



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, SEPTEMBER 18, 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 – \$678,610.84, Capital Fund - \$12,249.90, TID #2 - \$1,234,491.25, TID #3 - \$126,006.25, TID #4 - \$33,150.00 and Solid Waste Enterprise Fund - \$3,170.09 for a grand total of \$2,087,678.33. [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 9/4/18 regular Common Council minutes.
 - * b. Approval of the following minutes:
 - (1) Joint Park & Recreation Committee/Board – 8/22/18
 - (2) Zoning Board of Appeals – 8/28/18
 - (3) Finance/Purchasing & Building Committee – 8/28/18
 - (4) Board of Public Works – 9/4/18
 - * c. Place the following reports on file:
 - (1) Fire Department Report – August 2018
 - (2) Inspection Department Report – August 2018
 - (3) Police Department Report – August 2018
 - * d. Consideration of: Approval of beverage operator license.
 - * e. Consideration of: Approval of Class B Beer and Class C Wine license.
 - * f. Consideration of: Approval of Street Closure Application for Sturgeon Bay Visitor Center.
 - * g. Park & Recreation Committee recommendation re: Approval of City of Sturgeon Bay Adopt-a-Park Program.
8. Mayoral appointments.

9. Final Resolution Authorizing Improvements and Levying Special Assessments Against Benefited property – N. 12th Avenue – East side of the roadway from Georgia Street to Egg Harbor Road.
10. Consideration of: City's Legal Counsel regarding a Request for Proposal or job announcement (Ald. Hayes)
11. Consideration of: Dissolution of Waterfront Redevelopment Authority.
12. Items to be Included on Future Agendas (New Business).
13. City Administrator report.
14. Committee Chairperson Reports:
 - a. Personnel Committee
 - b. Parking & Traffic Committee
 - c. Community Protection & Services Committee
 - d. Utility Commission
15. Mayor's comments.
16. 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: Settlement Agreement with 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.
 - b. Consideration of: Dissolution of Waterfront Redevelopment Authority.

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

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 9-14-18

Time: 12:00 pm

By: CM

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
BAGNALL	JOHN BAGNALL	9.8.18 FOOD SHARE-DC LAKE EFF	01-000-000-21595	3.00
COUNTRY	CVF MAPLE LLC	09.01.18 FOOD SHARE-COUNTRY	01-000-000-21595	5.00
R0000985	SULLYS THUMBS UP PRODUCE	09.8.18 FOOD SHARE-SULLY	01-000-000-21595	100.00
R0000991	SPERBER FARMS	09.01.18 FOOD SHARE-SPERBER	01-000-000-21595	9.00
R0001001	RENARDS CHEESE	9.8.18 FOOD SHARE-RENARDS	01-000-000-21595	16.00
R0001074	RANDALL MANGES	09.01.18 FOOD SHARE-MANGES	01-000-000-21595	13.00
R0001498	VANG MEE YANG	09.01.18 FOOD SHARE-VANG YANG	01-000-000-21595	70.00
R0001549	BOB LECAPITAINE	SIGN DEP RFND-LECAPITAINE	01-000-000-23168	50.00
THORP	PAT THORP	09.01.18 FOOD SHARE-PAT PATCH	01-000-000-21595	31.00
TOTAL LIABILITIES				297.00
2017 CAPITAL PROJECTS & EQUIP				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 2017 CAPITAL	01-000-901-70000	105,000.00
01764		10/18 2017 CAPITAL	01-000-901-70001	17,233.13
TOTAL 2017 CAPITAL PROJECTS & EQUIP				122,233.13
CAPITAL PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 CAP PRJCT BOND T2	01-000-913-70000	80,000.00
01764		10/18 CAP PRJCT BOND T2	01-000-913-70001	3,435.00
TOTAL CAPITAL PROJECTS				83,435.00
CITY HALL / FIRE & POLICE STN				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 REF BOND GF BUILDING	01-000-920-70000	155,000.00
01764		10/18 REF BOND GF BUILDING	01-000-920-70001	18,556.25
TOTAL CITY HALL / FIRE & POLICE STN				173,556.25
EGG HARBOR RD IMP/DES				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 EGG HRBR RD	01-000-976-70000	110,000.00
01764		10/18 EGG HRBR RD	01-000-976-70001	9,816.25
TOTAL EGG HARBOR RD IMP/DES				119,816.25
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	09/18 ATHLETIC FLD LIGHT PRJCT	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				500,703.02
CITY CLERK-TREASURER				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COLOR PAPER-FINAL BUDGET	01-115-000-51950	72.24
BUBRICKS		ENVELOPES, POSTITS, PENS	01-115-000-51950	75.03
MALLERY	MALLERY & ZIMMERMAN	FMLA TRAINING-REINHARDT	01-115-000-55600	359.00
TOTAL				506.27
TOTAL CITY CLERK-TREASURER				506.27
COMPUTER				

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04696	DOOR COUNTY TREASURER	08/18 INTERNET USAGE	01-125-000-55550	100.00
04696		08/18 TECH SUPPORT	01-125-000-55550	2,575.00
04696		08/18 2G INTERNET	01-125-000-55550	375.00
TOTAL				3,050.00
TOTAL COMPUTER				3,050.00
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	09.18.18 CONTRACT	01-130-000-55010	1,333.33
TOTAL				1,333.33
TOTAL CITY ASSESSOR				1,333.33
BUILDING/ZONING CODE ENFORCEMENT				
SAFEBUILD	SAFE BUILT	AUGUST PERMITS	01-140-000-55010	3,744.16
SAFEBUILD		PLAN REVIEW FEES	01-140-000-55010	1,360.00
TOTAL				5,104.16
TOTAL BUILDING/ZONING CODE ENFORCEMENT				5,104.16
PUBLIC WORKS ADMINISTRATION				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	PAPER	01-150-000-52800	137.94
TOTAL				137.94
TOTAL PUBLIC WORKS ADMINISTRATION				137.94
CITY HALL				
03159	CHARTER COMMUNICATIONS	08/18 FIRE CABLE SVC	01-160-000-58999	101.88
04575	DOOR COUNTY HARDWARE	ROLLER/PAINTBRUSH	01-160-000-55300	17.77
04575		ROLLER	01-160-000-52700	8.99
04575		ROLLER/PAINT TRAY	01-160-000-52700	22.17
04575		MASK TAPE	01-160-000-55300	7.98
04575		PHOTO BATTERIES	01-160-000-51850	31.98
04575		ROLLER COVER	01-160-000-55300	12.99
04575		REDUCR SOCKET	01-160-000-55300	7.98
04575		SOCKET/HEX NUTS	01-160-000-51850	10.57
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	4,521.87
19880		421 MICHIGAN ST	01-160-000-58650	258.81
CINTAS	CINTAS FIRE PROTECTION	ANNL SPRINKLER SYTM INSPECT	01-160-000-58999	326.36
VIKING	VIKING ELECTRIC SUPPLY, INC	BULBS	01-160-000-55300	20.46
WARNER	WARNER-WEXEL WHOLESALE &	PAPER PRODUCTS	01-160-000-54999	54.35
WARNER		PAPER TOWEL	01-160-000-54999	20.00
WARNER		GARBAGE BAGS	01-160-000-55300	35.42
WARNER		KLEENEX ROLL TOWEL	01-160-000-51850	54.35

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WARNER		CLEANER	01-160-000-51850	8.49
TOTAL				5,522.42
TOTAL CITY HALL				5,522.42
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	10/18 WORK COMP	01-165-000-58750	13,932.00
MCCLONE		10/18 GEN LIAB	01-165-000-56400	3,152.00
MCCLONE		10/18 POLICE LIAB	01-165-000-57150	1,189.00
MCCLONE		10/18 PUBLIC OFFICIAL	01-165-000-57400	1,196.00
MCCLONE		10/18 AUTO LIAB	01-165-000-55200	1,966.00
MCCLONE		10/18 AUTO PHY DAMAGE	01-165-000-55200	1,652.00
TOTAL				23,087.00
TOTAL INSURANCE				23,087.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	08/18 CITY HALL PHONE SVC	01-199-000-58200	99.89
04696		08/18 FIRE PHONE SVC	01-199-000-58200	53.79
04696		08/18 MUN SVC PHONE SVC	01-199-000-58200	45.61
04696		08/18 POLICE PHONE SVC	01-199-000-58200	43.50
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	8 CRTNS COPY PAPER	01-199-000-55650	247.20
TOTAL				489.99
TOTAL GENERAL EXPENDITURES				489.99
POLICE DEPARTMENT				
RDJ SPEC	RDJ SPECIALTIES, INC.	SBPD PENCILS FOR KIDS	01-200-000-51950	499.13
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	5176 BLACK COPIES	01-200-000-51600	62.63
STAPLES		1048 COLOR COPIES	01-200-000-51600	38.04
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPER 31 OF 48	01-200-000-55650	167.00
US BANK		PROP DAMAGE SURCHARGE	01-200-000-55650	27.02
TOTAL				793.82
TOTAL POLICE DEPARTMENT				793.82
PATROL BOAT				
PATROL BOAT				
02206	BAY MARINE	POWER TRIM/BOAT	01-205-000-58600	2,396.62
PORT	WEST MARINE PRO	HEAT SHRINK TUBING	01-205-000-58600	29.46
TOTAL PATROL BOAT				2,426.08
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DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	NEW HIRE DRUG/AUDIO SCREENS	01-215-000-57100	96.00
04150	DE JARDIN CLEANERS LLC	UNIFORM MAINT-BRNKMAN	01-215-000-56800	7.97
04575	DOOR COUNTY HARDWARE	4 KEYS	01-215-000-54999	5.96
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	10.59
19880		110 NEENAH AVE CAMERA	01-215-000-56150	10.36
19880		NAUTICAL DR CAMERA	01-215-000-56150	8.24
21450	THE UNIFORM SHOPPE	UNIFORM SHIRTS-HAJNY	01-215-000-52900	239.80
21450		UNIFORM PANTS-HAJNY	01-215-000-52900	49.95
21450		UNIFORM PANTS-HAJNY	01-215-000-52900	109.90
21450		ALTERATIONS-HAJNY	01-215-000-52900	8.00
CHIEF CO	CHIEF SUPPLY CORPORATION	TASER BATTERIES	01-215-000-51050	348.50
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	MAINT- CHEV IMPALA	01-215-000-58600	429.34
NDORNER	NEIL DORNER	FUEL-MIL POLCE OFF FUNRL DORNR	01-215-000-51650	13.84
NDORNER		MEAL EXPNSE-DORNER	01-215-000-54999	12.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	FUSES/HOLDER/KIT	01-215-000-58600	26.26
TOTAL				1,376.71
TOTAL POLICE DEPARTMENT/PATROL				1,376.71
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	08/18 CONTRACT FEE	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	LIME RUST REMOVER	01-250-000-54999	25.99
04575		TIP LEG	01-250-000-54999	5.97
04575		TRIM LINE & CLEANER	01-250-000-54999	59.93
04575		FASTENERS	01-250-000-54999	3.78
04575		CIRC BLADE	01-250-000-54999	9.99
04575		FREIGHT	01-250-000-56250	25.30
04575		SEALANT	01-250-000-54999	12.99
04575		VENTING & ELECTRIAL SUPPLIES	01-250-000-54999	80.51
04575		CONDUIT	01-250-000-54999	16.17
04575		ASSORTED SUPPLIES	01-250-000-54999	24.56
04575		FASTENERS	01-250-000-54999	3.39
06012	FASTENAL COMPANY	FASTENERS	01-250-000-54999	8.23
06650	GALLS, AN ARAMARK COMPANY	UNIFORM	01-250-000-52900	45.32
19880	STURGEON BAY UTILITIES	92 E MAPLE ST	01-250-000-56675	5.20
19880		MARTIN PARK BATHROOM	01-250-000-56675	5.20
19880		421 MICHIGAN ST	01-250-000-56675	118.00
19880		TRUCK FILL	01-250-000-56675	167.00
19880		MEM FLD SPRINKLER	01-250-000-56675	42.00
19880		MEM FLD WARMING HOUSE	01-250-000-56675	42.00
19880		SALT SHED	01-250-000-56675	5.20
19880		CITY GARAGE	01-250-000-56675	42.00
19880		GARLAND PARK	01-250-000-56675	5.20
19880		SUNSET CONSN CNTR	01-250-000-56675	42.00
19880		FRANK GRASSE PARK	01-250-000-56675	13.00

