



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, DECEMBER 17, 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 – \$168,628.93, Capital Fund - \$215,684.69, Cable TV - \$9,709.04, TID #4 - \$668.00 and Solid Waste Enterprise Fund - \$19,614.44 for a grand total of \$414,305.10. 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 12/3/19 regular Common Council minutes.
 - * b. Approval of the following minutes:
 1. Parking & Traffic Committee – 11/25/19
 2. Finance/Purchasing & Building Committee – 11/26/19
 3. Community Protection & Services Committee – 12/5/19
 - * c. Place the following reports on file:
 1. Police Department Report – November 2019
 2. Inspection Department Report – November 2019
 3. Fire Department Report – November 2019
 4. Bank Reconciliation – November 2019
 5. Revenue & Expense Report – November 2019
 - * d. Consideration of: Approval of Beverage Operator Licenses.
 - * e. Consideration of: Approval of Sidewalk Café Permit application for Henry S. Baird #174.
 - * f. Consideration of: Approval of Election Inspectors for 2020-2021.
 - * g. Parking & Traffic Committee recommendation re: Create Section 7.16 of the Municipal Code, Restricted Streets and to include a (3) c. Municipal Vehicles would be exempt.

- * h. Community Protection & Services Committee recommendation re: Approve adding a \$2.00 solid waste user fee starting January 1, 2020, and to further discuss changing the hours of operation.
 - * i. Finance/Purchasing & Building Committee recommendation re: Accept bid from Portside Builders, Inc. in the amount of \$30,854 for Security Upgrades to Police Department Front Entrance.
8. Mayoral appointments.
 9. Second reading of ordinance re: Amending Section 6.23 of Municipal Code – Fire Inspections.
 10. First reading of ordinance re: Create Section 7.16 of the Municipal Code – Restricted Streets.
 11. Resolution re: Compost Site & Contractor Permit Fees.
 12. Finance/Purchasing & Building Committee recommendation re: Approve the line item transfers in the amounts of \$15,869 from 10-400-000-59065 and \$15,744 from 10-400-000-59060 transferred to 10-570-000-59075 for the amount of \$31,613.
 13. Consideration of: Authorization for Professional Services to Perform Engineering/Consulting Services – Cedar Corporation.
 14. Consideration of: Staff to determine shoreline damage at all City owned shorefront property and prepare cost estimates for repairs.
 15. Consideration of: Update on Green Tier Legacy Program. (Ald. Hayes)
 16. Consideration of: Update on attorney fees paid and staff hours spent on Development Agreement with Sturgeon Bay Historical Society for Teweles & Brandeis Granary. (Ald. Reeths)
 17. Discussion re: Development Agreement with Sturgeon Bay Historical Society.
 18. Review of Ad Hoc West Waterfront Planning Committee recommendations.
 19. Items to be Included on Future Agendas (New Business).
 20. Committee Chairperson Reports:
 - a. Personnel Committee
 - b. Parking & Traffic Committee
 - c. Community Protection & Services Committee
 - d. Utility Commission
 21. City Administrator report.
 22. Mayor's report.
 23. Convene in closed session in accordance with the following exemption:

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)

Discussion re: Development Agreement between City of Sturgeon Bay & Sturgeon Bay Historical Society Foundation, Inc.

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

24. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 12-13-19

Time: 12:00 PM

By: CM

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

6.

INVOICES DUE ON/BEFORE 12/17/2019

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
	BALLFIELD LIGHTING			
WPPI ENG	WPPI ENERGY	12/19 ATHLETIC LIGHT PROJECT	01-000-981-70000	1,365.39
		TOTAL BALLFIELD LIGHTING		1,365.39
		TOTAL GENERAL FUND		1,365.39
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	11/19 3 ALDERS PHONES	01-105-000-58999	115.76
		TOTAL		115.76
		TOTAL CITY COUNCIL		115.76
LAW/LEGAL				
03950	DAVIS KUELTHAU	10/19 GENERAL LEGAL MATTERS	01-110-000-55010	5,460.00
03950		10/19 GEN LEGAL/S WEESE YOUNG	01-110-000-55010	598.00
16555	PINKERT LAW FIRM, LLP	10/19 LITIGATION MATTERS/BOES	01-110-000-55010	90.00
		TOTAL		6,148.00
		TOTAL LAW/LEGAL		6,148.00
COMPUTER				
04696	DOOR COUNTY TREASURER	11/19 INTERNET USAGE	01-125-000-55550	100.00
04696		11/19 ARCHIVESOCIAL NOV/DEC	01-125-000-55550	152.00
04696		11/19 TECH SUPPORT	01-125-000-55550	2,500.00
04696		11/19 2G INTERNET	01-125-000-55550	375.00
		TOTAL		3,127.00
		TOTAL COMPUTER		3,127.00
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	212 LOCUST PROPERTY TAXES	01-130-000-51910	2,737.41
ASSO APP	ASSOCIATES APPRAISAL	12.17.19 CONTRACT	01-130-000-55010	1,333.33
		TOTAL		4,070.74
		TOTAL CITY ASSESSOR		4,070.74
BUILDING/ZONING CODE ENFORCEMENT				
DCI	DOOR COUNTY INSPECTIONS, LLC	11/19 PERMITS	01-140-000-55010	13,180.47
		TOTAL		13,180.47
		TOTAL BUILDING/ZONING CODE ENFORCEMENT		13,180.47

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 12/17/2019

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY HALL				
03159	CHARTER COMMUNICATIONS	11/19 FIRE CABLE SVC	01-160-000-58999	135.34
04575	DOOR COUNTY HARDWARE	BUNGEE/SCREWS	01-160-000-51850	5.98
04575		BATTERY	01-160-000-51400	15.99
04966	EAGLE MECHANICAL INC	BACK FLOW PREVNT TEST/REGISTR	01-160-000-55300	130.00
05500	ENERGY CONTROL AND DESIGN INC	PARTS/LABOR WTR PUMP REPAIR	01-160-000-55300	843.01
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	2,025.21
19880		421 MICHIGAN ST	01-160-000-58650	233.02
23730	WPS	212 LOCUST	01-160-000-56600	27.35
COMM	COMMUNICATIONS ENGINEERING CO	LABOR/PARTS C HALL ELEVTR REPR	01-160-000-58999	1,833.93
WARNER	WARNER-WEXEL WHOLESALE &	GARBAGE BAGS	01-160-000-51850	39.06
WARNER		AEROSOL DISPENSER	01-160-000-51850	34.49
WARNER		PAPER PRODUCTS	01-160-000-51850	23.18
TOTAL				5,346.56
TOTAL CITY HALL				5,346.56
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	11/19 CITY HALL PHONE SVC	01-199-000-58200	119.57
04696		11/19 FIRD PHONE SVC	01-199-000-58200	45.45
04696		11/19 MUN SVC PHONE SVC	01-199-000-58200	37.60
04696		11/19 POLICE PHONE SVC	01-199-000-58200	46.06
16961	PUBLIC ADMINISTRATION ASSOC.	WAGE STUDY	01-199-000-57000	6,875.00
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COPIER MAINTENANCE D051	01-199-000-55650	773.33
TOTAL				7,897.01
TOTAL GENERAL EXPENDITURES				7,897.01
POLICE DEPARTMENT				
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	4024 BLACK COPIES	01-200-000-51600	53.92
STAPLES		868 COLOR COPIES	01-200-000-51600	34.72
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER 45 OF 48	01-200-000-55650	167.00
US BANK		PROPERTY DAMAGE SURCHARGE	01-200-000-55650	27.02
TOTAL				282.66
TOTAL POLICE DEPARTMENT				282.66
POLICE DEPARTMENT/PATROL				
02005	BAY ELECTRONICS, INC.	RADIO ANTENNA INSTALL/UNMRKED	01-215-000-57550	496.15
02960	C & W AUTO	TOW VEHICLE/CASE # 19-012968	01-215-000-54999	150.00
04150	DEJARDIN CLEANERS LLC	SEW PATCH TO UNIFORM/COYHIS	01-215-000-56800	36.00
06650	GALLS, AN ARAMARK COMPANY	DUTY BELT/JENNERJOHN	01-215-000-52900	47.77
06650		NAMEPLATE/JENNERJOHN	01-215-000-52900	13.11
14875	NWTC GREEN BAY	TACTIC PTRL CONF/4 @ 99	01-215-000-55600	396.00
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	11.38
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	11.09
19880		SHORECREST RD CAMERA	01-215-000-56150	8.63
21450	THE UNIFORM SHOPPE	2 UNIFORM SHIRTS/HAGNY	01-215-000-52900	133.90

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
21450		UNIFORM PANT & BELT/COYHIS	01-215-000-52900	141.90
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	VEHICLE PARTS/GAUGE	01-215-000-58600	117.88
AXON	AXON ENTERPRISES, INC.	9 TASER BATTERIES	01-215-000-51050	396.00
BEE SAFE	BEE SAFE STORAGE LLC	TRAILER RE: 19-012968	01-215-000-58999	80.00
ENGEBOSE	KYLE ENGEBOSE	UNIFORM BOOT REIMB/ENGEBOSE	01-215-000-52900	100.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SHED	01-215-000-58600	3,997.89
JIM FORD		CREDIT-SHED	01-215-000-58600	-3,997.89
JIM FORD		2016 FORD EXEL SPOTLIGHT ISSUE	01-215-000-58600	100.68
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	1,243.24
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	25.98
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	305.12
JIM FORD		SQUAD 20 MAINTENANCE	01-215-000-58600	41.96
JIM FORD		SQUAD 80 MIANTENANCE	01-215-000-58600	61.74
JIM FORD		SQUAD 20 MAINTENANCE	01-215-000-58600	202.19
ROCKY'S	SCOTT ROCKENDORF	SERVICE RE: 19-012908	01-215-000-54999	50.00
TOTAL				4,170.72
TOTAL POLICE DEPARTMENT/PATROL				4,170.72
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	11/19 CONTRACT FEES	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
FIRE DEPARTMENT				
02206	BAY MARINE	PUMP IMPELLER/B8	01-250-000-53000	30.54
19880	STURGEON BAY UTILITIES	N 14TH AVE WARNING SIREN	01-250-000-56150	8.24
19880		92 E MAPLE STREET	01-250-000-56675	6.22
19880		MARTIN PARK RESTROOM	01-250-000-56675	6.22
19880		421 MICHIGAN ST	01-250-000-56675	133.25
19880		TRUCK FILL	01-250-000-56675	41.00
19880		MEM FLD WARMING HOUSE	01-250-000-56675	49.73
19880		SALT SHED	01-250-000-56675	6.22
19880		CITY GARAGE	01-250-000-56675	49.73
19880		GARLAND PARK	01-250-000-56675	6.22
19880		SUNSET CONSN CNTR	01-250-000-56675	49.73
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	15.54
19880		OTUMBA PARK	01-250-000-56675	6.22
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	6.22
19880		WEST SIDE FIRE STATION	01-250-000-56675	49.73
19880		WEST SIDE FIRE STATION	01-250-000-56150	110.63
19880		WEST SIDE FIRE STATION	01-250-000-58650	84.56
19880		NEENAH AVE PAVILLION	01-250-000-56675	6.22
19880		NEENAH AVE RESTROOMS	01-250-000-56675	31.08
19880		JAYCEES BALLFLD STAND	01-250-000-56675	15.54
19880		WEST SIDE BALLFLD LTS	01-250-000-56675	31.08
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	49.73
19880		FIRE TRAINING SITE	01-250-000-56675	6.22
19880		FIRE TRAINING SITE	01-250-000-56150	8.34

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880		QUINCY ST BALLFLD	01-250-000-56675	49.73
19880		212 W LOCUST	01-250-000-56675	5.18
19880		MADISON AVE SPRINKLG	01-250-000-56675	15.54
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	15.54
19880		GREEN BAY RD SIREN	01-250-000-56150	15.74
19880		EAST SIDE DOCK	01-250-000-56675	6.22
19880		CANAL/COVE RD	01-250-000-56150	14.05
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	49.73
19880		KENTUCKY ST CITY PKG RAMP	01-250-000-56675	6.20
19880		48 KENTUCKY ST DOCK	01-250-000-56675	15.54
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	49.73
19880		SIGN SHED	01-250-000-56675	6.22
19880		CHERRY BLOSSOM	01-250-000-56675	15.54
19880		CLAY BANKS RD SIREN	01-250-000-56150	15.38
23730	WPS	656 S OXFORD AVE	01-250-000-56600	164.07
GENERAL	GENERAL COMMUNICATIONS, INC.	TRK LIGHTS	01-250-000-53000	154.00
PAULCONW	PAUL CONWAY SHIELDS	BOOTS	01-250-000-52900	295.00
PAULCONW		BOOTS	01-250-000-52950	175.00
PREVEA	PREVEA HEALTH WORKMED	SINGLE TEST	01-250-000-57100	25.20
PREVEA		NEW EMPLOYEE EXAMS	01-250-000-57100	786.50
TOTAL				2,688.32
TOTAL FIRE DEPARTMENT				2,688.32
COMPOST/SOLID WASTE SITE				
03025	CAPTAIN COMMODOES INC	PORT A POTTI-COMPOST SITE	01-320-000-57700	80.00
19880	STURGEON BAY UTILITIES	COMPOST SITE	01-320-000-56150	20.71
38290	HI TEC FABRICATION	PANEL DOORS/LOADER	01-320-000-51400	483.34
TOTAL				584.05
TOTAL COMPOST/SOLID WASTE SITE				584.05
ROADWAYS/STREETS				
04575	DOOR COUNTY HARDWARE	LAWN RAKE	01-400-000-51400	31.99
19860	STURGEON BAY SAND & GRAVEL	BREAKER RUN	01-400-000-52500	28.57
19860		BREAKER RUN	01-400-000-52500	35.13
19860		BREAKER RUN	01-400-000-52500	28.76
TOTAL				124.45
TOTAL ROADWAYS/STREETS				124.45
SNOW REMOVAL				
06012	FASTENAL COMPANY	CUTTER-HARDWARE/SNOWPLOW	01-410-000-51400	340.74
06012		HARDWARE	01-410-000-51400	68.36
13049	MAY'S SPORT CENTER	TIRE STUDS	01-410-000-51400	53.90
13655	MONROE TRUCK EQUIPMENT, INC	BRINE PUMP	01-410-000-51400	962.49
13655		SNOW PLOW SHOE	01-410-000-51400	74.92

