



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, DECEMBER 3, 2019
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
DAVID J. WARD, 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 – \$84,739.88, Capital Fund - \$105,925.80, Cable TV - \$5,101.67, TID #3 - \$475.00 and Solid Waste Enterprise Fund - \$21,782.09 for a grand total of \$218,024.44. 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 11/19/19 regular Common Council minutes.
- * b. Approval of the following minutes:
 1. Finance/Purchasing & Building Committee – 11/12/19
 2. Personnel Committee – 11/14/19
 3. Community Protection & Services Committee – 11/14/19
- * c. Consideration of: Approval of Beverage Operator Licenses.
- * d. Finance/Purchasing & Building Committee recommendation re: Increase salary for elected Alderpersons by \$50.00 per month and \$100.00 per month for Mayor beginning at the new elected terms.
- * e. Personnel Committee recommendation re: Increase the salary for alderpersons by \$50.00 per month and \$100.00 per month for mayor, beginning at the newly elected terms.
- * f. Personnel Committee recommendation re: Approve language change in Employee Handbook under Wellness Benefit.
- * g. Personnel Committee recommendation re: Approve language change in Employee Handbook under vacation carry over.
- * h. Community Protection & Services Committee recommendation re: Approve the Fire Department Ordinance 6.23(2)(d) Fees for Fire Re-Inspections.
- * i. Community Protection & Services Committee recommendation re: Approve Ordinance 12.09 Coal Tar Sealant Products.

- * j. Community Protection & Services Committee recommendation re: Approve City of Sturgeon Bay Social Media Policy.
8. Mayoral appointments.
 9. Second reading of ordinance re: Repeal and recreate Section 20.31(4)(b) of the Municipal Code (Zoning Code) re: surfacing of parking lots and access driveways.
 10. First reading of ordinance re: Amending Section 6.23 of Municipal Code – Fire Inspections.
 11. Finance/Purchasing & Building Committee recommendation re: Approve line item transfer from 01-250-000-50210 Overtime to 01-250-000-50520 Wages-Part-Time Hourly in the amount of \$31,200 for Sturgeon Bay Fire Department 2020 approved operating budget. [3/4 vote required = 6 votes]
 12. Personnel Committee recommendation re: Create a Part-Time, Non-Exempt/Hourly, Fire Inspector/Fire Prevention position with the Fire Department at 24 hours per week with a base wage of \$25.00 per hour.
 13. Finance/Purchasing & Building Committee recommendation re: Accept bid from EWALD Chevrolet Buick, LLC to purchase a 2019 Fleet/Non-Retail Chevrolet Tahoe 4WD 4Dr Commercial CK 15706.
 14. Finance/Purchasing & Building Committee recommendation re: Waive the on street winter parking permit fee for Rose Wodack in the amount of \$55.00.
 15. Finance/Purchasing & Building Committee recommendation re: Increase the seasonal slip rental fee by \$100.00 plus tax.
 16. Finance/Purchasing & Building Committee recommendation re: Approve the joint City-County Revolving Loan Fund as proposed.
 17. Items to be Included on Future Agendas (New Business).
 18. Committee Chairperson Reports:
 - a. City Plan Commission
 - b. Finance/Purchasing & Building Committee
 - c. Park & Recreation Committee
 19. City Administrator report.
 20. Mayor's report.
 21. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

Time:

By:

11-27-19
12:00 noon
Raurie S.

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

J: AP443310.1000

INVOICES DUE ON/BEFORE 12/03/2019

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------|--------------------------------|------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| GENERAL FUND | | | | |
| LIABILITIES | | | | |
| R0001128 | MALVITZ FARMS | FOOD SHARE/MALVITZ | 01-000-000-21595 | 23.00 |
| TOTAL LIABILITIES | | | | 23.00 |
| TOTAL GENERAL FUND | | | | 23.00 |
| CITY COUNCIL | | | | |
| BUBRICKS | BUBRICK'S COMPLETE OFFICE, INC | 2020 DESK PAD CALENDARS | 01-105-000-54999 | 94.12 |
| USBANK | US BANK | CONF REG/BACON | 01-105-000-55600 | 240.00 |
| TOTAL | | | | 334.12 |
| TOTAL CITY COUNCIL | | | | 334.12 |
| LAW/LEGAL | | | | |
| 16555 | PINKERT LAW FIRM, LLP | 10/19 TRAFFIC MATTERS | 01-110-000-55010 | 1,957.50 |
| TOTAL | | | | 1,957.50 |
| TOTAL LAW/LEGAL | | | | 1,957.50 |
| CITY CLERK-TREASURER | | | | |
| 17700 | QUILL CORPORATION | WHITE END TAB FOLDERS/PYROLL | 01-115-000-51950 | 49.99 |
| 17700 | | YEAR 2020 LABELS | 01-115-000-51950 | 10.79 |
| 17700 | | 4 BOX FILE POCKET FOLDERS | 01-115-000-51950 | 183.96 |
| BUBRICKS | BUBRICK'S COMPLETE OFFICE, INC | ASSORTED OFFICE SUPPLIES | 01-115-000-51950 | 189.09 |
| BUBRICKS | | COLOR PAYROLL PAPER | 01-115-000-52800 | 148.60 |
| BUBRICKS | | 2 BOXES END TAB FOLDERS | 01-115-000-51950 | 67.62 |
| BUBRICKS | | 10X13 WHITE ENVELOPES | 01-115-000-51950 | 48.08 |
| BUBRICKS | | CREDIT RETURN | 01-115-000-51950 | -52.73 |
| R0000394 | SAFEGUARD BUSINESS SYSTEMS | 2019 W-2 FORMS | 01-115-000-51600 | 63.08 |
| R0000394 | | 100 ENVELOPES | 01-115-000-51600 | 40.17 |
| R0000394 | | 2019 1099 MISC | 01-115-000-51600 | 76.08 |
| R0000394 | | SHIPPING/PROCESSING | 01-115-000-51600 | 23.95 |
| USBANK | US BANK | FUEL | 01-115-000-55600 | 14.34 |
| USBANK | | DESK ORGANIZER | 01-115-000-51950 | 33.74 |
| USBANK | | FLASH DRIVES | 01-115-000-51950 | 34.77 |
| TOTAL | | | | 931.53 |
| TOTAL CITY CLERK-TREASURER | | | | 931.53 |
| COMPUTER | | | | |
| 03101 | CDW GOVERNMENT, INC. | HP CHARGING CORD | 01-125-000-51950 | 63.51 |
| TOTAL | | | | 63.51 |
| TOTAL COMPUTER | | | | 63.51 |

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JOB: AP443ST0.WOW

CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 12/03/2019

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------------|--------------------------------|-------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| CITY ASSESSOR | | | | |
| ASSO APP | ASSOCIATES APPRAISAL | 12.3.19 CONTRACT | 01-130-000-55010 | 1,333.33 |
| TOTAL | | | | 1,333.33 |
| TOTAL CITY ASSESSOR | | | | 1,333.33 |
| MUNICIPAL SERVICES ADMIN. | | | | |
| 03133 | CELLCOM WISCONSIN RSA 10 | 10/19 CHAD CELL SVC | 01-145-000-58250 | 24.91 |
| 06600 | FRV INC | PRINTER CARTRIDGES | 01-145-000-51300 | 156.49 |
| JIM FORD | JIM OLSON FORD-LINCOLN, LLC | TIRE REPAIR/E1 | 01-145-000-56250 | 21.00 |
| O'REILLY | O'REILLY AUTO PARTS-FIRST CALL | OIL/E1 | 01-145-000-56250 | 37.45 |
| USBANK | US BANK | CREDIT | 01-145-000-52700 | -31.09 |
| USBANK | | SHOVEL/SPETZ | 01-145-000-52700 | 33.00 |
| USBANK | | 2020 AUTOCAD RENEWAL | 01-145-000-55550 | 1,022.35 |
| TOTAL | | | | 1,264.11 |
| TOTAL MUNICIPAL SERVICES ADMIN. | | | | 1,264.11 |
| PUBLIC WORKS ADMINISTRATION | | | | |
| 03133 | CELLCOM WISCONSIN RSA 10 | 10/19 STEVE CELL SVC | 01-150-000-58250 | 31.90 |
| 03133 | | 10/19 MIKE B CELL SVC | 01-150-000-58250 | 51.46 |
| 03133 | | 10/19 CELL SVC | 01-150-000-58250 | 7.56 |
| USBANK | US BANK | BUSINESS CARDS/BARKER | 01-150-000-51950 | 41.13 |
| TOTAL | | | | 132.05 |
| TOTAL PUBLIC WORKS ADMINISTRATION | | | | 132.05 |
| CITY HALL | | | | |
| 03159 | CHARTER COMMUNICATIONS | 10/19 FIRE CABLE SVC | 01-160-000-58999 | 134.78 |
| 03806 | CUMMINS NPOWER, LLC | ANNUAL INSPECT/TEST GENERATOR | 01-160-000-58999 | 1,079.90 |
| 23730 | WPS | 421 MICHIGAN ST | 01-160-000-56600 | 1,329.70 |
| ROBINSON | CHRISTOPHER SULLIVAN-ROBINSON | COFFEE REIMBURSE/ | 01-160-000-54999 | 34.36 |
| USBANK | US BANK | BIKE RACK | 01-160-000-54999 | 145.99 |
| VIKING | VIKING ELECTRIC SUPPLY, INC | PHOTO EYE | 01-160-000-54999 | 12.15 |
| VIKING | | 30,48" BULBS | 01-160-000-54999 | 78.30 |
| WARNER | WARNER-WEXEL WHOLESALE & | CLEANING SUPPLIES | 01-160-000-55300 | 74.28 |
| TOTAL | | | | 2,889.46 |
| TOTAL CITY HALL | | | | 2,889.46 |
| GENERAL EXPENDITURES | | | | |
| BUBRICKS | BUBRICK'S COMPLETE OFFICE, INC | 5 CASES COPY PAPER | 01-199-000-55650 | 169.95 |
| USBANK | US BANK | WEBSITE HOSTING | 01-199-000-51100 | 203.40 |
| USBANK | | COLLAPSIBLE SAFETY CONES | 01-199-000-55605 | 63.08 |
| USBANK | | LED SAFETY FLARES | 01-199-000-55605 | 69.94 |

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| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|----------------------------|-----------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| TOTAL | | | | 506.37 |
| TOTAL GENERAL EXPENDITURES | | | | 506.37 |
| POLICE DEPARTMENT | | | | |
| 15890 | PACK AND SHIP PLUS | BOX/BUBBLE WRAP | 01-200-000-51950 | 7.46 |
| 22800 | WALMART COMMUNITY | ASSORTED OFFICE SUPPLIES | 01-200-000-51950 | 4.47 |
| USBANK | US BANK | BUSINESS CARDS/SNOVER | 01-200-000-51600 | 18.98 |
| USBANK | | OFFICE CLOCK | 01-200-000-51950 | 19.99 |
| USBANK | | ICAP REGISTRATION/PORTER | 01-200-000-56000 | 235.00 |
| USBANK | | CONFERENCE MEAL EXPENSE/PORTER | 01-200-000-56000 | 7.11 |
| USBANK | | AMTRAK/PORTER | 01-200-000-55600 | 25.00 |
| USBANK | | AMTRAK/PORTER | 01-200-000-55600 | 25.00 |
| USBANK | | MEALS IACP CONF/PORTER | 01-200-000-55600 | 15.75 |
| USBANK | | MEALS IACP CONF/PORTER | 01-200-000-55600 | 23.07 |
| USBANK | | MEALS IACP CONF/PORTER | 01-200-000-55600 | 25.00 |
| USBANK | | MEALS IACP CONF/PORTER | 01-200-000-55600 | 29.15 |
| USBANK | | MEALS IACP CONF/PORTER | 01-200-000-55600 | 9.38 |
| USBANK | | BITDEFENDER ANTI-VIRUS/5 DEVCE | 01-200-000-55500 | 73.84 |
| USBANK | | HOTEL RES/WLEEDA CONF/BRNKMN | 01-200-000-55600 | 82.00 |
| WLEEDA | WLEEDA/JOHN THOMAE | CONF REG/BRINKMAN | 01-200-000-55600 | 250.00 |
| TOTAL | | | | 851.20 |
| TOTAL POLICE DEPARTMENT | | | | 851.20 |
| POLICE DEPARTMENT/PATROL | | | | |
| 04696 | DOOR COUNTY TREASURER | 10/19 FUEL | 01-215-000-51650 | 3,214.52 |
| 22800 | WALMART COMMUNITY | BOOKCASE | 01-215-000-54999 | 89.00 |
| 22800 | | CABLE TIES/DRESSER/STRIPS | 01-215-000-54999 | 73.18 |
| 22800 | | CREDIT RETURN | 01-215-000-54999 | -69.00 |
| GMAN | GMAN EMBLEM | SBPD PATCHES | 01-215-000-52900 | 215.00 |
| NELSON | NELSON TACTICAL | MISC GUN PARTS | 01-215-000-51050 | 125.63 |
| TASSOUL | MARKUS TASSOUL | TRNING MEAL EXP REIMB/TASSOUL | 01-215-000-55600 | 63.06 |
| USBANK | US BANK | FUEL | 01-215-000-51650 | 69.72 |
| USBANK | | MEALS/SQUAD CHNGEOVER | 01-215-000-55600 | 38.24 |
| USBANK | | MEAL/SQUAD CHNGEOVER PICKUP | 01-215-000-55600 | 36.78 |
| USBANK | | FUEL | 01-215-000-51650 | 83.39 |
| USBANK | | FUEL | 01-215-000-51650 | 36.00 |
| USBANK | | TRAINING MEAL/HENRY | 01-215-000-55600 | 7.06 |
| USBANK | | FUEL | 01-215-000-51650 | 6.01 |
| USBANK | | FUEL | 01-215-000-51650 | 20.00 |
| USBANK | | SAM REGISTRATION RENEWAL | 01-215-000-55600 | 399.00 |
| USBANK | | CREDIT SAM REGISTRATION RENEWA | 01-215-000-55600 | -399.00 |
| USBANK | | HOTEL RESERVATION/TASSOUL | 01-215-000-55600 | 569.60 |
| USBANK | | SERVICE FEE HOTEL | 01-215-000-55600 | 7.99 |
| USBANK | | FUEL | 01-215-000-51650 | 12.47 |
| USBANK | | FUEL | 01-215-000-51650 | 37.34 |
| USBANK | | FUEL | 01-215-000-51650 | 31.00 |
| USBANK | | MEALS | 01-215-000-54999 | 68.60 |
| USBANK | | FUEL | 01-215-000-51650 | 27.15 |

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| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-------------------------------------|--------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| USBANK | | 21 PHONE CHRGES/3 HOLSTER CLIP | 01-215-000-58250 | 317.43 |
| USBANK | | ICLOUD MONTHLY STORAGE | 01-215-000-58250 | 0.99 |
| USBANK | | PET BARRIER/CSO VEHICLE | 01-215-000-54999 | 172.93 |
| TOTAL | | | | 5,254.09 |
| TOTAL POLICE DEPARTMENT/PATROL | | | | 5,254.09 |
| POLICE DEPT. / INVESTIGATIONS | | | | |
| USBANK | US BANK | 108 LITER DRY GAS TANK | 01-225-000-57950 | 140.00 |
| USBANK | | SHIPMENT/PORTER | 01-225-000-57950 | 480.00 |
| TOTAL | | | | 620.00 |
| TOTAL POLICE DEPT. / INVESTIGATIONS | | | | 620.00 |
| FIRE DEPARTMENT | | | | |
| 02005 | BAY ELECTRONICS, INC. | PAGER REPAIR | 01-250-000-57550 | 196.65 |
| 04696 | DOOR COUNTY TREASURER | 10/19 FUEL | 01-250-000-51650 | 1,735.56 |
| 06650 | GALLS, AN ARAMARK COMPANY | UNIFORM | 01-250-000-52900 | 82.00 |
| 06650 | | UNIFORM | 01-250-000-52900 | 82.00 |
| 06650 | | UNIFORM | 01-250-000-52900 | 122.91 |
| 19303 | MIKE SMITH | UNIFORMS/MIKE SMITH | 01-250-000-52900 | 203.81 |
| JIM FORD | JIM OLSON FORD-LINCOLN, LLC | FUEL SENSOR/B8 | 01-250-000-53000 | 88.50 |
| JIM FORD | | WIPER REPAIR/B8 | 01-250-000-53000 | 26.95 |
| O'REILLY | O'REILLY AUTO PARTS-FIRST CALL | 2 2.5G DEF | 01-250-000-53000 | 19.98 |
| O'REILLY | | DEF/FUNNEL | 01-250-000-53000 | 24.97 |
| O'REILLY | | LED SWITCH | 01-250-000-53000 | 19.99 |
| O'REILLY | | WIPER BLADES | 01-250-000-53000 | 51.24 |
| O'REILLY | | PUSH BUTTON | 01-250-000-53000 | 9.99 |
| PAULCONW | PAUL CONWAY SHIELDS | SCBA MAINTENANCE | 01-250-000-51350 | 87.50 |
| USBANK | US BANK | FUEL/CH10 | 01-250-000-51650 | 52.30 |
| USBANK | | FIRSTNET DATA | 01-250-000-58250 | 12.96 |
| USBANK | | FUEL | 01-250-000-51650 | 53.70 |
| USBANK | | FUEL | 01-250-000-51650 | 44.49 |
| USBANK | | TRAILER CORD/VENT | 01-250-000-53000 | 80.08 |
| USBANK | | DATA US CELL | 01-250-000-58250 | 526.94 |
| USBANK | | COFFEEBOX/E4 | 01-250-000-52700 | 224.99 |
| USBANK | | COFFEEBOX/E6 | 01-250-000-52700 | 224.99 |
| USBANK | | ANNL ACTIVE 911 RENEWAL | 01-250-000-56000 | 70.00 |
| USBANK | | FIRSTNET DATA | 01-250-000-58250 | 417.41 |
| USBANK | | FIRE PREVENTION GIFT CARD | 01-250-000-52250 | 100.00 |
| TOTAL | | | | 4,559.91 |
| TOTAL FIRE DEPARTMENT | | | | 4,559.91 |
| STORM SEWERS | | | | |
| 06012 | FASTENAL COMPANY | 24 CANS MARKING SPRAY PAINT | 01-300-000-54999 | 51.38 |
| 10750 | PREMIER CONCRETE INC | 100' FIBER JOINT@ .60/FT | 01-300-000-51150 | 60.00 |

