



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, DECEMBER 1, 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 – \$214,451.66, Capital Fund - \$54,667.43, Cable TV - \$6,775.55, and Solid Waste Enterprise Fund - \$21,478.07 for a grand total of \$297,372.71. [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 11/17/20 regular Common Council minutes.
- \* b. Place the following minutes on file:
  - (1) Finance/Purchasing & Building Committee – 11/10/20
  - (2) City Plan Commission – 11/18/20
- \* c. Place the following reports on file:
  - (1) Bank Reconciliation – October 2020
  - (2) Revenue & Expense Report – October 2020
- \* d. Consideration of: Approval of beverage operator licenses.
- \* e. Consideration of: Approval of Sidewalk Café Permit for Henry S. Baird Masonic Lodge.
- \* f. Consideration of: Approval of Street Closure Application from ATC for S. 1<sup>st</sup> Avenue just south of Nebraska Street.
- \* g. Consideration of: Approval of Street Closure Application from ATC for Intersection of S. Neenah Ave and W. Maple/Oregon. Oregon Bridge.
- \* h. Finance/Purchasing & Building Committee recommendation re: Establish Public Art Reserve Account and update Reserve Policy of the Fiscal Management Policy accordingly.

8. **Mayoral Appointments.**
9. **Resolution re: Fee Schedule Updates.**
10. **Public Hearing re: Zoning Code Amendment to Section 20.175(1) (C-5 Mixed Commercial/Residential District of the Municipal Code.)**
11. **First reading of ordinance re: Repeal and recreate Section 20.175(1) of Municipal Code.**
12. **First reading of ordinance re: Section 2.01 of the Municipal Code (Replacing Vacant Aldermanic Seat.)**
13. **City Plan Commission recommendation re: Accept the revised development proposal from Northpointe Development Corporation for the West Waterfront Redevelopment.**
14. **City Administrator report.**
15. **Mayor's report**
16. **Adjourn.**

**NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.**

Posted:

Date: 11-25-2020  
Time: 12:00pm  
By: UM

**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

INVOICES DUE ON/BEFORE 12/01/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
<b>LIABILITIES</b>				
19610	RICHARD STUEWER	10/20 INS REIMBURE/STUEWER	01-000-000-21530	324.66
R0001672	CECIL RYAN COLLINS	REIMBURSE CS 20-007778	01-000-000-16010	2,171.00
<b>TOTAL LIABILITIES</b>				<b>2,495.66</b>
<b>TOTAL GENERAL FUND</b>				<b>2,495.66</b>
<b>MAYOR</b>				
JASONMAN	JASON MANN	CORPORATE HEAD SHOTS/MAYOR	01-100-000-55600	262.09
<b>TOTAL</b>				<b>262.09</b>
<b>TOTAL MAYOR</b>				<b>262.09</b>
<b>CITY COUNCIL</b>				
03133	CELLCOM WISCONSIN RSA 10	10/20 3 ALDERS CELL PHONES	01-105-000-58999	116.36
<b>TOTAL</b>				<b>116.36</b>
<b>TOTAL CITY COUNCIL</b>				<b>116.36</b>
<b>CITY CLERK-TREASURER</b>				
USBANK	US BANK	STATE OF WISCONSIN	01-115-000-56000	77.04
USBANK		SMALL CLAIMS FILING FEE/STELLR	01-115-000-56350	96.86
USBANK		DESK TRAYS & ORGANIZERS	01-115-000-51950	129.43
<b>TOTAL</b>				<b>303.33</b>
<b>TOTAL CITY CLERK-TREASURER</b>				<b>303.33</b>
<b>COMPUTER</b>				
02975	CAMERA CORNER	SECURITY CAMERA	01-125-000-55550	1,240.99
<b>TOTAL</b>				<b>1,240.99</b>
COVID-19				
USBANK	US BANK	ZOOM	01-125-401-55550	63.99
<b>TOTAL COVID-19</b>				<b>63.99</b>
<b>TOTAL COMPUTER</b>				<b>1,304.98</b>
<b>BOARD OF REVIEW</b>				
USBANK	US BANK	UW LOCAL GOVT CENTER	01-135-000-55600	45.00
<b>TOTAL</b>				<b>45.00</b>

DATE: 11/20/1920  
TIME: 12:15:53  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/01/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL BOARD OF REVIEW				45.00
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	10/20 CHAD CELL SVC	01-145-000-58250	25.12
TOTAL				25.12
TOTAL MUNICIPAL SERVICES ADMIN.				25.12
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	10/20 STEVE CELL SVC	01-150-000-58250	32.11
03133		10/20 MIKE CELL SVC	01-150-000-58250	36.05
03133		10/20 CELL SVC	01-150-000-58250	7.60
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	FLAIR MARKERS	01-150-000-51950	36.28
TOTAL				112.04
TOTAL PUBLIC WORKS ADMINISTRATION				112.04
ELECTIONS DEPARTMENT				
04975	ECONO FOODS	BAKERY/ELECTION WORKERS	01-155-000-54999	43.20
USBANK	US BANK	ENVELOPE ADHESIVE	01-155-000-54999	6.32
USBANK		AVERY ADDRESS LABELS	01-155-000-54999	88.56
USBANK		POSTAGE ABSENTEE BALLOTS	01-155-000-54999	275.00
USBANK		HAND SANITIZER/STORAGE BOXES	01-155-000-54999	69.43
USBANK		LETTER OPENERS	01-155-000-58999	13.50
TOTAL				496.01
TOTAL ELECTIONS DEPARTMENT				496.01
CITY HALL				
03159	SPECTRUM	10/20 FIRE CABLE SVC	01-160-000-58999	143.03
04575	DOOR COUNTY HARDWARE	PUMP KIT /PLUMBERS PUTTY	01-160-000-54999	26.58
04575		PLUMBERS PUTTY	01-160-000-54999	2.99
04575		SINK CLIP	01-160-000-54999	4.99
04575		CONNECTORS/ADAPTERS	01-160-000-54999	29.16
04575		BRASS SHEET	01-160-000-54999	8.99
04575		P TRAP	01-160-000-54999	9.99
04575		PANEL	01-160-000-54999	14.99
19880	STURGEON BAY UTILITIES	349 MICHIGAN ST CHARGING STATN	01-160-000-56150	20.95
19880		421 MICHIGAN STREET	01-160-000-56150	2,683.54
19880		421 MICHIGAN STREET	01-160-000-58650	227.13
TOTAL				3,172.34
TOTAL CITY HALL				3,172.34

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL EXPENDITURES				
08167	GANNETT WISCONSIN NEWSPAPERS	PUBLIC HEARING NOTICE-COMP PLN	01-199-000-57450	23.68
08167		PUBLIC HEARING NOTICE-BOSMAN	01-199-000-57450	34.44
08167		OPEN BOOK NOTICE	01-199-000-57450	77.99
08167		BUDGET PUBLICATION	01-199-000-57450	193.00
US BANK	US BANK EQUIPMENT FINANCE	FIRE COPIER W 4572	01-199-000-55650	97.00
US BANK		OVERAGE	01-199-000-55650	20.66
USBANK	US BANK	SHIPPING/DAVID HAYES PLAQUE	01-199-000-57250	10.19
TOTAL				456.96
TOTAL GENERAL EXPENDITURES				456.96
POLICE DEPARTMENT				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED SUPPLIES	01-200-000-51950	105.46
SIRSPEED	SIR SPEEDY	COND REL/NO CONTACT FORMS	01-200-000-51600	174.68
SIRSPEED		VICTIM NOTIFY/NO CONTACT FORMS	01-200-000-51600	174.68
SIRSPEED		DISCOUNT	01-200-000-51600	-34.94
USBANK	US BANK	WI CHIEF POLICE ASSOC MBR/HNRY	01-200-000-56000	130.00
USBANK		SIGNATURE STAMP/HENRY	01-200-000-51950	32.69
USBANK		BUSINESS CARDS/HENRY	01-200-000-51600	19.82
USBANK		3 HOLE PUNCH	01-200-000-51950	29.85
USBANK		MEAL EXPNSE/PORTER	01-200-000-55600	27.45
USBANK		MEAL EXPNSE/PORTER	01-200-000-56000	21.15
USBANK		MEALS/-PORTER & DIETMAN	01-200-000-55600	64.60
USBANK		MEALS/-PORTER & DIETMAN	01-200-000-55600	19.18
USBANK		MEALS/-PORTER & DIETMAN	01-200-000-55600	62.29
USBANK		MEALS/-PORTER & DIETMAN	01-200-000-55600	19.06
USBANK		LODGING/PORTER & DIETMAN	01-200-000-55600	176.96
USBANK		LODGING DEPOSIT/BRINKMAN	01-200-000-55600	91.00
TOTAL				1,113.93
TOTAL POLICE DEPARTMENT				1,113.93
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	NEW HIRE PHYSICAL/S DADAM	01-215-000-57100	271.00
03133	CELLCOM WISCONSIN RSA 10	10/20 CRADLEPOINT CAMERA	01-215-000-58999	52.62
04575	DOOR COUNTY HARDWARE	KEY RING	01-215-000-54999	0.99
04696	DOOR COUNTY TREASURER	10/20 FUEL CHARGES	01-215-000-51650	2,456.25
04800	DRAEB JEWELERS, INC	PLAQUE ENGRAVE/CSO BECKER	01-215-000-54999	27.00
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	11.11
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	9.42
19880		724 SHORECREST RD CAMERA	01-215-000-56150	8.34
PSYCH	PSYCHEMEDICS CORPORATION	NEW EMPLOYEE SCREEN HAIR TEST	01-215-000-57100	43.50
USBANK	US BANK	CLOTHING ALLOWANCE/HOUGAARD	01-215-000-52900	141.76
USBANK		CREDIT CLOTHING ALLOW/HOUGAARD	01-215-000-52900	-7.39
USBANK		20 TASER CARTRIDGES	01-215-000-51050	690.00
USBANK		MEAL EXPNSE/HENRY	01-215-000-55600	7.73
USBANK		FUEL	01-215-000-51650	33.28
USBANK		FUEL	01-215-000-51650	17.02
USBANK		LODGING/CRABB	01-215-000-55600	239.97
USBANK		FUEL	01-215-000-51650	22.30



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
USBANK		FUEL	01-215-000-51650	27.25
USBANK		DRUG TRNDS CLASS/HAJNY	01-215-000-55600	100.00
USBANK		UNIFORM PANT-CUFF/HAJNY	01-215-000-52900	187.80
USBANK		MAGNETIC SCREWDRVR KIT/MIELKE	01-215-000-54999	80.16
USBANK		7 BADGES	01-215-000-52900	1,134.14
TOTAL				5,554.25
TOTAL POLICE DEPARTMENT/PATROL				5,554.25
POLICE DEPT. / INVESTIGATIONS				
HENRY	CLINT HENRY	CLOTHING ALLOWANCE/HENRY	01-225-000-52900	109.19
USBANK	US BANK	GPS PUCKS/SQUADS	01-225-000-57950	64.14
TOTAL				173.33
TOTAL POLICE DEPT. / INVESTIGATIONS				173.33
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	PROGRAM RADIO	01-250-000-57550	107.67
02005		PAGER REPAIR	01-250-000-57550	345.99
04696	DOOR COUNTY TREASURER	10/20 FUEL CHARGES	01-250-000-51650	1,095.16
12100	LAMPERT YARDS INC	HARDWARE/DRILL BITS/LUMBER	01-250-000-54999	74.80
14525	MICHAEL FRANGIPANE	UNIFORM BOOTS/FRANGIPANE	01-250-000-52900	93.22
14875	NWTC GREEN BAY	EMR TRAINING	01-250-000-55600	1,736.20
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET	01-250-000-56675	6.22
19880		MARTIN PARK RESTROOM	01-250-000-56675	6.22
19880		421 MICHIGAN STREET	01-250-000-56675	133.25
19880		TRUCK FILL	01-250-000-56675	41.00
19880		MEM FLD WARMING HOUSE	01-250-000-56675	49.73
19880		SALT SHED	01-250-000-56675	6.22
19880		CITY GARAGE	01-250-000-56675	49.73
19880		GARLAND PARK	01-250-000-56675	6.22
19880		SUNSET CONSN CNTR	01-250-000-56675	49.73
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	15.54
19880		OTUMBA PARK	01-250-000-56675	6.22
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	6.22
19880		WEST SIDE FIRE STATION	01-250-000-56675	49.73
19880		WEST SIDE FIRE STATION	01-250-000-56150	124.24
19880		WEST SIDE FIRE STATION	01-250-000-58650	88.67
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	6.22
19880		38 S NEENAH AVE RESTROOM	01-250-000-56675	31.08
19880		WEST SIDE BALLFLD LTS	01-250-000-56675	31.08
19880		N 14TH AVE WARNING SIREN	01-250-000-56150	8.24
19880		TRAINING SITE	01-250-000-56675	6.22
19880		TRAINING SITE	01-250-000-56150	8.24
19880		212 W LOCUST ST	01-250-000-56675	12.44
19880		MADISON AVE SPRINKLG	01-250-000-56675	15.54
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	15.54
19880		S 1ST AVE EAST SIDE DOCK	01-250-000-56675	6.22
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.50
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	49.73

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/01/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
19880		CITY PRKING RAMP	01-250-000-56675	6.22
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	49.73
19880		SIGN SHED	01-250-000-56675	6.22
19880		CHERRY BLOSSOM	01-250-000-56675	15.54
19880		CLAY BANKS RD SIREN	01-250-000-56150	15.78
19959	SUPERIOR CHEMICAL CORP	ICE MELT & SUN FRESH DISINFECT	01-250-000-54999	304.52
19959		CREDIT RETURN	01-250-000-54999	-70.63
USBANK	US BANK	SHOP TOWLES/WIPES	01-250-000-54999	240.60
USBANK		SPARE TIRES/TRAILER	01-250-000-53000	240.00
USBANK		FUEL CH10	01-250-000-51650	42.86
USBANK		FUEL CH10	01-250-000-51650	35.29
USBANK		FUEL CH10	01-250-000-51650	43.27
USBANK		UNIFORM BOOTS	01-250-000-52900	271.85
USBANK		AUGUST DATA	01-250-000-58250	480.80
USBANK		FUEL CH10	01-250-000-51650	40.00
USBANK		FUEL CH10	01-250-000-51650	50.00
USBANK		FUEL CH10	01-250-000-51650	34.85
USBANK		FUEL CH10	01-250-000-51650	38.40
USBANK		FUEL CH10	01-250-000-51650	36.36
USBANK		FUEL CH10	01-250-000-51650	51.47
USBANK		FUEL CH10	01-250-000-51650	31.23
USBANK		FUEL CH10	01-250-000-51650	46.47
USBANK		UNIFORM/DUTY	01-250-000-52900	184.96
USBANK		UNIFORM/DUTY	01-250-000-52900	148.00
USBANK		TOLLS	01-250-000-54999	33.00
USBANK		DECALS/RUBBERBUMPER-E6	01-250-000-53000	546.22
USBANK		REFLECTIVE TAPE	01-250-000-53000	152.15
USBANK		CREDIT WATEROUS CLASS	01-250-000-55600	-600.00
USBANK		CREDIT STATE CHIEFS EDUCATION	01-250-000-55600	-200.00
USBANK		N95 MASKS	01-250-000-52350	84.97
USBANK		EMS/CPR BOOKS/SUPPLIES	01-250-000-56000	114.95
USBANK		VISITOR ID LANYARDS	01-250-000-54999	21.08
USBANK		SANITIZING WIPES	01-250-000-52350	22.74
USBANK		CLEANING SUPPLIES	01-250-000-54999	8.96
USBANK		CLEANING SUPPLIES	01-250-000-54999	17.88
USBANK		OFFICE SUPPLIES	01-250-000-51950	4.88
USBANK		LODGING/CONFERENCE-TRAINING	01-250-000-55600	164.00
USBANK		TOTES/BAGS	01-250-000-54999	25.86
TOTAL				7,037.51
COVID-19				
USBANK	US BANK	UNIFORM STORAGE	01-250-401-51350	803.51
USBANK		WASHER/DRYER	01-250-401-52350	1,657.00
USBANK		PPE MASKS	01-250-401-52350	1,799.00
TOTAL COVID-19				4,259.51
TOTAL FIRE DEPARTMENT				11,297.02
STORM SEWERS				
04575	DOOR COUNTY HARDWARE	SW DRIVER BIT SET	01-300-000-56250	19.99
04575		FASTENERS	01-300-000-56250	1.49
04575		CEMENT/TUCKPOINT TROWELS	01-300-000-56250	23.16

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
TOTAL				44.64
TOTAL STORM SEWERS				44.64
SOLID WASTE MGMT/SPRING/FALL				
ADVANCED	ADVANCED DISPOSAL	4 SS BAG	01-311-000-58400	10.92
ADVANCED		4 TVS/2 FREON /MSW 2.66 TNS	01-311-000-58400	321.19
TOTAL				332.11
TOTAL SOLID WASTE MGMT/SPRING/FALL				332.11
COMPOST/SOLID WASTE SITE				
19880	STURGEON BAY UTILITIES	COMPOST SITE	01-320-000-56150	29.10
TOTAL				29.10
TOTAL COMPOST/SOLID WASTE SITE				29.10
CURB/GUTTER/SIDEWALK				
04575	DOOR COUNTY HARDWARE	MORTAR/CONCRETE MIXES	01-440-000-51200	48.54
TOTAL				48.54
TOTAL CURB/GUTTER/SIDEWALK				48.54
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	CARB SPRING	01-450-000-53000	3.11
04575	DOOR COUNTY HARDWARE	BRASS KEYKRAFTER	01-450-000-52150	11.16
04575		CHIP BRUSH/PAINT	01-450-000-53000	35.97
04575		PRIMERSPRY	01-450-000-53000	19.96
04575		BASKETBALL NET	01-450-000-53000	7.15
04575		SPRAY PAINT	01-450-000-53000	12.00
04575		FINE CRIMP WIRE CUP	01-450-000-53000	14.01
04575		POLY TUBE	01-450-000-53000	0.78
04696	DOOR COUNTY TREASURER	10/20 FUEL 411.89 G	01-450-000-51650	748.82
04696		10/20 DSL FUEL 771.38 G	01-450-000-51650	1,562.04
20725	T R COCHART TIRE CENTER	SVC CALL/FLAT REPAIR/O-RINGS	01-450-000-52850	174.00
20725		TIRE CHANGES	01-450-000-52850	60.00
USBANK	US BANK	FUEL	01-450-000-51650	25.00
TOTAL				2,674.00
TOTAL STREET MACHINERY				2,674.00
CITY GARAGE				

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04575	DOOR COUNTY HARDWARE	DAWN	01-460-000-55300	9.98
04575		COUPLER/ELBOW/COPPER PIPE	01-460-000-55300	22.86
04575		FURNACE FILTER	01-460-000-55300	3.98
04966	EAGLE MECHANICAL INC	BACKFLOW PREVENTOR REPLACEMENT	01-460-000-58999	819.49
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		CITY GARAGE	01-460-000-56150	678.39
19880		CITY GARAGE	01-460-000-58650	74.08
19880		LED LIGHTS/DOOR CLOSER	01-460-000-55300	346.40
USBANK	US BANK	LED SHOP LIGHTS	01-460-000-55300	273.42
USBANK				
TOTAL				2,236.84
TOTAL CITY GARAGE				2,236.84
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE	01-499-000-58000	8.93
19880		1536 EGG HARBOR RD TRFFC LITE	01-499-000-58000	21.55
19880		1025 N 14TH AVE/EGG HRBR RD	01-499-000-58000	25.11
19880		2 TRFFIC WARNING LITES	01-499-000-58000	11.00
19880		MADISON AVE WS TRF LITES	01-499-000-58000	125.96
19880		342 ORNAMENTAL ST LIGHTS	01-499-000-58000	4,689.70
19880		595 OVERHEAD ST LIGHTS	01-499-000-58000	6,827.76
19880		800 S LANSING & W WALNUT SIGN	01-499-000-58000	7.79
19880		S 1ST AVE EAST SIDE DOCK	01-499-000-58000	34.38
19880		OLD HWY RD SIGN	01-499-000-58000	8.24
19880		SAFETY GLASSES/SURFUS	01-499-000-56800	250.00
19968	LOUIS SURFUS	SAFETY BOOT REIMBURE/B CIHLAR	01-499-000-56800	62.27
BLAKECIH	BLAKE CIHLAR			
TOTAL				12,072.69
TOTAL HIGHWAYS - GENERAL				12,072.69
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	10/20 CELL SVC	01-500-000-58250	25.12
03133		10/20 MIKE CELL SVC	01-500-000-58250	36.06
03133		10/20 CELL SVC	01-500-000-58250	7.60
TOTAL				68.78
TOTAL PARK & RECREATION ADMIN				68.78
PARKS AND PLAYGROUNDS				
04575	DOOR COUNTY HARDWARE	FASTENERS	01-510-000-51900	1.90
04575		SHIMS/SCREWS/FASTENERS	01-510-000-51800	25.47
04575		JIG BLADE/ORBITAL JIG SAW	01-510-000-51350	57.98
04575		VINYL TUBING/PUMP SIPHON	01-510-000-51900	23.89
04575		GLUE/KEYS	01-510-000-51900	8.98
04575		CREDIT	01-510-000-51350	-1.64
04575		COUPLE INSERT	01-510-000-51900	1.39
04575				
04696	DOOR COUNTY TREASURER	10/20 FUEL 294.28 G	01-510-000-51650	535.00



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
12100	LAMPERT YARDS INC	LUMBER & HARDWARE	01-510-000-52550	166.36
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	55.30
19880		MARTIN PARK RESTROOM	01-510-000-58650	54.05
19880		MEM FLD WARMING HOUSE	01-510-000-56150	59.18
19880		MEM FLD WARMING HOUSE	01-510-000-58650	335.29
19880		GARLAND PARK	01-510-000-56150	9.13
19880		GARLAND PARK	01-510-000-58650	18.52
19880		SUNSET CONSN CNTR	01-510-000-56150	16.68
19880		SUNSET CONSN CNTR	01-510-000-58650	52.16
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	100.32
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	33.35
19880		OTUMBA PARK	01-510-000-56150	38.83
19880		OTUMBA PARK	01-510-000-58650	23.05
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	28.94
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	20.03
19880		JAYCEES BALLFLD STAND	01-510-000-56150	8.24
19880		220 N 3RD AVE-POWER PANEL	01-510-000-56150	8.52
19880		421 MICHIGAN ST FLAG LIGHT	01-510-000-56150	27.01
19880		MEM FLD PKG LOT	01-510-000-56150	8.24
19880		WEST SIDE BALLFLD LTS	01-510-000-58650	18.00
19880		MEM FLD COMPLEX	01-510-000-56150	45.33
19880		OTUMBA PRK WALKWAY	01-510-000-56150	12.80
19880		FLORIDA ST/SUNSET PRK	01-510-000-56150	14.11
19880		SIGN SHED	01-510-000-56150	14.10
19880		SIGN SHED	01-510-000-58650	17.76
19880		CHERRY BLOSSOM	01-510-000-56150	24.71
19880		CHERRY BLOSSOM	01-510-000-58650	26.55
19880		MOWER BLADES	01-510-000-51900	110.76
USBANK	US BANK	MOWER DECK WHEELS	01-510-000-51900	96.80
USBANK				
TOTAL				2,097.09
TOTAL PARKS AND PLAYGROUNDS				2,097.09
BALLFIELDS				
BALLFIELDS				
HORST	HORST DISTRIBUTING	6 BAGS MOUND CLAY	01-520-000-54999	90.60
HORST		PRO CHOICE RED 40 BAGS	01-520-000-54999	438.00
TOTAL BALLFIELDS				528.60
TOTAL BALLFIELDS				528.60
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	227.71
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	50.74
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	19.27
19880		38 S NEENAH AVE RESTROOM	01-550-000-56150	178.85
19880		38 S NEENAH AVE RESTROOM	01-550-000-58650	138.25
20070	TAPCO	HOST FEE ELECTRONIC PAY STATN	01-550-000-58999	50.00
TOTAL				664.82
TOTAL MUNICIPAL DOCKS				664.82