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CITY OF STURGEON BAY
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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
13655		BRINE NOZZLE KIT	01-410-000-51400	13.03
13655		CREDIT	01-410-000-51400	-511.83
TOTAL				1,001.61
TOTAL SNOW REMOVAL				1,001.61
STREET MACHINERY				
02005	BAY ELECTRONICS, INC.	TWO WAY RADION REPAIR	01-450-000-57550	131.25
02005		FUSE HOLDER	01-450-000-57550	4.99
04545	DOOR COUNTY COOPERATIVE/NAPA	LIGHTS/GRADER	01-450-000-52150	233.98
04545		PLIERS/RATCHET/LOCK PLIERS	01-450-000-58600	202.43
04545		CASE GREASE	01-450-000-52150	38.79
04545		BATTERY	01-450-000-53000	110.00
04575	DOOR COUNTY HARDWARE	COUPLERS/NIPPLES	01-450-000-52150	14.14
04575		SPRAY PAINTS	01-450-000-58600	9.98
04575		SPRAY PAINT	01-450-000-52150	9.98
06012	FASTENAL COMPANY	HARDWARE	01-450-000-53000	7.07
06012		HARDWARE	01-450-000-53000	3.50
06012		HARDWARE	01-450-000-53000	40.42
06012		HARDWARE	01-450-000-53000	5.02
06012		HARDWARE	01-450-000-53000	5.24
06012		HARDWARE	01-450-000-53000	4.32
06012		TRUCK HARDWARE	01-450-000-53000	333.35
06012		NYLOC NUTS/BOLTS	01-450-000-53000	24.22
06012		CUT OFF WHEELS	01-450-000-53000	32.49
18945	S & R TRUCK CENTER, INC	HOSE	01-450-000-53000	110.33
18945		ADAPTER	01-450-000-53000	40.19
18945		O-RING SEAL	01-450-000-53000	7.86
18945		STANDARD O RINGS	01-450-000-53000	3.04
18945		SHOP SUPPLIES	01-450-000-53000	6.00
18945		4.5 HRS LABOR @ 70	01-450-000-53000	315.00
19297	SHORE TO SHORE RENTAL, INC	T WRENCH	01-450-000-52150	3.99
20725	T R COCHART TIRE CENTER	TIRES/DSMOUNT/MOUNTS/DISPOSAL	01-450-000-58600	309.68
20725		TIRES/DISMOUNT/MOUNT/DISPOSAL	01-450-000-58600	274.70
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	GLOVES	01-450-000-52150	56.77
TOTAL				2,338.73
TOTAL STREET MACHINERY				2,338.73
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	GARDEN SPRAYER	01-460-000-52700	18.99
04575		SUPPLIES	01-460-000-55300	9.99
04575		SPRNG GARAG DR	01-460-000-51850	32.99
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	83.00
19880		CITY GARAGE	01-460-000-56150	723.48
19880		CITY GARAGE	01-460-000-58650	87.69
23730	WPS	835 N 14TH AVE	01-460-000-56600	1,032.77
AMERWELD	AMERICAN WELDING & GAS, INC	MONTHLY TANK RENTAL	01-460-000-58999	137.65
TOTAL				2,126.56

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL CITY GARAGE				2,126.56
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	9.00
19880		1536 EGG HRBR RD TRFFIC LITE	01-499-000-58000	20.62
19880		N 14TH AVE/EGG HRBR RD LITE	01-499-000-58000	24.42
19880		2 TRFC WARNING LIGHTS	01-499-000-58000	5.50
19880		MADISON AVE TRFC LTS	01-499-000-58000	118.67
19880		342 ORNAMENTAL ST LIGHTS	01-499-000-58000	4,618.89
19880		587 OVERHEAD ST LIGHTS	01-499-000-58000	6,789.27
19880		S LANSING/WALNUT SIGN	01-499-000-58000	7.55
19880		EAST SIDE DOCK	01-499-000-58000	41.07
19880		OLD HWY SIGN	01-499-000-58000	9.11
POLLOCK	DALE POLLOCK	2019 WORK BOOT REIMB/POLLACK	01-499-000-56800	173.07
TOTAL				11,817.17
TOTAL HIGHWAYS - GENERAL				11,817.17
PARK & RECREATION ADMIN				
17700	QUILL CORPORATION	ASSORTED OFFICE SUPPLIES	01-500-000-51950	85.38
TOTAL				85.38
TOTAL PARK & RECREATION ADMIN				85.38
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODOES INC	PORT A POTTI-DOG PARK	01-510-000-58999	80.00
04575	DOOR COUNTY HARDWARE	BITS/FASTENERS/DRIVE GUIDE	01-510-000-54999	11.98
04575		SNOW PUSHER	01-510-000-56250	63.99
04575		BATTERIES	01-510-000-52350	17.99
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	11.19
19880		MARTIN PARK RESTROOM	01-510-000-58650	8.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	96.03
19880		MEM FLD WARMING HOUSE	01-510-000-58650	52.16
19880		GARLAND PARK	01-510-000-56150	8.24
19880		GARLAND PARK	01-510-000-58650	8.00
19880		SUNSET CONSN CNTR	01-510-000-56150	106.29
19880		SUNSET CONSN CNTR	01-510-000-58650	51.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	14.04
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	11.40
19880		OTUMBA PARK	01-510-000-56150	8.53
19880		OTUMBA PARK	01-510-000-58650	8.00
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	15.45
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	8.00
19880		JAYCEES BALLFLD STAND	01-510-000-56150	12.91
19880		JAYCEES BALLFLD STAND	01-510-000-58650	11.40
19880		421 MICHIGAN ST FLAG LIGHT	01-510-000-56150	26.45
19880		MEM FLD PRKING LOT	01-510-000-56150	8.53

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GENERAL FUND				
19880		WEST SIDE BALLFLD LTS	01-510-000-58650	18.00
19880		MEM FLD COMPLEX	01-510-000-56150	282.07
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	27.00
19880		OTUMBA PARK WALKWAY	01-510-000-56150	13.29
19880		QUINCY ST BALLFLD	01-510-000-58650	27.00
19880		FLORIDA ST/SUNSET PRK	01-510-000-56150	13.75
19880		SIGN SHED	01-510-000-56150	13.67
19880		SIGN SHED	01-510-000-58650	8.00
19880		CHERRY BLOSSOM	01-510-000-56150	8.24
19880		CHERRY BLOSSOM	01-510-000-58650	11.40
20725	T R COCHART TIRE CENTER	MOWER TIRE REPAIR	01-510-000-51900	15.00
23730	WPS	335 S 14TH AVE MEM FLD	01-510-000-56600	197.09
TOTAL				1,274.49
TOTAL PARKS AND PLAYGROUNDS				1,274.49
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	FLUORESCENT BULBS	01-550-000-51850	9.99
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	254.12
19880		NEENAH AVE PAVILLION	01-550-000-56150	8.24
19880		NEENAH AVE PAVILLION	01-550-000-58650	8.00
19880		NEENAH AVE RESTROOMS	01-550-000-56150	52.09
19880		NEENAH AVE RESTROOMS	01-550-000-58650	18.00
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	25.21
PIER	PIER & WATERWAY SOLUTIONS,LLC	ANNL DOCK REMOVAL	01-550-000-55900	3,870.00
TOTAL				4,245.65
TOTAL MUNICIPAL DOCKS				4,245.65
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY	01-570-000-56150	12.51
19880		DC MUSEUM PKG LOT	01-570-000-56150	153.36
19880		W JUNIPER WALKWAY LITES	01-570-000-56150	84.88
19880		W JUNIPER ST PRKING LOT	01-570-000-56150	56.92
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	11.40
19880		48 KENTUCKY ST WTRFRONT	01-570-000-56150	122.56
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	115.58
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	54.42
19880		KENTUCKY ST CITY PKG RAMP	01-570-000-56150	273.94
19880		48 KENTUCKY ST DOCK	01-570-000-58650	11.40
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	27.00
TOTAL				923.97
TOTAL WATERFRONT PARKS & WALKWAYS				923.97
EMPLOYEE BENEFITS				
HUMANA	HRI	GO365 REWARDS/ADMIN	01-600-000-50550	1,011.75

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/17/2019

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL				1,011.75
TOTAL EMPLOYEE BENEFITS				1,011.75
TOTAL GENERAL FUND				74,031.44
CAPITAL FUND				
GENERAL EXPENDITURES				
03650	CONCRETE INDUSTRIES, INC	MATERIALS/SBU PORTION	10-199-000-51525	1,367.00
TOTAL				1,367.00
TOTAL GENERAL EXPENDITURES				1,367.00
STORM SEWERS				
EXPENSE				
03650	CONCRETE INDUSTRIES, INC	MATERIALS/CITY PORTION	10-300-000-59115	1,106.00
TOTAL EXPENSE				1,106.00
TOTAL STORM SEWERS				1,106.00
ROADWAYS/STREETS				
LEAD LATERAL				
19730	STURGEON BAY VISITOR CENTER	WAYFINDING DOWN PAYMENT	10-400-000-59999	200,000.00
TOTAL LEAD LATERAL				200,000.00
TOTAL ROADWAYS/STREETS				200,000.00
CITY GARAGE				
STANLEY	STANLEYBLACK & DECKER	2 TOOL CABINETS/BENCH TOP	10-460-000-59999	2,804.45
STANLEY		SHIPPING	10-460-000-59999	283.00
STANLEY		BENCH TOP	10-460-000-59999	868.84
TOTAL				3,956.29
TOTAL CITY GARAGE				3,956.29
WATERFRONT PARKS & WALKWAYS				
PIER	PIER & WATERWAY SOLUTIONS,LLC	DOCK REPAIRS	10-570-000-59075	5,052.50
TOTAL				5,052.50
TOTAL WATERFRONT PARKS & WALKWAYS				5,052.50

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/17/2019

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
VANDEW	VANDEWALLE & ASSOCIATES, INC	COMP PLAN SVC THRU 11.18.19	10-900-000-59999	4,202.90
TOTAL				4,202.90
TOTAL COMMUNITY & ECONOMIC DEVLPMT				4,202.90
TOTAL CAPITAL FUND				215,684.69

CABLE TV

CABLE TV / GENERAL

CABLE TV / GENERAL

02975	CAMERA CORNER	LEIGHTRONX SUBSCRIPTIONS	21-000-000-58999	7,164.00
03159	CHARTER COMMUNICATIONS	11/19 CB MUSIC SVC	21-000-000-58999	68.04
MANN	MANN COMMUNICATIONS, LLC	01/19 DVD DUB LIBRARY	21-000-000-58999	60.00
MANN		02/19 DVD DUBS TO LIBRARY	21-000-000-58999	45.00
MANN		03/19 DVD DUBS TO LIBRARY	21-000-000-58999	30.00
MANN		04/19 DVD DUBS TO LIBRARY	21-000-000-58999	60.00
MANN		05/19 DVD DUBS TO LIBRARY	21-000-000-58999	45.00
MANN		06/19 DVD DUBS TO LIBRARY	21-000-000-58999	30.00
MANN		07/19 DVDS DUBS TO LIBRARY	21-000-000-58999	45.00
MANN		08/19 DVD DUBS TO LIBRARY	21-000-000-58999	60.00
MANN		08/19 COUNCIL PREVIEWS	21-000-000-58999	52.50
MANN		09/19 DVD DUBS TO LIBRARY	21-000-000-58999	45.00
MANN		09/19 COUNCIL PREVIEW	21-000-000-58999	52.50
MANN		10/19 DVD DUBS TO LIBRARY	21-000-000-58999	60.00
MANN		11/19 DVD DUBS TO LIBRARY	21-000-000-58999	45.00
MANN		11/19 COUNCIL PREVIEW	21-000-000-58999	105.00
MANN		12/19 DVD DUBS TO LIBRARY	21-000-000-58999	45.00
MANN		12/19 COUNCIL PREVIEW	21-000-000-58999	105.00

TOTAL CABLE TV / GENERAL 8,117.04

BROADCAST PROD. - SCHOOL CH 07

02975	CAMERA CORNER	LEIGHTRONX SUBSCRIPTIONS	21-000-007-58999	1,592.00
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TOTAL BROADCAST PROD. - SCHOOL CH 07 1,592.00

TOTAL CABLE TV / GENERAL 9,709.04

TOTAL CABLE TV 9,709.04

TID #4 DISTRICT

TID #4 DISTRICT

TID #4 DISTRICT

03950	DAVIS KUELTHAU	10/19 GRANARY MATTERS	28-340-000-55001	668.00
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TOTAL TID #4 DISTRICT 668.00