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 09/18/2018

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GENERAL FUND				
19880		OTUMBA PARK	01-250-000-56675	5.20
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	5.20
19880		WEST SIDE FIRE STATION	01-250-000-56675	42.00
19880		WEST SIDE FIRE STATION	01-250-000-56150	187.39
19880		WEST SIDE FIRE STATION	01-250-000-58650	83.37
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	5.20
19880		38 S NEENAH AVE RESTROOM	01-250-000-56675	26.00
19880		JAYCEE BALLFLD STAND	01-250-000-56675	13.00
19880		JAYCEE BALLFLD STAND	01-250-000-56675	42.00
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	42.00
19880		FIRE PROTECTION	01-250-000-56675	8,720.75
19880		WARNING SIREN	01-250-000-56150	8.24
19880		QUINCY ST BALLFLD	01-250-000-56675	42.00
19880		MADISON AVE SPRINKLER	01-250-000-56675	13.00
19880		10 PENNSYLVANIA ST DOCK	01-250-000-56675	13.00
19880		1018 GREEN BAY RD SIREN	01-250-000-56150	15.45
19880		EAST SIDE DOCK	01-250-000-56675	5.20
19880		COVED RD-CANAL RD	01-250-000-56150	16.58
19880		1ST AVE RESTROOM/MARINA	01-250-000-56675	42.00
19880		CITY PARKING RAMP	01-250-000-56675	5.20
19880		48 KENTUCKY ST DOCK	01-250-000-56675	13.00
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	42.00
19880		SIGN SHED	01-250-000-56675	5.20
19880		CHERRY BLOSSOM	01-250-000-56675	13.00
19880		CLAY BANKS SIREN	01-250-000-56150	18.11
23897	W.S. DARLEY & CO.	TOOL MOUNT T2	01-250-000-52700	135.95
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	VEHICLE SUPPLIES	01-250-000-53000	349.17
O'REILLY		BRAKLEEN	01-250-000-53000	6.92
O'REILLY		SILICONE	01-250-000-53000	7.49
O'REILLY		CREDIT RETURN	01-250-000-53000	-56.99
O'REILLY		BLUE DEF	01-250-000-53000	26.98
O'REILLY		DISC PAD SET	01-250-000-53000	87.15
O'REILLY		OIL FILTER/BRAKLEEN	01-250-000-53000	33.94
O'REILLY		AIR FILTER	01-250-000-53000	11.30
PAULCONW	PAUL CONWAY SHIELDS	SCBA WIPES	01-250-000-54999	91.50
PAULCONW		EQUIPMENT BAGS	01-250-000-51350	196.50
PREVEA	PREVEA HEALTH WORKMED	PT PHYSICALS	01-250-000-57100	784.50
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-250-000-54999	129.62
TOTAL				12,037.05
TOTAL FIRE DEPARTMENT				12,037.05
COMPOST/SOLID WASTE SITE				
19880	STURGEON BAY UTILITIES	COMPOST SITE	01-320-000-56150	8.95
TOTAL				8.95
TOTAL COMPOST/SOLID WASTE SITE				8.95
STREET SWEEPING				
04575	DOOR COUNTY HARDWARE	METAL NOZZLE	01-330-000-51400	7.99

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 09/18/2018

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GENERAL FUND				
19880	STURGEON BAY UTILITIES	SWEeper WATER USAGE-AUG	01-330-000-53050	10.73
		TOTAL		18.72
		TOTAL STREET SWEEPING		18.72
ROADWAYS/STREETS				
04575	DOOR COUNTY HARDWARE	LOPPER	01-400-000-51400	23.99
		TOTAL		23.99
		TOTAL ROADWAYS/STREETS		23.99
CURB/GUTTER/SIDEWALK				
10750	PREMIER CONCRETE INC	CONCRETE-SIDEWALK	01-440-000-51200	393.00
10750		BAGS CONCRETE	01-440-000-51200	172.00
		TOTAL		565.00
		TOTAL CURB/GUTTER/SIDEWALK		565.00
STREET MACHINERY				
01720	ARING EQUIPMENT COMPANY INC	HYDRAULIC SLEEVE LOADER #1	01-450-000-52150	113.26
04575	DOOR COUNTY HARDWARE	TAPE MEASURE	01-450-000-52700	7.99
04575		GROUNDING PLUG	01-450-000-52700	12.99
08225	HERLACHE SMALL ENGINE	CARBIDE TIP CHAIN	01-450-000-52700	58.95
20725	T R COCHART TIRE CENTER	GRIPPER RECAPS	01-450-000-53000	486.00
20725		TIRE	01-450-000-53000	284.00
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	CREDIT RETURN	01-450-000-52700	-17.99
ADVAUTO		TRANSMSSN/LUBE/FUSE	01-450-000-53000	54.55
ADVAUTO		CABIN AIR	01-450-000-53000	8.40
ADVAUTO		TRACTOR/UTL LAMP	01-450-000-53000	11.89
ADVAUTO		FUEL	01-450-000-53000	12.25
ADVAUTO		TRACTOR/UTL LAMP	01-450-000-53000	11.89
ADVAUTO		LUBE SPIN ON	01-450-000-53000	3.15
ADVAUTO		BATTERY	01-450-000-53000	89.10
ADVAUTO		SEAFOAM	01-450-000-52150	27.92
ADVAUTO		PORTABLE AIR COMPRESSOR	01-450-000-52150	130.20
ADVAUTO		AIR FILTER	01-450-000-52150	6.19
ADVAUTO		8 QT OIL	01-450-000-52150	23.74
ADVAUTO		CABIN AIR	01-450-000-52150	8.40
ADVAUTO		BEARING LOCK	01-450-000-52150	60.79
ADVAUTO		OIL FILTERS/LUBE/CLEANER/FUSE	01-450-000-52150	88.26
ADVAUTO		LED WORK LIGHT/COB LED	01-450-000-52700	175.83
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	CLUSTER REPAIR	01-450-000-53000	200.00
JX ENT	JX ENTERPRISES, INC.	HORN #33	01-450-000-53000	40.99
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	NITRILE GLOVES	01-450-000-54999	25.98
		TOTAL		1,924.73
		TOTAL STREET MACHINERY		1,924.73

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 09/18/2018

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GENERAL FUND				
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	AIR FILTER	01-460-000-55300	91.08
04575		BIBB HOSE	01-460-000-55300	9.99
04575		VINYL HOSE WASHER	01-460-000-51850	2.59
04966	EAGLE MECHANICAL INC	AIR CONDITIONER REPAIRS	01-460-000-58999	262.50
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		CITY GARAGE	01-460-000-56150	1,093.16
19880		CITY GARAGE	01-460-000-58650	108.86
AMERWELD	AMERICAN WELDING & GAS, INC	CYLINDER RENTAL	01-460-000-58999	118.01
APPLY MS	APPLIED MSS	RUBBER GLOVES	01-460-000-54999	26.49
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	CALENDARS	01-460-000-54999	52.84
TOTAL				1,773.76
TOTAL CITY GARAGE				1,773.76
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	9.88
19880		EGG HRBR RD TRAFFIC LIGHTS	01-499-000-58000	25.02
19880		N 14TH AVE & EGG HRBR RD	01-499-000-58000	29.26
19880		2 TRFC WARNING LGHTS	01-499-000-58000	5.50
19880		WS TRFFIC LIGHTS	01-499-000-58000	160.48
19880		ORNAMENTAL ST LIGHT	01-499-000-58000	5,078.24
19880		OVERHEAD ST LIGHTS	01-499-000-58000	7,067.95
19880		WALNUT & LANSING SIGN	01-499-000-58000	8.85
19880		EAST SIDE DOCK	01-499-000-58000	45.86
19880		OLD HWY RD SIGN	01-499-000-58000	8.24
TOTAL				12,439.28
TOTAL HIGHWAYS - GENERAL				12,439.28
PARK & RECREATION ADMIN				
23200	WDOR	ADVERTISING	01-500-000-52250	108.00
23200		ADVERTISING	01-500-000-52250	165.00
BABLER	BABLER BUS SERVICES, INC	CHARTER BUS-MILW BREWR TRIP	01-500-000-52250	950.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	TONER	01-500-000-51250	117.02
CASE COM	CASE COMMUNICATIONS	RADIO ADVERT-FARM MKRT/HRMONY	01-500-000-52250	219.00
PULSE	PENINSULA PULSE	FARM MARKET ADVERTISING	01-500-000-52250	190.06
PULSE		HARMONY ON THE BAY ADVERTISING	01-500-000-52250	95.03
TOTAL				1,844.11
TOTAL PARK & RECREATION ADMIN				1,844.11
PARKS AND PLAYGROUNDS				
02435	BISSEN ASPHALT LLC	QUARRY WASH	01-510-000-51750	49.46
02435		QUARRY WASH	01-510-000-51750	49.10
02435		QUARRY WASH	01-510-000-51750	44.70
02435		BREAKER RUN	01-510-000-51750	45.44
04545	DOOR COUNTY COOPERATIVE/NAPA	TOOL BRUSH	01-510-000-52700	11.99

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04575	DOOR COUNTY HARDWARE	TWINE	01-510-000-52700	3.99
04575		ROPE	01-510-000-51350	12.99
04575		TRIM ROLLER	01-510-000-52100	26.36
04575		DEADBOLT	01-510-000-54999	109.99
04575		TRAY LINER/ROLLER COVER/BRUSH	01-510-000-52100	17.95
13049	MAY'S SPORT CENTER	MOWER BLADES	01-510-000-51900	101.70
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	39.13
19880		MARTIN PARK BATHROOM	01-510-000-58650	38.93
19880		MEM FLD WARMING HOUSE	01-510-000-56150	123.55
19880		MEM FLD WARMING HOUSE	01-510-000-58650	624.54
19880		GARLAND PARK	01-510-000-56150	9.53
19880		GARLAND PARK	01-510-000-58650	18.52
19880		SUNSET CONSN CNTR	01-510-000-56150	274.71
19880		SUNSET CONSN CNTR	01-510-000-58650	52.16
19880		FRANK GRASSE PARK	01-510-000-56150	101.09
19880		FRANK GRASSE PARK	01-510-000-58650	99.88
19880		OTUMBA PARK	01-510-000-56150	60.37
19880		OTUMBA PARK	01-510-000-58650	46.49
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	281.81
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	24.56
19880		JAYCEE BALLEFLD STAND	01-510-000-56150	33.85
19880		JAYCEE BALLEFLD STAND	01-510-000-58650	104.30
19880		MICHIGAN ST FLAG LIGHT	01-510-000-56150	29.47
19880		MEM FLD PKG LOT	01-510-000-56150	8.24
19880		MEM FLD COMPLEX	01-510-000-56150	333.57
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	58.20
19880		OTUMBA PARK WALKWAY	01-510-000-56150	23.38
19880		QUINCY ST BALLEFLD	01-510-000-58650	27.00
19880		48 KENTUCKY ST DOCK	01-510-000-56150	31.20
19880		FLORIDA ST/SUNSET PARK	01-510-000-56150	16.10
19880		SIGN SHED	01-510-000-56150	17.27
19880		SIGN SHED	01-510-000-58650	30.61
19880		CHERRY BLOSSOM	01-510-000-56150	34.30
19880		CHERRY BLOSSOM	01-510-000-58650	53.01
20725	T R COCHART TIRE CENTER	TIRES/MOUNTS/DISPOSAL	01-510-000-53000	654.56
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	BRAKE PAD	01-510-000-58600	42.89
ADVAUTO		BRAKE ROTOR/SCKT/WRNCH	01-510-000-53000	92.51
ADVAUTO		CREDIT RETURN	01-510-000-53000	-34.02
ADVAUTO		OIL FILTER	01-510-000-53000	2.87
ADVAUTO		OIL	01-510-000-58600	34.93
ADVAUTO		OIL/AIR FILTER	01-510-000-53000	12.32
WARNER	WARNER-WEXEL WHOLESALE &	SOAP/GLOVES/PAPER TOWELING	01-510-000-51850	234.51
TOTAL				4,110.01
TOTAL PARKS AND PLAYGROUNDS				4,110.01
BALLFIELDS				
04575	DOOR COUNTY HARDWARE	ADAPTR/COUPLER	01-520-000-56500	16.38
VIKING	VIKING ELECTRIC SUPPLY, INC	PLASTIC END CAP	01-520-000-54999	3.11
TOTAL				19.49
TOTAL BALLFIELDS				19.49

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	TOILET SEAT/SPONGE	01-550-000-51850	51.55
04575		PITCHFORK HANDLES	01-550-000-51850	26.99
04575		PADLOCK	01-550-000-51850	12.99
04575		SPRAY PAINT	01-550-000-52100	5.99
04575		PUSH PLATE/HOLE SAW/DRILL BIT	01-550-000-51850	35.56
19880	STURGEON BAY UTILITIES	36 S NEENAH PRKING LOT LTS	01-550-000-56150	179.34
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	45.46
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	24.56
19880		38 S NEENAH AVE RESTROOM	01-550-000-56150	243.40
19880		38 S NEENAH AVE RESTROOM	01-550-000-58650	696.87
TOTAL				1,322.71
TOTAL MUNICIPAL DOCKS				1,322.71
WATER WEED MANAGEMENT				
03025	CAPTAIN COMMODES INC	PORT A POTTY RENTAL	01-560-000-55010	150.00
04575	DOOR COUNTY HARDWARE	CABLE & HARDWARE	01-560-000-51400	47.29
04575		2 GAL WET & FORGET	01-560-000-52050	71.98
04575		HIDEAWAY HOSE REEL	01-560-000-51400	41.99
04575		NITRILE GLOVES	01-560-000-52350	12.99
TOTAL				324.25
TOTAL WATER WEED MANAGEMENT				324.25
WATERFRONT PARKS & WALKWAYS				
04575	DOOR COUNTY HARDWARE	SUPPLIES	01-570-000-54999	24.99
04575		LOPPER	01-570-000-54999	39.99
04966	EAGLE MECHANICAL INC	BACK FLOW PREVENT MAINT CHECK	01-570-000-58999	277.25
08280	HILL BUILDING MAINTENANCE INC	WINDOW CLEANING 3RD AVE PRKING	01-570-000-58999	200.00
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY	01-570-000-56150	13.99
19880		DC MUSEUM PARKING LOT	01-570-000-56150	184.88
19880		W LARCH ST WALKWAY	01-570-000-56150	185.67
19880		W LARCH ST PARKING LOT	01-570-000-56150	48.64
19880		10 PENNSYLVANIA ST DOCK	01-570-000-58650	51.84
19880		48 KENTUCKY ST WTRFNT	01-570-000-56150	245.11
19880		1ST AVE RESTROOM/MARINA	01-570-000-56150	862.20
19880		1ST AVE RESTROOM/MARINA	01-570-000-58650	83.15
19880		CITY PARKING RAMP	01-570-000-56150	215.45
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	44.82
TOTAL				2,477.98
TOTAL WATERFRONT PARKS & WALKWAYS				2,477.98
EMPLOYEE BENEFITS				
03780	COUNSELING ASSOCIATES OF DC	MONTHLY EAP	01-600-000-56553	150.83
TOTAL				150.83

