



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, NOVEMBER 17, 2020
6:00 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 on agenda items only.
 6. Consideration of the following bills: General Fund – \$72,262.05, Capital Fund - \$5,029.06, Cable TV - \$40.01, TID 2 - \$1,900.00, TID #4 - \$105,034.63 and Solid Waste Enterprise Fund - \$645.73 for a grand total of \$184,911.48. [roll call]
 7. **CONSENT AGENDA**
- * All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
- * a. Approval of 11/3/20 regular Common Council minutes.
 - * b. Place the following minutes on file:
 - (1) Police & Fire Commission – 9/18/20
 - (2) Community Protection & Services Committee – 10/1/20
 - (3) Aesthetic Design & Site Plan Review Board – 10/26/20
 - (4) Finance/Purchasing & Building Committee – 10/27/20
 - (5) City Plan Commission – 10/28/20
 - * c. Place the following reports on file:
 - (1) Police Department Report – October 2020
 - (2) Inspection Department Report – October 2020
 - * d. Community Protection & Services Committee recommendation re: Approve request from Michael Wright to operate a taxicab DBA Tru-Way Transport.
 - * e. Community Protection & Services Committee recommendation re: Approve request from Michael Wright to operate a shuttle service DBA Tru-Way Transport.
 - * f. Community Protection & Services Committee recommendation re: Approve amendment to Chapter 2 – 2.01 of Municipal Code.

- * g. Community Protection & Services Committee recommendation re: Approve Snow & Ice Control Policy as presented.
8. Mayoral Appointments.
 9. Second reading of ordinance re: Zoning code amendment to Section 20.27(4) and 20.27(3) of the municipal code – Zoning Code (Height & Area Regulations.)
 10. Community Protection & Services Committee recommendation re: Extend resolution to conditionally suspend ordinance 10.175 of the Municipal Code – Drinking on Public Property Regulated – through December 31, 2021.
 11. Personnel Committee recommendation re: Approve Coordination of Compensation for Sturgeon Bay Part-Time Firefighters for Qualifying COVID-19 conditions.
 12. City Administrator report.
 13. Mayor's report
 14. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 11.13.2020

Time: 12:00pm

By: JM

NOTE: COUNCIL CHAMBERS WILL BE OPEN TO THE PUBLIC TO OBSERVE AND RENDER PUBLIC COMMENT ON AGENDA ITEMS ONLY. THE MEETING WILL BE LIVESTREAMED AT <https://sbtv.viebit.com/> AND CABLE ACCESS CHANNEL 988.

CITY OF STURGEON BAY
GENERAL PROCEDURES FOR PUBLIC COMMENT AT COMMON COUNCIL MEETINGS

Any citizen requesting to address the Council during the public comment portion of the meeting:

- Must fill out a "Request to Comment" form and turn it in to the City Clerk or Mayor PRIOR to the start of the meeting. Name and address must be filled in. Indicate the agenda item number that you are planning to provide public comment on. Public Comment will be restricted to Agenda Items only.
- Individuals will have a maximum of three (3) minutes to address the Council. A total of 30 minutes will be allotted to Public Comment per meeting, unless the Council body agrees to extend the time. The extensions will be 15 minute additional increments.
- Priority will be given to City residents.
- The speaker shall not engage in personal attacks against the Mayor, Council members, City staff or its representatives and remain courteous and respectful. The Council/Committee requests that all comments and interactions between those present be conducted in a constructive and respectful manner. Anyone acting in a disruptive or disrespectful manner will be asked to leave the meeting by the person presiding at the meeting.
- The Mayor/Chair may ask questions of the speaker for clarification purposes.
- The Mayor/Chair may allow, at his discretion, Council/Committee members or staff to respond to the speaker's comment. However, dialogue will not ensue.
- The Mayor/Chair may refer the matter to a committee or to the City Administrator for further follow up as needed.

IF EVERYONE ABIDES BY THESE GUIDELINES, OUR MEETINGS WILL MOVE ALONG SMOOTHLY AND BUSINESS WILL BE CONDUCTED IN AN EFFICIENT AND TIMELY MANNER. YOUR COOPERATION WILL BE APPRECIATED BY ALL PRESENT AT THE MEETING.

PLEASE NOTE THAT LETTERS WILL NOT BE READ INTO THE RECORD AS PUBLIC COMMENT. ONLY LETTERS RECEIVED FOR A PUBLIC HEARING WILL BE READ INTO THE RECORD.

NOTE: IF TOPICS THAT WILL GENERATE SIGNIFICANT POTENTIAL FOR PUBLIC COMMENT APPEAR ON THE COUNCIL AGENDA, A PUBLIC HEARING WILL TAKE PLACE PRIOR TO THE COUNCIL MEETING.

RESPECTFULLY,
MAYOR DAVID J. WARD

REVISED: 6/2/20

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

12. AF4430ZN.WOW

INVOICES DUE ON/BEFORE 11/17/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
16737	PORTSIDE BUILDERS INC	TREE PLANT DEP REF TP-002-19	01-000-000-23163	200.00
16737		TREE PLANT DEP REF TP-004-19	01-000-000-23163	400.00
16737		TREE PLANT DEP REF TP-001-20	01-000-000-23163	200.00
16737		TREE PLANT DEP REF TP-002-20	01-000-000-23163	200.00
19610	RICHARD STUEWER	9/20 HEALTH INS REIMB/STUEWER	01-000-000-21530	324.66
R0001001	RENARDS CHEESE	11.1.20 FOOD SHARE / RENARDS	01-000-000-21595	16.00
R0001074	RANDALL MANGES	11.1.20 FOOD SHARE / MANGES	01-000-000-21595	23.00
R0001291	MAI LEE	11.1.20 FOOD SHARE / LEE MAI Y	01-000-000-21595	20.00
R0001488	BOB BORDEAU	11.1.20 FOOD SHARE / BORDEAU	01-000-000-21595	331.00
R0001498	VANG MEE YANG	11.1.20 FOOD SHARE/VAN YANG	01-000-000-21595	67.00
R0001510	DAVID BOYARSKI	11.1.20 FOOD SHARE / EMERALD	01-000-000-21595	118.00
TOTAL LIABILITIES				1,899.66
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	11/20 ATHLETIC LIGHT PROJECT	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				3,265.05
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	09/20 TRAFFIC MATTERS	01-110-000-55010	2,002.50
TOTAL				2,002.50
TOTAL LAW/LEGAL				2,002.50
CITY CLERK-TREASURER				
04696	DOOR COUNTY TREASURER	2021 CAT LICENSE	01-115-000-54999	44.00
04696		2021 CAT LICENSE-SHIPING	01-115-000-54999	10.00
17700	QUILL CORPORATION	2021 STICKERS FOR FOLDERS	01-115-000-51950	11.49
17700		BLACK TONERS - 2	01-115-000-51950	183.98
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-115-000-51950	104.52
BUBRICKS		OFFICE SUPPLIES	01-115-000-51950	40.58
TOTAL				394.57
TOTAL CITY CLERK-TREASURER				394.57
COMPUTER				
03101	CDW GOVERNMENT, INC.	IPAD KEYBOARD/CASE-DIST 2	01-125-000-55550	42.20
03101		SURFACE PRO/ZONING ADMIN	01-125-000-55550	966.73
03101		KEYBOARD/ZONING ADMIN	01-125-000-55550	100.81
04696	DOOR COUNTY TREASURER	IS INTERNET	01-125-000-55550	100.00
04696		4TH QTR SOFTWARE	01-125-000-55550	6,877.34
04696		TECH SUPPORT	01-125-000-55550	2,500.00
04696		4G INTERNET	01-125-000-55550	375.00
04696		3RD QTR FIBER	01-125-000-55550	466.02
TOTAL				11,428.10
TOTAL COMPUTER				11,428.10
CITY ASSESSOR				
ASSO APP	ASSOCIATES APPRAISAL	POSTAGE FOR REVALUATION	01-130-000-55010	219.00
ASSO APP		11/20 CONTRACT	01-130-000-55010	5,111.11
TOTAL				5,330.11
TOTAL CITY ASSESSOR				5,330.11

DATE: 11/10/2020
TIME: 15:37:53
ID: AP4430ZN.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/17/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
BUILDING/ZONING CODE ENFORCEMENT				
DCI	DOOR COUNTY INSPECTIONS, LLC	OCTOBER PERMITS	01-140-000-55010	4,570.89
SAFEBUILD	SAFE BUILT	PLAN REVIEW FEE	01-140-000-55010	212.50
TOTAL				4,783.39
TOTAL BUILDING/ZONING CODE ENFORCEMENT				4,783.39
CITY HALL				
03159	SPECTRUM	FIRE CABLE SVC	01-160-000-58999	138.25
04575	DOOR COUNTY HARDWARE	PAINTING SUPPLIES	01-160-000-51850	49.11
KONE	KONE INC.	ANNUAL ELEVATOR INSPECTION	01-160-000-58999	1,275.00
VANS	VANS FIRE & SAFETY, INC	ANNUAL FIRE EXTING INSP DPW	01-160-000-58999	769.06
VANS		ANNUAL FIRE EXTING INS CH	01-160-000-58999	203.35
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	136.30
WARNER		PAPER PRODUCTS	01-160-000-51850	31.14
TOTAL				2,602.21
TOTAL CITY HALL				2,602.21
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	12/20 GEN LIAB	01-165-000-56400	3,253.00
MCCLONE		12/20 POLICE LIAB	01-165-000-57150	1,350.00
MCCLONE		12/20 PUBLIC OFFICIAL	01-165-000-57400	1,235.00
MCCLONE		12/20 AUTO LIAB	01-165-000-55200	2,030.00
MCCLONE		12/20 AUTO PHYSICAL	01-165-000-55200	2,262.00
TOTAL				10,130.00
TOTAL INSURANCE				10,130.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	CITY HALL PHONE	01-199-000-58200	160.22
04696		FIRE PHONE SVC	01-199-000-58200	28.46
04696		DPW PHONE SVC	01-199-000-58200	29.10
04696		POLICE PHONE SVC	01-199-000-58200	66.30
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COPY PAPER - 10 CASES	01-199-000-55650	339.90
TOTAL				623.98
TOTAL GENERAL EXPENDITURES				623.98
POLICE DEPARTMENT				
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER 9 OF 48	01-200-000-55650	205.50
US BANK		OVERAGE-COLOR	01-200-000-55650	33.03
US BANK		OVERAGE	01-200-000-55650	12.68
US BANK		OVERAGE	01-200-000-55650	56.75
TOTAL				307.96
TOTAL POLICE DEPARTMENT				307.96
POLICE DEPARTMENT/PATROL				
06650	GALLS, AN ARAMARK COMPANY	UNIFORM SHIRTS/JENNERJOHN	01-215-000-52900	131.27
21450	THE UNIFORM SHOPPE	NEW HIRE UNIFORM/LOVAS	01-215-000-52900	91.40
21450		GEAR BAG / GORR	01-215-000-52900	99.90
21450		UNIFORM SHIRT / LOVAS	01-215-000-52900	153.85
21450		UNIFORM SHIRT/LOVAS	01-215-000-52900	69.95
AT&T MOBIL	AT&T MOBILITY	10/20 CELL CHARGES	01-215-000-58250	1,432.70

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 11/17/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
GMAN	GMAN EMBLEM	200 SBPD PATCHES	01-215-000-52900	400.00
WAUKESHA	WAUKESHA COUNTY TECH COLLEGE	BASIC SWAT/DEIBELE	01-215-000-55600	143.40
TOTAL				2,522.47
TOTAL POLICE DEPARTMENT/PATROL				2,522.47
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	04/20 CONTRACT FEE	01-225-000-57950	105.00
ACCURINT		10/20 CONTRACT FEE	01-225-000-57950	103.70
TOTAL				208.70
TOTAL POLICE DEPT. / INVESTIGATIONS				208.70
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	PAGER PARTS	01-250-000-57550	95.96
04575	DOOR COUNTY HARDWARE	RUBBER COAT, FASTENERS, LOCK P	01-250-000-54999	27.61
04575		RUBBR PEL COAT RUGD 11 OZ	01-250-000-54999	4.99
04575		DOOR CHIME, BATTERIES	01-250-000-54999	22.58
04575		EXTENTION CORD	01-250-000-54999	29.99
04575		SINGLE RECEPT, WALLPLATE	01-250-000-54999	5.78
08225	HERLACHE SMALL ENGINE	SNOW BLOWER BELTS	01-250-000-53000	57.38
13049	MAY'S SPORT CENTER	DOOR HINGES-GATOR	01-250-000-53000	101.82
20725	T R COCHART TIRE CENTER	SNOWBLOWER TIRE TUBE	01-250-000-53000	12.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ABSORBENT	01-250-000-53000	194.70
O'REILLY		ANTIFREEZE	01-250-000-53000	15.99
O'REILLY		O'REILLY DEF	01-250-000-53000	10.99
O'REILLY		ANTIFREEZE	01-250-000-53000	31.98
O'REILLY		HERCULINER, BRAKLEEN, BLUE DEF	01-250-000-53000	55.56
PAULCONW	PAUL CONWAY SHIELDS	HOODS	01-250-000-52900	186.98
TOTAL				854.31
TOTAL FIRE DEPARTMENT				854.31
STORM SEWERS				
19880	STURGEON BAY UTILITIES	JETTER USAGE	01-300-000-57700	4.13
TOTAL				4.13
TOTAL STORM SEWERS				4.13
STREET SIGNS AND MARKINGS				
12110	LANGE ENTERPRISES INC	10 ANCHOR FINS @ 5.95	01-420-000-52550	59.50
12110		SHIPPING	01-420-000-52550	14.98
TOTAL				74.48
TOTAL STREET SIGNS AND MARKINGS				74.48
STREET MACHINERY				
04603	HALRON LUBRICANTS INC	275 G DEF	01-450-000-53000	354.75
04603		TOTE DEPOSIT	01-450-000-53000	150.00
04603		TOTE RETURN	01-450-000-53000	-150.00
04603		TOTE RETURN	01-450-000-53000	-150.00
19959	SUPERIOR CHEMICAL CORP	SAFETY SOLVENT	01-450-000-54999	100.85
19959		SHIPPING	01-450-000-54999	13.11
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	F550 SPARE TIRE & WHEEL	01-450-000-52850	783.30

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 11/17/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
JX ENT	JX ENTERPRISES, INC.	SPEED SENSORS 2 @ 84.23	01-450-000-53000	168.46
JX ENT		SHIPPING	01-450-000-53000	20.00
JX ENT		AXLE GASKET	01-450-000-53000	5.98
JX ENT		12 NUTS	01-450-000-53000	33.12
NAPA FIR	NAPA AUTO-DOOR COUNTY COOP	OIL SUPPLIES	01-450-000-53000	136.46
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	SHOP SUPPLIES	01-450-000-53000	9.89
O'REILLY		AIR VALVE	01-450-000-53000	147.43
TOTAL				1,623.35
TOTAL STREET MACHINERY				1,623.35
CITY GARAGE				
01469	AIRGAS NORTH CENTRAL	3 CYLINDER LEASE RENEW	01-460-000-58999	240.00
01469		HAZMAT CHARGE	01-460-000-58999	8.33
01766	AURORA MEDICAL GROUP	DOT DRUG SCREEN	01-460-000-57100	50.00
01766		DOT DRUG SCREENS	01-460-000-57100	250.00
04966	EAGLE MECHANICAL INC	SEAL REPLACEMENT LABOR	01-460-000-58999	382.00
04966		SEAL	01-460-000-58999	132.20
04966		GASKET	01-460-000-58999	9.75
04966		EXPENDABLE SUPPLIES	01-460-000-58999	3.00
06012	FASTENAL COMPANY	GRINDING DISCS	01-460-000-52700	8.36
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	SHOP LIGHT	01-460-000-54999	59.99
VIKING	VIKING ELECTRIC SUPPLY, INC	FAN	01-460-000-55300	85.42
TOTAL				1,229.05
TOTAL CITY GARAGE				1,229.05
HIGHWAYS - GENERAL				
CHRISTEN	CHARLES N. CHRISTENSEN	SAFETY BOOT / CHRISTENSEN	01-499-000-56800	130.81
TOTAL				130.81
TOTAL HIGHWAYS - GENERAL				130.81
PARK & RECREATION ADMIN				
23200	WDOR	FARM MARKET ADV	01-500-000-57450	72.00
CASE COM	CASE COMMUNICATIONS	FARM MARKET ADV	01-500-000-57450	149.25
TOTAL				221.25
TOTAL PARK & RECREATION ADMIN				221.25
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODOES INC	PORT A POT COMP SITE & DOG PK	01-510-000-58999	180.00
04545	DOOR COUNTY COOPERATIVE/NAPA	PIPE SEALANT	01-510-000-56250	14.99
13049	MAY'S SPORT CENTER	FILTERS AND OIL	01-510-000-51900	243.94
13049		TUBE, SPACERS, BOLT	01-510-000-51900	93.58
13049		BELT	01-510-000-51900	132.53
13049		ANTI FOG CLEANER	01-510-000-51900	5.95
13049		BELT & PULLEY	01-510-000-51900	109.77
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	ANTI FOG	01-510-000-52350	6.43
HESLER	DARREN HESLER	SAFETY BOOTS / HESSLER	01-510-000-56800	63.29
TOTAL				850.48
TOTAL PARKS AND PLAYGROUNDS				850.48
EMPLOYEE BENEFITS				

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 11/17/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
EMPLOYEE BENEFITS				
23674	WISCONSIN DEPT OF WORKFORCE	10/20 UNEMPLOYMENT	01-600-000-50370	514.36
		TOTAL		514.36
		TOTAL EMPLOYEE BENEFITS		514.36
		TOTAL GENERAL FUND		49,101.26
CAPITAL FUND				
CITY HALL				
EXPENSE				
04575	DOOR COUNTY HARDWARE	FLANGES AND SUPPLIES	10-160-000-59999	28.97
		TOTAL EXPENSE		28.97
		TOTAL CITY HALL		28.97
STORM SEWERS				
EXPENSE				
19880	STURGEON BAY UTILITIES	PARTS CITY HALL STRM SEWER RPR	10-300-000-59115	67.59
		TOTAL EXPENSE		67.59
		TOTAL STORM SEWERS		67.59
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
RM MASON	RM MASONRY LLC	OTUMBA REPAIRS-GRILL/FIREPLACE	10-510-000-59015	3,110.00
		TOTAL PARKS AND PLAYGROUNDS		3,110.00
		TOTAL PARKS AND PLAYGROUNDS		3,110.00
WATERFRONT PARKS & WALKWAYS				
02130	BAUDHUIN INC	PROF SVC SUNSET SHORELINE	10-570-000-59075	858.00
02130		PROF SVC RAILROAD SPUR CO DNR	10-570-000-59075	964.50
		TOTAL		1,822.50
		TOTAL WATERFRONT PARKS & WALKWAYS		1,822.50
		TOTAL CAPITAL FUND		5,029.06
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	SPECTRUM	CB MUSIC SERVICE	21-000-000-58999	40.01
		TOTAL CABLE TV / GENERAL		40.01
		TOTAL CABLE TV / GENERAL		40.01
		TOTAL CABLE TV		40.01
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01761	ASSOCIATED TRUST COMPANY	GO REFUNDING BOND 9.1.11	25-320-930-70002	2.85
		TOTAL TID #2 A AREA BONDS - CITY		2.85
TID #2 A AREA BONDS - DVL				