TOTAL TID #4 DISTRICT 668.00

TOTAL TID #4 DISTRICT 668.00

SOLID WASTE ENTERPRISE

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/17/2019

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04545	DOOR COUNTY COOPERATIVE/NAPA	EMERGENCY LIGHTNING	60-000-000-53000	166.31
04603	HALRON LUBRICANTS INC	USED OIL PICKUP 200 G	60-000-000-52050	30.00
20725	T R COCHART TIRE CENTER	TIRE CHANGE	60-000-000-52850	50.00
20725		DISMOUNT/MOUNTS	60-000-000-52850	60.00
20725		RECAPS	60-000-000-52850	1,374.00
20725		TIRES/DISMOUNT/MOUNTS	60-000-000-52850	1,220.00
20725		RECAPS/DISPOSAL	60-000-000-52850	186.00
20725		FLAT TIRE REPAIR	60-000-000-52850	30.00
ADVANCED	ADVANCED DISPOSAL	216.07TN GARBAGE	60-000-000-58300	13,508.71
ADVANCED		72.13 TN RECYCLE	60-000-000-58350	1,045.94
JX ENT	JX ENTERPRISES, INC.	90 AMP CIRCUIT BREAKER	60-000-000-53000	41.99
JX ENT		STARTED RELAY	60-000-000-53000	36.99
JX ENT		POWER RELAY	60-000-000-53000	121.97
JX ENT		PARTS/GARBAGE TRUCK REPAIRS 39	60-000-000-53000	587.79
JX ENT		LABOR/GARBAGE TRUCK REPAIRS 39	60-000-000-53000	1,079.56
JX ENT		MISC/ GARBAGE TRUCK REPAIRS 39	60-000-000-53000	75.18
TOTAL SOLID WASTE ENTERPRISE FUND				19,614.44
TOTAL SOLID WASTE ENTERPRISE FUND				19,614.44
TOTAL SOLID WASTE ENTERPRISE				19,614.44
TOTAL ALL FUNDS				319,707.61

MANUAL CHECKS

CELLCOM 12/05/19 Check # 86205 Cellphone Statement Charges 01-105-000-58999	\$116.03
SECURIAN FINANCIAL GROUP, INC. 12/05/19 Check # 86206 12/19 Short/Long Term Disability 01-000-000-21545	\$2,172.70
SUN LIFE INSURANCE 12/05/19 Check # 86207 12/19 Short/Long Term Disability 01-000-000-21545	\$1,842.06
SUPERIOR VISION INSURANCE 12/05/19 Check # 86208 12/19 Vision Insurance 01-000-000-21540	\$824.00
DELTA DENTAL 12/05/19 Check # 86209 December Dental Insurance Various Departmental Accounts	\$6,001.32
NETWORK HEALTH 12/05/19 Check # 86209 December Health Insurance Various Departmental Accounts	\$83,641.38
TOTAL MANUAL CHECKS	\$94,597.49

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/17/2019

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

GENERAL FUND	74,031.44 168,628.93
CAPITAL FUND	215,684.69
CABLE TV	9,709.04
TID #4 DISTRICT	668.00
SOLID WASTE ENTERPRISE	19,614.44
TOTAL --- ALL FUNDS	319,707.61 414,305.10

Helen Bacon 12/10/2019
Sen Hummer 12/10/2019
[Signature] 12/10/2019

COMMON COUNCIL
December 3, 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, Nault, Wiederanders and Reeths were present. Avenson was excused.

Nault/Reeths to adopt agenda by removing items 7d and 7e from the consent agenda and placing them after consent agenda. Carried.

Scott Moore, 947 Pennsylvania Street; John Schneider, 212 W 3rd Street, Apt #9, Necedah, WI; and Dean Hoegger, 3731 Big Rock Place spoke during public comment.

Bacon introduced. Bacon/Williams to approve 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: All voted aye. Carried.

Reeths/Hayes to approve amended 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. Moved to regular agenda.~~
- 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. Moved to regular agenda.~~
- 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.

Carried with Nault abstaining.

RECOMMENDATION

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.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon introduced. Bacon/Hayes to approve. Carried with Wiederanders voting no.

RECOMMENDATION

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.

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

Williams introduced. Williams/Reeths to approve. Carried with Wiederanders voting no.

Bacon/Hayes to approve the following mayoral appointment:

Local Arts Board

Stephanie Trenchard

Carried.

Mayor Ward to read in title only. Williams/Nault to approve 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. Carried.

Williams to read in title only. Williams/Wiederanders to approve first reading of ordinance re: Amending Section 6.23 of Municipal Code – Fire Inspections. Carried.

RECOMMENDATION

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.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon introduced. Bacon/Wiederanders to approve. Carried.

RECOMMENDATION

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/

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

Williams introduced. Williams/Reeths to approve. Carried.

RECOMMENDATION

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.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon introduced. Bacon/Wiederanders to approve. Fire Chief Dietman explained that the vehicle will be ordered now and delivery will take place in year 2020. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the on street winter parking permit fee for Rose Wodack in the amount of \$55.00.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon introduced. Bacon/Hayes to approve. Discussion took place as whether this was setting precedence or if multiple people living at the residence could split the fee. Carried with Nault and Reeths voting no.

RECOMMENDATION

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

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon introduced, explaining the \$100 would be going to Stone Harbor for the increased use of their facilities by season slip holders. Bacon/Wiederanders to approve. Carried.

RECOMMENDATION

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

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon explained loan application and guidelines for the proposed joint Revolving Loan Fund between the City and County. Bacon/Williams to approve. City Administrator VanLieshout mentioned the City's RLF is defederalized, meaning the city is no longer

obliged to follow the federal regulations for reloaning the funds, whereas the County's RLF is not. Community Development Director Olejniczak continued that by operating a RLF with the County, the City could receive larger grants for projects within the city limits. Discussion on control of funds and outreach for potential projects took place. Carried.

The following items were requested for future agendas: (Wiederanders) Community Protection & Services – Discussion of Recycling and Recycling Enforcement; (Reeths) Council – Update on attorney fees paid and staff hours spent on Development Agreement with Sturgeon Bay Historical Society for Teweles & Brandeis Granary; (Hayes) Council – Update on Green Tier Legacy program.

City Plan Commission Chair Ward, Finance/Purchasing & Building Committee Chair Bacon, and Park & Recreation Committee Chair Hayes presented reports for their respective committees/commissions.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

Nault/Wiederanders to adjourn. Carried. Meeting adjourned at 8.28 pm.

Respectfully submitted,



Laurie A. Spittlemeister
Deputy Clerk/Treasurer

PARKING & TRAFFIC COMMITTEE**November 25, 2019**

A meeting of the Parking & Traffic Committee was called to order at 4:31 p.m. by Chairperson Avenson in Council Chambers, City Hall, 421 Michigan Street.

Members Kelly Avenson, Kirsten Reeths and Gary Nault were present. Also present: Police Chief Arleigh Porter, Municipal Services Director Mike Barker, City Administrator Josh VanLieshout and Municipal Services Assistant Colleen DeGrave.

Moved by Ald. Nault, seconded by Ald. Reeths to amend the following agenda. Item # 7 was moved to item #5:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from 8/26/2019.
4. Public comment.
5. ~~Consideration of: Ordinance to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted streets (i.e. 3rd Avenue Truck Ordinance).~~
Discussion of: Update regarding the possible street closure for the street in front of Sunrise School.
6. ~~Consideration of: Seasonal transferable parking passes for short term rental hosts.~~
Consideration of: Ordinance to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted streets (i.e. 3rd Avenue Truck Ordinance).
7. ~~Discussion of: Update regarding the possible street closure for the street in front of Sunrise School.~~
Consideration of: Seasonal transferable parking passes for short term rental hosts.
8. Adjourn.

All in favor. Carried.

Moved by Ald. Reeths, seconded by Ald. Nault, to approve the minutes from 8/26/2019. Carried.

Public comment on Agenda items and other issues related to parking & traffic in the City of Sturgeon Bay.

Scott Moore, 947 Pennsylvania St., spoke in favor of closing the street in front of Sunrise School. He stated he felt there was sufficient safety measures in place, such as sidewalks and crosswalks in that area. Dan Lenius, 1160 N. 5th Ave., presented an unsubmitted plan regarding the future of the athletic fields in the area near the street closure being discussed. Mr. Lenius explained there is a plan being developed by a group of citizens to reconfigure the sports fields that Sturgeon Bay High School currently uses, and the plan proposes taking away that road. He stated the SBHS track team has not held a home track meet in over two years due to it not being the proper material. Todd Maas, 3026 Cty. Rd. S and Sturgeon Bay Clipper Boys Soccer head coach, stated he would like to see a turf field in that area, which would take away that road. He stated the current traffic and parking there shines headlights onto the soccer playing field during games, etc.

Discussion of: Update regarding the possible street closure for the street in front of Sunrise School.

Ald. Avenson stated the possible street closure was brought to her as a safety concern. She asked if the plan Mr. Lenius had spoken about had been brought to the Sturgeon Bay Schools and asked whether they were working on it as well. Mr. Lenius explained that the school district was aware of the plan, but the group he is working with still had to develop and price the plan, at which time it would be discussed with the school district and the City to see what could be contributed and how they could work together. He stated the Athletic Director at SBHS does have a copy, but that it had not been formally presented to the school district yet. Ald. Nault asked if there was funding and Mr. Lenius stated there was not due to the plans not being finalized yet. Mr. VanLieshout explained that the process would be the school placing an item on a referendum, then the City could have a conversation with the school to put together a plan for the field improvements, and work together with this group.

Consideration of: Ordinance to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted streets (i.e. 3rd Avenue Truck Ordinance). Chief Porter informed the committee that signs were put up on Michigan St. and Jefferson St. to restrict semi-truck access to the third avenue area on the recommendation of the committee. In order to enforce those traffic signs an ordinance needed to be created, and he had worked on this ordinance with the City Attorney Kalny. Both Chief Porter and Ald. Avenson felt the signs had helped already. Discussion took place regarding enforcement, education of alternate route, etc.

Moved by Ald. Avenson, seconded by Ald. Nault, to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted streets.

More discussion took place as to what types of trucks this ordinance would include or exclude.

Moved by Ald. Avenson, seconded by Ald. Nault to amend the motion to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted streets and to include a (3) c. Municipal vehicles would be exempt. All in favor. Carried.

Consideration of: Seasonal transferrable parking passes for short term rental hosts.

Ald. Avenson reported she had a request from Alisa Landman, 330 N. Joliet Ave., to address parking for the guests that she rents to. Ms. Landman said the current parking situation does not work at her rental properties, so she would like to be able to have her guests park on the street. Parking in the driveway currently would mean a vehicle has to park across the sidewalk. Ald. Avenson thought miscellaneous vehicle passes should be offered to her for one year. Ald. Nault thought it should continue as it does currently, and be reviewed by the Municipal Services Director on a case by case basis. Ald. Reeths thought issuing miscellaneous passes could become a problem, and stated they could perhaps use Otumba Park parking lot. She thought parking on that narrow roadway could be dangerous, and suggested we leave it to the Municipal Services Director for this particular address, and table a discussion on the winter parking permits until the January Parking & Traffic Meeting.

Meeting adjourned at 5:57 p.m.

Respectfully Submitted,



Colleen DeGrave

Municipal Services Assistant

January agenda items: Parking permits, handicapped parking, Bridgeport Resort parking

FINANCE/PURCHASING & BUILDING COMMITTEE
November 26, 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, Wiederanders and Williams were present. Also present: City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, Fire Chief Dietman, Municipal Services Director Barker and Receptionist Metzger.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Bids for Assistant Fire Chief Vehicle/Replacement of Truck #11.
5. Consideration of: Proposed Changes to the City's Compost Site and Funding.
6. Review bills.
7. Adjourn.

Carried.

The following spoke during public comment on agenda items: Chris Kellems, 120 Alabama St.

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

Fire Chief Dietman stated that this bid is for the purchase of a replacement vehicle. Chevrolet is shutting down their special services auto department for the type of vehicle the department is looking to replace and they will not be available until the third quarter of 2020 or into 2021. He stated that the one bid received from EWALD Chevrolet Buick, LLC has only one 2019 Chevy Tahoe available in the amount of \$38,206. The remaining funds from the \$53,000 that was allocated in the 2020 budget would purchase a radio, storage, tools, striping and additional equipment required to make the vehicle service ready.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders recommend to Common Council 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. Carried.

Consideration of: Proposed Changes to the City's Compost Site:

Municipal Services Director Barker stated that there is a need to change the operational hours and funding for the compost site operations. Currently, \$35,000 is spent annually to maintain the site which includes staffing of 2 seasonal employees and material grinding. The site is open 24 hours, 7 days a week. Continually, there are problems with illegal dumping of unauthorized materials such as toilets, lumber, metal and unauthorized dumping by contractors. Contractors can purchase a seasonal permit for \$1,000, residents of the Town of Sturgeon Bay and Sevastopol can purchase permits for \$100 and City residents are at no charge. Mr. Barker stated that they cannot enforce the illegal dumping and usage of the site being open all hours. In addition, the site does not have a monitoring system in place to capture violators. He explained that a proposed monthly increase to the solid waste user fee of \$2.00, would allow the site to be fully funded and fund an additional part time employee, because the compost site is not a covered service the levy limit would not be impacted. City Treasurer/Finance Director Clarizio elaborated that with levy limits if fees are created or increased then it has to be subtracted off the levy but because this is

not a covered service the fee can increase without impact to the levy. Residents who want to use the site would be issued a vehicle window sticker for site access. Mr. Barker outlined several operational scenarios for the compost site. He informed the Committee that the DNR could shut the site down not only because of the illegal dumping but also because the site is very close to maximum limits set by the DNR for materials processed. Committee discussions continued regarding site operational hours, potential security measures such as locking the gate, adding fencing and installation of high quality camera system. The Committee consensus was to decrease the contractor permit fee to \$500 and increase the solid waste user fee by \$2.00

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to forward a resolution to Common Council to approve the proposed decrease of the Contractor Permit Fee and create a new compost site fee in the amount of \$2.00 which would be added to the Solid Waste User Fee as follows:

<u>Fee</u>	<u>Proposed Rate</u>
Contractor Permit Fee	\$500.00
Compost Site User Fee	\$ 2.00

Review bills

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

Moved by Alderperson Bacon, seconded by Alderperson Williams to adjourn. Carried. The meeting adjourned at 4:55 pm.

