



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, JULY 3, 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. Public Comment.
6. Consideration of the 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]

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 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 the following reports on file:

- (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: Approval 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.
  - \* j. Resolution re: Disallowance of Claim for Kerri Anderco.
8. Mayoral appointments.
  9. Resolution re: Discontinue and vacate unpaved alley.
  10. Second reading of ordinance re: Repeal and recreate Section 1.167(3) of the Municipal Code – Bicycle and Pedestrian Advisory Board.
  11. Second reading of ordinance re: Repeal and recreate Section 7.12(1) and 7.12(5) of the Municipal Code – Bicycles, Play Vehicles, and In-line Skates.
  12. Consideration of: Accessory dwelling units. (Ald. Hauser)
  13. Items to be Included on Future Agendas (New Business).
  14. City Administrator report.
  15. Committee Chairperson Reports:
    - a. City Plan Commission
    - b. Finance/Purchasing & Building Committee
    - c. Park & Recreation Committee
  16. Mayor's comments.
  17. 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.
    - d. Consideration of: Dissolution of WRA and Creation of CDA.

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.
  18. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

Time:

By:

6-29-18  
12:00pm  
Jm

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04600	DOOR COUNTY MEMORIAL HOSPITAL	PUBL HRING DEP RFND-DCMH	01-000-000-23168	50.00
R0000985	SULLYS THUMBS UP PRODUCE	06.23.18 FOOD SHARE-SULLYS	01-000-000-21595	91.00
R0000991	SPERBER FARMS	6.23.18 FOOD SHARE-SPERBER	01-000-000-21595	31.00
R0001001	RENARDS CHEESE	06.16.18 FOOD SHARE-RENARDS	01-000-000-21595	61.00
R0001001		6.23.18 FOOD SHARE-RENARDS	01-000-000-21595	80.00
R0001074	RANDALL MANGES	6.16.18 FOOD SHARE- R MANGES	01-000-000-21595	28.00
R0001540	LINNEA PICHETTE	PARK SHELTR FEE RFND/PICHETTE	01-000-000-46310	55.00
R0001540		STATE TAX/PICHETTE	01-000-000-24214	2.75
R0001540		COUNTY TAX/PICHETTE	01-000-000-24215	0.28
THORP	PAT THORP	6.16.18 FOOD SHARE/PAT PATCH	01-000-000-21595	127.00
TOTAL LIABILITIES				526.03
TOTAL GENERAL FUND				526.03
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	04/18 LEGAL MATTERS-KOLSKI	01-110-000-55010	112.00
16555		04/18 LEGAL MATTERS-SLAVIK	01-110-000-55010	350.25
16555		04/18 GENERAL LEGAL MATTERS	01-110-000-55010	1,707.75
TOTAL				2,170.00
TOTAL LAW/LEGAL				2,170.00
CITY CLERK-TREASURER				
03940	STEPHANIE REINHARDT	MEAL EXPENSE/REINHARDT	01-115-000-55600	31.29
03940		MILEAGE/REINHARDT	01-115-000-55600	194.02
23714	WISCONSIN MUNICIPAL CLERKS	2018 WMCA CONF REG/REINHARDT	01-115-000-55600	130.00
BUBBRICKS	BUBBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-115-000-51950	136.29
CHASE	JP MORGAN CHASE BANK	FUEL	01-115-000-55600	22.00
CHASE		FUEL	01-115-000-55600	24.00
CHASE		PARKING FEES	01-115-000-55600	40.00
CHASE		SHUTTLE FEE	01-115-000-55600	45.00
CHASE		BAGGAGE FEE	01-115-000-55600	25.00
CHASE		MEAL EXPNSE	01-115-000-55600	22.57
CHASE		CONF LODGING-CLARIZIO	01-115-000-55600	1,409.25
USBANK	US BANK	CONFERENCE LODGING-CLARIZIO	01-115-000-55600	139.00
USBANK		CONFERENCE REG-CLARIZIO	01-115-000-55600	190.00
TOTAL				2,408.42
TOTAL CITY CLERK-TREASURER				2,408.42
ADMINISTRATION				
USBANK	US BANK	CONFERENCE LODGING-VANLIESHOUT	01-120-000-55600	139.00
USBANK		CONFERENCE REG-VANLIESHOUT	01-120-000-55600	190.00
TOTAL				329.00
TOTAL ADMINISTRATION				329.00

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INVOICES DUE ON/BEFORE 07/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
COMPUTER				
03101	CDW GOVERNMENT, INC.	PROJECTION SCREEN	01-125-000-55550	133.68
03101		HP MONITOR-ASSESSING	01-125-000-55550	109.55
03101		MONITOR-ASSESSING	01-125-000-55550	108.46
TOTAL				351.69
TOTAL COMPUTER				351.69
CITY ASSESSOR				
17700	QUILL CORPORATION	STENO BOOKS	01-130-000-52800	12.47
ASSO APP	ASSOCIATED APPRAISAL	7.03.18 CONTRACT	01-130-000-55010	1,333.33
TOTAL				1,345.80
TOTAL CITY ASSESSOR				1,345.80
BUILDING/ZONING CODE ENFORCEMT				
SAFEBUILD	SAFE BUILT	MAY PERMITS	01-140-000-55010	9,597.23
SAFEBUILD		PLAN REVIEW	01-140-000-55010	552.50
TOTAL				10,149.73
TOTAL BUILDING/ZONING CODE ENFORCEMT				10,149.73
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	05/18 CHAD CELL SVC	01-145-000-58250	71.13
TOTAL				71.13
TOTAL MUNICIPAL SERVICES ADMIN.				71.13
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	05/18 CELL SVC	01-150-000-58250	21.12
03133		05/18 CELL SVC-DPW OLD LINE	01-150-000-58250	91.57
03133		05/18 CELL SVC-DPW NEW LINE	01-150-000-58250	107.16
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-150-000-51950	186.41
TOTAL				406.26
TOTAL PUBLIC WORKS ADMINISTRATION				406.26
ELECTIONS DEPARTMENT				
22800	WALMART COMMUNITY	ELECTION SUPPLIES	01-155-000-54999	17.63
CHASE	JP MORGAN CHASE BANK	STAMPS-BALLOTS	01-155-000-54999	50.00
TOTAL				67.63

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL ELECTIONS DEPARTMENT				67.63
CITY HALL				
04575	DOOR COUNTY HARDWARE	POWER BIT/DECK SCREWS	01-160-000-51750	14.58
04575		CONCRETE MIX	01-160-000-51750	32.95
23730	WPS	421 MICHIGAN ST	01-160-000-56600	508.55
KONE	KONE INC.	ELEVATOR REPAIR	01-160-000-58999	1,472.09
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHT BULBS	01-160-000-55300	11.19
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	44.30
WARNER		PAPER PRODUCTS	01-160-000-51850	54.35
WARNER		PAPER PRODUCTS	01-160-000-51850	54.35
TOTAL				2,192.36
TOTAL CITY HALL				2,192.36
GENERAL EXPENDITURES				
04549	DOOR COUNTY ECONOMIC DEVELOPME	DC HOUSING STUDY	01-199-000-57000	5,000.00
16555	PINKERT LAW FIRM, LLP	04/18 TID 1 LEGAL MATTERS	01-199-000-51525	348.00
19085	SCHENCK BUSINESS SOLUTIONS	FINAL BILLING 2017 AUDIT	01-199-000-55150	2,000.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	8 CRTNS COPY PAPER	01-199-000-55650	247.20
CHASE	JP MORGAN CHASE BANK	FED LABOR LAW	01-199-000-55605	68.85
TOTAL				7,664.05
TOTAL GENERAL EXPENDITURES				7,664.05
POLICE DEPARTMENT				
06592	FOX VALLEY TECHNICAL COLLEGE	2018 LEAP CONF/S OLSON	01-200-000-55600	225.00
CHASE	JP MORGAN CHASE BANK	LODGING	01-200-000-55600	186.00
CHASE		CREDIT LODGING	01-200-000-55600	-186.00
USBANK	US BANK	CONF LODGING-PORTER	01-200-000-55600	186.00
USBANK		CREW/RECON TRAINR/BRNKMEN	01-200-000-52900	56.95
USBANK		LAPTOP CLEANER	01-200-000-55500	25.99
USBANK		ETHERNET CABLE	01-200-000-55500	59.94
USBANK		5 PORT DESKTOP SWITCH	01-200-000-55500	59.04
TOTAL				612.92
TOTAL POLICE DEPARTMENT				612.92
PATROL BOAT				
PATROL BOAT				
02206	BAY MARINE	PATROL/DIVE BOAT FUEL	01-205-000-51650	404.37
TOTAL PATROL BOAT				404.37
TOTAL PATROL BOAT				404.37

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	DRUG SCREEN/CSO L HERMANS	01-215-000-57100	25.00
03133	CELLCOM WISCONSIN RSA 10	05/18 CELLPHONES	01-215-000-58250	976.04
03133		05/18 MIFI WIRELESS ROUTERS	01-215-000-58250	260.68
04696	DOOR COUNTY TREASURER	05/18 UNLEAD FUEL 1287.92 G	01-215-000-51650	3,525.04
06012	FASTENAL COMPANY	PAPER TOWELING	01-215-000-54999	57.53
07745	GORDONS WEST SIDE ELECTRIC	WATER PUMP	01-215-000-54999	200.00
21450	THE UNIFORM SHOPPE	TIE & BRASS/MIELKE	01-215-000-52900	33.45
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	SPEED BOARD BATTERY	01-215-000-58600	66.32
CHASE	JP MORGAN CHASE BANK	ICLOUD STORAGE	01-215-000-58250	0.99
CHASE		LODGING-TRAINING-BILODEAU	01-215-000-55600	105.56
CHASE		BUSINESS CARDS/DORNER	01-215-000-54999	13.98
NELSON	NELSON TACTICAL	UNIFORM BOOTS/COYHIS	01-215-000-52900	100.00
NELSON		BIO CIRCL SOLUTION 5G	01-215-000-51050	445.50
USBANK	US BANK	FUEL	01-215-000-51650	25.75
USBANK		FUEL	01-215-000-51650	37.25
TOTAL				5,873.09
TOTAL POLICE DEPARTMENT/PATROL				5,873.09
POLICE DEPT. / INVESTIGATIONS				
04266	DEPARTMENT OF MILITARY AFFAIRS	2018 PRGRM ENROLLMENT	01-225-000-57950	150.00
TOTAL				150.00
TOTAL POLICE DEPT. / INVESTIGATIONS				150.00
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	RADIO MAINTENANCE	01-250-000-57550	50.00
04696	DOOR COUNTY TREASURER	MAY FUEL	01-250-000-51650	1,569.87
06650	GALLS, AN ARAMARK COMPANY	UNIFORM	01-250-000-52900	34.95
07745	GORDONS WEST SIDE ELECTRIC	WATER PUMP	01-250-000-54999	201.87
11545	MAPLE STREET SIGN CO.	TRUCK & STATION SIGNS	01-250-000-54999	411.00
14560	NFPA	NFPA 3000 CODE	01-250-000-56000	46.80
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	229.20
20725	T R COCHART TIRE CENTER	TIRE REPAIR-FORD 500	01-250-000-53000	60.00
22800	WALMART COMMUNITY	BAR OIL, LABES, FLAG	01-250-000-54999	85.81
22800		SUNSCREEN, WPES, CONTAINRS	01-250-000-54999	202.92
23730	WPS	W SIDE FIRE STATION	01-250-000-56600	34.15
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	CREDIT RETURN AIR FILTER	01-250-000-53000	-90.65
CHASE	JP MORGAN CHASE BANK	CONFERENCE-CREDIT	01-250-000-55600	-345.00
CHASE		IAFC MEMBERSHIP	01-250-000-56000	240.00
CHASE		POSI CHECK CALIBRATION	01-250-000-56250	680.00
CHASE		APRIL DATA	01-250-000-58250	254.38
CHASE		TRAINING 5 ALARM-LODGING	01-250-000-55600	188.00
CHASE		NFPA CONF LODGING	01-250-000-55600	157.60
CHASE		NFPA CONF REG	01-250-000-55600	1,085.00
CHASE		CONF FLIGHT	01-250-000-55600	367.97
CHASE		CONF FLIGHT	01-250-000-55600	367.97
CHASE		TRAINING MEAL	01-250-000-55600	36.50
CHASE		FUEL	01-250-000-51650	47.12
MINE	MINE SAFETY APPLIANCE CO	TIC REPAIR	01-250-000-56250	196.24