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATER WEED MANAGEMENT				
USBANK	US BANK	WINTERIZING & SAFETY SEMINAR	01-560-000-58999	20.00
TOTAL				20.00
TOTAL WATER WEED MANAGEMENT				20.00
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WLKWY	01-570-000-56150	9.03
19880		DC MUSEUM PRKING LOT	01-570-000-56150	86.74
19880		JUNIPER ST WALKWAY LTS	01-570-000-56150	72.90
19880		JUNIPER ST PARKING LOT	01-570-000-56150	54.04
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	12.06
19880		48 KENTUCKY ST WTRFNT	01-570-000-56150	108.47
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	386.56
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	71.06
19880		CITY PRKING RAMP	01-570-000-56150	223.73
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	32.94
TOTAL				1,057.53
TOTAL WATERFRONT PARKS & WALKWAYS				1,057.53
EMPLOYEE BENEFITS				
CORAGGIO	ANN LIEBESKIND	COMP WELLNESS PROGRAM	01-600-000-50550	2,250.00
TOTAL				2,250.00
TOTAL EMPLOYEE BENEFITS				2,250.00
TOTAL GENERAL FUND				51,053.16
CAPITAL FUND				
CITY HALL				
EXPENSE				
04575	DOOR COUNTY HARDWARE	PVC TRAP/WASTE ENDOUT	10-160-000-59999	14.58
04966	EAGLE MECHANICAL INC	DRAIN REPAIRS/911 HOUSE	10-160-000-59999	215.35
SBLIFE	SB LIFE IS GOOD	58 N 3RD AVE RESTROOM/FINAL	10-160-000-59085	50,000.00
TOTAL EXPENSE				50,229.93
TOTAL CITY HALL				50,229.93
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	2 SETS TURNOUT GEAR	10-250-000-59050	2,537.50
PAULCONW		2 SETS TURNOUT GEAR	10-250-000-59050	1,900.00
TOTAL EXPENSE				4,437.50
TOTAL FIRE DEPARTMENT				4,437.50
TOTAL CAPITAL FUND				54,667.43

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CABLE TV				
CABLE TV / GENERAL				
	CABLE TV / GENERAL			
02975	CAMERA CORNER	VIDEO CAMERA MOUNT INSTALL	21-000-000-59070	389.84
02975		AUDIO/VISUAL EQUIPMENT	21-000-000-59070	958.26
02975		MINI 2FT	21-000-000-59070	12.00
02975		MIC SWITCH	21-000-000-59070	230.00
02975		CREDIT RETURN	21-000-000-59070	-230.00
02975		12.1.20 CONTRACT	21-000-000-55015	5,205.84
MANN	MANN COMMUNICATIONS, LLC			
USBANK	US BANK	SMALL VIDEO CAMERA ACCESSRIES	21-000-000-59070	209.61
TOTAL CABLE TV / GENERAL				6,775.55
TOTAL CABLE TV / GENERAL				6,775.55
TOTAL CABLE TV				6,775.55
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
	SOLID WASTE ENTERPRISE FUND			
04603	HALRON LUBRICANTS INC	USED OIL PICKUP FEE 225 GAL	60-000-000-52050	33.75
04696	DOOR COUNTY TREASURER	10/20 DSL FUEL 890.70 G	60-000-000-51650	1,803.67
20725	T R COCHART TIRE CENTER	TIRE CHANGES	60-000-000-52850	60.00
20725		RECAPS	60-000-000-52850	358.00
20725		RECAPS	60-000-000-52850	340.00
20725		TIRES/MOUNTS/DISPOSAL	60-000-000-52850	1,274.00
ADVANCED	ADVANCED DISPOSAL	253.25 TON GARBAGE	60-000-000-58300	16,197.87
ADVANCED		85.72 TON RECYCLING	60-000-000-58350	1,265.28
USBANK	US BANK	WI DNR WASTE LICENSE	60-000-000-58999	145.50
TOTAL SOLID WASTE ENTERPRISE FUND				21,478.07
TOTAL SOLID WASTE ENTERPRISE FUND				21,478.07
TOTAL SOLID WASTE ENTERPRISE				21,478.07
TOTAL ALL FUNDS				133,974.21

MANUAL CHECKS

DOOR COUNTY TREASURER 11/18/20 Check # 87927 2020 Dog Licenses 01-000-000-24335	\$635.50
EBC CORP 11/18/20 Check # 87928 10/20 HRA/COBRA 11/20 SA/COBRA/HRA Renewals 01-600-000-50510	\$ 1,235.00
SUN LIFE FINANCIAL 11/18/20 Check # 87930 11/20 & 12/20 Short & Long Term Disability 01-000-000-21545	\$3,608.72
SUPERIOR VISION 11/18/20 Check # 87931 12/20 Vision Insurance 01-000-000-21540	\$834.29
DELTA DENTAL 11/18/20 Check # 87932 11/20 Dental Insurance Various Departmental Accounts	\$ 6,002.49
DELTA DENTAL 11/19/20 Check # 87935 10/20 Dental Insurance Adjustment 01-215-000-50551	\$ 154.78
EFT GROUP INSURANCE 11/19/20 Check # 87936 11/20 Health Insurance Various Departmental Accounts	\$146,824.44
SOUTHERN DOOR SCHOOL DISTRICT 11/20/20 Check # 87937 09/20 & 10/20 Mobile Home Tax Payment 01-000-000-41300	\$415.34



STURGEON BAY SCHOOL DISTRICT

\$3,687.94

11/20/20

Check # 87938

10/20 Mobile Home Tax Payment

01-000-000-41300

**TOTAL MANUAL CHECKS**

**\$ 163,398.50**

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

GENERAL FUND  
CAPITAL FUND  
CABLE TV  
SOLID WASTE ENTERPRISE

~~51,053.16~~ 214,451.66  
~~54,667.43~~  
~~6,775.55~~  
~~21,478.07~~

TOTAL --- ALL FUNDS

~~133,974.21~~ 297,372.71

Heidi Bacon 11/24/2020  
Jan Ullrich 11/24/2020

COMMON COUNCIL  
November 17, 2020

A regular meeting of the Common Council was called to order at 6:02 p.m. by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Statz, Williams, Gustafson, Nault, Wiederanders and Reeths were present. Bacon joined at 6:25 p.m.

Williams/Nault to adopt the agenda. Carried.

The following people spoke during public comment: Hans Christian, 330 N 3<sup>rd</sup> Avenue; Christie Weber, 311 Pennsylvania St; Melanie Jane, 31 1<sup>st</sup> Avenue; Kelly Catarozoli, 344 N 3<sup>rd</sup> Avenue.

Reeths/Wiederanders to approve 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 services 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.

Carried.

Bacon/Wiederanders to approve the following bills: General Fund - \$72,262.05, Capital Fund - \$5,029.06, Cable TV - \$40.01, TID #2 - \$1,900.00, and TID #4 - \$105,034.63 and Solid Waste Enterprise Fund - \$645.73 for a grand total of \$184,911.48. Roll call: All voted aye. Carried.

Nault/Statz to confirm the following Mayoral appointment:

**AESTHETIC DESIGN & SITE PLAN REVIEW BOARD**

Rick Wiesner

Carried.

Williams/Reeths to read in title only and adopt the second reading of the ordinance re: Zoning code amendment to Section 20.27(4) and 20.27(3) of the municipal code – Zoning Code (Height & Area Regulations). Discussion took place regarding the other properties zoning I-2 and pursuing rezoning other I-2 properties. Carried.

RECOMMENDATION

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

COMMUNITY PROTECTION & SERVICES COMMITTEE

By: Dan Williams, Chr.

Introduced by Williams. Williams/Gustafson to adopt. Carried.

RECOMMENDATION

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 contact 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.

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

Introduced by Williams. Williams/Nault to adopt. Carried.

City Administrator VanLieshout gave his report.

The Mayor gave his report.

Nault/Williams to adjourn. Carried. The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Stephanie Reinhardt  
City Clerk/HR Director



**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**November 10, 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 and Ald. Williams appeared virtually via Zoom. Also present: City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Municipal Services Director Barker and Deputy Clerk/Treasurer Spittlemeister. City Administrator VanLieshout appeared virtually via Zoom.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda, removing item 7 and postpone to a future agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Fee schedule changes.
5. Consideration of: Establish reserve account for Public Art and update the Reserve Policy section of the Fiscal Management Policy accordingly.
6. Consideration of: Process & Procedure for Monetary Donations to the City.
- ~~7. Consideration of: Property Swap between the City and Claire Morkin: 110 N Joliet Ave/Otumba Park.~~
8. Review bills.
9. Adjourn.

Carried.

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

Consideration of: Fee schedule changes

City Treasurer/Finance Director Clarizio introduced the fee schedule changes that were brought forth as a result from Committee of the Whole budget meetings. Mr. Barker stated most of the vendors he spoke with were in favor of the increased farm market fees. With the proposed changes, farm market fees will be similar with other markets in the area.

Fee Type	Current Fee	Proposed Fee	Date of Last change	Estimated Increased Income
Farm Market Fees				
Daily Vendor Farm Market Fee	20.00	40.00	12/3/2013	
Daily Vendor Farm Market Fee Half Space or Grass	15.00	30.00	12/3/2013	
<del>Seasonal Vendor Farm Market Fee Per Space</del>	<del>150.00</del>	<del>300.00</del>	<del>12/3/2013</del>	
Seasonal Vendor Farm Market Fee Extended Season	175.00	350.00	12/3/2013	
Seasonal Vendor Farm Market Fee Half Space or Grass	90.00	180.00		
Total - Farm Market Proposed Estimated Increased Income				15,000.00
Marina Slip Fee	2,600.00	2,700.00	2020	2,200.00
Commercial Slip Fee - Special Charge for Water Weed Program	48.00	60.00	2011	7,764.00
Large item Pick up & Brush Collection	25.00	35.00	5/17/2016	1,320.00
<b>Total Proposed Estimated Increased Income</b>				<b>26,284.00</b>

Ms. Clarizio mentioned that there is no longer a short season farm market. The fee on the fee list for the extended season is the actual fee for the seasonal farm market vendors. The Seasonal Vendor Farm Market Fee for 2021 will change to \$350.00. This leads to the removal of the \$150.00 seasonal vendor farm market fee per space. Also, the addition of a seasonal vendor farm market fee half space/grass was included as part of the fee schedule changes. This current amount collected is \$90.00 and will change to \$180.00 for 2021.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to approve and recommend to Common Council the resolution establishing increases to the above listed fees with exceptions. Carried.

Consideration of: Establish reserve account for Public Art and update the Reserve Policy section of the Fiscal Management Policy accordingly

At the Committee of the Whole, Mayor Ward suggested establishing a reserve account for public art. The balance of \$10,000 would be added to the budget each year until the reserve account reached \$100,000, then replenish as needed. The pieces that would be purchased will be big and durable, requiring a good foundation and crane for placement. These costs could also be taken from the reserve account. Items the City would like to purchase will need to be in the budget in order to draw from the reserve account once established.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to establish the Public Art reserve account and update the Reserve Policy of the Fiscal Management Policy accordingly. Carried.

Consideration of: Process & Procedure for Monetary Donations to the City

During the budget process, Council members briefly discussed the process for accepting monetary donations. If the dollar amounts are smaller, the City could run revenues and expenses through the current budget. However, if the City would like to solicit donations for larger projects, it may be beneficial for the City to partner with a 3<sup>rd</sup> party, such as the Door County Community Foundation. For a small fee, this partnership would provide administrative tasks such as donor records and tax letters to donors among other things.


Committee Members suggested putting together a list of projects for the City and ask Bret Bicoy from the Door County Community Foundation, Inc. to give a presentation. Moved by Alderperson Williams, seconded by Alderperson Wiederanders to move forward to establish potential relationship with the Door County Community Foundation, Inc. for acceptance of community gifts with final project list approved by Common Council. 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 Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 4:43 pm.

Respectfully submitted,



Laurie Spittlemeister  
Deputy Clerk/Treasurer

**CITY PLAN COMMISSION**  
Wednesday, November 18, 2020

A meeting of the City Plan Commission was called to order at 6:00 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, Kirsten Reeths, and Mark Holeý were present. Also present were 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. Norland, seconded by Mr. Statz to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 21, 2020.
4. Approval of minutes from October 28, 2020.
5. Public comment on non-agenda Plan Commission related items.
6. Consideration of: Consideration of: West Waterfront redevelopment proposals.
7. Consideration of: Tourist Rooming Houses.
8. Adjourn.

All ayes. Carried.

**Approval of minutes from October 21, 2020:** Moved by Mr. Holeý, seconded by Mr. Norland to approve the minutes from October 21, 2020. All ayes. Carried.

**Approval of minutes from October 28, 2020:** Moved by Ms. Kiedrowski, seconded by Ms. Bacon to approve the minutes from October 28, 2020. All ayes. Carried.

**Public comment on non-agenda Plan Commission related items:** No one spoke during public comment.

**Consideration of: West Waterfront redevelopment proposals:** Mayor Ward stated that a revised proposal was received from Northpointe. A portion of their financing on their original proposal was through the County's CDBG funds. It was thought that those funds could be used for housing, but found out that they weren't able to. Hence, Northpointe came back with another proposal.

Mr. Olejniczak stated that Northpointe revised their proposal and added 12 more units, for a total of 52 that are 100% market-rate units and revised their financial proforma. They are also willing to work with the City on design features of the building. R.W. Baird was asked to see how this affects the tax increment district and completed two more proformas. The first proforma was based on a \$5.3 million project. It does not make as much extra revenue to be used on other items. The City believed that Northpointe's estimate of the project value was low. The second proforma was based on a more realistic value of \$6.5 million. This proforma performed better and generates more funds for public improvements. Mr. Olejniczak wanted the Commission to reaffirm its recommendation to Council to work with Northpointe on a development agreement.

Northpointe Developer Andy Dumke, appearing via Zoom, gave a brief summary of the project. He stated that the original plan was to construct affordable housing units, since he thought there was a need. But, without the CDBG funds, the project was revised. He feels great about the proposed project and rents. They want to capture the views available to the water. Their goal is to break ground in spring of 2021.

Mr. Statz was concerned about parking. Mr. Dumke responded that there would be 28 underground parking spaces, along with surface parking. It added up to 1.1 parking spaces per unit. He would like to see 2 stalls per unit and felt that they would be able to find additional parking.

Ms. Reeths asked about adding retail space to the building. Mr. Dumke said that he would love to do so, but the site is so small. With retail, five parking spaces per 1000 square feet is required. He wasn't sure if Lot 100 would work for the retailers that he normally recruits. They like to be around a larger population area, such as a Walmart.

Ms. Bacon wondered if they thought about adding 3-bedroom apartments. Mr. Dumke stated that because of the increased footage for a 3-bedroom, some of the other units would have to be taken away. It is a beautiful site, but small.

Ms. Bacon would like to see air around the site and not have the building taking up the whole area.

Ms. Kiedrowski and Mr. Norland complimented the revised footprint of the building. Mr. Dumke added that it faces to the south, but is working on a new plan to face the water to take advantage of the site.

Mr. Dumke stated that the rent projections are \$1200 for a one-bedroom per month and \$1500 for a 2-bedroom per month. It will be higher-end construction.

Ms. Reeths asked about using the rooftop for a restaurant or a sitting area for residents of the building. Mr. Dumke replied that they have discussed a rooftop patio, but there would be an issue with parking by having a restaurant.

After further discussion, it was moved by Ms. Bacon, seconded by Ms. Kiedrowski to recommend to Council to accept the revised development proposal from Northpointe Development Corporation for the West Waterfront Redevelopment. A vote was taken on the motion. All ayes. Carried.

**Consideration of: Tourist Rooming Houses:** Mr. Olejniczak stated that a tourist rooming house, also known as a vacation rental, requires the owner/operator to live within Door, Brown, or Kewaunee County or have a property manager. The Commission had been studying potential changes to the code. The pandemic hit and then it was put aside to discuss until after the busy summer season.

Mr. Sullivan-Robinson stated that the majority of the tourist rooming house permits are for year-round residential uses. There had been questions regarding applying a maximum capacity on the number of tourist rooming house permits issued. The City Attorney, as well as City staff, didn't think that was a good idea.

Mr. Sullivan-Robinson presented different options to consider for regulating tourist rooming houses.

- Leave the current ordinance as is.
- Adopt additional requirements that each tourist rooming house must meet.
- Use the Madison approach where rentals with owner present are not restricted. Rentals without owner present are limited to 30 days per year. Only the owner may operate the TRH.
- Weekly only rentals.
- Maximum restriction – prohibit rental periods of less than 7 days and limit rental periods of 7-28 days to 180 consecutive days in a calendar year.
- Regulate by residential and commercial zoning districts and allow commercially zoned properties to rent under the current City ordinance and allow residential properties to do short-term rentals for a maximum of 180 days out of a 365 day period.
- Regulate by residential and commercial zoning districts and allow commercially zoned properties to rent under the current City ordinance and allow residential properties to do short-term rentals for a maximum of 30 days out of a 365 day period unless the owner is present during the time of rental.

Staff recommendation was to make no changes to the current ordinance at this time. There are currently 56 tourist rooming houses within the City.

Mayor Ward allowed the public to comment on tourist rooming houses.

Bill Boehm, who lives outside of the City, recently purchased a property on 3<sup>rd</sup> Avenue. A portion of the property is a tourist rooming house. He was curious and interested about what the potential changes would be.



Ben Keleny, 1325 N. 3<sup>rd</sup> Avenue, appeared virtually through Zoom. He owns a few short-term rentals and also a regular rental property. He felt that the laws should be kept as they are. It helps keep the community alive.

Discussion continued. Moved by Mayor Ward, seconded by Ms. Kiedrowski to accept staff's recommendation to not make any changes to the tourist rooming house ordinance.

Mayor Ward felt that there have been no problems. If there are complaints, the Community Development Department can deny the renewal permits.

Mr. Norland agreed and didn't think there were any major changes necessary. Although, he did review the Village of Egg Harbor's ordinance and recommended that the City amend the City's ordinance to follow Egg Harbor's ordinance.

Ms. Kiedrowski thought that if problems arise, they should be addressed in the future. She didn't think there will be an abundance of these units.

Ms. Bacon didn't think this was a good time to make a change. The people using the tourist rooming houses seem to be families. If the City starts to see complaints, then it should be looked at again.

Mr. Holey agreed with the Mayor and didn't think anything should be done.

Ms. Reeths stated that she liked the verbage in the Village of Egg Harbor ordinance. After talking to a realtor, people are buying homes for tourist rooming houses. This does not give a first time home buyer a chance to buy a home. She said with covid, there really aren't a lot of accurate numbers for rentals. It should be reviewed again in about a year.

Mr. Statz didn't think that short-term rentals are having an impact on smaller houses around town being turned into short-term rentals. He didn't think any changes should be made to the ordinance. He pointed out that in the Village of Egg Harbor's ordinance, the owner/operator would have to live within 75 miles. He added that something should be added to the development agreement with the West Waterfront that the apartment development not be turned into a waterfront hotel.

Mayor Ward stated that if the Commission wanted to bring this back to a future meeting, a commissioner can ask to have it put on the agenda.

Mr. Sullivan-Robinson added that if a problem would arise, it would be brought to the Plan Commission chair's attention.

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

**Adjourn:** Moved by Ms. Bacon, seconded by Mr. Holey to adjourn. All ayes. Carried. Meeting adjourned at 7:09 p.m.

Respectfully Submitted,



Cheryl Nault  
Community Development Secretary

# OCTOBER 2020 BANK RECONCILIATION

## CHECKING ACCOUNTS

## INVESTMENT ACCOUNTS

GENERAL FUND		SNAP		GENERAL/CAPITAL FUND	
NICOLET		NICOLET		INVESTMENTS	
PRIOR G/L BALANCE	2,007,875.31		9,443.16		1,246,623.03
REVENUE	1,955,856.92		60.00		666.34
DISBURSEMENTS	2,794,376.03		46.35		747,700.24
AMOUNT IN TRANSIT	1,396.93		0.00		0.00
ADJUSTMENTS	9,563.82		0.00		0.00
ENDING BALANCE	1,177,522.09		9,456.81		499,589.13
BANK BALANCE	1,292,384.86		9,456.81		499,589.13
LESS OUTS, CHECKS	114,862.77		0.00		0.00
	1,177,522.09		9,456.81		499,589.13

## SAVINGS ACCOUNTS

GENERAL FUND		GENERAL FUND		WDF		CAPITAL - BUILDING DEBT		CAPITAL PROJECTS		CAPITAL PROJECTS DEBT		TIF #3 CONSTRUCTION		TIF #3 DEBT	
STATE - #2		NICOLET BANK - MMBI		STATE - #4		STATE - #9		STATE #13		STATE #15		STATE - #14		STATE - #08	
PRIOR G/L BALANCE	4,519,294.71		20,132.88		10,248.77		6,321.22		2,649,752.56		0.00		16,196.36		836,535.25
REVENUE	2,045,357.76		0.17		0.90		0.55		182.30		0.00		1.42		73.41
DISBURSEMENTS	0.00		0.00		0.00		0.00		1,433,432.00		0.00		0.00		0.00
AMOUNT IN TRANSIT	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
ADJUSTMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
ENDING BALANCE	6,564,652.47		20,133.05		10,249.67		6,321.77		1,216,502.86		0.00		136,274.25		836,608.66
BANK BALANCE	6,564,652.47		23,133.05		10,249.67		6,321.77		1,216,502.86		0.00		136,274.25		836,608.66

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TIF #1 DEBT		TIF #2		TIF #2 DEBT 98A&B		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TIF #4 CONSTRUCTION	
STATE - #11		STATE - #3		STATE - #10		CONST. - STATE - #06		CAP. INT. - STATE - #7		STATE - #12		STATE - #01	
PRIOR G/L BALANCE	401,406.08		15,492.27		3,191,604.36		56,674.68		38.26		94,785.44		712,788.46
REVENUE	35.23		1.36		280.10		4.97		0.00		8.32		62.55
DISBURSEMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00
AMOUNT IN TRANSIT	0.00		0.00		0.00		0.00		0.00		0.00		0.00
ADJUSTMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00
ENDING BALANCE	401,441.31		15,493.63		3,191,884.46		56,679.65		38.26		94,793.76		712,851.01
BANK BALANCE	401,441.31		15,493.63		3,191,884.46		56,679.65		38.26		94,793.76		712,851.01