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 10

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL EMPLOYEE BENEFITS				150.83
COMMUNITY & ECONOMIC DEVLPMT				
19730	STURGEON BAY VISITOR CENTER	SBVC SUPPORT 4TH QTR	01-900-000-57800	9,421.34
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	CREDIT RETURN TONER	01-900-000-51950	-405.96
TOTAL				9,015.38
TOTAL COMMUNITY & ECONOMIC DEVLPMT				9,015.38
TOTAL GENERAL FUND				592,691.98
CAPITAL FUND				
CITY HALL				
EXPENSE				
05500	ENERGY CONTROL AND DESIGN INC	CITY HALL TEMP CNTRL MNT AGRMN	10-160-000-59999	1,572.00
05500		CITY HALL MECH MAINT AGREEMNT	10-160-000-59999	6,530.00
TOTAL EXPENSE				8,102.00
TOTAL CITY HALL				8,102.00
ROADWAYS/STREETS				
ANNUAL EXPENSE SL SEAL/CR FILL				
04545	DOOR COUNTY COOPERATIVE/NAPA	CORNERSTONE	10-400-113-59096	101.25
TOTAL ANNUAL EXPENSE SL SEAL/CR FILL				101.25
TOTAL ROADWAYS/STREETS				101.25
CURB/GUTTER/SIDEWALK				
EXPENSE				
BODART	BODART ELECTRIC SERVICE, INC	PUSH BUTTOM REPAIRS	10-440-000-59102	630.15
CEDARCO	CEDAR CORPORATION	PEDESTRIAN TRAIL 42-57	10-440-000-59102	3,416.50
TOTAL EXPENSE				4,046.65
TOTAL CURB/GUTTER/SIDEWALK				4,046.65
TOTAL CAPITAL FUND				12,249.90
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 ORG DEBT SVC T2	25-320-930-70001	145.97
01764		10/18 CAP PRJCT BND T2 ORG DBT	25-320-930-70001	155.25
01764		10/18 2005 REF BND-T2 CITY	25-320-930-70000	585,000.00
01764		10/18 2005 REF BND-T2 CITY	25-320-930-70001	5,850.00
TOTAL TID #2 A AREA BONDS - CITY				591,151.22

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 11

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
TID #2 DISTRICT				
TID #2 A AREA BONDS - DVL				
TID #2 A AREA BONDS - DVL				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 AMNDED DEBT SVC T2	25-320-931-70001	1,848.99
01764		10/18 CAP PRJ BND T2 AMND DBT	25-320-931-70001	1,966.50
01764		10/18 2005 REF BND AMND T2 DEV	25-320-931-70000	190,000.00
01764		10/18 2005 REF BND AMND T2 DEV	25-320-931-70001	12,181.25
TOTAL TID #2 A AREA BONDS - DVL				205,996.74
T2 ROAD PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 ORG DEBT SVC T2	25-320-932-70001	3,235.72
01764		10/18 CAP PRJ BND T2 ORG DBT	25-320-932-70001	3,441.57
01764		10/18 2006 REF BND ORG DEBT T2	25-320-932-70000	275,000.00
01764		10/18 2006 REF BND ORG DEBT T2	25-320-932-70001	13,131.25
TOTAL T2 ROAD PROJECTS				294,808.54
T2 SERIES 2006A				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 ORG DEBT SVC T2	25-320-933-70001	19,098.07
01764		10/18 CAP PRJCT BND T2 ORG DBT	25-320-933-70001	20,311.68
01764		10/18 T2 10.1.14 LEASE REV BND	25-320-933-70001	15,787.50
01764		10/18 DEBT RESTRCT 10.1.15	25-320-933-70001	14,087.50
01764		10/18 GO REF BOND 9.7.16	25-320-933-70001	73,250.00
TOTAL T2 SERIES 2006A				142,534.75
TOTAL TID DISTRICT #2				1,234,491.25
TOTAL TID #2 DISTRICT				1,234,491.25
TID #3 DISTRICT				
TID #3 DISTRICT				
\$1.685 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 TID 3	27-330-937-70000	100,000.00
01764		10/18 TID 3	27-330-937-70001	26,006.25
TOTAL \$1.685 NOTES				126,006.25
TOTAL TID #3 DISTRICT				126,006.25
TOTAL TID #3 DISTRICT				126,006.25
TID #4 DISTRICT				
TID #4 DISTRICT				
T4 \$3.12 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	10/18 TID 4	28-340-987-70001	33,150.00
TOTAL T4 \$3.12 NOTES				33,150.00
TOTAL TID #4 DISTRICT				33,150.00
TOTAL TID #4 DISTRICT				33,150.00

SOLID WASTE ENTERPRISE
SOLID WASTE ENTERPRISE FUND

DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 12

INVOICES DUE ON/BEFORE 09/18/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04575	DOOR COUNTY HARDWARE	SPRAY PAINT	60-000-000-56250	7.98
04575		BRROM	60-000-000-56250	11.99
04603	HALRON LUBRICANTS INC	HAND GEAR PUMP FOR PAIL	60-000-000-56250	85.00
04603		2 PAILS GEAR OIL	60-000-000-56250	309.72
04603		USED OIL PICKUP	60-000-000-52050	52.50
20725	T R COCHART TIRE CENTER	RECAPS & DISPOSAL	60-000-000-52850	542.00
20725		TIRE CHANGES	60-000-000-52850	100.00
20725		4 RECAPS	60-000-000-52850	708.00
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	HYD FLD	60-000-000-52050	439.99
ASTRO	ASTRO HYDRAULICS, INC	CYLINDER REPAIR	60-000-000-53000	453.70
JX ENT	JX ENTERPRISES, INC.	COMPRESSOR DISCHARGE HOSE	60-000-000-53000	80.99
JX ENT		DEF FLUID & AIR FILTERS	60-000-000-53000	158.24
JX ENT		AIR FILTERS	60-000-000-53000	219.98
TOTAL SOLID WASTE ENTERPRISE FUND				3,170.09
TOTAL SOLID WASTE ENTERPRISE FUND				3,170.09
TOTAL SOLID WASTE ENTERPRISE				3,170.09
TOTAL ALL FUNDS				2,001,759.47

MANUAL CHECKS

PITNEY BOWES	\$5,048.50
08/30/18	
Check #83802	
Statement Charges	
01-199-000-57250	

DELTA DENTAL	\$5,964.38
09/04/18	
Check #83889	
09/18 Dental Insurance	
Various Departmental Accounts	

NETWORK HEALTH	\$74,905.98
09/04/18	
Check #83889	
09/18 Health Insurance	
Various Departmental Accounts	

TOTAL MANUAL CHECKS	\$ 85,918.86
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DATE: 09/13/2018
TIME: 08:35:10
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 13

INVOICES DUE ON/BEFORE 09/18/2018

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

GENERAL FUND

~~592,691.98~~

678,610.84

CAPITAL FUND

12,249.90

TID #2 DISTRICT

1,234,491.25

TID #3 DISTRICT

126,006.25

TID #4 DISTRICT

33,150.00

SOLID WASTE ENTERPRISE

3,170.09

TOTAL --- ALL FUNDS

~~2,001,759.47~~

2,087,478.33

COMMON COUNCIL
September 4, 2018

A regular meeting of the Common Council was called to order at 7:22 p.m. by Common Council President Catarozoli. The Pledge of Allegiance was recited. Roll call: Catarozoli, Hayes, Ward, Avenson, Allmann, Wiederanders and Hauser were present.

Allmann/Hauser to adopt agenda. Carried.

The following people spoke during public comment: Mark Nelson, 120 Green Bay Road; Scott Moore, 947 Pennsylvania St.

Ken Pabich, Door County Administrator, and Joe Krebsbach, Director of Door County Dept. of Human Services gave a presentation on Door County's Door 2 Door Ride Service.

Ward/Allmann to approve following bills: General Fund - \$144,800.06, Capital Fund - \$175,944.41, Cable TV - \$5,414.39, TID #2 - \$349.27 and Solid Waste Enterprise Fund - \$41,626.15 for a grand total of \$368,134.28. Roll call: All voted aye. Carried.

Ward/Hauser to approve consent agenda:

- a. Approval of 8/21/18 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Finance/Purchasing & Building Committee – 8/14/18
 - (2) Police & Fire Commission – 8/15/18
 - (3) Police & Fire Commission – 8/28/18
- c. Consideration of: Approval of Beverage Operator licenses.
- d. Consideration of: Request from Kitty O'Reilly's Irish Pub for extension to noise ordinance for September 29, 2018.
- e. Consideration of: Approval of Street Closure Application from Sturgeon Bay Visitor Center for Harvest Festival and Street Art Auction.

Carried.

There were no mayoral appointments.

The City received a signed petition from all abutting property owners to vacate unimproved right-of-way off of N. Geneva Avenue. Community Development Director Olejniczak explained process for vacating street right-of-way. Since a water main is located within this right-of-way, an easement for the water main must be retained if right-of-way is vacated. A resolution was prepared by interim City Attorney to be published as a class 3 notice prior to final action by Common Council. No action was taken.

RECOMMENDATION

We, the Board of Public Works, hereby recommend to accept public hearing results and direct staff to prepare resolution to levy special assessment upon property (N 12th Avenue – East side of roadway from Georgia Street to Egg Harbor Road) for benefits conferred upon such property by the improvement of the street and installation of sidewalk.

BOARD OF PUBLIC WORKS

By: Kelly Catarozoli, Chr.

Catarozoli introduced. Hauser/Hayes to adopt. Carried.

Discussion for City's Legal Counsel took place. City Administrator Van Leishout explained cost evaluation of staffed City Attorney compared to contracted legal services. When calculating dollar amounts for general fund legal expenses over the past few years, specialized legal services for environmental and tax and debt issuance were excluded from this analysis along with defense costs for the City, as defense costs are largely reimbursed by insurance company. Council members would like until the next meeting to consider their options.

The following items for "Items to be included on future agendas (New Business)": (to Council) Consideration of: City's Legal Counsel regarding a Request for Proposal or job announcement; (to Council) Update of WRA dissolution and steps taken by City identified.

City Administrator VanLieshout gave his report.

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

Council President made her comments.

Ward/Avenson to adjourn. Carried. Meeting adjourned at 8:51 p.m.

Respectfully submitted,



Laurie A. Spittlemeister
Deputy Clerk/Treasurer

JOINT PARK AND RECREATION COMMITTEE / BOARD

Wednesday, August 22, 2018

A meeting of the Joint Park and Recreation Committee / Board was called to order at 5:30 p.m. by Chairperson Hauser in Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Ald. Hauser, Ald. Hayes, Ald. Avenson, Municipal Services Director Mike Barker, George Husby, Chris Larsen, Marilyn Kleist, Randy Morrow, Leif Hagman and Municipal Services Secretary Lynnae Kolden were present. Also present Josh VanLieshout.

Moved by Randy Morrow, seconded by Leif Hagman to adopt the following agenda:

1. Roll Call
2. Adoption of Agenda
3. Public Comment
4. Approval of Minutes
5. Staff report
6. Chair's comments
7. Presentation and Consideration of: Local wayfinding and public place finding proposal
8. Discussion of: Exclusive times for tennis usage and pickle ball usage at Otumba Park
9. Consideration of: Recommendation to Council re: Adopt-a-Park program
10. Future agenda items
11. Adjourn

All in favor. Carried.

Public Comment: Public Comment was moved on the agenda to take place after item # 7.

Approval of minutes: Tabled until next meeting.

Staff Report: Mike Barker spoke in regards to the parks, adding the pickle ball lines at Otumba and the continued tree cutting and stump removal from the parks, roughly 15 trees at Sunset alone. Also talked about the NOAA grant and not receiving it this year but will be reapplying later this year.

Chair's comments: Ald. Hauser advised that the recommendation from the last meeting on the Peil property, did get approved by Council. She thanked everyone for attending in support of the parks.

Presentation and Consideration of: Local wayfinding and public place finding proposal:

Pam Seiler, Executive Director of the SBVC, spoke on the Door County Wayfinding Initiative project, explaining that this is a county wide project. All county visitor's center directors have been meeting monthly to discuss branding the entire county in the same way, but not losing the individual identity of each town. The cost for the county is \$58,000, and the SBVC has committed to their portion of \$11,471.00. Randy Morrow commented how excited he is to get the signage updated in the community, and that the SBVC is paying 100% of the design portion & bringing all the communities together in the county. Ald. Hayes questioned if there would be public input on the signage, and stated that it looks like a well thought out plan for the communities. He also questioned the time frame on the project. Pam Seiler stated hopefully they will have all 19 communities approved by November, and the plan would continue on after that. Ald. Hayes questioned the cost for the installation. Pam Seiler stated the bid would come in after seeing everything that is needed.

Discussion of: Exclusive times for tennis usage and pickle ball usage at Otumba Park:

Public Comment:

Cliff Wind, 144 N. 10th Place, plays both tennis & pickle ball, and understands pickle ball can be loud. He stated Sunset Park is bigger and there are no houses near the courts but wind is an issue, and suggested the City invest in windscreens and pickle ball nets.

Jack Follick, 449 N. 18th Ave., Treasurer for the Door County Pickle Ball Club is looking for a place to play outside, since they can already play indoors at the YMCA. He thinks Otumba Park is the best location for both tennis & pickle ball because Sunset Park is too windy.

Morgan Witteborg, 15 N. Joliet, stated her biggest concern is the noise at Otumba, and would like to see upgrades at Sunset for pickle ball.

John Witteborg, 15 N. Joliet, said sound is a big issue with pickle ball since the houses are so close to the park, tennis is much quieter, and he would like to see improvements at Sunset for pickle ball.

Claire Morkin, 110 N. Joliet, commented that the tennis courts are used a lot with tennis players. She is very concerned living next to the noise and the constant loud ball noise of pickle ball. She would like to see improvements at Sunset for the pickle ballers.

