54999	23.13
04575		HEX PLUG	01-570-000-54999	4.78
04575		PADLOCK/CHAIN	01-570-000-54999	39.84
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY	01-570-000-56150	13.78
19880		DC MUSEUM PRG LOT	01-570-000-56150	171.44
TOTAL				252.97
TOTAL WATERFRONT PARKS & WALKWAYS				252.97
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPE	ANNL MEETING REGISTRATION	01-900-000-56650	42.50
TOTAL				42.50
TOTAL COMMUNITY & ECONOMIC DEVLPMT				42.50
TOTAL GENERAL FUND				52,706.53
CAPITAL FUND				
CITY HALL				
EXPENSE				
02975	CAMERA CORNER	DEFW CAMERA SYSTEM	10-160-000-59040	2,208.37
TOTAL EXPENSE				2,208.37
TOTAL CITY HALL				2,208.37
ROADWAYS/STREETS				
LEAD LATERAL				
06045	FELINER SOIL SEPTIC	LEAD LATERAL REIMB #10	10-400-000-59125	10,625.00
TOTAL LEAD LATERAL				10,625.00
TOTAL ROADWAYS/STREETS				10,625.00
PARKS AND PLAYGROUNDS				
EXPENSE				
13049	MAY'S SPORT CENTER	NEW GATOR	10-510-000-59065	8,970.79
TOTAL EXPENSE				8,970.79
TOTAL PARKS AND PLAYGROUNDS				8,970.79
TOTAL CAPITAL FUND				21,804.16
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	4.3.18 CONTRACT	21-000-000-55015	5,101.67

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DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
TOTAL CABLE TV / GENERAL				5,101.67
TOTAL CABLE TV / GENERAL				5,101.67
TOTAL CABLE TV				5,101.67
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
16555	PINKERT LAW FIRM, LLP	02/18 TID 4 LEGAL MATTERS	28-340-000-55001	42.00
TOTAL TID #4 DISTRICT				42.00
TOTAL TID #4 DISTRICT				42.00
TOTAL TID #4 DISTRICT				42.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	742.86 G DLS FUEL	60-000-000-51650	2,136.47
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	BRAKE KIT	60-000-000-53000	349.20
TOTAL SOLID WASTE ENTERPRISE FUND				2,485.67
TOTAL SOLID WASTE ENTERPRISE FUND				2,485.67
TOTAL SOLID WASTE ENTERPRISE				2,485.67
TOTAL ALL FUNDS				82,140.03

**MANUAL CHECKS**

BP AMOCO 03/15/18 Check # 83049 Statement Charges 01-215-000-51650	\$ 91.43
SUPERIOR VISION INSURANCE 03/15/18 Check # 83050 April Vision Insurance 01-000-000-21540	\$820.87
SECURIAN FINANCIAL GROUP 03/20/18 Check # 83051 03/18 Life Insurance 01-600-000-50552	\$1,955.64
STURGEON BAY SCHOOLS 03/20/18 Check #83052 February Mobile Home Tax Payment 01-000-000-41300	\$3,328.36
DELTA DENTAL 03/20/18 Check #83054 March Dental Insurance Various Departmental Accounts	\$5,617.88
EMPLOYEE BENEFITS CORPORATION 03/20/18 Check # 83054 03/18 EBC Fees 01-600-000-50510	\$305.00
NETWORK HEALTH 03/26/18 Check # 83119 February Health Insurance Various Departmental Accounts	\$ 74,905.98
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 87,025.16</b>

DATE: 03/27/2018  
TIME: 14:48:34  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 04/03/2018

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

GENERAL FUND  
CAPITAL FUND  
CABLE TV  
TID #4 DISTRICT  
SOLID WASTE ENTERPRISE

~~52,706.53~~  
21,804.16  
5,101.67  
42.00  
2,485.67

139,731.69

TOTAL --- ALL FUNDS

~~82,140.03~~

169,165.19

Stewart Zitt 3-27-18  
David Ward 3-27-18  
Lawrence 03-27-18

COMMON COUNCIL  
March 20, 2018

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

Catarozoli/Allmann to adopt agenda. Carried.

Fett/Wiesner to approve the following bills - General Fund - \$142,679.34, Capital Fund - \$55,921.95, Cable TV - \$61.32, TID #2 - \$184,491.25, TID #3 - \$26,006.25, TID #4 - \$34,369.70, and Solid Waste Enterprise Fund - \$26,123.52 for a grand total of \$469,653.33. Roll call: All voted aye. Carried.

Catarozoli/Wiesner to approve consent agenda:

- a. Approval of 3/6/18 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Board of Canvassers – 2/26/18
  - (2) Aesthetic Design & Site Plan Review Board - 2/26/18
  - (3) Finance/Purchasing & Building Committee – 2/27/18
  - (4) Harbor Commission – 3/14/18
- c. Place the following reports on file:
  - (1) Police Department – February 2018
  - (2) Inspection Department – February 2018
- d. Consideration of: Approval of Beverage Operator licenses.
- e. Consideration of: Approval of Class A Liquor and Class A Beer license for Door Stop 2 LLC.
- f. Consideration of: Approval of Transfer Combination Class B Liquor License from BH Canvas LLC to Kippis, LLC with premise location to remain the same.
- g. Consideration of: Approval of Transfer Combination Class B Liquor license from BHLL Canvas LLC to: BH Canvas, LLC with location to remain same.

Carried.

Vandertie/Catarozoli to confirm the following mayoral appointment:

**BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Christopher Sullivan-Robinson

Carried.

Wiesner/Allmann to read in title only and adopt second reading re: rezoning from Multiple-Family Residential and General Commercial to Planned Unit Development (PUD). – Bonovich Properties, LLC, located at 1026 Egg Harbor Road. Carried.

Fett/Allmann to adopt final resolution re: Authorizing improvements and levying special assessments against benefitted property – sidewalk installation for approximately 1686 sf along the east side of S. 16<sup>th</sup> Place and 1688 sf along the west side of S. 18<sup>th</sup> Avenue. Carried with Wiesner voting no.

Allmann/Catarozoli to approve the street closure application submitted by Drury Designs for moving the grain elevator with conditions. Carried.

City Administrator VanLieshout summarized the history of the dirt piles that are located on the westside redevelopment area. He addressed the options regarding the dirt piles which include: If developer owns the dirt, then acquire and direct staff to move; if developer owns instruct to remove from City property; reshape the piles; take no action. Staff was directed to get costs for the different options.

#### RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the park shelter reservation fee for the U.S. Coast Guard.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Stewart Fett, Chr.

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

#### RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the sign permit fee for Door County Veterans Service Council.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Stewart Fett, Chr.

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

#### RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of one 2018 Ford Explorer Police Interceptor from Jim Olson Ford, Lincoln in the amount of \$32,856 plus DMV fees.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Stewart Fett, Chr.

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

#### RECOMMENDATION

We, the Harbor Commission, hereby recommend adopting the attached 2018 Three-Year Harbor Development Statement of Intentions.

HARBOR COMMISSION

By: Gary Nault.