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 11/17/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
TID #2 DISTRICT				
TID DISTRICT #2				
01761	TID #2 A AREA BONDS - DVL ASSOCIATED TRUST COMPANY	GO REFUNDING BOND 9.1.11	25-320-931-70002	36.10
TOTAL TID #2 A AREA BONDS - DVL				36.10
T2 ROAD PROJECTS				
01761	ASSOCIATED TRUST COMPANY	GO REFUNDING BOND 9.1.11	25-320-932-70002	63.17
TOTAL T2 ROAD PROJECTS				63.17
T2 SERIES 2006A				
01761	ASSOCIATED TRUST COMPANY	GO REFUNDING BOND 9.1.11	25-320-933-70002	372.88
01761		GO REFND BONDS 9.7.16	25-320-933-70002	475.00
01761		GO REFUNDING BOND 9.9.14	25-320-933-70002	475.00
01761		GO REFND BOND 9.22.15	25-320-933-70002	475.00
TOTAL T2 SERIES 2006A				1,797.88
TOTAL TID DISTRICT #2				1,900.00
TOTAL TID #2 DISTRICT				1,900.00
TID #4 DISTRICT				
TID #4 DISTRICT				
CEDARCO	CEDAR CORPORATION	FESTIVAL WATERFRONT PROJECT	28-340-000-58999	29,747.51
PETERS	PETERS CONCRETE CO	PROJECT 2004 PAY REQUEST 1	28-340-000-59082	75,287.12
TOTAL TID #4 DISTRICT				105,034.63
TOTAL TID #4 DISTRICT				105,034.63
TOTAL TID #4 DISTRICT				105,034.63
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	USED OIL PICKUP 250 GALLONS	60-000-000-52050	37.50
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	SILICONE	60-000-000-53000	9.89
R0000655	TRANSMOTION, LLC	HOSE AND FITTINGS	60-000-000-53000	598.34
TOTAL SOLID WASTE ENTERPRISE FUND				645.73
TOTAL SOLID WASTE ENTERPRISE FUND				645.73
TOTAL SOLID WASTE ENTERPRISE				645.73
TOTAL ALL FUNDS				161,750.69

MANUAL CHECKS

NORTH SHORE BANK
10/23/20
Check #87817
HRA Deposit - Retiree

\$23,160.79

TOTAL MANUAL CHECKS

\$23,160.79

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/17/2020

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

GENERAL FUND
CAPITAL FUND
CABLE TV
TID #2 DISTRICT
TID #4 DISTRICT
SOLID WASTE ENTERPRISE

~~49,101.26~~
5,029.06
40.01
1,900.00
105,034.63
645.73

TOTAL --- ALL FUNDS

~~161,750.69~~

72,262.05

184,911.48

Helen Bacon 11/10/2020
Jan W. 11/10/2020

COMMON COUNCIL
November 3, 2020

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

Williams/Bacon to adopt the agenda, removing Item number 17, City Plan Commission recommendation re: Accept the development proposal from Northpointe Development Corporation for the West Waterfront redevelopment, and negotiate with Northpointe to finetune the proposal, including increasing the number of units. Carried.

The following people spoke during public comment: Hans Christian, 330 N 3rd Avenue

Bacon/Wiederanders to approve the following bills: General Fund - \$77,603.58, Capital Fund - \$2,280.43, Cable TV - \$5,205.84, and Solid Waste Enterprise Fund - \$22,284.00 for a grand total of \$107,373.85. Roll call: All voted aye. Carried.

Nault/Gustafson to approve the consent agenda:

- a. Approval of 10/20/20 regular Common Council minutes.
- b. Place the following minutes on file:
 - (1) Joint Park & Recreation Committee/Board – 8/26/20
 - (2) Zoning Board of Appeals – 10/13/20
 - (3) Finance/Purchasing & Building Committee - 10/13/20
 - (4) City Plan Commission – 10/21/20
 - (5) Parking & Traffic Committee – 10/26/20
- c. Place the following report on file:
 - (1) Fire Department Report – September 2020
- d. Finance/Purchasing & Building Committee Recommendation re: Approve the exchange of easements between the City of Sturgeon Bay and the Door County Maritime Museum to effectuate proper underground utilities.
- e. Finance/Purchasing & Building Committee recommendation re: Approve the acquisition of parcel 281-62-10000117 from Door County in the amount of the back taxes owed.
- f. Finance/Purchasing & Building Committee recommendation re: Accept the revised easement with American Transmission Company in the amount of \$3,000.
- g. Finance/Purchasing & Building Committee recommendation re: Approve the services agreement between City of Sturgeon Bay and Destination Sturgeon Bay.
- h. Parking & Traffic Committee recommendation re: Extend the "No Parking Zone" on West Walnut Drive from South Elgin Avenue to South Fulton Avenue.

Carried.

Williams/Reeths to confirm the following Mayoral appointment:

PERSONNEL COMMITTEE

Dennis Statz

Carried.

Bacon/Nault to confirm the following Mayoral appointment:

INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM

Dennis Statz

Carried.

Gustafson/Reeths to confirm the following Mayoral appointment:

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

Kelsey Fox

Carried.

A public hearing re: Zoning code amendment to Section 20.27 (Height and Area Regulations) was opened at 7:12 p.m. The public hearing was declared closed at 7:30 p.m.

Mayor Ward introduced the item for the first and second reading of ordinance re: Zoning code amendment to Section 20.27(4) and 20.27(3) of the municipal code – Zoning Code (Height & Area Regulations) and provided a history of the process involved for this amendment. The matter of the zoning text amendment went to the Plan Commission on August 19, 2020. On October 6, 2020 the Plan Commission considered the matter again and modified the recommended height to the 120-foot limit with a vote of 5-0. For this item, there are two changes to consider, those being the 120-foot height of the building, and allowing for a side yard less than the required minimum side yard on an expansion of an existing building.

Reeths/Williams to read in title only for the first reading of ordinance re: Zoning code amendment to Section 20.27(4) and 20.27(3) of the municipal code – Zoning Code (Height & Area Regulations). Carried.

The Mayor called for a motion to suspend the rules to allow consideration of the second reading of the ordinance at this meeting. No motion was made.

RECOMMENDATION

We, the City Plan Commission, hereby recommend to approve a zoning map amendment from Central Business District (C-2) to Heavy Industrial (I-2) for a portion of the following properties owned by Fincantieri Bay Shipbuilding: 281-10-85340109B; 281-10-85371001R; 281-10-35371301R; 281-85371401; and 281-10-85360101C as illustrated in the request letter from Fincantieri Bay shipbuilding dated October 26, 2020 with the condition that Fincantieri must complete a beautification plan incorporating the 3rd Avenue properties to be rezoned through a cooperative effort with the City of Sturgeon Bay. The Plan must be approved by the City.

CITY PLAN COMMISSION

By: David Ward, Chr.

Nault/Reeths to adopt. Gustafson/Statz to amend the motion to remove the property located north of the northern property line for 341 N. Third Ave (train depot parcel) from the rezoning recommendation as that area should remain as C-2. Vote taken on the amendment. Carried. Vote taken on the original motion as amended. Carried.

Williams/Reeths to suspend the rules to do a first and second reading of ordinance re: Zoning map amendment from C-2 to I-2 for a portion of properties owned by Fincantieri Bay Shipbuilding. Carried.

Gustafson/Reeths to read in title only and adopt the ordinance re: Zoning map amendment from C-2 to I-2 for a portion of properties owned by Fincantieri Bay Shipbuilding as amended by eliminating the land located north of the northern line of 341 N. Third Ave (train depot parcel). Roll call vote: Wiederanders, Reeths, Bacon, Statz, Williams, Gustafson, and Nault voted aye. Carried.

RECOMMENDATION

We, the City Plan Commission, hereby recommend to approve an amendment to section 20.175(1) of the Municipal Code (Zoning Code) regarding mixed-use buildings in the C-5 zoning district by adding the following to this list of permitted uses.

Buildings containing a mixture of residential uses and commercial uses including home occupations. There shall be no maximum floor area restrictions between the uses. Home occupations shall not be limited to the standards outlined in section 20.09(2)(a) 1-7

CITY PLAN COMMISSION

By: David Ward, Chr.

Community Development Director Olejniczak summarized the agenda item. The C-5 zoning district is a mixed-use district of commercial and residential. Since the intent is to have a mixture of uses, it makes sense that a building itself could have mixed uses but right now such buildings follow C-2 requirements, which limits the residential uses to 50% of the floor area. The current language in the zoning code is vague and difficult to enforce. The City's Attorney had advised that this language be made clearer to mitigate being challenged. That said, the Plan Commission reviewed this item and forwarded this recommendation to the Council.

Statz/Williams to adopt. Carried.

City Administrator VanLieshout presented the following bids for the City Hall renovations. The purpose of the renovations is to improve service, efficiency, and safety for the public and employees.

RJM Construction, LLC	\$156,850
IEI General Contractors, Inc.	\$168,000
Immel Construction	\$171,000
Portside Builders, Inc.	\$183,130
Milbach Construction	\$184,287

Bacon/Reeths to award the Contract for Project 2005 – City Hall-Reception Area Renovations to RJM Construction., LLC with a base bid totaling \$156,850.00. Carried.

Aldersperson Williams presented the item in regard to changing the Common Council meeting time from 7:00 p.m. to 6:00 p.m. from the first meeting of November through the last meeting in March. Other Council members have expressed interest in doing this as well. An earlier meeting time would be convenient during the dark and blustery winter months.

Williams/Reeths to change Council meeting times to 6:00 p.m. from November to April. Carried.

RECOMMENDATION

We, the City Plan Commission, hereby recommend that the Council work with the SC Swiderski proposal for redevelopment of the Sunset School parcel, and work with Maritime Heights for the redevelopment of the parking lot parcel on the south side of Erie Street.

CITY PLAN COMMISSION

By: David Ward, Chr.

Mayor Ward reminded the Committee that the Sunset School parcel is actually owned by the School District of Sturgeon Bay and that their plan is to cease use of the building at the end of this academic year. School district representatives came to the city to discuss potential uses of the property and building, and the parking lot across the street, that would suit the common interest of both parties. An RFP was sent out and the City Plan Commission reviewed the responses. Density and diversity of construction was part of their discussion and decision-making process. A hybrid recommendation was made and forwarded to the Common Council and if approved permits staff to work with both SC Swiderski and Maritime Heights on development agreements. The development agreements will come before the Finance/Purchasing & Building Committee and building design would come before the Aesthetic Design & Site Plan Review Board, and then both through to the Council.

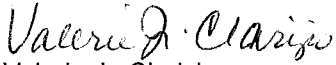
Bacon/Statz to adopt. Carried.

City Administrator VanLieshout gave his report.

The Mayor gave his report.

Nault/Williams to adjourn. Carried. The meeting adjourned at 8:41 p.m.

Respectfully submitted,


Valerie J. Clarizio
Finance Director/City Treasurer

POLICE AND FIRE COMMISSION

September 18, 2020

A meeting of the Police and Fire Commission was called to order at 8:01 a.m. by Commission President Dave Poulton in the Conference Room at the ADRC, 916 N. 14th Avenue. **Roll Call:** Commissioner Poulton, Commissioner VanDyke, Commissioner Hurley, Commissioner Herdina and Commissioner Spritka were present.

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

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes from September 10, 2020
5. Convene in closed session in accordance with the following exemption:

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

- a. Consideration of: Interviews for Police Chief position.

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

6. Reconvene in open session
7. Approve hiring of Police Chief.
8. Adjourn

All ayes. Carried.

Approval of Minutes:

Moved by Commissioner Hurley, seconded by Commissioner Herdina to approve the minutes from September 10, 2020 meeting. All ayes. Carried.

Convene in Closed Session:

Moved by Commissioner VanDyke, seconded by Commissioner Spritka to convene in closed session in accordance with the following exemption:

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

Consideration of: Interviews for Police Chief position.

All ayes. Motion carried. Roll Call: Dave Poulton, Sandy Hurley, Wayne Spritka, Mike VanDyke and Barbara Herdina were present.

Reconvene in Open Session:

Moved by Commissioner Herdina, seconded by Commissioner Hurley to reconvene in open session. All ayes. Motion carried. Roll Call: Dave Poulton, Sandy Hurley, Wayne Spritka, Mike VanDyke and Barbara Herdina were present.

Approve Hiring of Police Chief:

Moved by Commissioner Herdina, seconded by Commissioner Spritka to hire Clint Henry as the next Police Chief for the Sturgeon Bay Police Department. Four ayes. Carried.

Adjourn: *Moved by Commissioner Hurley, seconded by Commissioner Herdina to adjourn. All ayes. Motion carried. Time of 1:05 p.m.*

Respectfully submitted,



Sarah Spude-Olson
SBPD Office Manager

COMMUNITY PROTECTION & SERVICES COMMITTEE**October 1, 2020**

A meeting of the Community Protection & Services Committee was called to order at 12:30 p.m. by Chairperson Williams in the Council Chambers, City Hall. **Roll Call:** Members Ald. Williams, Ald. Reeths and Ald. Wiederanders were present. Also present from City Departments were Mr. VanLieshout and Chief Dietman.

Moved by Ald. Wiederanders, seconded by Ald. Reeths to adopt the following amended agenda:

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from September 2, 2020
4. Public Comment on Agenda Items
5. Consideration of: Request from Michael Wright to operate a taxicab in the City of Sturgeon Bay DBA Tru-Way Transport.
6. Consideration of: Request from Michael Wright to operate a shuttle service in the City of Sturgeon Bay DBA Tru-Way Transport.
7. **Discussion of: Emergency Warning Sirens**
8. Consideration of: Chapter 2 – 2.01 The Common Council
9. Adjourn

All Ayes. Carried.

Approval of Meeting Minutes

Moved by Ald. Williams, seconded by Ald. Reeths to approve the September 2, 2020 minutes. All Ayes. Carried.

Public Comment

None.

Tru-Way Transport

Michael Wright: 629 Tru Way Road, Brussels

Mr. Wright presented to the committee his desire to operate a non-emergency medical transport company in the City of Sturgeon Bay. His taxi/shuttle service would be a 24-hour 7-days-a-week operation, by appointment.

Moved by Ald. Wiederanders, seconded by Ald. Reeths, to deem Tru-Way Transport a necessity in the City of Sturgeon Bay, and hereby schedule a public hearing on Thursday, November 5, 2020 at 4:30pm in the Council Chambers. All ayes. Carried.

Emergency Warning Sirens

According to Chief Dietman, the City has 7 warning sirens. The sirens are meant as warnings to people outdoors. They do not have a battery back-up, if power is lost the sirens will not operate. Cost to replace a single siren is around \$30,000. These systems

are becoming antiquated; majority of rural communities no longer maintain sirens. Smart phone notifications and weather radios are more commonly used.

Public notice of a transition to not having sirens will be considered. Possible ideas include using social media, public relations and a possible weather radio campaign. A county-wide plan will be discussed next meeting on how to do this.

No action. Bringing back to next meeting for consideration.

Chapter 2 Ordinance

Ordinance updates were proposed to Chapter 2 – 2.01 The Common Council and discussed.

No action. Bringing back to next meeting with changes for consideration.

Moved by Ald. Wiederanders, seconded by Ald. Reeths, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 1:21 p.m.

Respectfully submitted,



Sarah Spude-Olson
Police Department Office Manager

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD
Monday, October 26, 2020

The Aesthetic Design and Site Plan Review Board meeting was called to order at 6:00 p.m. by Chairperson Dennis Statz in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Cheryl Frank, Mark Struck, Dave Augustson, and Dennis Statz were present. Excused: Member Jon Burk. Also present were Alderperson Spencer Gustafson, City Administrator Josh VanLieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Christopher Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of Agenda: Moved by Mr. Struck, seconded by Mr. Augustson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 12, 2020.
4. Consideration of: Facade improvements for Third Avenue Playhouse, located at 239 N. 3rd Avenue.
5. Adjourn.

All ayes. Carried.

Approval of minutes from October 12, 2020: Moved by Mr. Augustson, seconded by Mr. Struck to approve the minutes from October 12, 2020. All ayes. Carried.

Consideration of: Facade improvements for Third Avenue Playhouse, located at 239 N. 3rd Avenue: Mr. Sullivan-Robinson stated that Shirley Weese Young has applied for a certificate of appropriateness for exterior remodeling of the Third Avenue Playhouse, including brickwork, new cornice, replacement of windows, and getting it back to its original condition. There is no additional lighting or signage proposed. This property is not located in the historic district.

Shirley Weese Young, 30 N. 7th Avenue, showed photos of the 1908 original building and different phases throughout the years. There is a \$3.5 million capital campaign for the restoration of the TAP building. Half brick cladding and stucco will be used on the exterior. All windows and doors will be replaced, with a charcoal gray trim. Muntins will be added to the top of the windows. A medium gray 4-foot tall fiberglass cornice will be installed in 8-foot sections. The marquee is being restored. The 14 canopy lights will be replaced with LED lights, as well as the 240 chaser lights. She wants to make it beautiful inside and out.

Ms. Weese Young added that the whole building will be stripped out. The mortar for the brick will be an off white color matching the limestone sills.

A short discussion was held. Moved by Mr. Struck, seconded by Ms. Frank to grant a certificate of appropriateness as presented. All ayes. Carried.

Adjourn: Moved by Mr. Augustson, seconded by Mr. Struck to adjourn. All ayes. Carried. The meeting adjourned at 6:17 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE
October 27, 2020

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Ald. Wiederanders appeared by zoom and Alders. Bacon and Williams appeared in person. Also present: City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, Community Development Director Olejniczak, and Office Accounting Assistant II 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: Services Agreement with Destination Sturgeon Bay.
5. Consideration of: Acquisition of Tax Foreclosed Parcel 281-62-10000117-Egg Harbor Road.
6. Consideration of: Revised Easement for American Transmission Company.
7. Review bills.
8. Adjourn.

The following spoke during public comment on agenda items and other issues related to finance & purchasing: Mike Mangan, 185 E Walnut Street Sturgeon Bay.

Consideration of: Services Agreement with Destination Sturgeon Bay:

City Administrator VanLieshout explained in 2017 the City of Sturgeon Bay and Destination Sturgeon Bay formalized an agreement for services. The initial term was for 3 years with an automatic 1 year renewal. He stated the agreement has worked out well for both the City and Destination Sturgeon Bay the only modification to the renewing agreement is the inclusion to waive banner permit fees relating to city events.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the services agreement between the City of Sturgeon Bay and Destination Sturgeon Bay as presented. Carried.

Consideration of: Acquisition of Tax Foreclosed Parcel 281-62-10000117-Egg Harbor Road

City Administrator VanLieshout stated the City periodically reviews the tax foreclosure rolls for properties that can be of use to the City. The former Bank Mutual property is in the process of being donated to the City. There is a vacant parcel behind the bank property that was foreclosed upon by the County for back taxes. He stated this property has minimal value without the front bank property. The City has the opportunity to purchase the vacant property for the amount of the back taxes owed, approximately \$10,840.19. This acquisition will enable the City to combine it with the front bank lot thereby creating one large parcel suitable for redevelopment.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to approve the acquisition of parcel 281-62-10000117 from Door County in the amount of the back taxes owed. Carried.