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CITY OF STURGEON BAY
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| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------------------|--------------------------------|------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| 10750 | | 5.25 YD CONCRETE | 01-300-000-51150 | 607.49 |
| TOTAL | | | | 718.87 |
| TOTAL STORM SEWERS | | | | 718.87 |
| SOLID WASTE MGMT/SPRING/FALL | | | | |
| ADVANCED | ADVANCED DISPOSAL | 1 FREON/1 TV/C & D | 01-311-000-58400 | 233.77 |
| ADVANCED | | 5.62 TNS MSW | 01-311-000-58400 | 351.36 |
| USBANK | US BANK | PARTS/LABOR F-550 EXHAUST | 01-311-000-53000 | 111.45 |
| TOTAL | | | | 696.58 |
| TOTAL SOLID WASTE MGMT/SPRING/FALL | | | | 696.58 |
| STREET MACHINERY | | | | |
| 04545 | DOOR COUNTY COOPERATIVE/NAPA | STARTER SWITCH | 01-450-000-53000 | 17.59 |
| 04545 | | CREDIT-STARTED SWITCH | 01-450-000-53000 | -0.17 |
| 04545 | | BLUETOOTH CAMERA/RATCHET SET | 01-450-000-53000 | 89.94 |
| 04545 | | 20 N EXACTFITBLADE | 01-450-000-52150 | 32.52 |
| 04545 | | CABIN AIR FILTER | 01-450-000-52150 | 15.34 |
| 04696 | DOOR COUNTY TREASURER | 10/19 FUEL 571.07G | 01-450-000-51650 | 1,331.74 |
| 04696 | | 10/19 DSL FUEL 748.51G | 01-450-000-51650 | 2,002.27 |
| 11545 | MAPLE STREET SIGN CO. | GRAPHICS/INSTALL F-550 | 01-450-000-53000 | 196.78 |
| 11545 | | GRAPHICS/INSTALL GRADER | 01-450-000-53000 | 112.60 |
| 11545 | | GRAPHICS/INSTALL LOADER | 01-450-000-53000 | 110.20 |
| ADVAUTO | GENERAL PARTS DISTRIBUTION LLC | WIPER BLADES | 01-450-000-53000 | 16.06 |
| ADVAUTO | | FILTERS/COOLANT/LUBE/FUEL | 01-450-000-53000 | 84.06 |
| ADVAUTO | | HEADLIGHT | 01-450-000-53000 | 4.89 |
| ADVAUTO | | AIR/XTREME BLUE-20 WWF | 01-450-000-53000 | 44.11 |
| O'REILLY | O'REILLY AUTO PARTS-FIRST CALL | RUBBER GLOVES | 01-450-000-52150 | 18.39 |
| QUALITY | QUALITY TRUCK CARE CENTER INC | SPRINGS/BRACKETS/HARDWARE | 01-450-000-53000 | 1,581.40 |
| QUALITY | | SPRINGS & HARDWARE | 01-450-000-53000 | 244.62 |
| TOTAL | | | | 5,902.34 |
| TOTAL STREET MACHINERY | | | | 5,902.34 |
| CITY GARAGE | | | | |
| 04545 | DOOR COUNTY COOPERATIVE/NAPA | SPRAYER/MEASURE CUP | 01-460-000-52700 | 39.98 |
| 06012 | FASTENAL COMPANY | FLOOD LIGHT | 01-460-000-52700 | 105.81 |
| 06012 | | FLASH LIGHT | 01-460-000-52700 | 51.14 |
| 08280 | HILL BUILDING MAINTENANCE INC | PRKING GARAGE WINDOW CLNING | 01-460-000-58999 | 200.00 |
| USBANK | US BANK | SAFETY VESTS | 01-460-000-54999 | 109.50 |
| TOTAL | | | | 506.43 |
| TOTAL CITY GARAGE | | | | 506.43 |

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 12/03/2019

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-------------------------------|---------------------------------|-------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| HIGHWAYS - GENERAL | | | | |
| CHRISTEN | CHARLES N. CHRISTENSEN | SAFETY BOOT REIMB/CHRISTENSEN | 01-499-000-56800 | 75.24 |
| TOTAL | | | | 75.24 |
| TOTAL HIGHWAYS - GENERAL | | | | 75.24 |
| PARK & RECREATION ADMIN | | | | |
| 03133 | CELLCOM WISCONSIN RSA 10 | 10/19 MIKE B CELL SVC | 01-500-000-58250 | 51.46 |
| 03133 | | 10/19 CELL SVC | 01-500-000-58250 | 24.91 |
| 03133 | | 10/19 CELL SVC | 01-500-000-58250 | 7.57 |
| 22800 | WALMART COMMUNITY | BATTERIES/PENNY ROLL PAPERS | 01-500-000-51950 | 11.76 |
| TOTAL | | | | 95.70 |
| TOTAL PARK & RECREATION ADMIN | | | | 95.70 |
| PARKS AND PLAYGROUNDS | | | | |
| 03025 | CAPTAIN COMMODES INC | 2 PORT A POTTI RENTALS | 01-510-000-58999 | 160.00 |
| 04696 | DOOR COUNTY TREASURER | 10/19 FUEL 318.02G | 01-510-000-51650 | 741.62 |
| 04696 | | 10/19 DSL FUEL 19.93 G | 01-510-000-51650 | 53.31 |
| 08225 | HERLACHE SMALL ENGINE | SAFETY KIT | 01-510-000-52350 | 99.99 |
| 13049 | MAY'S SPORT CENTER | DRIVE BELTS | 01-510-000-51900 | 39.98 |
| 19880 | STURGEON BAY UTILITIES | PARKS WATER METER | 01-510-000-58650 | 232.00 |
| 22800 | WALMART COMMUNITY | RV ANTIFREEZE | 01-510-000-53000 | 77.40 |
| 22800 | | RV ANTIFREEZE/PRK BLDGS | 01-510-000-53000 | 263.16 |
| ADVAUTO | GENERAL PARTS DISTRIBUTION LLC | V BELT | 01-510-000-53000 | 6.29 |
| ADVAUTO | | TRAILER CONNCTR/BATTERY | 01-510-000-53000 | 42.73 |
| JBTRUCK | JB TRUCK SERVICE, LLC | SMART TOUCH PLOW CONTROL | 01-510-000-53000 | 29.71 |
| USBANK | US BANK | HEADLAMPS | 01-510-000-54999 | 94.86 |
| USBANK | | SPOTLIGHTS | 01-510-000-54999 | 411.15 |
| USBANK | | SWING HANGER | 01-510-000-56250 | 185.60 |
| USBANK | | 3 BELT SWINGS | 01-510-000-51350 | 106.80 |
| TOTAL | | | | 2,544.60 |
| TOTAL PARKS AND PLAYGROUNDS | | | | 2,544.60 |
| BALLFIELDS | | | | |
| SYNERGY | SYNERGY GEOTHERMAL HEATING, INC | MEM FLD FURNACE TROUBLESHOOT | 01-520-000-58999 | 87.20 |
| TOTAL | | | | 87.20 |
| TOTAL BALLFIELDS | | | | 87.20 |
| WATER WEED MANAGEMENT | | | | |
| 01469 | AIRGAS NORTH CENTRAL | AIR BOTTLE ANN LEASE 3 @ 80 | 01-560-000-58999 | 240.00 |
| 01469 | | HAZMAT CHARGE | 01-560-000-58999 | 7.50 |
| TOTAL | | | | 247.50 |

DATE: 11/26/2019
TIME: 11:55:07
JOB: AP443ST0.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 12/03/2019

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------------|--------------------------------|--------------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| | | TOTAL WATER WEED MANAGEMENT | | 247.50 |
| COMMUNITY & ECONOMIC DEVLPMT | | | | |
| USBANK | US BANK | CTA RENEWAL/NAULT | 01-900-000-54999 | 15.00 |
| | | TOTAL | | 15.00 |
| | | TOTAL COMMUNITY & ECONOMIC DEVLPMT | | 15.00 |
| | | TOTAL GENERAL FUND | | 31,609.64 |
| CAPITAL FUND | | | | |
| CITY HALL | | | | |
| | EXPENSE | | | |
| 04966 | EAGLE MECHANICAL INC | PARTS/LABOR REPAIRS | 10-160-000-59999 | 1,568.68 |
| | | TOTAL EXPENSE | | 1,568.68 |
| | | TOTAL CITY HALL | | 1,568.68 |
| GENERAL EXPENDITURES | | | | |
| PETERS | PETERS CONCRETE CO | SBU PROJCT 1901 | 10-199-000-51525 | 9,687.56 |
| | | TOTAL | | 9,687.56 |
| | | TOTAL GENERAL EXPENDITURES | | 9,687.56 |
| PATROL | | | | |
| | PATROL | | | |
| DHWS | DH WIRELESS SOLUTIONS | WIRELESS ROUTERS-SQUADS | 10-215-000-59035 | 5,390.08 |
| | | TOTAL PATROL | | 5,390.08 |
| | | TOTAL PATROL | | 5,390.08 |
| ROADWAYS/STREETS | | | | |
| | ANNUAL RESURFACING & BASE REP. | | | |
| 19880 | STURGEON BAY UTILITIES | ASPHALT PATCH | 10-400-110-59095 | 1,989.00 |
| PETERS | PETERS CONCRETE CO | CITY PORTION PRJCT 1901 | 10-400-110-59095 | 86,222.16 |
| | | TOTAL ANNUAL RESURFACING & BASE REP. | | 88,211.16 |
| | | TOTAL ROADWAYS/STREETS | | 88,211.16 |
| PARKS AND PLAYGROUNDS | | | | |
| | EXPENSE | | | |
| USBANK | US BANK | 1 AMERICAN STANDARD SINK | 10-510-000-59075 | 186.09 |

DATE: 11/26/2019
TIME: 11:55:07
JOB: AP443ST0.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 12/03/2019

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------------|-------------------------------|----------------------------|------------------|------------|
| CAPITAL FUND | | | | |
| EXPENSE | | | | |
| EXPENSE | | | | |
| USBANK | | 3 AMERICAN STANDARD SINKS | 10-510-000-59075 | 558.27 |
| USBANK | | 4 SLOAN VALVES @ 80.99 | 10-510-000-59075 | 323.96 |
| TOTAL EXPENSE | | | | 1,068.32 |
| TOTAL PARKS AND PLAYGROUNDS | | | | 1,068.32 |
| TOTAL CAPITAL FUND | | | | 105,925.80 |
| CABLE TV | | | | |
| CABLE TV / GENERAL | | | | |
| CABLE TV / GENERAL | | | | |
| MANN | MANN COMMUNICATIONS, LLC | 12.3.9 CONTRACT | 21-000-000-55015 | 5,101.67 |
| TOTAL CABLE TV / GENERAL | | | | 5,101.67 |
| TOTAL CABLE TV / GENERAL | | | | 5,101.67 |
| TOTAL CABLE TV | | | | 5,101.67 |
| TID #3 DISTRICT | | | | |
| TID #3 DISTRICT | | | | |
| \$1.685 NOTES | | | | |
| 01761 | ASSOCIATED TRUST COMPANY | GO REFND BOND 10.22.13 | 27-330-937-70002 | 475.00 |
| TOTAL \$1.685 NOTES | | | | 475.00 |
| TOTAL TID #3 DISTRICT | | | | 475.00 |
| TOTAL TID #3 DISTRICT | | | | 475.00 |
| SOLID WASTE ENTERPRISE | | | | |
| SOLID WASTE ENTERPRISE FUND | | | | |
| SOLID WASTE ENTERPRISE FUND | | | | |
| 04603 | HALRON LUBRICANTS INC | USED OIL PICK UP FEE 200 G | 60-000-000-52050 | 30.00 |
| 04696 | DOOR COUNTY TREASURER | 10/19 DSL FUEL 935.68G | 60-000-000-51650 | 2,502.94 |
| ADVANCED | ADVANCED DISPOSAL | AUGUST METAL | 60-000-000-58350 | 92.40 |
| ADVANCED | | 268.42 TNS GARBAGE | 60-000-000-58300 | 16,781.62 |
| ADVANCED | | 102.99 TNS RECYCLE | 60-000-000-58350 | 1,493.45 |
| JX ENT | JX ENTERPRISES, INC. | PLUNGER | 60-000-000-53000 | 17.84 |
| JX ENT | | BRAKE VALVE SPRING | 60-000-000-53000 | 143.41 |
| POMPS | POMP'S TIRE SERVICE. INC | WHEEL ALIGNMENT | 60-000-000-52850 | 285.00 |
| QUALITY | QUALITY TRUCK CARE CENTER INC | MAGNET ASSEMBLY | 60-000-000-53000 | 421.11 |
| QUALITY | | MUD FLAP | 60-000-000-53000 | 14.32 |
| TOTAL SOLID WASTE ENTERPRISE FUND | | | | 21,782.09 |
| TOTAL SOLID WASTE ENTERPRISE FUND | | | | 21,782.09 |
| TOTAL SOLID WASTE ENTERPRISE | | | | 21,782.09 |
| TOTAL ALL FUNDS | | | | 164,894.20 |

MANUAL CHECKS

| | |
|--|--------------------|
| DOOR COUNTY INSPECTIONS, LLC 11/18/19 Check #86080 Completion of SAFEbuilt Uncompleted Building Inspections 01-000-000-47100 | \$45,749.99 |
| SOUTHERN DOOR SCHOOL DISTRICT 11/25/19 Check #86152 10/19 Mobile Home Tax Payment 01-000-000-41300 | \$207.12 |
| STURGEON BAY SCHOOLS 11/25/19 Check #86152 09/19 & 10/19 Mobile Home Tax Payments 01-000-000-41300 | \$7,173.13 |
| TOTAL MANUAL CHECKS | \$53,130.24 |

DATE: 11/26/2019
TIME: 11:55:07
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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/03/2019

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------|------|------------------|------------|------------|
| ----- | | | | |
| SUMMARY OF FUNDS: | | | | |
| GENERAL FUND | | 31,609.64 | 84,739.88 | |
| CAPITAL FUND | | 105,925.80 | | |
| CABLE TV | | 5,101.67 | | |
| TID #3 DISTRICT | | 475.00 | | |
| SOLID WASTE ENTERPRISE | | 21,782.09 | | |
| ----- | | | | |
| TOTAL --- ALL FUNDS | | 164,894.20 | 218,024.44 | |

Heidi Brown 11/26/2019
SPR L... 11/26/19
Jan U... 11/26/19

COMMON COUNCIL

November 19, 2019

A regular meeting of the Common Council was called to order at 7:00 pm by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Hayes, Williams, Avenson, Nault, Wiederanders and Reeths were present.

Nault/Bacon to adopt agenda. Carried.

The following people spoke during public comment: Pat Blizel, 69 W. Pine St; Rich Wickman, 609 W. Oak St; George Husby, 1111 N. 5th Ave; Bryan Wodack, 5907 Cedar Creek Pl; Will Gregory, 187 N. 9th Ave; Chad Schmelzer, 336 Florida St; David Pape, 1643 Rhode Island St; Carl Bridenhagen, 1028 W. Maple St; Kelly Catarozoli, 344 N. 3rd Ave; Ken Pabich, 535 E. Walnut Pl.

Mayor Ward and Ald. Reeths presented Sturgeon Bay High School Athletic Director Todd Meikle with a Certificate of Recognition to Sturgeon Bay Boys Soccer Team for Division 4 Championship.

Sergeant Albertson gave a presentation regarding school safety and active shooter events.

Bacon/Williams to approve following bills: General Fund - \$301,333.68, Capital Fund - \$31,805.76, Cable TV - \$203.15, TID #4 - \$4,672.08 and Solid Waste Enterprise Fund - \$167.77 for a grand total of \$338,182.44. Roll call: All voted aye. Carried.

Bacon/Hayes to approve consent agenda:

- a. Approval of 11/4/19 special and 11/5/19 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Aesthetic Design & Site Plan Review Board – 10/7/19
 - (2) Finance/Purchasing & Building Committee – 10/29/19
 - (3) Police & Fire Commission – 11/4/19
 - (4) Bicycle & Pedestrian Advisory Council – 11/4/19
- c. Place the following report on file:
 - (1) Fire Department Report – October 2019
 - (2) Inspection Department Report – October 2019
 - (3) Police Department Report – October 2019
 - (4) Bank Reconciliation – October 2019
 - (5) Revenue & Expense Report – October 2019
- d. Consideration of: Approval of Beverage Operator Licenses.
- e. Consideration of: Approval of Street Closure Application for Sturgeon Bay Visitor Center for Fire Art Fair.
- f. Finance/Purchasing & Building Committee recommendation re: Extend offer to purchase the City owned parcel on N. 14th Avenue from Ted Zieman until December 31, 2020.