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 1  
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FOR FUND: GENERAL FUND  
OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER		%	FISCAL		%	FISCAL		%
	BUDGET	ACTUAL		BUDGET	ACTUAL		ACTUAL	ANCE	
REVENUES	12,387,430.00	236,144.28	(98.0)	12,387,430.00	12,387,430.00	9,088,794.65	(26.6)		
GENERAL FUND	12,387,430.00	236,144.28	(98.0)	12,387,430.00	12,387,430.00	9,088,794.65	(26.6)		
TOTAL REVENUES	12,387,430.00	236,144.28	(98.0)	12,387,430.00	12,387,430.00	9,088,794.65	(26.6)		
EXPENSES	1,453,455.00	49,762.38	96.5	1,453,455.00	1,453,455.00	1,474,047.32	(1.4)		
GENERAL FUND	1,453,455.00	49,762.38	96.5	1,453,455.00	1,453,455.00	1,474,047.32	(1.4)		
MAYOR	12,885.00	915.02	92.8	12,885.00	12,885.00	9,195.20	28.6		
CITY COUNCIL	62,160.00	4,449.22	92.8	62,160.00	62,160.00	50,075.41	19.4		
LAW/LEGAL	86,000.00	2,088.00	97.5	86,000.00	86,000.00	42,215.74	50.9		
CITY CLERK-TREASURER	473,290.00	34,846.25	92.6	473,290.00	473,290.00	351,355.58	25.7		
ADMINISTRATION	188,675.00	11,420.52	93.9	188,675.00	188,675.00	119,172.98	36.8		
COMPUTER	111,750.00	20,368.97	81.7	111,750.00	111,750.00	89,681.91	19.7		
CITY ASSESSOR	107,480.00	14,010.11	86.9	107,480.00	107,480.00	299,144.42	(178.3)		
BOARD OF REVIEW	1,520.00	0.00	100.0	1,520.00	1,520.00	210.00	86.1		
BUILDING/ZONING CODE ENFORCEM	101,565.00	6,582.20	93.5	101,565.00	101,565.00	60,615.59	40.3		
MUNICIPAL SERVICES ADMIN.	242,170.00	18,478.60	92.6	242,170.00	242,170.00	184,139.50	23.9		
PUBLIC WORKS ADMINISTRATION	243,230.00	17,877.91	92.6	243,230.00	243,230.00	181,053.32	25.5		
ELECTIONS DEPARTMENT	27,505.00	1,398.42	94.9	27,505.00	27,505.00	23,565.03	14.3		
CITY HALL	153,670.00	25,567.18	83.3	153,670.00	153,670.00	109,335.36	28.8		
INSURANCE	261,705.00	29,759.00	88.6	261,705.00	261,705.00	235,769.88	9.9		
GENERAL EXPENDITURES	840,050.00	1,772.67	99.7	840,050.00	840,050.00	42,033.10	94.9		
POLICE DEPARTMENT	508,815.00	95,441.91	81.2	508,815.00	508,815.00	413,768.81	18.6		
PATROL BOAT	15,315.00	59.01	99.6	15,315.00	15,315.00	9,454.11	38.2		
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
POLICE DEPARTMENT/PATROL	2,198,620.00	196,502.83	91.0	2,198,620.00	2,198,620.00	1,632,956.09	25.7		
POLICE DEPT. / INVESTIGATIONS	311,405.00	17,727.09	94.3	311,405.00	311,405.00	231,144.38	25.7		
FIRE DEPARTMENT	2,097,945.00	179,955.59	91.4	2,097,945.00	2,097,945.00	1,683,775.07	19.7		
STORM SEWERS	33,600.00	1,532.73	95.4	33,600.00	33,600.00	34,079.75	(1.4)		
SOLID WASTE MGMT/SPRING/FALL	53,820.00	1,197.12	97.7	53,820.00	53,820.00	16,511.22	69.3		
COMPOST/SOLID WASTE SITE	52,110.00	23.83	99.9	52,110.00	52,110.00	23.83	99.9		
STREET SWEEPING	36,350.00	6,948.62	80.8	36,350.00	36,350.00	36,127.71	0.6		
WEED ABATEMENT	4,005.00	61.76	98.4	4,005.00	4,005.00	1,390.40	65.2		
ROADWAYS/STREETS	191,515.00	16,092.59	91.5	191,515.00	191,515.00	218,595.75	(14.1)		
SNOW REMOVAL	223,500.00	3,624.05	98.3	223,500.00	223,500.00	117,556.79	47.4		
STREET SIGNS AND MARKINGS	64,850.00	1,177.31	98.1	64,850.00	64,850.00	27,459.75	57.6		
CURB/GUTTER/SIDEWALK	19,950.00	7,938.53	60.2	19,950.00	19,950.00	12,856.86	35.5		
STREET MACHINERY	199,640.00	13,913.23	93.0	199,640.00	199,640.00	126,300.89	36.7		
CITY GARAGE	58,935.00	4,037.43	93.1	58,935.00	58,935.00	33,504.44	43.1		
CELEBRATION & ENTERTAINMENT	55,780.00	448.77	99.1	55,780.00	55,780.00	35,287.79	36.7		
HIGHWAYS - GENERAL	506,805.00	46,747.03	90.7	506,805.00	506,805.00	385,534.22	23.9		
PARK & RECREATION ADMIN	108,375.00	4,354.63	95.9	108,375.00	108,375.00	53,102.03	51.0		
PARKS AND PLAYGROUNDS	509,615.00	46,457.85	90.8	509,615.00	509,615.00	393,993.95	22.6		
BALDIFIELDS	28,715.00	5.99	99.9	28,715.00	28,715.00	3,108.30	89.1		

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
EXPENSES							
ICE RINKS	12,130.00	0.00	100.0	12,130.00	12,130.00	66.84	99.4
BEACHES	3,825.00	1.86	99.9	3,825.00	3,825.00	1,551.02	59.4
MUNICIPAL DOCKS	47,270.00	3,169.92	93.2	47,270.00	47,270.00	30,037.92	36.4
WATER WEED MANAGEMENT	87,240.00	801.09	99.0	87,240.00	87,240.00	42,889.39	50.8
WATERFRONT PARKS & WALKWAYS	71,380.00	8,828.30	87.6	71,380.00	71,380.00	65,587.55	8.1
EMPLOYEE BENEFITS	43,450.00	6,883.65	84.1	43,450.00	43,450.00	23,404.08	46.1
PUBLIC FACILITIES	83,375.00	0.00	100.0	83,375.00	83,375.00	61,829.92	25.8
BOARDS AND COMMISSIONS	970.00	0.00	100.0	970.00	970.00	484.50	50.0
COMMUNITY & ECONOMIC DEVLPMT	391,015.00	32,947.05	91.5	391,015.00	391,015.00	308,857.10	21.0
TOTAL EXPENSES	12,387,430.00	936,176.22	92.4	12,387,430.00	12,387,430.00	9,272,850.80	25.1
TOTAL FUND REVENUES	12,387,430.00	236,144.28	(98.0)	12,387,430.00	12,387,430.00	9,088,794.65	(26.6)
TOTAL FUND EXPENSES	12,387,430.00	936,176.22	92.4	12,387,430.00	12,387,430.00	9,272,850.80	25.1
SURPLUS (DEFICIT)	0.00	(700,031.94)	100.0	0.00	0.00	(184,056.15)	100.0



CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET	BUDGET	YEAR-TO-DATE	ACTUAL	
REVENUES	5,335,615.00	2,189.60	(99.9)	5,335,615.00	5,335,615.00	5,335,615.00	3,819,733.64	(28.4)	
PATROL									
TOTAL REVENUES	5,335,615.00	2,189.60	(99.9)	5,335,615.00	5,335,615.00	5,335,615.00	3,819,733.64	(28.4)	
EXPENSES									
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
COMPUTER	26,300.00	0.00	100.0	26,300.00	26,300.00	26,300.00	9,845.99	62.5	100.0
CITY ASSESSOR	10,000.00	0.00	100.0	10,000.00	10,000.00	10,000.00	0.00	0.00	0.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
ELECTIONS	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
CITY HALL	719,497.00	333.90	99.9	719,497.00	719,497.00	719,497.00	162,411.62	77.4	(2740.2)
GENERAL EXPENDITURES	15,000.00	3,010.00	79.9	15,000.00	15,000.00	15,000.00	426,036.42	0.0	0.0
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
PATROL BOAT	1,033.34	0.00	100.0	10,333.32	12,400.00	12,400.00	12,306.51	0.7	29.3
PATROL	133,640.00	53,569.35	59.9	133,640.00	133,640.00	133,640.00	94,464.78	0.00	0.0
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
FIRE DEPARTMENT	102,775.00	46,574.00	54.6	102,775.00	102,775.00	102,775.00	130,890.83	(27.3)	22.1
STORM SEWERS	135,000.00	634.00	99.5	135,000.00	135,000.00	135,000.00	105,160.39	0.00	0.0
SOLID WASTE MGMT/REFUSE/RECYC	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
ROADWAYS/STREETS	2,168,503.00	142,932.37	93.4	2,168,503.00	2,168,503.00	2,168,503.00	1,589,195.21	26.7	0.5
SNOW REMOVAL	145,000.00	0.00	100.0	145,000.00	145,000.00	145,000.00	144,274.00	283,734.42	(41.8)
CURB/GUTTER/SIDEWALK	200,000.00	0.00	100.0	200,000.00	200,000.00	200,000.00	0.00	0.00	0.0
CITY GARAGE	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
PARKS AND PLAYGROUNDS	1,161,000.00	1,857.50	99.8	1,161,000.00	1,161,000.00	1,161,000.00	34,738.73	97.0	94.1
BALLFIELDS	310,500.00	0.00	100.0	310,500.00	310,500.00	310,500.00	18,302.75	0.00	0.0
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
BEACHES	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
MUNICIPAL DOCKS	18,000.00	0.00	100.0	18,000.00	18,000.00	18,000.00	0.00	0.00	0.0
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
WATERFRONT PARKS & WALKWAYS	105,000.00	5,374.00	94.8	105,000.00	105,000.00	105,000.00	24,646.65	76.5	0.0
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
PUBLIC FACILITIES	31,500.00	0.00	100.0	31,500.00	31,500.00	31,500.00	0.00	0.00	100.0
COMMUNITY & ECONOMIC DEVLPMNT	26,000.00	0.00	100.0	26,000.00	26,000.00	26,000.00	50,576.75	(94.5)	
TOTAL EXPENSES	5,308,748.34	254,285.12	95.2	5,318,048.32	5,320,115.00	5,320,115.00	3,086,585.05	41.9	
TOTAL FUND REVENUES	5,335,615.00	2,189.60	(99.9)	5,335,615.00	5,335,615.00	5,335,615.00	3,819,733.64	(28.4)	
TOTAL FUND EXPENSES	5,308,748.34	254,285.12	95.2	5,318,048.32	5,320,115.00	5,320,115.00	3,086,585.05	41.9	
SURPLUS (DEFICIT)	26,866.66	(252,095.52)	(1038.3)	17,566.68	15,500.00	15,500.00	733,148.59	4629.9	

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
CABLE TV / GENERAL	153,000.00	0.00	100.0	153,000.00	153,000.00	127,879.03	(16.4)
TOTAL REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	127,879.03	(16.4)
EXPENSES							
CABLE TV / GENERAL	109,725.00	5,285.86	95.1	109,725.00	109,725.00	62,161.40	43.3
TOTAL EXPENSES	109,725.00	5,285.86	95.1	109,725.00	109,725.00	62,161.40	43.3
TOTAL FUND REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	127,879.03	(16.4)
TOTAL FUND EXPENSES	109,725.00	5,285.86	95.1	109,725.00	109,725.00	62,161.40	43.3
SURPLUS (DEFICIT)	43,275.00	(5,285.86)	(112.2)	43,275.00	43,275.00	65,717.63	51.8

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

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

DATE: 11/20/2020  
 TIME: 12:21:42  
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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	2,246,450.09	286.43	(99.9)	2,246,450.09	2,246,450.09	4,196,320.54	86.7
TOTAL REVENUES	2,246,450.09	286.43	(99.9)	2,246,450.09	2,246,450.09	4,196,320.54	86.7
EXPENSES							
TID DISTRICT #2	1,508,190.30	0.00	100.0	1,508,190.30	1,508,190.30	3,428,848.29	(127.3)
TOTAL EXPENSES	1,508,190.30	0.00	100.0	1,508,190.30	1,508,190.30	3,428,848.29	(127.3)
TOTAL FUND REVENUES	2,246,450.09	286.43	(99.9)	2,246,450.09	2,246,450.09	4,196,320.54	86.7
TOTAL FUND EXPENSES	1,508,190.30	0.00	100.0	1,508,190.30	1,508,190.30	3,428,848.29	(127.3)
SURPLUS (DEFICIT)	738,259.79	286.43	(99.9)	738,259.79	738,259.79	767,472.25	3.9

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	880,103.28	35.23	(99.9)	880,103.28	880,103.28	858,385.72	(2.4)
TOTAL REVENUES	880,103.28	35.23	(99.9)	880,103.28	880,103.28	858,385.72	(2.4)
EXPENSES							
TID #1 DISTRICT	816,778.28	0.00	100.0	816,778.28	816,778.28	808,636.53	0.9
TOTAL EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	808,636.53	0.9
TOTAL FUND REVENUES	880,103.28	35.23	(99.9)	880,103.28	880,103.28	858,385.72	(2.4)
TOTAL FUND EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	808,636.53	0.9
SURPLUS (DEFICIT)	63,325.00	35.23	(99.9)	63,325.00	63,325.00	49,749.19	(21.4)

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #3 DISTRICT  
FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #3 DISTRICT	70,299.22	74.83	(99.8)	70,299.22	70,299.22	52,233.69	(25.6)
TOTAL REVENUES	70,299.22	74.83	(99.8)	70,299.22	70,299.22	52,233.69	(25.6)
EXPENSES							
TID #3 DISTRICT	130,172.87	0.00	100.0	130,172.87	130,172.87	114,849.40	11.7
TOTAL EXPENSES	130,172.87	0.00	100.0	130,172.87	130,172.87	114,849.40	11.7
TOTAL FUND REVENUES	70,299.22	74.83	(99.8)	70,299.22	70,299.22	52,233.69	(25.6)
TOTAL FUND EXPENSES	130,172.87	0.00	100.0	130,172.87	130,172.87	114,849.40	11.7
SURPLUS (DEFICIT)	(59,873.65)	74.83	(100.1)	(59,873.65)	(59,873.65)	(62,615.71)	4.5

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 TIME: 12:21:42  
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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #4 DISTRICT	3,812,507.04	70.87	(99.9)	3,812,507.04	3,812,507.04	3,653,885.98	(4.1)
TOTAL REVENUES	3,812,507.04	70.87	(99.9)	3,812,507.04	3,812,507.04	3,653,885.98	(4.1)
EXPENSES							
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TID #4 DISTRICT	6,035,578.23	5,746.50	99.9	6,035,578.23	6,035,578.23	3,845,544.59	36.2
TOTAL EXPENSES	6,035,578.23	5,746.50	99.9	6,035,578.23	6,035,578.23	3,845,544.59	36.2
TOTAL FUND REVENUES	3,812,507.04	70.87	(99.9)	3,812,507.04	3,812,507.04	3,653,885.98	(4.1)
TOTAL FUND EXPENSES	6,035,578.23	5,746.50	99.9	6,035,578.23	6,035,578.23	3,845,544.59	36.2
SURPLUS (DEFICIT)	(2,223,071.19)	(5,675.63)	(99.7)	(2,223,071.19)	(2,223,071.19)	(191,658.61)	(91.3)

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 10  
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FOR FUND: REVOLVING LOAN FUND (STATE)  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVOLVING LOAN FUND (STATE)	14,785.00	0.90	(99.9)	14,785.00	14,785.00	6,924.70	(53.1)
TOTAL REVENUES	14,785.00	0.90	(99.9)	14,785.00	14,785.00	6,924.70	(53.1)
EXPENSES							
REVOLVING LOAN FUND (STATE)	11,300.00	0.00	100.0	11,300.00	11,300.00	492,292.00	(4256.5)
TOTAL EXPENSES	11,300.00	0.00	100.0	11,300.00	11,300.00	492,292.00	(4256.5)
TOTAL FUND REVENUES	14,785.00	0.90	(99.9)	14,785.00	14,785.00	6,924.70	(53.1)
TOTAL FUND EXPENSES	11,300.00	0.00	100.0	11,300.00	11,300.00	492,292.00	(4256.5)
SURPLUS (DEFICIT)	3,485.00	0.90	(99.9)	3,485.00	3,485.00	(485,367.30)	(4027.3)



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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	541,705.00	42,915.95	(92.0)	541,705.00	541,705.00	471,188.81	(13.0)
TOTAL REVENUES	541,705.00	42,915.95	(92.0)	541,705.00	541,705.00	471,188.81	(13.0)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	500,560.00	41,371.09	91.7	500,560.00	500,560.00	348,056.10	30.4
TOTAL EXPENSES	500,560.00	41,371.09	91.7	500,560.00	500,560.00	348,056.10	30.4
TOTAL FUND REVENUES	541,705.00	42,915.95	(92.0)	541,705.00	541,705.00	471,188.81	(13.0)
TOTAL FUND EXPENSES	500,560.00	41,371.09	91.7	500,560.00	500,560.00	348,056.10	30.4
SURPLUS (DEFICIT)	41,145.00	1,544.86	(96.2)	41,145.00	41,145.00	123,132.71	199.2

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND  
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
COMPOST SITE ENTERPRISE FUND	0.00	321.17	100.0	0.00	0.00	11,945.77	100.0
TOTAL REVENUES	0.00	321.17	100.0	0.00	0.00	11,945.77	100.0
EXPENSES							
COMPOST SITE ENTERPRISE FUND	0.00	4,263.81	100.0	0.00	0.00	54,136.94	100.0
TOTAL EXPENSES	0.00	4,263.81	100.0	0.00	0.00	54,136.94	100.0
TOTAL FUND REVENUES	0.00	321.17	100.0	0.00	0.00	11,945.77	100.0
TOTAL FUND EXPENSES	0.00	4,263.81	100.0	0.00	0.00	54,136.94	100.0
SURPLUS (DEFICIT)	0.00	(3,942.64)	100.0	0.00	0.00	(42,191.17)	100.0

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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MUNICIPAL REPORT TOTALS  
FOR 10 PERIODS ENDING OCTOBER 31, 2020

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
TOTAL MUNICIPAL REVENUES	25,441,894.63	282,039.26	(98.8)	25,441,894.63	25,441,894.63	22,287,292.53	(12.3)
TOTAL MUNICIPAL EXPENSES	26,808,483.02	1,247,128.60	95.3	26,817,783.00	26,819,849.68	21,513,961.10	19.7
SURPLUS (DEFICIT)	(1,366,588.39)	(965,089.34)	(29.3)	(1,375,888.37)	(1,377,955.05)	(773,331.43)	(156.1)

7d.

7d.

**BEVERAGE OPERATOR LICENSE:**

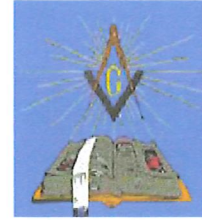
1. **Brungraber, Amanda Lee**
2. **Savage, Julie Ann**

# Henry S. Baird

## #174 F & AM

P.O. Box 86

Sturgeon Bay, WI 54235



November 12, 2020  
City of Sturgeon Bay

Henry S. Baird Masonic Lodge #174 located at 31 S. Third Avenue is requesting a sidewalk Café Permit for Saturday March 13, 2021. We have requested and obtained this permit for the past 8 years.

Enclosed is:

- A completed **Sidewalk Café Permit Application**.
- A completed and signed **Hold Harmless and Indemnification Agreement**.
- A copy of a current **Certificate of Insurance** with the City named as an additional insured.
- **Scaled diagram** with details required by the application
- A **check** for \$55.00.

We would maintain a minimum of 6' wide access to the public sidewalk.

We would request that the tent be allowed to be set up Friday March 12, 2021 and if necessary, to remain in place until Sunday at noon March 14, 2021. The actual take outs are scheduled for Saturday March 13, 2021 from 3pm to 7pm.

We have arranged for the SBU to hook up temporary power.

If you have any questions, please contact me at 920.493.3727 for [tompinney@charter.net](mailto:tompinney@charter.net).

Thank you for your consideration.

Sincerely,

**Thomas S. Pinney, Jr.**

Thomas S. Pinney, Jr.  
S/T Henry S. Baird #174

# SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

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

Name of applicant: Henry S. Baird #174 - Thomas S. Pinney  
 Establishment Name: Henry S. Baird #174  
 Address: 31 S. 3<sup>rd</sup> Ave. Sturgeon Bay WI 54235  
 Phone/Email: 920.493.3727 TomPinney@charter.net

☒ Written Request Submitted ☒ Cert of Insurance (additional insured) submitted  
☒ Scaled Diagram submitted ☒ Hold Harmless Certificate submitted  
☒ Fee Paid \$55.00 #6436 11/18/20

Date Completed Application Submitted: 11/12/20

Community Development Approval: 11-20-20 [Signature]

Department of Public Works Approval: 11-23-20 [Signature]

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

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

*N/A*

**SIDEWALK CAFÉ PERMIT WITH ALCOHOL BEING SERVED:**

1. Written request to Common Council to amend "premise section" of liquor license.

Date submitted: \_\_\_\_\_

Date of Council Action: \_\_\_\_\_

2. Written certification that food sales are greater than 50% of gross receipts

Date submitted: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_



## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of Henry S. Baud #174, and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced party.

*Event 3/13/21*  
The undersigned in consideration of being allowed to use City property to Drive thru Steamboat Dinner, which shall encroach in the public right-of-way adjacent to property located at 31 S. 3rd Ave; do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said above event as an encroachment in the public right-of-way.

The undersigned agrees that as a condition of the City approving the use as an encroachment in the public right-of-way, it will maintain usage, and continue to provide a minimum of six foot unobstructed area for public use and passage in said public right-of-way.

Dated this 11 day of November, 2007. 2020

By: Thomas S. Pinneroff S/T

By: Ron J. Pinneroff W/M





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/5/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Spectrum Insurance Group Wausau 815 S 24th Ave Wausau WI 54401	<b>CONTACT NAME:</b> Karena Froom	
	<b>PHONE (A/C, No, Ext):</b> 715-679-8327	<b>FAX (A/C, No):</b> 715-848-9034
<b>E-MAIL ADDRESS:</b> karena.froom@spectruminsgroup.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> National Specialty Insurance		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**  
Grand Lodge Free and Accepted  
Masons of Wisconsin  
36275 Sunset Dr.  
Dousman WI 53118

GRANLOD-01

**COVERAGES****CERTIFICATE NUMBER:** 1688545010**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: -	Y		1303687	5/1/2020	5/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1303687	5/1/2020	5/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			1303687	5/1/2020	5/1/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1381205	5/1/2020	5/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers			1340386	5/1/2020	5/1/2021	Directors & Officers Deductible 2,000,000 1,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Regarding: Steamboat Dinner to be held March 12th-16th, 2021. Fundraiser for Henry S. Baird Lodge #174. City of Sturgeon Bay is covered as an additional insured under the above General Liability policy.