Introduced by Fett. Fett/Vandertie to adopt. Discussion took place regarding the purpose of the Statement of Intentions and whether the items should be included. Carried with Catarozoli and Allmann voting no.

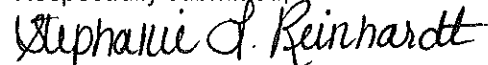
Fett/Vandertie to adopt resolution re: Three-Year Harbor Development Statement of Intentions. Carried with Catarozoli and Allmann voting no.

Personnel Committee Chr. Vandertie, Community Protection & Service Committee Chr. Wiesner, Sturgeon Bay Utilities Commission Chr. Fett presented reports for their respective committees/commissions.

The Mayor made his comments.

Catarozoli/Allmann to adjourn. Carried. The meeting adjourned at 12:52 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director

STURGEON BAY UTILITIES  
Regular Meeting  
February 13<sup>th</sup>, 2018

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:02 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Mayor Thad Birmingham and Commissioners Gary DeNamur, Rick Wiesner, Cindy Weber, Steve Christoferson and Ron Vandertie were present. Also present were General Manager James Stawicki, Operations Manager Cliff White, Electric Supervisor Jason Bieri, recording secretary Laurie Bauldry, Energy Services Representative Markie Bscherer and General Foreman Benji Potier.

Vandertie/Christoferson to adopt the agenda (complete copy on file at the Utility office). Motion carried.

Wiesner/DeNamur to approve the minutes of the regular meeting held on January 9<sup>th</sup>, 2017. Motion carried.

The Commission proceeded to review the bills for November in the amount of \$1,703,635.49. Fett/DeNamur to approve payment of the bills. Motion carried.

The December 2017 financials were presented. Wiesner/Weber to accept the financials. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. No formal action was taken.

Next Operations Manager White presented for consideration the contract award for the replacement of water and sewer mains on N 4<sup>th</sup> Avenue, north of Delaware Street and Texas Street, between 9<sup>th</sup> and 10<sup>th</sup> Avenue. The request was for approval to reimburse the City for the water and sewer main replacement on this project. The lowest bid was from David Tenor Corp. Birmingham/DeNamur to approve the reimbursement to the City for the costs related to the replacement of the water and sewer mains on N 4<sup>th</sup> Avenue, north of Delaware Street and Texas Street, between 9<sup>th</sup> and 10<sup>th</sup> Avenue.

The operations report was presented by Operations Manager White. White gave an update on the lead lateral replacement program. Fett/Christoferson to accept the Operations Report for January. Motion carried.

There were no Council member updates.

Next Markie Bscherer presented the 2017 Energy Services results and the 2018 Energy Services plan.

The next item of business was the General Manager's report:

- a) Adjustments
- b) Focus on Energy update

Stawicki reported 2018 year-to-date incentives from Focus on Energy for energy efficiency and conservation is \$2,168.00.

Stawicki also noted that the Utilities has received a Notice of Bankruptcy Hearing from Bon-Ton Stores, Inc.

Citizen John Maggitti made a suggestion to have an informal get together with the Marshfield Utility Commission, as an idea exchange on best practices and processes.

Wiesner/Birmingham to adjourn. Motion carried. The meeting adjourned at 12:51 p.m.

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Cindy Weber  
Secretary

Approved for publication:

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Stewart Fett  
President

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

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James Stawicki  
General Manager

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



**WATERFRONT REDEVELOPMENT AUTHORITY**

Monday, March 5, 2018

A meeting of the Waterfront Redevelopment Authority was called to order by Chairman Herlache at 4:32 pm. In the Council Chambers, City Hall, 421 Michigan Street. Since Mr. Herlache was only available by conference call, he requested that Vice Chair Ward preside over the meeting.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of Minutes from February 7, 2018.
4. Convene in closed session in accordance with the following exemption:  
Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g).

- a. Consideration of: OHWM determination on parcel 92 and action there on.

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

5. Adjourn.

All ayes, Carried.

**Approval of minutes from February 7, 2018:** Moved by Mr. Herlache, seconded by Mr. Asher to approve the minutes. All ayes, Carried.

**Convene in closed session:** After Mr. Ward announced the statutory basis, it was moved by Mr. Asher, seconded by Mr. Hoernke, to go into closed session. Roll call Vote: All ayes, Carried. The meeting moved to closed session at 4:45 pm.

The meeting adjourned in closed session at 5:10pm.

Respectfully submitted,

Peggy J Tong  
Assessment Clerk

**FINANCE/PURCHASING & BUILDING COMMITTEE****March 13, 2018**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Alderperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett, Ward and Wiesner were present. Also present: Alderperson Allmann, City Administrator Van Lieshout, Finance Director/City Treasurer Clarizio, Fire Chief Dietman and Receptionist Metzger.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items.
4. Consideration of: Request to Waive Snow Removal Fees.
5. Consideration of: Write-off and /or pursue small claims action of 2016 Delinquent Personal Property tax accounts.
6. Review of unfinished business list.
7. Review bills.
8. Public comment on non-agenda items
9. Adjourn.

Carried.

The following spoke during public comment on agenda items: Christine Henkel, 1216 Memorial Drive

Consideration of: Request to Waive Snow Removal Fees:

Moved by Alderperson Ward, seconded by Alderperson Wiesner to recommend to Common Council a onetime waiver for snow removal fees for Ross Dippel and Christine Henkel, in the amount of \$125.00 based on medical issues, financial basis and meteorological documentation. This is a non-precedence setting fee waiver. Carried.

Consideration of: Write off and/or pursue small claims action of 2016 Delinquent Personal Property Tax accounts.

Finance Director/City Treasurer Clarizio presented the list of delinquent personal property tax accounts for 2016 due in 2017. Per state statue the accounts qualify for chargeback to the relevant taxing jurisdictions. Only the City portion in the amount \$ 1,922.59 is proposed for write-off and two accounts 281-0793 and 281-0290 are proposed for small claims action.

Moved by Alderperson Ward, seconded by Alderperson Fett to recommend to Common Council to write off the following 2016 delinquent personal property tax account bills in the amount of \$1,922.59 and to authorize the City Attorney to pursue small claims court action against personal property tax account # 281-0793, Lauger Concrete and account #281-0290-Jeffery Slavik DDS.

Write-off list

<u>Tax Account #</u>	<u>Name</u>	<u>Proposed Write-off Amount</u>
281-0376	Palmer Johnson Yachts, LLC	\$1,779.21
281-0759	M &M Computers	\$ 5.58
281-1220	Door County Marine, LLC	\$ 44.39
281-1404	J Allen Design Studio	\$ 51.22

281-9732	Door County Rubber Stamp, LLC	\$ 42.19
	<b>Total</b>	<b>\$1,922.59</b>

**Small Claims list**

<b><u>Tax Account #</u></b>	<b><u>Name</u></b>	<b><u>Proposed Small Claims Amount</u></b>
281-0290	Jeffery Slavik DDS	\$ 268.63
281-0793	Lauger Concrete, Dylan Lauger	\$ 410.71
	<b>Total</b>	<b>\$ 679.34</b>

Carried.