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-----				
GENERAL FUND				
USBANK	US BANK	ACCESS LADDER TRK #2	01-250-000-51350	92.20
USBANK		STATION FUEL	01-250-000-51650	10.73
USBANK		TRAINING MEALS	01-250-000-55600	74.72
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-250-000-54999	106.72
TOTAL				6,396.07
TOTAL FIRE DEPARTMENT				6,396.07
STORM SEWERS				
04575	DOOR COUNTY HARDWARE	CONCRETE MIX	01-300-000-51150	19.77
10750	PREMIER CONCRETE INC	BAGS OF CONCRETE	01-300-000-51150	56.50
19880	STURGEON BAY UTILITIES	STORM SEWER REPAIR	01-300-000-51150	119.82
TOTAL				196.09
TOTAL STORM SEWERS				196.09
SOLID WASTE MGMT/SPRING/FALL				
ADVANCED	ADVANCED DISPOSAL	4.22 TN, 2 TVS, COMPTN,MICRO	01-311-000-58400	427.92
TOTAL				427.92
TOTAL SOLID WASTE MGMT/SPRING/FALL				427.92
COMPOST/SOLID WASTE SITE				
03025	CAPTAIN COMMODOES INC	COMPOST SITE PORT A POTTY	01-320-000-51400	75.00
TOTAL				75.00
TOTAL COMPOST/SOLID WASTE SITE				75.00
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	BROOM ARM	01-330-000-51400	406.99
19880	STURGEON BAY UTILITIES	SWEEPER WATER USAGE	01-330-000-53050	22.28
TOTAL				429.27
TOTAL STREET SWEEPING				429.27
ROADWAYS/STREETS				
04575	DOOR COUNTY HARDWARE	DUCT SEAL,HARDWARE, TUBING	01-400-000-51400	27.36
04575		SPRAY PAINT	01-400-000-51400	29.95
14826	NORTHEAST ASPHALT, INC.	COLD MIX ASPHALT REPAIR MIX	01-400-000-52200	924.69
TOTAL				982.00

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INVOICES DUE ON/BEFORE 07/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL ROADWAYS/STREETS				982.00
STREET SIGNS AND MARKINGS				
12110	LANGE ENTERPRISES INC	ROAD SIGN FOR NEW CONSTRUCTION	01-420-000-52600	64.93
19275	SHERWIN WILLIAMS	PAINT MACHINE STRAINER	01-420-000-52100	87.60
19275		PAINT MACHINE FILTER	01-420-000-52100	27.44
L&P	L&P CONVENIENT STORE SBAY LLC	PAINT MACHINE FUEL	01-420-000-52100	17.85
TOTAL				197.82
TOTAL STREET SIGNS AND MARKINGS				197.82
CURB/GUTTER/SIDEWALK				
10750	PREMIER CONCRETE INC	CONCRETE	01-440-000-51200	434.50
TOTAL				434.50
TOTAL CURB/GUTTER/SIDEWALK				434.50
STREET MACHINERY				
03806	CUMMINS NPOWER, LLC	TRUCK PARTS	01-450-000-53000	435.96
04575	DOOR COUNTY HARDWARE	KEYS	01-450-000-52150	8.94
04575		SHADE CLOTH	01-450-000-52150	25.99
04575		OUTDOOR SPACES 100Z BLACK	01-450-000-52150	7.99
04603	HALRON LUBRICANTS INC	GREASE	01-450-000-53000	131.76
04696	DOOR COUNTY TREASURER	05/18 459.58G FUEL	01-450-000-51650	1,257.87
04696		05/18 1649.86G DSL FUEL	01-450-000-51650	4,926.48
06005	JFTCO, INC	CORE RETURNS	01-450-000-53000	-1,805.17
06005		SOS KIT	01-450-000-53000	116.76
06005		CREDIT RETURN-SENDER	01-450-000-53000	-128.29
06005		GRADER PARTS	01-450-000-53000	4,608.70
06594	FOX VALLEY TRUCK & BODY INC.	TRUCK REPAIRS-2000 STERLING	01-450-000-58600	8,674.34
19070	SCHARTNER IMPLEMENT INC	FAN BELT-#28	01-450-000-52150	44.00
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	CORE RETURN	01-450-000-53000	-44.00
ADVAUTO		AIR	01-450-000-53000	40.60
ADVAUTO		BATTERIES	01-450-000-53000	32.82
ADVAUTO		TRAILER CONNECTOR	01-450-000-53000	7.72
ADVAUTO		ASSRTD BELTS	01-450-000-53000	68.53
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ALTERNATOR-FRD TRACTOR	01-450-000-53000	244.62
TOTAL				18,655.62
TOTAL STREET MACHINERY				18,655.62
CITY GARAGE				
01766	AURORA MEDICAL GROUP	EMPLOYEE SCREENINGS	01-460-000-57100	254.00
01766		MRO FEES	01-460-000-57100	48.00



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
01766		DRUG SCREEN	01-460-000-57100	67.00
01766		DOT DRUG SCREE-JNNRJOHN	01-460-000-57100	50.00
01766		MRO REVIEW FEE-BARKER	01-460-000-57100	8.00
04575	DOOR COUNTY HARDWARE	ENTRY LOCK & COVER PLATE	01-460-000-55300	51.98
04575		KEYS	01-460-000-55300	17.88
04575		TURNBKL, ROD THREAD	01-460-000-55300	11.67
04575		BULB	01-460-000-55300	5.99
04696	DOOR COUNTY TREASURER	MSHA TRAINING EXPENSES	01-460-000-58999	466.24
06012	FASTENAL COMPANY	COVERALLS,SAFETY GLASSES	01-460-000-52350	219.06
23730	WPS	911 N 14TH AVE	01-460-000-56600	22.63
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	TORCTITE CLAMP	01-460-000-52700	13.98
AMERWELD	AMERICAN WELDING & GAS, INC	AIR TANKS	01-460-000-58999	118.01
APPLY MS	APPLIED MSS	SHOP SUPPLIES	01-460-000-54999	257.08
TOTAL				1,611.52
TOTAL CITY GARAGE				1,611.52
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	05/18 CELL SVC-DPW OLD LINE	01-500-000-58250	91.57
03133		05/18 CELL SVC-DPW NEW LINE	01-500-000-58250	107.17
03133		05/18 STEVE CELL SVC	01-500-000-58250	65.67
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ENVELOPES & LABELS	01-500-000-51950	62.45
CHASE	JP MORGAN CHASE BANK	KICK OFF SUMMER GIVEAWAYS	01-500-000-52250	231.47
R0000807	MARK THIEDE	MOVIE IN THE PARK SHOWINGS	01-500-000-52250	1,950.00
R0000807		SOUND SYSTEM-KICK OFF SUMMER	01-500-000-52250	225.00
R0001541	DEBBIE MCMULLEN	TRAVEL FEE -SUMMER KICKOFF	01-500-000-52250	20.00
TOTAL				2,753.33
TOTAL PARK & RECREATION ADMIN				2,753.33
PARKS AND PLAYGROUNDS				
02480	BONNIE BROOKE GARDENS LLC	FLOWERS	01-510-000-51750	26.50
04545	DOOR COUNTY COOPERATIVE/NAPA	GRASS SEED	01-510-000-51750	299.00
04545		50# UREA BAGS	01-510-000-51750	13.46
04545		1QT ZTALSTAR	01-510-000-51750	38.34
04545		ZCORNERSTONE PLUS	01-510-000-51750	101.25
04545		WEED SPRAY	01-510-000-51750	302.85
04575	DOOR COUNTY HARDWARE	KEYS	01-510-000-51850	5.96
04575		FASTENERS	01-510-000-51850	2.36
04575		HOSE SPRY	01-510-000-51850	19.96
04575		MASKING TAPE	01-510-000-51850	15.18
04696	DOOR COUNTY TREASURER	05/18 590.43G FUEL	01-510-000-51650	1,616.01
04696		05/18 26.48G DSL FUEL	01-510-000-51650	79.07
08225	HERLACHE SMALL ENGINE	WEED EATER LINE	01-510-000-51350	12.99
08225		NO SPILL GAS CANS	01-510-000-52700	47.98
08225		3 LBS ROLL .095" LINE	01-510-000-52700	34.99
08225		WEED EATERS	01-510-000-51350	479.98
19860	STURGEON BAY SAND & GRAVEL	BEACH STONE	01-510-000-51750	26.70
20725	T R COCHART TIRE CENTER	FLAT TIRE REPAIR	01-510-000-51900	17.50
20900	TRU GREEN CHEMLAWN	FETILIZER-WS FLD	01-510-000-58999	89.17

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INVOICES DUE ON/BEFORE 07/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
20900		FERTILIZER-SUNSET FLD	01-510-000-58999	84.05
20900		FERTILIZER-ROTARY FLD	01-510-000-58999	84.05
20900		FERTILIZER-SUNSET FLD	01-510-000-58999	84.05
20900		FERTILIZER-MEM FLD	01-510-000-58999	158.87
20900		FERTILIZER-MEM FLD	01-510-000-58999	309.55
23730	WPS	335 S 14TH AVE MEM FLD	01-510-000-56600	24.68
25900	ZOERBS PAINT	PAINT SUPPLIES	01-510-000-52100	23.40
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	LUBRICANTS	01-510-000-53000	7.49
DAWNS	DAWN'S LAWN CARE	GRUB INSPECT CONTROL-MEM FLD	01-510-000-58999	450.00
DAWNS		GRUB INSECT CONTROL- WEST SIDE	01-510-000-58999	950.00
DEGRAVE	COLLEEN DEGRAVE	WORK BOOT REIMB/DEGRAVE	01-510-000-56800	62.50
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	PALYGROUND SWING PARTS	01-510-000-51350	25.84
O'REILLY		CREDIT RETURN	01-510-000-51350	-0.74
R0001269	JARED LINDEMANN	WORK BOOT REIMB/ JAR LINDEMANN	01-510-000-56800	58.70
R0001455	GARRET KUGEL	WORK BOOT REIMB/KUGEL	01-510-000-56800	62.50
R0001493	JONAS LINDEMANN	WORK BOOT REIM/ JONAS LINDEMAN	01-510-000-56800	25.69
R0001537	BRUCE ANSCHUTZ	SEASNAL WORK BOOT REIM/ANSCHUT	01-510-000-56800	62.50
R0001539	JACKSON LINDEMANN	WORK BOOT REIMB/ JAC LINDEMANN	01-510-000-56800	62.50
TLB	TLB WOOD PRODUCTS CORP	BROWN MULCH	01-510-000-51750	1,854.40
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-510-000-51850	98.08
WARNER		CLEANING SUPPLIES	01-510-000-51850	530.00
WARNER		BOWL CLEANER	01-510-000-51850	40.68
WARNER		RETURN URINAL BLOCKS	01-510-000-51850	-40.59
TOTAL				8,247.45
TOTAL PARKS AND PLAYGROUNDS				8,247.45
BALLFIELDS				
02435	BISSEN ASPHALT LLC	QUARRY WASH -OUTFIELD	01-520-000-56500	119.19
04966	EAGLE MECHANICAL INC	MAGNESIUM ROD	01-520-000-56500	132.04
10750	PREMIER CONCRETE INC	SUPERFINE LIME	01-520-000-54999	216.00
20900	TRU GREEN CHEMLAWN	BALLFLD SPRAYING	01-520-000-58999	110.70
20900		BALLFLD SPRAYING	01-520-000-58999	67.65
20900		BALLFLD SPRAYING	01-520-000-58999	129.15
TOTAL				774.73
TOTAL BALLFIELDS				774.73
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	THREAD SEAL/PIPE THREAD	01-550-000-51850	6.38
04575		WEDGE BIT & FASTENERS	01-550-000-51850	18.05
04575		FASTENERS,IMPACT & DRILL BITS	01-550-000-51850	34.56
04575		DRILL BIT	01-550-000-51850	5.98
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	26.41
BREMER	BREMER MANUFACTURING CO. INC.	10" DOCK CLEATS	01-550-000-51850	341.60
TOTAL				432.98
TOTAL MUNICIPAL DOCKS				432.98

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATER WEED MANAGEMENT				
04575	DOOR COUNTY HARDWARE	SPRAY PAINTS	01-560-000-51400	17.96
13150	MASTERCRAFT WELDING SYSTEM	FLAT BAR, CHANNEL, PIPE	01-560-000-51400	137.00
22800	WALMART COMMUNITY	SUNSCREEN-WTER WEEDS	01-560-000-52350	91.55
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	TOWEL CANISTER & DRAIN PAN	01-560-000-51400	44.58
TOTAL				291.09
TOTAL WATER WEED MANAGEMENT				291.09
WATERFRONT PARKS & WALKWAYS				
ANCHORS	ANCHORS AWAY GARDEN & GIFTS	WATERFRONT PLANTS	01-570-000-51750	450.63
BE RIGHT	BENNY R TEICH	DOOR LOCK REPAIR	01-570-000-58999	65.00
TOTAL				515.63
TOTAL WATERFRONT PARKS & WALKWAYS				515.63
EMPLOYEE BENEFITS				
22800	WALMART COMMUNITY	LUNCH SUPPLIES	01-600-000-50550	21.13
EBC CORP	EMPLOYEE BENEFITS CORPORATION	06/18 FSA & HRA	01-600-000-50510	122.50
HUMANA	HRI	G0365 ADMIN FEES & REWARDS	01-600-000-50550	532.30
TOTAL				675.93
TOTAL EMPLOYEE BENEFITS				675.93
COMMUNITY & ECONOMIC DEVLPMT				
17700	QUILL CORPORATION	4 CRTN COPY PAPER	01-900-000-52800	93.48
TOTAL				93.48
TOTAL COMMUNITY & ECONOMIC DEVLPMT				93.48
TOTAL GENERAL FUND				77,912.91
CAPITAL FUND				
CITY HALL				
EXPENSE				
COATINGS	ASSORTED COATINGS, LLC	FIRE DEPT FLOOR COATING	10-160-000-59015	9,950.00
COATINGS		POLICE DEPT FLOOR COATING	10-160-000-59015	9,275.00
TOTAL EXPENSE				19,225.00
TOTAL CITY HALL				19,225.00
GENERAL EXPENDITURES				
DEGROOT	DE GROOT, INC	SBU PORTION-DULUTH AVE	10-199-000-51525	17,144.99