Respectfully submitted,
Tricia Metzger

COMMUNITY PROTECTION & SERVICES COMMITTEE**December 5, 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, Mr. Barker, Mr. Olejniczak, Mr. Sullivan-Robinson and Mr. Stawicki.

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

1. Roll Call
2. Adoption of Agenda
3. Public Comment on Agenda and Non-Agenda Items
4. Consideration of: Proposed Changes to the City's Compost Site
5. Consideration of: Sign Ordinance
6. Discussion of: Green Tier Community
7. Discussion of: CBD Oil Licensing and Regulations
8. Adjourn

Public Comment

None

Compost Site Changes

Municipal Services Director, Mike Barker, explained the City's compost site situation could potentially close if changes are not made. It costs residents roughly \$35,000 to maintain the site annually which is covered by tax dollars. The site is currently open 24 hours a day, seven days a week. While convenient to residents, it also leads to unauthorized dumping at the site which can be costly to remove.

To alleviate dumping, ideas such as fencing in, closing the gate when no staff is available and adding security/surveillance cameras in the area. Staggering hours was also discussed; have later hours once or twice a week to better accommodate those who work typical 8am-4:30pm hours.

Proposed changes were discussed at Finance Committee where it was then forwarded onto this Committee. Changing the hours of operation for the site and locking the gate when it is closed/not staffed and implementing a \$2.00 monthly user fee were discussed. This will allow for better monitoring of items being disposed of, and will fund an additional part-time employee.

Moved by Mr. Wiederanders, seconded by Ms. Reeths, to approve changing the hours of operation for the Compost Site, and adding a \$2.00 solid waste user fee starting January 1, 2020. All ayes. Carried.

Sign Ordinance

Review and discussion regarding the sign ordinance ensued. There are two City sites for banner placement; westside by the Skatepark and eastside top of Jefferson Street hill. Staff recommends: City sponsored events get first placement, anything left goes to events held only within the City; banners should be no larger than 3' x 8' in size; permits would be issued by the week for a fee of \$30, multiple permits would be allowed by the week; banner placement would be consistent and start/end on the same day of the week; permanent placement of poles to hang signs on would be put into the ground; lastly, banner owners are responsible for hanging their own signs and taking them down when permit expires.

Staff will continue to work on the ordinance and bring back to the January meeting for discussion.

Green Tier Community

Discussion regarding the direction the Committee would like to go; whether becoming a green tier community is beneficial or not. There is a time commitment of staff that would need to be considered. Having a green tier classification of sustainability may enhance various grant opportunities, but is that enough to go through the work.

It was suggested that either an ad-hoc committee or advisory group be created to gather more information to bring to the Committee. Set parameters and guidelines for this group will be discussed at future meetings; and whether the work will be worth the reward. *This item will be brought back for discussion in January.*

CBD Oil Licensing and Regulations

This item will be tabled for future meetings.

Moved by Mr. Wiederanders, seconded by Ms. Reeths, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:34 p.m.

Respectfully submitted,



Sarah Spude-Olson
Police Department
Administrative Office Manager



STURGEON BAY POLICE DEPARTMENT



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

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

From: Captain Daniel J. Brinkman

Subject: Monthly Report for November, 2019

Date: December 11, 2019,

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

Crimes Investigated

The Department, during the month, investigated a total of 64 crimes.

These crimes can be broken down and classified as follows.

Battery.....	01
Burglary.....	02
Bail Jump.....	02
Disorderly Conduct.....	05
Possess Controlled Substance.....	08
Fraud / Forgery.....	06
Domestic Abuse.....	05
Theft.....	14
Criminal Damage to Property.....	04
Threats to Injure.....	03
ICAC.....	03
Custodial Interference.....	05
Sex Offense.....	03
Child Abuse.....	01
Violate Court Order.....	02
TOTAL 64	

The above crimes resulted in the loss of \$1,758 to the community, of which \$408 has been recovered.

Arrests

The Department completed a total of 104 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

A. Felony Crime Arrest

Bail Jumping.....	04
Aggravated Assault.....	02
Intimidate Victim of Crime.....	01
False Imprisonment.....	01
ICAC.....	04
Reckless Endanger Safety.....	01
TOTAL	13

B. Misdemeanor Crime Arrests

Disorderly Conduct.....	09
Unlawful Use of Computer.....	02
Bail Jump.....	01
Possess Controlled Substance.....	02
Possess Drug Paraphernalia.....	02
Battery.....	01
Trespass.....	01
Criminal Damage to Property.....	01
Theft.....	02
TOTAL	21

Wisconsin Probation & Parole Arrests / Warrant Arrests	08
TOTAL	08

C. Ordinance Violation Arrests

Possess Marijuana.....	01
Possess Drug Paraphernalia.....	03
Retail Theft.....	03
Habitually Truant Student.....	04
Underage Consumption of Alcohol	01
Disorderly Conduct.....	01
TOTAL	13

D. Traffic Crime Arrests

Fail to Install Ignition Interlock Device	01
Operate Motor Vehicle while Revoked.....	03
TOTAL	04

E. Traffic Violation Arrests

Operate Motor Vehicle while Intoxicated.....	03
Speeding.....	12
Operate Motor Vehicle w/o Insurance.....	11
Operate Motor Vehicle while Suspended.....	06
Unregistered Vehicle.....	05
Miscellaneous Violations.....	08
TOTAL	45

In addition to the preceding arrests, the Department conducted a total of 185 traffic stops during the month and logged 52 violations for various motor vehicle defects and local ordinances and issued 44 written warnings for those violations. A total of 05 parking tickets were issued for parking violations throughout the city.

Traffic Accidents

The Department during the month investigated a total of 15 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities.....	00
B.	Motor Vehicle Accidents Involving Injuries	00
C.	Motor Vehicle Accidents Involving Property Damage	15
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage	00
	(less than \$1,000.00)	TOTAL 15

Police Service Calls

Department members handled 396 service calls during the month. These calls consist of both citizen requests for police service as described below (309), crimes investigated (64), traffic accidents investigated (15), and Wisconsin Probation and Parole Assists (08).

A.	Traffic and Road Incidents	75
----	----------------------------------	----

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

B.	Noise Complaints	04
----	------------------------	----

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

C.	Sick and Injured Persons	20
----	--------------------------------	----

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

D.	Alarms	16
----	--------------	----

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

E.	Complaints Involving Animals	15
----	------------------------------------	----

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

F.	Civil Disputes	04
----	----------------------	----

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

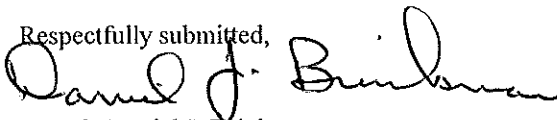
G. Escorts	07
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist.....	40
This category is broad and involves such services as assistance in gas drive-off, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.	
I. Assistance Rendered to Other Agencies	12
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance.....	23
Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.	
K. Self-Initiated Field Activity	08
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
L. Juvenile Problems.....	12
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
M. Miscellaneous Incidents	51
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes 9-1-1 calls investigated by Department members during the month.	
N. Welfare Checks	22
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	

TOTAL 309

Department Training

The joint dive team and SWAT conducted their monthly training session. One officer completed an 8-hour Instructor Update course in order to maintain Instructor status with the state of Wisconsin.

Respectfully submitted,



Captain Daniel J. Brinkman

CITY OF STURGEON BAY
INSPECTION DEPARTMENT

November 30, 2019

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF NOVEMBER 2019

November-19	YEAR TO DATE		November-19	YEAR TO DATE
1	9	ONE FAMILY DWELLINGS	688,182	2,368,182
0	2	TWO FAMILY DWELLINGS	-----	527,250
0	3	MULTIPLE FAMILY DWELLINGS	-----	1,529,000
0	3	MANUFACTURED HOME	-----	148,200
0	0	C.B.R.F.	-----	-----
0	5	RESIDENTIAL ADDITIONS	-----	151,312
4	46	RESIDENTIAL ALTERATIONS	64,900	622,112
0	13	RESIDENTIAL GARAGES/CARPORTS	-----	270,202
1	3	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	5,000	8,000
0	10	RESIDENTIAL STORAGE BUILDINGS	-----	65,000
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
1	1	NEW COMMERCIAL BUILDINGS	1,481,140	1,481,140
0	6	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	-----	614,780
0	0	NON-RESIDENTIAL ADDITIONS	-----	-----
4	38	NON-RESIDENTIAL ALTERATIONS	290,916	3,868,533
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
11	139	TOTAL ESTIMATED COST OF CONSTRUCTION	\$2,530,138	\$11,653,711
November-19	YEAR TO DATE	TOTAL PERMITS ISSUED	November-19	YEAR TO DATE
11	139	BUILDING PERMITS	7,115	35,442
13	147	ELECTRICAL PERMITS	2,941	20,326
5	61	PLUMBING PERMITS	1,420	9,083
7	62	HEATING PERMITS	2,647	16,143
4	31	SIGN PERMITS	140	4,470
0	9	MISCELLANEOUS PERMITS	-----	525
0	0	SUMP PUMP PERMITS	-----	-----
0	0	ELECTRICIAN LICENSES	-----	-----
0	0	EARLY STARTS	-----	-----
2	11	EROSION CONTROL	350	1,225
0	0	STATE PLAN APPROVALS	-----	-----
1	26	PARK & PLAYGROUND PAYMENTS	300	7,800
1	13	WISCONSIN PERMIT SEALS	35	455
0	5	ZONING BOARD OF APPEALS APPLICATIONS	-----	1,500
0	2	ZONING CHANGES/P.U.D. APPLICATIONS	-----	427
0	1	PLAN COMMISSION - CONDITIONAL USES	-----	300
0	3	CERTIFIED SURVEY MAP REVIEWS	-----	280
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	1	RESIDENTIAL OCCUPANCY FEES	-----	75
2	35	COMMERCIAL OCCUPANCY FEES	100	2,474
0	0	PIER PERMIT	-----	-----
2	7	DEMOLITION	50	175
2	17	PLAN REVIEW FEE	310	7,935
		ADMIN FEE	732	4,249
		TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER	\$16,140.00	\$112,884.00

Cheryl Nault
Building Inspection Dept.



Kalin Montevideo
Assistant Fire Chief

CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

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

STURGEON BAY FIRE DEPARTMENT NOVEMBER 2019 FIRE REPORT

NOVEMBER INCIDENTS: 114
YEAR TO DATE INCIDENTS: 1,316

INCIDENTS BY JURISTDICTION:

AVERAGE RESPONSE TIME:

CITY - East Side:	70 Year to Date: <u>835</u>	EMERGENT: <u>4.06 Minutes</u>	NON-EMERGENT: <u>4.02 Minutes</u>
01 – Medical Incident	01 – Public Service	03 – Alarm/Detector Activation, No Fire	
03 – Unauthorized Burning	01 – Gas Leak	03 – Carbon Monoxide Incident	
CITY - West Side:	40 Year to Date: <u>329</u>	EMERGENT: <u>3.29 Minutes</u>	NON-EMERGENT: <u>3.58 Minutes</u>
01 – Arcing/Shorted Electrical Equipment	01 – Gas Leak	02 – Alarm/Detector Activation, No Fire	
03 – Assist Law Enforcement/Gvmt Agency	32 – Medical Incident	01 – Excessive Heat, Scorch, Burn, No Fire	
Town of Sevastopol:	02 Year to Date: <u>89</u>	EMERGENT: <u>11.47 Minutes</u>	NON-EMERGENT: <u>N/A</u>
01 – Carbon Monoxide Incident	01 – Vehicle Accident		
Town of Sturgeon Bay:	02 Year to Date: <u>49</u>	EMERGENT: <u>6.29 Minutes</u>	NON-EMERGENT: <u>N/A</u>
01 – Medical Incident	01 – Alarm/Detector Activation, No Fire		

MUTUAL AID/MABAS INCIDENTS

Gibraltar:	0 Year to Date: <u>01</u>
Egg Harbor:	0 Year to Date: <u>02</u>
Sister Bay:	0 Year to Date: <u>01</u>
Southern Door:	0 Year to Date: <u>09</u>
Jacksonport:	0 Year to Date: <u>01</u>

INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>49</u>	<u>46</u>	<u>05</u>	<u>83.42</u>
Inspections – Town of Sevastopol:	<u>05</u>	<u>09</u>	<u>0</u>	<u>3.53</u>
Inspections – Town of Sturgeon Bay:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Jacksonport:	<u>05</u>	<u>03</u>	<u>0</u>	<u>10.53</u>

SPECIAL REPORTS, TRAINING AND MAINTENANCE

MAINTENANCE:

Firefighters repaired the knox box in Brush 5; performed maintenance on BUG Fire Boat (changed engine oil/filter and lower unit gear oil, stabilized fuel and power washed); rebuilt two auto drain valves and replaced muffler screen on Dive 7; re-piped drain for ice machine; winterized Marine 1 (power washed, drained oil, stripped down lower units and put into storage); serviced aprilair unit on Westside furnace; changed tires on two SBPD squad cars; changed oil and repaired tire on Westside snow blower; installed cradle points into SBPD squad cars and Chief 11; inspected water leak on Tender 1 and replaced windshield washer sensor, tubing and nozzles on Brush 8 .