There were no items on the unfinished business list.

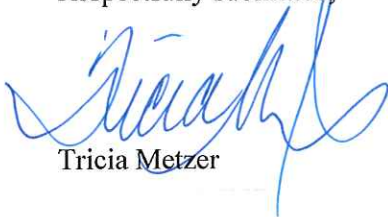
**Review bills**

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

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

Moved by Alderperson Ward, seconded by Alderperson Wiesner to adjourn. Carried. The meeting adjourned at 4:26 pm.

Respectfully submitted,



Tricia Metzger

**CITY PLAN COMMISSION**  
Wednesday, March 21, 2018

A meeting of the City Plan Commission was called to order at 6:00 p.m. by Chairperson Rick Wiesner in the Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members Dennis Statz, Mike Gilson, Rick Wiesner, Robert Starr, Ron Vandertie, and Jeff Norland were present. Excused: Member Steven Hurley. Also present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

**Adoption of the Agenda:** Moved by Mr. Starr, seconded by Mr. Norland to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 21, 2018.
4. Requirements for Electronic Variable Message Signs.
5. Minimum yards for accessory buildings.
6. Conditional uses within Sturgeon Bay Zoning Code.
7. Adjourn.

Carried.

**Approval of minutes from February 21, 2018:** Moved by Mr. Gilson, seconded by Mr. Statz to approve the minutes from February 21, 2018. All ayes. Carried.

**Requirements for Electronic Variable Message Signs:** Mr. Sullivan-Robinson stated that Electronic Variable Message Signs are regulated through the sign code and are a permitted use within Commercial and Industrial zoning districts. The code originally required setbacks from other EVMS and from controlled intersections. At a later point, the Council removed those restrictions and added a minimum six second static message requirement. The Council "grandfathered" the existing EVMS from the new rule and it only applies to new signs. There are eight out of approximately 30 signs that are regulated by the six second static message rule. It is difficult to regulate the signs that are violating the operation standards when the grandfathered EVMS within the City don't have to meet those same standards. The City received a request from one of the sign owners to consider relaxing the rules for EVMS. Mr. Sullivan-Robinson asked the Commission whether the code should be looked at to see if the signs are a safety issue, if all the signs should be regulated the same, or if the regulation should be changed.

Mr. Wiesner added that not all signs are in the same location, meaning that the highway signs are much different than ones located on a busy downtown street.

Mr. Gilson likes the current operational standards. The grandfathered signs should become conforming and give them a certain amount of time to do so. It is not a safe situation.

Mr. Statz agreed with Mr. Gilson and said the grandfathered signs need to go away.

Chairman Wiesner allowed comments from the audience. Chris Kellems, 120 Alabama Street, agreed with eliminating the grandfathered signs. She prefers no electronic signs at all.

Mr. Starr agreed that all signs should be treated the same. He doesn't like scrolling messages, but wasn't sure if a six second rule is appropriate. Businesses spend a lot of money on signage. Staff should reach out to other communities for input, as well as businesses with electronic message signs as to what is reasonable. He did not see these signs being distracting and was not ready to make any type of decision at this time.

Mr. Norland agreed with Mr. Starr. Previously owning a business and having experience with a grandfathered message sign, there is a certain time when a sign needs to change more rapidly if the message won't fit on the screen causing the need to scroll.

Mr. Vandertie thought that there could be a potential conflict with corporate businesses that follow their own operational standard.

Mr. Starr suggested contacting one or two business owners and talk with them. Grandfathering is unfair. They could be given a 6 month time period to correct it.

Mr. Olejniczak added that the six second rule came about approximately six or seven years ago and was based upon the State DOT standard they use along highways.

It was the consensus of the Commission that staff come back to a future meeting with options.

**Minimum yards for accessory buildings:** Mr. Sullivan-Robinson stated that at a previous Plan Commission meeting the height of an accessory building was discussed. The Commission recommended to make changes to the height regulations, including imposing larger yard requirements for buildings higher than 16 feet. The Commission also wanted to consider the setback requirements for an accessory building if it is as large or larger than the square footage requirement of a dwelling. Staff reviewed other municipality's zoning requirements. Most were similar to the City's requirements, but staff came up with some options for a potential amendment. A potential ordinance would increase the minimum side and rear yards to 10 feet for accessory buildings larger than 800 square feet, which is the minimum floor area for a dwelling in the R-2/R-3 districts.

Mr. Gilson felt that the setback should be based on the size of the lot in the neighborhood. A larger lot should have a bigger setback, such as in new, larger neighborhoods.

Mr. Wiesner stated that the rules to protect neighbors should be looked at. Variances can be applied for if a shorter setback was requested. He is in favor of a 10-foot setback.

Mr. Olejniczak recommended to keep it simple. A five-foot setback is not much for a larger building when a house only needs to have a 10-foot setback.

Mr. Norland asked how a setback rule based upon the size would impact existing buildings that are proposed to be expanded.

Chairman Wiesner allowed comments from the audience. Chris Kellems, 120 Alabama Street, stated that if someone wanted to be closer than 10 feet they can apply for a variance. Then neighbors can weigh in.

Mr. Norland added that many lots are narrow and have driveways on the property line. They have a problem turning into their garage. The setback should be based on the overall square footage of the lot.

Mr. Starr left the meeting at 6:36 p.m.

Mr. Vandertie thought that lot width is more important than lot size.

After a lengthy discussion, it was the consensus of the Commission for staff to come back to a future meeting with examples.

**Conditional uses within Sturgeon Bay Zoning Code:** Mr. Olejniczak stated that In November, 2017, Wisconsin Legislature adopted a statute known as Act 67. It amended statutes pertaining to municipal zoning and the way conditional uses are regulated. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the zoning ordinance or imposed by the Plan Commission, the City shall grant the conditional use permit. The law also requires that any conditions imposed must be related to the purpose of the ordinance and be based upon substantial evidence. The City still has the authority to deny a conditional use application, but can no longer rely on public opposition or general standards to do so. It can still create specific conditions for a proposed use, but it must relate to the purposes of the code and must be supported by substantial evidence.

Mr. Olejniczak asked members if any amendments might be warranted for the code.

Mr. Norland suggested to eliminate conditional uses all together and take the next lower zoning district where it would be a permitted use.

Mr. Wiesner asked what the staff's opinion was. Mr. Olejniczak stated that options include maybe eliminating some uses from the conditional use section, drop conditional uses from the code altogether, create a detailed list of specific standards for each conditional use, and see if there are certain conditional uses that could be changed to permitted uses. Other options are to see what standards other communities have developed or hold off to see if there will be another State bill to give more guidance.

Chairperson Wiesner allowed the public to give comment. Chris Kellems, 120 Alabama Street, stated that the Commission needs to think about the Comp Plan. When looking at a conditional use and conditions are placed on it, don't vote it down. Citizens who come to protest a conditional use need to be educated unless they have some statistical evidence.