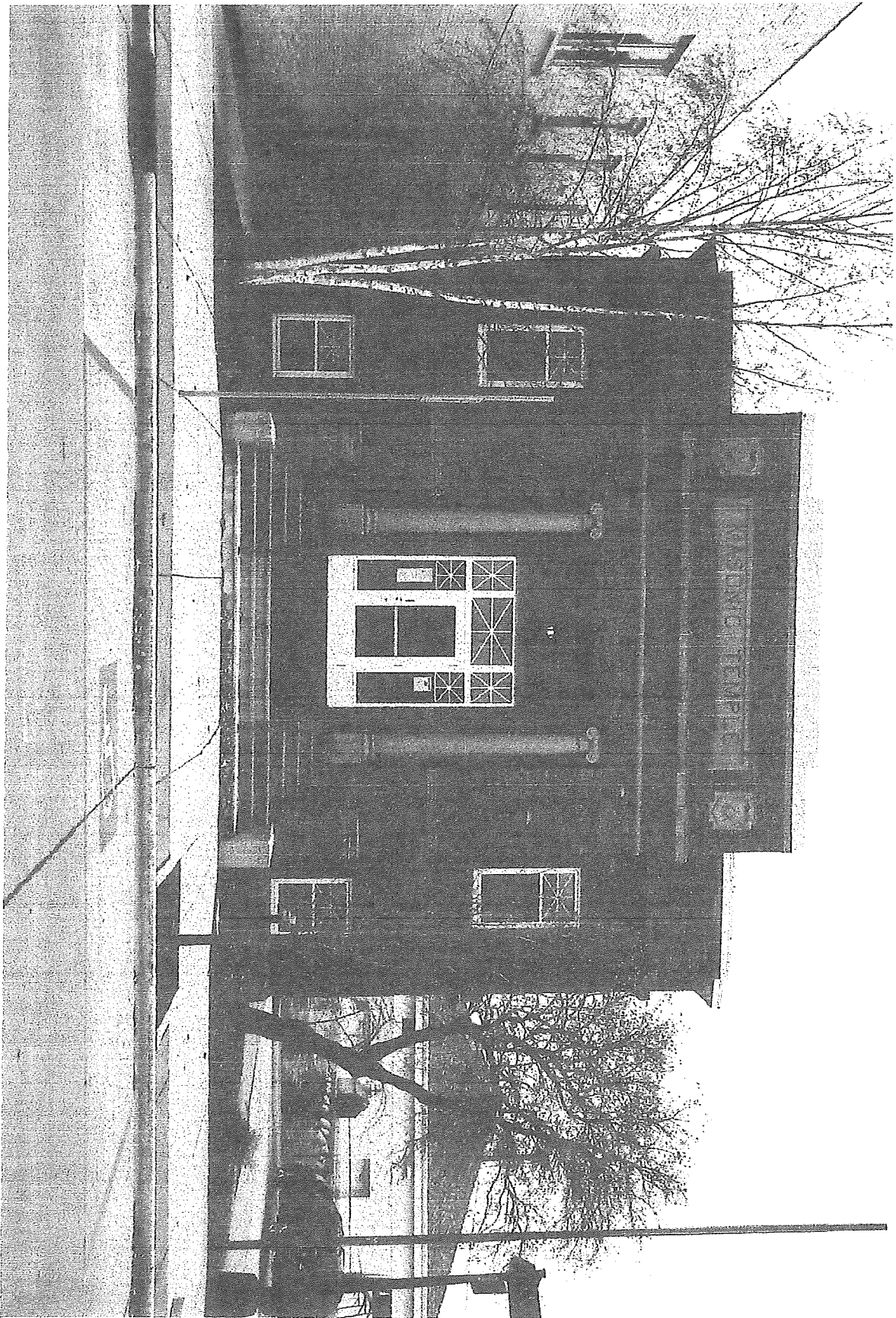
**CERTIFICATE HOLDER****CANCELLATION**

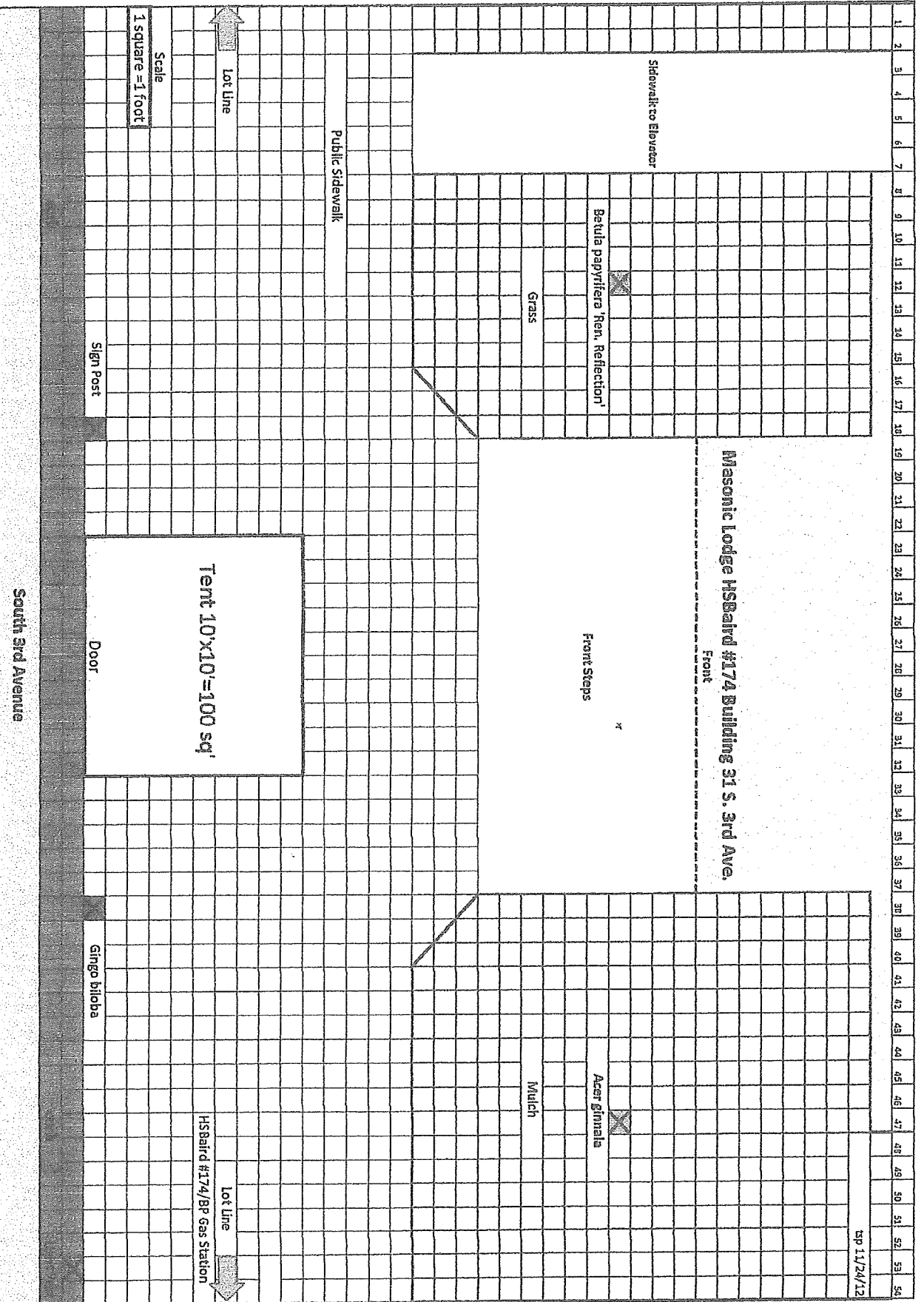
City of Sturgeon Bay  
421 Michigan St.  
Sturgeon Bay WI 54235

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

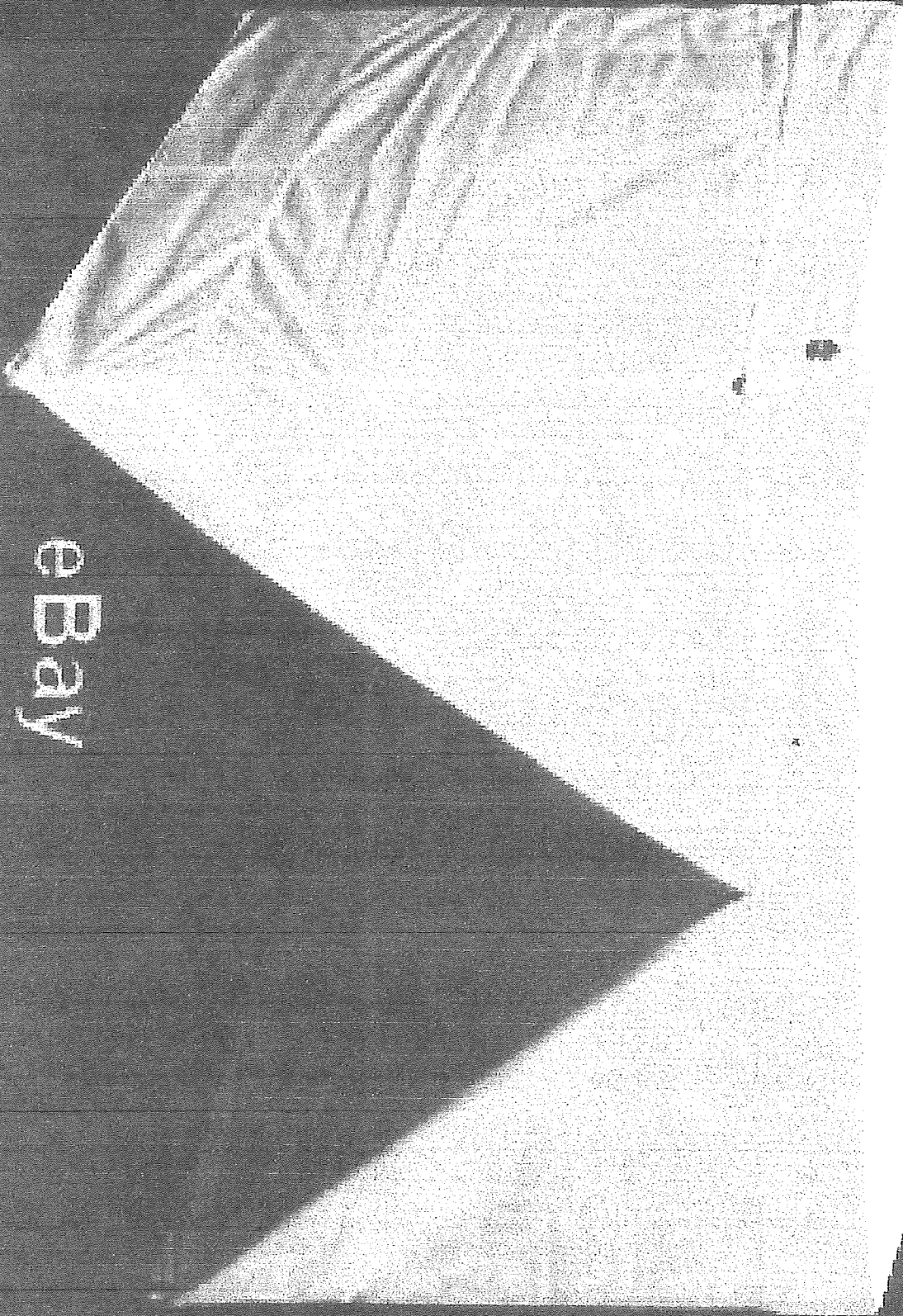
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eBay



**CITY OF STURGEON BAY  
SIDEWALK CAFÉ POLICY/PROCEDURES**

Sidewalk café shall mean the expansion of an establishment creating an outdoor seating area in the public right of way that immediately adjoins the licensed premises for the purpose of consuming food or beverages.

**APPLICATION SUBMISSION:**

The following shall be submitted to the City Clerk's Office.

1. A permit application, which shall consist of a written request along with a scaled diagram, to operate a sidewalk café. (This permit application shall be reviewed by the Community Development Office and Street Department prior to submission to the Common Council for final approval.)
  - A. A diagram (scale 1":1') detailing the frontage of the applicant's café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc), newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
2. Copy of current Certificate of Insurance with the City named as an additional insured.
3. Completed Hold Harmless Certificate.
4. A non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.  
A non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

**SIDEWALK CAFÉ STANDARDS:**

The following standards, criteria, conditions, and restrictions shall apply to all sidewalk cafés, however, additional restrictions to protect and promote public safety, health, or welfare may be imposed.

1. Sidewalk cafés are restricted to the public right of way immediately adjacent to the applicants premise.
2. Tables, chairs, or other fixtures in the sidewalk café:
  - a. Shall not block designated ingress, egress, or fire exits from or to the establishment or any other structure.
  - b. Shall be readily removable and shall not be physically attached, chained, or in any manner affixed to any structure, tree, post, sign or other fixture.
  - c. Shall be removed when the sidewalk café is not in operation.
  - d. Shall be maintained in a clean, sanitary and safe manner.
  - e. Must remain within designated boundaries when seating is filled to capacity.
  - f. All staff responsible for set up of the sidewalk café must know how to arrange it according to original application and do so consistently.
  - g. Must be removed from the sidewalk between the hours of 10:00 p.m. and 6:00 a.m.
3. Sidewalk cafes shall be located in such a manner that a distance of not less than six feet is maintained at all times as a clear and unobstructed pedestrian path. For the purpose of minimum clear path, trees, plantings, sculptures, benches, newspaper dispensers or any of the like shall be considered obstructions.

4. The sidewalk café, and area immediately adjacent, shall be maintained in an orderly and neat manner at all times. Debris shall be removed as required during the day.
5. No food preparation, food storage, refrigeration apparatus, or equipment shall be allowed in the sidewalk café.
6. A copy of the approved site plan shall be maintained on the applicant's premises and shall be available for inspection at all times.
7. The use of the public right of way as a sidewalk café shall not be an exclusive use. All public improvements, including but not limited to trees, light poles, traffic signs, maintenance procedures, shall take precedence over said use of public right of way at all times. The Chief of Police or designee may temporarily order the removal of the sidewalk café for special events.
8. The City, its officers and employees, shall not be responsible for sidewalk café fixtures that are relocated or damaged.
9. The approval of a sidewalk café permit is conditional at all times. A sidewalk café permit may be revoked or suspended by the Chief of Police or his designee where necessary to protect the public health, safety, or welfare, to prevent a nuisance from developing or continuing, in emergency situations, or due to noncompliance with the conditions of the permit.

**SIDEWALK CAFÉ STANDARDS WITH ALCOHOL BEVERAGES BEING SERVED:**

All procedures set forth for a standard Sidewalk Café Permit apply in addition to the following:

1. Service of alcohol beverages shall only be permitted to those full service restaurants whose food sales are greater than 50 percent of its gross receipts. Applicant must provide written certification that food sales are greater than 50 percent of its gross receipts.
2. The service and consumption of alcohol shall be limited to the hours set forth in the sidewalk café permit.
3. Alcohol beverages shall only be served to patrons of the establishment by a server in the sidewalk café. There shall be no carry-out or carry-in of alcohol beverages by the patron to and from the sidewalk café.
4. Patrons of the establishment in the sidewalk café shall remain seated at the table when consuming alcohol.
5. Alcohol beverage shall only be served to patrons of the establishment that are receiving food service in the sidewalk café.

**RESPONSIBILITY OF LICENSEE:**

The license holder must amend the "Premise" portion of the alcohol license issued by the City of Sturgeon Bay. The license holder shall, in addition to all other requirements of the law and the City liquor license, take reasonable steps to ensure that alcohol beverages are consumed only by patrons of the establishment who are of legal drinking age, and not by passersby or persons who are not of age or who are obviously intoxicated. Failure to take reasonable steps and use them at all times in the sidewalk café is grounds for suspension or revocation of the sidewalk café permit.

**RESPONSIBILITY OF PATRONS:**

No person shall leave the sidewalk café area listed in the permit with an alcohol beverage. Any person doing so shall be in violation of City ordinance section prohibiting the consumption of alcohol or possession of open containers on streets.

ORDINANCE NO. 1147-0705

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

SECTION 1: Section 8.06 (2) (f) of the Municipal Code of the City of Sturgeon Bay is hereby rescinded and recreated as follows:

- (f) Sidewalk Cafés. Restaurants creating an outdoor seating area in the public right-of-way immediately adjacent to the restaurant may, upon approval by the City Council following application to the City Clerk, occupy and use a portion of the City right-of-way as approved by the City Council and subject to the sidewalk café policy and procedures adopted by the City of Sturgeon Bay. The application fee for a sidewalk café shall be identified in the sidewalk café policy and procedures as adopted by the City of Sturgeon Bay. Any restaurant which obtains approval from the City Council to serve alcohol upon the public right-of-way shall, in addition to receiving authorization under this section, obtain an amendment to its alcohol beverage license permitting service and consumption of alcohol upon the public right-of-way.

SECTION 2: Section 8.06 (2) (g) of the Municipal Code of the City of Sturgeon Bay is hereby created as follows:

- (g) Encroachments. Encroachments into public rights-of-way for such proposed use including but not limited to outdoor seating, outdoor display of merchandise, and outdoor plant displays located in the Waterfront Redevelopment Area subject to the following:
1. The minimum cleared sidewalk width shall at all times be six feet.
  2. The owner of the building housing the business encroaching into the right-of-way shall sign and file a "Hold Harmless and Indemnification Agreement" relieving the City of any legal liability related to the encroachment.
  3. Restaurants adding outdoor seating shall be reviewed by the Department of Health and Human Services.
  4. If portions of this section conflict with provisions in other sections of the Municipal Code, such as regulations that would prohibit proposed encroachments or be more restrictive regarding regulation of proposed encroachments, the more restrictive provision(s) shall govern.
  5. Encroachments under this subsection located in the Waterfront Redevelopment Area must be approved by the Common Council.
  6. Encroachments under this subsection, excepting those for sidewalk cafes, shall require an annual permit to be issued by the office of the City Clerk upon payment of a \$25.00 fee.

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

Approved: Dennis McIntosh, Mayor

Attest: Stephanie L. Reinhardt, Clerk  
Date of 1st Reading: 6/21/05  
Date of 2nd Reading: 7/05/05  
Adoption: 7/05/05  
Publication: 7/16/05



**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant:

Nathan Eastway - Gabe's Construction

Name of Event:

ATC T-46 Cable Replacement (Phase 3)

Contact Phone #:

920-889-8135

Date(s) of Event:

Dec 14, 2020 to April 30, 2021

Time:

Continuous

Estimated # of Attendees:

N/A

Specific Location:

S. 1st Ave just south of  
Nebraska St.

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

All area will be returned to original condition.  
Public ROW will be kept clean and safe

What arrangements are made for clean up?

Area will be designated with WI DOT approved  
traffic control devices.

Other comments or explanation:

Signature of Responsible Party:

NATHAN A. EASTWAY

Address:

4804 N. 40th St. Sheboygan, WI 53083

Date Submitted:

11-23-2020

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

Approval:

Fire Chief:

Police Chief:

Comm. Dev:

Streets/Parks:

City Clerk:

Finance Dir:

City Engineer:

City Admin:

Date:

Date:

Date:

Date:

Date:

Date:

Date:

Date:

Common Council Approval Date:

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

## Shefchik, Chad

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**From:** Nate Eastway <neastway@gabes.com>  
**Sent:** Monday, November 23, 2020 9:52 AM  
**To:** Shefchik, Chad  
**Subject:** Gabe's / ATC Street Closure Application Phase 3 (1st Ave)  
**Attachments:** ATC T46 - Street Closure Application - Phase 3 Only.pdf

Chad,

Please see attached application, map, COI, etc. for the ATC T-46 street closure of 1<sup>st</sup> Ave south of Nebraska. Note: this will not be closed until after 2<sup>nd</sup> Ave is re-opened to through traffic

We're looking to have this placed on the Dec 1, 2020 Common Council agenda.

Please let me know if you have any questions.

Thank you,

---

**NATHAN EASTWAY, P.E.** | Gabe's Construction Co., Inc.

**VICE PRESIDENT, HDD & SPECIALTY PROJECTS** | [www.gabes.com](http://www.gabes.com)

4804 N. 40<sup>th</sup> Street Sheboygan, WI 53083 | Office: (920) 459-2600 | Direct Dial: (920) 395-7112

Mobile: (920) 889-8135 | ✉: [neastway@gabes.com](mailto:neastway@gabes.com) | \* WI, AL, FL, GA, KY, LA, MI, MN, MS, OH, TX \*



*Gabe's Construction Co., Inc.*  
*Utility Contractors Since 1942*

Date: 11-23-2020  
Project: ATC T46 Replacement – Sturgeon Bay, WI  
Re: Street Closure Permit – Phase 3  
By: Gabe's Construction Company, Inc. ("Gabe's")  
To: City of Sturgeon Bay, WI  
Sent via email to: Chad Shefchik - cshefchik@sturgeonbaywi.org

Please consider the following information and attachments for the ATC T46 Replacement Phase 1 Street Closure Permit, submitted on behalf of the ATC Project Team.

Phase 3:

- 1) Start: December 14, 2020
- 2) Complete: April 30, 2021 +/-
- 3) Full closure of S. 1<sup>st</sup> Ave
- 4) Parking Lane use of Nebraska and part of S. 2<sup>nd</sup>
- 5) Traffic control devices will be placed in accordance with WI DOT requirements.

Notes:

- 1) Previously submitted closures will be removed prior to this Phase 3 being implemented:
  - a. Phase 1: 2<sup>nd</sup> Ave.
  - b. Phase 2A: Neenah
  - c. Phase 2B: Neenah and Oregon Bridge

Attached:

- 1) Completed Permit Application
- 2) Road Closure Map – Phase 3
- 3) Gabe's COI naming City of Sturgeon Bay as additional insured

Should you have any questions please contact me at 920-889-8135.

Sincerely,

**NATHAN A. EASTWAY**

Nathan Eastway, P.E.

VP HDD & Specialty Projects

End of Letter

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of Gabe's Construction Co, Inc., and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced party.

The undersigned in consideration of being allowed to use City property to Perform Utility Construction, which shall encroach in the public right-of-way adjacent to property located at 101 S. 1st Ave, do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said Utility Construction as an encroachment in the public right-of-way.

The undersigned agrees that as a condition of the City approving the use as an encroachment in the public right-of-way, it will maintain usage, and continue to provide a minimum of six foot unobstructed area for public use and passage in said public right-of-way.

Dated this 23rd day of November, 2020

By: Nathan Eastway, Gabe's Construction Co., Inc.

By: NATHAN A. EASTWAY



**CITY OF STURGEON BAY  
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

**WHEREAS** the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk - Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

**AND WHEREAS** the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

**NOW, THEREFORE, IT IS AGREED** that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk - Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: Nov 23, 2020

Nathan Eastway, Gabe's Construction  
Co., Inc.

NATHAN A. EASTWAY

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

Company Name (if applicable): Gabe's Construction Co, Inc.

Billing Address: 4804 N. 40th St. Sheboygan, WI 53083

Telephone: 920-889-8135

### 3.035 - Reimbursement of expenses.

- (1) *[Authorization to charge for reimbursement.]* The city clerk-treasurer is authorized to charge for reimbursement of expenses incurred on behalf of and for the benefit of third parties for services rendered by the city. These reimbursable expenses include, but are not limited to:
- (a) *Legal, consulting, and incidental expenses.* Any expenses associated with service demands related to legal, consulting, and incidental services. These expenses include but are not limited to:
1. Mortgages and related documentation prepared by the city attorney for property transactions.
  2. Drafting and recording of documents for street vacation not initiated by the city.
  3. Drafting of ordinances related to zoning.
  4. Costs associated with annexations.
  5. Recording fees for planned unit developments and related zoning and subdivision actions.
  6. Legal publication, hearing notices, and postage.
  7. Engineering, planning, financial, and related consultants' reviews, studies, and inspections.
  8. Any other fees associated with service demands by third parties not specifically related to general governmental services.
- (b) *Special events expenses.* Any expenses associated with service demands related to special events. These expenses include but are not limited to:
1. Labor, equipment, and materials used before, during and after special events.
  2. Garbage/refuse and recycling pickup and disposal.
  3. Legal services related to event.
  4. Drafting of documents related to event.
  5. Administrative costs associated with service demands related to special events.
  6. Any other fees associated with service demands related to special events.
- (2) *Fees/deposit.*
- (a) *Fees.* Fees can only be charged upon prior notice to the petitioner who must sign an agreement to reimburse prior to initiating action. Prior to initiating any action, the department where petition is initiated shall secure the signed reimbursement agreement from petitioner and forward it to city clerk-treasurer.
- (b) *Deposit.* If reimbursement costs are estimated to be over \$250.00, a deposit in the estimated amount may be required by the city prior to initiating action. Petitioner shall pay for all costs that exceed deposit amount, and petitioner shall be reimbursed if deposit amount exceeds costs.
- (3) *Failure to pay fees.* If the fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total fee shall be added to the amount due, plus interest shall accrue thereon at the rate of 1.5 percent per month or fraction

thereof until paid. To the extent permitted by law, if the petitioner is the owner of the real estate for which the services are incurred, any delinquent fees shall be extended upon the current or the next tax roll as a special charge against the real estate premises for current services.

(Ord. No. 1040-0500, § 1, 5-16-00; Ord. No. 1088-0303, § 1, 3-4-03)



# ATC Phase 3 Road Closure

Dec 14, 2020  
to  
April 30, 2021

## Legend

 Public ROW Work Area

Parking Lane & Sidewalk Only  
(Crew parking, equipment /  
material staging)

Driveway Access Maintained

2 way traffic on  
Nebraska & S 2nd

Parking Lane & Sidewalk Only  
(Crew parking, equipment /  
material staging)

Private Easement  
Work Area

Public ROW  
Work Area

Full Closure,  
including west-  
sidewalk (Heavy  
Equipment)

Business Access Open

2 way traffic on S  
1st to Overhead  
Doors

Parking Lane & Sidewalk Only  
(Crew parking, equipment /  
material staging)







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/13/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ansay & Associates, LLC. 101 East Grand Ave. Suite #11 Port Washington WI 53074	<b>CONTACT NAME:</b> Courtney Stelter	
	<b>PHONE (A/C, No, Ext):</b> 262-376-3195	<b>FAX (A/C, No):</b> 262-387-8011
<b>INSURED</b> Gabes Construction Co. Inc. 4804 N 40th Street Sheboygan WI 53083	<b>E-MAIL ADDRESS:</b> courtney.stelter@ansay.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A :</b> Phoenix Insurance	
	<b>INSURER B :</b> Travelers Indemnity Co	
	<b>INSURER C :</b> Travelers Property Casualty Company of America	
	<b>INSURER D :</b> The Charter Oak Fire Insurance Company	
<b>INSURER E :</b>		
<b>INSURER F :</b>		

## COVERAGES

CERTIFICATE NUMBER: 1624389211

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		DT-CO-1R18735A-PHX-20	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			810-1R191823-20-26G	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-1R336125-20-26	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 20,000,000* AGGREGATE \$ 20,000,000* \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> A		Y	UB-1R209530-20-26E	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/Rented Equipment Installation Floater			QT6N332228COF19 QT6N332228COF19	7/1/2020 7/1/2020	7/1/2021 7/1/2021	Any One Item 500,000 Any One Jobsite 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability Coverage:  
Carrier: Columbia Casualty Company (CNA)  
Policy Number: 6081412698  
Policy Term: 07/01/20 to 07/01/21  
Limits: \$5,000,000 Occurrence / \$5,000,000 Aggregate  
Deductible: \$25,000

Excess Umbrella Coverage:  
See Attached...

## CERTIFICATE HOLDER

City of Sturgeon Bay 421 Michigan St Sturgeon Bay WI 54235	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

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**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Ansay & Associates, LLC.		NAMED INSURED Gabes Construction Co. Inc. 4804 N 40th Street Sheboygan WI 53083
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Carrier: Columbia Casualty Company (CNA)  
Policy Number: 6081412698  
Policy Term: 07/01/20 to 07/01/21  
Limits: \$10,000,000 Occurrence / \$10,000,000 Aggregate  
Retained Limit: \$0

Project: ATC T-46 Cable Replacement; S. 2nd Ave/ Nebraska St, Sturgeon Bay, WI

The City of Sturgeon Bay is Additional Insured with respect to General Liability when required by written contract, signed prior to loss. A Waiver of Subrogation applies with respect to Workers Compensation with respect to the aforementioned project when required by written contract.