Consideration of: Revised Easements for American Transmission Company:

Community Development Director Olejniczak explained that American Transmission Company (ATC) acquired an easement from the City for replacing their electric transmission line. ATC has discovered

that the site chosen for the riser structure has 2 different sets of underground utilities running thru the area. He stated that the City worked with ATC to determine a suitable location for the riser structure that would have the least impact to the development property. The new location means the easement area has to be adjusted. ATC is requesting approval of the revised easement and compensation to the City in the amount of \$3,000.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to accept the revised easement with American Transmission Company in the amount of \$3,000. Carried.

Review bills

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

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to adjourn. Carried. The meeting 4:26pm.

Respectfully submitted,

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

Tricia Metzger

CITY PLAN COMMISSION
Wednesday, October 28, 2020

A meeting of the City Plan Commission was called to order at 7:00 p.m. by Chairperson David Ward in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Helen Bacon, Debbie Kiedrowski, Jeff Norland, David Ward, Dennis Statz, Mark Holey, and Kirsten Reeths were present. Also present were Alderpersons Gary Nault, Dan Williams, and Spencer Gustafson, City Administrator Josh VanLieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Holey, seconded by Mr. Norland to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment on non-agenda Plan Commission related items.
4. Consideration of: Request from Fincantieri Bay Shipbuilding to rezone various parcels along Third Avenue (parcel #281-10-85340109B; #281-10-85371001R; #281-10-35371301R; #281-10-85371401; and #281-10-85360101C) from Central Business District (C-2) to Heavy Industrial (I-2)
5. Consideration of: West Waterfront redevelopment proposals.
6. Consideration of: Sunset School redevelopment proposals.
7. Adjourn.

All ayes. Carried.

Public comment on non-agenda Plan Commission related items: Hans Christian, 330 N. 3rd Avenue, stated that he had issues with the structure of the agenda. The minutes were not included from the last meeting; the updated map from Fincantieri was not included; and when staff endorses an idea, all parties involved should be contacted.

Request from Fincantieri Bay Shipbuilding to rezone various parcels along Third Avenue (parcel #'s 281-10-85340109B; 281-10-85371001R; 281-10-35371301R; 281-10-85371401; and 281-10-85360101C) from Central Business District (C-2) to Heavy Industrial (I-2): Todd Thayse, Vice-President and General Manager of Fincantieri Bay Shipbuilding, introduced his team. Present were Facilities Engineer Peter Glassen; Assistant Manager Ryan Hoernke; Jason Gerke, Graef Engineering; Kurt Wolfram, Miron Construction; and In-House Counsel Stephanie Propsom.

Mr. Hoernke narrated a presentation of Fincantieri's overall plans for improvements in the south yard. He explained the proposed new buildings and additions, what the building uses were, and went over their request for rezoning to I-2, which has been scaled back from the original rezoning petition.

Since the last meeting, they have decided to have the Red Oak Winery building (#325 N Third Avenue) and the Train Depot (#341 N Third Avenue) remain within the C-2 district. They also have modified their request to leave the easterly portion of the parking lot north of the Train Depot within the C-2 district. Hence, the modified rezoning request includes a sliver of land at the rear of the former Red Oak Winery lot, the land behind the Train Depot, and the westerly half of the parking lot.

Mr. Hoernke stated that Miron Construction is currently using space in the 325 N Third Avenue building for temporary offices during the construction period. In the long term, there will be Navy individuals and Lockheed Martin staff overseeing the operation and inspecting their work that will be occupying the building. There is a potential for turning the Train Depot into a conference center and to design it recognizing some of the historical aspects of the shipyard operations, with artifacts and pictures. With these buildings being on 3rd Avenue, they fall as part of the beautification plan proposed for this area.

Mr. Hoernke stated that they want to be transparent, a good neighbor, and a good corporate citizen. They want to be sure to listen and address concerns. Some of the concerns they have heard were building uses, noise, dust,

gravel pile, and outdoor operations. Regarding the noise, all module blasting activities will be moved inside building 422.

Mr. Gerke showed a sample of the wall system for the south wall on building 420. It is a very thick panel with insulation. The sound transfer (STC) rating is in the low 30's. Residential homes have a rating in the low 20's.

Mr. Hoernke discussed the dust issue. He pointed out all the recently paved areas in the yard. The south yard will be paved after the new construction, additions, and modifications are complete. They have purchased a street sweeper to clean up the paved surfaces and reduce dust. He also stated that the gravel pile that is currently on area proposed to be rezoned will be removed and used for fill for the new construction. The parking lot will be paved.

Mr. Statz wondered what the reason was to rezone the parking lot to I-2. Mr. Thayse responded that after speaking with the City, it was thought that it would be best to get it cleaned up on the north side because they would be coming in and out of there with sections. Another reason was in case something had to be parked there overnight. Mr. Statz would also like to see a buffer of 8 – 10 feet along 3rd Avenue. Lastly, he said there are tax credits available for restoration of the Train Depot.

Ms. Bacon wondered what type of fencing would be used. Mr. Thayse responded it would be a chainlink fence to match what is there now.

The Mayor announced that the Commission would take comments from the public.

Christie Weber, 311 Pennsylvania St., stated that she is the president of the Sturgeon Bay Historical Society. She felt that the buildings can be moved closer together since all the work will be done inside. The garage doors should be made of the same material as the siding. She was concerned with the Train Depot becoming an island surrounded by industrial and stated that the Train Depot cannot be moved.

Beth Renstrom, 34 Bluebird Dr., stated that she lives north of the shipyard. Rezoning would lower the shipyard's taxes. She loves the shipyard, but wants to see the local government and elected officials do what is best for the citizens. The streets and sidewalks around the shipyard are in horrible disrepair from the industry and would like to see Fincantieri invest in and maintain those areas around their property.

Hans Christian, 330 N 3rd Avenue, said it was a great presentation, but didn't address the noise. He played a recording from the noise from building 311. The noise is so loud that the whole neighborhood could become inhabitable. The beautification plan will not help the noise. There is only one contract. There are no guarantees that Fincantieri will get contracts for future ships. He felt all of the parking lot should remain C-2, as well as the area behind the Train Depot.

Kelly Catarozoli, 344 N 3rd Avenue, stated that no one has addressed how often the large doors will be open and the noise. There probably aren't that many employees that actually live and are taxpayers in Sturgeon Bay. Yet, the taxpayers have to pay for the roads that are damaged from their trucks. Fincantieri should donate that Train Depot to the City as a public interpretive center, with an endowment fund for its maintenance. The Train Depot and the far north lot should remain as C-2. Zoning codes are meant to protect everyone.

Phil Rockwell, 368 N 3rd Avenue, stated that he lives across from the dirt pile. Fincantieri's presentation was enlightening. He wished that this was located in the Industrial Park. He stated that the City should require exactions from Fincantieri, such as more street cleaning. He hopes that it would be written that any change in variation of anything has to go through the Plan Commission. If there are no plans to do anything with the parking lot, it should be put on paper. He thinks that they are now doing a better job in working with the community.

Mr. Olejniczak went over the staff recommendation. In the original staff report there was a concern over maintaining a buffer between the residential area east of 3rd Avenue and the industrial area. With the revised request, Fincantieri is leaving a large area of the parking lot as C-2 that creates a buffer area. With the reduction of the area to be rezoned I-2 and the fact that the comprehensive plan shows this region as being a future industrial land use, the staff recommendation was to approve the new modified request from Fincantieri as presented.

Mr. Statz referred to building 422 and if there would be a problem bringing materials across C-2 zoning to the door on the north end. Mr. Olejniczak responded that using it as an access point would be ok, but not to store or park anything for an extended period.

Mr. Statz also asked about extending the fence from C-2 to the I-2 area. Mr. Olejniczak responded that the City has no fence ordinance. Mr. Statz did not see the need to change the northern area from C-2 to I-2.

Mr. Norland disagreed with Mr. Statz and said it gives a nice straight line for moving things in and out along the I-2. He had no problem with rezoning to I-2. He wondered what would happen if the lot line changed. Mr. Olejniczak responded that parcel already has split zoning. They are just requesting to change where the split zoning line is.

After further discussion, it was moved by Mayor Ward, seconded by Mr. Norland to recommend to Council approval of Fincantieri's rezoning request from C-2 to I-2 as proposed in their letter of October 26, 2020, and depicted in the map attached to the letter.

Ms. Bacon said the presentation was very good and likes the fact that manufacturing activity is going to be inside. Fincantieri should promote themselves better and let the community know what they have done for the community. She is excited about the beautification plan.

Ms. Kiedrowski appreciated the presentation. She feels that after everything is completed, it will be much better visually.

Mayor Ward stated that several times the issue of taxes came up. It was said that by rezoning you will get less money. The State has a uniform tax assessment policy. Taxes are based on the value of a property.

Mayor Ward also addressed the issue of corporate citizenship. Fincantieri contributes to many things in our community, including donations, investments, and partnerships, which they do not talk about.

Mayor Ward spoke about the size of the buildings. Years ago, he toured Marinette Marine. He noted that hulls are built upside down. There is a need for the expanded size of buildings.

Mayor Ward added that if Fincantieri does not get another contract, there will be no noise issue. They are the ones taking a risk.

Mr. Statz reiterated that the whole northern section of the area proposed to be rezoned does not have to be included with the I-2 rezoning. It should stay C-2. He would like to see a condition added that the historic Train Depot will not be demolished and the exterior shall be maintained in good condition.

Ms. Reeths hopes that the new buildings and the insulation will cure a lot of the issues. It will be great to see the yard cleaned up. The Train Depot should be turned into a place for history to be told.

Mr. Holey stated if the rezoning of the parking lot was needed, he was in favor of it. If it is all to remain a parking lot, he would be okay with C-2 or I-2. It still maintains a buffer from N. 3rd Avenue. He would like to add to the motion regarding the beautification plan.

Mayor Ward stated that it was already committed in the City budget to go ahead with beautification. Mr. Thayse has agreed to match, if not more, the City's beautification commitment.

Moved by Mr. Holey to amend the motion, seconded by Mr. Norland, to include the condition that Fincantieri must complete a beautification plan incorporating the 3rd Avenue properties to be rezoned, through a cooperative effort with the City of Sturgeon Bay. The plan must be approved by the City.

A vote was taken on the amended motion. All ayes. Carried

A vote was taken on the original motion. Carried, with Mr. Statz voting no.

Consideration of: West Waterfront redevelopment proposals: Mr. Olejniczak stated that this was discussed at the previous Plan Commission meeting. At that time, of the three proposals, it was decided to eliminate FIT Investment Group. The Commission requested staff to gather some other information regarding the Northpointe and T. Wall Enterprises proposals.

In regard to Northpointe, they would be flexible with site layout and building design. They would also be willing to add commercial space to the development, and increasing the number of units.

The site design for T. Wall Enterprises goes beyond the limits of the development site. It extends into the property currently owned by the Waterfront Redevelopment Authority, which is the parking lot in front of the Door County Maritime Museum. It also would involve shifting Locust Ct. They have built \$100,000 into their budget for those changes. Anything above that would be the City's cost. Besides the 80 stall underground parking, they would need additional surface parking. If there is parking below the high water mark, it has to be undesignated public parking. They were not sure if that would be acceptable. If need be, there could be parking for tenants in the Maritime Museum area of the property. They also would not prefer adding commercial space.

Mr. Olejniczak stated that staff likes Northpointe's proposal, since they are eligible to use the Community Development Block Grant funds that the County has. It creates workforce housing downtown. This project is split with half market rate and half workforce. Workforce is defined as people earning 80% of the median county income. Even though the property value is less for Northpointe than T. Wall, the increment created pays off the loan and creates additional increment that can be used for the public improvements, such as the park next to it. They can also start construction much sooner than T. Wall. Northpointe has no impact on the promenade. The City has a positive relationship with Northpointe.

Mr. Statz stated that he did not see the value of commercial space.

Mayor Ward pointed out that the City has a lot of vacant storefronts. There is no parking in that area for commercial. He was in favor of Northpointe and asking them to add 8 units to the 40 that were proposed. He also mentioned parcel 100 to be used for commercial use such as bar and/or restaurant.

Mr. Norland noted that Northpointe does not offer any 3-bedroom units. Also, after a ten year period, and Northpointe decides to go full market rate, the value goes up, which helps the tax increment district.

Ms. Kiedrowski stated that she is leaning toward Northpointe. She did like T. Wall with the way the patio was facing and made the space larger. There should not be commercial, as it would complicate matters.

Ms. Bacon stated that she did not like the aesthetics of Northpointe. She is glad that they are willing to do something more upscale. She likes the smaller footprint and space around the building. It fits the site better. She also likes the idea of adding some 3-bedroom units and increasing to 48 units.

Moved by Ms. Bacon, seconded by Mr. Statz to recommend to Council to accept the development proposal from Northpointe Development Corporation for the West Waterfront redevelopment and negotiate with Northpointe to finetune the proposal, including increasing the number of units.

Ms. Reeths disagreed with having no commercial development. This piece of property is so beautiful just to have apartments on it. Mayor Ward responded that request for proposals had been sent out and all three proposals that were received were all housing proposals.

Mr. Gustafson stated that he was one of the alderpersons that brought the retail idea to the table with Mayor Ward. The financials are very concerning between retail and the current world. He suggested to market the site with a retail option and put a time limit on response.

Mr. Olejniczak said that it makes sense to at least explore commercial. It definitely would fit the plan.

A vote was taken on the motion. All ayes. Carried.

Consideration of: Sunset School redevelopment proposals: Mr. Olejniczak stated that three proposals were received for redevelopment of Sunset School and the parking lot across the street from Sunset School. Both parcels are owned by the school district and will become available after this school year.

In terms of Horizon, their proposal was a WHEDA tax credit project. They revamped their financial proposal. They would pay for the cost of the demolition of the school building. In exchange for doing the demo, they want their payment of the school property of \$240,000 to be deferred for 15 years.

Maritime Heights (Doreen Phillips) would keep the same design as the current apartments on the parking lot site. On the school site, she would like to keep the same design, but change the color to two-tone.

S.C. Swiderski is agreeable to making site layout changes.

In summary, Maritime Heights would range from 32 – 50 units. Rent structure for the two or three bedroom units would be \$795 - \$995 per month. They will pay \$10,000 for the property and take care of demolition. They request a developer incentive of \$30,000 payable over 2 years upon construction.

The S.C. Swiderski proposal was either 24 or 28 units. Rent structure for the two or three bedroom units would be \$845 - \$1145 per month. They would like the land for free and have the school or City demolish the building. They also would like a developer incentive of \$200,000 payable at the occupancy of each of their four buildings, which would be \$50,000 after each building was completed.

Horizon Development proposed 48 units that would be mostly rent restricted, with a few market rate units. Rents would be as low as \$335 to \$1150. They are willing to pay \$240,000 for the land, but deferred for 15 years. They are willing to demolish the building, but would like a developer incentive of \$478,000.

Mr. Olejniczak went over the tax proformas completed by Baird, the City's financial consultant. If a tax increment district is created, the proforma for the Maritime Heights project estimates the project would recover its expenditures in about its' 5th year of existence. The Horizon proforma estimated that it would pay off in 2037. The proforma for the S.C. Swiderski project estimated the expenses would be paid off in 2035 or in 2031 depending upon the cost of demolition. The City will be meeting with the school district on Thursday.

Mr. Olejniczak stated that S.C. Swiderski did not need the parking lot area. There is no sanitary sewer and water service to the site, so their proposal used that site only for garages. Maritime Heights, since they own the property next door, would only have to extend their internal sewer and water to that site in order to construct dwelling units on it. S.C. Swiderski has attached garages and their original proposal had the garages facing inward.

Ms. Reeths likes the S.C. Swiderski proposal and that they would give up the parking lot to Maritime Heights for expansion.

Mr. Statz added that discussion was held at the last meeting that maybe it would make sense to flip the garages. They were willing to do that, but the buildings that weren't on 8th Avenue would still need a driveway on 8th Avenue to get to their garages. Mr. Holey said that he was not in favor of doing that.

Mr. Norland noted that the Maritime Heights proposal created the most tax increment dollars. However, as far as building design, etc., he prefers S.C. Swiderski.

Ms. Kiedrowski also preferred S.C. Swiderski. It is more upscale, but likes the idea of Maritime Heights occupying the parking lot area.

Ms. Bacon agreed and likes the idea of Maritime Heights occupying the parking lot.

Mayor Ward stated that if a tax increment financing district is formed, some improvements may get done, such as sidewalks.

Discussion continued. Moved by Mr. Holey, seconded by Mr. Statz to recommend to Council to work with the S.C. Swiderski proposal for redevelopment of the Sunset School parcel, and to work with Maritime Heights for the redevelopment of the parking lot parcel on the south side of Erie Street. All ayes. Carried.

Adjourn: Moved by Mr. Holey, seconded by Ms. Reeths to adjourn. All ayes. Carried. Meeting adjourned at 9:48 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Cheryl Nault". The signature is written in a cursive, flowing style.

Cheryl Nault
Community Development Secretary



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

From: Captain Daniel J. Brinkman

Subject: Monthly Report for October, 2020

Date: November 9, 2020

The following is a summary of the Police Department's activities for the month of October 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 79 crimes.

These crimes can be broken down and classified as follows.

Battery.....	02
Disorderly Conduct.....	05
Possess Controlled Substance.....	03
Fraud / Forgery.....	08
Domestic Abuse.....	01
Theft.....	15
Criminal Damage to Property.....	09
Bail Jumping.....	04
Custodial Interference.....	02
Death Investigation.....	03
Sexual Offense.....	03
Threats to Injure.....	05
Violate Court Order.....	04
Vehicle Theft.....	01
Custody Dispute.....	12
Burglary.....	02
TOTAL	79

The above crimes resulted in the loss of \$22,730 to the community, of which \$22,075 has been recovered.

Arrests

The Department completed a total of 108 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.....	02
Burglary.....	02
False Imprisonment.....	02
Sexual Assault Child.....	01
Theft of Vehicle.....	01
Forgery.....	01
Theft.....	01
TOTAL	10

B. Misdemeanor Crime Arrests

Disorderly Conduct.....	03
Bail Jump.....	01
Possess Controlled Substance.....	01
Battery.....	01
Violate Court Order.....	01
Criminal Damage to Property.....	02
Theft.....	03
4 th Deg Sexual Assault.....	01
Fraud.....	01
Resist / Obstruct Officer.....	01
TOTAL	15

Wisconsin Probation & Parole Arrests / Warrant Arrests.....	07
TOTAL	07

C. Ordinance Violation Arrests

Disorderly Conduct	01
Retail Theft.....	01
Public Urination	01
Meddle w/ Destruction of Property	10
Trespass to Land.....	02
Habitual Truant Student	05
Indecent Conduct / Language	01
TOTAL	21

D. Traffic Crime Arrests

Operate Motor Vehicle while Revoked	11
Operate While Intoxicated 2 nd or More	02
No Ignition Interlock Device	04
TOTAL	17

E. Traffic Violation Arrests

Operate Motor Vehicle w/o Insurance.....	05
Operate Motor Vehicle while Intoxicated.....	05
Operate Motor Vehicle while Suspended/Revoked.....	07
Speeding.....	08
No Valid Driver's License.....	03
Miscellaneous Violations.....	15
TOTAL	38

In addition to the preceding arrests, the Department conducted a total of 157 traffic stops during the month and logged 45 violations for various motor vehicle defects and local ordinances and issued 36 written warnings for those violations. A total of 00 parking ticket was issued for parking violations throughout the city.