Carried.

There were no mayoral appointments.

Williams/Reeths to read in title only for first reading of ordinance to repeal and recreate Section 20.31(4)(b) of the Municipal Code (Zoning Code) re: resurfacing of parking lots and access driveways. Carried.

Hayes/Bacon to read in title only and adopt the second reading of the ordinance re: rezone from Single Family Residential (R-2) to Planned Unit Development (PUD) for property known as West

Side School/West Side Field. Avenson/Hayes to amend the motion to add "minimum of 50% of housing be affordable and compliant with Section 42." Discussion took place regarding the land use agreement, community-built baseball field, and location. Vote taken on amendment. Carried with Nault and Reeths voting no. Vote taken on original motion as amended. Carried with Nault and Reeths voting no.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the offer to purchase the West Side Field by Northpointe Development Corporation.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon/Wiederanders to adopt. City Administrator VanLieshout summarized the offer to purchase of \$850,000 with 3.68% interest after a term of 15 years. It was noted that the payment is deferred for 15 years, the City is second in line on mortgage, if the developer doesn't get the tax credits then the sale doesn't go through. Discussion then took place regarding fixed assets on the property that the City may be interested in retaining for future use. It was also noted that the \$850,000 selling price was for the land and for the cost of building a new ballfield. Nault/Reeths to counter the offer to purchase with condition that City retain rights to lighting, improvements to concessions, bleachers, score board, announcers stand, and fencing and removed by April 2021. Vote taken on the amendment. Carried. Vote taken on the original motion as amended. Carried.

Williams/Bacon to adopt resolution approving application for urban wildlife damage abatement and control grant. Carried.

City Administrator VanLieshout summarized the recommendation for the City to join the WI Department of Employee Trust Funds health insurance. Avenson/Williams to adopt. Carried with Nault abstaining.

Discussion took place regarding disbanding the Ad Hoc West Waterfront Committee. It was noted that this would be revisited at a future time.

Discussion took place regarding a resolution to participate in Green Tier Legacy Community Programs. Ald. Hayes reviewed the items that he requested be included in the Council packet. Further discussion took place regarding talking with Will Erickson, DNR, the level of staff participation/work, cost vs. benefit analysis, that the program is currently voluntary, and that there is a volunteer group currently looking into sustainability options in the City. Avenson/Hayes to invite Will Erickson, WI Department of Natural Resources, to a future Council meeting to discuss becoming a Green Tier Community. Carried.

City Administrator VanLieshout reviewed a letter that he sent to Sturgeon Bay Historical Society. Discussion took place regarding the use of the building, the lakebed lease, and setting up future meetings with Sturgeon Bay Historical Society. No formal action took place.

An update on the Ad Hoc West Waterfront Planning Committee recommendation was presented. No formal action took place.

The following items were requested for future agendas: (Reeths) – Park & Recreation – Invite Jim Parent to give ballfield ideas to Committee.

There was not a City Administrator report.

The Mayor gave his report.

After Mayor Ward announced the statutory basis, Hayes/Avenson to convene in closed session in accordance with the following exemptions: a. 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). Consideration of: Consideration of: Next steps to take in Door County Case No. 16-CV-129, Stone Harbor excessive tax assessment matter. b. ~~Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e).~~ Consideration of: Offer to Purchase Property known as West Side Field portion located at 37 W. Redwood Street. Carried. The Council moved to closed session at 9:57 p.m. and the meeting adjourned at 11:01 p.m.

Respectfully submitted,

Handwritten signature of Stephanie L. Reinhardt in cursive script.

Stephanie L. Reinhardt
City Clerk/HR Director

FINANCE/PURCHASING & BUILDING COMMITTEE
November 12, 2019

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Alderperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon and Wiederanders were present. Alderperson Williams was excused. Also present: Mayor Ward, Alderperson Nault, City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, Community Development Director Olejniczak, Fire Chief Dietman and Receptionist Metzger. Planning/ Zoning Administrator Sullivan-Robinson entered at 4:05pm.

A motion was made by Alderperson Wiederanders, seconded by Alderperson Bacon 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 to Waive On-Street Winter Parking Permit.
5. Consideration of: Proposed Increase of Mooring Fees at Marina.
6. Consideration of: Joint City/County Revolving Loan Fund.
7. Consideration of: Funds Transfers for New Part-time Fire Inspection Position.
8. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

- a. Consideration of: Offer to Purchase Property known as West Side Field located at 37 W. Redwood Street.

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

9. Review bills.
10. Adjourn.

Carried.

The following spoke during public comment on agenda items: Scott Moore 947 Pennsylvania St; Richard Soukup 819 N 4th Ave; Carl Bridenhagen 1028 W Maple St; Jim Schuessler 500 N 9th Court.

Consideration of: Request to Waive On-Street Winter Parking Permit:

City Administrator Van Lieshout stated that Rose Wodack is requesting a waiver of the on-street winter parking permit fee. She has received a waiver of the winter parking permit in the past.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders recommend to Common Council to waive the on street winter parking permit for Rose Wodack in the amount of \$55.00. Carried.

Consideration of: Proposed Increase of Mooring at Marina:

City Administrator VanLieshout stated the City owns the marina in front of Stone Harbor Resort and that Stone Harbor has allowed the slip holders to utilize the pool, wireless internet and exercise equipment without additional cost. However, due to maintenance, repairs and replacement costs, Stone Harbor is requesting compensation for use of their amenities. Mr. VanLieshout stated an increase of \$100 plus tax to the seasonal slip rental fee would then be paid to Stone Harbor for the use of their amenities.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to increase the seasonal slip rental fee by \$100.00 plus tax. Carried.

Consideration of: Joint City/County Revolving Loan Fund.

City Administrator VanLieshout explained that both the City and County separately operate revolving loan fund programs (RLF). The original proceeds for this program came from the state using federal Community Development Block Grants (CDBG). The state determined that the guidelines issued by the Federal Government were not being followed therefore the program is closing out. The close out program (CDBG-CLOSE) will collect revolving loan funds that were considered federal funds, then reissue the funds back to the municipalities as grants for CDBG qualifying projects. The City's funds are defederalized therefore they do not have to be returned, the County funds are federalized and must be returned to the state and have a qualifying CDBG project approved for the funds to be returned. Mr. VanLieshout stated that both the City and County would like to continue the RLF program, therefore a proposal was created that the City's defederalized funds would become part of a countywide RLF program. After months of collaboration between the City, County and Door County Economic Development to create one large RLF program, a new program manual was drafted. The process now is to adopt the new manual. All of the funds would be transferred and kept at the Door County Economic Development and they will continue to administer the program. Mr. VanLieshout explained that part of this proposal involves the County applying for CDBG funds for the qualifying Northpointe Development West Side School affordable housing project. The City's defederalized funds of \$875,000 would be matched with the County providing approximately \$1.7 million available for this project. Community Development Director Olejniczak stated that if the combined program is not working as intended there are ways to end the collaboration.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve the joint City- County Revolving Loan Fund as proposed. Carried.

Consideration of: Funds Transfer for New Part-time Fire Inspection Position.

Fire Chief Dietman explained that this would be a line item transfer from the approved 2020 Fire Department Budget. Initially the intention was to fund for a new full time Fire Inspection/Fire Prevention position but during the budget process the funding was not available. Chief Dietman stated that to meet the obligations to complete inspections in 2020 the overtime line was increased by \$30,000. However a part-time 24hour/week position at \$25.00 can be funded by transferring the funds allocated in the 2020 overtime line to the part-time hourly line in the amount of \$31,200. He stated that the base wage of \$31,200 plus taxes, Medicare and retirement for an annual total of \$38,881.44 requires a ¾ vote from the Common Council.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the line item transfer from 01-250-000-50210 Overtime to 01-250-000-50520 Wages-Part-Time Hourly in the amount of \$31,200 from the Sturgeon Bay Fire Departments 2020 approved operating budget. Carried.

After Alderperson Bacon announced the statutory basis, it was moved by Alderperson Wiederanders, seconded by Alderperson Bacon to convene in closed session. Roll call: Alderpersons Bacon and

Wiederanders voted aye. Carried. The meeting moved into closed session at 4:45 pm. The meeting reconvened in open session at 5:15pm.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve the offer to purchase the West Side Field by Northpointe Development Corporation. Carried.

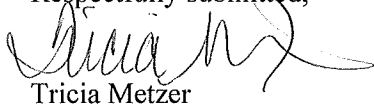
Community Development Director Olejniczak stated that the offer to purchase the West Side Field has the base price of \$850,000, it would be deferred for 15 year with an interest rate of 3.68%. There are contingencies, based on if the developer receives the tax credits expected, the phase 1 environmental report is at the expense and satisfaction of the developer, and final approval is received on the planned 40 units or the purchase would not happen. In addition, Mr. Olejniczak stated the payment after 15 years is \$1,319,200.

Review bills

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

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 5:22 pm.

Respectfully submitted,



Tricia Metzger

PERSONNEL COMMITTEE
November 14, 2019

A meeting of the Personnel Committee was called to order by Chair Williams at 10:00 a.m. in the second floor conference room. Roll call: Members Williams, Bacon and Avenson were present. Also present were: City Administrator VanLieshout, Fire Chief Dietman and City Clerk/HR Director Reinhardt.

Bacon/Avenson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Fire Department Part-Time Fire Inspector/Fire Prevention position.
4. Consideration of: Elected Officials Salary.
5. Consideration of: Employee Handbook revision re: Wellness Benefit.
6. Consideration of: Employee vacation carry over policy.
7. Adjourn

Carried.

Fire Chief Dietman presented the request to add a Part-Time Inspector/Fire Prevention position. Discuss took place regarding the 2% fire dues that are returned to the City if the City meets the criteria for inspections and prevention, that the overtime costs in the 2020 budget would be used to offset the cost of this position, that the creation of the position allows for consistency in inspections. It was noted that full time firefighters would still be involved in the inspections due to the high number of required inspections. It was also noted that the Assistant Chief's truck would become the Fire Inspector vehicle. Bacon/Avenson to recommend to the Common Council to create a Part-Time, Non-Exempt/Hourly, Fire Inspector/Fire Prevention position within the Sturgeon Bay Fire Department at 24 hours per week with a base wage of \$25.00. Carried.

Elected officials salaries were discussed. It was noted that the Finance/Purchasing & Building Committee reviewed this as well and made a recommendation to the Council to increase Alderpersons salary by \$50.00 per month and Mayor salary by \$100.00 per month. Discussion took place that elected officials are not allowed to vote on their own salary increases so this increase would not go into effect until April 2020 for those seats up for election and future elections for the remainder. Avenson/Bacon to recommend to the Common Council to increase the salary for alderpersons by \$50.00 per month and \$100.00 per month for mayor, beginning at the newly elected terms. Carried.

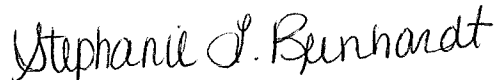
City Clerk/HR Director Reinhardt addressed the Committee regarding a request in change of language to the Employee Handbook as it relates to the Wellness Benefit. The current language in the Handbook states that an employee who has used sick leave during the year is not eligible to receive the wellness benefit of up to two days of time off. By changing the language to be more wellness related and directly related to the participation in the Health Risk Assessment and follow up consultation, the purpose of wellness and an association benefit is being accomplished. Avenson/Bacon to recommend to the Common Council to change the language in the Employee Handbook under Wellness Benefit to read: *Employees may acquire up to two (2) days of Personal Time Off associated with Wellness Benefit to be used in the calendar year such PTO Days(s) is/are acquired. Eligibility for Day One: The employee must fully participate in and complete the annual biometric screening protocols and process conducted on behalf of*

the City of Sturgeon Bay. Eligibility for Day Two: The employee, after completion of the biometric screening, must fully participate in a follow-up consultation with an entity designated by the City of Sturgeon Bay. If unable to attend the screening, the employee may contact the wellness vendor for reasonable alternatives. Carried.

City Administrator VanLieshout and City Clerk/HR Director Reinhardt addressed the Committee regarding the employee vacation carry over policy. The current policy allows for any amount of vacation carry over with supervisor approval. In reviewing the current number of hours that have been carried over by employees and the potential monetary liability, a survey of other municipalities in the state was done to compare policies. While it is common to have a vacation carry over policy, the number of hours is typically limited. In order to reduce and control the liability to the City on larger number of hours being carried over, it is recommended to change the employee handbook language to state that the maximum number of hours that an employee can carryover from their anniversary date will be 40 hours. Discussion took place regarding the history of the language in the Employee Handbook, the payroll follow up required with the current policy, the liability/potential payout of the vacation carry over amounts if employee were to leave or retire since it is an earned benefit, and the fairest and best way to reduce the number of hours currently carried over by employees. Bacon/Avenson to recommend to the Common Council to approve the language change in the Employee Handbook under vacation carry over to read: *The maximum number of hours that an employee can carryover from their anniversary date will be 40 hours.* Carried. The Committee directed staff to come up with different options to be presented to the Committee regarding the fairest and fiscally responsible way to reduce the current carry over hours for employees. Carried.

Bacon/Avenson to adjourn. Carried The meeting adjourned at 11:04 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephanie L. Reinhardt". The signature is written in dark ink and is positioned above the printed name and title.

Stephanie L. Reinhardt
City Clerk/HR Director

COMMUNITY PROTECTION & SERVICES COMMITTEE
November 14, 2019

A meeting of the Community Protection & Services Committee was called to order at 4:30 p.m. by Chairperson Williams in the Council Chambers, City Hall. **Roll Call:** Members Mr. Williams, Ms. Reeths and Mr. Wiederanders were present. Also present from City Departments were Mr. VanLieshout and Fire Chief Dietman.

Moved by Mr. Wiederanders seconded by Ms. Reeths to adopt the following agenda:

1. Roll Call
2. Adoption of Agenda
3. Public Comment on Agenda and Non-Agenda Items
4. Consideration of: Fire Department Re-Inspection Fees
5. Consideration of: Social Media Policy
6. Consideration of: Coal Tar Sealants
7. Discussion of: CBD Oil Licensing and Regulations
8. Adjourn

Public Comment

None

Fire Department Re-Inspection Fees

Chief Dietman explained with the large number of re-inspections and the lack of businesses clearing up violations, it's time to assess a \$75.00 fee for non-compliance. An ordinance has been created for this reason.

Moved by Ms. Reeths, seconded by Mr. Wiederanders, to approve the creation of ordinance 6.23(2)(d) of the Sturgeon Bay Fire Department for re-inspection fees. All ayes. Carried.

Social Media Policy

A social media policy was introduced to the Committee. Discussion of and amendments were made. The policy will be updated to reflect the changes and submitted for Council.

Moved by Mr. Wiederanders, seconded by Ms. Reeths, to approve the Social Media Policy as presented. All ayes. Carried.

Coal Tar Sealants

The City Attorney had drafted ordinance 12.09 regarding Coal Tar Sealant products; it was presented to the Committee for review.

Moved by Ms. Reeths, seconded by Mr. Wiederanders, to approve ordinance 12.096 regarding Coal Tar Sealant products. All ayes. Carried.

CBD Oil Licensing and Regulations

Ms. Reeths distributed a packet regarding CBD oil use and practices. Discussion regarding regulation and licensing requirements ensued. Businesses are required to have a license to sell CBD, but who is responsible for regulating it? At this time there is no local licensing requirements. This item is to be kept on future agendas for continued discussion.

Moved by Ms. Reeths, seconded by Mr. Wiederanders, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Sarah Spude-Olson
Police Department
Administrative Office Manager

BEVERAGE OPERATOR LICENSE

1. DeFere, Connie M.
2. Okerstrom, Barbara R.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to increase the salary for elected Alderpersons by \$50.00 per month and \$100.00 per month for the Mayor beginning at the new elected terms.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 29, 2019

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.



Josh VanLieshout
City Administrator

Memorandum

To: Finance Committee

From: Josh Van Lieshout

Re: Elected Officials Salary

Date: October 24, 2019

At the October 7, 2019 meeting of the Common Council, Alder Hayes requested review of the salaries paid to elected officials in the City of Sturgeon Bay be undertaken by the Finance Committee. Two questions were posed:

- Can pay given to elected officials automatically raised annually, such as tying a raise to inflation or some similar factor?
- When was the last adjustment made to the salaries of elected officials?

With regard to the first question, establishing an automatic annual adjustment, the League of Wisconsin Municipalities explored this issue and have opined that indexing is not permissible under Wisconsin law (article attached).

Concerning the most recent adjustment to the salaries of elected officials, the record shows that current rate of \$600 per month was reestablished in May of 2015. Between 2007 and 2015 the salaries of elected officials ranged from \$400 per month to \$600, were reduced temporarily in 2012 and restored to current rates in 2015.

Alder Hayes had mentioned a simple 3% adjustment, to the salaries the value of this is \$1,512 for the entire Council. Because elected officials are not able to receive a pay adjustment during their current term, the soonest a pay change could be implemented is May of 2020 for the even numbered aldermanic district representatives, odd numbered aldermanic district representatives would have to wait until 2021.

Governing Body

By: Claire Silverman, Legal Counsel

Most village board and common council members are dedicated public servants who spend long hours tackling the tough challenges facing their community and working to create future opportunities within the municipality. Although the Wisconsin statutes authorize governing bodies to establish salaries to compensate local officials for their service, I think it's safe to say that most elected local officials are not drawn to public service by the compensation!