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant: Nathan Eastway - Gabe's Construction  
 Name of Event: ATC T-46 Cable Replacement (Phase 2B)  
 Contact Phone #: 920-889-8135  
 Date(s) of Event: Dec 8 & 9 (earliest) Time: Continuous  
May postpone pending HDD progress  
 Estimated # of Attendees: N/A  
 Specific Location: Intersection of S. Neenah Ave  
and W. Maple/Oregon.  
Oregon Bridge

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

What arrangements are made for clean up?

All area will be returned to original condition.  
Public ROW will be kept clean and safe

Other comments or explanation:

Area will be designated with WI DOT approved traffic control devices.

Signature of Responsible Party:

NATHAN A. EASTWAY

Address:

4804 N. 40th St. Sheboygan, WI 53083

Date Submitted:

11-23-2020

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

Approval:

Fire Chief:

Police Chief:

Comm. Dev:

Streets/Parks:

City Clerk:

Finance Dir:

City Engineer:

City Admin:

Date: 11-23-20

Date: 11-23-20

Date: 11-23-20

Date: 11-23-20

Date: 11/23/20

Date: 11/23/20

Date: 11-23-20

Date: 11/23/20

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

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

## Shefchik, Chad

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**From:** Nate Eastway <neastway@gabes.com>  
**Sent:** Monday, November 23, 2020 9:52 AM  
**To:** Shefchik, Chad  
**Subject:** Gabe's / ATC Street Closure Application Phase 2B (Neenah & Oregon)  
**Attachments:** ATC T46 - Street Closure Application - Phase 2B Only.pdf

Chad,

Please see attached application, map, COI, etc. for the ATC T-46 street closure of Neenah and Oregon.

**Notes:**

- 1) This is in addition to (and slightly changes) the current Neenah work area Phase 2A.
- 2) This is in addition to the current 2<sup>nd</sup> Ave closure Phase 1

We're looking to have this placed on the Dec 1, 2020 Common Council agenda.

Please let me know if you have any questions.

Thank you,

---

**NATHAN EASTWAY, P.E.** | Gabe's Construction Co., Inc.

**VICE PRESIDENT, HDD & SPECIALTY PROJECTS** | [www.gabes.com](http://www.gabes.com)

4804 N. 40<sup>th</sup> Street Sheboygan, WI 53083 | Office: (920) 459-2600 | Direct Dial: (920) 395-7112

Mobile: (920) 889-8135 | ✉: [neastway@gabes.com](mailto:neastway@gabes.com) | \* WI, AL, FL, GA, KY, LA, MI, MN, MS, OH, TX \*



*Gabe's Construction Co., Inc.*  
*Utility Contractors Since 1942*

Date: 11-23-2020

Project: ATC T46 Replacement – Sturgeon Bay, WI

Re: Street Closure Permit – Phase 2B

By: Gabe's Construction Company, Inc. ("Gabe's")

To: City of Sturgeon Bay, WI

Sent via email to: Chad Shefchik - cshefchik@sturgeonbaywi.org

Please consider the following information and attachments for the ATC T46 Replacement Phase 2B Street Closure Permit, submitted on behalf of the ATC Project Team.

Phase 2B:

- 1) Start: Tentatively scheduled for early AM Tuesday Dec 8, 2020
  - a. Will stay in contact with all stakeholders as the start date solidifies.
- 2) Complete: Tentatively schedule for late evening Wednesday Dec 9, 2020
  - a. Will stay in contact with all stakeholders as the completion date solidifies.
- 3) This Phase 2B will be IN ADDITION to Phase 1 (2<sup>nd</sup> street) and Phase 2A (Neenah) and is required to pull the HDPE bundle under the canal.
- 4) Tuesday Dec 8 is the earliest this closure would go into effect. Depending on ongoing HDD activities, it may be slightly delayed. However, our current schedule shows Dec 8 (pullback preparation day) & Dec 9 pullback day.

Notes:

- 1) This Phase 2B will NOT maintain the road plates at Neenah and Redwood as the pipe bundle there needs to be raised up, bundled and placed on rollers the day prior to pullback.
- 2) Phase 2A will be slightly altered to allow local traffic the is on the east side of Neenah to travel north to Maple/Oregon and then exit east over the Oregon Bridge.
- 3) Ferrell Gas, Bay Marine and Roen Salvage were all made aware in early November that the road plate egress on Redwood would not be available for a few days in December. We will coordinate with them as we lock in the exact dates.
- 4) Future Street Closure Applications, including Phase 3 for the digging the ductbank through 1<sup>st</sup> Ave is being submitted separately

Attached:

- 1) Completed Permit Application
- 2) Road Closure Map and Detours/Local Access routes – Phase 2B
- 3) Gabe's COI naming City of Sturgeon Bay as additional insured

Should you have any questions please contact me at 920-889-8135.

Sincerely,

**NATHAN A. EASTWAY**



Nathan Eastway, P.E.

VP HDD & Specialty Projects

---

End of Letter



## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of Gabe's Construction Co, Inc., and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced party.

The undersigned in consideration of being allowed to use City property to Perform Utility Construction, which shall encroach in the public right-of-way adjacent to property located at 1 S. Neenah & 67 E. Maple, do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said Utility Construction as an encroachment in the public right-of-way.

The undersigned agrees that as a condition of the City approving the use as an encroachment in the public right-of-way, it will maintain usage, and continue to provide a minimum of six foot unobstructed area for public use and passage in said public right-of-way.

Dated this 23rd day of November, 2020

By: Nathan Eastway, Gabe's Construction Co., Inc.

By: NATHAN A. EASTWAY

**CITY OF STURGEON BAY  
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

**WHEREAS** the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk - Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

**AND WHEREAS** the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

**NOW, THEREFORE, IT IS AGREED** that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk - Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: Nov 23, 2020

Nathan Eastway, Gabe's Construction  
Co., Inc.

NATHAN A. EASTWAY

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

Company Name (if applicable): Gabe's Construction Co, Inc.

Billing Address: 4804 N. 40th St. Sheboygan, WI 53083

Telephone: 920-889-8135



### 3.035 - Reimbursement of expenses.

- (1) *[Authorization to charge for reimbursement.]* The city clerk-treasurer is authorized to charge for reimbursement of expenses incurred on behalf of and for the benefit of third parties for services rendered by the city. These reimbursable expenses include, but are not limited to:
- (a) *Legal, consulting, and incidental expenses.* Any expenses associated with service demands related to legal, consulting, and incidental services. These expenses include but are not limited to:
1. Mortgages and related documentation prepared by the city attorney for property transactions.
  2. Drafting and recording of documents for street vacation not initiated by the city.
  3. Drafting of ordinances related to zoning.
  4. Costs associated with annexations.
  5. Recording fees for planned unit developments and related zoning and subdivision actions.
  6. Legal publication, hearing notices, and postage.
  7. Engineering, planning, financial, and related consultants' reviews, studies, and inspections.
  8. Any other fees associated with service demands by third parties not specifically related to general governmental services.
- (b) *Special events expenses.* Any expenses associated with service demands related to special events. These expenses include but are not limited to:
1. Labor, equipment, and materials used before, during and after special events.
  2. Garbage/refuse and recycling pickup and disposal.
  3. Legal services related to event.
  4. Drafting of documents related to event.
  5. Administrative costs associated with service demands related to special events.
  6. Any other fees associated with service demands related to special events.
- (2) *Fees/deposit.*
- (a) *Fees.* Fees can only be charged upon prior notice to the petitioner who must sign an agreement to reimburse prior to initiating action. Prior to initiating any action, the department where petition is initiated shall secure the signed reimbursement agreement from petitioner and forward it to city clerk-treasurer.
- (b) *Deposit.* If reimbursement costs are estimated to be over \$250.00, a deposit in the estimated amount may be required by the city prior to initiating action. Petitioner shall pay for all costs that exceed deposit amount, and petitioner shall be reimbursed if deposit amount exceeds costs.
- (3) *Failure to pay fees.* If the fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total fee shall be added to the amount due, plus interest shall accrue thereon at the rate of 1.5 percent per month or fraction

thereof until paid. To the extent permitted by law, if the petitioner is the owner of the real estate for which the services are incurred, any delinquent fees shall be extended upon the current or the next tax roll as a special charge against the real estate premises for current services.

(Ord. No. 1040-0500, § 1, 5-16-00; Ord. No. 1088-0303, § 1, 3-4-03)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/13/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ansay & Associates, LLC. 101 East Grand Ave. Suite #11 Port Washington WI 53074	<b>CONTACT NAME:</b> Courtney Stelter		
	<b>PHONE (A/C, No, Ext):</b> 262-376-3195	<b>FAX (A/C, No):</b> 262-387-8011	
	<b>E-MAIL ADDRESS:</b> courtney.stelter@ansay.com		
<b>INSURED</b> GABESCO-02 Gables Construction Co. Inc. 4804 N 40th Street Sheboygan WI 53083	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : Phoenix Insurance		25623
	INSURER B : Travelers Indemnity Co		25658
	INSURER C : Travelers Property Casualty Company of America		25674
	INSURER D : The Charter Oak Fire Insurance Company		25615
	INSURER E :		
INSURER F :			

**COVERAGES**

CERTIFICATE NUMBER: 1624389211

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	DT-CO-1R18735A-PHX-20	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		810-1R191823-20-26G	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP-1R336125-20-26	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 20,000,000* AGGREGATE \$ 20,000,000* \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N / A	UB-1R209530-20-26E	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/Rented Equipment Installation Floater		QT6N332228COF19 QT6N332228COF19	7/1/2020 7/1/2020	7/1/2021 7/1/2021	Any One Item 500,000 Any One Jobsite 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability Coverage:  
Carrier: Columbia Casualty Company (CNA)  
Policy Number: 6081412698  
Policy Term: 07/01/20 to 07/01/21  
Limits: \$5,000,000 Occurrence / \$5,000,000 Aggregate  
Deductible: \$25,000

Excess Umbrella Coverage:  
See Attached...

**CERTIFICATE HOLDER**

City of Sturgeon Bay  
421 Michigan St  
Sturgeon Bay WI 54235

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Ansay & Associates, LLC.		NAMED INSURED Gages Construction Co. Inc. 4804 N 40th Street Sheboygan WI 53083
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS**

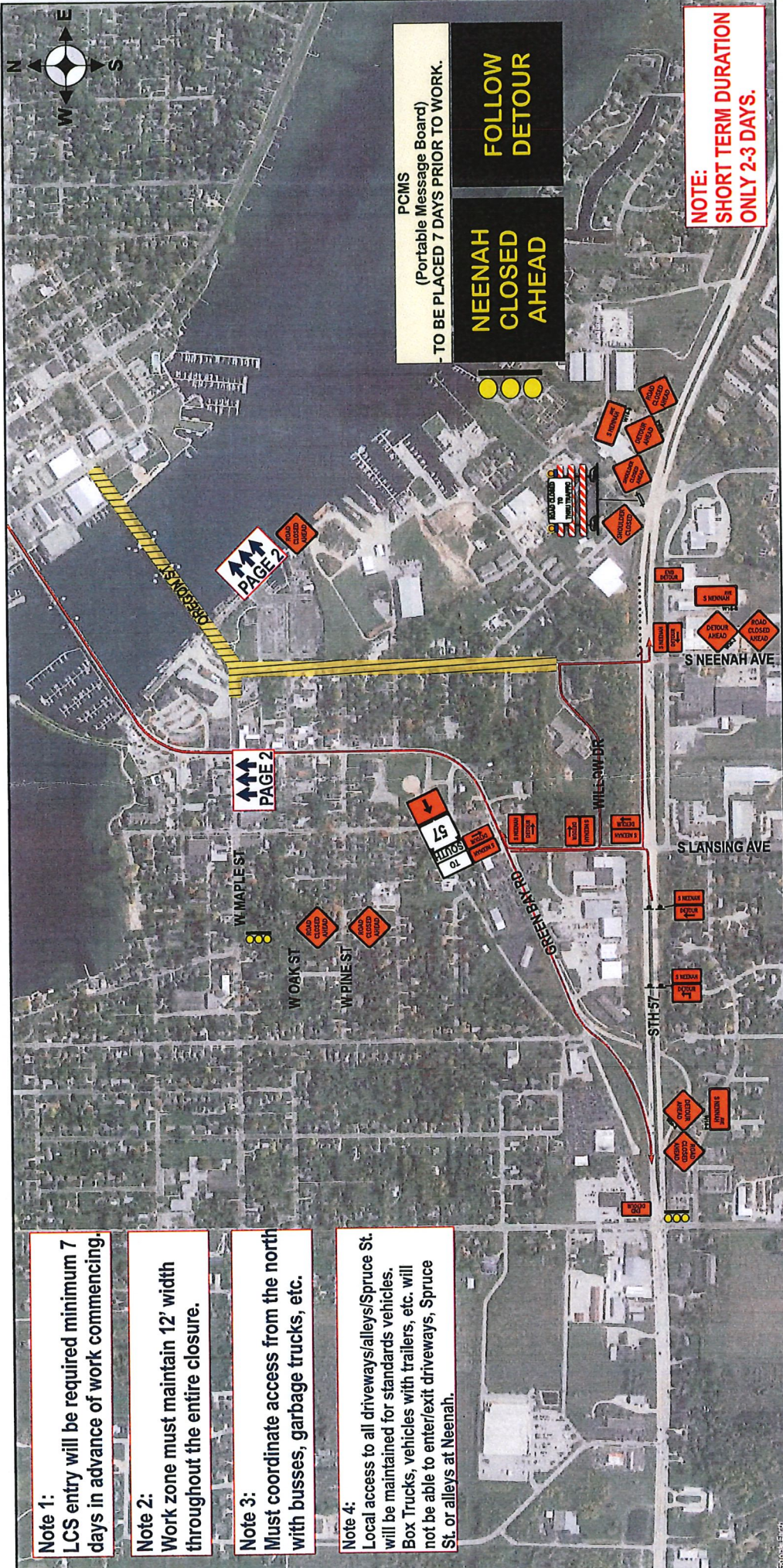
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Carrier: Columbia Casualty Company (CNA)  
Policy Number: 6081412698  
Policy Term: 07/01/20 to 07/01/21  
Limits: \$10,000,000 Occurrence / \$10,000,000 Aggregate  
Retained Limit: \$0

Project: ATC T-46 Cable Replacement; S. 2nd Ave/ Nebraska St, Sturgeon Bay, WI

The City of Sturgeon Bay is Additional Insured with respect to General Liability when required by written contract, signed prior to loss. A Waiver of Subrogation applies with respect to Workers Compensation with respect to the aforementioned project when required by written contract.





**Note 1:**  
LCS entry will be required minimum 7 days in advance of work commencing.

**Note 2:**  
Work zone must maintain 12' width throughout the entire closure.

**Note 3:**  
Must coordinate access from the north with busses, garbage trucks, etc.

**Note 4:**  
Local access to all driveways/alleys/Spruce St. will be maintained for standards vehicles. Box Trucks, vehicles with trailers, etc. will not be able to enter/exit driveways, Spruce St. or alleys at Neenah.

PCMS  
(Portable Message Board)  
- TO BE PLACED 7 DAYS PRIOR TO WORK.

**NEENAH  
CLOSED  
AHEAD**

**FOLLOW  
DETOUR**

**NOTE:**  
**SHORT TERM DURATION**  
**ONLY 2-3 DAYS.**

**TRAFFIC CONTROL LEGEND**

	WORK AREA
	TEMP. SIGN SUPPORT
	TRAFFIC CONTROL DRUM WITHOUT LIGHT
	TYPE III BARRICADE WITH ATTACHED SIGN
	PCMS MESSAGE BOARD
	DETOUR SIGN ON TYPE II SUPPORT
	PROPOSED DETOUR ROUTE

**NOTES**

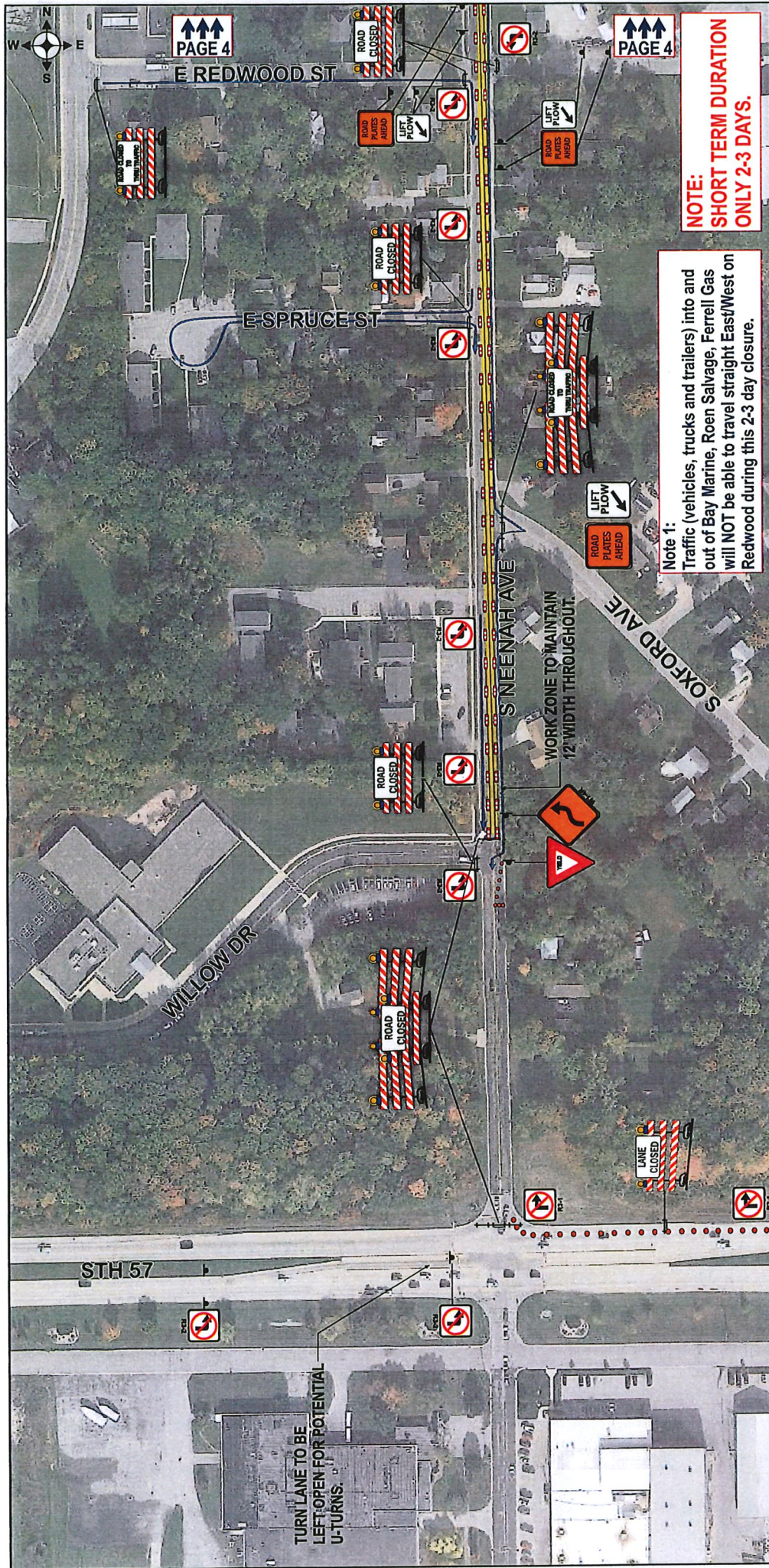
- FULL ROAD CLOSURE ON S NEENAH AVE BETWEEN STH 57 & W MAPLE ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.
- RIGHT SHOULDER/TURN LANE CLOSURE GOING WESTBOUND ON STH 57.
- LEFT TURN LANE CLOSURE GOING SOUTHWESTBOUND ON OREGON ST.
- FULL ROAD CLOSURE ON OREGON ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.

	PELJOB NO: XXXXXX
	PROJECT/PO #: XXXXXX
PRIMORIS ELECTRIC INC: 262-735-5252 PREPARED BY: MATTHEW REITTER	
DATE PREPARED: 9/25/2020	STAGING TIME: 1 HOUR
CUSTOMER NAME: GABES CONSTRUCTIONS CO. INC. ORDERED BY: NATHAN EASTWAY	
PROJECT LOCATION: S NEENAH AVE & STH 57 / OREGON ST	
CITY: STURGEON BAY	
WORK DESCRIPTION: PIPE FUSE	









↑↑↑↑  
PAGE 4

↑↑↑↑  
PAGE 4

**NOTE:**  
**SHORT TERM DURATION**  
**ONLY 2-3 DAYS.**

**Note 1:**  
Traffic (vehicles, trucks and trailers) into and out of Bay Marine, Roen Salvage, Ferrell Gas will NOT be able to travel straight East/West on Redwood during this 2-3 day closure.

**NOTES**

- FULL ROAD CLOSURE ON S NEENAH AVE BETWEEN STH 57 & W MAPLE ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.
- RIGHT SHOULDER/TURN LANE CLOSURE GOING WESTBOUND ON STH 57.
- LEFT TURN LANE CLOSURE GOING SOUTHWESTBOUND ON OREGON ST.
- FULL ROAD CLOSURE ON OREGON ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.