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INVOICES DUE ON/BEFORE 07/03/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
TOTAL				17,144.99
TOTAL GENERAL EXPENDITURES				17,144.99
PATROL				
PATROL				
NELSON	NELSON TACTICAL	17 GUN HOLSTERS	10-215-000-59999	1,640.16
TOTAL PATROL				1,640.16
TOTAL PATROL				1,640.16
FIRE DEPARTMENT				
EXPENSE				
CHASE	JP MORGAN CHASE BANK	CHAIRS	10-250-000-59030	1,078.00
PAULCONW	PAUL CONWAY SHIELDS	HELMET PARTS	10-250-000-59050	157.00
PAULCONW		TURN OUT GEAR	10-250-000-59050	5,902.50
TOTAL EXPENSE				7,137.50
TOTAL FIRE DEPARTMENT				7,137.50
STORM SEWERS				
EXPENSE				
14490	NEENAH FOUNDRY	CATCH BASIN GRATES	10-300-000-59115	878.20
TOTAL EXPENSE				878.20
TOTAL STORM SEWERS				878.20
ROADWAYS/STREETS				
LEAD LATERAL				
06045	FELLNER SOIL SEPTIC	REIMB LEAD LAT REPLCE #13	10-400-000-59125	4,710.00
06045		LEAD LAT REPLACE #14	10-400-000-59125	15,810.00
19100	SCHOENBRUNN PLUMBING	LEAD LAT REIM #13	10-400-000-59125	4,040.47
DEGROOT	DE GROOT, INC	CITY PORTION-DULUTH AVE	10-400-000-59096	9,488.49
SWIDERSK	SWIDERSKI EQUIPMENT, INC	NEW MAXXO TRAILER	10-400-000-59065	8,794.86
TOTAL LEAD LATERAL				42,843.82
TOTAL ROADWAYS/STREETS				42,843.82
TOTAL CAPITAL FUND				88,869.67
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	7.3.18 CONTRACT	21-000-000-55015	5,101.67
TOTAL CABLE TV / GENERAL				5,101.67

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INVOICES DUE ON/BEFORE 07/03/2018

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				5,101.67
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
16555	PINKERT LAW FIRM, LLP	04/18 TID 4 LEGAL MATTERS	28-340-000-55001	1,630.01
CHASE	JP MORGAN CHASE BANK	MEAL/PAPKE DEPOSITIONS	28-340-000-55001	16.19
TOTAL TID #4 DISTRICT				1,646.20
TOTAL TID #4 DISTRICT				1,646.20
TOTAL TID #4 DISTRICT				1,646.20
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	USED OIL PICK UP	60-000-000-52050	37.50
04603		USED OIL PICK UP	60-000-000-52050	45.00
20725	T R COCHART TIRE CENTER	TIRE CHANGES	60-000-000-52050	100.00
20725		RECAPS	60-000-000-52050	885.00
ADVANCED	ADVANCED DISPOSAL	266.29 TN GARBAGE	60-000-000-58300	16,275.63
ADVANCED		96.68 TN RECYCLE	60-000-000-58350	1,390.37
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	LICENSE LAMP WHITE	60-000-000-53000	4.16
BRIDGEPO	BRIDGEPORT MANUFACTURING, INC	RUBBER BUMPER STOP	60-000-000-53000	77.02
TOTAL SOLID WASTE ENTERPRISE FUND				18,814.68
TOTAL SOLID WASTE ENTERPRISE FUND				18,814.68
TOTAL SOLID WASTE ENTERPRISE				18,814.68
TOTAL ALL FUNDS				192,345.13

**MANUAL CHECKS**

WISCONSIN DEPT OF WORKFORCE 06/15/18 Check #83447 05/18 Unemployment 01-600-000-50370	\$1,526.89
SECURIAN FINANCIAL GROUP 06/20/18 Check # 83507 07/18 Life Insurance 01-600-000-50552	\$2,077.45
SOUTHERN DOOR SCHOOLS 06/20/18/18 Check #83508 April & May Mobile Home Tax Payment 01-000-000-41300	\$431.08
STURGEON BAY SCHOOLS 06/20/18 Check #83509 May Mobile Home Tax Payment 01-000-000-41300	\$3,331.25
SUN LIFE FINANCIAL 06/20/18 Check # 83510 07/18 Short/Long Term Disability 01-000-000-21545	\$1,739.24
SUPERIOR VISION INSURANCE 06/20/18 Check # 83511 07/18 Vision Insurance 01-000-000-21540	\$875.47
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 9,981.38</b>

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INVOICES DUE ON/BEFORE 07/03/2018

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

GENERAL FUND

77,912.91

87,894.29

CAPITAL FUND

88,869.67

CABLE TV

5,101.67

TID #4 DISTRICT

1,646.20

SOLID WASTE ENTERPRISE

18,814.68

TOTAL --- ALL FUNDS

192,345.13

202,326.51

Dave Wood 6/26/18

Barbara Hillmann 6-26-18

SP4 Winterschmid 6/26/18

## COMMON COUNCIL

June 19, 2018

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

Allmann/Ward to adopt the agenda but moving item 15 (City Administrator Report) to 4a and moving item 7k to the regular agenda. Carried.

City Administrator VanLieshout gave his report.

The following people spoke during public comment: Charlynn Hansen, 4159 Hammarstrom Rd, Will Gregory, 187 N. 9<sup>th</sup>, Hans Christian, 330 N. 3<sup>rd</sup> Ave, James Andre, 743 Kentucky St, Jim Ebbeson, 4615 E. Bayshore Circle.

Ward/Allmann to approve the following bills - General Fund - \$172,353.84, Capital Fund - \$21,602.28, TID #4 - 825.55 for a grand total of \$194,781.67. Roll call: All voted aye. Carried.

Hauser/Ward to approve consent agenda:

- a. Approval of 6/5/18 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Sturgeon Bay Utility Commission - 4/10/18
  - (2) Finance/Purchasing & Building Committee - 5/29/18
  - (3) Board of Review - 6/4/18
  - (4) Park & Recreation Committee - 6/12/18
- c. Place the following reports on file:
  - (1) Fire Department Report - May 2018
  - (2) Inspection 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: Approval of Temporary Class B Beer license.
- g. Consideration of: Approval of Temporary Class B Wine license.
- h. Consideration of: Approval of "Class B" Combination licenses, Class "B" Beer licenses, "Class A" Combination licenses, Class "A" Beer licenses, and "Class C" Wine licenses, and "Class B" Combination licenses (300 Seat license) for 2018-2019 license year.
- i. Consideration of: Approval of request from Door County Candy, LLC for Sidewalk Café Permit.
- j. Finance/Purchasing & Purchasing Building Committee recommendation re: Recommend to waive the alcohol consumption permit fee for the U.S. Coast Guard in the amount of \$28.00.
- k. ~~Park & Recreation Committee recommendation re: Approve the 6 month Class "B" Beer license for the Ahnapee Trailblazers' and limit the selling to 30 minutes before the game and 30 minutes after the last game. Moved to regular agenda.~~
- l. Park & Recreation Committee recommendation re: Municipal Services Director to research the budget numbers to create a tool to accomplish the marketing and branding of the parks and consider the various scope of different plans.

Carried.

## RECOMMENDATION

We, the Park & Recreation Committee, hereby recommend to Council to approve the 6 month Class "B" Beer license for Ahnapee Trailblazers' Legion Baseball LLC and limit the selling to 30 minutes before the game and 30 minutes after the last game.

PARK & RECREATION COMMITTEE

By: Laurel Hauser, Chr.



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

There were no mayoral appointments.

Ward/Avenson to read in title only and adopt the second reading of ordinance re: City of Sturgeon Bay Comprehensive Plan amendment. Carried.

Hauser/Allmann to read in title only and adopt the second reading of the ordinance re: PUD zoning for property located in the 700 block of Erie & Florida Streets. Carried.

Catarozoli/Allmann to read in title only the first 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 the first 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.

After the Council President announced the statutory basis, Allmann/Ward to 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: 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 Required for Moving Dirt Piles. The meeting moved to closed session at 7:40 p.m. and reconvened in open session at 10:05 p.m.

The following items are "Items to be Included on Future Agendas (New Business): Street lighting policy to Community Protection & Services Committee; Accessory Dwelling Unit.

Personnel Committee Chair Ward, Parking & Traffic Committee Chair Catarozoli, Community Protection & Services Committee Chair Allmann and Sturgeon Bay Utility Commission member Ward presented reports for their respective committees/commissions.

There were no mayoral comments.

Ward/Hauser to adjourn Carried. The meeting adjourned at 10:14 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Stephanie L. Reinhardt". The signature is written in a cursive, flowing style.

Stephanie L. Reinhardt  
City Clerk/HR Director

## POLICE AND FIRE COMMISSION

January 9, 2018

A meeting of the Police and Fire Commission was called to order at 4:30 p.m. by Commission President Dave Poulton in the Closed Session Room at the Sturgeon Bay Municipal Building. **Roll Call:** Members Commissioner Poulton, Commissioner VanDyke were present. Commissioner Herdina was present via FaceTime. Commissioners Hurley and Spritka were excused. Also present from City Hall was Fire Chief Dietman, Assistant Fire Chief Montevideo, Captain Brinkman and Lieutenant Henry.

*Moved by Commissioner Herdina, seconded by Commissioner VanDyke to adopt the following agenda:*

1. Call to Order.
2. Roll Call.
3. Adoption of Agenda.
4. Approval of Minutes.
5. Convene in closed session:
  - a. Discussion of: Update on officer involved incident.
  - b. Consideration of: Interviews for Part-time Firefighter position.
6. Reconvene in open session.
7. Establish an Eligibility List for Part-time Firefighters.
8. Approve Hiring of Part-time Firefighters.
9. Adjourn.

*Carried.*

### **Approval of Minutes:**

*Moved by Commissioner Herdina, seconded by Commissioner VanDyke to approve the minutes from the August 21, 2017 meeting. All ayes. Motion carried.*

### **Convene in Closed Session:**

Convene in closed session in accordance with the following exemptions:

- a. 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. Wis. Stats. 19.85(1)(f)

Discussion of: Update on officer involved incident.

- b. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c)

Consideration of: Interviews for Part-time Firefighter 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.

*All ayes. Motion carried. Roll Call: Dave Poulton, Michael VanDyke and Barbara Herdina were present.*

**Reconvene in Open Session:**

*Moved by Commissioner VanDyke, seconded by Commissioner Herdina to reconvene in open session and take formal action. All ayes. Motion carried. Roll Call: Dave Poulton, Michael VanDyke and Barbara Herdina were present.*

**Establish and Eligibility List for Part-time Firefighters:**

*Moved by Commissioner VanDyke, seconded by Commissioner Herdina to place in no particular order, Jason Mann, Kyle Coyer and Anthony Aldrich onto an eligibility list for a period of six months and forward it onto the Fire Chief. All ayes. Motion carried.*

**Adjourn:** *Moved by Commissioner Poulton, seconded by Commissioner VanDyke to adjourn. All ayes. Motion carried. Time of 6:09 p.m.*

Respectfully submitted,



Sarah Spude-Olson  
SBPD Office Manager

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**June 12, 2018**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Alderperson Ward in the Council Chambers, City Hall. Roll call: Alderpersons Ward, Allmann and Wiederanders were present. Also present: City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, Sturgeon Bay Utilities General Manager Jim Stawicki, Paul Denis and Greg Pitel of Schenk, SC and Receptionist Metzger.

A motion was made 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: 2017 Audit
5. Review bills.
6. Adjourn.

Carried.

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

Consideration of 2017 Audit:

Paul Denis and Greg Pitel of Schenk, SC summarized the management communication letter and findings that comprise the audit ending December 2017, for the City of Sturgeon Bay and Sturgeon Bay Utilities. Discussions continued between the Committee and Schenk regarding TID balances, fund sharing between the TID's and general fund reserve balance.

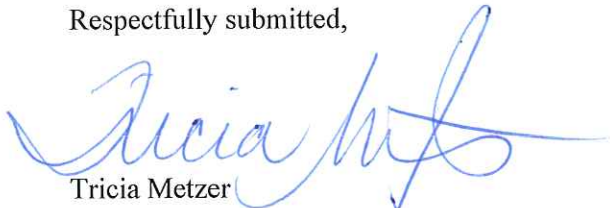
Moved by Alderperson Ward, seconded by Alderperson Wiederanders to recommend to Common Council to accept the Schenk Government & Not-For-Profit Solutions 2017 financial audit report for the City of Sturgeon Bay and place it on file. Carried.