Traffic Accidents

The Department during the month investigated a total of 18 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	19
(greater than \$1,000.00)	
D. Motor Vehicle Accidents Involving Property Damage	00
(less than \$1,000.00)	
TOTAL	19

Police Service Calls

Department members handled 465 service calls during the month. These calls consist of both citizen requests for police service as described below (360), crimes investigated (79), traffic accidents investigated (19), and Wisconsin Probation and Parole Assists (07).

A. Traffic and Road Incidents.....	70
------------------------------------	----

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.....	09
----------------------------------	----

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

D. Alarms.....	27
----------------	----

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

E. Complaints Involving Animals.....	17
--------------------------------------	----

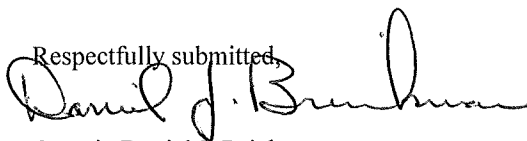
Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.

F. Civil Disputes.....	02
Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G. Escorts.....	09
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist	55
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.....	06
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance	33
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.....	01
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	10
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	95
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 360

Department Training

The Joint SWAT Team and Dive Team completed their monthly training. One officer completed 40 hours of Basic SWAT training. One officer completed 16 hours of Specialized Sexual Assault Investigations and one officer satisfied the state training requirement for Emergency Vehicle Operations.

Respectfully submitted,

 Captain Daniel J. Brinkman

CITY OF STURGEON BAY
INSPECTION DEPARTMENT

October 30, 2020

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF OCTOBER 2020

October-20	YEAR TO DATE		October-20	YEAR TO DATE
0	6	ONE FAMILY DWELLINGS	-- -----	1,481,551
0	1	TWO FAMILY DWELLINGS	-- -----	267,900
0	0	MULTIPLE FAMILY DWELLINGS	-- -----	-- -----
0	4	MANUFACTURED HOME	-- -----	241,300
0	0	C.B.R.F.	-- -----	-- -----
1	4	RESIDENTIAL ADDITIONS	9,600	548,398
4	46	RESIDENTIAL ALTERATIONS	35,420	696,289
1	12	RESIDENTIAL GARAGES/CARPORTS	34,000	268,221
0	2	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-- -----	5,800
2	10	RESIDENTIAL STORAGE BUILDINGS	52,500	92,945
0	0	RESIDENTIAL SWIMMING POOLS	-- -----	-- -----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-- -----	-- -----
0	3	NEW COMMERCIAL BUILDINGS	-- -----	698,445
0	2	NON-RESIDENTIAL ADDITIONS	-- -----	5,025,000
7	43	NON-RESIDENTIAL ALTERATIONS	721,992	3,226,424
0	0	MUNICIPAL BUILDINGS	-- -----	-- -----
0	0	WAREHOUSES	-- -----	-- -----
0	0	FACTORY & SHOP	-- -----	-- -----
0	0	COMMUNICATION TOWER	-- -----	-- -----
0	0	SUBSTATION	-- -----	-- -----
0	0	AGRICULTURAL BUILDINGS	-- -----	-- -----
15	133	TOTAL ESTIMATED COST OF CONSTRUCTION	\$853,512	\$11,070,722
October-20	YEAR TO DATE	TOTAL PERMITS ISSUED	October-20	YEAR TO DATE
15	133	BUILDING PERMITS	2,085	25,431
12	128	ELECTRICAL PERMITS	1,399	13,611
2	71	PLUMBING PERMITS	150	7,550
4	47	HEATING PERMITS	843	8,429
5	96	SIGN PERMITS	210	3,090
0	10	MISCELLANEOUS PERMITS	-- -----	250
0	0	SUMP PUMP PERMITS	-- -----	-- -----
0	1	REINSPECTION FEE	-- -----	40
1	2	EARLY STARTS	100	200
1	13	EROSION CONTROL	150	1,425
0	0	STATE PLAN APPROVALS	-- -----	-- -----
1	8	PARK & PLAYGROUND PAYMENTS	-- -----	2,400
2	11	WISCONSIN PERMIT SEALS	-- -----	385
0	5	ZONING BOARD OF APPEALS APPLICATIONS	-- -----	1,500
1	1	ZONING CHANGES/P.U.D. APPLICATIONS	400	400
0	2	PLAN COMMISSION - CONDITIONAL USES	-- -----	600
0	3	CERTIFIED SURVEY MAP REVIEWS	-- -----	85
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	1	CHANGE OF USE	-- -----	277
0	0	RESIDENTIAL OCCUPANCY FEES	-- -----	-- -----
3	17	COMMERCIAL OCCUPANCY FEES	-- -----	1,250
0	0	PIER PERMIT	-- -----	-- -----
0	1	DEMOLITION	-- -----	25
2	25	PLAN REVIEW FEE	400	7,470
		ADMIN FEE	254	3,143
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$5,991.00	\$77,561.00

Cheryl Nault
Building Inspection Dept.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the request from Michael Wright to operate a taxicab in the City of Sturgeon Bay DBA Tru-Way Transport.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 5, 2020

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.

EXECUTIVE SUMMARY

TITLE: Request from Michael Wright to operate a taxicab in the City of Sturgeon Bay, DBA Tru-Way Transport.

BACKGROUND: Michael Wright has submitted his application for a taxicab license to the City Clerk. The application is in order. Typically, this application is handled at the Community Protection & Services Committee where a public hearing is held to deem public necessity.

Section 9.06(3) of the Municipal Code (Taxicabs) states that a public hearing will be held to deem public convenience and necessity of granting such a license. Section 9.06 is attached. After the public hearing, a recommendation to the Common Council is necessary.

FISCAL IMPACT: The fiscal impact includes a revenue source of \$17.00 for the first vehicle and \$11.00 for each additional vehicle for licensing fees.

OPTIONS: Schedule a date for a public hearing, for the Community Protection & Services Committee, to deem public convenience and necessity of granting such a license.

PREPARED BY:

Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk/Human Resources Director

REVIEWED BY:

Arleigh R. Porter 09.25.2020
Arleigh Porter, Police Chief

DATE:

9/24/2020

Michael Wright

629 Tru-Way Road
Brussels, WI 54204
(920) 228-1121
truwaytransportwi@gmail.com

September 24, 2020

Stephanie Reinhardt

City Clerk, Sturgeon Bay Wisconsin
421 Michigan Street
Sturgeon Bay, WI 54235

Dear Ms. Reinhardt,

My name is Michael Wright and my wife and I are the owners of Tru-Way Transport, a non emergency medical transport company located at 629 Tru-way Road, Brussels, Wisconsin.

I am writing to begin the process of applying to the city of Sturgeon Bay for a taxi and shuttle license. We are fully insured for vehicle and general liability insurance through Jilot Insurance in Sturgeon Bay, WI.

The vehicle we would be using is a 2019 Dodge Grand Caravan with a VIN of 2C7WDGBG3KR803222. It contains a BraunAbility wheelchair transport conversion to allow for up to 2 wheelchairs and two seats for a total of 4 total passengers at maximum capacity. The license plate number is AKG-6230.

I will be glad to provide any additional paperwork and documentation that will be needed to complete this process. I am also available to meet in person and answer any questions you may have. We look forward to providing this service to the residents of Sturgeon Bay.

Sincerely,

Michael Wright, Owner

Tru-Way Transport

629 Truway Road

Brussels, WI 54204

9.06 - Taxicabs.

- (1) *Definition of taxicab.* The term "taxicab" shall include all vehicles transporting passengers for remuneration for which patronage is solicited publicly. This section shall not apply to:
 - (a) Vehicles operating on established routes which are regulated by the Public Service Commission of Wisconsin;
 - (b) Vehicles rented to be driven by the renter or his/her agent, commonly known as rent-a-cars;
 - (c) Vehicles operated solely as funeral cars or ambulances; and
 - (d) Vehicles operated solely for a shuttle service between the city and destination points outside of the city.
- (2) *Taxicab license.* No person shall for remuneration transport passengers in a taxicab within the city without first having obtained a taxicab license.
- (3) *Application for taxicab license.*
 - (a) Application for a taxicab license to operate one or more taxicabs or an application to operate additional taxicabs under an existing license shall be made in writing to the clerk-treasurer giving the address from which the business is conducted and signed by the owner of the business or his/her duly authorized agent. The application must also state for each vehicle to be operated the make, model and year of manufacture, the engine number, serial number, and capacity for passengers, and the Wisconsin state certificate of title number and license number.
 - (b) The application shall be submitted by the clerk-treasurer to the common council, which shall set a date for a public hearing before the council to examine the public convenience and necessity of granting such license. The clerk-treasurer shall notify the applicant of the time and place set for the hearing.
 - (c) No license shall be granted until the city council, by resolution, has determined that the public convenience and necessity will be served by the service proposed in the application for license. The council may hold such further hearings and procure such additional information as it may deem necessary or advisable in making such determination. The council may attach such conditions to the license as it deems appropriate for public convenience and necessity.
 - (d) Vehicles operated solely as limousines serving a particular business establishment or establishments which are not generally available to members of the public at large, and for which patronage is not publicly solicited for purposes not related to the business establishment or establishments served by the limousine service, are exempt from this section.
- (4) *License fee.* The taxicab license fee shall be in an annual amount set by the common council or any fractional part thereof, for the first vehicle operated and in an annual amount set by the common council, or any fractional part thereof, for each additional vehicle operated by the licensee. The license year shall commence July 1 and end June 30. If less than six months remain of the license year, the license fee for the first taxicab shall be reduced one-half.
- (5) *Insurance.*
 - (a) No taxicab license shall be issued until the applicant deposits with the clerk-treasurer a policy of liability insurance covering all vehicles to be included under the license. Such policy shall describe each vehicle by make, model and serial number, number of passengers capable of being accommodated therein at one time, and the number of the state motor vehicle license. Such insurance policy shall be issued by a company licensed to do business in the state and shall insure the licensee against loss from liability to the amount of \$50,000.00 for the injury or death of one person in any one accident, and in the amount of \$100,000.00 for the injury or death of more than one person in any one accident, and in the amount of \$25,000.00 for damage to property of others for any one accident due to the negligent operation of such vehicle.
 - (b) The policy of insurance shall be approved by the city attorney as to legal form before it is filed, and shall contain a provision that the same may not be cancelled before the expiration of its terms except upon ten days' written notice.

- (c) The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate all licenses issued for the vehicles covered by such insurance policy, unless another policy shall have been approved pursuant to this section, and shall be in effect at the time of such cancellation or termination.
- (6) *Issuing of taxicab license and license plates.*
- (a) After passage of the resolution of convenience and necessity as provided in subsection (3)(c) and upon filing with the clerk-treasurer a receipt showing payment of the required license fees and the policy of insurance as herein provided, the clerk-treasurer shall issue to the applicant a taxicab license. Each license granted shall be numbered and shall show the owner's name and place of business and the number of vehicles which may be operated thereunder.
- (7) *Taxicabs to be marked.* Every taxicab shall be conspicuously marked on the right and left side with the name of the licensee and the serial number designated in the taxicab license, such letters and numbers not to be less than 1½ inches in height and of a light color on a dark background or dark color on a light background. A card containing the name of the licensee, taxicab license number and rates of fares printed thereon shall be kept in a conspicuous place inside of such vehicle at all times.
- (8) *Transfer of taxicab licenses.* A taxicab license shall be transferable with consent of the city council. Formal application to the city council shall be made, such application to state the names of the persons involved in the transfer and generally to contain all information required by subsection (3) hereof. The city council shall approve or disapprove such transfer, except that no license shall be issued until applicant for transfer shall have complied with all of the provisions of subsection (5) in all respects and shall have in addition thereto paid over to the clerk a transfer fee in an amount set by the common council.
- (9) *Renewal.* Taxicab licenses may be renewed by the clerk-treasurer upon the payment of the fees and filing of policies of insurance as required for the original license.
- (10) *Revocation.* A taxicab license may be revoked at any time by the city council for violation of any provision of this section, or for violation of any provision of chs. 340—348, Wis. Stats., or of any such statutory provision incorporated in a municipal ordinance. Such revocation may be for all vehicles or any vehicle included under a license. When any taxicab license is revoked, it shall be the duty of the clerk-treasurer to immediately notify the licensee to cease immediately to operate the taxicab for which the license has been revoked.
- (11) *Condition of vehicles.* The licensee shall keep each taxicab in a clean and sanitary condition, well painted and equipped and maintained as required by ch. 347, Wis. Stats.
- (12) *Taxi driver's license required; issuance.*
- (a) No person shall operate a taxicab unless he/she shall possess a taxi driver's license. The fee for such license shall be in an amount set by the common council. This provision shall not apply to the operator of a non-motorized vehicle.
- (b) Each applicant shall submit in writing to the chief of police on forms furnished by the police department a statement of the applicant's full name; present residence; residence for three years past; age; color; height; weight; color of eyes and hair; citizenship; place of last previous employment; marital status; Wisconsin motor vehicle operator's license number; whether he/she has ever been convicted of a felony or a misdemeanor; whether he/she has ever been previously licensed as a driver or chauffeur and, if so, when and by what authority; whether his/her license has ever been revoked or suspended and, if so, for what cause; and the name of the prospective employer. Applications shall be retained as police department records.
- (c) No license shall be granted to any person:
1. Who is under 18 years of age.
 2. Who does not possess a valid Wisconsin state motor vehicle operator's license.
 3. Who has been convicted of any felony, misdemeanor or any other nontraffic offense the circumstances of which substantially relate to the circumstances of the vocation of a taxi driver.

4. Who has been convicted of a traffic offense or traffic offenses which substantially relate to the circumstances taxi driver and which indicate, for the preservation of public safety, that the applicant is unfit to drive a taxica
- (d) A taxi driver's license shall expire one year following its issuance. It may be renewed upon application to the chief of police on a form furnished by him/her entitled, "Application for Renewal of Taxi Driver's License," which shall show the full name and address of the applicant and date upon which his/her original license was granted and the number thereof.
- (e) Upon receiving payment of the license fee, the chief of police shall provide to each licensed taxi driver a license of such form and style as the chief of police may prescribe, with the license number thereof, which must, under penalty of revocation of the license, be constantly and conspicuously displayed in the taxicab when he/she is engaged in his/her employment. Each licensee shall affix to the face of the license, in the space provided, a photograph of himself/herself not less than 1½ inches square which shall provide an accurate likeness of his/her face.
- (f) The chief of police shall maintain a complete record of each license issued to a driver and of all renewals, suspensions, and revocations thereof, which shall be filed with the original application.
- (13) *Revocation of taxi driver's license.*
 - (a) The chief of police shall revoke or refuse to renew the taxicab driver's license of any licensee:
 1. Whose Wisconsin driver's license has been suspended or revoked.
 2. Who has been convicted of any felony, misdemeanor or any other nontraffic offense the circumstances of which substantially relate to the circumstances of the vocation of a taxi driver.
 3. Who has been convicted of a traffic offense or traffic offenses which substantially relate to the circumstances of the vocation of a taxi driver and which indicate, for the preservation of public safety, that the applicant is unfit to drive a taxicab.
 - (b) Written notice of such revocation or refusal to renew shall be given the licensee. Any person whose license has been revoked or renewal refused by the chief of police may, within ten days thereof, appeal to the city council for a hearing; and the council may, after the hearing, affirm or reverse the action of the chief of police. If no appeal is taken within ten days, the action of the chief of police shall be final.
 - (c) The chief of police shall repossess each license which is revoked.
- (14) *Transfer of drivers.* A taxi driver may not transfer from one taxicab licensee to another licensee until such transfer has been recorded in writing with the chief of police.
- (15) *Rates of fare.*
 - (a) Every person licensed to operate one or more taxicabs under subsections (2) through (6) shall file with the city clerk a schedule of proposed fees. Within 20 days from such filing, the council shall either approve or disapprove of such rates. If the proposed rates shall be disapproved, the council shall hold a hearing within ten days from the date of such disapproval. Notice of the time, place and purpose of such hearing shall be given by publication of such notice in any newspaper having a paid circulation published in the city. The city council on such hearing shall hear all interested parties and thereafter fix rates which shall be consistent with public necessity and welfare.
 - (b) If the city council neither approves nor disapproves the proposed rates within the time limited, the licensee shall operate under the rates proposed and the council shall not for a period of six months from such filing date change or alter the rates as filed.
 - (c) The city council may, except as above provided, inquire into rates and fix and adjust such rates at any time, providing the council shall first hold a hearing and advertise and give notice of the time, place and purpose of such hearing by publication of a notice at least twice.
 - (d) The owner or driver of any taxicab shall not charge any passenger a higher or lower rate of fare than that authorized by the council.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the request from Michael Wright to operate a shuttle service in the City of Sturgeon Bay DBA Tru-Way Transport.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 5, 2020

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.

EXECUTIVE SUMMARY

TITLE: Request from Michael Wright to operate a shuttle service in the City of Sturgeon Bay, DBA Tru-Way Transport.

BACKGROUND: Michael Wright has submitted his application for a Shuttle license to the City Clerk. The application is in order. Typically, this application is handled at the Community Protection & Services Committee where a public hearing is held to deem public necessity.

Section 9.065 of the Municipal Code (Shuttle Services) states that a public hearing will be held to deem public convenience and necessity of granting such a license. Section 9.065 is attached. After the public hearing, a recommendation to the Common Council is necessary.

FISCAL IMPACT: The fiscal impact includes a revenue source of \$17.00 for the first vehicle and \$11.00 for each additional vehicle for licensing fees.

OPTIONS: Schedule a date for a public hearing, for the Community Protection & Services Committee, to deem public convenience and necessity of granting such a license.

PREPARED BY:

Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk/Human Resources Director

REVIEWED BY:

Arleigh R. Porter 09-25-2020
Arleigh Porter, Police Chief

DATE:

9/24/2020

Michael Wright

629 Tru-Way Road
Brussels, WI 54204
(920) 228-1121
truwaytransportwi@gmail.com

September 24, 2020

Stephanie Reinhardt

City Clerk, Sturgeon Bay Wisconsin
421 Michigan Street
Sturgeon Bay, WI 54235

Dear Ms. Reinhardt,

My name is Michael Wright and my wife and I are the owners of Tru-Way Transport, a non emergency medical transport company located at 629 Tru-way Road, Brussels, Wisconsin.

I am writing to begin the process of applying to the city of Sturgeon Bay for a taxi and shuttle license. We are fully insured for vehicle and general liability insurance through Jilot Insurance in Sturgeon Bay, WI.