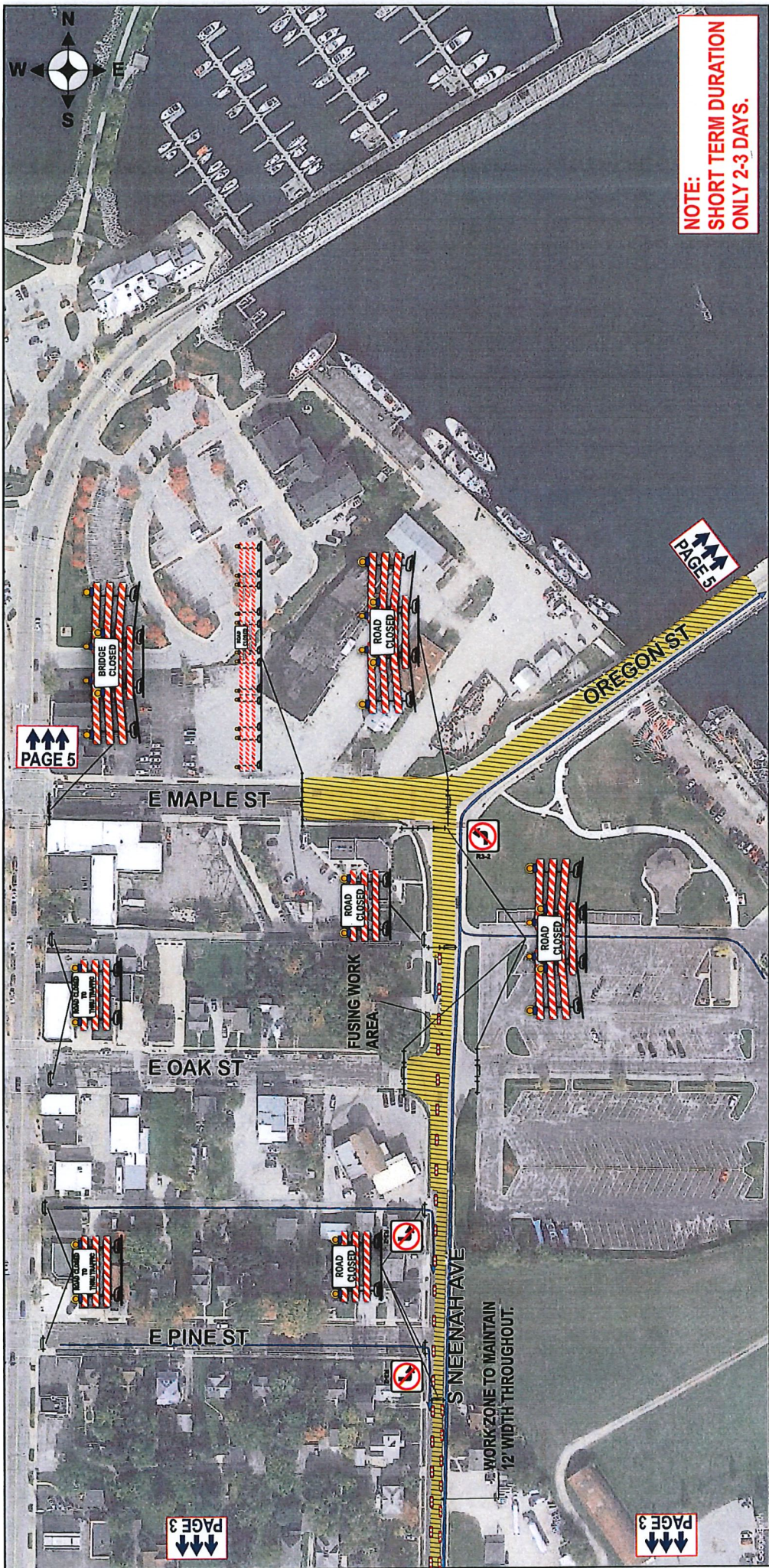
**TRAFFIC CONTROL LEGEND**

WORK AREA	
TEMP SIGN SUPPORT	
42" GRABBER CONE (at 12 ft on Center)	
TRAFFIC CONTROL DRUM WITHOUT LIGHT	
TYPE III BARRICADE WITH ATTACHED SIGN	
TYPE III BARRICADE WITHOUT SIGN	
LOCAL ACCESS PROPOSED DETOUR ROUTE	




PROJECT NO.:	XXXXXXX
PROJECT ID #:	XXXXXXX
PREPARED BY:	MATTHEW REITTER
DATE PREPARED:	9/25/2020
STAGING TIME:	1 HOUR
CUSTOMER NAME:	GABE'S CONSTRUCTIONS CO. INC.
ORDERED BY:	NATHAN EASTWAY
PROJECT LOCATION:	S NEENAH AVE & STH 57 / OREGON ST
CITY:	STURGEON BAY
WORK DESCRIPTION:	PIPE ELUSE












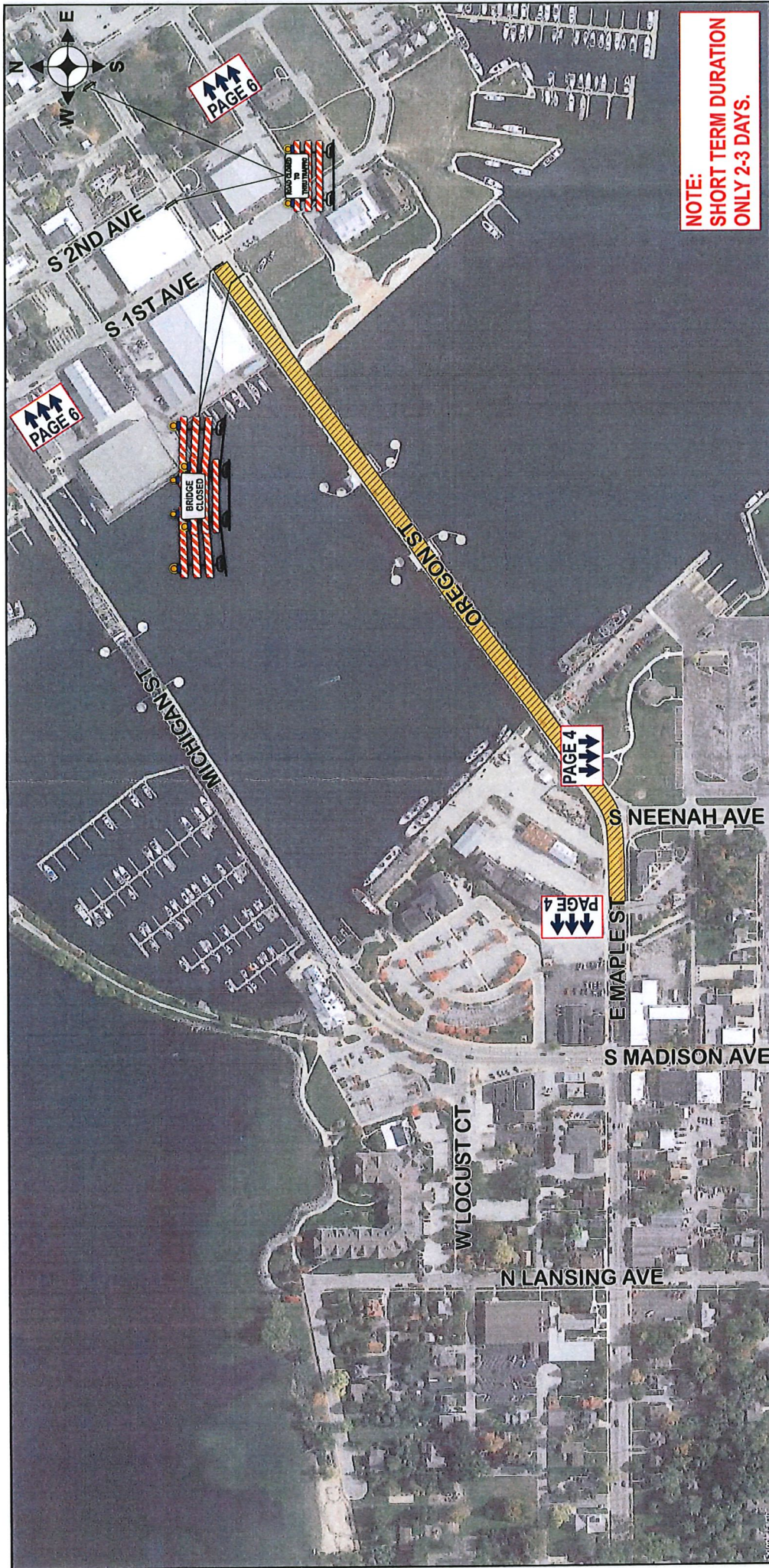
**NOTE:**  
**SHORT TERM DURATION**  
**ONLY 2-3 DAYS.**

 BSC BAY SERVICE CORPORATION	PEL JOB NO.: XXXXXX
	PROJECT ID #: XXXXXX
	PREPARED BY: MATTHEW REITER
	DATE PREPARED: 9/25/2020
	STAGING TIME: 1 HOUR
CUSTOMER NAME: GABES CONSTRUCTIONS CO., INC. ORDERED BY: NATHAN EASTWAY	
PROJECT LOCATION: S NEENAH AVE & STH 57 / OREGON ST	
CITY: STURGEON BAY	
WORK DESCRIPTION: PIPE FUSE	

- NOTES**
- FULL ROAD CLOSURE ON S NEENAH AVE BETWEEN STH 57 & W MAPLE ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.
  - RIGHT SHOULDER/TURN LANE CLOSURE GOING WESTBOUND ON STH 57.
  - LEFT TURN LANE CLOSURE GOING SOUTHWESTBOUND ON OREGON ST.
  - FULL ROAD CLOSURE ON OREGON ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.

TRAFFIC CONTROL LEGEND	
	WORK AREA
	TEMP. SIGN SUPPORT
	42" GRABBER CONE (at 12 ft on Center)
	TRAFFIC CONTROL DRUM WITHOUT LIGHT
	TYPE III BARRICADE WITH ATTACHED SIGN
	TYPE III BARRICADE WITHOUT SIGN
	LOCAL ACCESS PROPOSED DETOUR ROUTE





**NOTE:**  
**SHORT TERM DURATION**  
**ONLY 2-3 DAYS.**



PEL JOB NO.:	XXXXXXX
PROJECT P.O.#:	XXXXXXX
PREPARED BY:	MATTHEW REITER
DATE PREPARED:	9/25/2020
STAGING TIME:	1 HOUR
CUSTOMER NAME:	GABE'S CONSTRUCTIONS CO. INC.
ORDERED BY:	NATHAN EASTWAY
PROJECT LOCATION:	S NEENAH AVE & STH 57 / OREGON ST
CITY:	STURGEON BAY
WORK DESCRIPTION:	PIPE ELISE

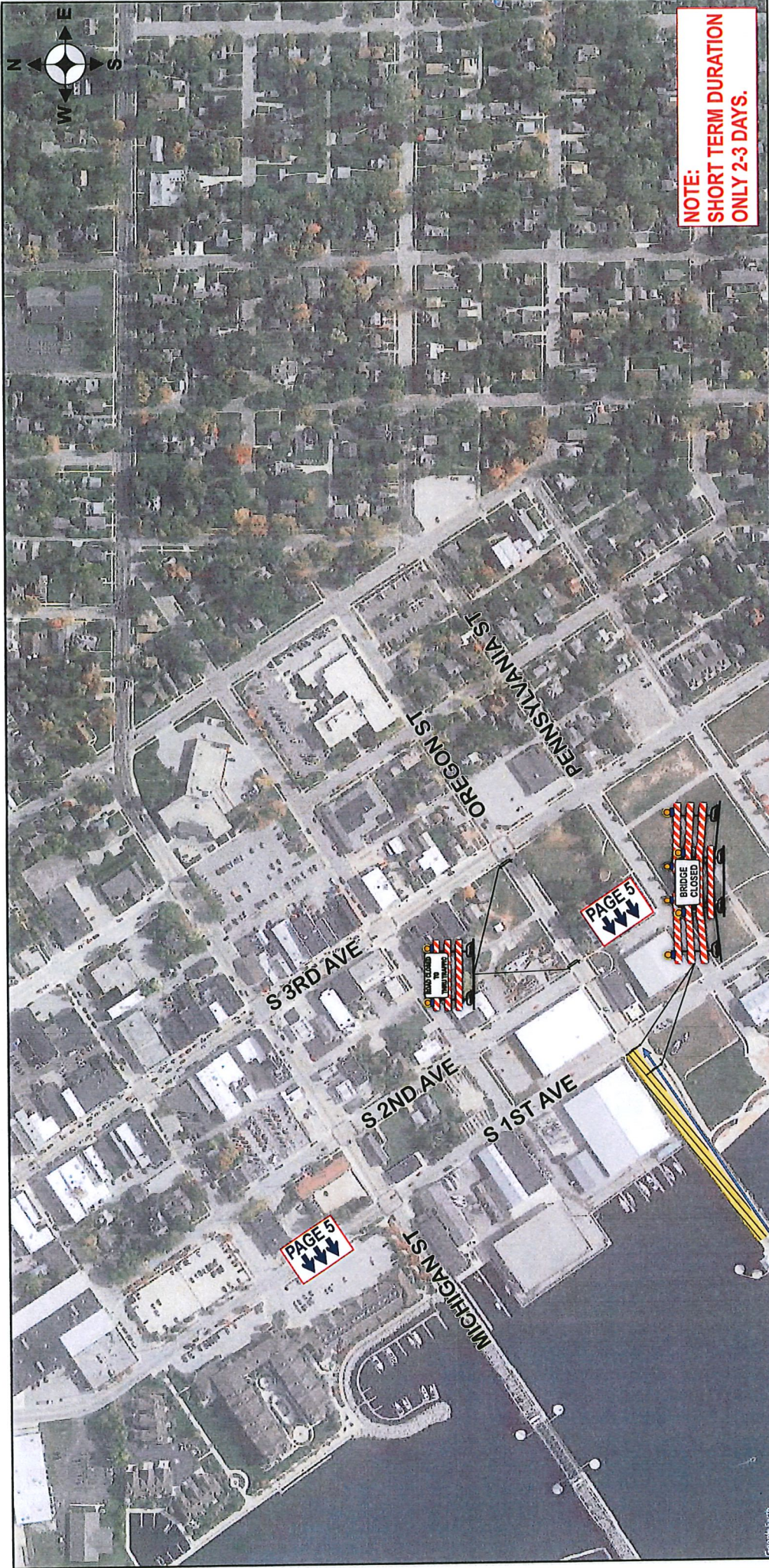
**NOTES**

- FULL ROAD CLOSURE ON S NEENAH AVE BETWEEN STH 57 & W MAPLE ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.
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- FULL ROAD CLOSURE ON OREGON ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.

**TRAFFIC CONTROL LEGEND**

	WORK AREA
	TEMP SIGN SUPPORT
	TYPE III BARRICADE WITH ATTACHED SIGN
	TYPE III BARRICADE WITHOUT SIGN





**NOTE:**  
**SHORT TERM DURATION**  
**ONLY 2-3 DAYS.**



PEL JOB NO:	XXXXXX
PROJECT ID #:	XXXXXX
PRIMORIS ELECTRIC INC. 262-735-6262	PREPARED BY: MATTHEW REITTER
DATE PREPARED: 9/25/2020	STAGING TIME: 1 HOUR
CUSTOMER NAME: GARE'S CONSTRUCTIONS CO. INC.	ORDERED BY: NATHAN EASTWAY
PROJECT LOCATION: S NEENAH AVE & STH 57 / OREGON ST	
CITY: STURGEON BAY	
WORK DESCRIPTION: PIPE ELUSE	

**NOTES**

- FULL ROAD CLOSURE ON S NEENAH AVE BETWEEN STH 57 & W MAPLE ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.
- RIGHT SHOULDER/TURN LANE CLOSURE GOING WESTBOUND ON STH 57.
- LEFT TURN LANE CLOSURE GOING SOUTHWESTBOUND ON OREGON ST.
- FULL ROAD CLOSURE ON OREGON ST WITH PROPOSED DETOUR ROUTE FOR TRAFFIC.

**TRAFFIC CONTROL LEGEND**

	WORK AREA
	TEMP. SIGN SUPPORT
	TYPE III BARRICADE WITH ATTACHED SIGN
	TYPE III BARRICADE WITHOUT SIGN



## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to establish the Public Art reserve account and update the Reserve Policy of the Fiscal Management Policy accordingly.

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 10, 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:** Process & Procedure for Monetary Donations to the City

**BACKGROUND:** At the October 12, 2020 meeting of the Common Council, the Council held a brief discussion in regard to the process and procedure for accepting and budgeting monetary donations, and the possibility of setting up a reserve account for monetary donations.

Under the City's current practice, monetary donations are handled on an individual basis. Historically, monetary donations are infrequent and have been small in denomination. Additionally, they generally come with requirements that the funds be spent on something specific. An example that comes to mind is park benches.

Small non-budgeted donations are easy to accept and administer because the expense side of the transaction can generally be absorbed into existing budget lines. Larger non-budgeted donations are certainly acceptable as well, but depending on the size of the donation a budget amendment may be required as part of the acceptance process. Budget amendments are rare for the City of Sturgeon Bay for many reasons, but are certainly an acceptable use for a donation, and associated expense, deemed appropriate by the Common Council.

Sometimes, when timing is right, the City can actually plan and budget for monetary donations, both the revenue and expense side. This practice does happen on occasion. For example, in the 2021 budget, the City budgeted both the revenue side and expense side for the ADA Beach Access Mat. In the event the revenue/donation comes in, the mat can be purchased without having to find capacity in another budget line or amend the budget.

In terms of large monetary donations for certain projects, it may be advantageous for the City to work with a partner such as the Door County Community Foundation. Especially since the donation period may span over several years. A good example would be a project like Little Lake. For a small fee, the Door County Community Foundation would aid with developing campaign strategies, maintaining donor records, provide donors with appropriate tax letters, manage the finances for the project including issuing vendor payments (see attached for more specific details of what services are provided by Door County Community Foundation).

Certainly, the City's finance staff is capable of administering and managing sizeable donations, but working with an organization such as the Door County Community Foundation provides both administrative and budgetary flexibility for the City ensuring that when sufficient funds are raised the City can react more quickly to get the project completed.

In terms of setting up a generic reserve account for donations, staff advises against this and supports continuing with the current practice of handling donations on a case by case basis. Generally, donors like their funds to be directed to specific items or projects. When depositing into a generic reserve account the City runs the risk that over time, as staff and Councils change, the original purpose of the donated funds may blur especially if they are held for a substantial period of time. Also, having a reserve account doesn't necessarily mean that the funds can be spent in a timely manner when the project/item is suddenly placed on the front burner. Governmental accounting still requires a budget/expense line even though there is an offsetting

revenue. In consideration of how often funds are actually donated, and governmental accounting practices, it appears to be more efficient and effective to continue with the City's current practice of accepting donations.

FISCAL IMPACT: n/a

OPTIONS:

- 1) Set up a reserve account for future donations.
- 2) Continue with the City's current practice of handling donations on a case by case basis. In the event a large capital campaign is needed, the City will consider working with a third party to manage the campaign.

RECOMMENDATION:

It is staff's recommendation to continue with the City's current practice of handling donations on a case by case basis. In the event a large capital campaign is needed, the City will consider working with a third party to manage the campaign.

PREPARED BY:

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

10/28/20  
Date

APPROVED BY:

Joshua Van Lieshout  
Joshua Van Lieshout  
City Administrator

10/28/20  
Date



# Fundraising Campaigns

at the Door County Community Foundation, Inc.

Thank you for your interest in using a Component Fund to conduct a fundraising campaign under the corporate, tax, and administrative umbrella of the Door County Community Foundation, Inc. We have been honored to assist local charities and community groups raise tens of millions of dollars as a part of Endowment Campaigns and Capital Campaigns for the good of our community.

## **Services to Endowment and Capital Campaigns**

The Community Foundation assists campaigns in the following ways:

### **Leadership Assistance**

- Endorsement of the Community Foundation's Board of Directors
- Advice and counsel of the Community Foundation's professional development and marketing staff

### **Campaign Counsel and Support**

- Counsel in developing campaign strategy
- Guidance in designing campaign message and materials for both leadership donors in the quiet phase and for the public campaign to follow
- Assistance in setting up and maintaining a website and other public materials
- Guidance through "prospecting" exercises to help identify potential donors
- Fielding questions from the public and donors
- Maintaining donor contact records
- Special donor reports as requested
- Meeting space at Community Foundation Square
- Space to store supplies and materials

### **Financial Services**

- Campaign operates under the Community Foundation's 501(c)(3) public charity status
- Accept and process gifts by cash, check, credit card, stock or other assets
- Acknowledge all gifts in a manner appropriate for tax purposes
- Pledge tracking and collection in future years
- Manage deposits and asset transfers
- Make and oversee investments, as needed
- Process bill payments to vendors
- Monthly reconciliation by outside bookkeepers
- Monthly fund statements
- Special financial reports as requested
- Independently audited annual financial statements
- Preparation of tax returns as a component fund of the Community Foundation

## **Limitations on the Community Foundation's Role**

While the professional staff of the Community Foundation is available to help Campaigns in many ways, please note that our Board has established two inviolable rules:

1. Our professional staff will not solicit donors on behalf of your Campaign.
2. We will not share with your Campaign any confidential knowledge about our family of donors or donors to other Campaigns on which we worked. Nor will any confidential information about the donors to your Campaign be shared with any Campaign with which we may be affiliated in the future.

## **Assistance with an Endowment Campaign**

The Community Foundation is, first and foremost, a means for generating permanent, endowed resources that will forever support charitable work in Door County. Hence, our Board has determined that helping build and administer Endowments Funds at the Community Foundation is among our highest priorities and should be a major emphasis of what we do. If you already have an Endowment Fund at the Community Foundation (or want to create one), our Board has directed us to help you nurture its growth.

## **Assistance with a Capital Campaigns**

The Community Foundation has helped Capital Campaigns build libraries, create new amenities at parks, cleanup environmental problems, and other capital projects that have improved our community. While this is not our primary focus as an organization, our Board allocates a percentage of our professional staff time and resources to assist capital projects that our Board feels are in the best interests of Door County.

## **Transaction Fee**

The Community Foundation does NOT work on a commission basis. We do not take a percentage of contributions as compensation for raising money for your organization. We are not a fundraising company. We do assess a Transaction Fee to defray our expenses for such things as processing contributions, acknowledging gifts, handling and reconciling assets, processing payments to your vendors, and to recoup some of the costs for the professional staff time we dedicate to your campaign.

**For Capital Campaigns**, our Transaction Fee is similar to the transaction fee charged by a credit card processor – and it's about the same amount. The Transaction Fee is calculated as a percentage of each gift transaction we process. The specific percentage is determined prior to the campaign and it will be based on factors like the number of contributions we anticipate processing, the term of years we'll be collecting pledge payments, the expected cost of Campaign materials, and the investment of our professional staff time. The Transaction Fee typically ranges from 2% to 3%.

Even after assessing a Transaction Fee, it still often costs the Community Foundation more in terms professional staff time to work on a Capital Campaign than the revenue it generates. In the very rare situation when the total Transaction Fees we collected were greater than our total expenses, we have made a donation back to the Capital Campaign. Since this is not meant to generate a profit, our Board of Directors considers our involvement on a Capital Campaign as a grant for which your charity or community group must apply.

**For Endowment Campaigns**, there is no Transaction Fee. Instead, those gifts go into your Endowment Fund at the Community Foundation. Those moneys are invested and we assess a fee of 0.7% of the total assets in your Endowment Fund every year as an Administrative Contribution to the Community Foundation.

## **Financing Construction During the Pledge Payment Period (if needed)**

Our hope is that by offering our assistance, we'll help your team reach 100% of its goal. However, please remember that it is highly unlikely you'll have 100% of the money at the end of the Campaign. The Community Foundation normally will be sending out pledge reminders to donors 3 to 5 years after your Campaign ends. In practical terms, this often means if you're constructing a building, you may need to arrange financing with a third party. The Community Foundation's Board of Directors normally does not finance the construction of a project out of our own assets, nor will we borrow money on behalf of your organization. You may, however, use the pledge receivables that we will be collecting on your behalf to arrange your own independent financing.

## **Apply for Assistance with Your Endowment or Capital Campaign**

The application process begins with a meeting between the Community Foundation and the team that is leading your effort. Let's get together to make sure you fully understand what the Community Foundation can do to assist you. Also, help us understand how you plan to use the money raised.

After we meet, you'll eventually need to submit a formal request to work with the Community Foundation to our Board of Directors. Please submit a letter to us addressing the following topics:

- **Purpose.** Please explain your capital project or the purposes for which you will use your Endowment. Note what it is that you want to accomplish and why this is important for Door County.
- **Budget.** Provide a budget (rough estimates are acceptable) as to how the moneys raised will ultimately be spent.
- **Leadership.** Provide the name and a one paragraph biography of every member of the leadership team that has already agreed to serve on the campaign. This should include both your volunteer and key professional staff (if any).
- **Organization.** Please submit a brief history of your organization and include its operating budget from the current and previous fiscal years (if applicable).

The Community Foundation's endorsement of a Campaign includes a significant grant of our professional staff time. Hence, this action requires the approval of our entire Board of Directors. Please note that it meets as a whole only 4 times per year and thus you should plan your timeline accordingly.

## **Our Obligation to the Community**

The Community Foundation does not act as a "fiscal agent" in which a project operates independently of the parent corporation. When the Community Foundation gets involved in a Campaign, we're "all in" helping your team achieve our shared goal. Our Board is lending its own credibility to your effort. While we give great deference to the leadership team that governs the campaign, if the contributions are flowing through our coffers, the Community Foundation is legally and ethically responsible to the community. Hence, our Board of Directors reserves its right to have final authority over all Campaign activities.

Of course, in practice, we operate very much in partnership with our Campaign leadership teams. These Campaigns aren't designed to generate a profit for the Community Foundation. We offer this assistance because we want to work with engaged citizens who make Door County a better place to live. We're all in this together. Thanks for what you're doing!

*Revised 4/20/2019*



## RESOLUTION

WHEREAS, the Common Council of the City of Sturgeon Bay has determined that it is in the best interests of the City of Sturgeon Bay to adjust, add, and discontinue certain fees.

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

<u>Type</u>	<u>Fee</u>
Daily Vendor Farm Market Fee	\$ 40.00
Daily Vendor Farm Market Fee Half Space or Grass	\$ 30.00
Seasonal Vendor Farm Market Fee	\$ 350.00
Seasonal Vendor Farm Market Fee Half Space or Grass	\$ 180.00
Marina Slip Fee	\$2,700.00
Commercial Slip Fee	\$ 60.00
Large Item Pick up & Brush Collection	\$ 35.00

And, discontinues the following fee:

Seasonal Vendor Farm Market Fee (Short Season)	\$ 150.00
--	-----------

\* \* \* \* \*

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

Moved by Alderperson \_\_\_\_\_, seconded by Alderperson \_\_\_\_\_, that said resolution be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

## EXECUTIVE SUMMARY

**TITLE:** Fee Schedule Changes

**BACKGROUND:** During the September 28, 2020 and October 5, 2020 Committee of the Whole budget meetings, the committee discussed increasing the following fees. Then, at the November 2, 2020 Common Council budget meeting, the Council approved a 2021 budget which included budgeted revenues based upon the increases.