Mr. Statz felt if the conditions and standards were met, the conditional use should be approved. He was okay with looking at revising the list of conditional uses.

Mr. Gilson said there is a need for a conditional use process. This should be sent back to staff and to tweak it for now.

Mr. Norland said the City Attorney should weigh in. The consensus of the Commission was for Mr. Olejniczak to have the City Attorney take a look at this. He will come back to a future meeting with options or recommendations.

**Public comment on non-agenda Plan Commission related items:** Chris Kellems, 120 Alabama Street, invited members to attend a National Working Waterfront Network symposium to be held in Grand Rapids, MI on May 14-17, 2018. Also, the Congress of New Urbanism will be meeting the same dates in Savannah, GA, speaking about Rural America.

**Adjourn:** Moved by Mr. Norland, seconded by Mr. Statz to adjourn. All ayes. Carried. Meeting adjourned at 7:04 p.m.

Respectfully Submitted,



Cheryl Nault

Community Development/Building Inspection Secretary



# CITY of STURGEON BAY FIRE DEPARTMENT

**Kalin Montevideo**  
**Assistant Fire Chief**

421 Michigan St  
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office  
920-746-6901 FAX  
Email: [kmontevideo@sturgeonbaywi.org](mailto:kmontevideo@sturgeonbaywi.org)

## February 2018 FIRE REPORT

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of February 2018.

**FEBRUARY INCIDENTS:** 104

**YEAR TO DATE INCIDENTS:** 232

### INCIDENTS BY JURISTDICTION:

CITY - East Side Incidents: 64 Year to Date: 152

CITY - West Side Incidents: 28 Year to Date: 62

Town of Sevastopol: 05 Year to Date: 07

2 – Vehicle Accident

1 – EMS Assist, Non Emergent

1 – Alarm Activation, No Fire

1 – Carbon Monoxide Incident

Town of Sturgeon Bay: 05 Year to Date: 08

1 – Structure Fire

3 – EMS Assist, Emergent

1 – Vehicle Accident

Southern Door: 02 Year to Date: 02

1 – Ice Rescue

1 – Dispatched & Cancelled in Route

Brussels: 0 Year to Date: 01

### AVERAGE RESPONSE TIME:

EMERGENT: 3.67 NON-EMERGENT: 3.94

EMERGENT: 4.12 NON-EMERGENT: 3.94

EMERGENT: 11.23 NON-EMERGENT: 14.25

EMERGENT: 7.48 NON-EMERGENT: N/A

EMERGENT: N/A NON-EMERGENT: 15.52

### TOTAL MONTHLY INCIDENTS BY TYPE

27 – Medical; Non-Emergent

55 – Medical; Emergent

01 – Gas Leak

02 – Alarm/Detector Activation, No Fire

01 – Ice Rescue

02 – Structure Fire

01 – Good Intent Incident

05 – Vehicle Accident

03 – Carbon Monoxide Incident

02 – Dispatched & Cancelled

01 – Dumpster/Trash Fire

02 – Public Service

02 – Smoke Scare/Odor of Smoke

### INPECTION REPORT:

Inspections within the city limits: 122 Inspections

Inspections outside the city limits: 09 Inspections

Town of Sturgeon Bay: 05 Inspection

Town of Sevastopol: 04 Inspections

Total number of inspection hours: 127.5 Hours



## **SPECIAL REPORTS, ACTIVITIES AND REPAIRS**

**MAINTENANCE:** Firefighters cleaned the ice machine and replaced the sensor; mounted new radios in Squad 1; changed the oil in Chief 11; moved the ice machine and ran new electrical and water lines; mounted equipment in Truck 2; replaced brakes in City Ford 500; installed new washer/dryer, stove, refrigerator and microwave at Eastside Station; repaired Mr. Buddy heater on Dive 7; mounted/moved SCBA on Engine 4; added/re-keyed locks at DPW and repaired/lubed door handle on Engine 4.

**TRAINING:** 545.3 hours of training were conducted in February. Firefighters trained with ice rescue equipment; all Firefighters attended an 8 hour training on the new Truck 2 (Aerial Truck), this was instructed by a Ferrara Fire Apparatus Representative; A/C Montevideo, Lt Austad, FF Frangipane, FF Wiegand, FF Gulley and FF Weber completed EMT refresher training held in Brussels; and on-duty firefighters participated in a live fire burn training with Jacksonport Fire Department which was held at the Public Safety Training Facility.

**OTHER:** Fire Chief and AC attended city and other town meetings; installed four (4) car seats; conducted multiple station tours.

We presented Fire Safety presentations for seniors at Door County ADRC and Drivers Ed Students at Sturgeon Bay High School.

Sturgeon Bay Fire Department took delivery of a Ferrara 100ft Platform Truck.

**BEVERAGE OPERATOR LICENSE**

1. Cumber, David C.
2. Jeanquart, Christine M.
3. Pagel, Jolene J.
4. Peterson, Jeffrey C.
5. Reinhard, Staci N.
6. Sleger, Robert G.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to write off the following 2016 delinquent personal property tax account bills in the amount of \$1,922.59 and to authorize the City Attorney to pursue small claims court action against personal property tax account # 281-0793, Lauger Concrete and account #281-0290-Jeffery Slavik DDS.

**Write-off list**

<b><u>Tax Account #</u></b>	<b><u>Name</u></b>	<b><u>Proposed Write-off</u></b>
<b><u>Amount</u></b>		
281-0376	Palmer Johnson Yachts, LLC	\$1,779.21
281-0759	M & M Computers	\$ 5.58
281-1220	Door County Marine, LLC	\$ 44.39
281-1404	J Allen Design Studio	\$ 51.22
281-9732	Door County Rubber Stamp, LLC	\$ 42.19
	<b>Total</b>	<b>\$ 1,922.59</b>

**Small Claims list**

<b><u>Tax Account #</u></b>	<b><u>Name</u></b>	<b><u>Delinquent Taxes</u></b>
281-0290	Jeffery Slavik DDS	\$ 268.63
281-0793	Lauger Concrete, Dylan Lauger	\$ 410.71
		<b>\$ 679.34</b>

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 13, 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:** Write-off and/or pursue small claims action of 2016 Delinquent Personal Property tax accounts

**BACKGROUND:** In November of 2004 the City adopted a Billing/Accounts Receivable Policy which includes provisions for write-offs. Per the policy, accounts considered for writing-off are those that cannot be collected under any of the following circumstances:

- 1) The party owing the City money cannot be located.
- 2) The party owing the City money has filed bankruptcy (all pertinent claims will be filed by the city in the cases of bankruptcy)
- 3) The expense of collecting the delinquent funds owed to the City exceeds the amount of the delinquency. Per the City Attorney a cut off of \$250 should be used.

Following is a list detailing the delinquent Personal Property Tax accounts for which I am proposing to write-off or forward to the City Attorney for small claims processing. The delinquent personal property tax accounts received several collection notices in 2017.