Annie Lampert, 33 N. Joliet, enjoys her front porch, and has nothing against pickle ball, just the noise.

David Valentine, 834 N. Duluth Place, said they have a consistent tennis group playing at Otumba, and the numbers are increasing. The tennis courts at Otumba are the only 2 courts on the west side, and he is concerned with the possible damage to the nets and posts with people leaning on them. He would like to see signage listing the priority times for tennis / pickle ball if pickle ball is not moved to Sunset.

Dean, nonresident, owns property on Ironwood, plays both sports and he is concerned with the noise of pickle ball. He would like to see two courts at Sunset with windscreens.

Barb Warren, 717 Prairie Lane, wasn't aware of the noise when it was talked about at the last meeting, she has been a long time tennis player.

Dan, Park Rd., stated the City has a noise ordinance, and pickle ball doesn't exceed that level. He was not concerned with pickle ballers damaging the tennis nets, and stated the groups should be able to come up with times that work for both, and said the Door County Pickle Ball Club has 80 members. Regarding pickle ball nets, they have offered the use of the nets, and are willing to donate nets to the City for pickle ball.

Guy Fortin, 5581 Reynolds Rd., stated having multi users to the parks is great.

Jay, Egg Harbor, stated in his community in Egg Harbor, he lives 1/3 mile away and can still hear the pickle ball noise.

Closed public comment:

Ald. Avenson mentioned she appreciates the feedback, and believes the excitement will help with a long term solution. Ald. Hayes stated he was excited to see people in the parks and understands that noise is a concern and that wind effects pickle ball and not tennis, and feels it can be figured out. A short term solution would be to schedule times, and a long term solution would be separate courts. When planning, the parks can look into the improvements needed. Ald. Hauser agreed a long term solution is needed and the Door County Pickle Ball Club offered a donation of nets to the City. Randy Morrow said he understands the sound issue and also understands the under usage of Sunset Park. Mr. Morrow would like to see the cost to convert two courts at Sunset to pickle ball vs. building 2-4 from scratch. He is not a fan of scheduled times. Chris Larsen said Otumba is the preferred park, Sunset is too windy, and the High School doesn't have sun protection or places to sit. He asked if other parks would be possible, like Cherry Blossom. George Husby wanted to know if anyone had looked into sound material to put around the courts. He mentioned it does take a while to get a plan for separate courts, and that

fundraising would help. He also pointed out that Otumba & Sunset both have lights, and that pickle ball players would like to play outside for the next few months, not just weeks.

Ald. Hauser suggested having one Pickle Ball rep, one tennis rep and one neighborhood rep to meet with Mike Barker to come up with a plan for the rest of this year. Randy Morrow questioned what the process is to get items added to the parks. Mike Barker stated that it was done because he thought it would bring usage to the parks & the cost was low, about \$30.00 to paint the lines for pickle ball. Ald. Hayes asked for the groups to come up with a proposal of what is needed, so when discussing the 2019 budgets, needed items could be considered. Ald. Avenson mentioned that we have weeks, not months, to obtain and send in the proposals. George Husby stated Municipal Services Director Mike Barker needs to ensure the ultimate use of the parks, some fields have double lines and there are plenty of multi-use facilities. Ald. Hauser appreciated all the input and thanked everyone.

Consideration of: Recommendation to Council re: Adopt-a-Park program:

Ald. Hauser, explained the Adopt-a-Park program. Mike Barker brought forward the park list and stated we can always use help in the parks weeding, mulching, etc. which would help reduce the cost of chemical usage, and said some buildings also need painting. Chris Larsen likes the simplified documents in favor of the program.

Motion by Chris Larsen to recommend to Council The City of Sturgeon Bay Adopt-a-park Program.
Seconded by Ald. Avenson.

Randy Morrow, would like to see consideration on signage of who adopted the park, as recognition may help with more volunteers and sponsorships. Ald. Hauser also stated we could use social media to help with recognition. Ald. Hayes said more than one group can adopt-a-park, and thought after a year as a trial run, then maybe review Randy's point on signage & sponsorships of the parks. Ald. Avenson said she is all about recognition, and that signage does help get the information out to the public. She was very happy to hear this would help with less chemicals in the parks.

All in Favor. Carried.

Future Agenda items:

Ald. Hayes requested two items: 1. Discussion of: Making one park a dog free park, possibly Martin Park. 2. National Park proposal 20 minute presentation and 10 minute discussion.

Ald. Avenson suggested reviewing the land the City owns. Josh VanLieshout stated that would go to the Finance Committee.

Randy Morrow suggested two items: 1. Beaches and getting them cleaned up, he stated local hotels keep sending tourists to other beaches, not Otumba or Sunset. 2. Pedestrian signs back out by the parks for crossing the streets. Josh VanLieshout stated this would need to go to the Parking & Traffic Committee.

Ald. Avenson asked that the beaches have swim nets or buoys out, along with the swim platform.

Next meeting: Sept 26th at 5:30 p.m., in Council Chambers, City Hall.

Motion to adjourn by Ald. Avenson. Seconded by Ald. Hayes. All in favor. Carried.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Lynnae Kolden
Municipal Services Secretary

ZONING BOARD OF APPEALS
Tuesday, August 28, 2018

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 12:00 noon by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from Tuesday, July 24, 2018.
4. Public Hearing: Petition for variance from Sections 23.04(3)(a)(1), 23.06(1)(b)(4), and 23.06(3)(a) of the Municipal Code (Floodplain Zoning Code) for a 22' x 40' addition, located at 719 Memorial Drive.
5. Consideration of: Petition for variance from Sections 23.04(3)(a)(1), 23.06(1)(b)(4), and 23.06(3)(a) of the Municipal Code (Floodplain Zoning Code) for a 22' x 40' addition, located at 719 Memorial Drive.
6. Adjourn.

Carried.

Approval of minutes from Tuesday, July 24, 2018: Moved by Mr. Murrock, seconded by Mr. Augustson to approve the minutes from July 24, 2018. All ayes. Carried.

Public Hearing: Petition for variance from Sections 23.04(3)(a)(1), 23.06(1)(b)(4), and 23.06(3)(a) of the Municipal Code (Floodplain Zoning Code) for a 22' x 40' addition, located at 719 Memorial Drive: Chairperson Murrock opened the public hearing at 12:02 p.m.

Bob LeCapitaine, 719 Memorial Drive, stated that this is his summer home. The house was built in the 1950's. It is not adequate in size. He would like to add an addition, which would include a bathroom and enlarging the existing bedroom. The addition would be 40 feet from the water. He does not want to raise the house, since it couldn't be guaranteed that there would be no issues with cracked walls, etc. If raised to an elevation of 587', the house would be higher than the rest of the homes. His neighbor to the north already has water problems in their basement. Raising the house would make it worse. It would be more feasible just to add the addition at the current level. He would also like to revise their patio and add some type of covering for it also.

Mr. Sullivan-Robinson stated that the issue is the Floodplain code. The base flood elevation is 585'. The bottom floor needs to be at 587'. Fill is required 15 feet around the structure.

The addition is slab on grade, and will match the floor elevation of the existing building at 585'. This addition will need a variance from the flood protection elevation. The second variance request is to not add any fill under or around the structure. Mr. LeCapitaine had said that there is no room to extend 15 feet out with fill. The third variance is requesting to exceed 50% of the tax assessed value of the dwelling. The addition would cost over \$100,000. The current assessed value for the dwelling is \$126,000.

Mr. Sullivan-Robinson read sections of a letter received from Michelle Staff, State National Flood Insurance Program Coordinator, Dam Safety and Floodplain Section. The letter stated that the intent of the Floodplain Ordinance provision is to prevent existing buildings from being turned into a new or substantially improved building. Increasing the value of the structure without protecting them from flood risk does not meet new development standards. The applicant must demonstrate unique property conditions which are not common to adjacent lots or premises. There are no unique characteristics to the property in this case that differs from any other property within the floodplain. A variance may not be granted which results in harm to public interest. The incremental benefits of allowing the development are outweighed by the increased costs of future flood damage. An unnecessary hardship exists only if the property owner shows that they would have no reasonable use of the property without a variance. A variance is intended to provide only the minimum relief necessary to preserve a reasonable use of the property. Floodplain variances should be a rare occurrence and should not be used as a tool for relief of the two feet of freeboard in this situation.

The letter continued to say that Wisconsin Statutes provides the opportunity for certiorari review of the variance under s. 62.23(7)(e). NR116.22 outlines additional enforcement actions that the department may take to ensure community compliance with the ordinance.

In addition, if the variance was granted as is, the ZBA may encounter difficulty meeting NFIP standards. FEMA (Federal Emergency Management Agency) can review a community's findings justifying the granting of variances, and if that review indicates a pattern inconsistent with the objectives of sound floodplain management, FEMA may take appropriate action up to and could suspend the community from the National Flood Insurance Program.

Board members discussed the letter. Mr. Sullivan-Robinson said if the variance is approved, FEMA could audit the City and ultimately cut the City from the program or the DNR could legally appeal the City's decision. He felt that it was in the City's best interest to deny the variance request.

Mr. Goodwin thought this should be tabled to obtain an opinion from the City Attorney.

Ms. Staff stated that the statutory requirements for floodplain variances are in the City's ordinance, which are a combination of state and federal regulations. The reason for the floodplain protection elevation is that the floodplain is not designed for ice or other anomalies that would go over that base. It gives that added protection if it does go over that 1% chance it will be protected.

Mr. Starr stated that if the issue of the 50% was met, it doesn't seem that the issue of the grade was as concerning. Ms. Staff agreed. If it was only the fill, you wouldn't see her at the meeting. It is an accumulative type of process over the lifetime.

Ms. Staff stated that she works with FEMA. The property has limitations. The purpose of the ordinance is to keep from putting money into nonconforming uses. The ZBA needs to decide if the variance request meets all requirements. She gets concerned when structures go over the 50% rule. Using the current value and estimated amount of improvements, it's an accumulative at the time of permitting. If the variance is granted, Mr. LeCapitaine will be locked on that. If a future owner wants to do another addition, they cannot because the 50% had already been granted.

Mr. Starr felt that the assessment was too low for the structure. He asked what would happen if they granted the variance.

Ms. Staff said it was not uncommon to raise the structure. It cannot be a financial situation. There is a 30 day appeal process, if it has not met the statutory requirements, through the Dept. of Justice or the DNR. All correspondence is submitted to FEMA. They may audit the City's permits. She urged the Board to review the criteria in the Floodplain Ordinance. Everything must be met, not only part of it.

Dave Corbisier, 729 Memorial Drive, said he had no problems with the variance request.

Mr. Goodwin read an email from Bob & Terri Starr stating that since the request is to allow for an addition to an existing home, they were in favor of granting the request.

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

Chairperson Murrock offered rebuttal testimony to Mr. LeCapitaine.

Mr. LeCapitaine stated that he was told that FEMA is in the process of lowering the floodplain level. He wasn't sure why the DNR or FEMA was involved. He does not plan on obtaining flood insurance.

Mr. Sullivan-Robinson stated that FEMA is in the process of going through a floodplain map revision. They may be lowering the level a couple of feet. As of now, we need to continue going off of the current maps and ordinance.

Ms. Staff added that it may be two years before the maps are completed. The preliminary maps may be coming out in spring. It may be harder to sell a home without flood insurance.

Mr. LeCapitaine added that he will probably make other modifications to the existing home to match the addition. He did not think that he would come anywhere close to the 50%.

Chairperson Murrock closed the public hearing at 12:53 p.m.

Consideration of: Petition for variance from Sections 23.04(3)(a)(1), 23.06(1)(b)(4), and 23.06(3)(a) of the Municipal Code (Floodplain Zoning Code) for a 22' x 40' addition, located at 719 Memorial Drive: Board members agreed that it would be easier to approve with a plan that had an exact cost figure rather than an estimated cost for the addition.

Mr. Starr stated that this is a tough situation for the homeowner. He understands the 50% rule. The ideal situation would be to raise the level of the whole building.

Mr. Chaudoir said that he hasn't heard anything that would encourage him to vote for this request given the liability that it puts the City in.

Mr. Le Capitaine stated that most contractors did not even want to take a look at raising the home. They could not offer a guarantee that there would be no cracked walls, being uneven, etc. There is not 15 feet available to fill around the structure.

After further discussion, it was moved by Mr. Goodwin, seconded by Mr. Augustson to deny the request for variances since there is not sufficient information in which to base the decision on. There is no hardship presented since the home is still usable as is. It does not meet the floodplain requirements. This is causing liability for the City as far as legal costs defending the position with the DNR and potentially risking our participation with the federal flood insurance program for the entire community. The lot has no physical restrictions. There are other options.

Roll call vote: All ayes. Carried.

Adjourn: Moved by Mr. Starr, seconded by Mr. Augustson to adjourn. All ayes. Carried. Meeting adjourned at 1:04 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE

August 28, 2018

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 p.m. by Alderperson Ward in the Council Chambers, City Hall. Roll call: Alderpersons Ward, Allmann and Wiederanders were present. Also present: City Administrator VanLieshout, Community Development Director Olejniczak, Fire Chief Dietman, Sturgeon Bay Utilities General Manager Jim Stawicki, Sturgeon Bay Visitor Center Executive Director Pam Seiler, Door County Economic Development Executive Director Jim Schuessler 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: Request from Sturgeon Bay Visitor Center for 2019 Funding.
5. Consideration of: Request from Door County Economic Development Corporation for 2019 Funding re: Administration of City Programs.
6. Review bills.
7. Adjourn.

Carried.

The following spoke during public comment on agenda items: Chris Kellems, 120 Alabama St.; Jim Stawicki 427 N 18th Ave.