**Update:** At the November 10, 2020 meeting of the Finance/Purchasing & Building Committee, the Committee reviewed the fee changes as presented and discussed during the October 5, 2020 Committee of the Whole meeting. Two changes are being proposed by the Finance/Purchasing & Building Committee. First, considering there is no longer a short seasonal farm market period, that fee is proposed to be eliminated. Second, the committee would like to formalize the seasonal vendor farm market fee for a half space or grass.

Fee Type	Current Fee	Proposed Fee	Date of Last change	Estimated Increased Income
Farm Market Fees				
Daily Vendor Farm Market Fee	20.00	40.00	12/3/2013	
Daily Vendor Farm Market Fee Half Space or Grass	15.00	30.00	12/3/2013	
<del>Seasonal Vendor Farm Market Fee Per Space</del>	<del>150.00</del>	<del>300.00</del>	<del>12/3/2013</del>	
Seasonal Vendor Farm Market Fee Extended Season	175.00	350.00	12/3/2013	
Seasonal Vendor Farm Market Fee Half Space or Grass	90.00	180.00		
Total - Farm Market Proposed Estimated Increased Income				15,000.00
Marina Slip Fee	2,600.00	2,700.00	2020	2,200.00
Commercial Slip Fee - Special Charge for Water Weed Program	48.00	60.00	2011	7,764.00
Large item Pick up & Brush Collection	25.00	35.00	5/17/2016	1,320.00
<b>Total Proposed Estimated Increased Income</b>				<b>26,284.00</b>

**FISCAL IMPACT:** \$26,284.00

**OPTIONS:**

- 1) Approve the resolution establishing increases to the above listed fees.
- 2) Do not approve the resolution establishing increases to the above listed fees.

- 3) Approve the resolution establishing increases to the above listed fees with adjustments.

RECOMMENDATION:

Approve the resolution establishing increases to the Farm Market, Marina Slip, Commercial Slip, and Large Item Pick up & Brush Collection fees, and forward the resolution to the Common Council.

PREPARED BY: Valerie J. Clarizio 11/10/20  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

REVIEWED BY: Mike Barker 11 Nov 2020  
Mike Barker Date  
Director of Public Works

REVIEWED BY: Joshua VanLeishout 11/16/20  
Joshua VanLeishout Date  
City Administrator

## NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Common Council will hold a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin on Tuesday, December 1, 2020, at 6:00 p.m. or shortly thereafter to consider a zoning code amendment to section 20.175(1) (C-5 Mixed Commercial / Residential District) of the Municipal Code to remove the floor area restrictions for mixed-use buildings. The amendment would also remove the use standards for Home Occupations listed under subsection 20.09(2)(a). The proposed amendment and related information are on file with the Community Development Department and can be viewed on the City's website ([www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)) or at City Hall, 421 Michigan Street, weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony regarding the proposed zoning code amendment either in person at the hearing or in writing.

By order of:

City of Sturgeon Bay Common Council

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

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

SECTION 1: Section 20.175 (1) of the Municipal Code (Zoning Code) is hereby repealed  
and recreated as follows:

- (a) Single-family dwellings established within an existing building,  
including repairs/reconstruction of such dwellings and additions up to 50  
percent of the original floor area.
- (b) Two-family dwellings established within an existing building,  
including repairs/reconstruction of such dwellings and additions up to 50  
percent of the original floor area.
- (c) Buildings containing a mixture of residential uses and commercial  
uses including home occupation. 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).
- (d) (e) Any use listed as a permitted use in the C-2 district, except bus  
depots and those uses listed separately as conditional uses under  
subsection (2). Such uses shall only occupy an existing building or  
occupy a new building with a building footprint not exceeding 3,000  
square feet.

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

Approved:

\_\_\_\_\_  
David Ward  
Mayor

Attest:

\_\_\_\_\_  
Stephanie Reinhardt  
City Clerk

## STAFF REPORT

### **Zoning Text Amendment – Mixed-Use Buildings in the C-5 District**

**Background:** The City's Zoning Chapter defines the Mixed Commercial – Residential (C-5) zoning district as the areas of the city where residential properties are converted to commercial uses or vice versa, especially areas where it is desired to maintain the existing buildings or architectural character of the neighborhood. It is also intended for areas of the city where a continued mixture of residential and commercial uses is desirable. The uses permitted are those uses which are generally compatible in areas with a combination of both residential and commercial properties.

There have been several instances where the interpretation of the code caused confusion to whether the restrictions under mixed use properties conforms to the intent of the C-5 district. Because the permitted uses in the C-5 district refer back to the C-2 Central Business District (which in turn refers to the C-1 General Commercial District), it appears that if a property owner wants to use their building(s) for a mix of commercial and residential, the residential space couldn't exceed 50 percent of the overall floor area of the building(s) on the lot. The 50 percent rule was meant for the downtown commercial zone where uses are predominantly commercial with upper residential spaces. This limitation works well in the C-1 and C-2 districts which are primarily commercial zones. But in the C-5 district, where both commercial and residential uses are permitted individually, it doesn't seem to make sense that a mixed-use building is limited to 50% residential.

Another quirk is that if a property owner wants to have a home occupation within their residence, the use is essentially limited to a personal business office and limited to no more than 25 percent of the building.

From staff's perspective, in the C-5 district there should not be a floor area restriction on the mix between residential and commercial uses. Because various commercial uses and residential uses are separately listed as permitted uses in the C-5 district, a situation where the two uses are housed within the same building should also be permitted, regardless of the amount of floor area devoted to each use. But this staff interpretation should be codified so that it is very clear going forward.

This issue was discussed with Attorney James Kalny. He believes that staff's interpretation is valid, but advises that it is a good idea to amend the code to make it clear. Thus, the zoning text amendment process was started. The amendment creates a specific permitted use for mixed-use buildings in the C-5 district and is included in the agenda packet.

**Plan Commission Action:** The Plan Commission unanimously recommended approval of the text amendment.

**Options:** The Council can:

- Approve the ordinance. A first and second reading is required.
- Reject the ordinance. The matter would then be dropped from consideration.
- Refer the matter back to the Plan Commission for modifications or additional consideration.

**City Staff Recommendation:** Approve the ordinance as drafted.

Prepared by: \_\_\_\_\_  
Christopher Sullivan-Robinson  
Planner/Zoning Administrator

Date: \_\_\_\_\_

Prepared by:  \_\_\_\_\_  
Marty Olejniczak  
Community Development Director

Date: 11/23/2020

Reviewed by:  \_\_\_\_\_  
Josh Van Lieshout  
City Administrator

Date: 11/23/20



**An Ordinance to Amending Section 2.01  
of the City of Sturgeon Bay  
Code of Ordinance, Common Council Membership.**

The Common Council of the City of Sturgeon Bay, Door County, Wisconsin, do ordain as follows:

**SECTION 1.** Section 2.01 of the Sturgeon Bay Code of Ordinances; Common Council, Membership is hereby amended by the creation of paragraph 2.01 (2), Replacing a Vacant Aldermanic Seat, which shall read as follows:

(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:

1. The Mayor shall, 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 than 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.

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

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

PASSED AND ADOPTED by the Common Council of the City of Sturgeon Bay,  
Wisconsin this \_\_\_\_ day of \_\_\_\_\_, 2020.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend that the Council accept the revised development proposal from Northpointe Development Corporation for the West Waterfront Redevelopment.

Respectfully submitted,  
City Plan Commission  
By: David Ward, Chair

RESOLVED, that the foregoing recommendation be adopted.

Date: November 18, 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:** Revised Development Proposal for West Waterfront Redevelopment

**Background:** The City has been seeking a developer(s) for the redevelopment sites along E. Maple Street within the West Waterfront Redevelopment Area. The Plan Commission reviewed three proposals and made a recommendation to accept the development proposal from Northpointe Development Corporation and work with that developer to finetune the project, including increasing the number of residential units.

Prior to the Council acting upon that recommendation, however, it was discovered that the County's CDBG funds cannot be used for new low to moderate income (LMI) housing. Since this was a major component of the funding for the project, it required Northpointe to completely redo the financing for the project. Thus, the recommendation was pulled from the Council agenda.

Northpointe has devised a new project that both meets the desires of the Plan Commission and works financially from a tax increment financing standpoint. The revised project is 52 dwellings units, an increase from the original 40-unit proposal. All of the dwelling units are proposed to be market-rate units whereas the original proposal had 51% of the units as low to moderate income (LMI) units. This revised proposal increases the assessed value of the project, but with the loss of the \$1.4 Million in CDBG funding, it requires a larger TIF incentive. Northpointe is proposing a developer-financed tax increment financing loan of \$1,475,000. The loan would be repaid using 90% of the tax increment from the project.


Staff has requested that R.W. Baird complete a new TIF proforma for this project. The proforma shows that if the project creates \$6.5 million in new assessed property value, the TIF loan would be repaid and the project would also generate approximately \$750,000 in additional tax increment by the close of the district that could be used for the public improvements, such as the promenade and parkland. For comparison, The Bay Lofts has 37 residential units and one commercial space and is currently assessed at \$5.15 Million.

Northpointe also indicated that they are flexible in regard to the final site layout and architecture of the building. If the Council accepts the development proposal, they would then be able to confidently expend money for detailed architecture and site design.

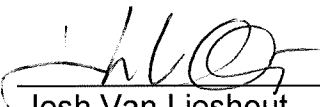
The Plan Commission recommended to Council that the revised development proposal be accepted. If the Council approves the recommendation, it will allow the developer to finetune the proposal, for staff to start negotiation of a development agreement, and for the zoning and development review process to begin. It is noted that there is a long way to go with several more city approvals needed before any construction can commence. Council approval at this point merely indicates acceptance of the initial concept and a willingness to work with Northpointe on a detailed proposal.

**Fiscal Impact:** There is no fiscal impact to accept the Northpointe proposal. But, as noted above, it is anticipated that developer incentives from Tax Increment District #4 will be part of any development agreement that is generated for this project. Such incentives will require separate Council action in the future.

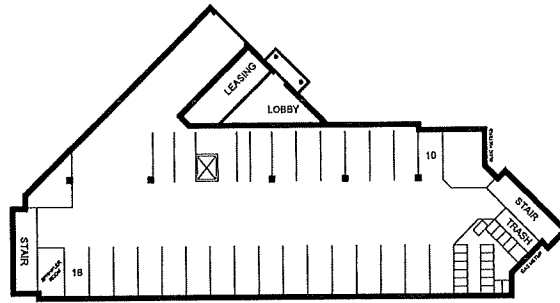
**Recommendation:** The revised proposal is in line with the original, but complies with the request for more units and the financial TIF proforma is more favorable than the original. Thus, the recommendation is to accept the Northpointe development proposal.

Prepared by:   
Martin Olejniczak  
Community Development Director

10-24-2020  
Date

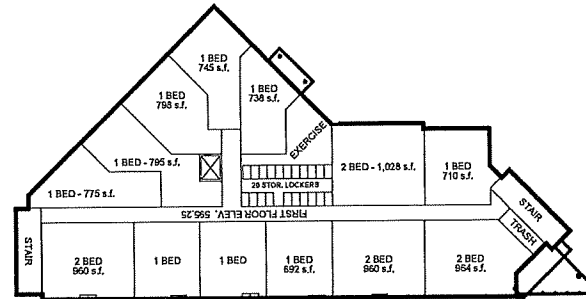
Reviewed by:   
Josh Van Lieshout  
City Administrator

10/24/20  
Date



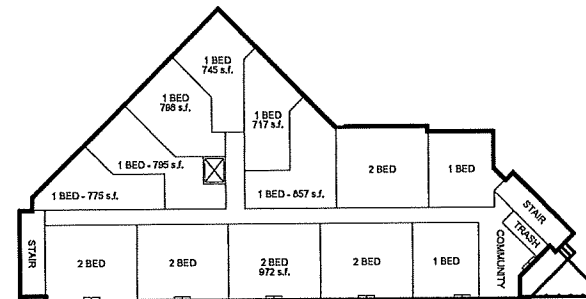
PARKING LEVEL

1ST FLOOR		
1 BEDS =	9	
2 BEDS =	4	
		13



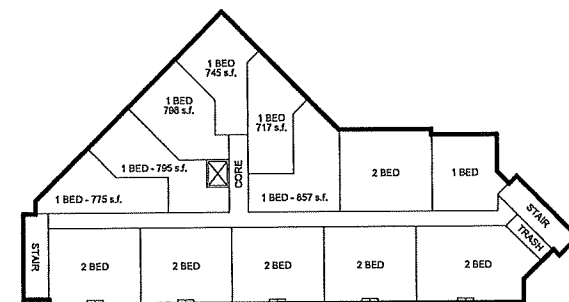
1ST FLOOR

2ND FLOOR		
1 BEDS =	8	
2 BEDS =	5	
		13



2ND FLOOR

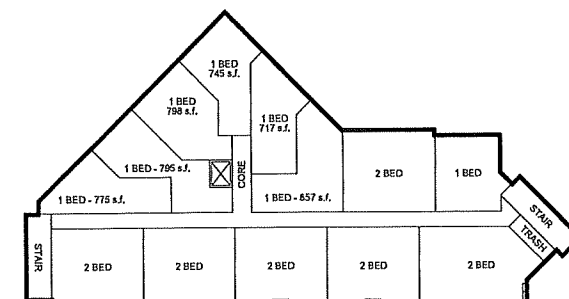
3RD FLOOR		
1 BEDS =	7	
2 BEDS =	6	
		13



3RD FLOOR

TOTALS		
1 BEDS =	6+8+7+7 = 31	
2 BEDS =	4+5+6+6 = 21	
		52

4TH FLOOR		
1 BEDS =	7	
2 BEDS =	6	
		13





## Proforma Summary:

INCOME		Unit Type	Units	Rents	Monthly	Annual
Market						
	100%	1 Bedroom	31	\$1,200	\$37,200	\$446,400
		2 Bedroom	21	\$1,500	\$31,500	\$378,000
Gross Rental			52		\$68,700	\$824,400
		Vacancy	7.00%		(\$4,809)	(\$57,708)
		Rental Concessions				
Net Rental Income					\$63,891	\$766,692
		Misc. Income			\$125	\$1,500
		Parking Resident	25	/stalls	\$1,300	\$15,600
		Other Income Va	0		(\$91)	(\$1,092)
Effective Gross Income					\$65,225	\$782,700
EXPENSES						
		Administrative			\$6,165	\$73,980
		Utilities			\$2,860	\$34,320
		Maintenance			\$5,087	\$61,044
		Taxes & Insurance			\$9,633	\$115,596
		Total Operating Expenses			\$23,745	\$284,940
		NET OPERATING INCOME			\$41,480	\$497,760

## Sources and Uses:

First Mortgage	\$7,494,000
Equity	\$456,048
TIF Present Value	\$1,475,000
Deferred Developer Fee	\$1,131,006

**TOTAL SOURCES OF FUNDS** \$10,556,054

Property Acquisition	\$1
Construction/Rehab Costs	\$8,230,581
Construction Contingency	\$411,529
Architectural & Engineering	\$228,400
Interim Construction Costs	\$441,574
Financing Fees & Expenses	\$80,000
Soft Costs	\$32,963
Developer Fee	\$1,131,006

**TOTAL USES OF FUNDS** \$10,556,054

# TIF CALCULATOR

Calculate Value

Calculate Time

Increment [?]

5530000

Mill Rate (Amount/\$1,000 of Value) [?]

21.069

Allocation (% of Increment paid) [?]

90

Interest Rate [?]

4

Payback Time (Years) [?]

20

Payback Delay (Years) [?]

0

**Net Present Value = \$1,482,090.72**

Stand Alone\_ \$6.500M Increment

BAIRD

# City of Sturgeon Bay Tax Increment District No. 4 - West Waterfront Site Redevelopment Cash Flow Proforma Analysis

Assumptions	
Annual Inflation During Life of TID	1.00%
2019 Gross Tax Rate (per \$1000 Equalized Value)	\$23.17
Annual Adjustment to tax rate	0.00%
Investment rate	0.50%
Data above dashed line are actual	

Example Developer Grant	
Developer Outlay / Repayment	\$1,480,000
Developer Outlay	\$1,480,000
Total Inc. Due to Developer	\$637,354
Total Payments to Developer	\$2,117,354
Shortfall to Developer	\$0

Developer Incentive - Criteria	
New Construction	\$5,500,000
TIF Assistance	\$1,480,000
% of Increment to Developer	90%
Does TIF Cash Flow	YES
City Incentive Required	NO

Background Data										Revenues					Expenditures					TID Status			
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)						
Year	TIF District Valuation	Inflation Increment	Construction Increment	TIF Increment Over Base	Tax Rate	Tax Revenue	Investment Proceeds	Total Revenues	Revenues Available to Developer 90%	Developer Outlay	Interest Due to Developer	Annual (Shortfall)/ Surplus	Balance Due to Developer	Payment to Developer	Annual Balance	Year End Cumulative Balance	Cost Recovery						
	(January 1)		(4)								EST. RATE= 4.00%					(December 31)							
2020	\$0	\$0	\$3,250,000	\$0	\$23.17	\$0	\$0	\$0	\$0	\$1,480,000	\$0	(\$1,480,000)	(\$1,480,000)	\$0	\$0	\$0	\$0						
2021	\$0	\$0	\$3,250,000	\$0	\$23.17	\$0	\$0	\$0	\$0	\$0	\$0	(\$99,200)	(\$1,539,200)	\$67,772	\$0	\$0	\$0						
2022	\$3,250,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$75,302	\$0	\$75,302	\$67,772	\$0	\$81,568	\$6,247	(\$1,457,996)	\$135,577	\$7,530	\$22,594	\$22,594						
2023	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$1,380,089)	\$137,000	\$15,064	\$37,617	\$37,617						
2024	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$1,296,854)	\$138,338	\$15,382	\$53,019	\$53,019						
2025	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$1,208,839)	\$139,890	\$15,595	\$68,642	\$68,642						
2026	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$1,120,824)	\$141,355	\$15,706	\$84,344	\$84,344						
2027	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$1,032,809)	\$142,837	\$15,817	\$100,319	\$100,319						
2028	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$944,794)	\$144,333	\$16,037	\$116,356	\$116,356						
2029	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$856,779)	\$145,844	\$16,205	\$132,561	\$132,561						
2030	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$768,764)	\$147,370	\$16,374	\$148,935	\$148,935						
2031	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$680,749)	\$148,912	\$16,546	\$165,481	\$165,481						
2032	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$592,734)	\$150,469	\$16,719	\$182,200	\$182,200						
2033	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$504,719)	\$152,041	\$16,893	\$199,093	\$199,093						
2034	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$416,704)	\$153,629	\$17,070	\$216,163	\$216,163						
2035	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$328,689)	\$155,233	\$17,248	\$233,411	\$233,411						
2036	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$240,674)	\$156,852	\$17,426	\$250,837	\$250,837						
2037	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$152,659)	\$158,481	\$17,604	\$268,441	\$268,441						
2038	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	(\$64,644)	\$160,122	\$17,782	\$286,223	\$286,223						
2039	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	\$23,607	\$161,765	\$17,960	\$304,183	\$304,183						
2040	\$6,500,000	\$55,000	\$23,170	\$6,565,000	\$23.17	\$150,604	\$0	\$150,604	\$135,577	\$0	\$163,136	\$17,287	\$135,577	\$163,404	\$18,138	\$322,321	\$322,321						
\$1,274,959					\$5,500,000	\$2,850,991	\$13,639	\$2,854,630	\$2,578,167	\$1,480,000	\$637,354	\$0	\$2,117,354	\$0	\$0	\$0	\$0						

Type of TID: Blight Elimination  
2013 TID Inception (3/19/2013)  
2035 Final Year to Incur TIF Related Costs  
2040 Maximum Legal Life of TID (27 Years)  
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# MEMO

**To:** Common Council  
**From:** Marty Olejniczak, Community Development Director  
**Date:** November 24, 2020  
**Subject:** Proposals to Redevelop West Waterfront

A recommendation was made by the City Plan Commission to accept the revised redevelopment proposal submitted by Northpointe Development Corporation. An executive summary pertaining to the revision and the recommendation is within the Council packet. The original three proposals were included in the Council agenda packet for the November 3<sup>rd</sup> meeting. This memo provides some general background, but please refer to that agenda packet to see the entire proposals.

## **Northpointe Development Corporation**

Use: 52-unit MF housing – no commercial space. All units are proposed to be market-rate rentals.

Bedroom Mix: 31 one-bedroom and 21 two-bedroom units.

Building Design: There are 4 stories containing the housing units over a parking level. It is unclear if the parking level is at grade or partially below grade. The footprint leaves room for surface parking and ground level amenities.

Parking: 26 indoor stalls under the building with some surface parking spaces. The developer would like to explore off-site parking, perhaps through public parking on the adjoining city land.

Financing/TIF Support: The proposal includes \$1,475,000 in TIF support. The TIF assistance would be "Pay as You Go" developer-financed loan. This means that any shortfall in TIF revenue would be on the developer to cover.

Building Value: The developer initially projected the building to have an assessed value of about \$5,530,000. But after discussion with staff, it was agreed that an assessed value of \$6,500,000 was more realistic so that figure was used for the TIF proforma.

Schedule: Construction commences April, 2021 and completed in June, 2022.

Notes: Northpointe Development Corporation was the developer of the proposed affordable housing project at the West Side School/West Side Field. That project failed to obtain the required WHEDA tax credits and, hence, did not proceed.

The developer indicated that they are willing to adjust the site layout and the building design. They would work with the City to find a design solution that works for both parties from a financial and development standpoint.

Adding commercial use to the building is unlikely due to the site size, but the developer is willing to investigate finding a commercial use for the smaller development site B next to the Oregon Street Bridge.

### **T. Wall Enterprises**

Use: 78-unit MF housing – no commercial space. All of the units are proposed to be market rate units.

Bedroom Mix: Studio, one-bedroom, two-bedroom, and three-bedroom units are all included, but the exact mix is unknown.

Building Design: L-shaped building with a plaza connecting the two wings. There are 4 stories over an underground parking level. The footprint covers essentially the entire site and extends beyond the limits of the actual development site. Thus, it involves changes to Locust Street and the parking area in front of the Maritime Museum that is currently titled to the Waterfront Redevelopment Authority. It also would impact the design of the central walkway leading to the waterfront promenade. According to the developer, \$100,000 has been built into their project budget for these changes.

Parking: The developer estimates about 80 vehicles can be accommodated in the underground parking, which is also under the plaza. The surface parking that is shown appears to be within the public space and would, therefore, have to be public parking spaces. They are not sure if undesignated public parking would be OK or whether spaces specifically designated for the tenants would be needed. If designated spaces are needed, spaces in the Maritime Museum lot could potentially be designated for tenants.

Financing/TIF Support: The proposal requests 70% of the tax increment generated from the project. More specifically, they are looking for an upfront cash payment of \$2,500,000 and it would take about 70% of the tax increment for the City to finance that. The developer is open to a developer-financed loan in lieu of the upfront cash grant, but that would require higher TIF support due to the higher interest rate that the developer would pay compared to the City.

Building Value: The developer projects the building to have an assessed value of about \$10,300,000.

Schedule: Construction is expected to last one year. A specific start date was not indicated. Their prior proposal included an 18-month contingency period to commit to the project and commence construction.

Notes: T. Wall Enterprises also provided a second option that included a total of 104 units split into two phases. That project was not considered being it involved property that is already controlled by third parties (Harbor Club Marina) due to previous development contracts and other factors.



Prior to the issuance of the Request for Proposals, T. Wall Enterprises attempted to enter into an option to purchase with the City for the development site. Their project at that time is essentially the same as the current proposal except that they projected to require 65% of the tax increment as incentive. The Finance Committee, which reviewed the letter of intent to purchase the site, rejected that proposal and directed staff to issue the RFP.

The architect on the team is the same architectural firm that designed The Bay Lofts.

In regard to commercial use, the developer prefers not to include it. Given the current state of retail, it could be difficult to keep a tenant in the commercial space. Plus, banks are less likely to finance mixed-use projects. But T. Wall did not absolutely say no to adding commercial.

**FIT Investment Group / Cinnaire Solutions / Engberg Anderson Architects**

This proposal involves a 41-unit apartment building housing with two retail units totaling 3,700 square feet. The majority of the dwelling units were proposed to affordable units for low and moderate-income households. This proposal is no longer under consideration at this time because it depended upon low income housing tax credits through WHEDA. Since the deadline to apply for the tax credits is December 11, there isn't enough time to work through the required zoning approval process, which is a requirement to apply for WHEDA tax credits.