### Write-off list

<u>Tax</u>		<u>Proposed</u>
<u>Account #</u>	<u>Name</u>	<u>Write-off Amt</u>
281-0376	Palmer Johnson Yachts, LLC	\$1,779.21
281-0759	M&M Computers	\$ 5.58
281-1220	Door County Marine, LLC	\$ 44.39
281-1404	J Allen Design Studio	\$ 51.22
281-9732	Door County Rubber Stamp, LLC	\$ 42.19
	<b>Total</b>	<b>\$1,922.59</b>

### Small Claims list

<u>Tax</u>		<u>Proposed</u>
<u>Account #</u>	<u>Name</u>	<u>Small Claims Amt</u>
281-0290	Jeffrey Slavik DDS	\$268.63
281-0793	Lauger Concrete, Dylan Lauger	\$410.71
	<b>Total</b>	<b>\$679.34</b>

The proposed delinquent personal property tax write-off in the amount of \$1,922.59 is strictly the City's liability as per statute. Where Wisconsin statute allows, the City will chargeback uncollected personal property taxes to the pertinent taxing jurisdictions (state, county, school, technical college). Additionally, it has been the practice of the City to publish the delinquent account list, less those accounts in bankruptcy, or with other extenuating circumstances, in the Door County Advocate.

**FISCAL IMPACT:** The fiscal impact to the City for writing off the above listed delinquent

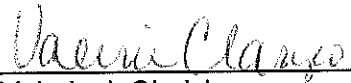
personal property tax accounts is \$1,922.59. The fiscal impact to the City for processing the small claims account will be minimal, providing payment from the delinquent account is actually received.

- OPTIONS:
- 1) Write-off and/or pursue small claims court collection for the delinquent personal property accounts as detailed above.
  - 2) Leave the above listed delinquent personal property tax accounts open and on the City's books.

RECOMMENDATION:


- 1) Recommend to the Common Council to write-off \$1,922.59 in 2016 delinquent personal property taxes as per the above listing.
- 2) Authorize the City Attorney to pursue small claims court action against personal property tax account #281-0793 – Lauger Concrete and account #281-0290 – Jeffrey Slavik DDS.

PREPARED BY:

  
Valerie J. Clarizio  
Finance Director/City Treasurer

3/8/18  
Date

REVIEWED BY:

  
Josh VanLieshout  
City Administrator

3/8/18  
Date

Personal Property Chargebacks for 2016 Taxes Uncollectible in 2017													
	Name	Chargeback State of Wisconsin	Chargebacks County of Door	Chargebacks City of Sturgeon Bay	Chargebacks Sturgeon Bay School District	Chargebacks Sevastopol School District	Chargebacks Southern Door School District	Chargebacks NWTC	Total Chargebacks per Owner	Ceased Operations (CO) Bankruptcy (B) Removed from next Assmt Roll (R)	Action	Payment Date	Reimbursed to Taxing Jurisdictions
281-0290	Jeffrey Slavik DDC	1.83	39.49	112.70	106.43			8.18	268.63		Small Claims Chargeback & Write-off		
281-0376	Palmer Johnson Yachts, LLC	26.81	623.33	1,779.21	1,679.96			129.05	4,240.38	CO	Chargeback & Write-off		
281-0759	M&M Computers	0.09	1.96	5.58	5.28			0.41	13.32	CO	Chargeback & Write-off		
281-0793	Lauger Concrete	2.79	60.38	172.32	162.72			12.50	410.71		Small Claims		
281-1220	Door County Marine LLC	0.30	6.53	18.62	17.59			1.35	44.39		Write-off Chargeback & Write-off		
281-1404	J Allen Design Studio	0.83	17.95	51.22	48.37			3.72	122.09	CO	Chargeback & Write-off		
281-9732	Door County Rubber Stamp LLC	0.29	6.20	17.71	16.71			1.28	42.19		Write-off		
	Total Delinquent amounts	34.94	755.84	2,157.36	2,037.06	0.00	0.00	156.49	5,141.69				
	Accounts that don't qualify for CB	5.21	112.60	321.35	303.45	0.00	0.00	23.31	888.01				
	Total Chargebacks	29.73	643.24	1,838.01	1,733.61	0.00	0.00	133.18	4,253.68	5,141.69			
	Less Payments / W/offs to date												
	Chargeback Balance	29.73	643.24	1,838.01	1,733.61	0.00	0.00	133.18	4,253.68				

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

We, the Finance/Purchasing & Building Committee, hereby recommend a onetime waiver for snow removal fees for Ross Dippel and Christine Henkel, in the amount of \$125.00 based on medical issues, financial basis and meteorological documentation. This is a non-precedence setting fee waiver.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 13, 2018

\*\*\*\*\*

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

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

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

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

To City of Sturgeon Bay Finance Committee  
Stewart Fett, Chair

Dear Mr. Fett,  
We appreciate your time in reviewing this letter.

We were referred to contact you regarding a fee for snow removal at our residence. We are requesting consideration that the fee for snow removal be waived for the property at 1216 Memorial Drive that was assessed on Jan. 5, 2018.

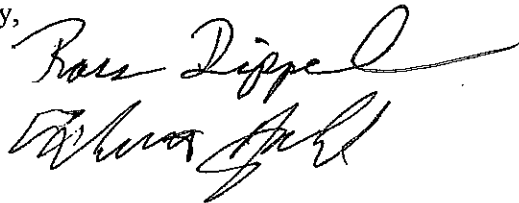
We have lived on this property for about 16 years and in addition, generations of our family have lived at the residence for more than 70 years. We consistently provide caring stewardship of this property and have never been assessed a fee of any kind.

In addition, the charge of \$125 is a significant sum for our family as we try to manage ongoing medical out-of-pocket costs for a chronic condition. (Documentation of this can be provided.)

Not only do we remove snow from our sidewalk, but also, in a spirit of friendly consideration of our neighbors, we also voluntarily remove snow from their sidewalks as well. (If helpful, our neighbors can attest to this.)

Thank you for your consideration of waiving the fee on this one occasion. We would be happy to provide any additional information that you may require.

Respectfully,

The block contains two handwritten signatures in black ink. The first signature, 'Ross Dippel', is written in a cursive style with a long, sweeping horizontal line extending to the right. The second signature, 'Christine Henkel', is also in cursive and is positioned directly below the first signature.