TRAINING:

250.8 hours of training was conducted in November. Firefighters trained with driving and pump operations, conducted our annual confined space training scenario at Bay Ship; ambulance operation; Traffic scene safety operations (presented by DC Sheriff's Office); PT FF Savenko continued Firefighter training held here at our Station; on duty firefighters trained with rope/rescue techniques; pre-fire planning; sprinkler systems ice rescue equipment and operation and hip air SCBA.

OTHER:

Fire Chief and AC attended City and other Town meetings; installed two (2) car seats; assisted VFW with re-stringing the flag pole at Bayside Cemetery; participated in the "Sturgeon Bay Holiday Parade" and Leader Dog program.

NOVEMBER 2019 BANK RECONCILIATION

CHECKING ACCOUNTS

INVESTMENT ACCOUNTS

GENERAL FUND		WDF		SNAP		GENERAL/CAPITAL FUND	
NICOLET		NICOLET		NICOLET		INVESTMENTS	
PRIOR G/L BALANCE	1,664,517.99	21,177.86		8,928.61		1,491,078.16	
REVENUE	1,074,335.03	840.27		0.00		2,197.47	
DISBURSEMENTS	1,291,430.41	0.00		45.15		1,847.49	
AMOUNT IN TRANSIT	2,261.94	0.00		0.00		0.00	
ADJUSTMENTS	26,023.79	0.00		0.00		0.00	
ENDING BALANCE	1,471,194.46	22,018.13		8,883.46		1,491,628.14	

BANK BALANCE	1,538,592.76	22,018.13		8,883.46		1,491,628.14	
LESS OUTS, CHECKS	67,398.30	0.00		0.00		0.00	
	1,471,194.46	22,018.13		8,883.46		1,491,628.14	

SAVINGS ACCOUNTS

GENERAL FUND		GENERAL FUND		WDF		CAPITAL - BUILDING DEBT		CAPITAL PROJECTS		TIF #3 DEBT		TIF #3 CONSTRUCTION	
STATE - #2		NICOLET BANK - MMBI		STATE - #4		STATE - #9		STATE - #13		STATE - #08		STATE - #14	
PRIOR G/L BALANCE	5,966,139.13	20,131.02		478,966.48		6,274.37		731,608.64		886,293.14		24,318.31	
REVENUE	20,705.12	0.16		674.52		8.84		1,030.31		1,246.75		34.25	
DISBURSEMENTS	5,000.00	0.00		0.00		0.00		0.00		0.00		0.00	
AMOUNT IN TRANSIT	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
ADJUSTMENTS	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
ENDING BALANCE	5,981,844.25	20,131.18		479,641.00		6,283.21		732,638.95		886,539.89		24,352.56	

BANK BALANCE	5,981,844.25	20,131.18		479,641.00		6,283.21		732,638.95		886,539.89		24,352.56	
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TIF #1 DEBT		TIF #2		TIF #2 DEBT 98AAB		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TIF #4 CONSTRUCTION	
STATE - #11		STATE - #3		STATE - #10		CONST. - STATE - #06		CAP. INT. - STATE - #7		STATE - #12		STATE - #01	
PRIOR G/L BALANCE	350,711.35	15,952.24		2,224,212.01		56,680.48		195,569.11		41,799.36		995,632.97	
REVENUE	493.90	22.47		3,130.66		79.82		275.38		5,063.30		1,394.33	
DISBURSEMENTS	0.00	0.00		1,863.90		0.00		36.10		0.00		8,748.55	
AMOUNT IN TRANSIT	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
ADJUSTMENTS	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
ENDING BALANCE	351,205.25	15,974.71		2,225,478.77		56,760.30		195,808.39		46,862.66		998,278.75	

BANK BALANCE	351,205.25	15,974.71		2,225,478.77		56,760.30		195,808.39		46,862.66		998,278.75	
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12/12/2019

FOR FUND: GENERAL FUND
FOR 11 PERIODS ENDING NOVEMBER 30, 2019

7c5.

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES	1,044,130.85	777,776.66	(25.5)	11,485,436.15	12,529,567.00	9,791,235.72	(21.8)
GENERAL FUND							
TOTAL REVENUES	1,044,130.85	777,776.66	(25.5)	11,485,436.15	12,529,567.00	9,791,235.72	(21.8)
EXPENSES							
GENERAL FUND	97,775.99	24,865.39	74.5	1,075,534.01	1,173,310.00	1,230,763.51	(4.8)
MAYOR	1,073.77	915.02	14.7	11,811.23	12,885.00	10,192.20	20.8
CITY COUNCIL	5,325.85	4,521.30	15.1	58,584.15	63,910.00	57,320.58	10.3
LAW/LEGAL	5,500.01	12,863.00	(133.8)	60,499.99	66,000.00	77,332.57	(17.1)
CITY CLERK-TREASURER	33,787.56	38,306.40	(13.3)	371,662.44	405,450.00	371,855.83	8.2
ADMINISTRATION	14,417.14	15,323.15	(6.2)	158,587.86	173,005.00	150,608.16	12.9
COMPUTER	9,031.26	3,337.40	63.0	99,343.74	108,375.00	90,341.28	16.6
CITY ASSESSOR	7,576.30	7,172.21	5.3	83,338.70	90,915.00	89,988.65	1.0
BOARD OF REVIEW	126.69	0.00	100.0	1,393.31	1,520.00	0.00	100.0
BUILDING/ZONING CODE ENFORCEN	7,225.01	50,299.97	(596.1)	79,474.99	86,700.00	124,556.23	(43.6)
MUNICIPAL SERVICES ADMIN.	19,175.48	20,282.10	(5.7)	210,929.52	230,105.00	199,443.95	13.3
PUBLIC WORKS ADMINISTRATION	19,015.07	20,232.40	(6.4)	209,164.93	228,180.00	200,874.96	11.9
ELECTIONS DEPARTMENT	1,197.53	0.00	100.0	13,172.47	14,370.00	9,152.74	36.3
CITY HALL	11,970.88	13,971.47	(16.7)	131,679.12	143,650.00	123,054.12	14.3
INSURANCE	30,696.27	9,572.00	68.8	337,658.73	368,355.00	221,691.27	39.8
GENERAL EXPENDITURES	127,102.95	7,039.66	94.4	1,398,132.05	1,525,235.00	77,379.05	94.9
POLICE DEPARTMENT	36,223.83	37,671.85	(3.9)	398,461.17	434,685.00	381,738.78	12.1
PATROL BOAT	1,105.02	0.00	100.0	12,154.98	13,260.00	7,869.38	40.6
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
POLICE DEPARTMENT/PATROL	171,391.76	180,446.67	(5.2)	1,885,308.24	2,056,700.00	1,711,260.47	16.7
POLICE DEPT. / INVESTIGATIONS	22,925.46	33,056.12	(44.1)	252,179.54	275,105.00	278,328.84	(1.1)
FIRE DEPARTMENT	152,361.39	158,343.09	(3.9)	1,675,973.61	1,828,335.00	1,608,882.86	12.0
STORM SEWERS	2,697.94	1,491.90	44.7	29,677.06	32,375.00	32,060.04	0.9
SOLID WASTE MGMT/SPRING/FALL	4,345.86	24,043.19	(453.2)	47,804.14	52,150.00	30,000.20	42.4
COMPOST/SOLID WASTE SITE	4,179.60	3,177.76	23.9	45,975.40	50,155.00	33,177.64	33.8
STREET SWEEPING	3,363.34	5,389.29	(60.2)	36,996.66	40,360.00	39,112.86	3.0
WEED ABATEMENT	792.10	0.00	100.0	8,712.90	9,505.00	210.49	97.7
ROADWAYS/STREETS	16,601.29	10,035.87	39.5	182,613.71	199,215.00	160,300.61	19.5
SNOW REMOVAL	18,809.19	5,873.26	68.7	206,900.81	225,710.00	191,239.13	15.2
STREET SIGNS AND MARKINGS	4,590.02	2,748.51	40.1	50,489.98	55,080.00	43,434.19	21.1
CURB/GUTTER/SIDEWALK	1,329.19	4,007.55	(201.5)	14,620.81	15,950.00	24,527.41	(53.7)
STREET MACHINERY	14,242.56	11,620.45	18.4	156,667.44	170,910.00	138,305.75	19.0
CITY GARAGE	5,385.48	4,492.39	16.5	59,239.52	64,625.00	39,041.57	39.5
CELEBRATION & ENTERTAINMENT	4,723.77	1,599.40	66.1	51,961.23	56,685.00	37,045.87	34.6
HIGHWAYS - GENERAL	40,593.81	46,127.59	(13.6)	446,531.19	487,125.00	369,417.31	24.1
PARK & RECREATION ADMIN	8,909.20	7,269.51	18.4	98,000.80	106,910.00	86,065.15	19.4
PARKS AND PLAYGROUNDS	40,118.84	31,568.43	21.3	441,306.16	481,425.00	363,372.39	24.5
BALLFIELDS	2,337.13	1,587.95	32.0	25,707.87	28,045.00	8,799.43	68.6

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CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES							
ICE RINKS	917.52	0.00	100.0	10,092.48	11,010.00	4,712.08	57.2
BEACHES	41.67	0.00	100.0	458.33	500.00	976.93	(95.3)
MUNICIPAL DOCKS	3,424.64	3,931.30	(14.7)	37,670.36	41,095.00	30,554.29	25.6
WATER WEED MANAGEMENT	7,097.97	662.01	90.6	78,077.03	85,175.00	60,699.39	28.7
WATERFRONT PARKS & WALKWAYS	6,646.70	3,953.32	40.5	73,113.30	79,760.00	63,466.30	20.4
EMPLOYEE BENEFITS	3,583.34	650.09	81.8	39,416.66	43,000.00	31,262.35	27.2
PUBLIC FACILITIES	6,727.09	19,215.39	(185.6)	73,997.91	80,725.00	75,053.74	7.0
BOARDS AND COMMISSIONS	63.76	53.85	15.5	701.24	765.00	355.36	53.5
COMMUNITY & ECONOMIC DEVLPMT	30,377.14	37,457.95	(23.3)	334,147.86	364,525.00	334,964.27	8.1
TOTAL EXPENSES	1,006,904.37	865,176.16	14.0	11,075,925.63	12,082,830.00	9,220,790.18	23.6
TOTAL FUND REVENUES	1,044,130.85	777,776.66	(25.5)	11,485,436.15	12,529,567.00	9,791,235.72	(21.8)
TOTAL FUND EXPENSES	1,006,904.37	865,176.16	14.0	11,075,925.63	12,082,830.00	9,220,790.18	23.6
SURPLUS (DEFICIT)	37,226.48	(87,399.50)	(334.7)	409,510.52	446,737.00	570,445.54	27.6

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND
FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER		NOVEMBER		%	FISCAL		ANNUAL	BUDGET	FISCAL		%
	BUDGET	ACTUAL	ACTUAL	ANCE		YEAR-TO-DATE	BUDGET			YEAR-TO-DATE	ACTUAL	
REVENUES	569,558.10	10,908.78	(98.0)			6,265,138.90	6,834,697.00	3,391,599.51	(50.3)			
PATROL	569,558.10	10,908.78	(98.0)			6,265,138.90	6,834,697.00	3,391,599.51	(50.3)			
TOTAL REVENUES	569,558.10	10,908.78	(98.0)			6,265,138.90	6,834,697.00	3,391,599.51	(50.3)			
EXPENSES												
CITY CLERK-TREASURER	166.67	0.00	100.0			1,833.33	2,000.00	1,627.43	18.6			
ADMINISTRATION	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
COMPUTER	2,850.01	0.00	100.0			31,349.99	34,200.00	10,788.94	68.4			
CITY ASSESSOR	875.01	0.00	100.0			9,624.99	10,500.00	199.99	98.0			
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
ELECTIONS	0.00	0.00	0.00			0.00	0.00	0.00	0.0			
CITY HALL	5,416.67	4,115.00	24.0			59,583.33	65,000.00	31,923.62	50.8			
GENERAL EXPENDITURES	791.67	138,831.43	(7436.5)			8,708.33	9,500.00	362,286.48	(3713.6)			
POLICE DEPARTMENT	0.00	0.00	0.00			0.00	0.00	0.00	0.0			
PATROL	10,136.68	9,124.02	9.9			111,503.32	121,640.00	92,994.02	23.5			
POLICE DEPT. / INVESTIGATIONS	666.66	0.00	100.0			7,333.34	8,000.00	0.00	100.0			
FIRE DEPARTMENT	88,400.01	1,328.11	98.4			972,399.99	1,060,800.00	1,234,133.05	(16.3)			
STORM SEWERS	10,833.34	231.33	97.8			119,166.66	130,000.00	756.75	99.4			
SOLID WASTE MGMT/REFUSE/RECYC	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
ROADWAYS/STREETS	103,770.35	11,945.03	88.4			1,141,473.65	1,245,244.00	784,316.59	37.0			
SNOW REMOVAL	22,166.66	0.00	100.0			243,833.34	266,000.00	341,500.00	(28.3)			
CURB/GUTTER/SIDEWALK	16,250.00	15,672.00	3.5			178,750.00	195,000.00	163,335.90	16.2			
CITY GARAGE	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
PARKS AND PLAYGROUNDS	289,041.67	31,381.94	89.1			3,179,458.33	3,468,500.00	85,063.06	97.5			
BALLFIELDS	416.67	0.00	100.0			4,583.33	5,000.00	0.00	100.0			
ICE RINKS	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
BEACHES	291.67	0.00	100.0			3,208.33	3,500.00	0.00	100.0			
MUNICIPAL DOCKS	3,708.34	0.00	100.0			40,791.66	44,500.00	1,353.00	96.9			
WATER WEED MANAGEMENT	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
WATERFRONT PARKS & WALKWAYS	4,967.75	0.00	100.0			54,645.25	59,613.00	15,484.39	74.0			
SANITARY & WATER MAIN	0.00	0.00	0.0			0.00	0.00	0.00	0.0			
PUBLIC FACILITIES	3,833.34	0.00	100.0			42,166.66	46,000.00	35,775.42	22.2			
COMMUNITY & ECONOMIC DEVLPMT	4,208.34	15,413.43	(266.2)			46,291.66	50,500.00	16,694.93	66.9			
TOTAL EXPENSES	568,791.51	228,042.29	59.9			6,256,705.49	6,825,497.00	3,178,243.57	53.4			
TOTAL FUND REVENUES	569,558.10	10,908.78	(98.0)			6,265,138.90	6,834,697.00	3,391,599.51	(50.3)			
TOTAL FUND EXPENSES	568,791.51	228,042.29	59.9			6,256,705.49	6,825,497.00	3,178,243.57	53.4			
SURPLUS (DEFICIT)	766.59	(217,133.51)	(8424.5)			8,433.41	9,200.00	213,355.94	2219.0			