*Original Proposal*  
*Excerpts Only - refer to Nov. 3rd*  
*Council packet for entire proposal*



## Proposal to Develop City of Sturgeon Bay West Waterfront Site

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City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, Wisconsin

The following proposal is in response to the City of Sturgeon Bay's request for proposals for development of the site along E. Maple Street, part of the city's West Waterfront Redevelopment Project.

**September 23, 2020**

Original Footprint of building. This has been revised



WATERFRONT PROPERTY REDEVELOPMENT

PROPOSAL BY:



**NORTHPOINTE**  
DEVELOPMENT CORPORATION

- 4-STORY APARTMENT BUILDING OVER  
INDOOR PARKING LEVEL

UNIT MIX		PARKING COUNT	
19 1-BEDROOM UNITS	24 INDOOR PARKING SPACES	24 INDOOR PARKING SPACES	24 INDOOR PARKING SPACES
21 2-BEDROOM UNITS	26 SURFACE PARKING SPACES	26 SURFACE PARKING SPACES	26 SURFACE PARKING SPACES
40 DWELLING UNITS	50 PARKING SPACES	50 PARKING SPACES	50 PARKING SPACES

- AMENITIES

- ON SITE LEASING OFFICE
- EXTERIOR BALCONIES
- COMMUNITY ROOM WITH LARGE BALCONY
- EXERCISE & FITNESS ROOM
- IN-UNIT WASHER / DRYER
- ON SITE STORAGE LOCKERS FOR RESIDENTS

## **Project Development Team**

The success of Northpointe Development's many apartment projects have included the following partners. If awarded the project, these are the likely entities and contacts that will be involved in the West Waterfront Site Development:

- Developers:** Northpointe Development Corporation  
230 Ohio Street, Suite 200  
Oshkosh, WI 54902  
(920) 379-1645  
Contact: Andrew Dumke  
andy@northpointedev.com
- Architect:** Precedent Architecture, LLC  
229 E Division St.  
Fond du Lac, WI 54935  
(920) 933-2860  
Contact: Jonathan Brinkley, AIA, PE  
Jonathan.b@precedentarchitecture.com
- Engineer:** Precedent Architecture, LLC  
229 E Division St.  
Fond du Lac, WI 54935  
(920) 933-2860  
Contact: Jonathan Brinkley, AIA, PE  
Jonathan.b@precedentarchitecture.com
- Contractor:** Northcentral Construction Corp  
631 South Hickory Street  
Fond du Lac, WI 54935  
(920) 929-9400  
Contact: Mark Dudzinski  
Markd@nccbuilds.com
- Property Management:** ACC Management Group, Inc.  
2375 State Road 44  
Oshkosh, WI 54904  
(920) 966-9905  
Contact: Rose Andler  
Rose@accmanagementgroup.com



## Section 2

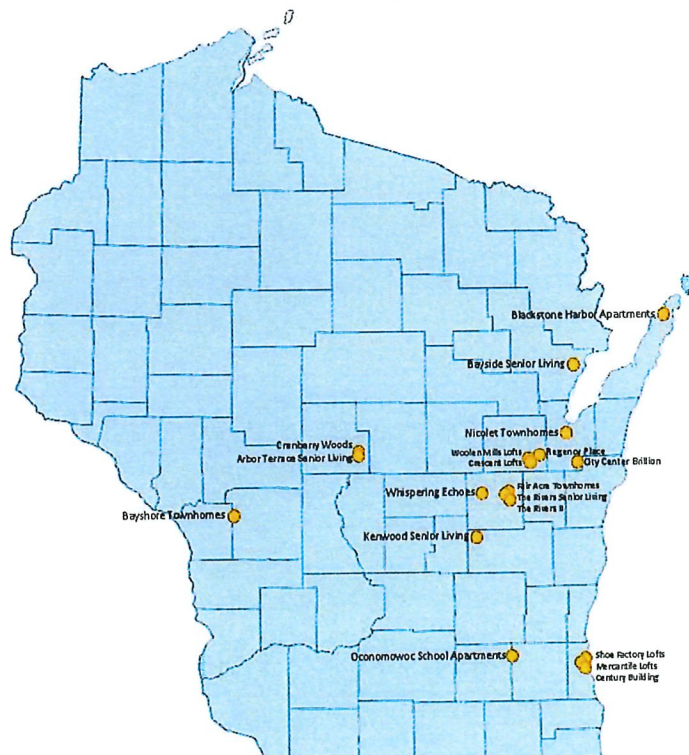


230 Ohio Street, Suite 200  
Oshkosh, WI 54902  
Office: (920) 230-3628  
Fax: (920) 230-6484

### NORTHPOINTE DEVELOPMENT CORPORATION

Northpointe Development Corporation is a real estate development company created for the purpose of bringing revitalization and development to various neighborhoods in Wisconsin. Northpointe envisions vibrant communities that strengthen neighborhoods, enhance livelihoods, respond to the environment, and connect people and places. The company's mission is to provide sustainable housing for communities in a collaborative, honest, and transparent manner. Northpointe has a great reputation with the communities where we've developed housing and with WHEDA. Northpointe is one of WHEDA's largest and long-term customers and consistently scores the highest developer team score possible for a for profit developer. Northpointe and its principals have the financial capacity to successfully complete the project as well as secure market to above market equity pricing. Personal Financials of Northpoint's principals will be submitted upon request.

Northpointe, as shown below, has developed new construction family and senior apartment housing, historic rehabilitation, and commercial properties throughout Wisconsin. Most of the projects have utilized the Low-Income Housing Tax Credit program as well as other available resources including: Home, TIF, Brownfield Grants, Federal and State Historic Credits. Connecting with government entities, including the Department of Natural Resources, HUD, WHEDA, WEDC, the Federal Energy Regulatory Commission, etc is commonly required to successfully complete the development project. The company has received numerous awards including: the 2013 Top Projects Award in Milwaukee, 2015 National Historic Preservation Award, 2014 runner-up for the prestigious J. Timothy Anderson National Award for Excellence, 2017 Wisconsin Trust for Historic Preservation Award, 2019 Remarkable Milwaukee Award and the 2019 Carolyn Kellogg Historic Preservation Award.



**Multi Family Developments**

<b><u>Project Name</u></b>	<b><u>Location</u></b>		<b><u>Units</u></b>	<b><u>Property Type</u></b>
Rivers Senior Living	Oshkosh	WI	60	New Construction 9% LIHTC
Bayshore Townhomes	Sparta	WI	32	New Construction 9% LIHTC
Fair Acre Townhomes	Oshkosh	WI	55	New Construction 9% LIHTC
Kenwood Senior Living	Ripon	WI	24	New Construction 9% LIHTC
The Fountains of West Allis	West Allis	WI	35	Acquisition/Rehab 9% LIHTC
Blackstone Harbor Apts.	Sister Bay	WI	24	New Construction 9% LIHTC
Oconomowoc School Apts	Oconomowoc	WI	55	Adaptive /Historic 9% LIHTC
Nicolet Townhomes	De Pere	WI	60	New Construction 9% LIHTC
Anthem Luxury Living	Oshkosh	WI	80	New Construction 20/80
Mercantile Lofts	Milwaukee	WI	36	Adaptive /Historic 9% LIHTC
Shoe Factory Lofts	Milwaukee	WI	55	Adaptive /Historic 9% LIHTC
The Rivers - Phase II-Senior Living	Oshkosh	WI	40	New Construction 9% LIHTC
Woolen Mills Lofts	Appleton	WI	60	Adaptive /Historic 9% LIHTC
Century Building	Milwaukee	WI	44	Adaptive /Historic 9% LIHTC
Cranberry Woods Townhomes	Wisconsin Rapids	WI	40	New Construction 9% LIHTC
Bayside Senior Apartments	Oconto	WI	42	New Construction 9% LIHTC
Whispering Echoes Townhomes	Winneconne	WI	28	New Construction 9% LIHTC
Regency Place Senior Living	Little Chute	WI	40	New Construction 9% LIHTC
<b><u>Under Construction</u></b>				
Arbor Terrace Senior Living	Wisconsin Rapids	WI	40	New Construction 9% LIHTC
City Center	Brillion	WI	40	New Construction 9% LIHTC
Crescent Lofts	Appleton	WI	69	Adaptive /Historic 9% LIHTC
<b><u>2020 Awards</u></b>				
The Limerick	Fitchburg	WI	126	New Construction 4% State
Cabrini	Oshkosh	WI	33	Adaptive/ Historic 4% State
<b>Total Units</b>			1,117	



## NORTHPOINTE DEVELOPMENT PRINCIPALS

Cal Schultz  
420 South Koeller Street  
Oshkosh, WI 54902  
(920) 303-9404  
[cal@northpointedev.com](mailto:cal@northpointedev.com)

Andy Dumke  
230 Ohio Street  
Oshkosh, WI 54902  
(920) 230-3628  
[andy@northpointedev.com](mailto:andy@northpointedev.com)

Sean O'Brien  
2628 Saw Tooth Drive  
Fitchburg, WI 53711  
(608) 334-5665  
[sean@northpointedev.com](mailto:sean@northpointedev.com)

### **Callan L. Schultz**

Callan Schultz graduated from the University of Wisconsin-Oshkosh with a Bachelor of Business Administration with majors in finance and management information systems and a Masters of Business Administration. Cal is a licensed Wisconsin Real Estate Broker. He was a 1999 class member of the Massachusetts Institute of Technology "Birthing of Giants" program.

Cal formed Keystone Development, LLC in 1999. The company has developed over 2,000 apartment units throughout Wisconsin, Michigan, Ohio and Iowa. In 2011 he and Andy Dumke formed Northpointe Development Corporation for the purpose of developing and owning affordable housing in Wisconsin.

### **Andrew J. Dumke**

Andrew Dumke began developing and managing real estate in 1993. He has grown his portfolio to include multi-family apartments, commercial office buildings, warehouse buildings, and retail centers. His company Alliance Development has developed over \$200,000,000 in real estate. Samples of nationally accredited tenants he works with are Starbucks, Panera, Fed EX/Kinkos, TJ Maxx, JoAnn Fabrics, US Cellular, Verizon, Buffalo Wild Wings, Chipotle, Qdoba, Baker Tilly, Old National Bank, and Olive Garden. Andrew's current portfolio contains over 1,000,000 square feet of commercial office, warehouse, and retail space.

In 2011, Andrew started Northpointe Development Corporation in conjunction with Cal Schultz. The purpose of this entity is to develop, own and provide market-rate, affordable, and senior housing in Wisconsin.

### **Sean O'Brien**

Sean O'Brien joined Northpointe Development as a Partner in 2020. With over 15 years of housing and community development experience, Sean joined to help grow Northpointe Development's state and national footprint.

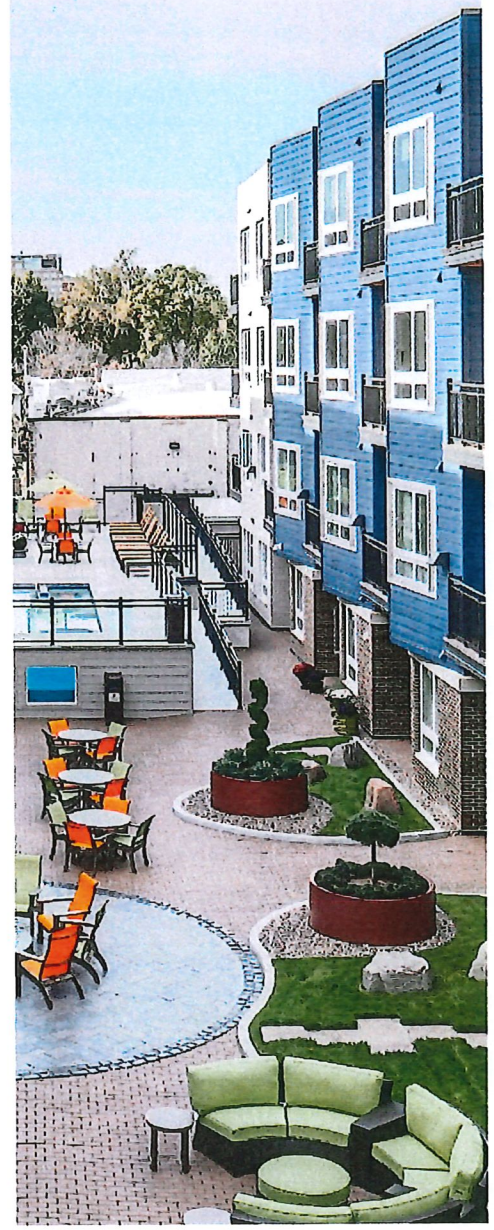
Prior to joining Northpointe Development, Sean worked at the Wisconsin Housing and Economic Development Authority (WHEDA) for 14 years. The last 6 years of his tenure he was the Director of Commercial Lending. As Director, Sean led the development of Wisconsin's Affordable Housing Policy and allocation of the Low-Income Housing Tax Credit Program. In 2018, the Commercial Lending team implemented the State Housing Tax Credit Program which allowed WHEDA to allocate a new credit that has created or preserved approximately a thousand affordable homes annually. For three years, Sean also served on the Community Investment Advisory Council for the Federal Home Loan Bank of Chicago.

Sean is a Verona Area High School Graduate and holds a Bachelor of Business Administration degree from the University of Wisconsin - Madison. In 2019, Sean and his wife Emily created OB Development, LLC with the intention of providing development in consulting services for the creation and preservation of decent, safe and affordable housing.

- **PROPOSAL** - excerpts only - refer to Nov 3rd  
Council packet for full proposal

# West Waterfront

City of Sturgeon Bay  
September 24, 2020



**T. Wall Enterprises** LLC  
Creating Places Where People Interact





high-quality finishes and fixtures including granite countertops, stainless steel appliances, floor to ceiling windows and in-unit washer and dryers.

## APPROACH

Alongside our success with creating communities, we have been one of the most active developers in Wisconsin. Given the Covid-19 crisis, it's more important than ever for municipalities to select developers with strong banking relationships and the financial capacity to ensure that developments are started and completed in a timely manner. We are proud to say that we were the first developer to break ground on a new development in Dane County during the height of the Great Recession. T. Wall Enterprises would be a trusted partner for the City of Sturgeon Bay.

When we initially approached this opportunity, we considered the need for additional housing in the community and then we looked at how we could incorporate an urban design to tie into the existing downtown. This approach helped us decide on a multi-family development that addresses the need for density with a minimal footprint.

After being selected for the RFP we will meet with city leaders, something we always do for our developments, to solicit feedback and collaborate so we may develop the most effective design solution. It's important to us to keep the dialogue open so we can gain valuable insights into the goals and desires of the City and the greater community.

## SCOPE OF WORK

In the site plans below there are two options: Option A includes a single apartment building while Option B includes a two-phased development with an opportunity to acquire a portion of the Door County Maritime Museum parking lot.

### Option A

The first option consists of a four-story multi-family building with a total of 78 units and 80 parking stalls. The majority of the parking stalls would be



climate-controlled underground parking while a small portion shall be surface parking. The building will take one year to be constructed and then one year to stabilize.

The development will contain studio, one bedroom, two bedroom, and three bedroom units. The units will offer mudrooms, walk-in closets, in-unit laundry, luxury fixtures, and will be built with higher quality finishes and materials than other developers provide. We will also provide amenities within the building along with a community clubhouse/plaza for residents to use.



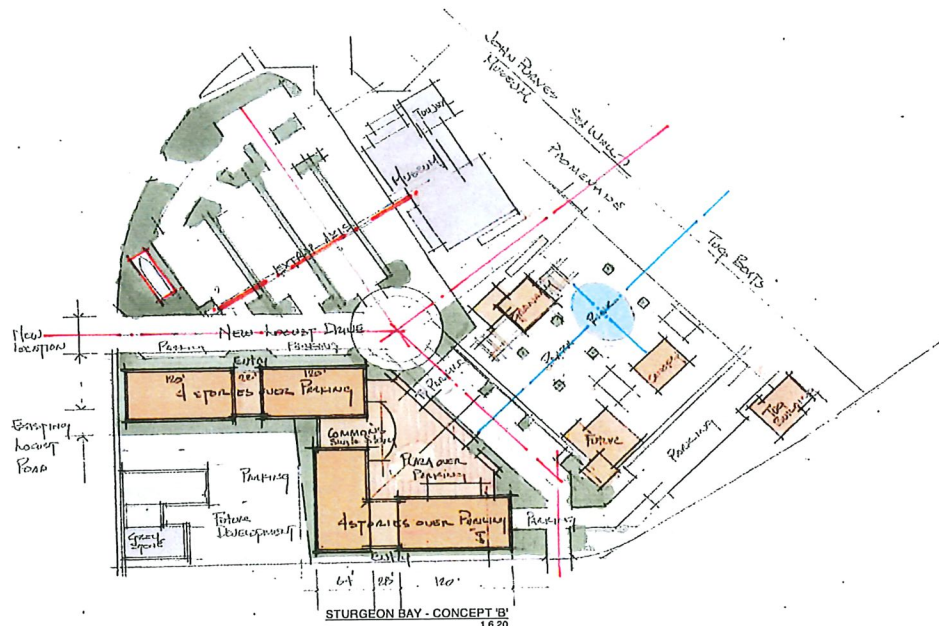




### **Option B**

Our second option consists of two, four-story multi-family buildings with a total of 104 units and 110 surface and underground parking stalls. Each building will take about one year to be constructed and one year to stabilize, before the next building would begin. Each building is split into two, four-story sections with a first floor connecting entry, which allows for increased sight lines to the future waterfront promenade and the newly constructed maritime tower. Not only does this make it more marketable for tenants, but it also encourages the "eyes on the street" concept which has been proven to reduce crime. This particular option would require the relocation of Locust Drive to the North, to allow for the second phase to be constructed.

As Sturgeon Bay continues to grow, its housing needs grow with it. The additional units that this option provides would be an opportunity to accommodate the city's growth.







## LEVEL OF INVESTMENT & FINANCIAL VIABILITY

We only work on three to five developments per year, making this opportunity an important one. T. Wall has developed over three-quarters of a billion dollars over the last 30 years, and has been recognized by both local governments, non-profits, and the State of Wisconsin for exceptional work, sustainable development, and other community benefits.

Our philosophy is to stay lean and efficient. We work diligently on just a handful of developments at a time in order to provide outstanding customer service.

We have developed and owned thousands of multi-family apartments over the past two decades. We stay committed and have a proven track record of working with others to achieve a common goal.

We also have a pool of over 700 investors to provide the capital for development during this financially stressed time. Our access to capital and level of investment is extremely high and something that we have worked very hard to obtain. *We have the financial capability to move forward with this project once our proposal is chosen.*

We have also been chosen as the development partner for the City of Middleton in the past as well as for several banks and the City of Madison (and that's not easy!). We're proud to have received recognition from area organizations and from Governor Doyle for our green initiatives.

In addition, JLA Architects, our architecture firm, has a deep knowledge and understanding of the Sturgeon Bay community. Their architects have evaluated the site carefully to ensure it can be maximized to its best use without detracting from the unique fabric of the downtown. ***We want to ensure that Sturgeon Bay remains a successful place to live, work, shop, and play.***



## DEVELOPMENT ORGANIZATION OVERVIEW

Included in materials attached.

## EXECUTIVE SUMMARY

### TIF Assistance

We will need TIF assistance at 70% of the new tax increment created by the development. The feasibility of this project, including all the benefits it will bring to the city would not be possible without the help of TIF.

### Land Purchase

Along with TIF we will also be requesting to purchase the property for \$1.00.

### Environmental Sustainability

T. Wall is a leader in environmentally sustainable development and the only developer to win the **Governor's Award for Energy Efficiency** as well as the **Friend of the Environment Award**. Terrence Wall founded and taught the first sustainable development university level course in the country at the University of Wisconsin – Madison.

T. Wall partners with **Focus on Energy** to have an 'energy usage analysis' completed at each of our properties. We incorporate energy efficient fixtures and appliances, such as low flow lavatories and faucets and LED lighting and motion detection systems, which are more efficient than those required by code to further reduce our footprint. In addition, the exterior of the buildings we develop will be covered primarily with a combination of stone, brick, smartsiding, and/or hardiplank, all of which are long lasting sustainable materials.



# SITE PLAN OPTION A

*Note: Site plan option A inserted after this page*







## DEVELOPER

1818 Parmenter Street  
Middleton, WI 53562  
Ph. 608.826.4000 | [www.twallenterprises.com](http://www.twallenterprises.com)



## ARCHITECT

800 W. Broadway Suite 200 Madison, WI 53713  
Ph. 608.241.9500 | [www.jla-ap.com](http://www.jla-ap.com)



## ENGINEER

999 Fourier Drive Suite 201  
Madison, WI 53717  
Ph. 608.826.0532 | [www.Vierbicher.com](http://www.Vierbicher.com)







#### **Education**

BA in Economics  
UW-Madison

*Masters in Real Estate Appraisal  
and Investment Analysis UW-  
Madison*

*Completed coursework at:*

*Harvard University Executive  
Education Program, Loyola  
University, and Kellogg School  
of Management (Chicago)*



## **TERRENCE WALL**

**CEO & PRESIDENT**

Terrence has been involved with real estate analysis, leasing and marketing since 1979. He began developing in 1989. He has developed in a wide range of markets including:

- Over 500 multi-family units
- Five retail centers (including Target, Verizon, Bed Bath & Beyond, Michael's Craft, Ashley Furniture, American TV, and many more)
- A 160-acre industrial park with multiple buildings
- Largest portfolio of office buildings in the state of Wisconsin with over 45 office buildings at 3.5 million square feet of space
- Planned and developed five major mixed-use centers that included office space, hotels, retail, and residential
- Presently developing a master planned community which includes seven neighborhoods and a town center, known as The Community of Bishops Bay, in Middleton, Wisconsin

#### **Philanthropy**

- Terrence Wall has previously raised donations for and developed the Dane County Children's Zoo Carousel Building, Boy Scout's Glacier's Edge Council Office and Store and the John Wall Family Pavilion at Tenney Park.
- He has also been a major donor to Edgewood High School, American Family Children's Hospital, James A. Graaskamp Real Estate Center, Congress Park, High Crossing Park, Madison Central Library, Madison Children's Museum, Middleton's Soccer Field, Asset Builders of America, and Domestic Abuse Intervention Services



**JLA**  
ARCHITECTS

## COMPANY OVERVIEW

With offices in Madison and Milwaukee, JLA Architects provides a full range of planning & architectural services for various project types. With a focus on providing creative, real-world solutions to meet project goals they maintain client satisfaction as their highest priority. Founded in 2007 by Joseph Lee, JLA believes the firm's success is dependent on the happiness of their clients and their success of each completed project.

## KEY TEAM MEMBERS



### JOSEPH LEE | President / Principal

Joe's role on this project will be to serve as general oversight throughout all phases of the project. Joe will collaborate on design concepts & lend his experience throughout the entitlement process. As the project progresses, Joe will maintain involvement & assist the project team as needed. He will help to ensure that the process is smooth & enjoyable. Throughout the process Joe will be a visible & 'reachable' member of the JLA Team.



### JOHN SCHMIED | Project Manager

Marc would serve as project manager. He has worked several years as a project manager on several developments. He will be responsible for the daily management & coordination of the project throughout the entire process. He will be intimately involved at all phases ensuring consistency & continuity throughout the project & will serve as the primary daily contact for the development team, consultants & contractor.





**vierbicher**  
planners | engineers | advisors



## COMPANY OVERVIEW

Vierbicher is a team of planners, engineers, landscape architects and surveyors committed to providing the highest level of skill and expertise to clients throughout Wisconsin and the Upper Midwest. Our multi-disciplined, team-based approach enables us to combine our strengths and bring unique perspective to a wide range of projects.

Having this diverse in-house experience provides many benefits to our clients, including creative solutions, efficient project flow and cost-effective results. We have been delivering unmatched customer service to private and municipal clients for over 40 years, and it has been a cornerstone of our success in this highly competitive field.



**ROD ZUBELLA, PE** | **President & CEO**

Rod has over 28 years of experience providing civil engineering services for local government and real estate developers. As a practicing civil engineer, Rod blends his passion, experience and compassion to find sound solutions for his clients' issues.



**MATT SCHREINER, PE** | **Engineering Manager**

Matt provides engineering services on municipal, commercial and residential projects. His responsibilities include stormwater & utility design, permitting, grading design, site layout, contract documents and construction inspection