Nevertheless, the fact that governing body members are the ones who must actually set the compensation for the office, creates a certain degree of tension and there are statutes governing the compensation of governing body members that are intended to prevent potential abuse. For example, there are certain requirements for establishing or changing compensation for governing body members, and changes must be made within a certain time frame. There is also a prohibition on mid-term changes to compensation.

The League attorneys frequently receive questions concerning salaries for governing body members. This month's comment addresses some of those questions.

How does a governing body establish compensation for governing body members or change the amount of compensation previously established?

Establishing salaries for governing body members requires a three-fourths vote of all the members of the governing body.¹ Once established, the salaries of governing body members remain in effect for ensuing terms unless changed by ordinance.² Although the statutes require governing body members' salaries to be established by a three-fourths vote of the entire body, subsequent changes to the ordinance may be made without an extraordinary vote (e.g., they may be made by a majority vote) unless local procedure dictates otherwise.³

Compensation for governing body members must be established before the earliest time for filing nomination papers for the office or, in villages that don't use nomination papers, before the caucus date determined under Wis. Stat. sec. 8.05(1)(a). After that time or date, no changes may be made to the compensation for the office that applies to the term of office for which the deadline or date applies.⁴ In newly incorporated cities and villages, compensation for gov-

1. Wis. Stat. secs. 61.32 & 62.09(6)(a).

2. Wis. Stat. secs. 61.32, 61.193(2) and 62.09(6)(a).

3. Wis. Stat. secs. 61.32 and 62.09(6)(b); Salaries 340 & 263.

4. Wis. Stat. secs. 61.193 and 62.09(6)(am)2.

MEMBER SALARIES

governing body members may be established during the first term of office.⁵ Although the statutes don't address when village board members are paid, sec. 62.09(6) provides that salaries for city council members shall be paid at the end of each month unless the council shall, at any regular meeting by ordinance, order payment at more frequent intervals.

Can the salary of governing body members be increased or decreased during a term?

With regard to increases, sec. 66.0505 of the Wisconsin Statutes prohibits city and village officials who by virtue of their office are entitled to participate in setting the salary for that office, from collecting salary in excess of the salary provided at the time they took office during their term of office. Since village board and common council members are entitled to participate in setting the salary for those offices, this essentially prohibits governing body members from raising their own salaries during their term. The legislature has declared this pro-

hibition to be of "statewide concern" which means that municipalities may not enact a contrary law.

This prohibition does not prevent the members of a municipal governing body from receiving prescheduled salary increases during the middle of their term. Rather, it prohibits mid-term increases determined by current governing body members. A governing body may decide that a salary increase will take effect at the beginning of the next term, or at some other time, such as after the first year of the next term.⁶ This means, if seats are staggered, that newly elected officers could get more than officers continuing to serve out their terms.

In recent past, the statutes governing salaries for governing body members in cities and villages were inconsistent. The statute governing villages expressly prohibited a decrease in salary during the term. A similar provision prohibiting reduction of salaries for city governing body members'

Salaries

continued on page 186

5. Wis. Stat. secs. 61.193(3) and 62.09(6)(1)(am)3.

6. Wis. Stat. sec. 66.0505(2).

SINCE VILLAGE
BOARD AND COMMON
COUNCIL MEMBERS
ARE ENTITLED TO
PARTICIPATE IN
SETTING THE SALARY
FOR THOSE OFFICES,
THIS ESSENTIALLY
PROHIBITS
GOVERNING BODY
MEMBERS FROM
RAISING THEIR OWN
SALARIES DURING
THEIR TERM.

*Salaries
from page 185*

salaries had been deleted back in 1967. These statutes were amended by 2009 Wisconsin Act 173 and the statutes governing cities and villages are now consistent. The statutes expressly provide that compensation for a governing body member office may not be "changed" after the deadline for establishing the compensation has passed.⁷ The word "change" is broad

and encompasses decreases as well as increases.

How are salary and compensation defined?

The statutes governing changes to "compensation" define the term "compensation," for purposes of those sections, to mean "a salary, a per diem compensation for each day or part of a day necessarily devoted to the service . . . and the discharge of duties" for the

city or village, or "a combination of salary and per diem compensation."⁸ The Wisconsin Supreme Court has defined the term "salary" as a "fixed, periodical compensation paid for services rendered . . ."⁹ "Salary" does not include "fringe benefits,"¹⁰ Section 66.0137(5)b of the Wisconsin Statutes allows local governmental units to "provide for the payment of premiums for hospital, surgical and other health and accident insurance and life insurance for employees and officers, their

7. Wis. Stat. secs. 61.193(2), 62.09(6)(am)2 and 66.0507(2).

8. Wis. Stat. secs. 61.193(1), 62.09(6)(am)1, and 66.0505.

9. *Geyso v. Cudahy*, 34 Wis.2d 476, 483, 149 N.W.2d 611 (1967); Salaries 412.

10. *State ex rel. Manitowoc v. Police Pension Board*, 56 Wis.2d 602, 203 N.W.2d 74 (1973); 70 Op. Att'y. Gen. 266 (1981).

spouses and dependent children, and their domestic partners under ch. 770 and dependent children." The League has opined that the prohibition on mid-term governing body salary increases does not prevent governing bodies from providing for mid-term insurance coverage or changes.¹¹

Can expense reimbursement policies be altered mid-term?

Yes. While salary is, as noted above, a "fixed periodical compensation paid for services rendered," an expense is "a charge incurred in performing those services."¹² In order for a payment to be considered an expense reimbursement rather than compensation in the form of salary or a per diem payment, the payment must be reasonably related to the actual expenditures incurred. Just calling a monthly or per-meeting payment "expense reimbursement" does not make it such if the amount is not reasonably related to the costs incurred. Expense reimbursements need not be made by voucher for itemized claims and can be a fixed amount that the governing body determines reasonably approximates actual expenses.¹³ Nevertheless, we have suggested in past opinions that a better approach is to provide for reimbursement of actual mileage, parking, lodging, telephone, postage, meals and other expenses.¹⁴ This latter approach requires itemization of expenses and review of claimed expenses.

Can compensation include automatic cost-of-living increases or provide

different compensation based on a governing body member's years of service?

While the statutes allow municipalities to set automatic cost of-living adjustments (COLAs) for municipal employees and officers, it does not permit the setting of COLAs for members of the governing body.¹⁵

Although the League has opined in the past that a range of salaries may be set for elected municipal officers based on the number of years an incumbent has served in office,¹⁶ the legality of such a salary arrangement is questionable and probably inadvisable. An attorney general opinion issued after the League opinions concluded that a county board lacked authority to establish a compensation scheme for elected county officials based upon the incumbent's performance or length of service.¹⁷ The attorney general reasoned that compensation must be attendant to the office, not the personal characteristics of the individual that holds that office at any particular time.

Does the state ethics law for local officials prohibit governing body members from voting to increase or authorize their own salaries, benefits and/or expense reimbursements?

No. Local public officials may take action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses without violating the state ethics code for local officials.¹⁸

Why do governing body members who receive a salary receive a W-2 when they are not municipal employees?

For purposes of taxes, the Internal Revenue Service Code treats any individual who serves as a public officer as an employee of the government for whom he or she serves. Therefore, the government entity is responsible for withholding and paying Federal income tax, social security and Medicare taxes, and issues a Form W-2, Wage and Tax Statement to the public official.

Can a municipal governing body member waive or refuse his or her annual salary?

Yes, provided the refusal complies with the procedures and time constraints set forth in sec. 66.0505(3). Under sec. 66.0503(3), a member or member-elect of a governing body may send written notification to the municipality's clerk and treasurer that he or she wishes to refuse to accept the salary he or she is otherwise entitled to receive. In order to be valid, the notification must be given within certain time frames. Initially, notification must be sent no later than 30 days after the officer's election is certified. The notification applies only to the taxable year in which the officer's election is certified or, if the elective officer's current

*Salaries
continued on page 188*

11. Salaries 416 & 396.

12. *Geyso, supra*.

13. *Id.*; Salaries 401.

14. Salaries 412.

15. Wis. Stat. sec. 66.0507; Salaries 413 & 391.

16. Salaries 414 & 330.

17. 80 Op. Att'y Gen. 258 (1992).

18. Wis. Stat. sec. 19.59(1)(d).

LEGAL COMMENT

Salaries from page 187

taxable year ends within three months of his or her certification, the notification applies until the end of his or her next taxable year. For subsequent taxable years, the notification must be sent at least 30 days before the start of the elective officer's next taxable year to be valid, and the notification applies only to that taxable year although the notification may be renewed annually.

Once the clerk and treasurer receive written notification as described above, the treasurer may not pay the officer the salary he or she is otherwise entitled to receive during the time period

to which the notification applies, beginning with the first pay period that commences after notification applies. Governing body members or members-elect who send the written notification described above may not rescind the notification. If the notification no longer applies, the municipal treasurer shall pay the elective officer any salary that he or she is entitled to receive, beginning with the first pay period that commences after the expiration of the notification.

Salary 426 R-1



This is an updated version of a legal comment that appeared in the May 2006 issue of *the Municipality*. The laws governing salaries for governing body members were amended by 2009 Wis. Act 173 to reconcile unintended differences in the laws governing cities and villages and to clarify the law.

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to increase the salary for alderpersons by \$50.00 per month and \$100.00 per month for mayor, beginning at the newly elected terms.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 14, 2019

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to change the language in the Employee Handbook under Wellness Benefit to read:

Employees may acquire up to two (2) days of Personal Time Off associated with Wellness Benefit to be used in the calendar year such PTO Days(s) is/are acquired. Eligibility for Day One: The employee must fully participate in and complete the annual biometric screening protocols and process conducted on behalf of the City of Sturgeon Bay. Eligibility for Day Two: The employee, after completion of the biometric screening, must fully participate in a follow-up consultation with an entity designated by the City of Sturgeon Bay. If unable to attend the screening, the employee may contact the wellness vendor for reasonable alternatives.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 14, 2019

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: Consideration of: Employee Handbook revision re: Wellness Benefit.

BACKGROUND: The current language in the Employee Handbook states:
Employees who do not use any sick leave in the first six (6) months of a calendar year shall receive a wellness benefit consisting of one day off with pay. Said benefit must be used during the following six months. Employees who do not use any sick leave in the second six (6) months of a calendar year shall receive a wellness benefit consisting of one day off with pay. Said benefit must be used during the following six months.

The City's Wellness Committee along with Mobile Health Team and McClone Agency have discussed and recommend changing the Employee Handbook language to remove reference to "sick leave" and to change the language to coincide more with the Wellness Committee initiative of "wellness."

Each year the City offers Health Risk Assessments to employees which consist of biometric screenings and a blood draw. Confidential individual results are sent to the employees/spouses who participate. Aggregate results are used by Dr. Ann Liebeskind with Mobile Health Team to help the City's Wellness Committee create an organizational wellness plan. All HIPPA laws apply with the HRA's. Reasonable alternative standards are provided for those employees who do not meet the criteria but satisfy alternative criteria as deemed so by Mobile Health Team.


By changing the language to be directly related with participation in the Health Risk Assessment and follow up consultation, the purpose of wellness and an associated benefit is being accomplished.

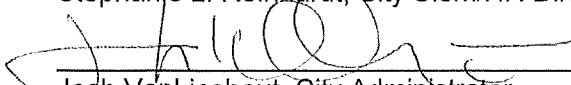
The Wellness Committee, Mobile Health Team, and McClone recommend the following language.

Employees may acquire up to two (2) days of Personal Time Off associated with the Wellness Benefit to be used in the calendar year such PTO Day(s) is/are acquired. Eligibility for Day One: The employee must fully participate in and complete the annual biometric screening protocols and process conducted on behalf of the City of Sturgeon Bay. Eligibility for Day Two: The employee, after completion of the biometric screening, must fully participate in a follow-up consultation with an entity designated by the City of Sturgeon Bay. If unable to attend the screening, the employee may contact the wellness vendor for reasonable alternatives.

FISCAL IMPACT: Wellness Benefits are budgeted for in the annual budget process.

RECOMMENDATION: Approve the recommended language change to the Wellness Benefit Section of the Employee Handbook.

PREPARED BY: 
Stephanie L. Reinhardt, City Clerk/HR Director

REVIEWED BY: 
Josh VanLieshout, City Administrator

DATE: 10/16/2019

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend Council to approve the language change in the Employee Handbook under vacation carry over to read:

The maximum number of hours that an employee can carry over from their anniversary date will be 40 hours.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 14, 2019

* * * * *

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

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

EXECUTIVE SUMMARY

TITLE: Consideration of: Employee vacation carry over policy.

BACKGROUND: The current language regarding employees carrying over vacation time in the Employee Handbook states:

Vacation not taken during the anniversary year will be lost unless other arrangements have been approved by the supervisor.

In reviewing the current number of hours that have been carried over by employees and the potential liability to the City, a survey of other municipalities in the state was done to compare their vacation carry over policies. The results show that it is a common practice to allow the carryover of *some* amount of vacation.

Our current policy, in some cases, has resulted in a large number of hours carried over and therefore increased monetary liability to the City.

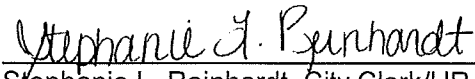
By changing the current policy and setting a maximum number of hours that can be carried over for employees, the liability to the City will be lower and employees will find it necessary to take time away from the workplace.

Based on the survey of other communities, the following change to the Employee Handbook is suggested:

The maximum number of hours that an employee can carryover from their anniversary date will be 40 hours.

FISCAL IMPACT: The Fiscal Impact to the City will be lower due to no longer carrying the liability of paying out previously earned vacation time at a potentially higher rate. The current liability of the City holding carry over vacation at the 2019 rate of pay is \$51,456.01.

RECOMMENDATION: Approve the recommended language change to Vacation Policy in the Employee Handbook

PREPARED BY: 
Stephanie L. Reinhardt, City Clerk/HR Director

REVIEWED BY: 
Josh VanLieshout, City Administrator

DATE: 10/16/2019

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council to approve the City of Sturgeon Bay Fire Department Ordinance 6.23(2)(d) Fees for Fire Re-Inspections.

Respectfully submitted,
COMMUNITY PROTECTION AND SERVICES COMMITTEE
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 14, 2019 at Common Council

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.

**An Ordinance to Amending Section 6.23
of the City of Sturgeon Bay
Code of Ordinance, Fire Inspections.**

Upon the recommendation of the Community Protection and Services Committee the Common Council of the City of Sturgeon Bay, Door County, Wisconsin, do ordain as follows:

SECTION 1. Section 6.23 of the Sturgeon Bay Code of Ordinances; Fire Protection, Fire Inspection is hereby amended by the creation of paragraph 6.23 (2) (d) which shall read as follows:

(d) If after a regular fire inspection, violation(s) of this chapter or the fire codes adopted in this chapter are noted and order(s) are issued requiring a re-inspection, and the person fails to comply with the orders prior to the time of re-inspection, a flat fee of \$75.00 shall be assessed. If the inspector must return for a second or subsequent re-inspection and all of the violations have not been corrected an additional flat fee of \$75.00 shall be assessed for each re-inspection. Re-inspection fees that are not timely paid after invoice is mailed to the owner of the property effected by the violation(s), shall be entered on the tax roll as a special charge against said lot or parcel of land pursuant to the provisions of § 66.0627, Wis. Stats., for collection and settlement under ch. 74, Wis. Stats.

SECTION 2. All ordinances or resolutions in conflict with this ordinance is hereby revoked.

SECTION 3. This Ordinance shall take effect upon passage by majority vote of the membership of the Common Council and publishing as provided by law.

PASSED AND ADOPTED by the Common Council of the City of Sturgeon Bay,
Wisconsin this ____ day of _____, 2019.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council to approve the City of Sturgeon Bay Ordinance 12.09 Coal Tar Sealant Products.

Respectfully submitted,
COMMUNITY PROTECTION AND SERVICES COMMITTEE
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 14, 2019 at Common Council

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.

12.09 COAL TAR SEALANT PRODUCTS

(a) Definitions.

- (1) Coal tar. A byproduct of the process used to refine coal. Coal tar contains high levels of polycyclic aromatic hydrocarbons (PAHs).
- (2) Coal tar sealant product. A pavement sealant product that contains coal tar, coal tar pitch, coal tar pitch volatiles, RT-12, Refined Tar or any variation assigned the Chemical Abstracts Service (CAS) numbers 65996-92-1, 6599693-2, 65996-89-6, or 8007-45-2 or related substances.
- (3) Director. The individual so designated by the city administrator.
- (4) High PAH sealant product. Any pavement sealant product that contains greater than 0.1% polycyclic aromatic hydrocarbons (PAHs) by weight, including, but not limited to, coal tar sealant products and sealant products containing steam-cracked petroleum residues, steam-cracked asphalt, pyrolysis fuel oil, heavy fuel oil, ethylene tar, or any variation of those substances assigned the chemical abstracts service number 64742-90-1, 6901321-4 or related substances.
- (5) Pavement sealant product or sealcoat. Any substance that is typically applied on paved surfaces to protect the surfaces. This may include but is not limited to sealant products that are coal tar or asphalt based.
- (6) Polycyclic aromatic hydrocarbons (PAHs). A group of organic chemicals that are formed during the incomplete combustion of coal, oil, gas, or other organic substances, are present at high levels in coal tar, and are known to be harmful to humans, fish, and other aquatic life.

(b) Enforcement. Violations of this section will be enforced by the City of Sturgeon Bay.

(c) Regulation of the application and sale of coal tar or other high PAH sealant products.