Ross Dippel  
Christine Henkel

To City of Sturgeon Bay Finance Committee  
Stewart Fett, Chair



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

KENNETH HENKEL TRST ET AL  
903 CLAYTON PL  
GREEN BAY WI 54302-

INVOICE


Invoice Date: 01/08/2018  
Invoice #: 2018018  
Invoice Amt: \$125.00  
Customer #: HENKEL K  
Due Date: UPON RECEIPT

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
SNOW REMOVAL . ON 1/5/18 @ 1216 MEMORIAL DR PARCEL # 2816231000303	1.00	\$100.00	\$100.00
ADMINISTRATIVE FEE	1.00	\$25.00	\$25.00
SUB-TOTAL:			\$125.00
TAX:			\$ .00
AMT. PAID:			\$ .00
INVOICE TOTAL:			\$125.00

CITY OF STURGEON BAY

INVOICE DATE: 01/08/2018 INVOICE #: 2018018

# Sturgeon Bay, WI

 Door County Cherryland

[Forecast](#) **[History](#)** [Calendar](#) [Rain / Snow](#) [Health](#)

## Weather History for KSUE - January, 2018

Change the Weather History Date:

January

5

2018

[View](#)

### Friday, January 5, 2018

[« Previous Day](#)

[Next »](#)

**Daily** [Weekly](#) [Monthly](#) [Custom](#)

	Actual	Average	Record
<b>Temperature</b>			
Mean Temperature	4 °F	-	
Max Temperature	8 °F	24 °F	48 °F (1946)
Min Temperature	0 °F	6 °F	-22 °F (1912)
<b>Degree Days</b>			
Heating Degree Days	61		
<b>Moisture</b>			
Dew Point	-8 °F		
Average Humidity	63		
Maximum Humidity	75		
Minimum Humidity	53		
<b>Precipitation</b>			
Precipitation	0.00 in	-	- ()
<b>Sea Level Pressure</b>			
Sea Level Pressure	30.47 in		



# Sturgeon Bay, WI

Door County Cherryland

[Forecast](#) [History](#) [Calendar](#) [Rain / Snow](#) [Health](#)

## Weather History for KSUE - January, 2018

Change the Weather History Date:

January 5 2018 [View](#)

## Thursday, January 4, 2018

[« Previous Day](#)

[Next »](#)

[Daily](#) [Weekly](#) [Monthly](#) [Custom](#)

	Actual	Average	Record
<b>Temperature</b>			
Mean Temperature	5 °F	-	
Max Temperature	9 °F	25 °F	46 °F (2007)
Min Temperature	1 °F	10 °F	-16 °F (1947)
<b>Degree Days</b>			
Heating Degree Days	60		
<b>Moisture</b>			
Dew Point	-6 °F		
Average Humidity	64		
Maximum Humidity	69		
Minimum Humidity	56		
<b>Precipitation</b>			
Precipitation	0.00 in	-	- ()
<b>Sea Level Pressure</b>			
Sea Level Pressure	30.35 in		

# Sturgeon Bay, WI

Door County Cherryland

[Forecast](#) **History** [Calendar](#) [Rain / Snow](#) [Health](#)

## Weather History for KSUE - January, 2018

Change the Weather History Date:

January 3 2018 [View](#)

## Wednesday, January 3, 2018


[« Previous Day](#)

[Next »](#)

**Daily** [Weekly](#) [Monthly](#) [Custom](#)

	Actual	Average	Record
<b>Temperature</b>			
Mean Temperature	9 °F	-	
Max Temperature	15 °F	25 °F	50 °F (1998)
Min Temperature	3 °F	11 °F	-16 °F (1979)
<b>Degree Days</b>			
Heating Degree Days	56		
<b>Moisture</b>			
Dew Point	4 °F		
Average Humidity	77		
Maximum Humidity	85		
Minimum Humidity	61		
<b>Precipitation</b>			
Precipitation	0.00 in	-	- ()
<b>Sea Level Pressure</b>			
Sea Level Pressure	30.02 in		

# Sturgeon Bay, WI

 Door County Cherryland

[Forecast](#) [History](#) [Calendar](#) [Rain / Snow](#) [Health](#)

## Weather History for KSUE - January, 2018

Change the Weather History Date:

January



2



2018



View

## Tuesday, January 2, 2018

« Previous Day

[Daily](#) [Weekly](#) [Monthly](#) [Custom](#)

Actual

Average

Recd

### Temperature

Mean Temperature

5 °F

-

Max Temperature

12 °F

27 °F

44 °

Min Temperature

-2 °F

11 °F

-17

### Degree Days

Heating Degree Days

60

### Moisture

Dew Point

-4 °F

Average Humidity

65

Maximum Humidity

85

Minimum Humidity

48

### Precipitation

Precipitation

0.00 in

-

- ()

Weather for nearest2 regional airports.com

# Sturgeon Bay, WI

✈ Door County Cherryland

[Forecast](#) [History](#) [Calendar](#) [Rain / Snow](#) [Health](#)

## Weather History for KSUE - January, 2018

Change the Weather History Date:

January

1

2018

[View](#)

Monday, January 1, 2018

[« Previous Day](#)

[Next Day »](#)

[Daily](#) [Weekly](#) [Monthly](#) [Custom](#)

Actual

Average

Record

### Temperature

Mean Temperature

-4 °F

-

Max Temperature

1 °F

27 °F

44 °F (2007)

Min Temperature

-8 °F

14 °F

-17 °F (1969)

### Degree Days

Heating Degree Days

68

### Moisture

Dew Point

-11 °F

Average Humidity

69

Maximum Humidity

75

Minimum Humidity

62

### Precipitation

Precipitation

0.00 in

-

- (0)

### Sea Level Pressure

Sea Level Pressure

30.63 in

# Sturgeon Bay, WI

Door County Cherryland

[Forecast](#) **[History](#)** [Calendar](#) [Rain / Snow](#) [Health](#)

## Weather History for KSUE - December, 2017

Change the Weather History Date:

December 31 2017

View

## Sunday, December 31, 2017

[« Previous Day](#)

[Next Day »](#)

**Daily** [Weekly](#) [Monthly](#) [Custom](#)

Actual

Average

Record

### Temperature

Mean Temperature

3 °F

-

Max Temperature

10 °F

27 °F

52 °F (1965)

Min Temperature

-6 °F

12 °F

-13 °F (1967)

### Degree Days

Heating Degree Days

62

### Moisture

Dew Point

-6 °F

Average Humidity

66

Maximum Humidity

83

Minimum Humidity

51

### Precipitation

Precipitation

0.00 in

-

-0

# Sturgeon Bay, WI

✈ Door County Cherryland

[Forecast](#) [History](#) [Calendar](#) [Rain / Snow](#) [Health](#)

## Weather History for KSUE - December, 2017

Change the Weather History Date:

December

30

2017

[View](#)

### Saturday, December 30, 2017

[« Previous Day](#)

[Next Day »](#)

[Daily](#) [Weekly](#) [Monthly](#) [Custom](#)

Actual

Average

Record

#### Temperature

Mean Temperature

4 °F

-

Max Temperature

14 °F

27 °F

48 °F (1936)

Min Temperature

-5 °F

11 °F

-16 °F (1976)

#### Degree Days

Heating Degree Days

60

#### Moisture

Dew Point

-3 °F

Average Humidity

70

Maximum Humidity

77

Minimum Humidity

58

#### Precipitation

Precipitation

0.00 in

-

- ()



# Sturgeon Bay, WI

✈ Door County Cherryland

Forecast **History** Calendar Rain / Snow Health

## Weather History for KSUE - December, 2017

Change the Weather History Date:

December

29

2017

View

## Friday, December 29, 2017

« Previous Day

Next »