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CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: CABLE TV
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
CABLE TV / GENERAL	11,753.34	37,676.96	220.5	129,286.66	141,040.00	151,517.63	7.4
TOTAL REVENUES	11,753.34	37,676.96	220.5	129,286.66	141,040.00	151,517.63	7.4
EXPENSES							
CABLE TV / GENERAL	8,962.57	5,304.82	40.8	98,587.43	107,550.00	89,071.98	17.1
TOTAL EXPENSES	8,962.57	5,304.82	40.8	98,587.43	107,550.00	89,071.98	17.1
TOTAL FUND REVENUES	11,753.34	37,676.96	220.5	129,286.66	141,040.00	151,517.63	7.4
TOTAL FUND EXPENSES	8,962.57	5,304.82	40.8	98,587.43	107,550.00	89,071.98	17.1
SURPLUS (DEFICIT)	2,790.77	32,372.14	1059.9	30,699.23	33,490.00	62,445.65	86.4

FOR FUND: TOURISM FUND
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

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

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	171,992.76	4,610.33	(97.3)	1,891,920.24	2,063,913.00	2,743,615.07	32.9
TOTAL REVENUES	171,992.76	4,610.33	(97.3)	1,891,920.24	2,063,913.00	2,743,615.07	32.9
EXPENSES							
TID DISTRICT #2	125,376.38	1,900.00	98.4	1,379,139.62	1,504,516.00	1,437,087.65	4.4
TOTAL EXPENSES	125,376.38	1,900.00	98.4	1,379,139.62	1,504,516.00	1,437,087.65	4.4
TOTAL FUND REVENUES	171,992.76	4,610.33	(97.3)	1,891,920.24	2,063,913.00	2,743,615.07	32.9
TOTAL FUND EXPENSES	125,376.38	1,900.00	98.4	1,379,139.62	1,504,516.00	1,437,087.65	4.4
SURPLUS (DEFICIT)	46,616.38	2,710.33	(94.1)	512,780.62	559,397.00	1,306,527.42	133.5

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CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #1 DISTRICT
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	67,746.26	493.90	(99.2)	745,208.74	812,955.00	855,646.29	5.2
TOTAL REVENUES	67,746.26	493.90	(99.2)	745,208.74	812,955.00	855,646.29	5.2
EXPENSES							
TID #1 DISTRICT	64,882.92	0.00	100.0	713,712.08	778,595.00	1,577,809.63	(102.6)
TOTAL EXPENSES	64,882.92	0.00	100.0	713,712.08	778,595.00	1,577,809.63	(102.6)
TOTAL FUND REVENUES	67,746.26	493.90	(99.2)	745,208.74	812,955.00	855,646.29	5.2
TOTAL FUND EXPENSES	64,882.92	0.00	100.0	713,712.08	778,595.00	1,577,809.63	(102.6)
SURPLUS (DEFICIT)	2,863.34	493.90	(82.7)	31,496.66	34,360.00	(722,163.34)	(2201.7)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #3 DISTRICT	5,100.93	1,281.00	(74.8)	56,110.07	61,211.00	282,854.13	362.0
TOTAL REVENUES	5,100.93	1,281.00	(74.8)	56,110.07	61,211.00	282,854.13	362.0
EXPENSES							
TID #3 DISTRICT	11,265.77	0.00	100.0	123,923.23	135,189.00	110,968.50	17.9
TOTAL EXPENSES	11,265.77	0.00	100.0	123,923.23	135,189.00	110,968.50	17.9
TOTAL FUND REVENUES	5,100.93	1,281.00	(74.8)	56,110.07	61,211.00	282,854.13	362.0
TOTAL FUND EXPENSES	11,265.77	0.00	100.0	123,923.23	135,189.00	110,968.50	17.9
SURPLUS (DEFICIT)	(6,164.84)	1,281.00	(120.7)	(67,813.16)	(73,978.00)	171,885.63	(332.3)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #4 DISTRICT	7,893.85	1,457.63	(81.5)	86,832.15	94,726.00	132,046.67	39.3
TOTAL REVENUES	7,893.85	1,457.63	(81.5)	86,832.15	94,726.00	132,046.67	39.3
EXPENSES							
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TID #4 DISTRICT	226,330.12	12,238.13	94.5	2,489,630.88	2,715,961.00	271,550.90	90.0
TOTAL EXPENSES	226,330.12	12,238.13	94.5	2,489,630.88	2,715,961.00	271,550.90	90.0
TOTAL FUND REVENUES	7,893.85	1,457.63	(81.5)	86,832.15	94,726.00	132,046.67	39.3
TOTAL FUND EXPENSES	226,330.12	12,238.13	94.5	2,489,630.88	2,715,961.00	271,550.90	90.0
SURPLUS (DEFICIT)	(218,436.27)	(10,780.50)	(95.0)	(2,402,798.73)	(2,621,235.00)	(139,504.23)	(94.6)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVOLVING LOAN FUND (STATE)	382.18	1,514.79	296.3	4,203.82	4,586.00	12,669.88	176.2
TOTAL REVENUES	382.18	1,514.79	296.3	4,203.82	4,586.00	12,669.88	176.2
EXPENSES							
REVOLVING LOAN FUND (STATE)	941.67	0.00	100.0	10,358.33	11,300.00	250,005.00	(2112.4)
TOTAL EXPENSES	941.67	0.00	100.0	10,358.33	11,300.00	250,005.00	(2112.4)
TOTAL FUND REVENUES	382.18	1,514.79	296.3	4,203.82	4,586.00	12,669.88	176.2
TOTAL FUND EXPENSES	941.67	0.00	100.0	10,358.33	11,300.00	250,005.00	(2112.4)
SURPLUS (DEFICIT)	(559.49)	1,514.79	(370.7)	(6,154.51)	(6,714.00)	(237,335.12)	3434.9

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	41,460.85	44,125.37	6.4	456,069.15	497,530.00	505,079.87	1.5
TOTAL REVENUES	41,460.85	44,125.37	6.4	456,069.15	497,530.00	505,079.87	1.5
EXPENSES							
SOLID WASTE ENTERPRISE FUND	41,874.67	34,085.90	18.6	460,620.33	502,495.00	337,477.01	32.8
TOTAL EXPENSES	41,874.67	34,085.90	18.6	460,620.33	502,495.00	337,477.01	32.8
TOTAL FUND REVENUES	41,460.85	44,125.37	6.4	456,069.15	497,530.00	505,079.87	1.5
TOTAL FUND EXPENSES	41,874.67	34,085.90	18.6	460,620.33	502,495.00	337,477.01	32.8
SURPLUS (DEFICIT)	(413.82)	10,039.47	(2526.0)	(4,551.18)	(4,965.00)	167,602.86	(3475.6)

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CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

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MUNICIPAL REPORT TOTALS
FOR 11 PERIODS ENDING NOVEMBER 30, 2019

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
TOTAL MUNICIPAL REVENUES	1,920,019.12	879,845.42	(54.1)	21,120,205.88	23,040,225.00	17,866,264.77	(22.4)
TOTAL MUNICIPAL EXPENSES	2,055,329.98	1,146,747.30	44.2	22,608,603.02	24,663,933.00	16,473,004.42	33.2
SURPLUS (DEFICIT)	(135,310.86)	(266,901.88)	97.2	(1,488,397.14)	(1,623,708.00)	1,393,260.35	(185.8)

BEVERAGE OPERATOR LICENSE

1. Ojha, Gokarna Prasad
2. Ullman, Cari A.

SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

1. **Written request.**
2. **Scaled diagram** (scale 1":1') detailing the frontage of the applicants café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc.) newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
3. **Copy of current Certificate of Insurance with City named as additional insured.**
4. **Completed Hold Harmless Certificate.**
5. **Non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.**
Non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

Name of applicant:

Thomas S. Pinney Jr.

Establishment Name:

Henry S. Baird #124

Address:

315. 3rd Ave - P.O. Box 86 Sturgeon Bay WI 54235

Phone/Email:

920.493.3227 Tompinney@charter.net

☒ Written Request Submitted

☒ Cert of Insurance (additional insured) submitted

☒ Scaled Diagram submitted

☒ Hold Harmless Certificate submitted

☒ Fee Paid

\$55.00

Date Completed Application Submitted:

November 26, 2019

Community Development Approval:

on 3.12.19 12-05-19

Department of Public Works Approval:

JMB 12-9-19

Date of Common Council Approval:

- ☐ Copy of Sidewalk Café Policy/Procedures provided to applicant.
☐ Copy of Sidewalk Café Ordinance provided to applicant.


*See back for "Alcohol Being Served Application Submission Information."

Stephanie L. Reinhardt
City Clerk/
Human Resources Director
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235



Phone 920-746-2900
Fax 920-746-2905
Email:
sreinhardt@sturgeonbaywi.org

Visit our website at: www.sturgeonbaywi.org

TO: Mayor & Common Council
FROM:  Stephanie L. Reinhardt, City Clerk/Human Resources Director
DATE: December 9, 2019
RE: Appointment of Election Inspectors for 2020-2021

Election Inspectors must be appointed by the municipal governing body for a two-year term which begins on January 1, 2020 and ends on December 31, 2021.

Attached are the Election Inspectors for the City of Sturgeon Bay for the 2020-2021 term.

The Republican Party submitted a list of election inspector nominees by the November 30, 2019 deadline. No other lists were received. Therefore, the remainder of the Election Inspectors will be designated as "unaffiliated" for the two-year term.

Council action is necessary to appoint election inspectors to work the polling locations in the City of Sturgeon Bay for 2020 and 2021.



Republican Party of Door County

P.O. Box 94 • Sturgeon Bay, WI 54235

Election Inspectors Nomination List

To:

Copy: Stephanie Reinhardt

Mayor David J. Ward
421 Michigan St.
Sturgeon Bay, WI 54235

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election

Inspectors in Door County, I, Stephanie Soucek, Chairwoman of the Republican Party of Door County

hereby nominate the named individuals below.

I, hereby, certify that I have contacted each nominee whose name appears on this list and each nominee on this list has agreed to serve as an election inspector.

S. Soucek

Chairwoman, Stephanie Soucek

11/4/19

Date

Liz Wilson

Secretary, Liz Wilson

11/4/19

Date

Please do not hesitate to contact me with any questions or if you need any additional information.

Stephanie Soucek

920-421-0288

Stephanie.jane81@gmail.com

List of Nominees: City of Sturgeon Bay

Rob Moxon
1007 Quincy St
Sturgeon Bay, WI 54235
(920) 493-3299

Dennis Statz
15 N 5th Ave.
Sturgeon Bay, WI 54235
(920) 743-1105 or (920) 559-0561

Judith Thompson
220 W Walnut Dr
Sturgeon Bay, WI 54235
(920) 743-4182 or (920) 493-4148

Barb Allman
717 Prairie Ln.
Sturgeon Bay, WI 54235
(920) 743-5672

Richard Allman
717 Prairie Ln.
Sturgeon Bay, WI 54235
(920) 743-5672

Lanette Koors
1222 W Juniper St.
Sturgeon Bay, WI 54235
(920) 495-3023

Caryn Johnson (half day)
54 E Oak St Sturgeon Bay, WI 54235
(920) 743-2129

Stephanie Soucek (half day)
205 N 16th Place
Sturgeon Bay, WI 54235
(920) 421-0288

Election Inspectors

2020-2021

Unaffiliated

DELORES BAUER
PHILLIP SWEET
MARILYN VANDERTIE
NANCY FORD
BILL GRAF
BETTY BOWERS
VIRIGINA HANSON
JUDY ELLENBECKER
PAUL PENOVICH
JOY BORDEAU
MARY PENOVICH
SHIRLEY SCHATNER
MIKE BARRY
BARB SPUDE
KAREN SPITTLEMEISTER
SHELBY SWIGGUM
JAN ZIEMANN
GEORGE KLEIST
GORDY SWIGGUM
BOB SPUDE
MARY LARSEN
MARILYN KLEIST
RUTH FISH
DAWN VANDEVORT
SHARON SWEET
JULIE GEBAUER
MARY TANCK
JIM KARWOWSKI
ALICE KARWOWSKI
KATHY STUEWER
JOY SEQUOIA
JAN OLSON
KATHY STUEWER
JUDY ELLENBECKER
JULIE GEBAUER
AMY DUBOIS
JOY SEQUOIA
DEE PAULSEN
LYNN GILCHRIST
CONNIE ROCKWELL
PATSY VOLLRATH
RON VANDERTIE
CHARLENE VISTE

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

We, the Parking & Traffic Committee, hereby recommend to Council to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted Streets and to include a (3) c. Municipal vehicles would be exempt.