The vehicle we would be using is a 2019 Dodge Grand Caravan with a VIN of 2C7WDGBG3KR803222. It contains a BraunAbility wheelchair transport conversion to allow for up to 2 wheelchairs and two seats for a total of 4 total passengers at maximum capacity. The license plate number is AKG-6230.

I will be glad to provide any additional paperwork and documentation that will be needed to complete this process. I am also available to meet in person and answer any questions you may have. We look forward to providing this service to the residents of Sturgeon Bay.

Sincerely,

Michael Wright, Owner

Tru-Way Transport

629 Truway Road

Brussels, WI 54204

9.065 - Shuttle services.

- (1) *License required.* No person shall for remuneration transport passengers in a vehicle from a point in the city to destination points outside the city without first having obtained a license for such purpose from the city. This section covers taxicabs, limousines, shuttle buses or other vehicles transporting persons for remuneration, except charter buses.
- (2) *Application for license.*
 - (a) Application to operate a shuttle service between a point in the city and a destination point outside of the city shall be made in writing to the city clerk-treasurer giving the name and address of the applicant, the name and location of the shuttle business, the place from which passengers will be picked up in the city, and the place in which passengers from outside the city shall disembark in the city. In addition, the application must also state, for each vehicle to be operated in such shuttle business, the make, model and year of manufacture, the engine number, serial number, capacity for passengers, Wisconsin state certificate of title number and license number.
 - (b) The applicant shall further furnish to the city clerk-treasurer evidence that the applicant and all other drivers of vehicles to be used in such business possess such vehicle operator licenses as are required by the State of Wisconsin to operate the vehicles used in such a shuttle service.
 - (c) The application shall be submitted by the clerk-treasurer to the common council, which will set a date for a public hearing before the council to examine the public convenience and necessity of granting such license. The clerk-treasurer shall notify the applicant in writing of the time and place set for hearing.
 - (d) No license shall be granted until the city council, by resolution, has determined that the public convenience and necessity will be served by the service proposed in the application for license. The council may hold such further hearings and procure such additional information as it may deem necessary or advisable in making such determination.
- (3) *License fee.* The license fee shall be in an annual amount set by the common council, or any fractional part thereof, for the first vehicle operated and in an annual amount set by the common council, or any fractional part thereof, for each additional vehicle operated by the licensee. The license year shall commence July 1 and end June 30. If less than six months remain on the license year, the license fee for the first vehicle shall be reduced by one-half.
- (4) *Insurance.* No license shall be issued for any vehicle used in such shuttle service until the applicant has complied with the insurance requirements set forth in section 9.06(5) of the City Code.
- (5) *Transfer of licenses.* A license for a vehicle used in such shuttle serve shall be transferrable only with the written consent of the city council. Formal application to the city council shall be made, stating the names of the persons involved in the transfer and containing all information required by section (2) above. The city council shall approve or disapprove such transfer, except that no license shall be issued until the applicant for transfer has complied with all of the provisions of section (4) above in all respects and shall have, in addition, paid over to the clerk a transfer fee in an amount set by the common council.
- (6) *Renewal; revocation.* Renewal of licenses for vehicles used in such shuttle service and revocation of such licenses shall be as provided in sections 9.06(9) and (10) of the City Code.
- (7) *Condition of vehicles.* The licensee shall keep each vehicle used in such shuttle service in a clean and sanitary condition, well painted and equipped and maintained as required by ch. 347, Wis. Stats.
- (8) *Rates of fare.* Every person licensed to operate one or more vehicles in a shuttle service under this section shall comply with the requirements of rates of fare set forth in section 9.06(15) of the City Code.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the amendment to Chapter 2 – 2.01 of the City of Sturgeon Bay Municipal Code as presented.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 5, 2020

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.

2.01 - Membership.

(1) Generally.

- (a) The mayor and alderpersons shall constitute the common council.
- (b) The mayor shall not be counted in determining whether a quorum is present at a meeting but may vote in case of a tie.
- (c) When the mayor does vote in case of a tie, his/her vote shall be counted in determining whether a sufficient number of the council has voted favorably or unfavorably on any measure.
- (d) The council shall be the judge of the election and qualification of its members, may compel their attendance, and may fine or expel for neglect of duty.
- (e) A majority of all the members shall be necessary to a confirmation. In case of a tie, the mayor shall have a casting vote as in other cases.

Proposed new language to Code

(2) Replacing Vacant Aldermanic Seat:

- (a) Upon notification by an Alderperson to the Mayor that the Alderperson will be unable to fill out their entire term, the Mayor shall.
 - 1. As soon as reasonably possible, notify the City Administrator of the pending vacancy.
 - 2. The City Administrator and or City Clerk will solicit interested applicants to fill the vacancy.
 - 3. The process for interested citizens to apply shall take no longer that 14 business days from the last day of the vacating Alderpersons date of departure.
 - 4. If no interested citizens apply, the Mayor may submit a candidate for consideration.
 - 5. At the first regular Common Council Meeting after the application deadline, the applicants will be presented to the Common Council. Each candidate will be given 5 minutes to introduce him/herself.
 - 6. After the candidate presentation, the chair will ask for nominations from the Alder that are present
 - 7. A motion to nominate an individual will require a second in order for that person to become eligible for election to the Council.

8. The chair will ask the body to close nominations after each sitting alder has had a chance to nominate a candidate.
9. If there is just one nomination, the chair will ask for a motion to elect the nominated individual by acclamation.
10. If there are two or more nominations, the chair will ask for a roll call vote and each alder will announce his/her vote.
11. If a candidate gets 4 or more votes, that person will be elected to fill the remaining term of the former alderman.
12. If no candidate gets 4 votes and there will be subsequent rounds of voting until a candidate gets the needed 4 votes.
13. In case of a tie between 2 candidates, the matter will be settled by a coin flip.

(Code 1992, § 2.01)

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the Snow and Ice Control Policy as presented.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 5, 2020

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.

SNOW & ICE CONTROL

POLICY & PROCEDURE MANUAL

CITY OF STURGEON BAY

DEPARTMENT OF PUBLIC WORKS

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INTRODUCTION

The design of this policy and procedure manual is from the perspective of the new Manager as well as the new employee. It presents a detailed overview of Snow and Ice Control Operations. It also contains the goals and objectives of these operations and can be reviewed by the City's elected representatives for adherence to their policy goals and objectives in the areas of snow and ice removal and control.

GENERAL

All snow and ice control operations are considered emergency in nature because public safety is involved. Consequently, regardless of the time of day or day of the week, the work is accomplished as expeditiously as possible. In order to achieve this level of service, long range planning and equipment readiness are undertaken by the Operations and Maintenance Sections. Short range operational planning is done by these sections every time weather forecasts indicate a potential for adverse weather.

Short term advance preparation is often difficult because of the infinite variety of conditions that can occur during the long snow and ice season. The snow and ice season in Wisconsin can begin as early as the middle of November and last until the middle of April. While storms can occur outside of these time frames, they are the exception rather than the rule. The rate and accumulation of snowfall moisture content; temperature during and after a storm, pavement temperature, wind direction and velocity during and after the storm, duration of the storm, time of the day or night as well as day of the week, and intervals between storms all interact to make each storm unique in many aspects. Therefore, while a plan exists and there is a standard method of operation, there must be enough flexibility within the plan to provide for any difference or contingency as it arises.

Generally, the greater the snow accumulation, the greater the problem and the more complicated the operational response becomes to ensure proper clearance of streets/sidewalks. However, a snow plan based on snow depth alone would be much too simplistic to be effective. For example, a rapid rate of snow accumulation can close streets before plows can get to them. High winds can quickly cause drifting and block streets while continued wind can make re-plowing of already cleared streets necessary. Heavy, wet snow is more difficult for plows to push than light dry snow; therefore, the time it takes to complete an operation is lengthened.

Timing and temperature can also complicate the operation. A storm during a weekday rush hour is harder to combat than one which occurs early on a weekend day simply because of traffic patterns and congestion. A moderate snowfall on warm pavements may melt quickly when salt is applied. However, a comparable snowfall in inches during sub-zero weather may require plowing and several applications of de-icing material (salt, (sodium chloride) or sand/salt mix), before satisfactory road conditions are achieved.

All factors need to be considered when Managers are formulating plans for each and every snow and ice control operation, when evaluating the effectiveness of a specific operation and the effect any

operation has on minimizing a storm's impact on the Community.

GOALS

1. Minimize hazards of slippery road conditions to motorists and pedestrians through tried and proven methods of snow and ice control on City streets.
2. To reduce economic losses to the community and industry caused by workers and commercial enterprises not being able to get to their jobs, and receive/make deliveries.
3. To facilitate handling of emergencies by Fire, Police and Emergency Services activities in winter months.
4. To restore normal traveling conditions for the convenience of the general public as soon as possible after each winter storm event.

CLASS OF ROADS

For snow and ice control purposes, there are three (3) distinct classes of roads which are maintained at different levels under the City's winter road maintenance policy. These are listed in priority order as follows:

Main Streets / Lifelines - These include mass transit routes and arterial for through traffic as well as residential streets having unusual geometry, such as hills and curves. Also, included are routes to emergency facilities (Hospital, Fire and Police Depts.).

Residential Streets - These include lesser traveled streets as well as dead ends streets and service drives.

Alleys - Alleys are the lowest priority for snow and ice control and will receive services only after main and residential streets have been completed.

Parking Lots - Parking Lots are cleaned at the time area streets are being cleared. Hauling is done as a separate operation on both main and some residential streets.

POLICY STATEMENT

The City of Sturgeon Bay will attempt to keep roads passable even during heavy snow events. We will achieve near bare pavement surfaces as expeditiously as practical, following every storm. This may be achieved through chemical means with the use of salt (sodium chloride), sand/salt mix and possibly calcium chloride (if temperatures are below 15 degrees F, mechanical means (snow plowing), or a combination of both.

During a storm, arterial streets through the business district receive priority followed by other main streets and certain collector streets. These streets are salted and/or plowed to achieve as bare a pavement as possible given the weather conditions as they exist at the time.

Once the main routes are cleared and in passable condition, residential streets are cleared. **This may not happen for several hours after a significant snow event.** These streets are cleared to as bare a pavement as possible, then de-icing material is applied to the roadway with consideration for resource conservation, facility protection and environmental concerns. Plowing, if necessary, is generally within one foot (1') of the face of the curb except in special cases where narrow streets dictate face of curb plowing or where overhanging trees, curves etc., may dictate distances further than one foot (1') from the curb.

Alleys are plowed to their full width, one pass in one direction with a V-plow, so that the snow is equally distributed. Alley ends are re-opened after the streets are plowed.

During a snow storm hazard (6" or more) when regularly scheduled garbage/recyclable collection would occur, the Director of Municipal Services or Crew Supervisor may determine that it is necessary to utilize garbage personnel to complete snow plowing operations and collection for that day would be cancelled. Garbage/recyclables would then be collected the following day or week. This cancellation notice would be broadcast on local radio stations, social media, and on the City's website.

WHEN TO PLOW

The decision to plow is typically made by the Director of Municipal Services by recommendation of the Crew Supervisor. The decision whether to plow the streets, apply salt or sand/salt or both is not a straight forward matter. It is the responsibility of the Crew Supervisor to evaluate the conditions of each storm occurrence. The Crew Supervisor may decide to wait until the following morning to plow if the snow ends in the late evening or night, even if the snowfall is substantial. Several things are taken into account when making this decision. Ultimately safety is paramount when deciding when to plow; our plow equipment consists of very heavy, powerful and large equipment. Our operators must be vigilant and well rested before starting to plow.

When the storm has or is projected to snow greater than two inches (2"), the plowing procedures begin at 3 A.M. When the snowfall is less than two inches (2"), crews come in at their regular time of 7 A.M. or only a portion of the crew is called in early to concentrate on ice conditions. For more severe snowfalls or during an event, the crews are concentrating on keeping routes open at the safest possible level and a complete snow plowing operation may begin the next day.

Snow storm hazards can be declared during severe storms by the Director of Municipal Services. During these events, plowing operations may be suspended until we can effectively conduct a plowing operation. During these periods, two (2) employees will remain available at the Municipal Services Building to insure that emergency services (Police, Ambulance, Fire, etc.) can respond to all locations in their service areas.

PRIORITY SNOW & ICE CONTROL

Sturgeon Bay's Snow and Ice Control Policy is based upon a priority system and designated routes. That is, those streets which have the highest priority receive the first attention (Outlined in Map 1) These streets are often classified as Lifelines because of their proximity to both residential and commercial areas and of the need to allow accessibility for emergency vehicles, allow normal business operations and are situated so that most residents can gain access to a plowed street within a few blocks from their homes. They include major arterials (i.e., Bus. Hwy 42/57, Michigan St., Neenah St. from Maple St. to Hwy 42/57, Maple St. from Neenah to Duluth Ave., Joliet from Maple to Duluth Ave., N. 8th Ave. from Egg Harbor Rd to the City Limits, N. 14th Ave. from Egg Harbor Rd. to the City limits), roads adjacent to emergency facilities (i.e., hospital), connectors (i.e., downtown East and West Sides etc.). Next, the snow and ice control operations concentrate on the less traveled collector streets and finally the residential streets and alleys. The routes are not changed for each event, therefore, those residents last on the route could consistently be the last. The exact route may change due to a different driver covering the route during an employee's absence.

DOWNTOWN BUSINESS DISTRICT

There has always been equipment assigned downtown area immediately after a snow storm. The snow blower will operate to ensure the removal of snow from the downtown sidewalks as outlined in Maps 2 & 3 at the same time as the plow operators start. Snow shall be stored on top of the curb in the first 3' to 4' of area until removed. Pedestrian ramps must also be cleared of snow daily. Business owners are encouraged to clear pathways through the snow storage area at the start/end of each parking space. This Department will contact businesses who make no effort in removing snow from their sidewalks.

Other equipment assigned to the downtown area includes trucks and a loader. The loader is assigned to clearing all public parking lots. The downtown areas are a top priority by this equipment at the outset of the snow removal operation. Snow from the streets is pushed to the curb lines, allowing parking in the parking lanes, and removed on the subsequent night. This is because the loader, which is used with the snow blower attachment to load trucks during the snow removal operation, is cleaning cul-de-sacs and all other trucks are assigned to designated areas clearing City streets, therefore, personnel and equipment are not available to haul the snow away immediately.

SNOW HAULING

Snow from the downtown business district is removed after roads have been plowed curb to curb and when there has been sufficient snowfall to warrant the removal and when the conditions are right. In the past, this has been when the snowfall is in excess of four inches (4") and temperatures are low enough to crystalize the snow. However, if the quantity of snow is in excess of four inches (4"), the snow will be hauled away regardless of the temperature. Snow removal may be delayed when short

range forecasting predicts that additional snow will require plowing. Snow is typically not hauled on Saturday or Sunday mornings. The majority of the snow hauling is done at night to eliminate conflicts with traffic and parking. An alternative to parking on the street is provided for immediately by the Department's plowing of public parking lots and ensuring that the sidewalks are fully cleared.

The snow hauling from all planned areas is completed over a three (3) day period and includes over time and regular hours, between 1 AM and 1 PM. This allows the salt to get the streets to the desired near bare conditions prior to sundown.

A. ICE CONTROL (SALTING) PROCEDURES

The objective is to complete salting operations for all the main and residential streets no later than 10:00 AM on weekdays unless the timing of the storm makes this impossible. This depends on when the storm begins and ends.

The following is a check list for the Director or Crew Supervisor to help guide them through an Ice Control Operation and ensure that all procedures are being followed:

****Salting will not typically occur during a snow storm until after the snow has stopped; it is typical to plow more than one time during a storm. Plowing a salted street is wasteful, costly and ineffective****

1. The Police Department will notify the person in charge via phone or pager that road conditions warrant the start of a salting procedure.
2. Prior to calling out a general salting operation, make observations of road conditions as you leave your house. A good indicator is the Michigan Street Bridge, since it tends to be the first spot to develop icing problems. If you suspect localized problems not present in the entire City, patrolling police squads may be contacted by radio through the dispatcher for additional information. This could save valuable time for certain types of storms such as localized ice storms.
3. Begin calling in personnel in accordance with the appropriate overtime roster:
 - A. Salt truck Operators* - two (2) or more if needed
 - B. Loader Operator** - to clean Municipal Services lot and load trucks with salt
 - C. Fleet Mechanic if needed

*** Salt truck operators must be called out according to the current overtime roster. It is imperative that this roster be updated and followed.**

**** Loader operator is optional if truck operator can operate loader.**

4. Upon arrival at the Public Works facility, report to the office to be sure that the callout is proceeding according to the roster and the appropriate number of operators have been called.

5. If the operation is related to a major storm the Crew Supervisor will prepare a Storm Report Form. (See Appendix 1)
6. Hand out assignments in the usual salt route priority order unless special instructions have been given by the Crew Supervisor. The areas are dispatched in the following order:

Area 1 Includes Bus. 42/57, Michigan St. Bridge, all by-pass entrances on 42/57, Neenah from Maple to Hwy 42/57, Maple from Neenah to Duluth, Joliet from Maple to Duluth, N. 8th Ave. From Egg Harbor Rd. to City Limits, N. 12th Ave. from Egg Harbor to City Limits and the Hospital

Area 2 Hill and curves throughout the City.

Area 3 Residential areas throughout the City.

Area 4 Parking lots and alleys

7. Once the driver has been made aware of how they are to handle the route assignments, they must check the salt flow to make ensure the gate is set at the desired opening. Adjustments are made on the insert bodies. Gates are usually cranked open when the trucks are washed and may need to be reset at the beginning of an operation.
8. Proper spreader setting of each individual salt spreader is done to avoid using more salt than necessary depending on the severity of the storm. Proper setting also reduces wasted time by not spreading a sufficient amount.
9. It is best if the Crew Supervisor can be behind the spreader in order to observe first hand that the amount of salt discharging and pattern of salt spread is correct. The Crew Supervisor should observe each route as early in the operation as possible as well as remind operators to look for themselves.
10. Continue observation in the field, to spot check routes and make any adjustments necessary either to spreader adjustments, spinner speeds or if another route driver needs help plowing
11. Stay in contact with the Crew Supervisor and provide progress statements so that they know what is happening with the operation. The office is in the position to communicate information both to the public and the operators.
12. When snow is becoming significant or there is more than one inch of snow on the pavement, you may want to consider mounting plow blades in order to salt and plow at the same time. Contact the Crew Supervisor at this point.

13. If the temperature is below twenty (20) degrees F, a sand/salt mix is spread in rural areas only (areas without curb/gutter that border the boundary of the City limits). The Director or Crew Supervisor t may direct sand/salt mix to be spread in other areas in times.
14. If the snow continues to accumulate, you are in doubt what action to take next and snow plowing seems eminent, contact the Crew Supervisor immediately day or night, weekends or holidays. (If for any reason Crew Supervisor is unavailable, contact the Municipal Services Director). In general, if the snowfall amounts are such that the need for a plowing is borderline, a decision to plow should be made!
15. City parking lots and alleys will be salted after all other areas have been completed
16. Operators should make out Salt Area forms after salting has been completed (See Appendix 2).
17. Schedule the washing of the salt spreaders as soon as practical after an operation.
18. Operators must check trucks and salter. Lubricate the chain conveyor after each storm in preparation for next storm

Prior to the start of the snow season, the drivers will coordinate with the mechanic to make sure that the spreader trucks are properly calibrated to discharge 500 lbs. per mile. The way the routes are designed, this means an average of 250 lbs. per lane mile of road (See Appendix 4).