Daily Weekly Monthly Custom

	Actual	Average	Record
<b>Temperature</b>			
Mean Temperature	0 °F	-	
Max Temperature	7 °F	28 °F	54 °F (1984)
Min Temperature	-6 °F	14 °F	-17 °F (1976)
<b>Degree Days</b>			
Heating Degree Days	64		
<b>Moisture</b>			
Dew Point	-2 °F		
Average Humidity	77		
Maximum Humidity	91		
Minimum Humidity	69		
<b>Precipitation</b>			
Precipitation	0.00 in	-	- ()

<https://www.googleadservices.com/pagead/acik?sa=L&ai=CLTKM3DGoW...>



1/14/18

Sidewalk full for consecutive weeks

1/14/18

Sidewalk



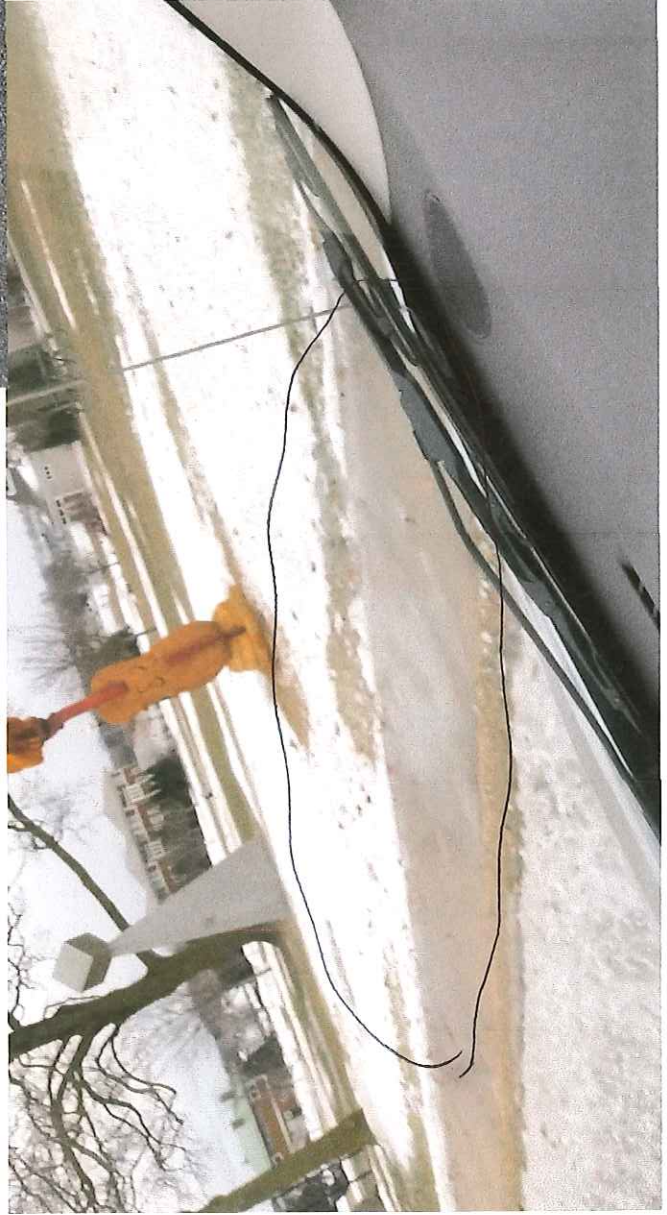




2/1/18  
Sidewalk & Lot  
(Ice)



1/14/18  
Sidewalk (Ice)



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

We, the Finance/Purchasing & Building Committee, hereby recommend to award the bid from Aquarius Systems for purchase of a HM-420 aquatic plant harvester and TR-23 trailer at a cost not to exceed \$172,960.00 and approve a fund transfer of \$22,960.00 from capital budget line item 10-400-000-59065 (back hoe) to line item 10-560-000-59065 (aquatic plant harvester).

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 27, 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:** February 22, 2018

**Title:** Award of Bid for Aquatic Plant Harvester

**Background:** On February 2, 2018 the Municipal Services Department received bids for a new aquatic plant harvester. 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 \$172,960.00 was received from Aquarius Systems for a HM-420 aquatic plant harvester and TR-23 standard trailer.

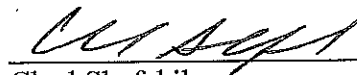
The 2018 capital budget included \$150,000.00 for the purchase of a new aquatic plant harvester. Therefore, the bid received is unfortunately \$22,960.00 over budget. However, the City of Sturgeon Bay was fortunate enough to receive a Boating and Fishing State and Federal Grant from the DNR to cover 35% of the cost of the aquatic plant harvester and trailer (with a total reimbursement amount not to exceed \$62,251.00). Therefore, the City of Sturgeon Bay will be eligible for a reimbursement of \$60,536.00. With this cost share from the grant the actual cost to the City will be \$112,424.00 which would be \$37,576.00 under budget.

However, even though the overall actual cost to the City will be less than budgeted a fund transfer will be needed to satisfy the standard practices of public accounting which requires expenditures to be viewed separately from revenues. The 2018 capital budget included funds for the purchase of a back hoe which came in \$23,198.00 under budget. Therefore, it is proposed to transfer \$22,960.00 from the back hoe to the aquatic plant harvester. A fund transfer of this amount will require a  $\frac{3}{4}$  vote of the Common Council.

**Fiscal Impacts:** \$112,424.00 (Bid amount less grant reimbursement)

**Recommendation:** Award the bid from Aquarius Systems for purchase of a HM-420 aquatic plant harvester and TR-23 trailer at a cost not to exceed \$172,960.00 and approve a fund transfer of \$22,960.00 from capital budget line item 10-400-000-59065 (back hoe) to line item 10-560-000-59065 (aquatic plant harvester).

**Prepared By:**



Chad Shefchik  
Interim - Municipal Services Director

**Date:** 2-22-18

**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 2/22/18

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 2/22/18

## FORM OF PROPOSAL/BID FORM

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

Purchase

One (1) 2018 Aquatic Plant Harvester

\$ 172,960.00

Submitted By: Aquarius Systems - A Division of D&D Products Inc.  
Print Company Name

By: \_\_\_\_\_

Signature

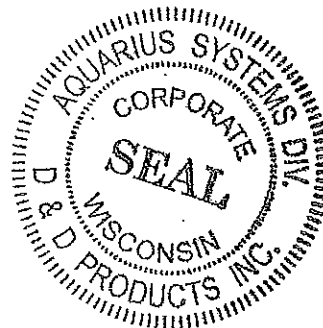
Title: Travis Webb, Sales Coordinator

Address: 200 North Harrison Street

North Prairie, WI 53121

Phone: 262.392.2162

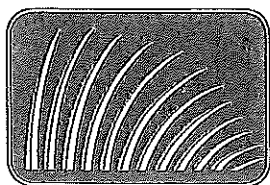
Date: 1/29/2018



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

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





# AQUARIUS SYSTEMS

A Division of D&D Products Inc.

PO Box 215 | 200 North Harrison Street | North Prairie, Wisconsin 53153 U.S.A.