Review bills

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

Moved by Alderperson Ward, seconded by Alderperson Allmann to adjourn. Carried. The meeting adjourned at 4:39pm.

Respectfully submitted,

  
Tricia Metzger

**COMMUNITY PROTECTION & SERVICES COMMITTEE****June 14, 2018**

A meeting of the Community Protection & Services Committee was called to order at 4:30 p.m. by Chairperson Allmann in the Council Chambers, City Hall. **Roll Call:** Members Ms. Allmann, Ms. Catarozoli and Mr. Wiederanders were present. City staff present included City Administrator Josh VanLieshout. Also present was Alderperson Hayes.

*Moved by Ms. Catarozoli, seconded by Mr. Wiederanders to adopt the amended agenda with the change placing item 4 before item 3:*

1. Roll call
2. Adoption of agenda
3. Consideration of: Liquor License for 2018-2019 License Year for Voodoo, LLC (dba: Nautical Inn)
4. Public Hearing: Request from James Hoffman to operate taxicab in the City of Sturgeon Bay
5. Consideration of: Establishing a list of criteria for releasing existing Class B Combination beer/liquor licenses
6. Public Comment on Non-Agenda Items
7. Adjourn

**Public Hearing: Request from James Hoffman to Operate Taxicab**

Public hearing was open at 4:31pm. No comments. Public hearing was closed at 4:32pm.

*Moved by Ms. Allmann, seconded by Ms. Catarozoli that the City of Sturgeon Bay Community Protection & Services Committee recommend to the Common Council to approve a license to James Hoffman, to operate a taxicab in the City of Sturgeon Bay. All ayes. Carried.*

**Liquor for Voodoo, LLC (dba: Nautical Inn)**

Ms. Catarozoli gave background into the renewal of the license for this property. The Committee was requested by Brian Michaud of Continental Investors II to extend the renewal last year as the business was in the process of being sold. The new owners had a lot of work to do, but wanted to have it open for this summer. Mr. Michaud planned to

surrender the license to the City contingent upon the license being transferred to the new owners, Tom and Meredith Olsen of Voodoo, LLC.

Representing Voodoo, LLC was William Kelly. Mr. Kelly updated the Committee on what has been done to the building, and what is still being worked on in order to get it open by July. Ms. Catarozoli questioned Mr. Kelly on whether or not building inspections are in good standing. As of now, only the bar will open; the restaurant will not be operational.

Ms. Allmann questioned an email received by Jim Stawacki of SB Utilities informing the Committee about past due utilities bills at 234 Kentucky Street. There was discussion on who was responsible for the past due bill; Michaud or Olsen. Mr. VanLieshout suggested to place a condition on the recommendation citing payment of bill prior to approving license. There was discussion that since the license falls on Mr. Michaud, the contingency to clear up any outstanding bills also falls on him before the license can be transferred.

*Moved by Ms. Allmann to table the request until the next meeting in order to get questions answered on building standing and past due invoices.*

*Moved by Ms. Catarozoli, seconded by Mr. Wiederanders to amend the motion on the floor to include that the City of Sturgeon Bay Community Protection & Services Committee recommend to 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. All ayes. Carried.*

### **Criteria for Releasing Class B Combination Liquor/Beer License**

The Committee worked off a list generated by Ms. Allmann. It was decided applicants will be scored off a list to include the following questions:

1. Do you or will you have a designated bar area within your establishment?
2. Are you or will you be open to the public at least six days/week? How many people will you employ?
3. Do you have evening hours of operation?
4. Is your business open to the public year round?
5. Are you expanding an existing commercial space or business? Do you have a business plan? Have you secured financing?
6. Do you have regular advertised hours of operation for the general public?
7. Are you current with property taxes?
8. Are you current with utilities bills?
9. Have you held a liquor license before? If so, where and when?
10. Are you willing to voluntarily surrender your license? (questionable)

Mr. VanLieshout stated this could get done with administration. He stated that the City Clerk could include a letter from this Committee with new applications. Suggested verbiage: "Dear applicant, thank you for considering to do business in the City of Sturgeon

Bay. When we review your license you can expect to be asked these questions. We look forward to seeing you; good luck, sincerely, City of Sturgeon Bay."

The Committee does not want to make this law or policy, just a notice to new applicants.

*Moved by Ms. Allmann, seconded by Ms. Catarozoli to request to further to City staff and include with liquor license applications, and the City Clerk's office to assemble a cover letter including these points for new alcohol licenses. All ayes. Carried.*

### **Public Comment on Non-Agenda Items**

#### **David Hayes: 111 S. 7<sup>th</sup> Avenue**

Mr. Hayes wanted to discuss with the Committee the possibility of creating what he termed a "good neighbor" ordinance.

There was discussion from the Committee where it was decided having the City regulating civil matters may end up causing more problems.

Ms. Allmann suggested contacting the Community Service Officer (CSO) who works with the Police Department. Part of a CSO's job is to handle such matters. She suggested having the current CSO attend next month's meeting to talk about what it is she does.

Lastly, Mr. Haye's thought doing a newsletter listing five or six of the more commonly complained about ordinances (i.e. noise, animals at large, ect) could be drafted and put into a utility bill, thus educating residents about such ordinances who otherwise had no idea.

*Moved by Mr. Wiederanders, seconded by Ms. Catarozoli, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:47 p.m.*

Respectfully submitted,



Sarah Spude-Olson  
Police Department  
Administrative Office Manager

**CITY PLAN COMMISSION**

Wednesday, June 20, 2018

A meeting of the City Plan Commission was called to order at 6:01 p.m. by Vice-Chairperson Dennis Statz in the Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members Laurel Hauser, Mike Gilson, Steven Hurley, Dennis Statz, and Jeff Norland were present. 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. Norland, seconded by Ms. Hauser to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 16, 2018.
4. Presentation of: Request from Mike Oleson to rezone property located at 1468 Egg Harbor Road, parcel #281-62-11000103A, from General Commercial (C-1) to Mixed Commercial-Residential (C-5).
5. Consideration of: Combined Preliminary/Final Planned Unit Development for Duquaine Development LLP, for a 134-unit multiple-family development, located on the southeast corner of Tacoma Beach Road and Clay Banks Road/CTU, parcel #281-68-17000301A.
6. Consideration of: Extension of conditional use approval for Lexington Homes for 14- unit multiple-family dwelling on S. Grant Avenue.
7. Consideration of: Conditional uses within Sturgeon Bay Zoning Code.
8. Consideration of: Minimum yards for accessory buildings.
9. Public comment on non-agenda Plan Commission related items.
10. Adjourn.

Carried.

**Approval of minutes from May 16, 2018:** Moved by Ms. Hauser, seconded by Mr. Hurley to approve the minutes from May 16, 2018. All ayes. Carried.

**Presentation of: Request from Mike Oleson to rezone property located at 1468 Egg Harbor Road, parcel #281-62-11000103A, from General Commercial (C-1) to Mixed Commercial-Residential (C-5):** Mr. Sullivan-Robinson stated that the property is zoned General Commercial (C-1). It is currently used for residential. The property owners are in the process of selling this property, but can't close any deals. They have mainly residential buyers that are trying to purchase the property, but the banks won't support a purchase that isn't zoned accordingly. There are restrictions on rebuilding houses on these types of properties. They would like to rezone the property from C-1 to C-5, which would allow Mixed Commercial-Residential use. This is the first step of the rezoning process. A public hearing will take place at a subsequent meeting.

Mr. Statz recalled years ago that there was a need for a transitional zoning from Commercial to Residential. It seems to have worked out well. Applicants come to the Plan Commission on a case by case basis.

Mr. Olejniczak read the purpose statement for the C-5 district.



Barry Sargent, Realtor for ERA Starr Realty, stated that he has tried selling the property for almost four years. It has been marketed as residential and commercial property. There has only been one interested commercial buyer. There has been countless number of showings for residential use, but the dwelling could not be rebuilt if there was a fire, or could only be repaired up to 50% of the property value. The asking price of \$150,000 has now been dropped to just under \$80,000. Rezoning the property from C-1 to C-5 would help in the sale of the property. Commercial property are slow to sell at this time.

Staff was authorized to contact the other two residential property owners in the vicinity to see if they have an interest in rezoning their property from C-1 to C-5.

No other action was needed. A public hearing will be held at the next meeting.

**Consideration of: Combined Preliminary/Final Planned Unit Development for Duquaine Development LLP, for a 134-unit multiple-family development, located on the southeast corner of Tacoma Beach Road and Clay Banks Road/CTU, parcel #281-68-17000301A:** Mr. Olejniczak explained that a recommendation to Council was not made at the last meeting. Since then a request was received from Mr. Duquaine to delay action. Under the ordinance, the Plan Commission has 90 days from the date of application to make a recommendation to Council whether to approve the PUD or not. The ordinance does allow an extension of that by mutual agreement of the applicant and Plan Commission.

Mr. Statz did not see any harm in looking at another approach to the project.

Mr. Olejniczak stated that if the PUD is denied, they can still reapply with another PUD design if it is substantially different.

Mr. Norland said he would not have a problem with the applicant coming back with a plan that agrees with the Comprehensive Plan.

Mr. Olejniczak offered an option that included extending the PUD with direction.

After further discussion, it was moved by Mr. Gilson, seconded by Mr. Statz to extend the PUD for another 30 days.

Moved by Ms. Hauser, seconded by Mr. Statz to amend the motion by adding a requirement for a public hearing the following month if substantially different. A vote was taken on the amendment. All ayes. Carried.

A vote was taken on the original motion. Carried, with Ms. Hauser voting no.

**Consideration of: Extension of conditional use approval for Lexington Homes for 14-unit multiple-family dwelling on S. Grant Avenue:** Mr. Olejniczak stated that Michelle Stimpson, Vice-President of Lexington Homes, Inc., submitted a letter to request an extension of their conditional use permit for a 14-unit townhome development on S. Grant Avenue that had been approved a year ago. The City's ordinance requires that construction needs to begin within one year of approval. Due to their construction schedule they were unable to begin construction this past spring, and are now planning to begin construction in fall.

After a short discussion, it was moved by Mr. Gilson, seconded by Mr. Hurley to allow a six month extension of the conditional use permit for Lexington Homes. All ayes. Carried.

**Consideration of: Conditional uses within Sturgeon Bay Zoning Code:** Mr. Olejniczak stated that the Plan Commission recently discussed the new State law regarding conditional uses. If the applicant meets all the conditions of the code and conditions imposed by the Plan Commission, then the conditional use must get approval. The Plan Commission still has the authority on a case-by-case basis to make conditions to fit the purposes of the code. Conditions have to be reasonable and to the extent practical, measurable, and all decisions for or against have to be based on substantial evidence.

Mr. Olejniczak went over draft changes to Section 20.25 of the zoning code (Conditional Uses). These proposed modifications added language to conform with the new law. He also went through some suggestions for removing, adding or modifying the list of conditional uses for each zoning district.

The consensus was that Mr. Olejniczak and Mr. Sullivan-Robinson will continue to work on the conditional uses with continued feedback from the Commission.

**Consideration of: Minimum yards for accessory buildings:** Mr. Sullivan-Robinson stated that last November the Plan Commission discussed an item regarding the accessory building height code. They elected to increase the height to 16 feet, but thought that staff should also look at setbacks to go with the height code. He went through options including the current 5-foot side yard setback with a 6-foot rear yard setback; increasing the setbacks for over 800 square feet; setback based on lot width, and setback based on percentage of square footage of building.

Discussion took place on how lot width is determined with a wider rear yard than the front yard.

Mr. Hurley brought up another consideration if the accessory building required a foundation that needed excavation.

Mr. Sullivan-Robinson has not heard a lot of concerns with setbacks from the public.

Mr. Olejniczak added that another option was to base the minimum setback on the zoning district.

Mr. Gilson expressed his opinion and didn't think 5 feet is enough for any setback. It should be 10 feet.

Staff was directed to take another look at R-1 district regulations and come back with more options.

Mr. Olejniczak reminded Commissioners that the recommendation to the change in maximum height for an accessory building from 14 feet to 16 feet is still holding until a setback recommendation could be submitted at the same time.

**Public comment on non-agenda Plan Commission related items:** Chris Kellems, 120 Alabama Street, talked about the lesser required setbacks that California has. She also asked if the tourist rooming house code was changed to not allow them in R-1 districts, what would happen to the ones already established?