Respectfully submitted,

PARKING & TRAFFIC COMMITTEE

By: Kelly Avenson, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 25, 2019

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

REQUEST FOR PLACEMENT OF AGENDA ITEM

DATE OF REQUEST: 10/23/2019

FROM: Kelly Avenson

Please place the following item on the agenda:

Consideration of: An ordinance to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted Streets (i.e. 3rd Avenue truck ordinance)

Background Information: This item has been in the process since 2018. Chief Porter and Attorney Kalny have been working to create section 7.16 to help create a safer 3rd Avenue as it is used heavily by bikers and pedestrian along with motor vehicles.

Discussion took place over several meetings and signs were placed on 3rd Ave and a motion was made to create a truck ordinance that would help Police enforce the truck route. This ordinance limits the size of trucks that can use 3rd Avenue with an exception of delivery trucks for those Third Avenue businesses that are in the boundaries of this ordinance. This truck route begins are Michigan and 3rd and end at Jefferson and 3rd.

Please see attachments for the supporting documents.

Desired Action:

To Recommend to Council, an ordinance to create section 7.16 of the City of Sturgeon Bay Code of Ordinance, Restricted Streets

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council to approve adding a \$2.00 solid waste user fee starting January 1, 2020, and to further discuss changing the hours of operation.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 5, 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: 22 November 2019

Title: Proposed Changes to the City's Compost Site

Background: The current situation at the City's compost site could potentially lead to the sites closure if changes are not made. The City spends roughly \$35,000 to maintain the site annually, this cost is completely covered by tax dollars of city residents. Currently, the site is open 24 hours, 7 days per week. This is a great convenience to residents but leads to random unauthorized dumping at the site. In an average week, staff removes several hundred pounds of unauthorized material from the pile. Several boards of lumber with nails, plastic bags, garbage cans and other pieces of trash are removed daily. Staff has even found buckets of some form of excrement in the pile. Even though staff works daily to keep the brush and lawn clipping pile free of liter, there is still an abundance that makes it into the shredding machine. With that, the final product has shredded up plastic, paper, and other foreign materials mixed in which makes it undesirable for use in gardens and flower beds. If we have a better product it will be used by more people. In 2018, DPW expended approximately 100 hours to haul unused product to a local site where it was further composted, mixed with a lesser quality soil then screened into topsoil.

With the site being open all hours we can not enforce who uses it or what is dumped there. We do not have a monitoring system where we can attempt to track down violators. Attempts were made in the past to monitor the site with trail cameras without success. This proved to be ineffective due to not being able to see what folks have in their vehicles or trailers. The only accurate way this can be done is by someone inspecting what is being dumped. A high quality monitoring system with recording in combination with constant supervision would be the best scenario for eliminating illegal dumping at the site. A monitoring system is also needed at our snow dump site near the SBFD training site since there is also a lot of illegal dumping there.

Only Residents of the City of Sturgeon Bay as well as non-residents who own a residence within the city can dump for free. Residents of Sevastapool and the Town of Sturgeon Bay can use the site if they purchase a \$100 permit. Contractors must purchase a seasonal permit for \$1000. On an average year, six permits are sold to contractors. In 2019 only one was sold. Annually, the City pays about \$18,000 to have all of the brush shredded into mulch and the lawn clippings pile shredded for quicker decomposition into compost.

During the budget process the Department of Public Works requested an additional part-time employee. Unfortunately, funding was not available for such at that time; however, during the course of the budget meetings, staff was asked to continue looking for means to fund the position. Staff believes changing how business is done at the compost site will not only improve the compost product for the residents, but it will also free up and provide resources to fund a part-time employee. Revamping this program and adding an additional employee will help DPW to better maintain the City's public spaces for our residents. Additionally, as yard waste/compost is not a covered service, there will be no negative adjustments to future levies, and this will provide for a more equitable distribution of the cost of this service.

Proposal options:

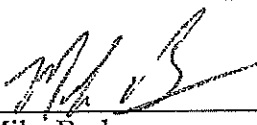
1. Close site to residents, keep it operating for City Municipal Service purposes only.
2. Keep it operating as we currently do. If this is chosen it is only a matter of time until the DNR closes the site due to illegal dumping.
3. Set scheduled hours of operation for the site, and lock the gate when closed. Proposed hours would be 7:00 – 3:00 Monday through Friday.
4. Set scheduled hours of operation for the site, and when the site is closed we would lock the gate.
 - o Spring and Fall Hours (Mar 15 – May 14 and Oct 1 – Dec 15) : 7:00 – 3:00 M, T, T, F, 10:00 – 6:00 (or sunset) on Wednesdays, 8:00 – 4:00 Saturday.
 - o Summer Hours (May 15 – Oct 1): 8:00 – 4:30 M-F, 8:00 – 2:00 Sat and Sun
 - o Charge a monthly fee of \$2 which would be added to the current solid waste fee and issue 1 window sticker for participants. The sticker must be attached to a window for it to be valid.

Fiscal Impacts:

- o Option 1 would result in an estimated savings of \$15,000.
- o Option 2 would have no fiscal impact.
- o Option 3 would have no fiscal impact.
- o Option 4: If option 4 is adopted, the city would receive \$105,120 annually to fully fund the compost site (there are currently 4380 residents who use our solid waste service). These funds would also be used to fund an additional part-time employee for the Public Works / Parks Department.

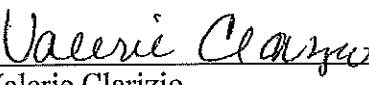
Recommendation: Staff fully supports and recommends changing the hours and adding \$2 to our solid waste service fee described in Option 4.

Prepared By:


Mike Barker
Municipal Services Director

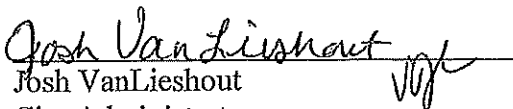
Date: 22 Nov 2019

Reviewed By:


Valerie Clarizio
Finance Director

Date: 11/22/19

Reviewed By:


Josh VanLieshout
City Administrator

Date: 11/22/19

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the bid from Portside Builders, Inc. in the amount of \$30,854 for security upgrades to the police department's front entrance.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 10, 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: Security Upgrades to Police Department Front Entrance

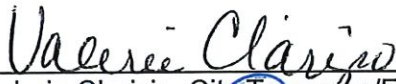
BACKGROUND: Money was budgeted in Miscellaneous Capital- Building 10-160-000-59999 in the 2019 capital budget for security upgrades to the front entrance of the police department. A request for bids was sent out and Portside Builders, Inc. was the sole responding company.

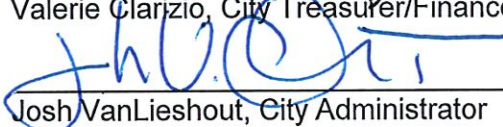
FISCAL IMPACT: \$30,854.00

RECOMMENDATION: Accept the bid of \$30,854.00 from Portside Builders, Inc

PREPARED BY: 
Daniel Brinkman, Captain

REVIEWED BY: 
Arleigh Porter, Chief of Police

REVIEWED BY: 
Valerie Clarizio, City Treasurer/Finance Director

APPROVED BY: 
Josh VanLieshout, City Administrator

DATE: December 3, 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.

**An Ordinance to Create Section 7.16
of the City of Sturgeon Bay
Code of Ordinance, Restricted Streets.**

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

SECTION 1. Section 7.16 of the Sturgeon Bay Code of Ordinances; Traffic Code, Restricted Streets is hereby created to read as follows:

7.16 Restricted Streets

(1) Definitions.

"Truck" means all vehicles or combination of vehicles, other than motor buses, designed or used for transporting property of any nature and having a gross weight of more than 14,000 pounds.

(2) Restricted Streets. General Prohibition.

- a. No person shall operate a truck on any street that has been designated as a Restricted Street.
- b. The following streets and portions thereof are designated as Restricted Streets:

North 3rd Avenue from Michigan Street to Jefferson Street.

(3) Exemptions. The following vehicles are exempt from the Restricted Street provision:

- a. Authorized emergency vehicles.
- b. Trucks being operated for the purpose of obtaining orders for supplies or moving or delivering supplies or commodities to or from any place of business or residence which has an entrance on the Restricted Street.

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.

RESOLUTION

WHEREAS, the Common Council of the City of Sturgeon Bay has determined that it is in the best interests of the City of Sturgeon Bay to create Compost Site User Fee and decrease Contractor Permit fee

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Sturgeon Bay hereby adopts the following fees:

<u>Type</u>	<u>Fee</u>
Compost Site User Fee	\$2.00
Contractor Permit Fee	\$500.00

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by Alderperson _____, that said resolution be adopted.

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

Executive Summary

Date: 22 November 2019

Title: Proposed Changes to the City's Compost Site

Background: The current situation at the City's compost site could potentially lead to the sites closure if changes are not made. The City spends roughly \$35,000 to maintain the site annually, this cost is completely covered by tax dollars of city residents. Currently, the site is open 24 hours, 7 days per week. This is a great convenience to residents but leads to random unauthorized dumping at the site. In an average week, staff removes several hundred pounds of unauthorized material from the pile. Several boards of lumber with nails, plastic bags, garbage cans and other pieces of trash are removed daily. Staff has even found buckets of some form of excrement in the pile. Even though staff works daily to keep the brush and lawn clipping pile free of liter, there is still an abundance that makes it into the shredding machine. With that, the final product has shredded up plastic, paper, and other foreign materials mixed in which makes it undesirable for use in gardens and flower beds. If we have a better product it will be used by more people. In 2018, DPW expended approximately 100 hours to haul unused product to a local site where it was further composted, mixed with a lesser quality soil then screened into topsoil.

With the site being open all hours we can not enforce who uses it or what is dumped there. We do not have a monitoring system where we can attempt to track down violators. Attempts were made in the past to monitor the site with trail cameras without success. This proved to be ineffective due to not being able to see what folks have in their vehicles or trailers. The only accurate way this can be done is by someone inspecting what is being dumped. A high quality monitoring system with recording in combination with constant supervision would be the best scenario for eliminating illegal dumping at the site. A monitoring system is also needed at our snow dump site near the SBFD training site since there is also a lot of illegal dumping there.

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During the budget process the Department of Public Works requested an additional part-time employee. Unfortunately, funding was not available for such at that time; however, during the course of the budget meetings, staff was asked to continue looking for means to fund the position. Staff believes changing how business is done at the compost site will not only improve the compost product for the residents, but it will also free up and provide resources to fund a part-time employee. Revamping this program and adding an additional employee will help DPW to better maintain the City's public spaces for our residents. Additionally, as yard waste/compost is not a covered service, there will be no negative adjustments to future levies, and this will provide for a more equitable distribution of the cost of this service.

Proposal options:


1. Close site to residents, keep it operating for City Municipal Service purposes only.
2. Keep it operating as we currently do. If this is chosen it is only a matter of time until the DNR closes the site due to illegal dumping.
3. Set scheduled hours of operation for the site, and lock the gate when closed. Proposed hours would be 7:00 – 3:00 Monday through Friday.
4. Set scheduled hours of operation for the site, and when the site is closed we would lock the gate.
 - o Spring and Fall Hours (Mar 15 – May 14 and Oct 1 – Dec 15) : 7:00 – 3:00 M, T, T, F, 10:00 – 6:00 (or sunset) on Wednesdays, 8:00 – 4:00 Saturday.
 - o Summer Hours (May 15 – Oct 1): 8:00 – 4:30 M-F, 8:00 – 2:00 Sat and Sun
 - o Charge a monthly fee of \$2 which would be added to the current solid waste fee and issue 1 window sticker for participants. The sticker must be attached to a window for it to be valid.

Fiscal Impacts:

- o Option 1 would result in an estimated savings of \$15,000.
- o Option 2 would have no fiscal impact.
- o Option 3 would have no fiscal impact.
- o Option 4: If option 4 is adopted, the city would receive \$105,120 annually to fully fund the compost site (there are currently 4380 residents who use our solid waste service). These funds would also be used to fund an additional part-time employee for the Public Works / Parks Department.


Recommendation: Staff fully supports and recommends changing the hours and adding \$2 to our solid waste service fee described in Option 4.

Prepared By:


Mike Barker
Municipal Services Director

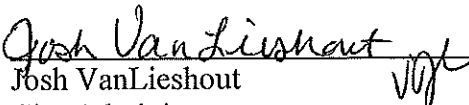
Date: 22 Nov 2019

Reviewed By:


Valerie Clarizio
Finance Director

Date: 11/22/19

Reviewed By:


Josh VanLieshout
City Administrator

Date: 11/22/19

City of Sturgeon Bay's

Compost Site





















Sign was installed on 16 SEP 2019. Remaining pictures taken after sign was installed.