- (1) Except as provided in subsection (d) below, no person shall apply any coal tar sealant product or high PAH sealant product within the City of Sturgeon Bay.
- (2) No person shall sell, offer to sell, or display for sale any coal tar sealant product or high PAH sealant product within the City of Sturgeon Bay.
- (3) Any person who sells pavement sealant products shall prominently display, in the area where such pavement sealant products are sold, a notice that contains the following language: "The application of coal tar sealant products or other high PAH sealant products on driveways, parking lots and all other paved surfaces in the City of Sturgeon Bay is prohibited by Section 12.09 of the City of Sturgeon Bay Code of Ordinances. Polycyclic Aromatic Hydrocarbons (PAHs), are a group of organic chemicals that are known to cause cancer and are toxic to aquatic life. Coal tar and other high-PAH sealant products are a major source of PAHs that can travel into homes, buildings, and soils, or be carried by stormwater and other run off into the water resources of the City of Sturgeon Bay."
- (4) No person shall allow a coal tar sealant product or other high PAH sealant product to be applied upon property that is under that person's ownership or control.

(5) No person shall contract with any commercial applicator, residential or commercial developer, or any other person for the application of any coal tar sealant product or high PAH sealant product to any driveway, parking lot, or other surface within the City of Sturgeon Bay.

(6) No commercial applicator, residential or commercial developer, or other similar individual or organization shall direct any employee, independent contractor, volunteer, or other person to apply any coal tar sealant product or high PAH sealant product to any driveway, parking lot, or other surface within the City of Sturgeon Bay.

(d) Exemptions. The Director may exempt a person from a requirement of Section 12.09(c) if the Director determines that:

(1) the person is conducting bona fide research concerning the effects of a coal tar sealant product or high PAH sealant product on the environment; the use of the coal tar product or high PAH sealant product is required for said research; and the Director determines that said research will not cause significant contamination of the surrounding environment, including soils and aquatic ecosystems, and will not unduly endanger human health; or

(2) if the person does not intend to apply the sealant within municipal boundaries.

(e) Penalty.

(1) Any person who violates Section 12.09(c) by applying a coal tar sealant product or high PAH sealant product at his or her residence shall be subjected to a fine not to exceed \$500.

(2) Each day that a violation occurs or continues is a separate offense and subject to an additional fine.

(3) Any commercial sealant product applicator, residential or commercial developer, industrial or commercial owner, or any other person, other than a person identified under subsection (e)(1) above who violates Section 12.09(c) shall be subject to a fine of not less than \$1,000 nor more than \$10,000. Each incidence of a violation shall constitute a separate offense. Upon default of payment, the violator shall be subject to imprisonment for not less than 30 days nor more than 100 days.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council to approve the City of Sturgeon Bay Social Media Policy.

Respectfully submitted,
COMMUNITY PROTECTION AND SERVICES COMMITTEE
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 14, 2019 at Common Council

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.

CITY OF STURGEON BAY

Social Media Use Policy

PURPOSE

To address the fast-changing landscape of the Internet and the way citizens communicate and obtain information online, City of Sturgeon Bay Departments may consider using social media technologies. As more citizens in our community include the use of social media technologies to receive and share information and communicate their opinions, it is imperative for the City to incorporate social media technologies into the existing communication infrastructure. Where appropriate, the use of social media technologies in work-related activities, events, and announcements is encouraged to enhance customer service, increase citizen involvement, and to further the goals of the organization.

It is the policy of the City that a standard for interaction with social media tools and their associated technology is hereby established.

STAFF GUIDELINES / DEPARTMENT USE OF SOCIAL MEDIA ACCOUNTS

1. Creation of all City of Sturgeon Bay social media sites require approval of the City Administrator.
2. City social media sites are an extension of the City's communication infrastructure.
3. The City's official website (<https://www.sturgeonbaywi.org/>) will remain the City's primary and predominant Internet presence.
 - a. The best and most appropriate uses of social media tools fall generally into two categories:
 - i. As channels for disseminating time-sensitive information as quickly as possible (e.g. emergency information, cancellations/closures)
 - ii. As marketing/promotional channels that increase the City's ability to broadcast its messages to the widest possible audience (e.g. recreation program information, etc.)
 - b. Whenever reasonable, content posted to a City social media site should also be available on the City's official website, and should contain links directing users back to the City's official website for in-depth information, forms, documents, and online services necessary to conduct business with the City.
 - c. All content should be accurate and factual, and non-editorial in nature.
4. Social media accounts will be regularly monitored and maintained by Authorized Users (Departmental supervisors or designated persons) who are responsible for the content and upkeep of City social media sites. The conduct of Authorized Users shall comply with all appropriate City policies and standards.
5. Social media accounts should enable features for public comments, if such capability exists, and comply with and enforce the posted **Social Media Terms of Use Agreement**.
6. Authorized Users reserve the right to restrict or remove any content that is deemed in violation of this Social Media Use Policy, and/or any applicable law found not to be in accord with City purposes and policies, or for any other reason.
7. Any exceptions to the policy are subject to the prior review and approval of the City Administrator.

TERMS OF USE AGREEMENT

It shall be the policy of the City that the following agreement must be posted on each social media site established and maintained by the City. The agreement will also be posted on the City website (<https://www.sturgeonbaywi.org/>) for easy access.

Social Media Terms of Use Agreement

While this is an open forum, please keep your comments clean and appropriate. Inappropriate comments are subject to deletion by the administrator of this account. If you do not comply with the terms of use outlined below, your message will be removed. If you post inappropriate content a second time, your profile will be blocked from posting any more information to the site.

This forum is not monitored at all times. DO NOT use this forum to report emergency situations or time sensitive issues. Please call City Hall at 920-746-2900, or call 911 for an emergency.

Please remember the following rules when posting:

1. Content should be related to the subject matter of the social media site where it is posted.
2. ***If your post violates any of the below rules, it will be deleted:***
 - Content is graphic, obscene, or explicit.
 - Content that is abusive, threatening, hateful, or intended to defame anyone or any organization.
 - Content that suggests or encourages illegal activity.
 - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity, sexual orientation, lawful source of income, or arrest/conviction record.
 - Content posted by persons whose profile picture or avatar, username, or email address contains any of the aforementioned prohibited conduct.
 - Solicitations or advertisements, including but not limited to, promotion or endorsement of any private financial, commercial, or non-government agency.
 - Content attempting to defame or defraud any person or private financial, commercial, or governmental agency.
 - Content that compromises the safety or security of the public or public systems.
3. You participate at your own risk and take personal responsibility for your comments, your username, and all information provided.
4. The appearance of external links on this site does not constitute official endorsement by or on behalf of the City.
5. For more information, please contact City Hall at 920-746-2900 during normal business hours, or contact your Alderperson.

6. Opinions expressed by visitors to the social media site do not reflect the opinions of the City. The City has no liability to the content, replies, or verification of facts. Inaction of the City shall not be considered an endorsement by the City of the posts.
7. Responses to Social Media posts by City staff require prior approval of the City Administrator or Mayor.

Notes on Item #7:

- Simple responses do not require prior approval of City Administrator or Mayor.
Examples: "Thank you for your comments."
"We appreciate the feedback."
- Longer responses to clarify facts should be reviewed by the City Administrator or Mayor.

MAYORAL APPOINTMENTS**12/3/19****LCOAL ARTS BOARD**

Stephanie Trenchard – Bio attached

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 (27) and Jackson (25).

ORDINANCE NO. _____

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

SECTION 1: Section 20.31(4)(b) of Municipal Code (Zoning Code) is hereby repealed and recreated as follows:

(b) *Surfacing.*

1. ~~Except for parking spaces and access driveways which serve single-family or two-family dwellings~~ Unless exempted, all parking spaces and access driveways shall be paved or otherwise surfaced with an all-weather surface within 12 months after occupancy. ~~Any heavy equipment vehicular storage areas (such as those associated with truck terminals and contractor's garages) which are not open to the general public need not be paved, although said areas must be maintained in a durable and dustless condition. Any access driveway from a public street to such storage areas shall be paved with asphaltic, bituminous, or concrete surfacing.~~ Acceptable surfacing materials shall include asphalt, concrete, brick, pavers or other permeable pavement approved by the City Engineer. The surface shall be capable of carrying a wheel load of 4,000 pounds.
2. The following shall be exempt from the surfacing requirement:
 - a. ~~Parking spaces and access driveways which serve single-family or two-family dwellings.~~
 - b. ~~Any heavy equipment vehicular storage areas (such as those associated with truck terminals and contractor's garages) which are not open to the general public need not be paved, although said areas must be maintained in a durable and dustless condition. Any access driveway from a public street to such storage areas shall be paved with asphaltic, bituminous, or concrete surfacing.~~
 - c. ~~Parking lots and access driveways serving seasonal uses which operate no more than 180 consecutive days out of a calendar year shall be allowed to surface the parking area with compact stone or gravel. The site must be maintained in a durable and dustless condition. Access driveways shall extend a concrete apron five feet past any sidewalk or curbing improvements.~~

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

Approved:

Attest:

David Ward
Mayor

Stephanie L. Reinhardt
City Clerk

**An Ordinance to Amending Section 6.23
of the City of Sturgeon Bay
Code of Ordinance, Fire Inspections.**

Upon the recommendation of the Community Protection and Services Committee the Common Council of the City of Sturgeon Bay, Door County, Wisconsin, do ordain as follows:

SECTION 1. Section 6.23 of the Sturgeon Bay Code of Ordinances; Fire Protection, Fire Inspection is hereby amended by the creation of paragraph 6.23 (2) (d) which shall read as follows:

(d) If after a regular fire inspection, violation(s) of this chapter or the fire codes adopted in this chapter are noted and order(s) are issued requiring a re-inspection, and the person fails to comply with the orders prior to the time of re-inspection, a flat fee of \$75.00 shall be assessed. If the inspector must return for a second or subsequent re-inspection and all of the violations have not been corrected an additional flat fee of \$75.00 shall be assessed for each re-inspection. Re-inspection fees that are not timely paid after invoice is mailed to the owner of the property effected by the violation(s), shall be entered on the tax roll as a special charge against said lot or parcel of land pursuant to the provisions of § 66.0627, Wis. Stats., for collection and settlement under ch. 74, Wis. Stats.

SECTION 2. All ordinances or resolutions in conflict with this ordinance is hereby revoked.

SECTION 3. This Ordinance shall take effect upon passage by majority vote of the membership of the Common Council and publishing as provided by law.

PASSED AND ADOPTED by the Common Council of the City of Sturgeon Bay,
Wisconsin this ____ day of _____, 2019.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the line item transfer from 01-250-000-50210 Overtime to 01-250-000-50520 Wages-Part-Time Hourly in the amount of \$31,200 for the Sturgeon Bay Fire Departments 2020 approved operating budget.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 12, 2019

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.


EXECUTIVE SUMMARY

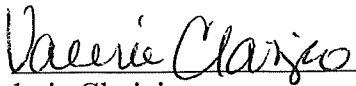
TITLE: Line item transfer of funds for Fire Inspector/Fire Prevention position.

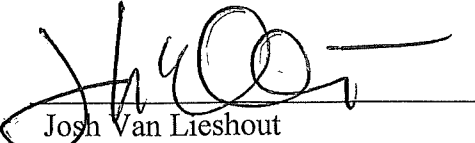
BACKGROUND: In the 2020 operating budget process Sturgeon Bay Fire Department budgeted for a new Fire Inspection/Fire Prevention position. During the budget process, it was identified that a new full-time position was not able to be funded. The fire department's 2020 overtime budget has been increased by \$30,000 to cover additional overtime for inspections and prevention. What was found is a part-time Fire Inspector/Fire Prevention position could be funded by transferring \$31,200 from the overtime line to appropriate lines for wages, medicare, and retirement. By transferring funds for the part-time position it would greatly reduce full-time overtime for inspecting and prevention that had been identified for the increase in the 2020 overtime line. The Fire Inspector/Fire Prevention would have a base wage of \$25.00 per hour, for an annual total including medicare and retirement of \$38,881.44.

FISCAL IMPACT: No financial impact.

RECOMMENDATION: To approve the line item transfer from 01-250-000-50210 Overtime to 01-250-000-50520 Wages-Part-Time-Hourly in the amount of \$31,200 from the Sturgeon Bay Fire Departments 2020 approved operating budget.

PREPARED BY: 
Tim Diemtan
Fire Chief

REVIEWED BY: 
Valerie Clarizio
City Treasurer/Finance Director


Josh Van Lieshout
City Administrator

11/8/19
Date

11/8/19
Date

11/8/19
Date

R E C O M M E N D A T I O N**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Personnel Committee, hereby recommend to create a Part-Time, Non-Exempt/Hourly, Fire Inspector/Fire Prevention position within the Sturgeon Bay Fire Department at 24 hours per week with a base wage of \$25.00.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 14, 2019

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: Sturgeon Bay Fire Department Part-Time Fire Inspector/Fire Prevention position.

BACKGROUND: Sturgeon Bay Fire Department provides fire inspections and fire prevention in the City and protected communities and certifies annually for 2% dues payment back to each community. Sturgeon Bay Fire Dept averages about 1700 regular and re-inspections annually. The total amount of dues that came back to the community in 2019 was \$66,036.17.

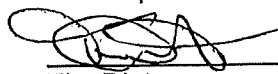
In early 2019, Sturgeon Bay Fire Department was audited by Wisconsin SPS (Safety and Professional Services) for 2% annual fire dues compliance. Our audit identified one area of deficiency, which was re-inspections or follow-up inspections on previous failures. Typically our re-inspections or follow-up on failures were conducted at the next regular inspection. In order to remain compliant, the failures need to be corrected prior to the next regular inspection and they must be corrected within a short time frame of 30 days for non-life safety and as little as a single day on life safety items. Without having the failures corrected, the regular inspection cannot take place. This leaves the fire department non-compliant and unable to certify with the State for 2% dues for the year.

Upon completion of the audit, we increased our re-inspections schedule to ensure all violations were corrected prior to the next regular inspection. The re-inspection schedule has brought a full-time firefighter in on overtime 2 days per week at 9 hours each to ensure compliance was met. For 2019, we are estimating that we will be completing approximately 2,500 total inspections. The additional overtime for re-inspecting has created a larger problem filling other regular overtime and, at times, re-inspections and has forced firefighters in when an overtime slot cannot be filled by our normal procedure. With additional regular inspections and re-inspections, our day to day operations have been directly affected and have reduced our ability to provide quality services to the community and department training.

FINICIAL IMPACT: Base wage of \$25.00 per hour for an annual wage of \$31,200 The total annual including Medicare and retirement equates to \$38,881.44. The amount for this part-time position would be transferred from the Fire Department's 2020 Overtime budget as approved by the Common Council.

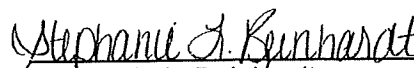
RECOMMENDATION: Recommend to the Common Council to create a Part-Time, Non-Exempt/Hourly, Fire Inspector/Fire Prevention position within Sturgeon Bay Fire Department at 24 hours per week with a base wage of \$25.00.

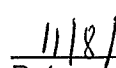
PREPARED BY:

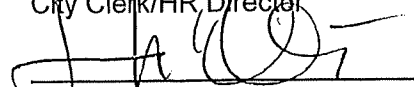

Tim Dietman
Sturgeon Bay Fire Chief

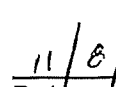

Date 11/8/19

REVIEWED BY:


Stephanie L. Reinhardt
City Clerk/HR Director


Date 11/8/19


Joshua J. Van Lieshout
City Administrator


Date 11/8/19



City of Sturgeon Bay Fire Department

421 Michigan St
Sturgeon Bay, WI 54235
920-746-2916 Station

POSITION TITLE: Fire Prevention/Fire Inspector

DEPARTMENT: Fire

REPORTS TO: Fire Chief

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: PART-TIME

PAY TYPE: Hourly

LATEST REVISION: November 05, 2019

Purpose of Position

Assist in directing operations of Fire Prevention including develop and implement department goals and operations through a comprehensive fire inspection/code enforcement program within the department in collaboration with and under the direction of the Assistant Fire Chief. Interpret, educate as to and enforce the applicable codes and ordinances at all levels of building design, construction, occupancy, maintenance, abandonment and demolition. Responsible for plan approval, acceptance testing, and inspections of all fire protection/detection/alarm systems and tank inspections. Develop and maintain positive, cooperative, and supportive relationship with internal and external constituents.

Supervision Received

Supervision is provided by the Fire Chief.

Supervision Exercised

Not applicable.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Minimum of 18 years of age
- A valid State of Wisconsin Driver's License
- Pass a background check, physical agility, physical and drug screening
- Excellent communication and organizational skills
- Be of good moral character
- State of Wisconsin Fire Inspector I certification, or within 12 months of hire
- Ability of obtain additional certifications as needed
- Knowledge or ability to learn fire department software programs (Emergency Reporting)
- Past fire inspecting experience preferred
- State of Wisconsin Firefighter certifications are preferred
- Establish work priorities, work schedules and direct work activity within the Fire Department; provide direction to field fire inspectors.