Consideration of: Request from Sturgeon Bay Visitor Center for 2019 Funding:

Sturgeon Bay Visitor Center Executive Director Pam Seiler presented a power point presentation highlighting the various programs, festivals and events offered to promote the community such as Harvest Festival, Fine Art Fair, Fourth of July Fireworks, and Christmas by the Bay. She stated they continue to promote and market the City thru various social media outlets, and website. Ms. Seiler continued, focusing on budgeted expenses and revenues, highlighted current projects such as the Wayfinding, fund raising efforts for the Potawatomi park observation tower and partnership with Door County Economic Development and the City in the Downtown Catalyzation effort to develop retail expansion of empty store fronts. Ms. Seiler stated that per contract SBVC will continue, to receive funding at 25% of room tax collected by the City of Sturgeon Bay from the previous year.

Request from Door County Economic Development Corporation for 2019 Funding re: Administration of City Programs.

Door County Economic Development Corporation Executive Director, Jim Schuessler, presented a power point presentation highlighting various economic programs that are implemented for the City. He stated the Attainable Housing Committee has helped the City recruit, expand and work with 5 housing developments. The findings and recommendations of a comprehensive County-wide housing study are due by 9/15/18. He mentioned the Entrepreneurial Services/Business Development Center offers business counseling with DCEDC professionals and a small business development counselor who comes on a monthly basis. So far in 2018, there have been 15 graduates from the entrepreneurial training program. The Incubator program which allows business a place to incubate their businesses and then graduate out after 3-5 years, is currently leasing to 20 tenants, 3 new in 2017. In addition, DCEDC is collaborating with the City and Sturgeon Bay Visitor Center in efforts to grow the retail district. Mr. Schuessler stated that the Wisconsin Department of Administration is recalling the Community

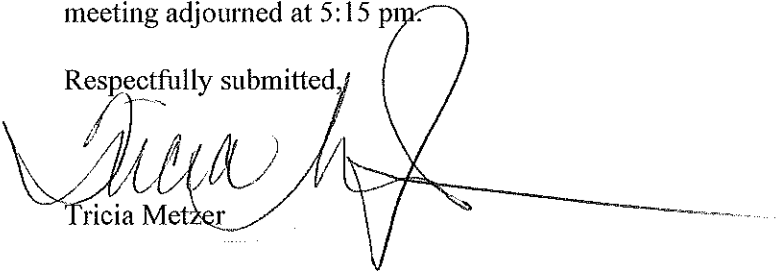
Development Block Grant Revolving Loan Fund program. DCEDC is working with the County and City regarding potential solutions, such as how to “de federalize” the revolving loan funds so that they are available for new and existing businesses without federal restrictions. He briefly touched on several other initiatives including, Business Retention Committee, the Workforce Development Task Force and implemented programs consisting of Grow Door County, the young professionals network, NextGen, High School Home Construction program, which recently broke ground on its 10th home, and Inspire career planning which networks with every student in all five school districts. DCEDC is requesting funding for 2019 for the administer programs of City programs.

Review bills

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

Moved by Alderperson Allmann, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 5:15 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tricia Metzger", with a long horizontal flourish extending to the right.

Tricia Metzger

BOARD OF PUBLIC WORKS

September 4, 2018

A meeting of the Board of Public Works was called to order by Council President Catarozoli at 7:00 p.m. Roll call: Members Catarozoli, Hayes, Ward, Avenson, Allmann, Wiederanders and Hauser were present. Member Birmingham was excused.

Moved by Ald. Ward, seconded by Ald. Allmann to adopt agenda.

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Election of Chairperson.
5. Consideration of: Results of public hearing on special assessments for declaring intent to levy special assessment upon property (N. 12th Avenue – East side of roadway from Georgia Street to Egg Harbor Road) for benefits conferred upon such property by the improvement of the street and installation of sidewalk.
6. Adjourn.

Carried.

Moved by Ald. Ward seconded by Ald. Hauser to nominate Ald. Catarozoli as Chairperson. Carried with Catarozoli abstaining.

City Engineer Shefchik gave a brief overview of the project and results of public hearing. Moved by Ald. Hauser, seconded by Ald. Wiederanders to recommend to Common Council to accept public hearing results and direct staff to prepare resolution to levy special assessment upon property (N. 12th Avenue – East side of roadway from Georgia Street to Egg Harbor Road) for benefits conferred upon such property by the improvement of the street and installation of sidewalk. Carried.

Moved by Ald. Ward, seconded by Ald. Avenson to adjourn. Carried. Meeting adjourned at 7:13 p.m.

Respectfully submitted,



Laurie A. Spittlemeister
Deputy Clerk/Treasurer



CITY of STURGEON BAY FIRE DEPARTMENT

Kalin Montevideo
Assistant Fire Chief

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office
920-746-6901 FAX
Email: kmontevideo@sturgeonbaywi.org

STURGEON BAY FIRE DEPARTMENT AUGUST 2018 FIRE REPORT

AUGUST INCIDENTS: 112
YEAR TO DATE INCIDENTS: 883

INCIDENTS BY JURISTICTION:

CITY - East Side Incidents: 66 Year to Date: 550
CITY - West Side Incidents: 26 Year to Date: 223
Town of Sevastopol: 11 Year to Date: 62
01 – Cooking Fire
01 – Vehicle Accident
01 – Watercraft Rescue
04 – Alarm Activation, No Fire
Town of Sturgeon Bay: 07 Year to Date: 34
02 – EMS Assist, Emergent
01 – Vehicle Accident
01 – Carbon Monoxide Incident
Luxemburg: 0 Year to Date: 01
Southern Door: 01 Year to Date: 07
01 – Watercraft Rescue
Brussels, Union, Gardner: 01 Year to Date: 05
01 – Watercraft Rescue
Gibraltar 0 Year to Date: 01

AVERAGE RESPONSE TIME:

EMERGENT: 3.59 NON-EMERGENT: 3.28
EMERGENT: 3.15 NON-EMERGENT: 3.35
EMERGENT: 11.13 NON-EMERGENT: 16.04

01 – Water Rescue
01 – Gas Leak
02 – Arcing/Shorted Electrical Equipment

EMERGENT: 7.52 NON-EMERGENT: 11.3

01 – Arcing/Shorted Electrical Equipment
02 – Alarm Activation, No Fire

TOTAL MONTHLY INCIDENTS BY TYPE:

19 – Medical; Non-Emergent
51 – Medical; Emergent
03 – Gas Leak
03 – Watercraft Rescue
01 – Cooking Fire
01 – Water Rescue
01 – Unauthorized Burning
04 – Carbon Monoxide Incident
01 – Gas/Flammable/Combustible Liquid Spill

08 – Vehicle Accident
01 – Defective Elevator
10 – Alarm/Detector Activation, No Fire
01 – Authorized Controlled Burn
01 – Animal Rescue
01 – Assist Law Enforcement /Government Agency
01 – Vehicle Fire
01 – Removal of Victim from Elevator
04 – Arcing/Shorted Electrical Equipment

INPECTION REPORT:

Inspections within the city limits: 128 Inspections
Inspections outside the city limits: 14 Inspections
Town of Sevastopol: 14 Inspections
Total number of inspection hours: 155 Hours

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

MAINTENANCE: Firefighters installed a new condenser fan on Truck 2; station cleaning; yard maintenance; replaced a tail light on Brush 5; worked on ladder training tower at SB Training Facility; chain saw maintenance; replaced rear brakes on Brush 8; installed new mirrors on Chief 10; changed oil/filter on Chief 11 & Brush 5; mounted equipment on Truck 2; modified lock on gate at Training Facility; installed new washer and dryer at Westside station and put together new rope/rescue bags for apparatus.

TRAINING: 253.45 hours of training were conducted in August. Firefighters trained driving and operations of Fire Apparatus; firefighter communication drills; Truck 2 aerial operations; ground ladder operation; fire tactics; members of SB Fire/Police Honor Guard held training; Chief Dietman & AC Montevideo participated in an Emergency Management Disaster Table Top exercise and AC Montevideo participated in Active Shooter/Hostile Event Command and Control training.

OTHER: Fire Chief and AC attended City and other Town meetings; installed five (5) car seats; conducted multiple station tours and participated in "Safe Kids Day" at Door County Fair Grounds. Firefighters installed smoke detectors donated by American Red Cross in homes throughout our jurisdiction.

We also held Part-Time Firefighter testing and Interviews.

CITY OF STURGEON BAY
INSPECTION DEPARTMENT

August 31, 2018

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF AUGUST, 2

August-18	YEAR TO DATE		August, 2018	YEAR TO DATE
1	5	ONE FAMILY DWELLINGS	195,491	1,020,491
0	0	TWO FAMILY DWELLINGS	--	-----
0	3	MULTIPLE FAMILY DWELLINGS	--	2,585,943
0	1	MANUFACTURED HOME	--	52,000
0	0	C.B.R.F.	--	-----
0	3	RESIDENTIAL ADDITIONS	--	71,500
4	37	RESIDENTIAL ALTERATIONS	266,785	657,661
0	2	RESIDENTIAL GARAGES/CARPORTS	--	44,000
0	3	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	--	40,100
2	6	RESIDENTIAL STORAGE BUILDINGS	42,800	60,700
0	0	RESIDENTIAL SWIMMING POOLS	--	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	--	-----
0	2	NEW COMMERCIAL BUILDINGS	--	2,591,500
0	2	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	--	519,000
0	4	NON-RESIDENTIAL ADDITIONS	--	185,000
6	33	NON-RESIDENTIAL ALTERATIONS	194,600	5,280,842
0	0	MUNICIPAL BUILDINGS	--	-----
0	0	WAREHOUSES	--	-----
0	0	FACTORY & SHOP	--	-----
1	1	COMMUNICATION TOWER	10,000	10,000
0	0	SUBSTATION	--	-----
0	0	AGRICULTURAL BUILDINGS	--	-----
14	102	TOTAL ESTIMATED COST OF CONSTRUCTION	\$709,676	\$13,118,737
August, 2018	YEAR TO DATE	TOTAL PERMITS ISSUED	August, 2018	YEAR TO DATE
14	102	BUILDING PERMITS	2,299	24,534
16	119	ELECTRICAL PERMITS	1,133	12,095
7	94	PLUMBING PERMITS	656	11,859
5	49	HEATING PERMITS	381	6,801
6	99	SIGN PERMITS	220	3,120
1	7	MISCELLANEOUS PERMITS	25	475
0	0	SUMP PUMP PERMITS	--	-----
0	0	ELECTRICIAN LICENSES	--	-----
0	6	EARLY STARTS	--	560
0	11	EROSION CONTROL	--	2,050
0	0	STATE PLAN APPROVALS	--	-----
0	47	PARK & PLAYGROUND PAYMENTS	--	14,100
1	5	WISCONSIN PERMIT SEALS	35	175
0	3	ZONING BOARD OF APPEALS APPLICATIONS	--	900
1	5	ZONING CHANGES/P.U.D. APPLICATIONS	400	2,309
0	2	PLAN COMMISSION - CONDITIONAL USES	--	600
1	3	CERTIFIED SURVEY MAP REVIEWS	30	170
0	0	SUBDIVISION PLATTING REVIEW	--	-----
0	0	MISCELLANEOUS REVENUE	--	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	--	-----
0	0	RESIDENTIAL BUILDINGS MOVED	--	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	--	-----
0	0	CHANGE OF USE	--	-----
0	0	RESIDENTIAL OCCUPANCY FEES	--	-----
0	25	COMMERCIAL OCCUPANCY FEES	--	2,550
0	0	PIER PERMIT	--	-----
2	5	DEMOLITION	50	125
4	17	PLAN REVIEW FEE	1,750	4,925
		ADMIN FEE	197	3,054
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$7,176.00	\$90,402.00

Cheryl Nault
Building Inspection Dept.



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 August, 2018

Date: September 13, 2018

The following is a summary of the Police Department's activities for the month of August 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 33 crimes.

These crimes can be broken down and classified as follows.

Battery.....	02
Disorderly Conduct.....	06
Controlled Substance Problem.....	03
Fraud / Forgery	08
Internet Crime against Children.....	01
Domestic Abuse.....	04
Theft.....	01
Criminal Damage to Property.....	03
Threats to Injure.....	02
Sex Offense.....	01
Custodial Interference.....	01
Family Fight.....	01

TOTAL 33

The above crimes resulted in the loss of \$25 to the community, of which \$0 has been recovered.

Arrests

The Department completed a total of 115 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	
Theft.....	01
Physical Abuse of Child.....	01
Possess Controlled Substance.....	01
Sexul Assault of Child.....	01
TOTAL 04	

B. Misdemeanor Crime Arrests	
Disorderly Conduct.....	08
Battery	03
Possess Controlled Substance	01
Criminal Damage to Property	01
Possess Drug Paraphernalia	01
TOTAL 14	

Wisconsin Probation & Parole Violation Arrests / Warrant Arrests.....	12
TOTAL 12	

C. Ordinance Violation Arrests	
Disorderly Conduct w/Vehicle.....	02
Possess Drug Paraphernalia	02
Keep Land Free of Debris.....	02
Rabies Vaccination Required.....	01
Animal License Required.....	01
Discharge Fireworks	02
Disorderly Conduct.....	01
Underage Possession/Consumption of Alcohol	01
Urinate/Defecate on Public Property	01
Meddle/Destroy Property.....	01
TOTAL 14	

D. Traffic Crime Arrests	
Operate Motor Vehicle while Intoxicated.....	03
Operate Motor Vehicle while Revoked.....	06
TOTAL 09	

E. Traffic Violation Arrests	
Operating a Motor Vehicle While Intoxicated.....	03
Speeding Violations	13
Operate Vehicle w/o Insurance	12
Operate While Suspended.....	05
Mandatory Seatbelt Violation	01
Miscellaneous Traffic Violations.....	28
TOTAL 62	

In addition to the preceding arrests, the Department conducted a total of 263 traffic stops during the month and logged 70 violations for various motor vehicle defects and local ordinances and issued 66 written warnings for those violations. A total of 20 parking tickets were issued for parking violations throughout the city.