**Adjourn:** Moved by Ms. Hauser, seconded by Mr. Norland to adjourn. All ayes. Carried. Meeting adjourned at 7:41 p.m.

Respectfully Submitted,  
  
Cheryl Nault  
Community Development/Building Inspection Secretary

**MAY 2018 BANK RECONCILIATION****CHECKING ACCOUNTS****INVESTMENT ACCOUNTS**

	GENERAL FUND		WDF		SNAP		LEAD LATERAL		GENERAL/CAPITAL FUND	
	NICOLET		NICOLET		NICOLET		NICOLET		INVESTMENTS	
PRIOR G/L BALANCE	1,956,949.88		613,935.69		7,294.21		64,021.00		1,737,212.72	
REVENUE	2,432,539.70		14,669.59		0.00		0.00		2,160.91	
DISBURSEMENTS	806,691.84		0.00		0.00		0.00		1,807.30	
AMOUNT IN TRANSIT	835.42		0.00		0.00		0.00		0.00	
ADJUSTMENTS	7,517.31		0.00		0.00		0.00		0.00	
ENDING BALANCE	3,589,479.63		628,605.28		7,294.21		64,021.00		1,737,566.33	
BANK BALANCE	3,599,854.62		628,605.28		7,294.21		64,021.00		1,737,566.33	
LESS OUTS. CHECKS	10,374.99		0.00		0.00		0.00		0.00	
	3,589,479.63		628,605.28		7,294.21		64,021.00		1,737,566.33	

**SAVINGS ACCOUNTS**

	GENERAL FUND		WDF		CAPITAL - BUILDING DEBT		CAPITAL - EHRD		2017 CAPITAL PROJECTS		TIF #3 DEBT		TIF #3 CONSTRUCTION	
	STATE - #2		STATE - #4		STATE - #9		STATE - #15		STATE - #13		STATE - #08		STATE - #14	
PRIOR G/L BALANCE	6,369,775.99		84,455.09		6,068.71		8.28		72,801.54		806,169.62		25,680.57	
REVENUE	11,243.04		129.53		9.31		0.01		111.66		1,236.42		39.39	
DISBURSEMENTS	2,000,356.71		0.00		0.00		0.00		0.00		0.00		0.00	
AMOUNT IN TRANSIT	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
ADJUSTMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
ENDING BALANCE	4,380,662.32		84,584.62		6,078.02		8.29		72,913.20		807,406.04		25,719.96	
BANK BALANCE	4,380,662.32		84,584.62		6,078.02		8.29		72,913.20		807,406.04		25,719.96	

	TIF #1 DEBT		TIF #2		TIF #2 DEBT 98A&B		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TIF #4 CONSTRUCTION	
	STATE - #11		STATE - #3		STATE - #10		CONST. - STATE - #06		CAP. INT. - STATE - #7		STATE - #12		STATE - #01	
PRIOR G/L BALANCE	816,790.24		15,926.37		1,966,565.34		54,999.90		5,291.97		88,118.71		1,488,342.13	
REVENUE	1,252.71		24.43		3,016.12		84.35		8.12		135.15		2,282.67	
DISBURSEMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
AMOUNT IN TRANSIT	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
ADJUSTMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
ENDING BALANCE	818,042.95		15,950.80		1,969,581.46		55,084.25		5,300.09		88,253.86		1,490,624.80	
BANK BALANCE	818,042.95		15,950.80		1,969,581.46		54,084.25		5,300.09		88,253.86		1,490,624.80	

6/21/2018

FOR FUND: GENERAL FUND  
FOR 5 PERIODS ENDING MAY 31, 2018

7c2.

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES	1,013,809.60	198,315.81	(80.4)	5,069,046.64	12,165,715.00	6,227,612.38	(48.8)
GENERAL FUND	1,013,809.60	198,315.81	(80.4)	5,069,046.64	12,165,715.00	6,227,612.38	(48.8)
TOTAL REVENUES	1,013,809.60	198,315.81	(80.4)	5,069,046.64	12,165,715.00	6,227,612.38	(48.8)
EXPENSES							
GENERAL FUND	107,101.25	1,365.39	98.7	535,505.73	1,285,215.00	719,363.11	44.0
MAYOR	1,040.42	915.02	12.0	5,202.02	12,485.00	5,037.26	59.6
CITY COUNCIL	4,860.00	4,554.90	6.2	24,299.92	58,320.00	25,749.36	55.8
LAW/LEGAL	4,583.33	6,973.89	(52.1)	22,916.65	55,000.00	24,264.89	55.8
CITY CLERK-TREASURER	33,390.40	29,112.23	12.8	166,951.88	400,685.00	153,522.34	61.6
ADMINISTRATION	12,184.57	10,945.83	10.1	60,922.73	146,215.00	55,078.56	62.3
COMPUTER	11,822.92	4,645.25	60.7	59,114.52	141,875.00	44,918.63	68.3
CITY ASSESSOR	7,505.83	6,207.72	17.2	37,528.95	90,070.00	37,887.70	57.9
BOARD OF REVIEW	126.66	0.00	100.0	633.26	1,520.00	0.00	100.0
BUILDING/ZONING CODE ENFORCEMENT	6,955.42	6,000.00	13.7	34,777.06	83,465.00	23,682.72	71.7
MUNICIPAL SERVICES ADMIN.	18,826.23	16,261.59	13.6	94,130.99	225,915.00	84,313.85	62.6
PUBLIC WORKS ADMINISTRATION	20,868.32	14,183.61	32.0	104,341.48	250,420.00	86,596.25	65.4
ELECTIONS DEPARTMENT	2,092.92	2,616.40	(25.0)	10,464.48	25,115.00	11,643.98	53.6
CITY HALL	11,202.50	5,693.99	49.1	56,012.30	134,430.00	44,385.45	66.9
INSURANCE	33,745.85	23,087.00	31.5	168,729.05	404,950.00	158,313.18	60.9
GENERAL EXPENDITURES	124,086.27	13,396.31	89.2	620,431.07	1,489,035.00	44,392.88	97.0
POLICE DEPARTMENT	35,472.07	31,095.06	12.3	177,360.23	425,665.00	165,061.79	61.2
PATROL BOAT	1,106.67	0.00	100.0	5,533.23	13,280.00	0.00	100.0
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
POLICE DEPARTMENT/PATROL	175,286.25	149,477.22	14.7	876,430.89	2,103,435.00	714,644.06	66.0
POLICE DEPT. / INVESTIGATIONS	12,501.65	11,115.04	11.0	62,508.17	150,020.00	65,952.35	56.0
FIRE DEPARTMENT	158,790.82	130,886.58	17.5	793,953.78	1,905,490.00	701,731.34	63.1
STORM SEWERS	2,752.50	6,383.74	(131.9)	13,762.38	33,030.00	9,399.33	71.5
SOLID WASTE MGMT/SPRING/FALL	4,313.76	1,061.94	75.3	21,568.60	51,765.00	1,576.25	96.9
COMPOST/SOLID WASTE SITE	3,680.00	492.62	86.6	18,399.88	44,160.00	6,870.26	84.4
STREET SWEEPING	3,370.00	4,201.66	(24.6)	16,849.96	40,440.00	5,988.84	85.1
WEED ABATEMENT	793.34	0.00	100.0	3,966.58	9,520.00	0.00	100.0
ROADWAYS/STREETS	15,580.85	11,731.33	24.7	77,903.97	186,970.00	60,722.97	67.5
SNOW REMOVAL	18,732.91	5,404.53	71.1	99,664.47	224,795.00	103,078.59	54.1
STREET SIGNS AND MARKINGS	4,847.92	2,077.15	57.1	24,239.48	58,175.00	15,129.20	73.9
CURB/GUTTER/SIDEWALK	1,248.34	115.02	90.7	6,241.54	14,980.00	177.44	98.8
STREET MACHINERY	13,987.49	11,528.32	17.5	69,937.37	167,850.00	68,554.61	59.1
CITY GARAGE	5,231.24	4,173.76	20.2	26,156.04	62,775.00	23,083.58	63.2
CELEBRATION & ENTERTAINMENT	4,204.59	928.12	77.9	21,022.79	50,455.00	20,060.73	60.2
HIGHWAYS - GENERAL	40,325.40	18,117.06	55.0	201,626.96	483,905.00	144,851.81	70.0
PARK & RECREATION ADMIN	9,904.59	2,322.72	76.5	49,522.75	118,855.00	28,562.16	75.9
PARKS AND PLAYGROUNDS	38,090.00	26,792.95	29.6	190,449.64	457,080.00	136,365.56	70.1
BALLFIELDS	2,482.07	1,512.89	39.0	12,410.31	29,785.00	2,472.97	91.6

7c2.

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY		% VARI- ANCE	FISCAL YEAR-TO-DATE		ANNUAL BUDGET	FISCAL YEAR-TO-DATE		% VARI- ANCE
	BUDGET	ACTUAL		BUDGET	ACTUAL		ACTUAL	ACTUAL	
EXPENSES									
ICE RINKS	917.50	0.00	100.0	4,587.42	11,010.00	8,015.47	27.1		
BEACHES	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
MUNICIPAL DOCKS	4,426.67	3,118.56	29.5	22,133.11	53,120.00	7,657.56	85.5		
WATER WEED MANAGEMENT	7,703.32	539.07	93.0	38,516.52	92,440.00	5,892.47	93.6		
WATERFRONT PARKS & WALKWAYS	5,320.01	6,813.37	(28.0)	26,599.85	63,840.00	20,461.58	67.9		
EMPLOYEE BENEFITS	4,429.17	2,326.70	47.4	22,145.73	53,150.00	13,018.38	75.5		
PUBLIC FACILITIES	6,727.08	16,064.53	(138.8)	33,635.40	80,725.00	40,000.42	50.4		
BOARDS AND COMMISSIONS	38.75	0.00	100.0	193.71	465.00	32.31	93.0		
COMMUNITY & ECONOMIC DEVLPMNT	31,151.65	19,020.42	38.9	155,758.09	373,820.00	139,106.72	62.7		
TOTAL EXPENSES	1,013,809.50	613,261.49	39.5	5,069,040.94	12,165,715.00	4,027,538.91	66.8		
TOTAL FUND REVENUES	1,013,809.60	198,315.81	(80.4)	5,069,046.64	12,165,715.00	6,227,612.38	(48.8)		
TOTAL FUND EXPENSES	1,013,809.50	613,261.49	39.5	5,069,040.94	12,165,715.00	4,027,538.91	66.8		
SURPLUS (DEFICIT)	0.10	(414,945.68)	(5780.0)	5.70	0.00	2,200,073.47	100.0		

DATE: 06/21/2018  
 TIME: 15:08:50  
 ID: GL480000.WOM

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
 FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL	
				YEAR-TO-DATE BUDGET			YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES	545,604.75	8,841.03	(98.3)	2,728,023.59		6,547,257.00	397,525.37	(93.9)
PATROL								
TOTAL REVENUES	545,604.75	8,841.03	(98.3)	2,728,023.59		6,547,257.00	397,525.37	(93.9)
EXPENSES								
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00		0.00	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00		0.00	0.00	0.0
COMPUTER	15,958.33	0.00	100.0	79,791.65		191,500.00	0.00	100.0
CITY ASSESSOR	0.00	0.00	0.0	0.00		0.00	0.00	0.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00		0.00	0.00	0.0
ELECTIONS	0.00	0.00	0.0	0.00		0.00	0.00	0.0
CITY HALL	21,635.03	51,394.42	(137.5)	108,175.11		259,620.25	107,955.51	58.4
GENERAL EXPENDITURES	5,320.42	19,000.21	(257.1)	26,602.06		63,845.00	320,364.88	(401.7)
POLICE DEPARTMENT	0.00	0.00	0.0	0.00		0.00	0.00	0.0
PATROL	7,508.34	16,196.89	(115.7)	37,541.62		90,100.00	41,708.11	53.7
POLICE DEPT. / INVESTIGATIONS	166.67	1,913.62	(1048.1)	833.31		2,000.00	1,913.62	4.3
FIRE DEPARTMENT	4,399.99	7,736.93	(75.8)	21,999.91		52,800.00	508,240.81	(862.5)
STORM SEWERS	10,416.67	0.00	100.0	52,083.31		125,000.00	642.50	99.4
SOLID WASTE MGMT/REUSE/RECYC	0.00	0.00	0.0	0.00		0.00	0.00	0.0
SOLID WASTE MGMT/SPRING/FALL	2,916.67	0.00	100.0	14,583.31		35,000.00	0.00	100.0
ROADWAYS/STREETS	138,594.32	12,010.00	91.3	692,971.48		1,663,131.75	8,088.00	99.5
SNOW REMOVAL	0.00	0.00	0.0	0.00		0.00	0.00	0.0
CURB/GUTTER/SIDEWALK	16,500.00	0.00	100.0	82,499.96		198,000.00	11,360.65	94.2
CITY GARAGE	4,583.33	0.00	100.0	22,916.65		55,000.00	225.00	99.5
PARKS AND PLAYGROUNDS	294,000.00	0.00	100.0	1,469,999.96		3,528,000.00	153,089.18	95.6
BALEFIELDS	416.67	0.00	100.0	2,083.31		5,000.00	0.00	100.0
ICE RINKS	0.00	0.00	0.0	0.00		0.00	4,823.67	100.0
BEACHES	0.00	0.00	0.0	0.00		0.00	0.00	0.0
MUNICIPAL DOCKS	1,333.33	2,115.00	(58.6)	6,666.65		16,000.00	11,795.00	26.2
WATER WEED MANAGEMENT	14,413.33	0.00	100.0	72,066.69		172,960.00	0.00	100.0
WATERFRONT PARKS & WALKWAYS	666.67	5,781.00	(767.1)	3,333.31		8,000.00	15,062.00	(88.2)
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00		0.00	0.00	0.0
PUBLIC FACILITIES	6,250.00	0.00	100.0	31,250.00		75,000.00	0.00	100.0
COMMUNITY & ECONOMIC DEVLPMT	0.00	0.00	0.0	0.00		0.00	0.00	0.0
TOTAL EXPENSES	545,079.77	116,148.07	78.6	2,725,398.29		6,540,957.00	1,185,268.93	81.8
TOTAL FUND REVENUES	545,604.75	8,841.03	(98.3)	2,728,023.59		6,547,257.00	397,525.37	(93.9)
TOTAL FUND EXPENSES	545,079.77	116,148.07	78.6	2,725,398.29		6,540,957.00	1,185,268.93	81.8
SURPLUS (DEFICIT)	524.98	(107,307.04)	(540.2)	2,625.30		6,300.00	(787,743.56)	(2603.8)