- Evaluate and identify the need for fire inspection training of department members and external constituents. Provide instruction and training of Department personnel in regard to fire inspections and code interpretation.
- Implement department goals and objectives through a comprehensive fire inspection/code. Prepare adjustments and recommended changes to code. Interpret applicable codes and standards and resolve complex code-related issues.
- Evaluate code compliance of common and/or complex industrial/commercial processes, or other operations in accordance with applicable codes and/or standards. Evaluate alternative methods for compliance with applicable codes and standards so that all deficiencies are noted and the operation/facility is protected to a level that is in compliance.
- Direct the evaluation of the operational readiness of all existing fire protection/ detection systems, ensure maintenance is documented, and deficiencies are documented and corrected. Verify that emergency planning and preparedness measures are in place and have been practiced at all facilities required to do so.
- Ensure timely and complete fire prevention inspections of all educational, industrial, institutional, medical, municipal, fire department and licensed care facilities as per Department of Safety and Professional Services requirements. Ensure quality control of company inspections to assure correctness, compliance and frequency. Use the results to determine the need for department training or policy review.
- Analysis and approval of plans and specifications that meet the intent of applicable codes and standards for fire and life safety, fire protection systems and equipment, site plans, and construction features for all public buildings and places of employment.
- Assist in investigation and/or cause determination at fire scenes. Serves as Incident Safety Officer at emergency scenes. Serves as resource for other area departments on investigation of fire scenes.
- Initiate legal action related to a fire code violation so that the action taken is in accordance with Department policy and due process of law is followed. Testify at legal proceedings.
- Establish and maintain document retention for Fire Prevention and Safety matters within the Department. Generate correspondence related to the issuance of appeals and variances so that the resulting document clearly addresses the issue. Ensure that department inspection reports are clear and accurately reflect the findings of the inspection in accordance with applicable codes and standards.
- Receive, resolve, and respond to all code related correspondence with an emphasis on customer service. Ensure that permits are issued as required.
- Ability to work hours required performing requirements of position and assisting with on-call duty chief rotation as directed by the fire chief.
- Ability to have a flexible schedule in order to check occupancies or complete site visits during events after normal business hours and on weekends.
- Responsible for providing public education, public relations, and program work under the general supervision of the Fire Chief
- Responds to emergency and non-emergency service requests meeting all requirements according to Department Standard Operating Guidelines. Requests include, but are not limited to, structural fires, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, rescue and salvage operations, extrication, confined space rescue, burning complaints and specialized technical rescues.
- Attends department training programs, drills and completes assigned training materials including, but not limited to, fire prevention, suppression, rescue, code enforcement and emergency medical services.
- Attends outside training programs as assigned in fire prevention, suppression, rescue, emergency management, emergency medical services and other related skills or duties particularly if assigned an area of responsibility as delegated by the Chief.
- As assigned and upon verification of necessary required training, the following additional duties and responsibilities may be assigned: Respond to emergency medical calls according to Department Standard Operating Guidelines. Performs duties at a minimum of Emergency Medical Responder level and provides assistance as requested by Door County Emergency Services.
- Ability to use accounting software for billing.

Environmental Adaptability

- Work is performed both indoors in an office or factory environment and outdoors with corresponding hazards and discomforts.

Minimum Training and Experience Required to Perform Essential Job Functions

Knowledge of:

- Working knowledge of fire and life safety codes including but not limited to NFPA 101 Life Safety Code, NFPA 1 Fire Prevention Code and NFPA 72 Fire Alarm Code NFPA 13 Sprinkler Code, LPO Tank Inspector Certification and local codes and ordinances pertaining to fire prevention.
- NIMS 100, 200, 300, 400, 700, 800
- Wisconsin State Firefighter 1, Associate Degree or equivalent. (Fire Service related)
- CPR and AED Certified
- Attain Incident Safety Officer Certification within 24 months of appointment.
- Certificate as a Fire Cause and Origin Investigator from the National Fire Academy within 24 months of appointment through NFPA 921 Guide for Fire and Explosion Investigations as well as NFPA 1033 Standards or Professional Qualifications for Fire Investigator within 36 months of appointment.
- Other classes offered within the State of Wisconsin and/or the National Fire Academy which enhance knowledge and skill in incident command operations.
- Plan, organize, schedule, assign and review the work of others; analyze emergency response and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances; develop and conduct classroom and practical training courses and programs; render emergency medical care at the basic life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials

Physical and Mental Abilities Required to Perform Essential Job Functions

Skills and Abilities

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to counsel, mediate and train others on fire code. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize design data and information such as work orders, assessment reports, time sheets, inventory records, utility locates, cost estimates, system flow reports, construction plans, long-range studies, policy and procedure manuals, etc.

Language ability and Interpersonal Communication

- English usage, spelling, grammar, and punctuation.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratios, spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing.
- Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects and materials.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, wetness, and/or dust, to work under moderately safety and comfortable conditions.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the bid from EWALD Chevrolet Buick, LLC to purchase a 2019 Fleet/Non-Retail Chevrolet Tahoe 4WD 4Dr Commercial CK 15706 in the amount of \$38,206, and to allow the use of additional savings from the purchase to purchase radio, storage, tools, striping and other required make-ready equipment and not to exceed the amount of \$53,000 as allocated in the 2020 capital budget and to accept the vehicle after January 1, 2020.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 26, 2019

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.

EXECUTIVE SUMMARY

TITLE: Bids for Assistant Fire Chief Vehicle/Replacement of Truck #11

BACKGROUND: Request for bids to replace Truck #11, was advertised in accordance with the City of Sturgeon Bay Purchasing Policy. One (1) bid was sent out with one (1) being returned. The bid specifications included a 2019 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK 15706.

Currently, Chevrolet is going through a vehicle line upgrade and will not be producing Special Service or Police Service vehicles until late 2020. Currently only one 2019 Special Service Tahoe was found in the United States that meets the bid request. The availability to obtain a 2020 Chevrolet Special Service Tahoe may not happen until late 2020 or early 2021 due to demand after the new line is in production.

The Fire Department is looking to use savings from the purchase to outfit the new unit with a radio, storage, tools, striping and other required make-ready equipment which will be installed either in house or contracted locally. Funds expended on the truck and equipment will not exceed the 2020 budgeted amount of \$53,000.00.

BIDS RECIEVED:

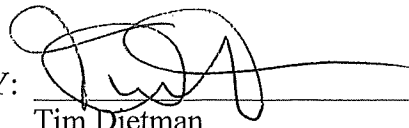
| | |
|-----------------------------------|------------------------|
| EWALD CHEVROLET BUICK, LLC | \$38,206 |
| Oconomowoc, WI 53066 | |
| <u>Total</u> | <u>\$38,206</u> |

The Ewald bid received meets all of the specifications and is within budget.

FISCAL IMPACT: \$53,000.00 was included in the Fire Department's 2020 Capital Budget for this vehicle.

RECOMMENDATION: Accept the Bid from EWALD CHEVROLET BUICK, LLC. to purchase a 2019 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK 15706 in the amount of \$38,206. And to allow the use of additional savings from the purchase to purchase a radio, storage, tools, striping and other required make-ready equipment in an amount not to exceed the amount of \$53,000.00 as allocated in the 2020 capital budget.

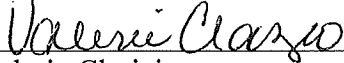
PREPARED BY:



Tim Dietman
Fire Chief

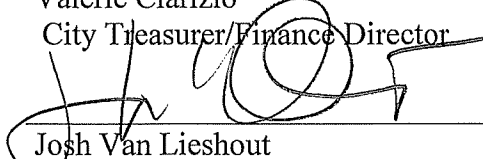
11-20-2019
Date

REVIEWED BY:



Valerie Clarizio
City Treasurer/Finance Director

11/20/19
Date



Josh Van Lieshout
City Administrator

11/21/19
Date

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

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the on street winter parking permit fee for Rose Wodack in the amount of \$55.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 12, 2019

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.

Executive Summary

Date: 31 OCT 2019

Title: Request to Waive Fee for On-Street Winter Parking Permit

Background: The Director of Municipal Services was asked by Ms. Wodack to waive the \$55 fee for the On-Street Winter Parking Permit. In a phone conversation she mentioned financial constraints but did not mention it in her letter. The Director of Municipal Services has verified that there is only a small driveway at her residence in which a pickup truck typically parks.

Proposal options:

1. If there are more than one person residing in her residence the other person may be able to pay the amount for the parking permit.
2. Reduce the price of the fee to half price to \$27.50
3. Waive the \$55 fee.

Fiscal Impacts:

The maximum fiscal impact would be \$55 less revenue generated.

Recommendation: Staff requests the Finance Committee proceed with making determination based on Ms. Wodock's written request and any further information she may provide during the meeting. She has received one at no cost for several years now and her reasoning is that she does not have adequate space to park off the street. Her need to park on the street is the same as every other resident who purchases one. If there is a financial reason that she cannot pay, maybe whoever drives the truck that is in her driveway could pay for the permit, then they could park on the street.

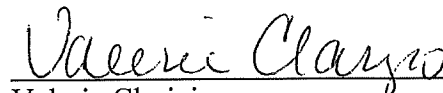
Prepared By:



Mike Barker
Municipal Services Director

Date: 31 OCT 2019

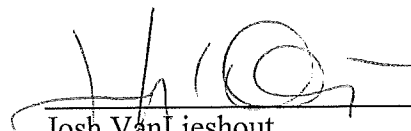
Reviewed By:



Valerie Clarizio
Finance Director

Date: 10/31/19

Reviewed By:



Josh VanLieshout
City Administrator

Date: 11/8/19

Oct 30, 2019

Request for Winter Street Parking

(fee waived)

I am requesting winter street parking fee be waived.

I have a small driveway and there is not enough room for 2 vehicles in driveway, I've had a parent for yrs and due to wires above driveway, and 2nd vehicle sticking out on sidewalk I need to park on street. A city person suggested this yrs ago ~~because~~ ^{because} you can't block a sidewalk with a vehicle. On the odd side of N 4th Ave, we have no alley so parking is limited.

Rose Wodark



City of Sturgeon Bay

Request for On-Street Winter Parking Permit

Name: Pete W. Joduch

Address: 421 N. Main

Telephone Number: Home: 943-0478 Work: ---

Year and Make of Vehicle: 2003 Saturn ION

Vehicle License Plate Number: 423-2474 Color: Silver

Number of vehicles at your residence: 2 Is this for an apartment? NO

What parking is available to you? Short driveway

Explanation of Need for Parking Permit:

only enough parking for 1 vehicle
no alley - requesting No parking fee.

Have You Received a On-Street Parking Permit Before? YES NO If So, When?:

Signature of Applicant: Pete W. Joduch Date: 10/28/19

By signing above, I understand that my vehicle may become plowed in during snowfall cleanup, and that it is my responsibility to cleanup and get my vehicle out.

Department of Public Works

Date

\$55 for the season (December 1st—April 1st)

OR \$28.00 per month

For Office Only

APPROVED

DENIED

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

We, the Finance/Purchasing & Building Committee, hereby recommend to increase the seasonal slip rental fee by \$100.00 plus tax.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 12, 2019

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.

Executive Summary

Date: 31 October 2019

Title: Proposed Increase of Mooring Fees at Marina

Background: The Director of Municipal Services and City Administrator was contacted by the management of Stone Harbor Resort concerning marina slip holders using the amenities at their resort. Stone Harbor has offered the use of their pool, exercise facility and wireless internet for years without asking for any form of payment. This has been of great convenience to the slip holders and it has been at the expense of Stone Harbor. With the cost of maintenance, repairs, upkeep, and replacing equipment there is substantial cost associated with offering these amenities. The management of Stone Harbor has asked to be compensated for the amenities. Both the Director of Municipal Services and the City Administrator feel that it is completely reasonable for Stone Harbor to be paid a fee for amenities. Currently a seasonal slip rental at the City Marina is \$2500 before taxes.

Proposal options:

I propose raising the seasonal slip rental fee by \$100, this would in turn be paid to Stone Harbor Resort. After taxes, this would increase the total fee from \$2637.50 to \$2743.00; the overall increase would be ~~\$109.50~~ ^{\$105.50}

Fiscal Impacts:

There would be no fiscal impact, we would increase the fee and pay it to Stone Harbor Resort.

Recommendation: Staff fully supports and recommends increasing the fee and paying it to Stone Harbor Resort for continued use of amenities.

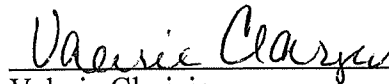
Prepared By:



Mike Barker
Municipal Services Director

Date: 31 OCT 2019

Reviewed By:



Valerie Clarizio
Finance Director

Date: 10/31/19

Reviewed By:



Josh VanLieshout
City Administrator

Date: 11/8/19

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the joint City-County Revolving Loan Fund as proposed.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 12, 2019

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2019.

EXECUTIVE SUMMARY

Title: Joint City-County Revolving Loan Fund

Background: Both the City and County separately operate Revolving Loan Funds (RLF) that are used to stimulate economic development by providing financing to new or expanded business ventures. These funds were originally supplied through the state using federal Community Development Block Grants (CDBG) and there are several federal requirements and restrictions tied to the use of the funds. The State of Wisconsin and the federal Department of Housing and Urban Development determined that various RLF's throughout the state were not being used properly. Hence, the state Department of Administration has instituted a program known as CDBG-CLOSE whereby all of the RLF's that are still considered federal funds must be returned to the state. The state will then temporarily hold those funds and return them back to the local governments in the form of grants for CDBG qualifying projects.

The City of Sturgeon Bay's RLF was determined to be defederalized. Thus, the City doesn't have to return its funds and can continue to operate an RLF without the federal restrictions or even use the funds for other governmental purposes. The Door County RLF, however, is still federalized so its funds must be returned to the state and grant(s) for qualifying CDBG project(s) must be approved in order to get the funds returned.

The County would like to continue to have use of an RLF program due to its many benefits and past successes. A proposal has been devised whereby the City's defederalized fund would become part of a countywide RLF. In exchange for the City opening its fund to countywide applicants, the County would ensure that at least a portion of its CDBG funds would go to a qualifying project in the City. This concept was presented to the Finance Committee in June and the Committee directed staff to continue working on it.

Since that time the city and county staff, working with staff from Door County Economic Development Corporation, have refined the concept. The proposed joint RLF manual has been drafted. It has been reviewed by the City Administrator, Community Development Director, Finance Director, and Mayor. In addition, the County Corporation Counsel has drafted a resolution for the County Board and its Finance Committee to consider.

The current proposal requires the County to apply for CDBG funds for the affordable housing project proposed by Northpointe Development for the West Side School/West Side Field site. That is currently the only CDBG eligible project that staff is aware of. The City would agree to open its RLF to countywide projects based upon the proposed joint RLF manual. The City would also agree to supplement the fund over time, with an eventual contribution of at least \$875,000. The proposal needs both Common Council and County Board approval.

Fiscal Impact: The City's RLF is operated as a separate fund within the City's financial structure. So there would be no immediate impact on the general fund. The County's use of its CDBG funds on the Northpointe Development project will in turn create property value, resulting in approximately \$20,500 in annual City property tax. The City would have fiscal

impact of increasing the funds within joint RLF by \$875,000. This amount could potentially come from the proceeds of the sale of the property to Northpointe or from future property tax revenue, among other options.

Recommendation: Staff believes the proposal will ultimately be beneficial to the City. It ensures that the County's CDBG funds are spent in the City and specifically will help enable the much needed affordable housing project to be built. Although initially the amount of RLF funds available to City businesses may be reduced due to being applied to projects outside the City, ultimately it makes for a stronger RLF program. Economic development in other parts of the County is still good for the City and vice versa. The proposed RLF manual provides for flexibility in the program, while still ensuring City goals are met. Therefore, staff recommends approval of the joint City-County Revolving Loan Fund as proposed in the resolution and the RLF manual.

Prepared by: Martin Olejniczak
Martin Olejniczak
Community Development Director

Date 11/7/19

Reviewed by: Val Clarizio
Val Clarizio
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Date 11/7/19

Reviewed by: Josh Van Lieshout
Josh Van Lieshout
City Administrator

Date 11/7/19

STURGEON BAY – DOOR COUNTY ECONOMIC DEVELOPMENT (SBDCE) POLICIES AND PROCEDURES MANUAL

**A Revolving Loan Fund Program Administered by
Door County Economic Development Corporation**

**Initial draft proposed – September, 2019
Latest Revision date 11-6-2019**

**SBDCEC POLICIES AND PROCEDURES MANUAL
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SBDCED POLICY & PROCEDURES

1. GENERAL PROVISIONS

1.1 Title

These regulations shall hereinafter be known, cited, and referred to as the "Sturgeon Bay and Door County Economic Development Loan Fund (SBDCED Loan Fund) Policies and Procedures Manual"

1.2 History & Purpose

The SBDCED Loan Fund was established after the State ended the Federal Revolving Loan Program in 2019. The City and County worked cooperatively to establish a new countywide program to meet the financing gaps for businesses. The program was initially funded with dollars from both the City and County.

This manual sets forth criteria that shall govern the Sturgeon Bay Door County Economic Development Loan Fund (hereinafter referred to as the Program).