Traffic Accidents

The Department during the month investigated a total of 22 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities.....	00
B.	Motor Vehicle Accidents Involving Injuries	06
C.	Motor Vehicle Accidents Involving Property Damage	14
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage	02
	(less than \$1,000.00)	TOTAL 22

Police Service Calls

Department members handled 532 service calls during the month. These calls consist of both citizen requests for police service as described below (465), crimes investigated (33), traffic accidents investigated (22), and Wisconsin Probation and Parole Assists (12).

A.	Traffic and Road Incidents	126
	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	05
	These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C.	Sick and Injured Persons	48
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms	19
	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	17
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes	02
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G.	Escorts	08
	Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H.	Citizen Assist.....	56
	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 13

Includes assistance to other law enforcement and government agencies.

J. Suspicious Person / Vehicle / Circumstance..... 40

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..... 48

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..... 09

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 62

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 22

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 465

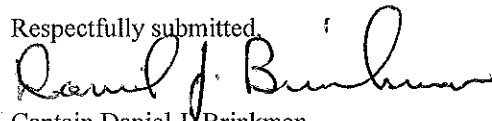
Department Training

The joint dive team conducted their monthly training session. One officer attended the Wisconsin Narcotics Officers Association 3 day conference.

Education

Capt. Brinkman presented Civilian Response to Active Shooter Events to employees at Cadence.

Respectfully submitted,



Captain Daniel J. Brinkman

7d.

7d.

BEVERAGE OPERATOR LICENSE

1. Guo, Qi Wen

CLASS B BEER AND CLASS C WINE LICENSE :

Hong Kong Buffet
Agent: Guo Oi Wen
1300 Egg Harbor Road #102
Sturgeon Bay, WI 54235
September 19, 2018 – June 30, 2019

**CITY OF STURGEON BAY
STREET CLOSURE APPLICATION**

Name of Applicant: Sturgeon Bay Visitor Center
 Name of Event: Thrills on Third
 Contact Phone #: (920) 743-6246 (920) 493-2556
 Date(s) of Event: October 27, 2018 Time: 1-3pm
 Estimated # of Attendees: 500-800
 Specific Location: Third Avenue: Martin Park/Oregon St. to
Jefferson St. ~~Jefferson St.~~

- ☒ 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? Contract with city street department

Other comments or explanation: _____

Signature of Responsible Party: Sam Zand Savanna Townsend

Address: 36 S. Third Ave. Sturgeon Bay, WI 54235

Date Submitted: August 28, 2018

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

Approval:

Fire Chief: [Signature]

Date: 8/30/18

Police Chief: [Signature]

Date: 8-30-18

Comm. Dev: [Signature]

Date: 8-30-18

Streets/Parks: [Signature]

Date: 9-4-18

City Clerk: Stephanie Kurchardt

Date: 9/11/18

Finance Dir: _____

Date: _____

City Engineer: [Signature]

Date: 9-6-18

City Admin: [Signature]

Date: 9/11/18

Common Council Approval Date: _____

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

R E C O M M E N D A T I O N

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Park & Recreation Committee, hereby recommend to Council The City of Sturgeon Bay Adopt-a-park Program.

Respectfully submitted,

Park & Recreation COMMITTEE
By: Ald Laurel Hauser Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: Aug 22, 2018

* * * * *

Moved by Alderperson _____, seconded by Alderperson
_____ that the said recommendation be adopted.

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

City of Sturgeon Bay

Adopt-a-Park Program

CONTACT INFORMATION:

Parks Department: 835 N. 14th Ave. (920) 746-2912

Contact the Director of Municipal Services, Mike Barker, mbarker@sturgeonbaywi.org with any questions or issues.

Purpose:

The Adopt-a-Park program was created to give citizens an opportunity to volunteer in our city's parks. Their time spent doing upkeep, cleaning, maintenance, beautification, and preservation of our parks helps to provide a safer, more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate in the Adopt-a-Park program; individuals, families, churches, business and civic groups, can all do their part to help maintain and improve our parks. The parks in our community vary greatly in size and some locations are great for large groups, while other park spaces could easily be maintained by one or two people.

The City of Sturgeon Bay Adopt-a-Park program creates a powerful partnership between the citizens of Sturgeon Bay and the City of Sturgeon Bay Parks Department. This partnership allows valuable communication and feedback between these two groups which results in cleaner, safer, and more user friendly parks in the community.

Benefits:

- ✓ **Civic Engagement:** The Adopt-a-Park program fosters civic engagement by providing an opportunity for volunteers to give back to the community. Adopt-a-Park volunteers are able to make noticeable improvements to our city's parks and the results of these improvements are enjoyed by the volunteers, as well as the rest of the community.
- ✓ **Environmental:** Not only does the Adopt-a-Park program improve the environment by enlisting volunteers to pick up trash and plant flowers and trees, it also raises awareness of the importance of protecting our natural spaces. As citizens observe the positive changes occurring in their neighborhood parks, they may be less likely to litter and instead show respect and care for the parks available to them.
- ✓ **Safer, more beautiful parks:** Volunteers in the Adopt-a-Park program provide services that go beyond what the City of Sturgeon Bay Parks Department has the time or budget for. While regular maintenance like grass cutting will be done by the Parks Department, Adopt-a-Park volunteers add special touches to the park like mulch, flower beds, and trash removal. An adopted park is a safer park because it is free of waste and other potentially hazardous items. By assisting the city with jobs

such as removing weeds from mulched beds in parks it will reduce or eliminate the use of herbicides in our parks. Adopt-a-Park volunteers save our city money while continuing to improve and service the city's parks.

Expectations of Adopt-a-Park Volunteer Groups

- Adopt-a-Park groups are expected to sign a one-year contract with the City of Sturgeon Bay Parks Department. During the year, volunteer groups are expected to organize at minimum a spring trash pick-up and a mid-summer mulched bed weeding project in their adopted park.
- Also, once a month volunteers are asked to enter the park and do a thorough walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the City of Sturgeon Bay Parks Department. A form is available for you to report what you found during your walkthrough.
- Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Sturgeon Bay Parks Department.
- Volunteer groups may do their own fundraising for special projects like picnic tables and play equipment with approval from the City of Sturgeon Bay Parks Department.
- For volunteer groups that are unable to commit to a yearly contract, one-time events are also available. One-time events are perfect for groups that still want to do their part but are unable, or not interested in, officially adopting a park. To inquire about dates for one-time events, please contact The Director of Municipal Services at (920) 746-6922.
- Each volunteer group will designate a Group Supervisor to be the contact person for the group. They will be expected to be the sole contact between the group and the Parks Department. The Group Supervisor will fill out the application form and leave their contact information. The Group Supervisor will also ensure each volunteer signs a waiver of liability before the volunteer has started working.
- The Group Supervisor will inform The Director of Municipal Services of clean-up dates at least one week in advance to ensure supplies like trash bags and tools can be provided, and so trash can be removed in a timely manner post clean-up. Supplies for the program like trash bags, disposable gloves, and safety vests will be kept at the Municipal Services building at 835 N. 14th Ave.

Guidelines

- Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available on page 4 of this document. If you would like to request an area to adopt that is not listed, please contact The Director of Municipal Services.
- More than one group or individual may adopt the same park depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Department will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the City of Sturgeon Bay's Director of Municipal Services
- All volunteers under age 18 must be supervised by a responsible adult.
- The City of Sturgeon Bay will share photos and pass on updates of the volunteer's progress at parks on social media.

How to Sign Up

- First, the Group Supervisor needs to complete the application section of the form on the following page. Feel free to add comments about specific areas or projects you and your group are interested in.
- Next, the City of Sturgeon Bay will review the application and match you to a park you are interested in, or a park in need of adoption.
- Following approval, the City of Sturgeon Bay will complete the agreement section of the form and the Group Supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 must have their liability form signed by a parent or legal guardian. A copy of the liability form is available at the Municipal Services building or online at www.sturgeonbaywi.org.
- When the application/agreement for and all liability forms have been turned into the City of Sturgeon Bay, a copy of the signed agreement form will be mailed to you, at which time your group has officially adopted the park listed!
- It is the responsibility of the Group Supervisor to schedule the spring clean-up and weeding dates. It is also the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough and that the walkthrough form is submitted to the City of Sturgeon Bay.
- Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to organize dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Municipal Services building at 835 N. 14th Ave.

Safety Guidelines

- Bring work gloves, closed-toed shoes or boots, and wear light colored clothing and long pants.
- Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellent.
- Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
- Work during daylight hours and within the park's posted hours unless permission is given by the City of Sturgeon Bay's Director of Municipal Services to work off hours.
- Do not use or bring your own power tools and motor-driven equipment unless you have been preauthorized to do so by the City of Sturgeon Bay's Director of Municipal Services.
- Postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- Leave dead animals on site and report them to Municipal Services.
- Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the City of Sturgeon Bay's Police Department immediately through their dispatch line: (920) 746-2416.
- Do not bring pets, or leave pets in the car, while you volunteer in the park.

City of Sturgeon Bay

Adoptable Parks

Name of Park	Address
Bay View Park	Behind Sonny's Pizzeria at Madison Ave and W. Larch St.
Bullhead Point	950 N. Duluth Ave.
Cherry Blossom Park	919 S. Lansing Ave.
Franke Park	1700 Claybanks Rd.
Garland Park	435 N. 8 th Ave.
Lawrence Big Hill Park/Grotto Park	191 N. 9 th Ave.
Martin Park	207 S. 3 rd Ave.
Otumba Park	32 N. Joliet Ave.
Sawyer Park	36 Neenah S. Ave.
Shiloh Road Dog Park	1660 Shiloh Rd
Sturgeon Bay Skatepark	16 W. Spruce St.
Sunset Park	747 N. 3 rd Ave.
Woods West Park	101 N. Cumberland Ave.

**Adopt-a-Park
Application Form**

Date: _____

Group/Individual Name:

Group/Individual Supervisor (Over 18): _____

Supervisor's Address: _____

Email: _____ Primary Phone: () _____

Estimated # of Participants: _____

Preferred Start Date: _____ Is this an agreement renewal? ____ Yes ____ No

Preferred Site (Park Name):

1st Choice: _____

2nd Choice: _____

Comments: _____

Signature of Group/Individual Supervisor:

=====

**Agreement Form
Office Use Only**

The City of Sturgeon Bay recognizes that the group/individual named above has adopted:

_____ Park(s)

The adoption of this/these Park(s) will begin on _____ (Date) and the adoption contract will last one year, at which time it may be renewed or terminated.

Signature (Dir. of Municipal Services): _____ Date: _____

***A copy of the application/agreement form signed by the City of Sturgeon Bay's Director of Municipal Services will be mailed or emailed to the Group Supervisor upon completion, at which time you may schedule your first event.**

**HOLD HARMLESS
WAIVER OF LIABILITY, ASSUMPTION OF RISK
AND INDEMNIFICATION OF THE CITY OF STURGEON BAY, WI**

In consideration for being granted permission to participate as a volunteer for the Adopt-a-Park program in the City of Sturgeon Bay, Sturgeon Bay, Wisconsin, for the time period commencing on _____ (date), until either I, or the City, terminate my services, I, the undersigned, in full recognition and appreciation of any dangers and hazards inherent in the activities to which I, or my child, will be exposed as a volunteer for the City of Sturgeon Bay, do hereby voluntarily agree to assume all of the risk and responsibilities surrounding my, or my child's, participation, and further, I do for myself, my child, my heirs, and personal representative(s) hereby agree to defend, hold harmless, indemnify, release and forever discharge the City of Sturgeon Bay, its affiliates, officers, officials, departments, committees, employees, agents, representatives, successors, assigns and volunteers from and against any and all claims, demands, actions, or causes of actions of any sort on account of my, or my child's participation, including but not limited to damage to personal property, personal injury, or death which may result. I further understand that any costs incurred for medical treatment or illness or resulting from participation shall be my sole responsibilities.

I, the undersigned, agree and intend that this Release, Waiver of Liability, Assumption of Risk and Indemnification Agreement extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist, and is intended to be as broad and inclusive as is permitted by the laws of the State of Wisconsin in which the activities are being conducted and that if any portion thereof is held to be invalid, it is agreed that the balance, notwithstanding, shall continue in full legal force and effect.

I HAVE READ THIS RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT, AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND INTEND BY MY SIGNATURE(S) TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Dated this _____ day of _____, _____

Signature

Parent/Guardian Signature

Print Name

Print Name

Witness Signature

Print Name

****Please note everyone who will be working in a park needs to fill out this form.**

**Adopt-a-Park
Monthly Walkthrough Report**

Date: _____

Park Name: _____

Group/Individual Name: _____

Inspected By: _____ Phone: _____

Describe any damage, vandalism, or repairs needed to the following areas, or whichever areas apply to the park your group has adopted.

Buildings: _____

Playgrounds: _____

Picnic Areas: _____

Trees, Shrubs, Landscaping: _____

Turf: _____

Other Areas: _____

Describe any other issues you observed at your adopted park: _____

Please drop off, email, or mail this walkthrough report to:
City of Sturgeon Bay's Municipal Services Department
(Attn.: Mike Barker) 835 N. 14th Ave, Sturgeon Bay, WI 54235; or
Email: mbarker@sturgeonbaywi.org

Ad hoc Westside Waterfront Steering Committee nominee bios

Mike Gilson

Mike is retired, after a 46-year career with Bank of Sturgeon Bay/Baylake Bank/Nicolet Bank and currently serves on the board of directors. He is a board member of the Door County Maritime Museum (Finance Committee); the Boys & Girls Club of Door County (Finance Committee); the Clearing Folk School; and the DCEDC Revolving Loan Fund committee. He serves on the City's Plan Commission. Mike was born and raised in Sturgeon Bay.