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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the line item transfers in the amounts of \$15,869 from 10-400-000-59065 and \$15,744 from 10-400-000-59060 transferred to 10-570-000-59075 for the total amount of \$31,613.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 10, 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: 5 December 2019

Title: Emergency Shoreline Repairs

Background: The shoreline on Bay View Park suffered major erosion due to a combination of severe storms and near record high water levels in the summer and early fall of 2019. Emergency repairs were required to stop the erosion which was causing a significant safety threat to park visitors. The City was able to work with Death's Door Marine Inc. to stop and prevent further erosion thus eliminating the concern of someone falling into one of the washed out areas. There was nearly 300' of shoreline repaired. The total cost to repair was \$31,613.

Proposal options:

I propose transferring funds to 10-570-000-59075 from:

<u>Account</u>	<u>Amount</u>
10-400-000-59065	\$15,869
10-400-000-59060	\$15,744

Fiscal Impacts:

Fiscal impact is \$31,613.

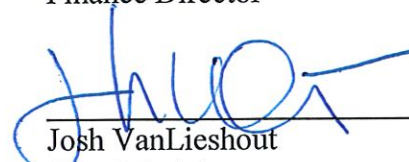
Recommendation: Staff fully supports and recommends transferring funds as outlined above to make payment to Death's Door Marine Inc.

Prepared By: 
Mike Barker
Municipal Services Director

Date: 05 Dec 2019

Reviewed By: 
Valerie Clarizio
Finance Director

Date: 12/5/19

Reviewed By: 
Josh VanLieshout
City Administrator

Date: 12/5/19

Death's Door Marine Inc.

11648 Old Stage Ct
Ellison Bay, WI 54210

Invoice

Date	Invoice #
11/21/2019	1432

Bill To
City of Sturgeon Attn: Mike Barker 835 N. 14th Ave. Sturgeon Bay, WI 54235

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	To bill you for repair work on old rail way spur. Mobilization	600.00	600.00
	excavator	3,238.00	3,238.00
352	352 cubic yds stone	75.00	26,400.00
12	labor	75.00	900.00
	filter cloth	475.00	475.00
		Total	\$31,613.00

Title: Authorization for Professional Services – Cedar Corporation

Background: After the West Waterfront Redevelopment Plan created by the ad hoc West Waterfront Planning Committee was reviewed and accepted by the Council, there was a strong desire to start implementation of the public walkways (promenade) component. This is partly due to show momentum and generate developer interest and partly to take advantage of Stewardship Grant funds that were awarded for public improvements for the project. Those funds need to be spent or they will be lost.

The mayor and city staff met with Cedar Corp and SRF Consulting regarding completing the engineering and design for the promenade components of the plan. The consultant would create designs and specifications for aspects including site design for the public walkways, overlook and access. They submitted a scope of services and revised contract that the Council is being asked to approve.

Cedar Corp/SRF Consulting was originally selected to be the engineering consultant for the West Waterfront Redevelopment project in 2015 by using the Request for Qualifications process. The RFQ process keeps the costs eligible for reimbursement for some of the potential state or federal grant programs that might be used for funding. A number of firms submitted proposals and interviews were held by a selection team comprised of representatives of the Council, Waterfront Redevelopment Authority, and staff. Cedar Corp, in partnership with SRF Consulting Group, Inc., was selected to be the consultant for the project. At that time an Agreement for Professional Services was approved and the consultant began work on the design. However, after the City became embroiled in litigation over the originally proposed development, the project was put on hold and the consultant stopped work.

The Authorization to Perform Engineering/Consulting Services specifies the tasks, services, schedule and cost estimate for the work relating to the promenade. The consultant will prepare a preliminary design and share it with the City through a public open house. After comments are gathered, revisions will be made and the revised plan shared with the Council. If approved by the Council, the plan is to proceed with final design, specs, and bidding for construction. The goal is for this phase of the work to be finished by October.

Fiscal Impact: The cost estimate for these services is \$28,500-\$29,500 (not to exceed). The cost for final design and construction oversight is to be determined. Some of the cost might be reimbursable through grant funds and the remainder is an eligible expense for Tax Incremental District #4.

Recommendation: Approve the Authorization to Perform Engineering/Consulting Services.

Prepared by:


Martin Olejniczak

Community Development Director

12-12-18
Date

Reviewed by:


Chad Shefchik
City Engineer

12-12-19
Date

Reviewed by:


Josh Van Lieshout
City Administrator

12/12/19
Date



Cedar Project ID 5610-001
Addendum No. 1-3
Cedar Release Date 10-11-19

CITY OF STURGEON BAY
AUTHORIZATION TO PERFORM ENGINEERING/CONSULTING SERVICES

Services will be performed in accordance with the Agreement for Professional Services, dated March 12, 2015 and Addendum No. 1 dated March 12, 2015 between City of Sturgeon Bay (OWNER) and Cedar Corporation (ENGINEER).

Engineer is hereby authorized to proceed with the project listed below. The engineering/consulting services are to be completed in a timely manner mutually agreeable with the City and Engineer.

Project: West Waterfront Redevelopment – Preliminary Design Phase

Description: Complete the Preliminary Design Phase of the Proposed Site Work for the Central Walkway, Central Gathering Area/Overlook, Waterfront Working Area and Access Road along Maple-Oregon St Bridge. See attached Memo dated December 11, 2019.

Scope of Work	Method of Compensation	Cost Estimate
<input type="checkbox"/> Study/Report	<input checked="" type="checkbox"/> Hourly Estimate	\$ 28,500 - \$29,800 NTE
<input checked="" type="checkbox"/> Design		
<input type="checkbox"/> Bidding		
<input type="checkbox"/> Project Administration		
<input type="checkbox"/> Resident Engineering	<input type="checkbox"/> Lump Sum	\$
<input type="checkbox"/> Additional Services	Total Engineering Estimate	\$ 28,500 - \$29,800 NTE

Special Conditions: Schedule – to be completed per the Memo dated December 11, 2019.

Cedar Corporation

By: 

Title: Director

Date: December 11, 2019

**Authorized by
City of Sturgeon Bay**

By: _____

Title: _____

Date: _____



engineering | architecture | environmental | surveying
landscape architecture | planning | economic development

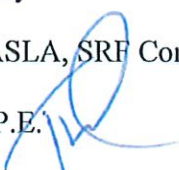
MEMO

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
800-472-7372
FAX 920-491-9020
www.cedarcorp.com

DATE: December 11, 2019

TO: Josh VanLieshout, Administrator
Marty Olejniczak, Community Development Director
City of Sturgeon Bay

CC: Michael Jischke, ASLA, SRF Consulting Group, Inc.

FROM: Thad Majkowski, P.E. 

REGARDING: West Waterfront Redevelopment – Preliminary Design Services

PROJECT # 5610-001

Per the our discussions, the City of Sturgeon Bay has requested Cedar Corporation (Cedar) to provide Preliminary Design services for the West Waterfront Redevelopment. Cedar has been working with the City on the proposed redevelopment since 2015. From the beginning, Cedar has teamed with SRF Consulting Group (SRF) to provide Engineering/Landscape Architectural services for the Project as it has progressed. The Project has taken time to evolve; however, now is the time to move the vision forward.

The Project will consist of the following improvements to the Waterfront in this Preliminary Design Phase with the future of the undeveloped areas still to be finalized.

- Central Pedestrian Walkway from the Locust Street termination in the Parking Lot to the Waterfront
- Central Gathering Area with an Overlook at the water edge
- Waterfront - working area including the main pedestrian walkway abutting the working area and a seating zone from the John Purves Exhibit to the Maple-Oregon Bridge, approximately 60 feet from the sea wall and does not include the boat launch area on the west end of the water front
- Access Road to the working area along the Maple-Oregon Bridge corridor to provide access for the tugboat staff and maintenance needs, emergency vehicles, vendors, City maintenance, etc.

The Cedar Team understanding of the Projects is as follows:

- The areas of improvement are noted above.
- The construction is proposed to be completed in summer/fall 2020.
- The Project does not include the boating landing on the west end of the waterfront.
- Existing working waterfront moorings will remain in place.
- John Purves will remain in place.
- Tug boat operations to continue to use a portion of the sea wall to the south of the overlook area.
- Final design of miscellaneous appurtenances including specific type of railings, benches, waste receptacles, bike racks, bollards and plant species will be completed in the Design Phase. Examples and data of these items that fit the vision will be provided in the Preliminary Design Phase for the City's selection.
- The preliminary design services completed in this phase will be utilized, reduce the completion time and design service required based on the approved plans.
- The Granary Building is planned to be relocated to the existing site; however, it should not affect the proposed pedestrian walkways. The Team will work with the City to ensure the Granary Building does not impact the Project.

The Cedar Team proposes to complete the following services:

Preliminary Design Phase

- Use the original topographic survey completed in 2015. For the areas altered since 2015, Cedar will discuss with the City if any additional surveys were completed by City staff or others that would provide the filled elevations.
- Review the existing conditions and reports for the improvement areas.
- Contact all Utility Companies with Preliminary Plans to identify any conflicts, if necessary. Coordination with the Sturgeon Bay Utility regarding the existing electrical service and coordination.
- Prepare a coordinated palette of the proposed site features noted above.
- Prepare a conceptual illustrative site plan including one round of revisions.
- Prepare two photo-realistic perspective renderings including one round of revisions.
- Prepare a preliminary overlook structural design with recommendations.
- Prepare preliminary foundation plans and recommendations for miscellaneous site appurtenances.
- Prepare a preliminary schematic lighting layout for the area including product information sheets of the proposed appurtenances. No photometric analysis will be completed in this phase.
- Meet with the WDNR Storm Water and City staff at the Green Bay WDNR Office to provide an update on the Project as well as to determine if any Storm

Water Management will be required due to the reduction in impervious areas from 2013 conditions. Also, at that meeting, the overlook will be reviewed with WDNR staff regarding navigability concerns.

- Review Storm Water Best Management Practices to be incorporated based on the WDNR Meeting.
- Prepare Preliminary Cost Estimates for the site, structural, overlook, lighting/electrical system and landscape features noted above.
- Project Meetings with the City staff – Kick Off Meeting, Cedar will attend at the City/SRF will attend via videoconference and interim update meeting attended in the same manner.
- Cedar will attend the City Council Meeting February 18th, 2020 to present the final plan with City staff.

Public Informational Meeting/Open House (PIM)

- Public Informational Meeting to be attended by Cedar and SRF staff at the City Hall. Cedar and SRF will present the information and answer questions from residents.

Deliverables – PDF format

- Drawings of the preliminary design features noted above.
- Palette of site features
- Photo-realistic perspective renderings.
- Conceptual illustrative site plan.
- Examples of miscellaneous structures/appurtenances and product data sheets.
- PIM presentation slides and graphic boards
- Preliminary Cost Estimates
- If selected, animation video clip

City Responsibilities:

- Provide a representative authorized to make decisions on behalf of the City during the Project.
- Provide updates to the WDNR Grant Stewardship Grant Program.
- Provide a location for meetings and complete the noticing/advertising of the Public Informational Meeting.
- Provide previous permitting correspondence/documentation with the WDNR, Coast Guard, USACOE, etc.
- Provide the original plans for the area and Museum.
- Provide the plat, easements and any legal property information.
- Provide access for the properties for the staff.
- Field topographic survey of each area for the filled areas if available.

- Provide the City Wayfinding Signs standards for placement within the area.
- Provide any geotechnical information available for the site soils, water/lake bed and sea wall. If necessary to acquire additional information, the cost for the geotechnical services will be an additional cost.
- Provide available assessments of the sheet piling for the sea wall.
- Provide environmental review documentation addressing any potential soil contamination on site.
- Provide drawings/site/construction plans for the Door County Maritime Museum addition.
- Provide the lakebed lease documentation from the City attorney.

Optional Engineering Services:

- *Design of Public Art displays.*
- *Services for the future development of the remaining portion of the site.*
- *Visualization 3D modeling of the proposed design.*
- *Create a scripted animation that highlights the experiential qualities of the proposed design, the time limits of the video can vary.*
- *Wetland Delineation, if necessary.*
- *Additional City Council Meetings, as requested.*
- *Design (Permits), Bidding and Construction Phase Engineering Services, upon approval of the conceptual plan.*
- *Grant assistance with regards to the Stewardship Grant.*

The Proposed Schedule is as follows:

Authorization to Proceed	December 18, 2019
Preliminary Design Phase	December 2019 – February 2020
Public Informational Meeting	Last week of January 2019
Information to City staff for review	February 7, 2020
City Council Meeting	February 18, 2020
Design Phase Agreement	March 3, 2020

We propose to complete the Preliminary Design Phase as noted above based on the authorization to proceed on December 18, 2019 as noted above for an estimated hourly cost range of \$28,500 to \$29,800.

The Design and Bidding Phase to be determined with the intent to complete the construction in fall 2020 pending weather conditions with some tasks being completed in 2021.

We have enclosed a Letter of Authorization to complete the work requested. Please review and upon approval, execute the authorization and scan back to me and we will proceed on the Design Phase. Thank you for the opportunity to provide these services.

REQUEST FOR PLACEMENT OF AGENDA ITEM

DATE OF REQUEST:

FROM: Helen Bacon

Gary Nault

Please place the following item on the agenda: Staff to determine shoreline damage at all city owned shoreline property. Staff And have prepared cost estimates for repairs.

Consideration of:

Investigating the extent and cost of repairing city lands eroded by recent storms.

Background Information:

Significant storms and high water have caused substantial erosion at several city owned shoreline properties, including Sunset Park, Otumba Park, Bayview Park and Bullhead Point.

Desired Action:

Direct staff to ascertain the extent of damage, engage a professional engineer to develop an estimate of costs to repair and advise the Common Council.