1.3 Definitions

| | |
|-------------------------|---|
| Fixed Asset Investment: | Expenditures on land, buildings, machinery and equipment. |
| Leveraging Funds: | Owner equity and sources of funds other than the SBDCED Loan Fund. Matching funds may include loans to be repaid to other state or federal programs, grants from state or local partners. Match does not include: <ul style="list-style-type: none">• In-kind contributions or services;• Existing assets;• Existing equity;• Projected operating cash flow;• Existing bank line of credit amounts (Pre-existing financing); and• Pledge of equity in assets owned outside the business. |
| Owner Equity: | Owner capital for use in the project. Cannot include equity pledged in outside collateral. Borrowers would need to get a separate loan against such assets and inject the loan proceeds into the business. |
| Working Capital: | Generally considered the capital of a business which is used in its day-to-day operations, calculated as the current assets minus the current liabilities. |

1.4 Objectives

The Program shall serve as an economic stimulus in Door County. Economic development activities assisted with funds made available through the Program are intended to meet defined objectives, including the following:

1. To encourage the leveraging of new private and public investment into Door County in the form of fixed asset investment, particularly in land and buildings, this fund is generally not designed to be a sole source of project financing;
2. To increase tax base for communities in Door County;
3. To encourage creation and retention of permanent jobs that provide quality wages and benefits;

4. To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses;
5. To implement the economic goals and objectives of Door County communities;
6. To maintain and promote a diverse mix of employment opportunities;
7. To promote agricultural, commercial, and industrial development in Door County;
8. To encourage the development and use of modern technology, and create safe and healthy work environments; and
9. To encourage an environmentally sensitive and sustainable business community, and to encourage development within existing countywide infrastructure, as opposed to sprawl, e.g. adjacent to City of Sturgeon Bay infrastructure.
10. To ensure that a Project within a Sewer Service Area is reviewed for potential service connections.

1.5 Amendments

This manual may be amended at any time. Any amendments made to this manual shall be approved by the DCEDC Board, Sturgeon Bay Common Council and the County Finance Committee.

2. ADMINISTRATION

2.1 Door County Economic Development Board (DCEDC BOARD)

The DCEDC Board shall:

- Manage the Program. It will accept the loan funds, assume the loans and legal responsibilities from both the City of Sturgeon Bay and County of Door RLF funds, and act as the oversight Board.
- Have lending authority for the loan funds and shall delegate authority to the DCEDC Revolving Loan Fund Committee to approve loans for up to a maximum of \$400,000 which comply with the policies and procedures set forth for each loan program.
- Adjust internal policies to meet the needs of the Program.
- Review loan performance and activity reports.
- Approve all litigation costs and deficiency judgments. The DCEDC Board shall approve all collection actions, including collateral foreclosure, repossession, and legal actions.
- Approve all investment policies involving unused funds.
- Ensure a balanced portfolio of loans outstanding.

2.2 DCEDC Revolving Loan Fund Committee

A DCEDC Revolving Loan Fund Committee shall be established to provide the primary oversight to the Program. It shall consist of 5 members and 2 alternates that have skills in business, finance, credit analysis, loan packaging and loan servicing and needs to be cognizant of city and county economic needs and priorities. The committee shall be composed of the following members:

- One member nominated by the City of Sturgeon Bay
- One member nominated by the County of Door
- Three members and 2 alternates nominated by the DCEDC Board

All members and alternates shall be approved by the City, County and DCEDC Board. Alternate(s) shall be eligible to participate in loan review activities and vote upon loan applications whenever regular member(s) are unable to participate due to absences or conflict of interest.

The DCEDC Revolving Loan Fund Committee shall:

- Review loan applications based on the lending authority as governed by the manual.
- Review and approve or deny loan applications up to a maximum of \$100,000 without board approval.
- Review and make a recommendation to the DCEDC Board regarding loan applications over \$100,000. Board approval is required for loans over \$100,000.
- Approve all amendments to loan terms and conditions after loans are closed based on the outstanding balance
- Comply with the Wisconsin Open Meetings Law

2.3 DCEDC Program Administrator

The Program Administrator shall be the DCEDC Executive Director and other DCEDC staff as designated. The Program Administrator shall:

- Manage loan portfolios on a daily basis – make recommendations as appropriate, and oversee the underwriting, closing, and collection on loans in full accordance with the lending policies and procedures established by the DCEDC Board.
- Provide administrative services for the orderly administration of the Program.
- Review all loan application and ensure they are complete before forwarding onto the DCEDC Revolving Loan Fund Committee.
- Maintain separate accounting records, prepare reports on the use of program funds, and keep the Board advised on any loan delinquency and default issues.

- Prepare the necessary performance reports for the DCEDC Board, the City and County on a semi-annual basis.
- Contract for any other services as necessary, including legal counsel, auditing firm, etc. as directed by and paid for as authorized by the DCEDC Board.
- Be responsible for the investment of loan funds in an FDIC insured interest bearing account.
- Engage in marketing to increase awareness of the program

2.4 Conflict of Interest

A *Conflict of Interest* includes situations when a DCEDC Board Member or Revolving Loan Fund Committee member's personal financial interests or fiduciary duties owed to third parties, such as immediate family, may compromise, or have the appearance of compromising, the DCEDC Board or Revolving Loan Fund Committee member's professional judgment or behavior in carrying out his or her obligation to the Program.

Examples of conflicts of interest include but are not limited to situations in which a Board Member or Loan Review Committee member:

1. Involved in any activity or holding any outside interests that conflict or suggest a potential conflict with the Program.
2. Involved in or owning any business investments which are related to or connected with the Program.
3. Is Presently involved in or contemplating any legal action against the Program.
4. Is Applying for, or receiving, any special services, grants, loans or other benefits provided by the Program, or have pending contracts with the Program.

The DCEDC Board shall maintain a policy to address how issues of actual, potential and perceived conflicts of interest involving Board members should be identified, disclosed and managed. Board Members and Revolving Loan Fund Committee members having voting authority will complete a Conflict of Interest form annually. The forms will be reviewed for conflicts by the Program Administrator and remedial actions identified. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

Board members and Revolving Loan Fund Committee members that have a conflict of interest shall abstain from participating in, or voting on, any loan applications or issues to which the conflict pertains.

2.5 Confidential Information

While serving as a representative of the Program, members will have access to and become familiar with various confidential information including: client names, key management, proprietary information, financial data, etc. Representatives of the Program acknowledge that this confidential information is owned and shall continue to be owned solely by the Program.

Representatives shall not use this information for any purpose or divulge this information to any persons outside of the Program unless this information is presented during open meeting sessions where the public is allowed to be present, has already become common knowledge, or being compelled to disclose it by virtue of governmental or legal process.

3. ELIGIBILITY

3.1 Eligible Area

The area served by the Program shall lie within Door County Wisconsin.

3.2 Eligible Applicants

Applications may be submitted by the sole proprietor, managing partner or member, or Chief Executive Officer of any business wishing to establish a new operation or expand an existing operation in Door County Wisconsin. Applicants shall submit an application using the most current form available from the DCEDC, or the DCEDC website at www.DoorCountyBusiness.com.

Applicants must demonstrate that the proposed project is viable and that the business will have the economic ability to repay the funds. Applicants shall comply with all applicable local, state, and federal laws and codes. Applicants must agree to remain physically located in Door County during the term of the loan.

Business and proposed use of funds must be in Door County. Each Applicant is expected to have good character, strong commitment to their business idea, signs of feasibility and economic viability, and a credit history to suggest a reasonable assurance the loan will be repaid. The applicant should have some management skills or relevant industry experience to support the project's purpose.

To qualify for funding, eligible applicants must complete an application and submit all relevant supporting documentation. Only when all the necessary documentation has been submitted will the application be processed and presented to the DCEDC Revolving Loan Fund Committee for formal action.

All Applicants must be current in all tax payments at all levels, including any fees to be assessed by the municipality, or be current in an approved plan to pay taxes or fees.

No member or any other official, employee, or agent of DCEDC, or anyone who exercises decision-making functions or responsibilities in connection with the implementation of this program is eligible for financial assistance under this program. Anyone receiving financial assistance under this program who would be eligible for a position involving decision-making on behalf of the Program, will require approval by the DCEDC Board and a written agreement that describes the position and obligation of each party.

3.3 Eligible Activities

The loans shall primarily finance small to medium sized projects with business loans at or below market interest rates that provide an economic benefit to the County. Projects proposed for funding must address one or more of these objectives:

1. Acquisition of land, buildings, and fixed equipment. The borrower must occupy at least 51% of the leasable space in the purchase of real estate with mixed use of residential and commercial space. Investment properties (all commercial tenants where the borrower occupies a portion of the space) will be considered on a case-by-case basis.
2. Approved site preparation, construction, and reconstruction for non-speculative projects;
3. Installation of fixed equipment providing that installation costs are less than 10% of the cost of the equipment.
4. Approved clearance, demolition, removal, rehabilitation or construction of buildings and improvements;
5. Payment of assessments for sewer, water, street, and other public utilities, if the provision of the facilities help business expand;
6. Working Capital, which finances short-term operating expenses.

7. Micro financing;
8. Financial assistance for recovery expenses incurred from a governor-declared natural disaster.

3.4 Ineligible Activities

The Program shall not be used for any of the following activities:

1. Refinancing or consolidation of existing debt;
2. Specialized equipment that is not essential to the business operation;
3. Residential building construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation);
4. Non-business expenses;
5. Routine maintenance;
6. Relocation of a business from one community within the region County to another community within the County without extenuating circumstances;
7. Compensation for a fundamental business weakness or a poor credit history; and
8. Other activities the DCEDC or Revolving Loan Fund Committee may identify during administration of the program;
9. Reimbursement for expenditures made prior to loan approval;
10. Other activities that may be identified during the administration of the program.

3.5 Ineligible Businesses

The Program shall not be used to projects relating to the following businesses or activities:

1. Speculative investment companies;
2. Real estate investment companies;
3. Lending institutions;
4. Non-public recreation facilities;
5. Gambling operations and
6. Other businesses not serving the interests of the community.

4. LOAN TYPES

4.1 Revolving Loan Fund

Purpose: The purpose of the RLF is to provide financing to strategically targeted businesses unable to obtain adequate market financing for projects of economic benefit to Door County (e.g., projects that promote economic growth in Door County through recruitment, expansion, and retention of business and industry). The RLF shall provide financing to fill gaps in the local markets and to stimulate private sector capital investments. The RLF shall not be the primary source of financing for projects and will work in partnership with lending institutions.

RLF Terms and Conditions: Loan terms and conditions shall be based on need and ability to repay. Standards shall include the following:

1. Loan Size: Loan amounts are subject to fund availability and the scope and type of project being undertaken. Generally, loans shall range in size from \$25,000 to \$400,000 and should represent no more than 50% of a project's total cost, except under special circumstances at the discretion of the loan review committee or Board of Directors. The maximum loan per project is \$400,000.
2. Owner Equity: A minimum of 10% equity injection of total project cost is required. (See "Definitions" for

further explanation.) For new businesses a minimum of 10% must be cash injection.

3. Interest Rate & Fees: The interest rate, rate floor, and fees will be established to provide a margin that will compensate for DCEDC's administrative costs. The DCEDC may negotiate the interest rate as appropriate given the risk level, qualitative job creation, community impact, and competitive financing terms. The application fee of \$100 should be submitted with the application and is non-refundable. In addition, the closing fee is 1.0% of the loan amount. Late fees will be 5.0% of the outstanding amount will be levied for payments that are more than fifteen (15) days overdue with a minimum of \$25 and maximum of \$250. The Revolving Loan Fund Committee will have final review and approval of the rate when the loan is presented.

4. Loan Terms.

| | | |
|---|--|---|
| 1 | Working Capital and Inventory | Not to exceed 5 year term |
| 2 | Machinery, Equipment, and Furniture & Fixtures | Typically 5-7 years, not to exceed 10 years or the life of pledged assets, the lesser thereof |
| 3 | Real Estate | Not to exceed 10 year term but may be amortized up to 25 years |

Balloon payments may be utilized for all loan types.

5. Collateral. The DCEDC Revolving Loan Fund Committee shall seek the best collateral position possible, including personal assets and personal guarantee. Real estate and equipment are common assets pledged.

Where ideal conditions allow loans to be fully collateralized the following table is a general guide for advance ratios on collateral:

| | | |
|----|---|---|
| 1 | Real Estate (except fallow, recreational, or restricted land) | 80% of the lowest of the appraised value, the assessed value, and the purchase price. Case-by-case consideration if advance ratio is over 80% for home buyer loans and over 90% for business loans. |
| | Fallow, recreational, or restricted land | 60% of the lower of face or market value if it is fallow, recreational, or restricted land |
| 2 | Equipment (medium to large size) | 75% of market value |
| 3 | Hand held tools and small Equipment | 50% of market value, special consideration up to 75% if newly purchased |
| 4 | Furniture, Fixtures and Office Equipment | Up to 50% of market value |
| 5 | Inventory and Raw Materials | Up to 50% |
| 6 | Vehicles (cars & trucks) | 75% of blue book value |
| 7 | Recreational vehicles | Considered on case-by-case basis, typically no more than 50% |
| 8 | Depository accounts | 100% if held in reserve for SBDCE as the lender otherwise considered unsecured |
| 9 | Agreements to deliver | Considered unsecured |
| 10 | Renewal commissions | Considered unsecured |

6. Guarantees. Unlimited personal guarantees are required from any person with a 20% or greater ownership interest in the business. Corporate guarantees are required, if applicable.

7. Repayment. Monthly payments required. Under special circumstances, payment of interest and/or principal may be deferred for a period of time not to exceed twelve (12) months.
8. Prepayment. There shall not be any prepayment penalties.
9. Business Location. Loans are shall be approved by the DCEDC Revolving Loan Fund Committee or DCEDC Board with knowledge and consideration of the location of the business. It is expected that businesses will remain at the location identified in the loan request. Businesses must remain in Door County for the term of the loan; businesses owning (not leasing) their location of operation must obtain DCEDC Revolving Loan Fund Committee approval for relocation plans.

4.2 Micro-Loan Fund

Purpose: The Micro Loan Fund is designed to provide small loans to start-up, newly established or growing small businesses. A key objective of the program is to assist business owners who have traditionally had difficulty accessing debt financing.

Use of Funds: Funds may be used for working capital, inventory purchases, machinery and equipment, furniture, fixtures, supplies, leasehold improvements, minor building renovation/rehabilitation, or natural disaster recovery.

Terms and Conditions: Loan terms and conditions shall be based on need and ability to repay. It is the intent of the Micro loan to be as flexible as possible while operating in accordance with prudent lending policies. Standards shall include the following:

1. Loan Size: \$5,000 to \$25,000
2. Matching Funds: Matching funds shall be a minimum of 20% of the project costs.
3. Interest Rate. The interest rate shall be determined by the DCEDC loan committee.
4. Loan Terms. Not to exceed 5 years. Consideration shall be given to the type of assets pledged.
5. Collateral. Collateral is required and will usually take the form of a security interest in all of the applicant's assets. Real estate and equipment are common assets pledged.
6. Personal Guarantees. Unlimited personal guarantees are required from any person with a 20% or greater ownership interest in the business.
7. Repayment. Monthly payments are required. Under special circumstances, payment of interest and/or principal may be deferred with Board approval for a period of time not to exceed twelve (12) months. Requests for consideration to extend deferred payments may be considered by the Board on an annual basis. Interest only loans should be reviewed a minimum of every six (6) months. Loans that defer principal and interest should be monitored every month until payments resume whereby the next review should be scheduled within six (6) months.
8. Prepayment. There shall not be any prepayment penalties.
9. Business Location. Loans shall be approved by the DCEDC Revolving Loan Fund Committee with knowledge and consideration of the location of the business. It is expected that businesses will remain at the location identified in the loan request. Businesses must remain in Door County for the term of the loan; businesses owning (not leasing) their location of operation must obtain DCEDC Revolving Loan Committee approval for relocation plans.

5. APPLICATION PROCEDURES

5.1 Requirements

Prior to applying, the applicant shall discuss the project with the Program Administrator. An application form shall be provided to the applicant. The Program Administrator or assigned staff shall assist the applicant, as is reasonably necessary, in completing the application. All financial information shall be kept confidential, except as authorized or required by law.

5.2 Timing

Applications may be submitted at any time during the calendar year.

5.3 Priority

Applications shall be reviewed in the order received. Priorities for loans shall be established by the Program Administrator or assigned staff based on the amount of funds available.

5.4 Economic Development Loan Package

Applicants shall submit a loan package consisting of the following information:

1. Application. A completed application form as provided by the Program Administrator.
2. Business Description. A written description of the business, including the following:
 - a) A brief history of the existing or proposed business, including when it started or is to start, type of operation, legal structure, markets, and products.
 - b) Key customers and clients (confidential except as authorized or required by law).
 - c) A brief personal resume of each principal and officer associated with the business, including: number of years of experience; educational background, and personal involvement in the proposed or existing business.
 - d) Three years of financial history (if applicable), preferably reviewed or audited in accordance with generally accepted accounting principles by an independent accountant, including balance sheets, profit/loss statements, and accountant notes (confidential except as authorized or required by law).
 - e) Personal financial statement, tax returns.
3. Project Description: Explain how the business plans to use the requested funds.
4. Commitments from Private and Other Public Lenders: Include documentation of commitments from all private and other public lenders making loans in the project. Lender commitment letters should include:
 - a) Description of the type of loan being made by the lender (first mortgage, permanent financing, construction financing, etc.) (confidential except as authorized or required by law);
 - b) The amount, interest rate, terms, and security of the loan (confidential except as authorized or required by law); and
 - c) Statement that the loan is contingent only on the receipt of Program financing, if applicable.
5. Projections: Provide balance sheets, income statements, and cash flow statements to clearly show the requested loan is necessary to make the project work (confidential except as authorized or required by law). These should cover a three-year period (or to the projected break-even point) and should assume that the business will receive the requested loan. Financial projections shall be prepared preferably by an independent accountant.

6. Additional Information: Additional information as may be required by the Program Administrator or assigned staff. Certain information provided in the application materials may be deemed confidential by the Program Administrator.

5.5 Application Fee.

All submitted applications shall include the required fee which is non-refundable.