Laurel Hauser

I serve on the City of Sturgeon Bay Common Council and am a member of the Plan Commission, Waterfront Redevelopment Authority, Library Board, and am chair of the Parks and Recreation Committee. I am the Managing Editor of the Washington Island Observer newspaper and, prior to that, was the Communications Director and the Director of Charitable Giving for the Door County Land Trust for many years. I co-chaired and raised funds for the Sturgeon Bay Skatepark Initiative and have served on numerous local nonprofit boards including American Folklore Theatre, the Door County Women's Fund, Sturgeon Bay Moravian Church Board of Trustees, and, along with my husband, John, chaired the YMCA \$2.5M endowment campaign.

Ryan Hoernke

I am the Director of Finance and Technical Operations at Fincantieri Bay Shipbuilding. In this role, I lead the finance, quality assurance, engineering, and production planning & control departments. I have been with FBS for over 5 years, and prior to that I came from the banking industry. (Both in operations and corporate finance) I serve as the chair for a large non-profit organization here in the county, and I have been a member of the Waterfront Redevelopment Authority for the past two years. I anticipate bringing my experience in finance, strategic investment analysis, business operations, and technical planning to the committee, but I hope to provide thoughtful insights and positively contribute to the group and the community's vision for the West Side Waterfront. Thank you for the opportunity to help.

Caitlin Oleson

Caitlin is the Associate at the Climate Collaborative. Prior to the Climate Collaborative, Caitlin worked primarily in the nonprofit sector with targeted audiences around civic and voter engagement. Most recently, she was contracted by the University of Wisconsin-Green Bay to undertake a feasibility analysis for a research station in the bay of Green Bay. During this time, she has enjoyed opportunities to build relationships and engage stakeholders in Wisconsin. This includes being the founder of NexGen, Door County's young professional organization. Caitlin attended Eugene Lang College, The New School and went on to receive a Masters of Science in Nationalism Studies in the School of Social and Political Science from the University of Edinburgh. A Gibraltar graduate, Caitlin is proud to call Sturgeon Bay home.

Erich Pfeifer

Erich is the President and CEO of Marine Travelift Inc, Shuttelift, and Exactech Inc. companies under the parent company of Exactech Holdings. He manages the day to day operations as well as setting the strategic direction of the company. Additionally, he also ensures that the daily business operations of the corporation align with its vision, mission, and goals. Erich has been at Marine Travelift for over 15 years and has learned the business starting out in the sales side of the operation. Erich grew up in the Milwaukee area and attended Marquette University where he graduated with a degree in Mechanical Engineering. Currently he lives in Sturgeon Bay Wisconsin with his wife Barbara and two dogs. In 2011 Erich graduated from UW Madison Business School Executive MBA program and transition from sales to the leadership roles currently held within Exactech Holdings and Marine Travelift. In his spare time Erich enjoys boating, fishing, cross country skiing and golf.

Sara Powers

I am a graduate of Sturgeon Bay High School and a recent graduate of the University of Minnesota (with a Master of Architecture). Throughout my graduate education, I worked as an architectural designer at Collage Architects and was a teaching assistant for the U of M College of Design. I now am an adjunct faculty member at the U (starting this fall, I will teach an undergraduate architectural drawing course), and I will very soon be working professionally at an architecture firm here in Minneapolis. My Master's Final Project was focused on an adaptive reuse proposal for the Teweles & Brandeis Granary and its waterfront site (follow this link for the final project summary: https://issuu.com/sarapowers/docs/powers_mfp_proposal_pages).

Based on my familiarity with the area (and the current events associated with the westside waterfront), my design experience, the breadth of research collected during my thesis, and my professional connections throughout the Twin Cities, I believe I can be a valuable member of the Adhoc Westside Waterfront Planning Committee. My thesis proposal represents one of a multitude of possibilities for reimagining our waterfront; I am very excited to have the opportunity to discuss the countless others in the coming months.

David Schanock

David Schanock is the Vice President/CFO of Roen Salvage Company. His duties at Roen Salvage include: oversee economic strategy and forecasting, monitor and direct the implementation of strategic business plans, develop financial and tax strategies, monitor and maintain appropriate risk management measures, oversee human resources, and new business development. Prior to Roen Salvage Company, Mr. Schanock spent over 13 years working in Chicago within the Investment Banking sector (Cantor Fitzgerald, Wespeth Investment Management, Credit Suisse, and Fitch Ratings) with experience in structuring and negotiating complex debt deals, conduit loans, CMBS bonds, agency

loans, LIHTC, NMTC, TIF and bridge financing. His background includes debt underwriting, modeling, risk management, asset management, complex loan workouts, market research and new business development. He has extensive knowledge of equity real estate investments and structures through prior work experience and personal investments. He has a BBA in Finance, Investment & Banking and Real Estate & Urban Land Economics from the University of Wisconsin – Madison.

Jim Schuessler

Jim Schuessler is a native of Oconto Falls, WI. He received a Bachelor of Science degree from UW-Platteville in 1984, with a double major in Television Advertising & Management and Television Production plus a minor in Business Administration. For two decades, he was employed by Gocom Communications, where he rose from entry-level sales to CEO of a television company with revenues in excess of \$400 million. Upon the sale of Gocom, he and his family returned to Wisconsin, in Northern Oconto County, so that his three children could complete their education in the positive educational environment found here in Wisconsin.

Seeking ways to help make a difference, in 2011, Schuessler joined Forest County Economic Development Partnership, serving as the executive director for the start-up organization. In 2014, he left FCEDP to serve as business development manager for Sheboygan County Economic Development Corporation with a focus on entrepreneurial development, community development, workforce development, and business retention and expansion.

Now a resident of Sturgeon Bay, he is certified as an Economic Development Finance Professional by the National Development Council and has completed the coursework necessary for certification as a Certified Economic Developer by the International Economic Development Council.

Mark Schuster

I'm humbled and excited to be part of the Westside Waterfront Planning Committee. I believe the best way for our community to grow and move forward on this important property is to have frank and open discussions that involve a diverse group of our community's citizens. I am the owner of Bay Shore Outfitters, which has been located on the Greater Westside of Sturgeon Bay since 2009 and sits directly across from this parcel. I serve on the City's Historic Preservation Commission, and am a former member of St. Peter's Lutheran school board. Since 2012 I have been a board member of The Sturgeon Bay Visitors Center and its board president in 2015 and 2016. The Sturgeon Bay Visitors Center's mission statement reads "Our mission is to market Sturgeon Bay as a year-round destination and promote our city as a premier community to live, shop and play." I hope to bring that mission, my over 20 years in business and my sincere passion for the community of Sturgeon Bay to this committee.

Stephanie Trenchard

Stephanie Trenchard has worked as a professional artist for over 30 years. Along with her husband, artist Jeremy Popelka, Trenchard has owned and operated Popelka Trenchard Glass, which is a working glass studio and small gallery in downtown Sturgeon Bay, since 1997, while continuing to create, exhibit and teach internationally and nationally. She is on the Board of Directors of the Peninsula School of Art in Fish Creek. She holds a BFA from Illinois State University and her work is in the public collections of the Museum of Wisconsin Art, Alverno College, and the Bergstrom Museum of Glass. She has taught workshops and classes at: Corning Glass School (NY), Pratt Fine Art Center (Seattle 2010), and University of Wisconsin, (Madison, 2009 & Stevens Point, 2014). In 2017 she and Popelka helped to create a glass academy in Bangkok that is now affiliated with Silkaporn University, Thailand. She and Popelka have two children, Madeline (26) and Jackson (24) who are both working in Madison, Wisconsin after graduating from Yale University and UW Madison respectively.

FINAL RESOLUTION

AUTHORIZING IMPROVEMENTS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY.

WHEREAS the Common Council of the City of Sturgeon Bay, Wisconsin, held a public hearing at the City Hall at 12:00 P.M. on the 21st day of August 2018, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City's Engineer on the proposed improvement installation in/on the following streets or parts thereof:

N 12th Ave-East side of the roadway from Georgia Street to Egg Harbor Rd.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Sturgeon Bay as follows:

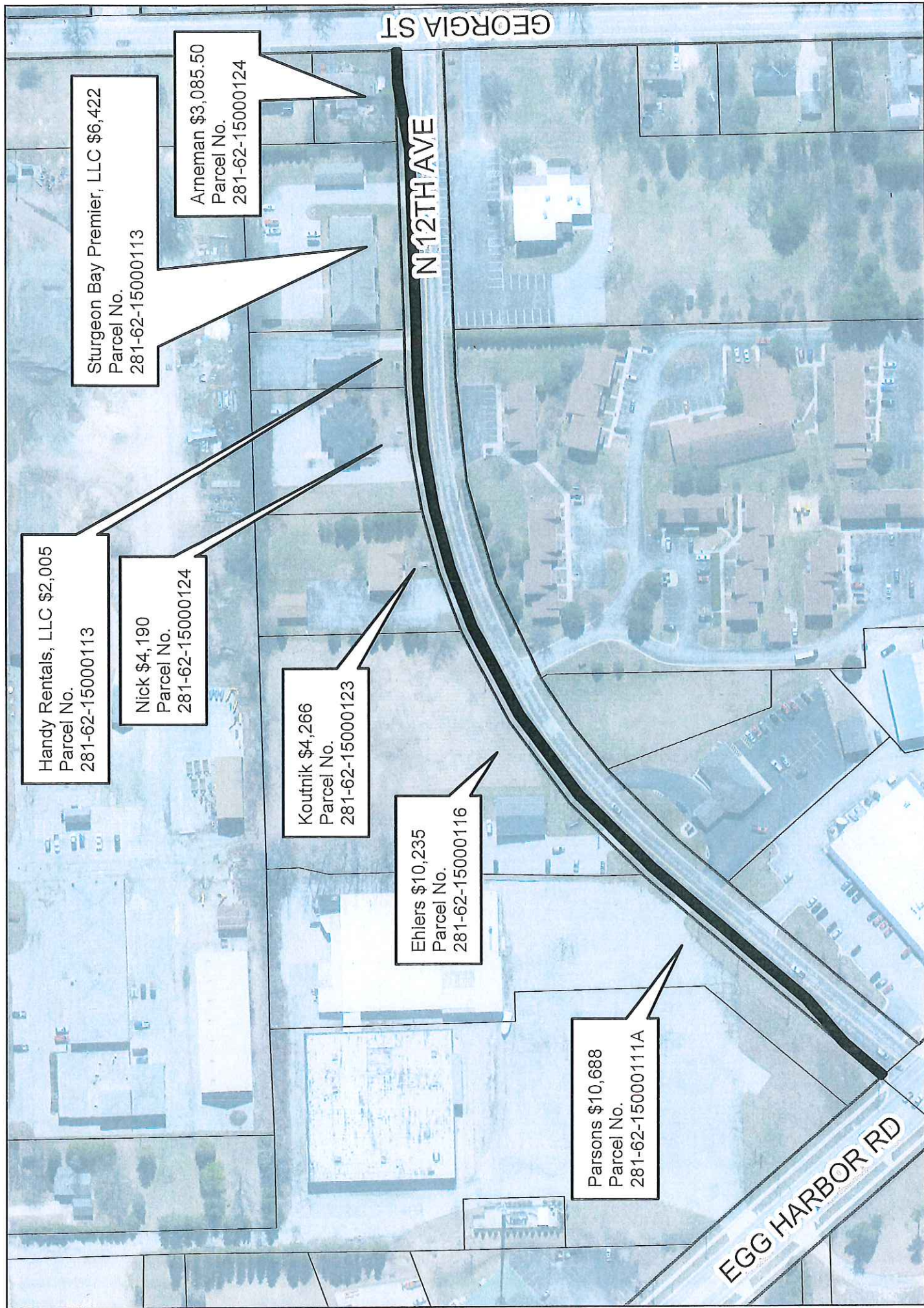
1. That the reports of the City's Engineer pertaining to the construction of the above-described public improvements, including plans and specifications thereof, as modified, is hereby adopted and approved.
2. That payment for said improvements be made by assessing the cost to the property benefitted as indicated in said reports, as modified to reflect the actual cost of construction.
3. That benefits (and damages) shown on the reports (as modified) are true and correct, have been determined on a reasonable basis and are hereby confirmed.
4. That the assessments for all projects included in said reports are hereby combined as a single assessment, but any interested property owner shall be entitled to object to each assessment separately or both assessments jointly for any purpose or purposes.
5. That the assessments may be paid in cash or six (6) annual installments. If the total assessment levied against a single parcel exceeds \$6,000.00 application can be made at the **CITY CLERK-TREASURER'S** office for twelve (12) annual installments. Installment payments are to bear interest at a floating rate to be determined on the first business day of the new calendar year for the ensuing year and will be the prime rate as posted by the official City depository on that day. The rate so established shall be applied to the unpaid balance of each assessment for that year. Installments or assessments not paid when due shall bear interest on the amount past due at the rate of one percent (1%) per month or a fractional part thereof plus one-half of one percent (0.5%) per month or fraction thereof penalty.
6. That if the title to a parcel of property changes for any reason the full amount of the outstanding assessment becomes due and payable together with applicable interest immediately.
7. The City Clerk-Treasurer is directed to publish this resolution as a Class 1 notice in the assessment district.
8. The City Clerk-Treasurer is further directed to mail a copy of this resolution and a statement of the final assessment against his property to every property owner

whose name appears on the assessment roll whose post office address is known or can, with reasonable diligence, be ascertained.