B. SNOW PLOWING OPERATION

The City of Sturgeon Bay's objective is to achieve near bare pavement as quickly as reasonable by utilizing either chemical or mechanical means or both while considering resource conservation, facility protection and environmental concerns.

1. Weather Monitoring: It pays to stay on top of the weather during the winter months for several reasons. It helps in projecting work assignments, especially where the temperature may have an effect on what is being planned. As managers we need to know what type of weather is in store. We need to make sure that we are available if needed for a large snow storm. Or, if we should stay close to a phone on any given day or night when an operation might be necessary.

The City of Sturgeon Bay monitors winter weather forecasts and conditions from three or four primary sources which the Director and Crew Supervisor t can check:

- a. Local News Stations: These are generally good for getting a long range forecast.

- b. Cable Weather Channel: Good for 24 hrs. advance forecast.
- c. National Weather Service: Has the most up to the minute forecasts.
- d. By visual check of road conditions.

2. Training: The Department of Public Works has an annual training session on snow plowing. Audio and visual aids may be used to illustrate some of the techniques discussed during the training.

This training should take place prior to the start of the winter snow plow season and should involve everyone who will or could possibly operate equipment for the Department during the winter season. While some of the material is rather basic information, it never hurts to review it so that everyone is operating under the same premise.

In addition to the formalized classroom type training, a second segment which often may be overlooked but is equally as important if not more important than the classroom situation is to physically drive the routes. For those operators who have permanent route assignments, time should be taken to allow them to drive their route prior to the winter season. They should look out for potential hazards such as low hanging branches, raised manholes, etc. The driver should note any hazards that can be repaired or corrected prior to winter snow plowing season. If repairs are not made prior to winter plowing season, drivers should note any hazards on their snow plowing area map to inform substitute drivers. This map should be kept in their trucks at all times so if any other hazards are noticed they can be added to the map. A copy of this map must be filed with Crew Supervisor whenever hazards are noted or corrected.

3. Manpower and Equipment Assignments: Each Fall the Crew Supervisor develops a Plowing Roster, which contains the names, phone numbers, truck number and radio call number of all personnel who have regular assignments during a plowing operation. While management tries to keep in mind operator preference for routes and vehicles, equipment is generally assigned to routes for specific reasons. The roster also contains names of extra personnel (those who do not have regular assignments) who can be called on in an emergency to fill vacancies on regular routes due to absences. The Director or Crew Supervisor will make adjustments as necessary. Having the same person on the same route with the same equipment helps develop a familiarity with the route, which in turn leads to more efficient plowing. The roster exists because the City has the responsibility to collect residential solid waste/recyclables and plow snow at the same time. There have been rare occasions when the weather is so severe that the garbage/recyclable collection has been canceled. However, there is sufficient equipment available that this does not normally happen in order for a full scale snow plowing to take place. Therefore, the use of collection personnel must be limited so as not to interfere with their availability for daily garbage/recyclable collection.

4. Equipment: Prior to the startup of a snow plowing operation, the Director of Crew Supervisor checks with the Maintenance Mechanic to see if any of the front line vehicles normally used in the plowing are inoperable due to pending repairs. When this happens, replacement vehicles are used. A list of the equipment which is used for snow plowing appears in Appendix 3.

The use of extra or specialized equipment may sometimes be necessary because of events during a particular storm. At least one end loader is used to load ballast on dump trucks and the other is used to clean up dead ends and cul-de-sacs. The end loader used to load ballast later cleans the City Shop parking lot and can also be used to clean parking lots. Most of the specialized equipment is used after a storm and will be discussed under cleanup operations.

5. Plowing Routes

a. General Instructions: There are a series of general instructions that must be given to plow operators at the beginning of each operation as a reminder of what must be done. The objective should be to clear accumulations of snow and/or ice from the streets and get as close to the curb as possible the first time through the streets, so that individuals who must clear their walks and driveways are not unnecessarily inconvenienced. Supervisors must check to make sure that drivers are plowing close enough to the curb. If not, they should be sent back immediately to re-do that section of the route that is determined as not being cleaned close enough to the curb.

b. Efficient Plowing for Plow Operators:

1. Be sure to clear all streets from curb to curb. If there is a furrow down the middle of the street because of incomplete plowing, make sure it is removed. Get close enough to rural type mailboxes so that mail delivery can be made. If the blade is equipped with a plastic plow guide, the guide should occasionally be hitting the tops or sides of the boxes. This will assure that the trucks are close enough to the curb.
2. Always travel with the blade down when going from one destination to another unless the street is clean, there is a mechanical failure or the road on which you are traveling is not the responsibility of the City of Sturgeon Bay for winter maintenance. Plow a travel lane or clean up to the curb.
3. Whenever possible, layout the route to plow snow to the open side of the road away from houses and driveways if there is an open side of the street such as (i.e., N. 3rd Avenue and Memorial Drive).
4. Be sure to communicate with the Director or Crew Supervisor if you must leave the assigned route area or have a mechanical breakdown. Being away from your route without prior approval may result in disciplinary action if reasons are justified.
5. Any accident or property damage (including parked vehicles, mailboxes, fences etc.) must be communicated immediately to both the Dispatcher, the Director or Crew Supervisor. Property damage accidents must have a Police report filed unless the Police Department approves otherwise because of other emergencies. In this case, be sure that the Director or Crew Supervisor has had a chance to investigate before any of the parties leave the scene.

6. Notify the Crew Supervisor when the route is completed before starting clean-up plowing. It may be necessary to re-assign you to help plow a different route, therefore delaying the final clean up on your route (See Maps 4 & 5)

6. Route Sections: The entire City has been divided into ten (10) separate sections or routes. Seven (7) routes normally have one (1) truck assigned. One (1) route, because of its size and area have a grader assigned. One (1) end loader with plow does specialized areas such as dead ends and cul-de-sacs. This equipment can be re-assigned if necessary due to the breakdowns of other equipment or if another route is not being completed in a timely manner. Ten (10) units are, therefore, needed for a complete, fully staffed plowing operation. The Director or Crew Supervisor must make every effort by calling all personnel, extras and outside drivers to have a full complement of persons and equipment.

A map is available of each route that encompasses the entire area to be plowed. Each map shall have additional information about the routes attached to it. For example, the proper side of the street to push snow, special problems such as driveways close to the ends of dead ends to be aware of, a host of similar problems. Streets are plowed in order of priority with Mains being first followed by residential and then alleys and parking lots. Each route is a separate section. This is done in order to make it easier to keep track of where trucks are working, how much has been done and what is left to do. It is important that the drivers and Director or Crew Supervisor working during the storm communicate regularly with each other. Progress reports are necessary so that manpower and equipment can be shifted to where it is needed most.

7. Parking Lots & Cul-de-sacs: Parking lots may be plowed by the route truck or in most cases by a one (1) ton or end loader. Fire Department and Library lots are done with the trackless. Cul-de-sacs are done by loader because of its short turning radius. A list of lots for which the City has responsibility, the plow route on which they appear, and any other special notations needed for the winter season can be seen on (Map 6). It is the Department's policy that parking lots be plowed prior to the time at which they are normally used. Therefore, operators should be taking place on a workday. A special note needs to be made relative to the Fire Department lots. (Plowing operation should not block Fire Department lots.)

Cul-de-sacs provide a challenge to abutting property owners due to the size of them and the lack of area for the snow to be plowed to. It is typical to make one pass in the cul-de-sac and push the snow with a straight blade into a lawn area around the perimeter. In some cul-de-sacs this is not possible due to landscaping or property owners not wanting a large pile of snow in their lawn. This results in a significant amount of snow plugging the ends of driveways. When the city has received more than four inches of snow the loader operator will make the first pass along the curb pushing outward. Subsequent passes shall push the snow into a pile in the middle of the cul-de-sac. After the snow storm passes City crews will remove the piles from the center of the cul-de-sacs.

8. Alleys: Alleys throughout the City are plowed with a one ton truck outfitted with a V-plow. The plow blade is typically set on the V setting to give equal distribution of snow on each side. Alley ends will be opened by a loader, one ton or Trackless, whichever becomes available first. It is important that speed be reduced while in the confined spaces of alleys. Watch carefully for obstructions such as walls,

fences, etc., which if damaged will result in expensive claims paid by the City.

9. Dead Ends: Many of the dead ends or cul-de-sacs appear on a list for the end loader (Map 8). However, the job of the regular plow truck on the route is to open these areas as much as possible without blocking driveways or alley openings. For a small cul-de-sac, the best method is to back into the bulb and push the snow out and to the side. If the bulb is large enough to make the turn, backing may be unnecessary. Do not block driveways. The same is true for dead ends. Several of these dead ends have barriers to prevent accidents. Care should be taken when plowing snow against these barriers so that they are not damaged. Snow will be pulled from the dead ends as time permits.

10. Recording Progress: One of the goals is to be able to better chart the progress toward completion of snow plowing on a City wide basis. This means developing routes that will always be plowed in the same manner. This will enable the Director or Crew Supervisor in charge with overseeing the operation, to determine the progress of each route is, even though he does not see the operator (s).

The Director or Crew Supervisor will be able to keep the Municipal Services office informed as to areas completed, who in turn will be better able to respond to calls from the public. This process will provide everyone with better information from which to answer questions regarding a specific plowing operation. In addition, it will be easier to make equipment/manpower re-assignments from routes which are completed to those which still have work left to do.

However, the most important objective in reporting progress is to provide for a more balanced operation and one which has a better chance of achieving the goal of finishing the entire City at about the same time. Based on past and accurate information, plow power should be balanced so as to avoid specific areas always lagging behind or being the last to be plowed.

11. Handling Emergencies: During a storm, there may be a need to respond to an even greater emergency than just the snow on the ground. Calls from the Police or Fire Dispatchers are to be forwarded by the Street's Assistant to the Director or Crew Supervisor for disposition immediately. These may include such things as opening pathways or driveways for emergency vehicles on roadways or parking lots that have not yet been plowed, or providing access for uniformed personnel for some other type of declared emergency.

The Street's Assistant is also to notify the Director or Crew Supervisor immediately in emergency and needs ingress or egress to/from a particular location. The drivers will make every effort to accommodate these types of calls. These items are a priority and need to be handled immediately, even if it means the temporary re-assignment of equipment.

It should be noted here, that such things as routine doctor appointments or other Non-emergency type visitor appointments will not receive this type of service at the height of a snow emergency.

C. SNOW CLEAN UP

Several important elements are included under the heading of snow clean up. There are actually two types of cleanup which are generally practiced after each plowing operation.

First, take care of snow islands, areas of snow where vehicles or other obstructions prevented the snow from being completely plowed, or widening areas where the snow was not completely pushed back to the curb. This is also the time to push snow back at intersections where there are no sidewalks to block. Caution must be taken not to push snow onto fire hydrants or damage other types of street furniture. The second is when all the streets on the routes have been plowed curb to curb, operators turn their attention to preparing their equipment for snow hauling from the Business District.

1. General Instruction:

- a. Clear windrows (plow furrows which might impede traffic from corners and intersections).
- b. Be sure that all crosswalks at Business intersections have been cleared.
- c. Clear all right and left turn lanes for their full widths. Also, all school drop-off lanes should be cleared.
- d. Make sure that snow is pushed close enough to the curb in front of rural mailboxes so that delivery can take place.
- e. Clear any snow islands (areas which were not plowed the first time because of a parked automobile) which remain on the route.
- f. Mark down and make the Director or Crew Supervisor aware of any special problems which may exist and need extra attention during daytime clean up following the storm.
- g. It is impossible to plow the streets and not leave a furrow across driveway approaches. Use good judgement and try not to fill in driveways especially during clean up and after the approach has been cleared by the resident.
- h. All snow hazards must be cleared from the route before reporting as complete to your Director or Crew Supervisor.

2. Snow Hauling: The first area hauled is the East Side Business District, with this operation typically starting between 1 and 3 A.M. the day after plowing. The West Side Business District will be cleared immediately afterward.

There are several locations where snow is temporarily stored during an initial plowing operation and then later removed at a more convenient time. Removal from these locations is usually a daytime operation and follows within the first few days after a storm. The following is a list of locations which are checked regularly after each storm to see if any hauling needs to take place:

- a. Cul-de-sacs after a significant snow event
- b. All City Parking Lots
- c. Library Lot
- d. School Areas (along streets)

- e. Churches (along streets)
- f. N. 3rd Ave. (Bay Ship Area)
- g. High visibility corners (Corners needing wide vision triangle)

Following several successive snow storms with no thawing or unusually large storms, there may be other areas which might need to have snow hauled in order to maintain free flowing traffic conditions or reserve room for future snow storms. The Director or Crew Supervisor can direct additional hauling from areas they deem necessary.

3. Blowing Snow: There may be times when, for some unforeseen circumstance, the snow was not plowed close enough to the curb, or accumulations have become so great that street widening is necessary. The City does have a snow blower which can be used for this type of operation. However, it is costly and should be done only when other alternatives have been exhausted.

There are two methods which can be utilized when operating this equipment. Snow can be blow into an open adjacent area such as a field or boulevard area. Or, it can be blown into a truck and hauled away. The first method is less costly and should be done if it is possible.

Blowing of designated sidewalks including the Library's parking lot and rear drive area is done with Trackless Machines with front end blowers. The Michigan Street Bridge walkway is cleaned either by hand shoveling or using a snow blower

D. PLOW VEHICLE PREPARATION, INSPECTION & CLEANING EQUIPMENT

1. Mounting Blades: If the plowing takes place during the day or is scheduled well in advance, the mechanic from the Maintenance Department tries to mount as much equipment as possible in the time allowed. He will be assisted by members of the Street Department. Those trucks with blades not mounted will have them attached by the person assigned to the vehicle. If assistance is required, another operator or the Mechanic can be called upon. Wings on graders are mounted by the operators with assistance from other personnel or the Mechanic.

The Director or Crew Supervisor t will direct personnel when to dismount the plow blades. They may remain on the trucks at the end of an operation if the Director or Crew Supervisor expects to use the vehicles for clean-up operations. When all of the plowing and clean up has been completed, personnel will be assigned to make sure that all blades are off the trucks, properly stored (elevated so that the mounting can be accomplished without any problems), that the plow hoists on the truck are retracted (this prevents rusting). Each blade should be stored directly in front of the truck to which it is assigned inside the Public Works Bldg.

2. Ballast for Trucks: There are two (2) different types of trucks used for snow plowing. Each type loads ballast but in significantly different ways. Each will be covered here. Ballast is weight added to trucks (preferably over the axle) to give added traction to vehicles for plowing. The ballast used by the City is a sand/salt mixture. The current pile is in the sand/salt shed. The requirement that the pile be covered at all times except when material is being loaded is part of the Wisconsin Administrative Code,

Chapter Trans 277.

- a. **Dump Trucks** - Dump trucks can easily be loaded/unloaded with ballast. The key point is not to overload trucks as too much weight on the rear axles will cause spring damage. One to two (1-2) scoops of the end loader should be sufficient. This material can remain on the truck at the end of the operation and will be unloaded at the direction of the Director or Crew Supervisor when cleanup operations have been completed.
- b. **Spreader Trucks** - These are loaded with either salt or sand/salt mix. This depends on the temperature when the plowing operation begins. At twenty (20) degrees or lower a sand/salt mix is used. This can change as the temperature raises, in which case salt would be used to melt the snow/ice to near bare pavement. The use of sand in areas having curb and gutter should be minimized to prevent blockage of storm sewers.

3. Report of Mechanical Failures or Truck Damage: Whenever an operator has mechanical failure, he should communicate this to either the Director, Crew Supervisor, or the Streets Assistant as soon as it is safe to do so. Sometimes repairs can be made in the field. At other times, the driver will be requested to bring his truck to the garage for repairs. It is important that the Director or Crew Supervisor be made aware of trucks which are broke down either by the driver and or the Streets Assistant. If the repair will take a long time or the mechanic is unable to make a repair for whatever reason (usually the unavailability of parts), the Director or Crew Supervisor should re-assign that driver to a spare plow vehicle (See Appendix 3).

It is important that before the driver is re-assigned, he has filled out the written repair request form to indicate what the problem(s) are with the truck. Make sure that vehicles which are inoperable do not block the aisles in the garage and impede the free flow of traffic. Repair slips which should be made out by the driver if there is no mechanic and given to the Director or Crew Supervisor.

E. PLOW DAMAGE REPORTING:

To assure that plows remain in good repair, they should be inspected periodically. Plow blades are to be examined before mounting to make sure that some blade edge remains and the plow itself will not be worn away during the operation. The operator should also inspect the plow during the operations to make sure that they have not worn the blade too far. Finally, at the end of each operation, the operator should inspect the blade for any damage. These plows are re-inspected again as they are dismounted from the truck and put into re-mounting position.

When damage is found to either the blade or the plow itself, a yellow crayon should be used to mark the damage. If there is damage to any of the hoses, springs, or hydraulic rams, it may be easier to indicate where the damage is by showing it to the mechanic. Blades that are used up will be replaced by the operator, with assistance from other personnel. Blades will be repaired by Maintenance and Street Department personnel will be assigned to make sure that the repaired blades are placed in front of the correct trucks before the next storm.

F. DECLARATION OF A SNOW EMERGENCY

66.25 Emergency Powers. Notwithstanding any other provision of law to the contrary, the governing body of any City, Village or Town is empowered to declare, by ordinance or resolution, an emergency existing within the City, Village or Town whenever conditions arise by reason of war, conflagration, flood, heavy snow storm, blizzard, catastrophe, disaster, riot or civil commotion, acts of God, and including conditions, without limitation because of enumeration, which impair transportation, food or fuel supplies, medical care, fire, health, police protection or other vital facilities of the City, Village or Town. The period of the emergency shall be limited by the ordinance or resolution to the time during which the emergency conditions exist or are likely to exist.

The emergency power of the governing body conferred on Sub.(1) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, welfare and good order of the City, Village or Town in the emergency and includes without limitation because of enumeration the power to bar, restrict or remove all unnecessary traffic, both vehicular and pedestrian, from the local highways, notwithstanding any provision of Chs. 341 to 349 or any other provisions of law. The governing body of the City, Village or Town may provide penalties for violation of any emergency ordinance or resolution not to exceed a \$100 forfeiture or, in default or payment of the forfeiture, 6 months' imprisonment for each separate offense.

If, because of the emergency conditions, the governing body of the City, Village or Town is unable to meet with promptness, the Chief Executive Officer or acting Chief Executive Officer of any City, Village or Town shall exercise by proclamation all of the powers conferred upon the governing body under Sub. (1) or (2) which within the discretion of the Officer appear necessary and expedient for the purposes herein set forth. The proclamation shall be subject to ratification, alteration, modification or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation.

G. SNOW ORDINANCES

In addition to the State Statute, there are several local ordinances which cover snow and ice in the Sturgeon Bay Municipal Code:

Chapter 8.04 addresses the removal of ice and snow from sidewalks as well as the illegality of throwing or plowing snow or ice unto a City Street (Appendix 4). Residents that violate this code will be sent a copy of the Ordinance and if the violation persists enforcement of the Ordinance should be requested from the Police Department.