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 4  
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FOR FUND: CABLE TV  
FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY		% VARI-		FISCAL YEAR-TO-DATE		ANNUAL BUDGET		FISCAL YEAR-TO-DATE		% VARI-	
	BUDGET	ACTUAL	ANCE		BUDGET		BUDGET		ACTUAL		ANCE	
REVENUES												
CABLE TV / GENERAL	11,666.67	34,596.07	196.5		58,333.31		140,000.00		73,030.40		(47.8)	
TOTAL REVENUES	11,666.67	34,596.07	196.5		58,333.31		140,000.00		73,030.40		(47.8)	
EXPENSES												
CABLE TV / GENERAL	21,024.99	5,453.48	74.0		105,124.75		252,300.00		27,128.76		89.2	
TOTAL EXPENSES	21,024.99	5,453.48	74.0		105,124.75		252,300.00		27,128.76		89.2	
TOTAL FUND REVENUES	11,666.67	34,596.07	196.5		58,333.31		140,000.00		73,030.40		(47.8)	
TOTAL FUND EXPENSES	21,024.99	5,453.48	74.0		105,124.75		252,300.00		27,128.76		89.2	
SURPLUS (DEFICIT)	(9,358.32)	29,142.59	(411.4)		(46,791.44)		(112,300.00)		45,901.64		(140.8)	

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND  
 FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY		MAY		% VARI- ANCE	FISCAL		ANNUAL	YEAR-TO-DATE	% VARI- ANCE
	BUDGET	ACTUAL	ACTUAL	ANCE		YEAR-TO-DATE	BUDGET			
REVENUES										
TOURISM COMMITTEE / GENERAL	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0
EXPENSES										
TOURISM COMMITTEE / GENERAL	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0



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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	154,502.25	3,133.02	(97.9)	772,511.17	1,854,027.00	934,098.76	(49.6)
TOTAL REVENUES	154,502.25	3,133.02	(97.9)	772,511.17	1,854,027.00	934,098.76	(49.6)
EXPENSES							
TID DISTRICT #2	128,785.33	174.00	99.8	643,926.45	1,545,424.00	241,844.10	84.3
TOTAL EXPENSES	128,785.33	174.00	99.8	643,926.45	1,545,424.00	241,844.10	84.3
TOTAL FUND REVENUES	154,502.25	3,133.02	(97.9)	772,511.17	1,854,027.00	934,098.76	(49.6)
TOTAL FUND EXPENSES	128,785.33	174.00	99.8	643,926.45	1,545,424.00	241,844.10	84.3
SURPLUS (DEFICIT)	25,716.92	2,959.02	(88.4)	128,584.72	308,603.00	692,254.66	124.3

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT  
 FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET		YEAR-TO-DATE	ACTUAL	
REVENUES									
TID #1 DISTRICT	67,746.26	1,252.71	(98.1)	338,731.18	812,955.00	565,328.26	(30.4)		
TOTAL REVENUES	67,746.26	1,252.71	(98.1)	338,731.18	812,955.00	565,328.26	(30.4)		
EXPENSES									
TID #1 DISTRICT	64,882.92	0.00	100.0	324,414.56	778,595.00	0.00	100.0		
TOTAL EXPENSES	64,882.92	0.00	100.0	324,414.56	778,595.00	0.00	100.0		
TOTAL FUND REVENUES	67,746.26	1,252.71	(98.1)	338,731.18	812,955.00	565,328.26	(30.4)		
TOTAL FUND EXPENSES	64,882.92	0.00	100.0	324,414.56	778,595.00	0.00	100.0		
SURPLUS (DEFICIT)	2,863.34	1,252.71	(56.2)	14,316.62	34,360.00	565,328.26	1545.3		

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT  
 FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #3 DISTRICT	25,434.74	16,275.81	(36.0)	127,173.66	305,217.00	68,363.56	(77.6)
TOTAL REVENUES	25,434.74	16,275.81	(36.0)	127,173.66	305,217.00	68,363.56	(77.6)
EXPENSES							
TID #3 DISTRICT	15,024.08	725.00	95.1	75,120.32	180,289.00	26,881.25	85.0
TOTAL EXPENSES	15,024.08	725.00	95.1	75,120.32	180,289.00	26,881.25	85.0
TOTAL FUND REVENUES	25,434.74	16,275.81	(36.0)	127,173.66	305,217.00	68,363.56	(77.6)
TOTAL FUND EXPENSES	15,024.08	725.00	95.1	75,120.32	180,289.00	26,881.25	85.0
SURPLUS (DEFICIT)	10,410.66	15,550.81	49.3	52,053.34	124,928.00	41,482.31	(66.7)

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT  
 FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY		% VARI- ANCE	FISCAL		ANNUAL	FISCAL		% VARI- ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	BUDGET		YEAR-TO-DATE ACTUAL		
REVENUES									
TID #4 DISTRICT	280,476.33	2,417.82	(99.1)	1,402,381.61	3,365,716.00	35,157.00	(98.9)		
TOTAL REVENUES	280,476.33	2,417.82	(99.1)	1,402,381.61	3,365,716.00	35,157.00	(98.9)		
EXPENSES									
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
TID #4 DISTRICT	281,576.33	6,942.11	97.5	1,407,881.57	3,378,916.00	46,556.81	98.6		
TOTAL EXPENSES	281,576.33	6,942.11	97.5	1,407,881.57	3,378,916.00	46,556.81	98.6		
TOTAL FUND REVENUES	280,476.33	2,417.82	(99.1)	1,402,381.61	3,365,716.00	35,157.00	(98.9)		
TOTAL FUND EXPENSES	281,576.33	6,942.11	97.5	1,407,881.57	3,378,916.00	46,556.81	98.6		
SURPLUS (DEFICIT)	(1,100.00)	(4,524.29)	311.2	(5,499.96)	(13,200.00)	(11,399.81)	(13.6)		

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: REVOLVING LOAN FUND (STATE)  
FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVOLVING LOAN FUND (STATE)	658.74	1,628.59	147.2	3,293.70	7,905.00	4,646.84	(41.2)
TOTAL REVENUES	658.74	1,628.59	147.2	3,293.70	7,905.00	4,646.84	(41.2)
EXPENSES							
REVOLVING LOAN FUND (STATE)	983.34	0.00	100.0	4,916.62	11,800.00	0.00	100.0
TOTAL EXPENSES	983.34	0.00	100.0	4,916.62	11,800.00	0.00	100.0
TOTAL FUND REVENUES	658.74	1,628.59	147.2	3,293.70	7,905.00	4,646.84	(41.2)
TOTAL FUND EXPENSES	983.34	0.00	100.0	4,916.62	11,800.00	0.00	100.0
SURPLUS (DEFICIT)	(324.60)	1,628.59	(601.7)	(1,622.92)	(3,895.00)	4,646.84	(219.3)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	44,136.25	77,393.09	75.3	220,681.17	529,635.00	237,889.48	(55.0)
TOTAL REVENUES	44,136.25	77,393.09	75.3	220,681.17	529,635.00	237,889.48	(55.0)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	49,232.50	27,059.43	45.0	246,162.10	590,790.00	156,571.11	73.4
TOTAL EXPENSES	49,232.50	27,059.43	45.0	246,162.10	590,790.00	156,571.11	73.4
TOTAL FUND REVENUES	44,136.25	77,393.09	75.3	220,681.17	529,635.00	237,889.48	(55.0)
TOTAL FUND EXPENSES	49,232.50	27,059.43	45.0	246,162.10	590,790.00	156,571.11	73.4
SURPLUS (DEFICIT)	(5,096.25)	50,333.66	(1087.6)	(25,480.93)	(61,155.00)	81,318.37	(232.9)

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS  
FOR 5 PERIODS ENDING MAY 31, 2018

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL		VARI- ANCE
				YEAR-TO-DATE	BUDGET		YEAR-TO-DATE	ACTUAL	
TOTAL MUNICIPAL REVENUES	2,144,035.59	343,853.95	(83.9)	10,720,176.03	25,728,427.00	8,543,652.05	(66.7)		
TOTAL MUNICIPAL EXPENSES	2,120,398.76	769,763.58	63.6	10,601,985.60	25,444,786.00	5,711,789.87	77.5		
SURPLUS (DEFICIT)	23,636.83	(425,909.63)	(1901.8)	118,190.43	283,641.00	2,831,862.18	898.3		



# 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 May, 2018

Date: June 14, 2018

The following is a summary of the Police Department's activities for the month of May 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 65 crimes.

These crimes can be broken down and classified as follows.

Arson.....	01
Bail Jump .....	01
Battery .....	04
Burglary.....	01
Disorderly Conduct.....	05
Controlled Substance Problem.....	06
Criminal Damage to Property .....	03
Child Neglect.....	04
Fraud.....	12
Domestic Abuse.....	01
Theft.....	16
Threats to Injure.....	03
Sex Offense.....	02
Death Investigation.....	01
Restraining Order Violation.....	01
Custody Dispute.....	02
Family Fight.....	02
<b>TOTAL 65</b>	

The above crimes resulted in the loss of \$3,867 to the community, of which \$772 has been recovered.



## Arrests

The Department completed a total of 129 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.

### A. Felony Crime Arrest

Battery to Emergency Department Worker.....	02
Knowingly Elude Officer.....	01
Possess Marijuana.....	01
Neglect Child.....	01
<b>TOTAL</b>	<b>05</b>

### B. Misdemeanor Crime Arrests

Disorderly Conduct.....	07
Battery .....	05
Bail Jump .....	02
Possess Controlled Substance .....	01
Theft.....	04
Possess Drug Paraphernalia .....	01
Obstruct/Resist Officer .....	06
<b>TOTAL</b>	<b>26</b>

Wisconsin Probation & Parole Violation Arrests / Warrant Arrests.....	10
<b>TOTAL</b>	<b>10</b>

### C. Ordinance Violation Arrests

Possess Marijuana.....	10
Possess Drug Paraphernalia .....	03
Disorderly Conduct.....	03
Habitually Truant Student.....	02
Trespass to Land .....	01
Retail Theft .....	02
Possess Tobacco Underage.....	01
<b>TOTAL</b>	<b>23</b>

### D. Traffic Crime Arrests

Operate Motor Vehicle while Intoxicated.....	03
Operate Motor Vehicle while Revoked.....	03
Flee/Elude Officer.....	01
No Valid Driver's License .....	01
Reckless Driving-Endanger Safety .....	01
Fail to Install Ignition Interlock Device .....	02
Hit and Run Occupied Vehicle .....	01
<b>TOTAL</b>	<b>12</b>

### E. Traffic Violation Arrests

Operating a Motor Vehicle While Intoxicated.....	03
Speeding Violations.....	12
Operate Vehicle w/o Insurance .....	06
Operate without a Valid License.....	02
Operate While Suspended.....	03
Mandatory Seatbelt Violation .....	03
Miscellaneous Traffic Violations.....	24
<b>TOTAL</b>	<b>53</b>

In addition to the preceding arrests, the Department conducted a total of 212 traffic stops during the month and logged 70 violations for various motor vehicle defects and local ordinances and issued 70 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 26 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 .....	22
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage .....	01
	(less than \$1,000.00)	<b>TOTAL 26</b>

#### **Police Service Calls**

Department members handled 449 service calls during the month. These calls consist of both citizen requests for police service as described below (348), crimes investigated (65), traffic accidents investigated (26), and Wisconsin Probation and Parole Assists (10).

A.	Traffic and Road Incidents .....	71
	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 .....	56
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms .....	20
	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 .....	27
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes .....	06
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	

G. Escorts .....	05
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist.....	50
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 .....	08
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance.....	20
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.....	19
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.....	13
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 .....	28
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 .....	18
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 348**

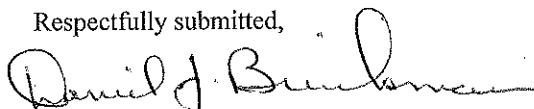
#### **Department Training**

The joint dive team conducted their monthly training session. One officer attended a 16 hour course on Leadership, three officers attended a 16 hour course on Advanced Roadside Impaired Driving Enforcement and one officer completed his mandatory annual Instructor Update.

#### **Education**

No department education to report.