September 18, 2018
Stephanie L Reinhardt
City Clerk

* * * * *

Parcel Number	Last Name	First Name	Mailing Address				Property Address	4" Sidewalk		6" Sidewalk - Typ. (SF)		6" Sidewalk - Typ. Cost		6" Sidewalk - HE (SF)		6" Sidewalk - HE Cost		Total Cost
			Street 1	City	State	ZIP		(SF)	Cost	Typ. (SF)	Typ. Cost	Typ. Cost	Typ. Cost	HE (SF)	HE Cost	HE Cost	Total Cost	
2816215000111A	Parsons	William & Elizabeth	4147 Bayshore Drive	Sturgeon Bay	WI	54235	1019 N 12th Ave	1796.00	\$ 9,878.00	135.00	\$ 810.00	\$ 6.00	\$ 6.00	0.00	\$ -	\$ -	\$ 10,688.00	
2816215000111B	Ehlers	Steven & Lori	422 N 18th Place	Sturgeon Bay	WI	54235	664 N 12th Ave	1692.50	\$ 9,308.75	0.00	\$ -	\$ -	\$ -	142.50	\$ 926.25	\$ 926.25	\$ 10,235.00	
2816215000123	Koutnik	Edward & Cynthia	1018 80th Ave NE	Lake Stevens	WA	98258	636 N 12th Ave	622.00	\$ 3,421.00	0.00	\$ -	\$ -	\$ -	130.00	\$ 845.00	\$ 845.00	\$ 4,266.00	
2816215000124	Nick	William	620 N 12th Ave	Sturgeon Bay	WI	54235	620 N 12th Ave	620.00	\$ 3,410.00	130.00	\$ 780.00	\$ 780.00	\$ 780.00	0.00	\$ -	\$ -	\$ 4,190.00	
2816215000117	Rentals, LLC	Handy	938 Velp Ave	Green Bay	WI	54303	606 N 12th Ave	270.00	\$ 1,485.00	0.00	\$ -	\$ -	\$ -	80.00	\$ 520.00	\$ 520.00	\$ 2,005.00	
2816215000113	Premier	Sturgeon Bay, LLC	3120 Gateway Road	Brookfield	WI	53045	514 N 12th Ave	981.50	\$ 5,398.25	0.00	\$ -	\$ -	\$ -	157.50	\$ 1,023.75	\$ 1,023.75	\$ 6,422.00	
2814616050101	Armenian	Kevin	1210 Georgia Street	Sturgeon Bay	WI	54235	1210 Georgia Street	561.00	\$ 3,085.50	0.00	\$ -	\$ -	\$ -	0.00	\$ -	\$ -	\$ 3,085.50	
Totals								6543.00	\$ 35,986.50	265.00	\$ 1,590.00	\$ 1,590.00	\$ 1,590.00	510.00	\$ 3,315.00	\$ 3,315.00	\$ 40,891.50	



N 12th Ave Sidewalks Proposed Assessments

JULY, 2018

To: Mayor Birmingham and the Common Council

From: Josh Van Lieshout, City Administrator

Date: August 30, 2018

Re: Evaluation of contracted and staff attorney costs

There are many aspects to consider when evaluating the creation of a new staff position, especially that of City Attorney. Like any research project, we start with the relevant municipal code to determine if there are matters of local law to consider. Below are excerpts from the City of Sturgeon Bay Municipal Code that speak to the appointment of the City Attorney.

1.05 - City attorney.

- (1) *Appointment.* The city attorney shall be appointed by the city council, shall take office May 1 and shall thereafter hold office for an indefinite term, subject to § 17.12(1)(c) and (d), Wis. Stats., relating to the removal and suspension of city officers.
- (2) *Duties.* The person so appointed to the office of city attorney shall have the following duties:
 - (a) Conduct all the law business in which the city is interested.
 - (b) When requested by city officers, give written legal opinions, which shall be filed with the clerk-treasurer.
 - (c) Draft all city ordinances, bonds and other legal instruments as may be required by city officers.
 - (d) Examine the tax and assessment rolls and other tax proceedings and advise the proper city officers in regard thereto.
 - (e) When authorized by ordinance or resolution, defend actions brought against any officer or employee of the city or of any board or commission thereof growing out of acts done in the course of his/her employment or out of any alleged breach of his/her duty as such officer or employee, excepting actions brought to determine the right of such officer or employee to hold or retain his/her office or position and excepting also actions brought by the city against any officer or employee thereof.
 - (f) Render legal assistance to the common council, fire and police commission, mayor, city administrator, clerk-treasurer, director of municipal services/city engineer, assessor, chief of police, chief of fire department and alderpersons of the city.
 - (g) Perform such other acts as may be required by statute.

(Code 1992, § 1.05)

State Law reference— City attorney generally, § 62.09(12), Wis. Stats.

31.08 - Charter Ordinance No. 8, an ordinance amending the Charter of the City of Sturgeon Bay relating to the selection and tenure of the city attorney.

The Common Council of the City of Sturgeon Bay do ordain as follows:

Section 1. The City of Sturgeon Bay, Wisconsin, hereby elects pursuant to §§ 62.09(3)(b)6, 62.09(5)(b) and 66.01, Wis. Stats., that the method of filling the office of city attorney, the tenure and the duties thereof shall be as hereinafter provided.

Section 2. The city attorney shall hereafter be appointed by the common council, shall take office on May 1 of 1954 and shall thereafter hold office for an indefinite term subject to § 17.12(1)(c) and (d), Wis. Stats., relating to the removal and suspension of city officers.

Section 3. The person so appointed to the office of city attorney shall have the following duties: conduct all the law business in which the city is interested; keep a docket of all actions in courts of record to which the city is a party, in which shall be entered in brief all steps taken and which shall be open to inspection at all reasonable hours; shall, when requested by city officers, give written legal opinions which shall be filed with the clerk; shall draft all city ordinances, bonds and other legal instruments as may be required by city officers; shall examine the tax and assessment rolls and other tax proceedings and advise the proper city officers in regard thereto; shall, when authorized by ordinance or resolution, defend actions brought against any officer or employee of the city or of any board or commission thereof, growing out of acts done in the course of his/her employment, or out of any alleged breach of his/her duty as such officer or employee, excepting actions brought to determine the right of such officer or employee to hold or retain his/her office or position, and excepting also actions brought by such city against any officer or employee thereof; shall render legal assistance to the Sturgeon Bay Utilities Commission, the school board, board of health, board of police and fire commissioners, the mayor, clerk-treasurer, engineer, assessor, chief of police, chief of fire department and aldermen and supervisors of said city; shall do and perform such other acts as may be required by statute.

Section 4. This ordinance shall be deemed to be an amendment to the Charter of the City of Sturgeon Bay and §§ 62.09(3)(b)6 and 62.09(5)(a) and (b), Wis. Stats., being a part of the General Charter Law of the City of Sturgeon Bay, Wisconsin, shall not apply.

Section 5. This is a Charter Ordinance and shall take effect 60 days after its passage and publication unless within such 60-day period a referendum petition as provided by § 66.01, Wis. Stats., shall be filed, in which event this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

Adopted December 15, 1953.

There are provisions for the position of city attorney in the state statutes as well. Chapter 62.09 Wis. Stats. Establishes the position of City Attorney as an officer of the City.

62.09 Officers.

(12) Attorney.

(a) The attorney shall conduct all the law business in which the city is interested.

(c) The attorney shall when requested by city officers give written legal opinions, which shall be filed with the clerk.

(d) The attorney shall draft ordinances, bonds and other instruments as may be required by city officers.

(e) The attorney shall examine the tax and assessment rolls and other tax proceedings, and advise the proper city officers in regard thereto.

(f) The attorney may appoint an assistant, who shall have power to perform the attorney's duties and for whose acts the attorney shall be responsible to the city. Such assistant shall receive no compensation from the city, unless previously provided by ordinance.

(g) The council may employ and compensate special counsel to assist in or take charge of any matter in which the city is interested.

In Wisconsin it is very common for communities to hire an attorney in private practice to serve and execute the duties of City Attorney. Like other professions, legal services are highly specialized and this certainly true in the public sector. It is not uncommon for a community to have a city attorney on staff but still rely on experts in certain matters when needed.

It can reasonably be assumed that the City would make use of specialized attorneys for matters like tax, debt issuance, environmental, prosecution, and in some cases land use. It would also be reasonable to expect a municipal attorney to have sufficient knowledge and experience in contracts, real estate, and basic labor law. For this reason, I combined our annual general and specialized labor legal expenses, but excluded specialized fees for environmental and tax and debt issuance services from this analysis. Defense costs, because they are largely paid for by the City's insurer, are excluded as well.

In examining the cost to hire a staff municipal attorney, it is best to use a range for a salary, as like any profession, qualified attorneys will have varying degrees of expertise and experience that would likely be factored into the negotiated salary.

In establishing a range for salary, I relied on Door County's recently completed wage and salary study which defined a low and high end for both an assistant corporation counsel and corporation counsel. The range used below is the expected mid-point average of both positions.

	Low	High	Ave.
Salary Range	85,104	106,518	95,811
Health & Dental	24,510	24,510	24,510
Retirement & FICA	12,085	15,125.56	13,605
Total Personnel	121,699	146,154	133,926

Health and dental costs assume a family plan for each. Retirement and FICA is based on standard required contribution rates.

Hard costs such as salary and fringe benefits are certainly major items to consider, but there are other costs as well that would have to be born by the City entirely, rather than split amongst other customers, those expenses include training to maintain licensure, professional memberships (national, state and local bar fees), research and technology needs. These costs are represented in the table below.

Other Professional Expenses	
Prof. Assoc. Membership	1,500
Prof. Dev. & Travel	4,500
Computer / Software	3,000
Total	9,000

It could be expected that the cost of a staff municipal attorney be approximately \$143,000.

Like engineers attorneys are licensed by states, not all attorneys are eligible to practice law in all states or courts, consider federal court, or enforcement actions that may need to be taken out of state, such as docketing, filing liens, etc. Additional expenses for these types of infrequent but sometimes necessary.

In reviewing the regular general fund expenses for general legal services and labor law, the City of Sturgeon Bay between 2014 and 2017 spent on average \$46,178.

General Fund Legal Expenses					
	2014	2015	2016	2017	Average
General	49,541	42,831	34,656	37,019	41,012
Labor	2,182	4,176	8,890	5,416	5,166
Total	51,723	47,007	43,546	42,435	46,178

Consideration of rates and how those may impact the decision of the Common Council. The Pinkert Firm was charging the City a rate of \$145/hr. Reviewing our current legal rates, the City can expect to pay a rate between \$200 and \$270 per hour for experienced municipal counsel. Using the rate of \$145/hour, the City used an estimated average 283 hours of general legal services. Using 283 hours of legal service at \$200 per hour reveals an estimated cost of \$56,600, at the upper end of the range, we can expect a cost of \$76,500.

**CITY OF STURGEON BAY
REQUEST FOR
PROPOSALS FOR LEGAL
SERVICES**

I. STATEMENT OF PURPOSE

The City of Sturgeon Bay invites attorneys qualified to practice law in the state of Wisconsin to submit a proposal to provide general legal services for the City.

This RFP and the interview process will be operated by the City of Sturgeon Bay Personnel Committee, subject to approval by the Common Council.

II. GENERAL INFORMATION

The City of Sturgeon Bay is located in Door County and is need of legal services as a result of the Common Council choosing to seek requests for proposals. The City of Sturgeon Bay has an estimated population of 9,310 and is served by a Mayor and seven Council members. The City of Sturgeon Bay has a compliment of professional staff, working in the areas clerk, human resources, finance, engineering, community development, municipal services and administrator.

III. SERVICES TO BE PROVIDED

- A. Provide general legal counsel for the City(s), the Mayor and Common Council(s) and other department heads and officials of the City. When requested by authorized personnel, the attorney shall give written legal opinions, which are to be filed with the City Clerk.
- B. Function as legal advisor to all Departments of the City government and represent the City in legal matters as requested.
- C. Draft ordinances, resolutions, contracts, and other documents as may be required by the City.
- D. Represent the City and advise the Board of Review during meetings.
- E. Apprise City officials as needed about changing laws and other legal matters that may be of interest and/or concern to the City.
- F. Render oral advice to the City Council and City Staff.
- G. Assist as necessary in the processing of insurance claims and coordinate with the various insurance carriers and defense counsel as required.
- I. Attend meetings of the City bodies as requested.
- J. Provide storage of existing files.

Legal services will be primarily limited to general inquiries and support.

IV. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the City can expect from the attorney.

- A. Profile and history of yourself and your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work performed for the City.
- B. A listing of all current and past municipal government clients including the name and telephone number of the client contact.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney. Be sure to include travel fees as well.

V. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal government.
- B. Experience and availability of staff assigned to serve the City.
- C. Scope and cost of services.
- D. References.

VI. TERMS AND CONDITIONS

- A. The City reserves the right to accept or reject any or all proposals. The City reserves the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within forty-five (45) days after award of the proposal.
- B. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. The attorney's/firm's proposal must be received at the address below by 4:30 p.m. on _____, 2018:

City of Sturgeon Bay
Attn: Josh Van Lieshout, Administrator
421 Michigan Street
Sturgeon Bay, Wisconsin 54235

- D. All questions regarding this request for proposals should be addressed to Josh Van Lieshout, City Administrator, at (920) 746-6905 or jvanlieshout@sturgeonbaywi.org

TENTATIVE SELECTION SCHEDULE

The following tentative schedule will be followed for selection of an attorney:

- A. _____, 2018-RFP advertised and mailed to attorneys
- B. _____, 2108 -Proposals due
- C. _____, 2018-Selection of firms for interviews and scheduling
- D. _____, 2018 -Interviews with selected attorneys/firms by Personnel Committee
- E. _____, 2018 –Common Council reviews recommendation for appointment.
- F. January 1, 2019 - Term of appointment commences