Chapter 7.07 addresses the prohibition of all parking, permits and removal of illegally parked vehicles (Appendix 4).

Chapter 7.075 Addresses the process for obtaining an all-night parking permit (Appendix 4)

H. ASSOCIATED SNOW ACTIVITIES

There are several activities which surround the snow plowing and ice control season. Some of these are only indirectly related but nevertheless should not be overlooked.

1. Sand Barrels: Prior to the beginning of the snow season (about mid-November or sooner), sand barrels need to be placed at strategic locations and filled. Appendix 5 contains a list of current locations and these are reviewed annually to see if any can be eliminated due to lack of use or if another location needs to be selected.

After major storms and once cleanup has been completed, a crew should be dispatched to check and refill the containers. This may also be necessary after successive smaller storms if a major storm has not occurred in between.

Sand barrels should not be refilled after the middle of March except upon request. This will prevent a lot of needless time filling and then emptying them in spring. As soon as practical after the 15th of April, barrels should be emptied, collected and stored for the season. Any barrels in need of repair should be placed in a separate location so repairs can be made.

2. Snow Fence: Snow fencing is used in areas that have a lot of drifting or blowing snow. It should be placed so that the snow is dropped by the fence prior to reaching either the sidewalk or roadway area. Because Sturgeon Bay is largely developed, there are not many locations where snow fencing is needed. Fencing is erected in late Fall, preferably after there is some frost in the ground so that the stakes which are pounded into the ground are not easily removed and taken down again in spring of the following year.

3. Sidewalks: The City has an ordinance that each property owner is responsible for his/her own sidewalk/crosswalk adjacent to their home (See Appendix 4). If the snow or ice is not removed in a timely manner (within 24 hours following a storm), this Ordinance can and is enforced by the Director of Municipal Services or Crew Supervisor. If the sidewalk/crosswalk area is not shoveled, the Director or Crew Supervisor will have the work done by City crews, the cost of which is borne by the property owner. The work is expensive because of the labor and equipment used. It is less costly if the property owner clear the snow/ice themselves or to contract with a service. A minimum fee of \$100 will be charged to cover expenses and overhead.

Sidewalks which are the responsibility of the City are plowed and or salted by the Street and Parks Department.

4. Snow Dump: The City of Sturgeon Bay operates three snow dump sites. These sites are only for snow being hauled from properties located within the limits of the City of Sturgeon Bay. They are supervised by the Director or Crew Supervisor who have the right to disallow dumping by any Contractor who violates the above, or, if space does not allow them to haul. Such violations and exclusions would be passed along to the Board of Public Works for confirmation.

H. DAMAGE COMPLAINTS

Due to the nature of snow plow work, there are going to be times when accidents occur. The first priority should be to prevent these occurrences. However, when they do take place, the next response by the Director or Crew Supervisor should be to thoroughly investigate the circumstances surrounding the accident or property damage. While this may be difficult to do in the middle of a storm, it is important to try and get to the scene as soon as possible, so that all of the precipitating events can be accurately recorded. The following is a listing of some of the more common types of damage which can occur and procedures for investigating/resolving them:

1. Mailboxes and/or Fences: Plow truck operators try to make the mailboxes accessible, however on occasion they may knock one over or hit one. Operators must report these occurrences to the Director or Crew Supervisor. The Director and Crew Supervisor must also realize that mailboxes can be knocked over without the driver being aware of the fact. It is important to investigate each and every occurrence. We do not replace/repair boxes that were damaged by the snow, only those actually hit by the plow

Reports on either mailboxes or fences may come from a citizen rather than a driver. If this occurs, investigate the incident as soon as possible. If it is clear that the damage was done by one of our truck plows striking a mailbox, check if it is possible to repair the damage using Street Dept. personnel.

If not, have the resident make out a claim form at the City Clerk's Office. Be sure to document each time you investigate such damage. The best method is to write up a small report and attach a picture of the scene.

It is the City's policy to pay for damage done when a mail box or fence has been struck by a City vehicle. However, if the damage was done by the weight of the snow being pushed to the curb or alley line, the City does not honor such a claim. Be sure to keep this in mind during the investigation. This makes it very important for residents to clear snow away from their mailboxes. If the snow is cleared it allows snow discharged from the plow to flow around the box and post. If there is a lot of snow around the post the snow will often push the box directly up and off the mount.

2. Vehicular Damage: Any time a City truck is involved in an accident with another vehicle, the appropriate law enforcement officials must be notified to investigate at the scene. It is important that all accidents are reported to matter how minor. It is a violation of the law if accidents are not reported

to the proper authorities immediately. The Director or Crew Supervisor should go to the scene and perform his own investigation as well as transport the operator involved in the accident to the local testing site for a Drug and Alcohol Test in accordance with the DOT Drug and Alcohol Testing Policy. It is important to have a written record on file for any future claims against the City which may be initiated.

Drivers must also report any damage done to the vehicle they were driving when the accident occurred. Maintenance should be consulted as to whether it is necessary for the truck to be brought into the garage immediately or if the damage can be inspected at the end of the operation.

3. Lawn Damage: Most lawn damage will occur because a truck's plow blade rides up and over the curb and rips up the sod adjacent to the curb. This occurs more often in early or late snow storms when there is little or no frost in the ground. Repairs to sod are made on a complaint basis only. The reason for this is that oftentimes if the sod is merely ripped up, it can be replaced in the spring and will take root without having to re-lay new sod.

The Crew Supervisor should make a list of any properties where damage claims have been registered and are legitimate. These are kept until spring for sod repair. When a resident submits a claim it should be investigated and the resident informed as to if it will be repaired by the City along with some idea of the time frame in which the repairs will be made.

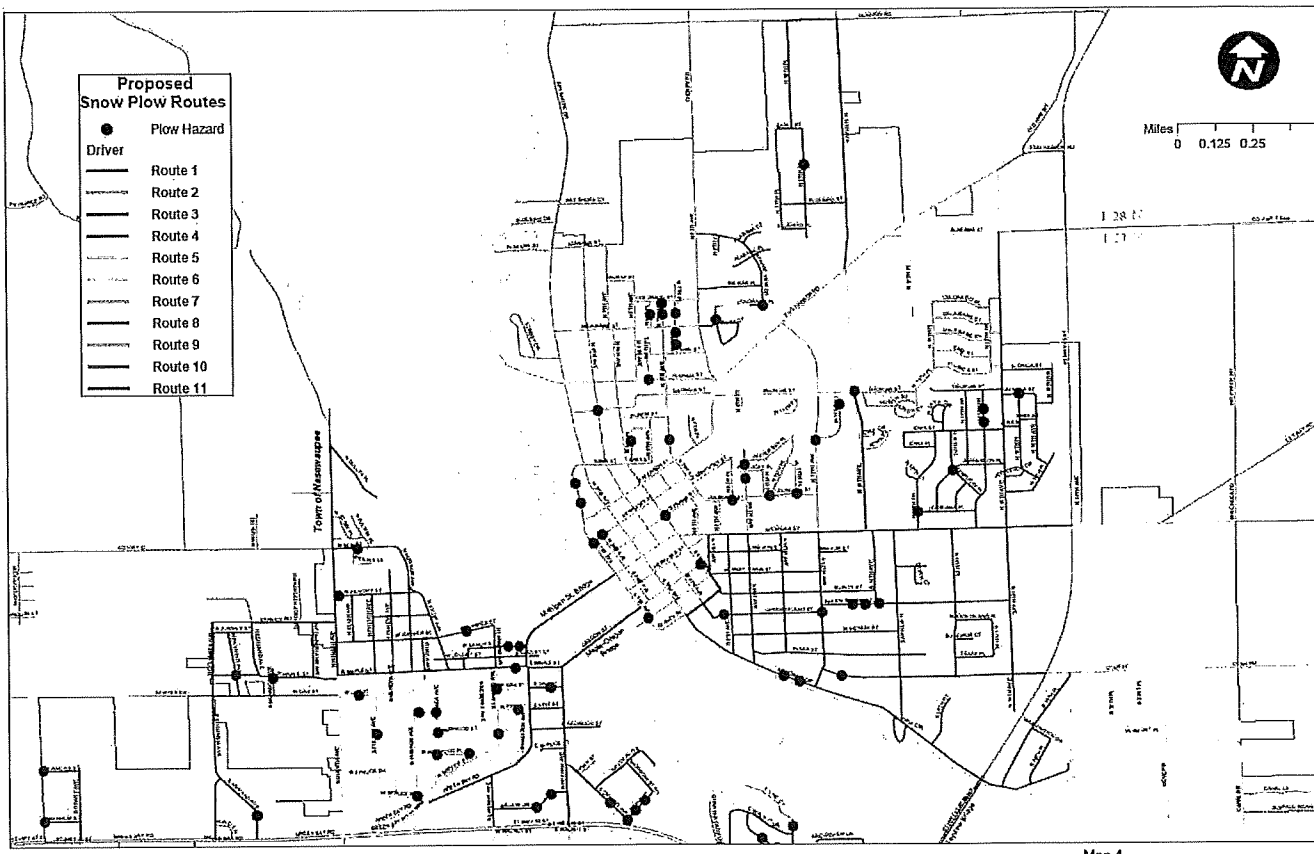
3. Curb Damage: Curb damage is also investigated on a complaint basis. If the damage was done by the City plow, the damage should be repaired by the City. These complaints should also be investigated promptly, the owner notified of the disposition and give some idea of when to expect the repair to be made. Curb damaged by others, will be billed to that individual. These repairs should be done as soon as possible in the construction season.

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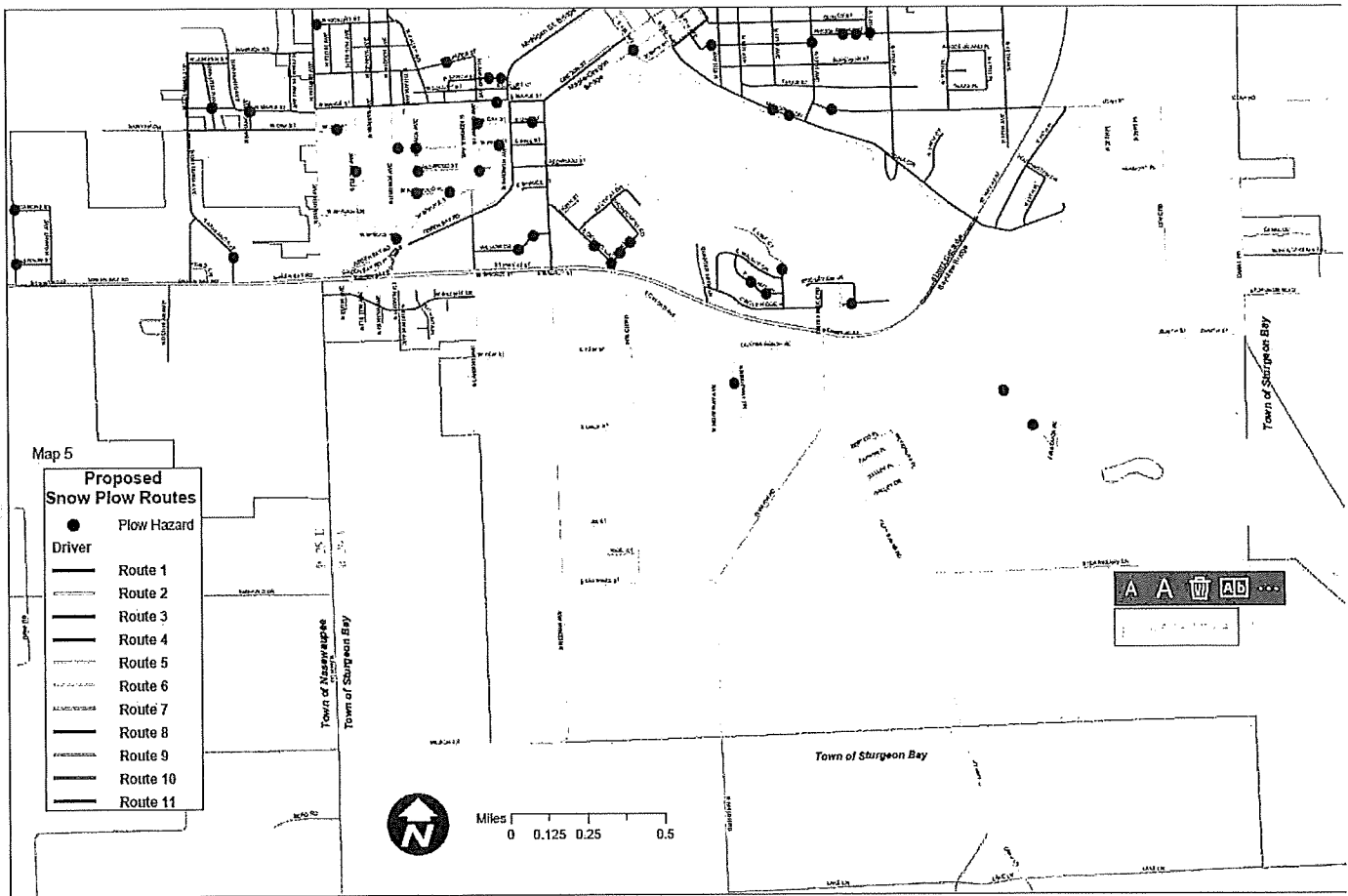
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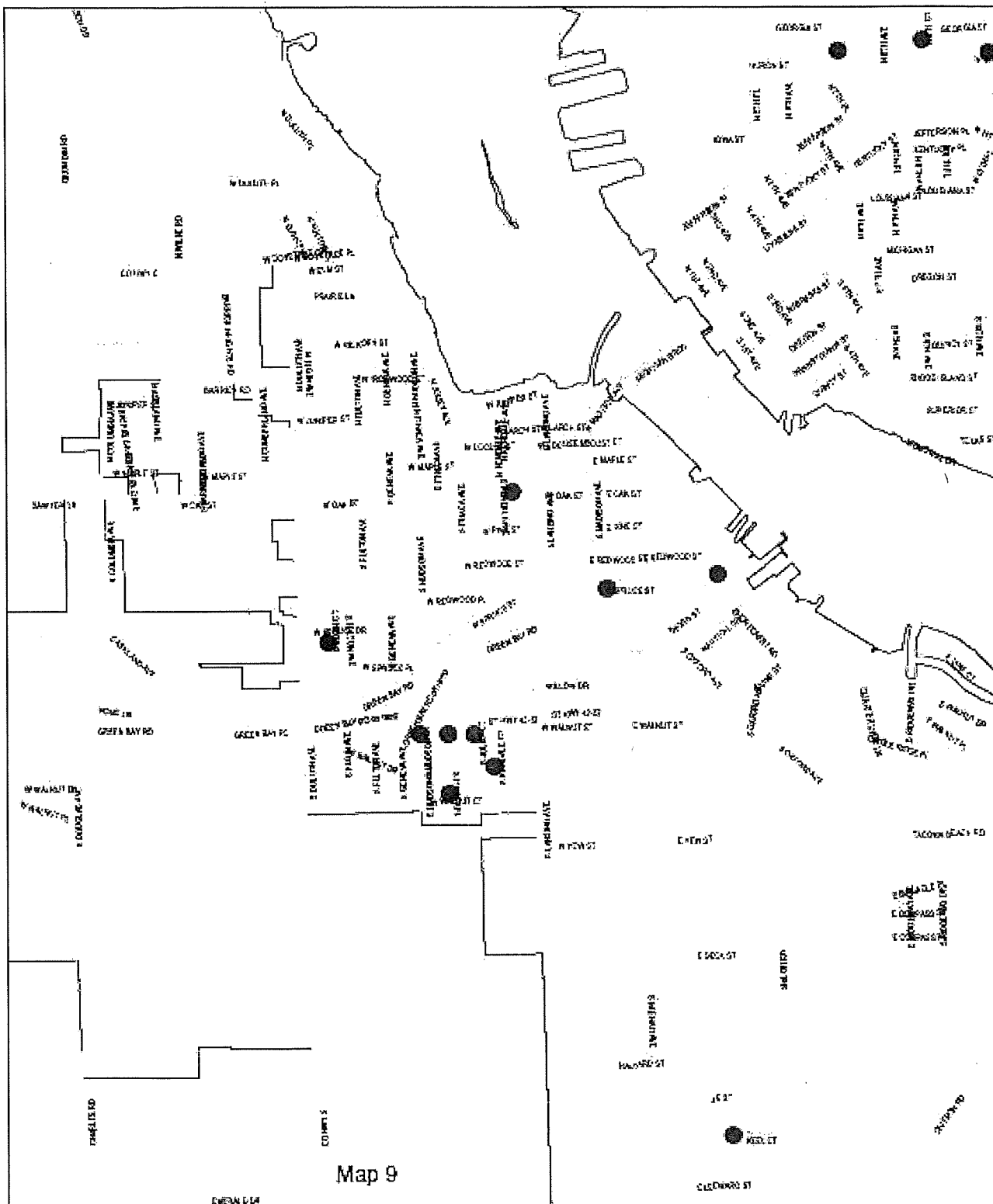
Map 4





PARKING LOT SNOW REMOVAL

SEPT, 2020



CUL-DE-SAC SNOW REMOVAL

SEPT, 2020

CITY OF STURGEON BAY
MUNICIPAL SERVICES
835 N. 14th AVENUE
STURGEON BAY, WI 54235
(920) 746-2912

DATE _____ STORM REPORT # _____

TYPE OF STORM: _____ Snow _____ Ice _____ Rain _____ Wind

TIME OF STORM: Began _____ Ended _____

TYPE OF OPERATION: _____ Plowing _____ Salting _____ Sanding _____ Hauling/Removal

TIME OPERATION: Began _____ Ended _____

TYPE OF SNOW: _____ Wet _____ Dry _____ Combination DRIFTING: _____ None _____ Light _____ Heavy

TOTAL SNOWFALL: _____ INCHES TOTAL RAINFALL: _____ INCHES

POLICE NOTIFIED: _____ START

FLOODING: _____ None _____ Light _____ Heavy

TEMPERATURE: From _____ F To _____ F

LOCATION: _____ Area Wide _____ Partial _____ Intersection

MATERIALS USED: _____ Salt _____ Sand _____ Brine

LOADS OF BRUSH COLLECTED: _____ 1-Ton _____ Tandem Axle

EQUIPMENT: _____ Tandem Axle _____ Single Axle _____ Grader _____ Loader _____ Trackless
_____ Salter _____ Salter w/ Spray Bar

COST:

LABOR: _____ No. of Employees _____ Total Hours \$ _____

MATERIAL: _____ Tons of Salt @ \$ 71.27 Per Ton \$ _____

_____ Tons of Sand @ \$ _____ Per Ton \$ _____

_____ Gallons of Brine @ \$.16 Per Gallon \$ _____

TOTAL COST: \$ _____

EQUIPMENT DOWN: _____ LENGTH OF TIME: _____

REASON FOR DOWN EQUIPMENT: _____

SUPERVISOR COMMENTS & RESIDENT COMPLIMENTS/COMPLAINTS: _____

DISPATCHED BY: _____ REPORT COMPLETED BY: _____

REPORT REVIEWED BY: _____, Director of Municipal Services Date: _____

SALTING AREAS

DATE: _____ TIME: _____ CALL TIME: _____ CALLED BY: _____

MAINS/HILLS/CURVES _____ ALL STREETS _____ ALLEYS _____

RESID. ALLEYS _____ PARKING LOTS _____

TRUCK # 3 LOADS SALT: _____ SAND _____ Gallons of Brine _____

TRUCK # 5 LOADS SALT: _____ SAND _____

TRUCK # 6 LOADS SALT: _____ SAND _____

TRUCK #10 LOADS SALT: _____ SAND _____

TRUCK #18 LOADS SALT: _____ SAND _____

TRUCK #22 LOADS SALT: _____ SAND _____ Gallons of Brine _____

TRUCK #30 LOADS SALT: _____ SAND _____

TRUCK #33 LOADS SALT: _____ SAND _____ Gallons of Brine _____

SALTING AREAS

DATE: _____ TIME: _____ CALL TIME: _____ CALLED BY: _____

MAINS/HILLS/CURVES _____ ALL STREETS _____ ALLEYS _____

RESID. ALLEYS _____ PARKING LOTS _____

TRUCK # 3 LOADS SALT: _____ SAND _____ Gallons of Brine _____

TRUCK # 5 LOADS SALT: _____ SAND _____

TRUCK # 6 LOADS SALT: _____ SAND _____

TRUCK #10 LOADS SALT: _____ SAND _____

TRUCK #18 LOADS SALT: _____ SAND _____

TRUCK #22 LOADS SALT: _____ SAND _____ Gallons of Brine _____

TRUCK #30 LOADS SALT: _____ SAND _____

TRUCK #33 LOADS SALT: _____ SAND _____ Gallons of Brine _____

Plow Vehicles

Vehicle	Capabilities
Truck #3 2000 Sterling LT-8513	Plow, Wing, Salt, Brine
Truck #18 2007 Sterling LT8513	Plow, Wing, Salt, Brine
Truck #30 2017 International 7400	Plow, Wing, Salt, Brine
Truck #S6 2020 Western Star 4700 SF	Plow, Wing, Salt
Truck #S5 1999 Sterling	Plow, Wing, Salt
Truck # 22 2012 International Maxx Force	Plow, Wing, Salt
Grader #S13 2019 Cat 12M3	Plow, Wing, V-Plow
Loader #S15 Volvo L90H	Plow, Wing, Blower
Loader #S1 2001 Volvo L90D	Plow, Pusher Plow
Loader # S12 2009 John Deere 624-K	Plow, Wing
Truck #S10 2019 Ford F-550	Boss Plow, Salt
Truck #M3 2017 Ford F-250	Boss Plow

Truck #P9 2016 Ford F-250	Boss Plow
Truck #P7 2006 Chevy 3500	Boss Plow
S64 2005 Trackless MT	Blower
S65 2019 Trackless Series 7	Blower
S20 Trackless Series 6	Blower

Snow Ordinances

8.04 - Snow and ice removal.

- (1) All sidewalks shall be kept clean of snow and ice at the expense of the lots and parts of lots abutting thereon. If the owner or occupant of such lot or part of lot shall suffer snow or ice to remain upon any sidewalk abutting thereon for 24 hours after snow ceases to fall, the foreman of the street department shall proceed forthwith, without any order or notice to such owner or occupant, to cause the snow and ice to be removed. The expense thereof shall be assessed against the abutting property.
- (2) No person shall deposit, or cause to be deposited, directly or indirectly, snow or ice from private property upon the city right-of-way, streets, alleys, parking lots, docks or other property.

7.07 - All-night parking prohibited.

No operator of any vehicle shall park such vehicle upon any street within the city between 2:00 a.m. and 6:00 a.m. during December, January, February and March. Notice of such regulation shall be given by posting signs as prescribed by the state department of transportation.

7.075 - All-night parking permits.

Application for a permit for all-night parking during all or any part of the months of December, January, February and March shall be made in the form prescribed by the city engineer and may be obtained from his/her office. The city engineer, or his/her designee, shall review all requests and may issue a permit upon terms and conditions which seem necessary to him/her. The city engineer, or his/her designee, may revoke an all-night parking permit upon his/her determination that a term or condition of the permit has been violated.

SAND BARRELS

EAST SIDE

3rd & Jefferson
3rd & Kentucky
3rd & Louisiana
3rd & Michigan - 1
4th & Jefferson
4th & Michigan
5th & Jefferson
5th & Michigan
8th & Delaware
8th & Georgia - 1
14th & Rhode Island
Erie Street (Sunset School)
821 Superior St.
1st & Michigan near the bridge

WEST SIDE

Joliet & Hickory
Joliet & Juniper
Joliet & Maple
Madison & Redwood
Maple & Lansing
Maple & Madison -1
Oak & Lansing
Oak & Madison
Pine & Lansing
Pine & Madison
Willow Drive (Sawyer School)
Corpus Christi Parking Lot (upper)
N. Duluth & N. Duluth Place
Dead end on North Joliet
Maple & Fulton

MAYORAL APPOINTMENTS

11/17/20

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

Rick Wiesner

ORDINANCE NO. _____

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

SECTION 1: Section 20.27(4) of the Municipal Code (Zoning Code) is hereby amended
as follows:

- (c) The maximum building height of buildings located in the I-2/I-2A Heavy Industrial districts may be increased to 120 feet, provided the building is located at least 300 feet from the boundary of a residential zoning district, which shall include the R-1, R-2, R-3, R-4, and R-M districts and shall also include the PUD district if the underlying zoning classification is one of the aforementioned districts.

SECTION 2: Section 20.27(3) of the Municipal Code (Zoning Code) is hereby amended
as follows:

- (f) Within the I-2/I-2A Heavy Industrial districts, the minimum side yard for any existing building with a side yard that is less than the minimum side yard required in subsection (2) shall be equal to the existing side yard. The intent is this provision is to allow existing buildings to be extended provided the addition is no closer to the side lot line than the existing building.

SECTION 3: The ordinance shall take effect on the day after its publication.

Approved:

David Ward
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council extend the resolution to conditionally suspend ordinance 10.175 of the Municipal Code – Drinking on Public Property Regulated, through December 31, 2021.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 5, 2020

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.

10.175 - Drinking on public property regulated.

- (1) Except as provided in section 9.01(9) and to the limited extent necessary to permit the activities authorized by a commercial quadricycle business license under chapter 37, Or the area prescribed as the "Public Alcohol Consumption Area" as defined in the map below. This permanent exception shall last between the hours of 9:00 AM and 10:00 PM, Sunday through Saturday. All alcohol taken for consumption from the premises where it was purchased shall be in non-resealable and non-breakable containers such as metal, paper or plastic and consumed only in the prescribed area. In all other areas, no person shall possess or drink from any open can, bottle or other container containing fermented malt beverage or intoxicating liquor on any public street, sidewalk, alley or other public way in the city.
- (2) Except as provided in section 9.01(9) and to the limited extent necessary to permit the activities authorized by a commercial quadricycle business license under chapter 37, Or the area prescribed as the "Public Alcohol Consumption Area" as defined in the map below. This permanent exception shall last between the hours of 9:00 AM and 10:00 PM, Sunday through Saturday. All alcohol taken for consumption from the premises where it was purchased shall be in non-resealable and non-breakable containers such as metal, paper or plastic and consumed only in the prescribed area. In all other areas, no person shall consume any alcohol or fermented malt beverage which was purchased by the glass or other open container except on the premises of the licensed establishment it was purchased from.

(Code 1992, § 10.175; Ord. No. 1362-0819, § 1, 8-6-19)

The map that was used in the Resolution should be adopted as part of the change in ordinance and placed on file in this section.

RESOLUTION

RESOLUTION TO CONDITIONALLY SUSPEND THE 10.175 OF THE MUNICIPAL CODE

WHEREAS, the Common Council of the City of Sturgeon Bay has the authority to make laws as provided under Chapter 62 of the Wisconsin Statutes; and

WHEREAS, on March 12, 2020, the State of Wisconsin declared a public health emergency as a means of controlling the spread of infection caused by COVID-19. On March 15, 2020, County of Door passed a resolution declaring a public emergency and on March 19, 2020. The City of Sturgeon Bay Common Council passed a resolution declaring an emergency as a demonstration to the public the seriousness of the COVID-19 outbreak; and

WHEREAS, as of July 14, 2020, the public health crisis continues and the County declaration of emergency for the purposes of controlling the spread of COVID-19 remains in place; and

WHEREAS, the public health crisis is of grave concern, and so is the economic well-being of the community as well as the intrinsic value of belonging to a community of people that allows social connections made in public spaces; and

WHEREAS, good hygiene is necessary to slow the spread of the COVID-19. Hygienic best practices include, frequent hand washing, covering sneezes and coughs, maintaining a social distance of 6 feet, and wearing a mask in confined areas; and

WHEREAS, residents, visitors and others continue to want to experience social interaction and entertainment by visiting the City's many wonderful eating and drinking establishments; and

WHEREAS, many dining and entertainment businesses have removed indoor seating, including tables, chairs, and stools, essentially reducing seating capacity, and potential for revenue necessary to sustain business and employment for restaurant service workers; and

WHEREAS, social distancing measures have caused there to be significantly long wait times for seated dining opportunities; leaving visitors and guests with less than an optimal experience; and

WHEREAS, many dining establishments have the ability to provide customers with refreshments, including beer and liquor while they wait for table, all dining establishments front public streets and ways, and some residents and visitors would like to explore the downtown area of Sturgeon Bay by foot while waiting for a table; and

WHEREAS, it has been suggested that to avoid congregating and the potential spread of COVID-19, and to encourage a positive dining experience, it would be beneficial to allow people to walk on city streets while waiting for a table and to allow the open consumption of alcohol; and

WHEREAS, many public events already allow for the public consumption of alcohol within a defined area such as Harvest Fest, Harmony by the Bay, Sturgeon Bay Under the Stars and at sidewalk cafés;

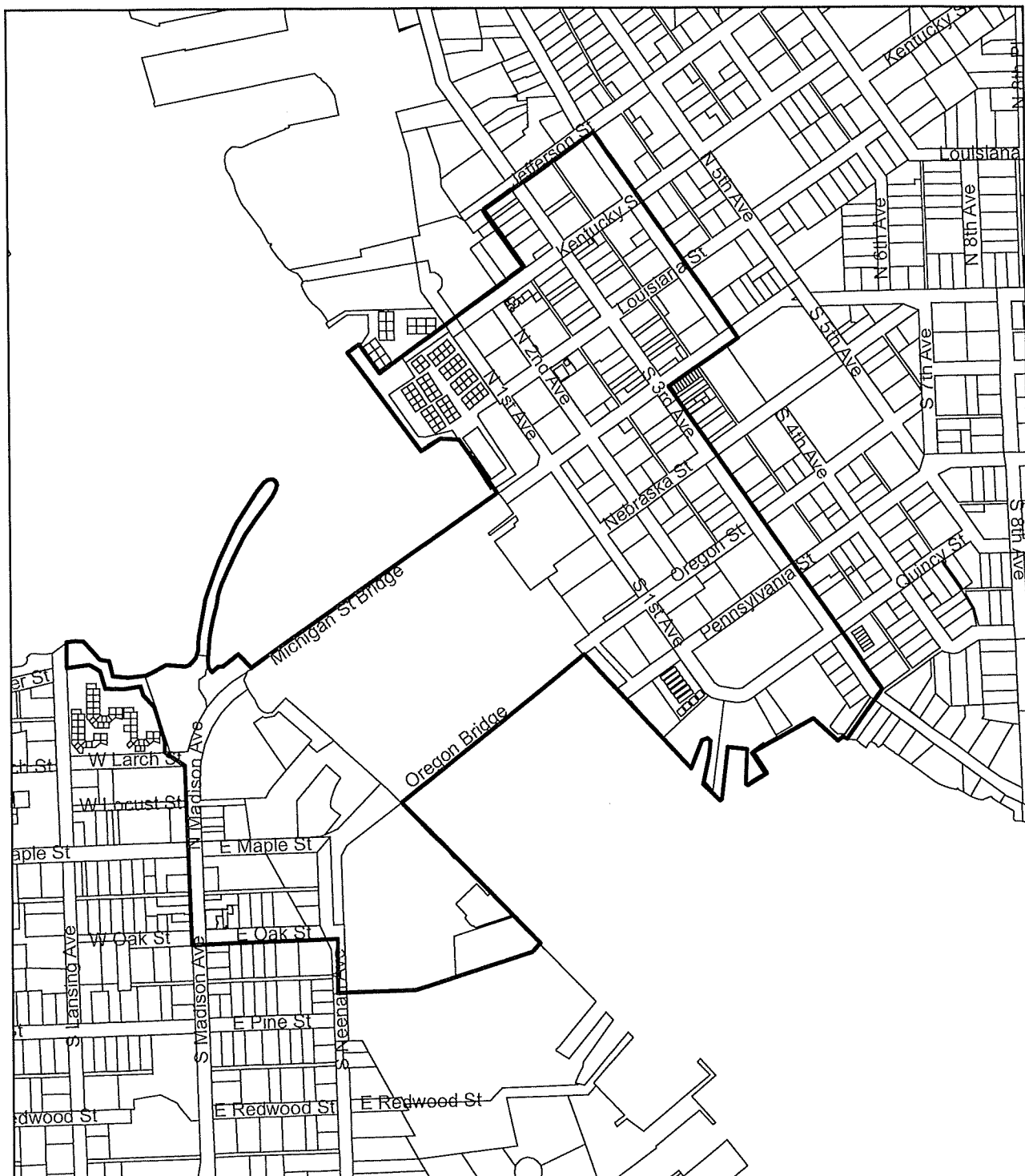
THEREFORE, BE IT RESOLVED, by the Common Council of the City of Sturgeon Bay; that the City of Sturgeon Bay temporarily suspends Chapter 10.175 of the City of Sturgeon Bay Municipal Code within the geographic area defined in the attached Exhibit A.

BE IT FURTHER RESOLVED, that the temporary suspension shall last between the hours of 9:00 a.m. and 10:00 p.m., Sunday through Saturday through December 31, 2020; that all alcohol taken for consumption from the premises where it was purchased shall be in non-resealable and non-breakable containers such as metal, paper or plastic.

ATTEST: _____

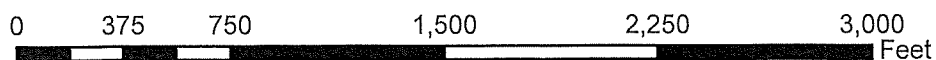
Stephanie Reinhardt, Clerk

EXHIBIT A
PUBLIC ALCOHOL CONSUMPTION AREA



Map date: July 15, 2020

 EXTERIOR BOUNDARIES OF PUBLIC ALCOHOL CONSUMPTION AREA



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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to approve the Coordination of Compensation for Part-Time Firefighters as related to COVID19 with the following provisions:

- If through contract tracing, the City can reasonably determine that COVID19 was contracted while on duty at the SBFD.
- \$26.75 per hour up to 80 hours for qualifying COVID conditions.
- Part time firefighters will need to provide payroll compensation information from their full-time employment, unemployment or any other gap compensation.
- Coordination of Compensation for Sturgeon Bay Part-Time Firefighters will be retroactive to 10/26/2020.
- Coordination of Compensation for Sturgeon Bay Part-Time Firefighters provision ends on 12/31/2020.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 11, 2020

* * * * *

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

Passed by the Council on the _____ day of _____, 2020.

EXECUTIVE SUMMARY

- TITLE:** Coordination of Compensation for Sturgeon Bay Part-Time Firefighters for Qualifying COVID 19 conditions.
- BACKGROUND:** Sturgeon Bay Fire Department part-time firefighters backfill night and weekend shifts when full-time firefighters are on vacation, sick, or at training. While a part-time firefighter is working they are expected to perform the same duties that full-time firefighters perform.
- The language of the Family First Care Act (FFCA) requires that employers provide employees up to 80 hours of paid sick leave for full time employees or a proration thereof for part time employees for certain COVID related conditions. This language does not provide protection for part time firefighters who may have contracted COVID while performing their firefighting duties. Workers compensation lays the expectation on the part time firefighter to prove they contracted COVID on the job, which is near impossible to do based on how the virus can spread, its incubation period, and an individual's immune system. Since part-time firefighters are expected to perform at the same level as a full-time firefighter the same protections should be afforded.
- When a part-time firefighter is called in for a fire they are compensated at \$26.75 per hour. When a firefighter tests positive with COVID19, the Fire Departments conducts internal contact tracing and identifies those who have worked with or been in close contact with the positive individual. As a result of internal contract tracing, we have been able to identify those who may potentially have been exposed, and with this, we have been able to correlate both full-time and part-time exposures along with positive cases.
- In determining how to compensate part-time firefighters for their loss of income from their full-time career, it would be appropriate to compensate part-time firefighters at \$26.75 per hour for up to 80 hours in the event they are off of work for qualifying COVID conditions with the following provisions:
- If through contract tracing, the City can reasonably assume that COVID19 could have been contracted while on duty at the SBFD.
 - \$26.75 per hour up to 80 hours for qualifying COVID conditions.
 - Part time firefighters will need to provide payroll information from their full-time employment, including compensated absences (sick, vacation, other paid time off used as result of COVID

quarantine), unemployment payments, workers compensation, or any other gap compensation.

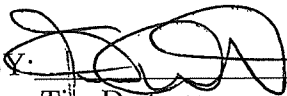
- Payment would be based upon the difference between their other income and what they would be paid as if they worked at a rate of \$26.75 for a maximum of 80 hours.
- Coordination of Compensation for Sturgeon Bay Part-Time Firefighters will be retroactive to 10/26/2020.
- Coordination of Compensation for Sturgeon Bay Part-Time Firefighters ends on 12/31/2020.

FISCAL IMPACT: Maximum potential expense would not exceed \$33,369.45 including all wages, FICA, and Workers Compensation.

RECOMMENDATION: Approve the Coordination of Compensation for Part-Time Firefighters as related to COVID19 with the following provisions:

- If through contract tracing, the City can reasonably determine that COVID19 was contracted while on duty at the SBF.
- \$26.75 per hour up to 80 hours for qualifying COVID conditions.
- Part time firefighters will need to provide payroll compensation information from their full-time employment, unemployment or any other gap compensation.
- Coordination of Compensation for Sturgeon Bay Part-Time Firefighters will be retroactive to 10/26/2020.
- Coordination of Compensation for Sturgeon Bay Part-Time Firefighters provision ends on 12/31/2020.

PREPARED BY:

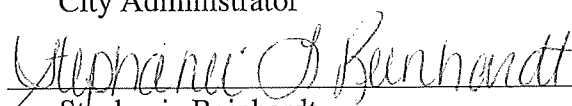

Tim Dietman
Fire Chief

11-10-2020
Date


REVIEWED BY:

/s/
Josh VanLieshout
City Administrator

11/10/20
Date


Stephanie Reinhardt
City Clerk/HR Director

11/10/20
Date


Valerie Clarizio
Finance Director

11/10/20
Date