Respectfully submitted,



Captain Daniel J. Brinkman

**BEVERAGE OPERATOR LICENSE**

1. Baker, Adrena M.
2. Billings, Janice F.
3. Cesar, Carol L.
4. Gold, Nicholas R.
5. Gerwin, Bradley J.
6. Geyer, Lori J.
7. Glowacki, Ann M.
8. Hall, Thomas D.
9. Hilsabeck, David L.
10. Jacobson, Dirk L.
11. Jorgensen, Nicole L.
12. LaCrosse, Jesse J.
13. Lamm-Stanton, Jennifer L.
14. Lundahl, Megan K.
15. Lyon, Lynn A.
16. Magaurn, Todd A.
17. Mistele, Jessica L.
18. Paradise, Janet G.
19. Rae, Mary J.
20. Rodriguez, Diane L.
21. Roig, Angelica L.
22. Sealy, Stephanie A.
23. Schraft, Jesse L.
24. Smith, Katherine H.
25. Tanck, Christopher D.
26. Warwick, Amanda C.
27. Wolfman, David L.
- 28.

**TEMPORARY CLASS B BEER & TEMPORARY CLASS B WINE LICENSE:**

Forestville – Maplewood Lions Club  
Agent: Chuck Wagner  
156 Leege Avenue  
Forestville, WI  
Location: Door County Fair – Lions Club Stand  
Dates: August 1 – 5, 2018

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant: Sean Ryan

Name of Event: Door County Triathlon

Contact Phone #: (920) 606-2458

Date(s) of Event: July 15, 2018 Time: 8 AM - 11 AM

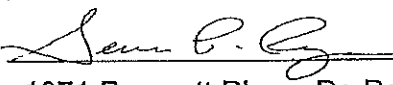
Estimated # of Attendees: 1,000

Specific Location: Third Avenue, from Alabama to South 18th

- ☒ Attach map of requested street closure area including barricades location, tent/booth location, or any street obstruction. The map must be in final form.
- ☒ Attach Certificate of Insurance with the City listed as ADDITIONAL INSURED. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation -- As required by the State of Wisconsin.
- ☒ Temporary Beer and/or Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (If applicable.)
- ☒ Hold Harmless Agreement has been signed of Officer(s) of Event/Organization.
- ☒ Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.
- ☒ If tents larger than 20 x 20 are used, must agree to contact the Fire Department for inspection, prior to event.

What arrangements are made for clean up? Staff and charity group assigned to this function


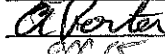


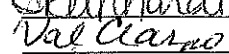
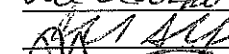
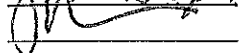

Other comments or explanation: Bicyclists

Signature of Responsible Party: 

Address: 1971 Prescott Place, De Pere, WI 54115

Date Submitted: May 17, 2018

*(Street Closure applications may not be submitted/approved more than 90 days in advance of event date.)*

Approval:	Fire Chief:		Date:	<u>5/22/18</u>
	Police Chief:		Date:	<u>5-22-18</u>
	Comm. Dev:		Date:	<u>5-29-18</u>
	Streets/Parks:		Date:	<u>6-5-18</u>
	City Clerk:		Date:	<u>6/18/18</u>
	Finance Dir:		Date:	<u>6/11/18</u>
	City Engineer:		Date:	<u>6-11-18</u>
	City Admin:		Date:	<u>5/29/18</u>

Common Council Approval Date: \_\_\_\_\_

☐ Copy of Approved Street Closure Application sent to EMS Director.

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant: Sturgeon Bay Visitor Center  
 Name of Event: Sidewalk Sale  
 Contact Phone #: (920) 743-6246 (920) 493-2556  
 Date(s) of Event: July 26, 2018 Time: 7am - 7pm  
 Estimated # of Attendees: 2,000  
 Specific Location: Third Ave: Michigan Street to Jefferson Street  
\*see attached map\*

- ☒ Attach map of requested street closure area including barricades location, tent/booth location, or any street obstruction. The map must be in final form.
- ☒ Attach Certificate of Insurance with the City listed as ADDITIONAL INSURED. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation - As required by the State of Wisconsin.
- ☐ Temporary Beer and/or Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (If applicable.)
- ☒ Hold Harmless Agreement has been signed of Officer(s) of Event/Organization.
- ☒ Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.
- ☒ If tents larger than 20 x 20 are used, must agree to contact the Fire Department for inspection, prior to event.

Applied  
for

What arrangements are made for clean up? Contract with city streets department

Other comments or explanation:

Signature of Responsible Party:

Address:

Date Submitted:

(Street Closure applications may not be submitted/approved more than 90 days in advance of event date.)

Approval:

Fire Chief:

Police Chief:

Comm. Dev:

Streets/Parks:

City Clerk:

Finance Dir:

City Engineer:

City Admin:

Date:

Date:

Date:

Date:

Date:

Date:

Date:

Date:

Common Council Approval Date:

☐ Copy of Approved Street Closure Application sent to EMS Director.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the Schenck Government & Not-For-Profit Solutions 2017 financial audit report for the City of Sturgeon Bay and place it on file.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 12, 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: 2017 Audit

BACKGROUND: Schenck Government & Not-For-Profit Solutions has completed the 2017 financial audit for the City of Sturgeon Bay. A clean audit opinion was issued by Schenck. The details of their financial audit can be found in the attached audit report and management letter.

FISCAL IMPACT: The fiscal impact to the City is the contracted amount of \$18,110.00.

OPTIONS: Accept or reject the Schenck Government & Not-For-Profit Solutions 2017 audit report.

### RECOMMENDATION:

Recommend to the Common Council to accept the Schenck Government & Not-For-Profit Solutions 2017 financial audit report for the City of Sturgeon Bay and place it on file.

PREPARED BY:

Valerie J. Clarizio  
Valerie J. Clarizio  
Finance Director/City Treasurer

5/24/18  
Date

REVIEWED BY:

Joshua J. Van Lieshout  
Joshua J. Van Lieshout  
City Administrator

5/24/18  
Date

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council recommend to 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.

Respectfully submitted,  
COMMUNITY PROTECTION AND SERVICES COMMITTEE  
By: Barbara Allmann, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 14, 2018

\* \* \* \* \*

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

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

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

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

## DISALLOWANCE OF CLAIM RESOLUTION

WHEREAS, A Notice of Claim was filed on June 14, 2018, with an incident date of June 12, 2018, with the City Clerk; and

WHEREAS, said Notice of Claim alleges that Kerri Anderko, 1102 N 3<sup>rd</sup> Avenue, Sturgeon Bay, WI 54235, sustained damages, and alleges that there was damage to her vehicle caused by the City of Sturgeon Bay and employees of the City of Sturgeon Bay; and

WHEREAS, review of this matter by the City's Insurance Carrier recommends that the claim be denied.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay that the claim submitted by Kerri Anderko be and the same is hereby denied, and no action on this claim may be brought against the City of Sturgeon Bay or any of its officers, officials, agents or employees after six months from the date of service of this notice, pursuant to Wisconsin Statute 893.80.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant by certified mail, return receipt requested, as a notice of disallowance.

\* \* \* \* \*

Motion made by Alderperson \_\_\_\_\_, seconded by Alderperson

\_\_\_\_\_ to adopt.

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

***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

June 18, 2018

City of Sturgeon Bay  
Attn: Valerie Clarizio  
421 Michigan St.  
Sturgeon Bay, WI 54235

RE:    Our Claim #:            WM000152810172  
       Date of Loss:           6/12/2018  
       Claimant:              Kerri Anderko  
                                     1102 N 3<sup>rd</sup> Ave.  
                                     Sturgeon Bay, WI 54235

Dear Ms. Clarizio,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, through which the City of Sturgeon Bay is insured. We are in receipt of the claim submitted by Ms. Anderko for damage to her vehicle, allegedly caused when she drove through a construction zone on 3<sup>rd</sup> Avenue. Construction at this location was being completed by Northeast Asphalt Inc.

The City of Sturgeon Bay has a contract with Northeast Asphalt Inc. for the asphalt replacement program project (Project 1802B). The contract requires Northeast Asphalt Inc. to carry professional liability insurance for protection against claims arising out of the performance of its work.

We therefore believe that the City of Sturgeon Bay has no liability and you should disallow the claim accordingly. I will be sending claim tender notices today to the claimant and Northeast Asphalt Inc.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims for our records.

Please let me know if you have any questions. Thank you.

Sincerely,

Sarah Bourgeois  
Statewide Services Inc.  
PO Box 5555  
Madison, WI 53705  
Ph: 800-545-2190  
Fax: 800-854-1537  
EM: [sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

## RESOLUTION

WHEREAS, the Common Council of the City of Sturgeon Bay, has received a written petition to discontinue an unpaved alley from the owners of more than 50 percent of the frontage of the lots and lands abutting upon the portion of the unpaved alley sought to be discontinued,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Sturgeon Bay, in accordance with Section 66.1003(3) of the Wisconsin Statutes, does hereby discontinue and vacate the following described unpaved alley:

A tract of land in the City of Sturgeon Bay, Door County, Wisconsin, described as follows:

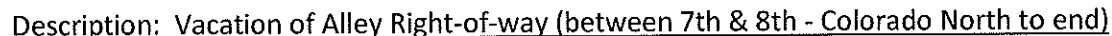
Alley right-of-way being a portion of Block 9 of Sunset Hill Plat, located in the Northwest one-quarter of the Northwest one-quarter of Section 5, T27N, R26E, City of Sturgeon Bay, Door County, Wisconsin and more particularly described as follows: Commencing at the southeast corner of Lot 1 of said Block 9 of Sunset Hill Plat, thence N 00°19'50" E along the easterly line of Lots 1,2,3,4 and 5 of said Block 9 251.8 feet to the northeast corner of Lot 5 of said Block 9, thence S 89°49'50" E along the northerly line of said Block 9 16 feet to the northwest corner of Lot 6 of said Block 9, thence S 00°19'50" W along the westerly line of Lots 6,7,8,9 and 10 of said Block 9 251.8 feet to the southwest corner of Lot 10 of said Block 9, thence N 89°50' W along the northerly right-of-way line of Colorado Street 16 feet to the point of commencement. Containing 4,029 square feet of land.

It is the intent of this resolution that the land within the discontinued alley will be equally divided between the owners of the abutting lots on each side of the alley.

This resolution was adopted at a regular meeting of the Sturgeon Bay Common Council this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Attest:

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



Commencing at the southeast corner of Lot 1 of said Block 9 of Sunset Hill Plat, thence N 00°19'50" E along the easterly line of Lots 1,2,3,4 and 5 of said Block 9 251.8 feet to the northeast corner of Lot 5 of said Block 9, thence S 89°49'50" E along the northerly line of said Block 9 16 feet to the northwest corner of Lot 6 of said Block 9, thence S 00°19'50" W along the westerly line of Lots 6,7,8,9 and 10 of said Block 9 251.8 feet to the southwest corner of Lot 10 of said Block 9, thence N 89°50' W along the northerly right-of-way line of Colorado Street 16 feet to the point of commencement. Containing 4,029 SF of land.

## EXECUTIVE SUMMARY

**Title:** Vacating Alley off of Colorado Street

**Background:** The City has received a petition from several abutting property owners to vacate an unpaved alley. The subject right-of-way is 16 feet wide and runs north from Colorado Street in the 700 block (see map). This alley right-of-way was created in 1948 by the Sunset Hill Plat, which divided up the Department of Defense homes after WWII. The alley has never been improved and is just grass. It does not connect to another street.

Since the petition was signed by more than 50% of the abutting property owners and the alley has never been opened or improved, the Council can simply pass a resolution to vacate the alley if it agrees with the petition.

City staff has reviewed the matter and believe that the alley right-of-way is not needed for future street purposes. However, there is an existing electrical line that runs along the alley so an easement will need to be retained if the alley is vacated.

A resolution has been prepared that the Council can act upon, if it deems it appropriate. The city has followed the proper statutory procedures and requirements for the vacation, including Class 3 public notice, service to all abutting property owners, and recording a lis pendens at the Register of Deeds. If vacated, the alley right-of-way would be attached to the abutting property owners with each side getting 8 feet. To date, none of the impacted property owners has raised an objection.

**Fiscal Impact:** The property value of the abutting parcels will likely go up slightly due to the additional 8 feet, which in turn could generate slightly more tax revenue. The city would no longer have to worry about improving the alley or subsequent maintenance. While construction of alleys is typically assessed to the abutting owners, the snow plowing and maintenance would fall on the Public Works Department.

**Options:**

1. Adopt the resolution to vacate the alley right-of-way.
2. Reject the petition. The 16-foot right-of-way would remain public.

**Recommendation:** Adopt the resolution to vacate the alley, subject to the utility easement for the existing electric line.