Phone 262-392-2162

Toll Free 800-328-6555

Fax 262-392-2984

Email [info@aquarius-systems.com](mailto:info@aquarius-systems.com)

Web [www.aquarius-systems.com](http://www.aquarius-systems.com)

Aquatic Plant Harvesters

| Trash Skimmers

| Amphibious Excavators

| Swamp Devils

January 30, 2018

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

Ref: The Purchase of One (1) 2018 Aquatic Plant Harvester

Dear Sir or Madam,

Thank you this opportunity to quote your requirements for a new Aquatic Plant Harvester and Trailer. We've enjoyed a long relationship with the City of Sturgeon Bay and hope for many more years to come.

In response to the City's bid, the following documents will address our product information in regards to the required specifications. Being offered are the Aquarius Systems HM-420 Harvester and TR-23 Standard Trailer. Aquarius Systems agrees to all terms and conditions and meets and/or exceeds nearly all of the required specifications. Also, if favored with the order, Aquarius Systems will provide the City of Sturgeon Bay a 15% discount on spare parts purchased through December 31, 2019.

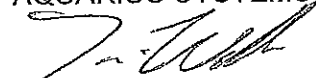
Not only is D&D Products the longest tenured and most experienced producer of aquatic plant harvesting equipment in the world; the employees of D&D Products have the most knowledge and experience in the production of this specific equipment, leaving us unparalleled in this industry. We maintain a fully stocked parts room, and can usually ship orders same-day. This support is also key to reducing downtime in the short harvesting season.

We welcome you to come visit our facility at any time. All the harvesting equipment is made right here in North Prairie, Wisconsin. We currently have a variety of completed machines in different sizes that are awaiting delivery, as well as many in production. Most people find it to be an interesting and educational visit!

If you have any questions concerning the equipment or bid documents, please don't hesitate to contact us. Thank you for your consideration.

Best Regards,

AQUARIUS SYSTEMS

  
Travis Webb,  
Sales Coordinator



AQUARIUS  
SYSTEMS  
A Division of D&D Products Inc.

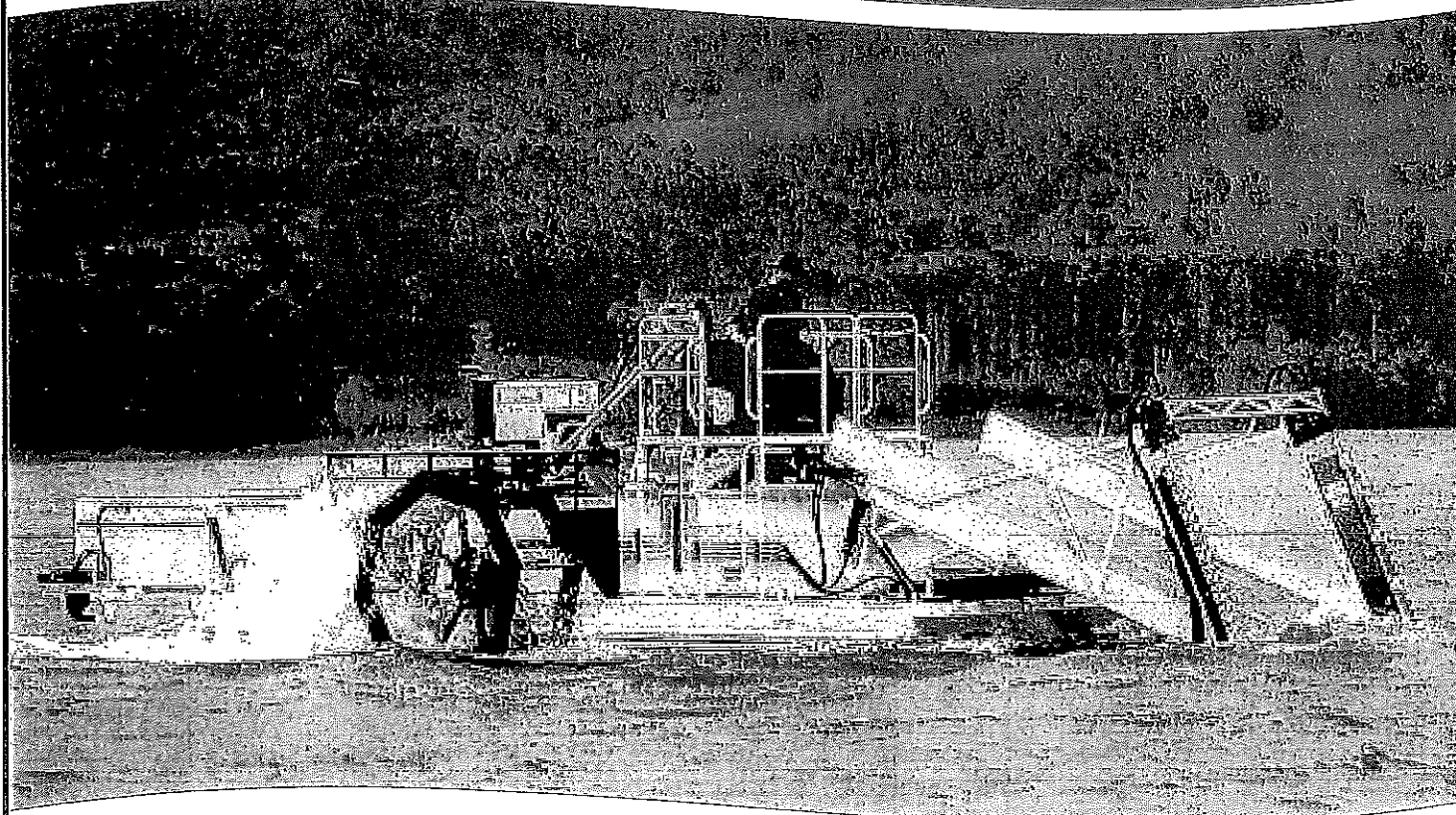
Travis Webb  
Sales Coordinator

Phone 262-392-2162  
Toll Free 800-328-6555  
Fax 262-392-2984

Email [travisw@aquarius-systems.com](mailto:travisw@aquarius-systems.com)



# 420 series harvesters



The 420 Series Harvesters are the most efficient machine available for medium sized harvesting projects. The 420s offers exceptional versatility and value, making this model by far the most popular available on the market today.

The 420 Series has a 7' 0" (2,13 m) wide horizontal cutter bar and can cut up to 5' 2" (1,57 m) deep. It can hold up to 450 cubic feet (12,74 cubic meters) of cut vegetation on board, or up to 10,000 lb. (4.535 kg.) by weight.

Standard models include many quality and safety features; numerous options and upgrades are also available.



**AQUARIUS  
SYSTEMS**  
A Division of D&D Products Inc.

PO Box 215 | 200 N Harrison Street | North Prairie | Wisconsin | 53153 USA  
P 262-392-2162 | T 800-328-6555 | F 262-392-2984  
[info@aquarius-systems.com](mailto:info@aquarius-systems.com) | [www.aquarius-systems.com](http://www.aquarius-systems.com)