5.6 Review Process

1. Staff Review/Meeting Establishment. The Program Administrator shall compile the application and supporting documents required to underwrite the loan and verify the loan request meets program criteria and follows prescribed standards. The applicant shall be notified as to the date and time of DCEDC Revolving Loan Fund Committee meeting. The applicant is required to attend the meeting.
2. RLF Committee Review: The DCEDC Revolving Loan Fund Committee shall meet in person, teleconference, or video conference to formally review the loan package, the business's historic cash flow and principals' credit score(s). In reviewing the application, the Committee shall ensure that:
 - a) The recipient can repay the proposed assistance
 - b) Project costs are reasonable
 - c) All sources of project financing are committed
 - d) Private capital is invested
 - e) The project is financially feasible
 - f) To the extent practicable, the return on the owner's equity investment will not be unreasonably high
 - g) The project does not enable a business to compete unfairly with existing businesses in the community offering similar goods or services.
3. RLF Committee Action. The DCEDC Revolving Loan Committee may approve, reject, or request additional information about the application. Loan approval requires a minimum of at least 3 votes to be approved or forwarded on to the DCEDC Board. For loans exceeding \$100,000 the Committee shall make a recommendation to the DCEDC Board, with approval or denial of the application being made by the DCEDC Board.
4. DCEDC Board Action. For loans exceeding \$100,000 the DCEDC Board shall review the recommendation of the DCEDC Revolving Loan Fund Committee and shall approve or deny the loan application by majority vote.
5. Commitment Letter: Upon approval by the DCEDC Revolving Loan Fund Committee or DCEDC Board, the Program Administrator shall issue a commitment letter to the loan applicant setting forth the terms and conditions of the loan. A loan closing shall be arranged to execute the necessary loan documents.
6. Rejection Letter: If the application is not approved, the Program Administrator shall send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

5.7 Review Triggers

Changes prior to loan closing the loan request will be brought back to the Committee for reconsideration of the approval. Any of the following changes with approved loans up to the time of closing will trigger a re-review:

1. Change in cash flow (+ or -)
2. Change in lender or lender's terms
3. Change in location for borrowers purchasing real estate for the project
4. A material event (including circumstances that cause the Program Administrator to be uncomfortable).

6. LOAN CLOSING PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan:

1. Acceptance of Loan Terms: Receipt of an executed acceptance of loan terms as provided for in the notice of award.
2. Evidence of Permits, etc.: Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations have been obtained prior to the release of Program funds. The applicant and the project shall be in compliance with municipal and/or County zoning ordinances.
3. Loan Agreement: The Program Administrator, staff or assigned contractor shall prepare a loan agreement, which shall be executed by a DCEDC Revolving Loan Fund Committee officer, Program Administrator, and the Chief Executive Officer of the business.
4. Promissory Note: A promissory note shall be prepared by the Program Administrator, staff or assigned contractor. The promissory note must be signed by the Chief Executive Officer of the business at the time of loan closing. The note must be dated; it must reference the agreement between the Program and the business, and it must specify the amount and terms of the loan funds delivered.
5. Security: Mortgage or lien instruments provided as security for all loans must be prepared by the Program Administrator and executed at the time of the loan closing. The Program Administrator shall record the instrument and place a copy in the project file.
6. Repayment Schedule: A loan repayment schedule shall be prepared by the Program Administrator and be attached to both parties' copies of the loan agreement.
7. Evidence of Program Expenditures: Documentation must be provided by the business to evidence Program expenditures. Documentation shall include invoices, receipts for materials, approved requests for payment, final bills of sale, or canceled checks. All documentation shall be reviewed and approved by the Program Administrator.
8. Fixed Equipment: The Program Administrator shall verify the installation of fixed equipment.
9. Other documentation: As appropriate or necessary, the borrower may be asked to provide the following:
 - a. The Articles of Incorporation and Bylaws
 - b. A certificate of status from the Department of Financial Institutions;
 - c. Debarment Form
 - d. A resolution or agreement to borrow funds;
 - e. Current financial statements;
 - f. Evidence of having secured other funds necessary for the project; and
 - g. Other documentation as required by the Program Administrator.
10. Closing. With the above documentation in place, the Program Administrator or staff will schedule a loan closing. All documents will be executed before funds are disbursed, and mortgages and UCC Statements shall be recorded with the County Register of Deeds, Wisconsin Department of Financial Institutions or the proper corresponding equivalent state agency in the business' state of incorporation.
11. Disbursement. Funds will typically be disbursed in proportion with other project funding. Project Expenses incurred and paid by the client prior to loan closing may be counted as part of owner equity or may be reimbursed to the client as a disbursement for eligible expenses, provided the expense incurred was paid not more than nine months prior to the date of the loan closing. If it is requested, the SBDCE loan portion of the project can be funded prior to the senior lender.

7. POST LOAN APPROVAL REQUIREMENTS

7.1 Obligation of Loan Recipient

All applicants shall agree to comply with the following where applicable:

1. The applicant shall create or retain the prescribed number of jobs, if job creation or retention is required under the terms of the loan.
2. The applicant shall not discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5).
3. The applicant shall use the loan money only to pay the cost of services and materials necessary to complete the economic development activities for which the loan funds were awarded and shall permit the Program Administrator the right of audit/inspection to verify compliance.
4. Project must be completed within twenty-four months from the date the funding is awarded.
5. The applicant shall permit inspections by the Program Administrator of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections that include, but may not be limited to, equipment, payrolls, and conditions of employment. The applicant shall comply with requests for inspection within four (4) working days of the request.
6. The applicant shall maintain records on the project as may be requested by the Program Administrator or staff. These files shall be maintained as long as the loan is active.
7. The applicant shall submit progress reports to the Program Administrator or staff in accordance with the schedule in the loan agreement.
8. The applicant shall maintain fire and extended coverage insurance on the project property during the term of the business loan. Sturgeon Bay Door County Revolving Loan Fund shall be listed as a "loss payee" or "mortgagee" insured on the policy. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
9. The applicant must abide by all applicable local, state, and federal laws.

7.2 Approval of Loan Modifications

On occasion circumstances arise that prompt the borrower to request a modification to the loan terms, collateral or security. It is understood that time is of the essence with loan modification requests; however, all requests should have at least 2 weeks lead time for preparation and presentation to the appropriate level of authority. Loan modifications will be approved or denied by the same DCEDC authority based on the balance of the loan at the time of the Modification Request.

1. Collateral Substitutions can be approved by the DCEDC Board Chair.
2. Subordinations and Collateral Releases can be approved by DCEDC's Executive Committee.
3. Payment and Terms modifications will be approved by DCEDC Board.

7.3 Private & Other Public Leverage Commitments

The Program Administrator shall monitor the use of the funds and expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and cancelled checks.

7.4 Hiring of New Employees

The Program Administrator shall monitor the recipient's progress in meeting job creation or retention goals, if required. Job creation/retention will be documented through the job status summary report, payroll reports, and UCT 101 on an annual basis.

7.5 Default

1. In addition to any other grounds specified in the loan agreement, the following shall also be considered grounds for default;
 - a. Failure of the business to make any payment of principal or interest within 30 days after the payment is due and payable
 - b. Defaulting on other loans with private or other public lenders;
 - c. Cessation of operations or movement of the business or industry from Door County
 - d. Sale of the business
 - e. Death of an owner
 - f. Failure to comply materially with the obligations of loan recipient under section 7.1.
2. In the event of default, all sums due and owing the SBD CED Loan Fund shall become immediately due and payable. To exercise this option, the Program Administrator shall send a written notice to the business. The notice shall specify the following:
 - a. The default;
 - b. The action required to cure the default;
 - c. A date by which the default must be cured to avoid foreclosure or other collective action; and
 - d. Any penalties incurred as a result of the default, jobs, etc.

8. ADMINISTRATION AND LOAN SERVICING

8.1 Program Funds

1. Repaid Funds: Repaid funds shall be deposited into the SBD CED Loan Fund Loan account and used in a manner consistent with the current Program Policies and Procedures. A separate accounting record for each loan shall be kept to account for all funds loaned.
2. Administrative Fee: A flat fee of \$20,000 plus a 3% fee for managed loans shall be charged for the program administration. Managed loans are calculated on the average principal balance for all loans on a quarterly basis (Jan 1, April 1, July 1, Oct 1). The current year Administrative Fee and the rate for the next fiscal year shall be reviewed and approved by the City and County in October for budgeting purposes. Administrative Fees are charge directly against loan SBD CED Loan Fund.

8.2 Loan Serving

The Program Administrator shall be responsible for day-to-day administration of the Program's portfolio, including establishment and maintenance of recordkeeping and tickler file systems, preparing and submitting progress reports, collecting and analyzing financial statements, conducting field visits, monitoring repayments on loans and working with problem loans. The Program may engage outside professionals to assist the Program Administrator.

8.3 Monitoring

The Program Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and to monitor the financial health of the business to evaluate the ability of the borrower to continue repayment of the loan. The monitoring will also ensure that all recordkeeping requirements are met, particularly in regard to job creation and expenditures of matching funds.

A loan servicing file shall be established and maintained for each loan recipient that includes all written correspondence; a record of important telephone conversations; a list of applicable loan covenants; certificates of insurance for builder's risk, property-casualty, and life insurance, as applicable; and documentation for job creation and retention.

8.4 Record Keeping

The Program's financial management records must be comprehensive and designed to provide the following information:

1. A SBD CED Loan Fund Register that records all deposits and disbursements to and from the Program, including funds used for the Program's administration.
2. SBD CED Loan Fund Repayment Register that records repayments made by each business which has received a loan from the Program. It also tracks the balance of repayments from all loans from the Program.
3. A Collection Register for every loan made. Each register contains the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance.
4. Records retention shall follow Addendum B.

9. ADDENDUM B: RECORDS & RETENTION

Written records of all program activities, including program meetings, loan applications, and related documents, shall be maintained in appropriate files by the DCEDC. Authorized personnel shall maintain all project files in a secure place with limited access.

A documentation file should be established and maintained by the DCEDC for each loan recipient and contain the following:

1. Loan Application. All applications, business financial statements, personal financial statements, credit reports, resumes, business plan documents, and other supporting loan information submitted to DCEDC, including all applicable correspondence, shall be placed in a permanent file.
2. Loan Approval. This file must contain action taken on the loan and will include recommendations and evidence of loan approval.
3. Loan Closing. All legal documents, including, but not limited to debt, and security instruments, loan agreements, and other applicable documents made in accordance with loan disbursement procedures. On a case-by-case basis, Counsel shall be retained to ensure file compliance and proper documentation.
4. Tickler System. Notices shall be generated systematically to serve as a reminder on time-sensitive items. Tracking such information is vital in protecting security interests, ensuring lien perfection, and monitoring loan performance.
5. General Information. Standard loan recipient reporting and contact should be made to properly assess credit risk and any deficiencies that may exist. In all cases, one or more of the following should occur on an annual basis:
 - a) Financial statements prepared by a qualified accountant and submitted in a form acceptable to the Committee;
 - b) Letters and progress reports;
 - c) Site visits and/or management conference calls. A summary of any visits or calls shall be logged for future reference;
 - d) Amortization, reconciliation, and repayment monitoring to target unwanted credit behaviors and to assist in uncovering larger issues;
 - e) Loan reviews shall be performed through a culmination of collecting and analyzing the above mentioned.

RECORDS RETENTION & DESTRUCTION POLICY

This policy contains a guide for the initial maintenance, retention and disposal schedule for physical records of DCEDC and the retention and disposal schedule of electronic documents. DCEDC is in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Records Retention Schedule is followed.

1) Suspension of Record Disposal In Event of Litigation or Claims

In the event DCEDC is served with any subpoena or request for records or any member becomes aware of governmental investigation or audit concerning the Program such member shall inform the DCEDC Chair or Program Administrator. The DCEDC Chair and Program Administrator shall take such steps as necessary to promptly inform all members of any suspension in the further disposal of records.

2) Applicability

This policy applies to all records generated in the course of SBDCEC Revolving Loan Fund operation, including both original documents and reproductions. This policy does not apply to independent contractor records as we depend on vendors to set appropriate retention policies.

3) Destruction Policy

The DCEDC Program Administrator is in charge of determining obsolete SBDCEC Revolving Loan Fund records that can be destroyed.

RECORDS RETENTION SCHEDULE

| | |
|---|----------|
| 1. ACCOUNTING AND FINANCE: | 7 Years |
| 2. LOAN DOCUMENTATION: | 7 Years |
| 3. CONTRACTS: | 7 Years |
| 4. CORPORATE RECORDS: | 7 Years |
| 5. CORRESPONDENCE AND INTERNAL MEMORANDA | |
| Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. | |
| 6. ELECTRONIC DOCUMENTS: | 7 Years |
| 7. LEGAL FILES AND PAPERS: | 10 Years |
| 8. MISCELLANEOUS: | 7 Years |
| 9. PERSONNEL RECORDS: | 7 Years |
| 10. PROPERTY RECORDS: | 7 Years |
| 11. TAX RECORDS | 7 Years |

RESOLUTION NO. 2019-__
**Community Development Block Grant Economic Development Revolving Loan Fund
Closeout and Sturgeon Bay-Door County Economic Development Loan Program**

WHEREAS, the Community Development Block Grant (CDBG) program is a federal formula-allocated grant program administered by the U.S. Department of Housing and Urban Development (HUD); *and*

WHEREAS, funding for state-administered CDBG programs is provided to each state by HUD; *and*

WHEREAS, the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) is responsible for administering Wisconsin's Community Development Block Grant ("CDBG") Economic Development ("ED") Revolving Loan Fund ("RLF") Program; *and*

WHEREAS, for myriad reasons, including concerns expressed and conditions imposed by HUD, the DOA determined that the appropriate course of action was to discontinue Wisconsin's CDBG ED RLF Program, liquidate the remaining funding, and to ultimately close all CDBG ED RLF's; *and*

WHEREAS, toward that end the DOA created the CDBG-CLOSE, which is designed to provide the necessary regulatory and financial flexibility for communities to address local needs while simultaneously addressing HUD's concerns and conditions regarding CDBG ED RLF's; *and*

WHEREAS, the County of Door ("County") and City of Sturgeon Bay ("City") each had CDBG ED RLF programs and hold / held CDBG ED RLF funds; *and*

WHEREAS, the City's CDBG ED RLF funds (totaling \$875,000), because it was originally capitalized with payments of loans made from CDBG grant funds awarded prior to January 1, 1992 by the State of Wisconsin and have not received a subsequent award from January 1, 1992 to present from the State of Wisconsin, are not subject to CDBG-CLOSE; *and*

WHEREAS, the County's CDBG ED RLF funds (totaling \$1,400,000), because it was funded by a CDBG award made on January 1, 1992 or later, are subject to CDBG-CLOSE ... so the County must: return to the DOA - DEHCR the full balance of its CDBG ED RLF funds, dissolve its RLF under the process identified by the DOA - DEHCR, and complete all documentation required and requested by the DOA - DEHCR; *and*

WHEREAS, under the CDBG-CLOSE program, all locally held, and funded by a CDBG award made on January 1, 1992 or later, ED RLF's will be held for UGLG's ... and these UGLG's will have non-competitive access to the funds to use as grants for eligible activities; *and*

WHEREAS, UGLG's have up to twenty-four (24) months from the start date of the CDBG-CLOSE program to apply for funding to DEHCR, project activities must usually be completed within twenty-four (24) months from the date the funding is awarded (additional time may be allowed), and funds not disbursed within the specified time limit may be recaptured by DEHCR for reallocation to any other eligible CDBG project; *and*

WHEREAS, the County and City are eligible CDBG-CLOSE applicants; *and*

WHEREAS, cooperative action by and between the City and County will allow each to leverage their CBDG ED RLF funds, now and in the future, for public purposes and public benefit; *and*.

WHEREAS, toward that end it is recommended that:

- ❖ The City have non-competitive access to the County's \$1,400,000 CBDG ED RLF funds...through and subject to CDBG-CLOSE as a grant...for the Westside School Redevelopment Project.
- ❖ County and City create a "Sturgeon Bay-Door County Economic Development Loan Program" (See: Addendum A, attached hereto and incorporated herein by reference as if fully set forth);
- ❖ The "Sturgeon Bay-Door County Economic Development Loan Program" will initially be funded by the City's \$875,000 CBDG ED RLF dollars and the City will provide an additional \$875,000 over a period not to exceed 15 years.
- ❖ Persons throughout Door County may apply for "Sturgeon Bay-Door County Economic Development Loan Program" loans for eligible projects.
- ❖ Any funds remaining in the "Sturgeon Bay-Door County Economic Development Loan Program" after final close-out of the Program will be shared equally between the County and the City.
- ❖ The City will provide up to \$400,000 to the County if the County elects to develop a county-wide housing program.

The foregoing will be memorialized by an intergovernmental agreement by and between the County and City.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the County's CDBG ED RLF Closeout and Sturgeon Bay-Door County Economic Development Loan Program as described above.

BE IT FURTHER RESOLVED, That the Door County Board of Supervisors hereby: authorizes the preparation, execution and filing of all documents necessary to effectuate the County's CDBG ED RLF Closeout and creation of the "Sturgeon Bay-Door County Economic Development Loan Program" as described herein; empowers the County Board Chairperson to be the signatory on behalf of the County of Door on all necessary documents; *and* grants the Door County Economic Development Corporation authority to facilitate closeout of the County's CBDG ED RLF funds and preparation and filing of the appropriate application for funds under the DOA's CDBG-CLOSE program in accordance with this resolution.

BE IT FURTHER RESOLVED, That the County of Door's fiscal obligations are limited to funds appropriated for these purposes pursuant to Section 65.90, Wisconsin Statutes.