Prepared by: Martin Olejniczak 5-25-18  
Martin Olejniczak  
Community Development Director  
Date

Reviewed by: Chad Shefchik 6-26-18  
Chad Shefchik  
City Engineer  
Date

Reviewed by: Josh Van Lieshout 6/27/18  
Josh Van Lieshout  
City Administrator  
Date



### Petition to Vacate Unpaved Alley

We, the undersigned persons, representing owners of abutting land, hereby petition the City of Sturgeon Bay Common Council to vacate an unpaved alley running northerly from the 700 block of Colorado Street, pursuant to section 66.1003(3) of the Wisconsin Statutes. By vacating the alley, one half (8 feet) of the 16-foot width of the property is to be attached to the abutting parcels on either side of the alley. The alley was created by the recording of a subdivision plat in 1948, but has never been opened or improved. The legal description of the alley to be vacated is all portions of the 16-foot alley within Block 9 of the recorded Plat of Sunset Hill, City of Sturgeon Bay, Door County, Wisconsin and shown on the attached map.

Corianda Brodzeller 3/14/18 Kathy Rinsala 3-17-18  
Corianda Brodzeller Date Kathy Rinsala Date  
Corianda Brodzeller

Mitchel Humphries 3/14/18 Victoria Brodzeller 3-21-18  
Mitchel Humphries Date Victoria Brodzeller Date  
Victoria Brodzeller

Ryan Spörber 3/15/18 Azucena K. Humphries 3-21-18  
Ryan Spörber Date Azucena K. Humphries Date  
AZUCENA K. HUMPHRIES

Paul DeLandine Victor Brodzeller  
Paul DeLandine Date Victor Brodzeller Date  
Victor Brodzeller

# Proposed Discontinuance of Alley



Date of Air Photo: 04/22/2015

**DECLARATION OF UTILITY  
EASEMENT**

The City of Sturgeon Bay ("City") hereby declares and creates a Utility Easement as set forth herein.

Recording Area

Name and Return Address

Stephanie Reinhardt, Clerk  
City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235

281-4693090101  
281-4693090301  
281-4693090401  
281-4693090601  
281-4693090701  
281-4693090901

Parcel Identification Number (PIN)

**DECLARATION OF EASEMENT**

The City of Sturgeon Bay, as Declarant, hereby declares as follows:

1. The City of Sturgeon Bay is the owner of the following described real property which is currently an alley located in the City of Sturgeon Bay:

A tract of land in the City of Sturgeon Bay, Door County, Wisconsin, described as follows:

Alley right-of-way being a portion of Block 9 of Sunset Hill Plat, located in the Northwest one-quarter of the Northwest one-quarter of Section 5, T27N, R26E, City of Sturgeon Bay, Door County, Wisconsin and more particularly described as follows: Commencing at the southeast corner of Lot 1 of said Block 9 of Sunset Hill Plat, thence N 00°19'50" E along the easterly line of Lots 1,2,3,4 and 5 of said Block 9 251.8 feet to the northeast corner of Lot 5 of said Block 9, thence S 89°49'50" E along the northerly line of said Block 9 16 feet to the northwest corner of Lot 6 of said Block 9, thence S 00°19'50" W along the westerly line of Lots 6,7,8,9 and 10 of said Block 9 251.8 feet to the southwest corner of Lot 10 of said Block 9, thence N 89°50' W along the northerly right-of-way line of Colorado Street 16 feet to the point of commencement. Containing 4,029 square feet of land.

2. Declaration of Easement. The CITY hereby grants and declares, unto itself, a perpetual, non-exclusive easement to construct, reconstruct, maintain, operate, supplement and/or remove, maintain



or replace one or more power poles, electric line and related fixtures, water main, sewer main, and any other utility structures and fixtures, equipment and appurtenances that may from time-to-time be required to transmit municipal utilities, with the right of ingress and egress for the purpose of this declaration, over and across that portion of the property more fully and legally described as follows:

A tract of land in the City of Sturgeon Bay, Door County, Wisconsin, described as follows:

Alley right-of-way being a portion of Block 9 of Sunset Hill Plat, located in the Northwest one-quarter of the Northwest one-quarter of Section 5, T27N, R26E, City of Sturgeon Bay, Door County, Wisconsin and more particularly described as follows: Commencing at the southeast corner of Lot 1 of said Block 9 of Sunset Hill Plat, thence N 00°19'50" E along the easterly line of Lots 1,2,3,4 and 5 of said Block 9 251.8 feet to the northeast corner of Lot 5 of said Block 9, thence S 89°49'50" E along the northerly line of said Block 9 16 feet to the northwest corner of Lot 6 of said Block 9, thence S 00°19'50" W along the westerly line of Lots 6,7,8,9 and 10 of said Block 9 251.8 feet to the southwest corner of Lot 10 of said Block 9, thence N 89°50' W along the northerly right-of-way line of Colorado Street 16 feet to the point of commencement. Containing 4,029 square feet of land.

Hereinafter referred to as the "Utility Easement Property".

3. Grant of Access. CITY and its licensees shall have and retain a perpetual, non-exclusive easement to access, go over and across those portions of the Utility Easement Property described above as required by CITY and its licensees to access the utility structures and equipment to be installed and maintained.

4. Tree and Brush Cutting. The improvements installed shall be located above and below grade. CITY shall have the right to control all brush and trees within such right of way area by cutting, trimming, and/or other means as determined by CITY which in its judgment may interfere with access to the utility facilities installed as described herein.

5. Consistent Uses Allowed. Subsequent owners of the Utility Easement Property shall have the right to use the Property described above for all purposes that will not interfere with CITY's full enjoyment of the easement rights granted in this Agreement. There shall be no structures built or placed within the Utility Easement Property as described above. The property owner shall not cause or permit any actions or activity which does or may cause damage to the property of CITY within the Utility Easement Property.

6. Restoration of Surface. CITY shall restore the surface disturbed by any construction or maintenance of any equipment located within the easement area to a machine grade only, and shall not be required to replace or repair any improvements removed or damaged, nor shall it be required to restore any vegetation removed or damaged under this Easement.

7. Covenants Run with the Land. All of the terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit

of, and be enforceable by CITY. CITY anticipates vacating an existing alley which constitutes the Utility Easement Property, and this easement shall remain in existence after the alley vacation is complete.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

9. No Public Dedication. Nothing in this document shall be deemed to be a gift or dedication of any portion of the easements dedicated under this document to the general public or for any public purpose whatsoever.

**CITY OF STURGEON BAY:**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Thad Birmingham, Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Stephanie L. Reinhardt, Clerk

STATE OF WISCONSIN    )  
                                  )SS  
COUNTY OF DOOR        )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, the above-named Thad Birmingham, Mayor, and Stephanie L. Reinhardt, Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission expires: \_\_\_\_\_

This document drafted by:  
Atty. Randall J. Nesbitt  
Pinkert Law Firm LLP  
454 Kentucky St., P.O. Box 89  
Sturgeon Bay, WI 54235-0089  
Telephone No.: (920) 743-6505

F:\Clients\S\Sturgeon Bay-City\road vacation\Alley - Colorado St\utility easement 06-08-18.docx  
rev 06-27-18

ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: Section 1.167(3) Bicycle and Pedestrian Advisory Board) is hereby  
repealed and recreated as follows:

(3) *Membership; officers.* Members of the Bicycle and Pedestrian Advisory  
Board will be appointed by the Mayor, subject to confirmation by the  
Common Council. The board will consist of eight ~~seven~~ members as  
follows:

(b) One member who shall be the Community Development  
Director, ~~Planner / Zoning administrator~~, Park and Recreation  
Superintendent or City Engineer. This member shall serve a  
one year term and may be reappointed.

(d) ~~Five~~ ~~Four~~ members who shall be citizens. Citizen members  
shall be drawn from the following constituencies, if available:

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

Approved:

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

Attest:

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

ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: Section 7.12 (Bicycles, play vehicles, and in-line skates) is hereby  
repealed and recreated as follows:

(4) *Registration and tagging of bicycles is ~~optional~~ required.* No person  
shall operate a bicycle upon any street in the city unless such bicycle is  
registered and tagged as herein provided

(5) *Suspension of bicycle registration.* No bicycle shall be registered which  
is in an unsafe mechanical condition. The chief of police or his/her  
designee may suspend the registration of and remove the identification  
tag from any bicycle which is operated contrary to any state law or city  
ordinance or which is operated while in an unsafe mechanical  
condition. ~~The suspension and removal shall not exceed ten days,  
provided that the registration shall not be reinstated nor shall the  
identification tag be replaced while such bicycle is in unsafe  
mechanical condition. The suspension and removal shall be in addition  
to other penalties provided for in this Municipal Code.~~

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

Approved:

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

Attest:

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

**Reinhardt, Stephanie**

---

**From:** Olejniczak, Marty  
**Sent:** Thursday, June 28, 2018 8:40 AM  
**To:** Reinhardt, Stephanie  
**Subject:** FW: Accessory dwelling units

FYI

**From:** Olejniczak, Marty  
**Sent:** Tuesday, June 26, 2018 11:28 AM  
**To:** SBDistrict7  
**Subject:** Accessory dwelling units

Laurel:

I have looked into the status of the zoning change for accessory dwelling units and how to resurrect it. The non-action by the Council to approve the ordinance for ADU's was in actuality a denial. Thus, that proposed zoning amendment has been disposed of. The Council can still change its mind and adopt the ADU standards but such ordinance should once again go through the normal zoning code amendment procedures. This means a recommendation from Plan Commission, a public hearing and adoption by Council of two readings of the ordinance.

I think there are two avenues to resurrecting this. The first is to go directly to the Plan Commission to restart the process. Since you are member, you simply can request that Acting Chair Statz add the item to the next agenda. The PC can then consider the previous proposed ordinance, revise it if necessary, and make its recommendation to the Council.

The other option is first add it to the Council agenda to get it referred to the Plan Commission for its consideration. Because the last Council had concerns with it, you could use this option as a means to gauge whether this Council supports ADU's. If the ordinance is not likely to be approved, we don't want to waste effort with PC. However, if you are planning to suggest changes (or if you think the PC will make changes) such as not allowing ADU's in R-1, then it probably makes sense to go straight to PC to work out the ordinance kinks before going to the Council.

Marty Olejniczak  
Community Development Director  
City of Sturgeon Bay  
920-746-6908



ORDINANCE NO. \_\_\_\_\_

This is the proposed  
A.D.U. ordinance that was  
not approved by the Council.  
To adopt this or any new  
ordinance, it must go back  
through the Plan Commission

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

SECTION 1: Section 20.03 Definitions. of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

*Accessory dwelling unit:* A smaller, secondary dwelling unit on the same lot as a principal dwelling. Accessory dwelling units are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation.

SECTION 2: Section 20.09(2)(h) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby created as follows:

(h) Accessory Dwelling Units, subject to the following:

1. Not more than one accessory dwelling unit shall be permitted on a lot.
2. Accessory dwelling units shall be allowed only on a lot having at least 7,000 square feet.
3. Accessory dwelling units shall not exceed 800 square feet in floor area and shall have a minimum floor area of 250 square feet.
4. The property owner of record must reside in either the primary dwelling unit or the accessory dwelling unit as their permanent and legal address. A restrictive agreement shall be recorded to this effect.
5. In addition to off-street parking spaces required for the primary dwelling unit, a minimum of one off-street parking space for an efficiency or one-bedroom accessory dwelling unit, or a minimum of two off-street parking spaces for a two or more bedroom accessory dwelling unit, shall be provided.
6. The accessory dwelling unit shall not be leased for periods of less than one calendar month or 30 days. A restrictive agreement shall be recorded to this effect. If the property owner of record resides in the accessory dwelling unit, then this minimum rental period shall apply to the primary dwelling unit.
7. The accessory dwelling unit shall not be conveyed or separated in ownership from the primary dwelling unit.

8. The accessory dwelling unit shall comply with the Sturgeon Bay Housing Code (chapter 22 of the municipal code) and with all pertinent building codes.
9. Accessory dwelling units may be attached to or detached from the single-family residence.
10. Attached accessory dwelling units shall comply with the following:
  - a. The accessory dwelling unit shall be clearly incidental to the principal dwelling unit and the building's exterior shall appear to be single-family.
  - b. If the accessory dwelling unit is created from a portion of the principal dwelling unit, the floor area of the principal dwelling unit shall not be reduced below the minimum floor area required for the zoning district in which it is located.
  - c. Location of entrances. Only 1 entrance may be located on the facade of the dwelling facing the street, unless the dwelling contained additional entrances before the accessory dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground such as entrances from balconies or decks.
  - d. Exterior stairs. Fire escapes or exterior stairs for access to an upper level accessory dwelling shall not be located on the front of the primary dwelling unit.
11. Detached accessory dwelling units shall comply with the following:
  - a. The accessory dwelling unit shall be subject to the requirements of section 20.29 *Accessory building height and area regulations*.
  - b. The accessory dwelling unit shall comply with all building code regulation relating to dwellings.
  - c. Floor Area. The floor area of accessory dwelling unit shall be exempted from the maximum floor area for accessory buildings on the lot.

SECTION 3: Section 20.175(2)(p) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby created as follows:

- (p) Accessory Dwelling Units, subject to the requirements set forth in section 20.09(2)(h).

SECTION 4: Section 20.22(2)(m) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby created as follows:

(m) Accessory Dwelling Units, subject to the requirements set forth in section 20.09(2)(h).

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

Approved:

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Thad Birmingham  
Mayor

Attest:

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Stephanie L. Reinhardt  
City Clerk