



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, FEBRUARY 18, 2020
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
DAVID J. WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment.
6. Consideration of the following bills: General Fund – \$247,296.20, Capital Fund - \$17,441.69, Cable TV - \$67.77, TID #4 - \$2,384.82 and Solid Waste Enterprise Fund - \$521.14 for a grand total of \$267,711.62. [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 2/4/20 regular Common Council minutes.
- * b. Approval of the following minutes:
 1. Aesthetic Design & Site Plan Review Board – 1/27/20
 2. Finance/Purchasing & Building Committee – 1/28/20
 3. Personnel Committee – 1/29/20
 4. Community Protection & Services Committee – 2/6/20
- * c. Place the following report on file:
 1. Inspection Department Report – January 2020
- * d. Consideration of: Approval of Beverage Operator Licenses.
- * e. Consideration of: Approval of Temporary Class B Beer licenses, Temporary Class B Wine license, Class A Liquor and Class A Beer license.
- * f. Consideration of: Approval of Street Closure Application for Destination Sturgeon Bay.
- * g. Personnel Committee recommendation re: Approve Changes to the Employee Handbook regarding vacation and management benefits.
- * h. Personnel Committee recommendation re: Implement a bi-weekly payroll for non-represented employees and to update the Employee Handbook.

- * i. Personnel Committee recommendation re: Allow the employment of 15 year olds for ice rink attendant position.
8. Mayoral appointments.
 9. Second reading of ordinance re: Repeal and recreate Section 27.12(3) and amending Section 20.09 of the Municipal Code – Sign Code.
 10. Consideration of: Award of Contract for Project 2002A-Concrete Replacement Program.
 11. Consideration of: Award of Contract for Project 2002B-Asphalt Replacement Program.
 12. Community Protection & Services Committee recommendation re: Approve the updated Sturgeon Bay Fire Department Inspection Agreement with Town of Jacksonport.
 13. Community Protection & Services Committee recommendation re: Approve the quadricycle license application, plan of operation and routes for Foxy Pedaler, LLC contingent upon proper certificate of insurance and ASE certification being filed with the City.
 14. Consideration of: Design of West Waterfront Promenade.
 15. Consideration of: Contract for Engineering Services for West Waterfront Promenade.
 16. Items to be Included on Future Agendas (New Business).
 17. Committee Chairperson Reports:
 - a. Personnel Committee
 - b. Parking & Traffic Committee
 - c. Community Protection & Services Committee
 - d. Utility Commission
 18. City Administrator report.
 19. Mayor's report.
 20. Convene in closed session in accordance with the following exemption:

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

Consideration of: Development Agreement amendments with Sturgeon Bay with Sturgeon Bay Historical Society.

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

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 7.14.2020

Time: 12:00 pm

By: AM

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
REVENUE				
R0001592	ROBERT COPPENS	REFND INCORRECT INVOICE/COPPEN	01-000-000-46035	125.00
TOTAL REVENUE				125.00
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	02/20 ATHLETIC FLD LIGHT PROJ	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				1,490.39
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	01/20 3 ALDERS CELL PHONES	01-105-000-58999	115.37
TOTAL				115.37
TOTAL CITY COUNCIL				115.37
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	12/19 TRAFFIC MATTERS	01-110-000-55010	1,125.00
TOTAL				1,125.00
TOTAL LAW/LEGAL				1,125.00
COMPUTER				
03101	CDW GOVERNMENT, INC.	POLICE/VIDEO CAMERA/COMPUTER	01-125-000-55550	736.06
03101		2 MONITORS	01-125-000-55550	295.02
03101		DISPLAY PORTS FOR POLICE	01-125-000-55550	27.48
04696	DOOR COUNTY TREASURER	01/20 IS INTERNET USAGE	01-125-000-55550	100.00
04696		1ST QTR 2020 SOFTWARE	01-125-000-55550	6,649.34
04696		01/20 TECH SUPPORT	01-125-000-55550	2,500.00
04696		01/20 2G INTERNET	01-125-000-55550	375.00
04696		4TH QTR 2019 FIBER MAINTENANCE	01-125-000-55550	1,091.87
TRANSTEC	TRANSCENDENT TECHNOLOGIES	ANNL PET LICENSE SOFTWR MAINT	01-125-000-51100	225.00
TOTAL				11,999.77
TOTAL COMPUTER				11,999.77
CITY ASSESSOR				
ASSO APP	ASSOCIATES APPRAISAL	02.18.20 CONTRACT	01-130-000-55010	1,333.33
TOTAL				1,333.33
TOTAL CITY ASSESSOR				1,333.33

DATE: 02/11/1920
TIME: 15:07:20
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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
BUILDING/ZONING CODE ENFORCEMT				
DCI	DOOR COUNTY INSPECTIONS, LLC	01/20 PERMITS	01-140-000-55010	3,428.31
SAFEBUILD	SAFE BUILT	PLAN REVIEW FEE/35 N 3RD AVE	01-140-000-55010	340.00
SAFEBUILD		PLAN REVIEW FEE/839 S 18TH AVE	01-140-000-55010	212.50
TOTAL				3,980.81
TOTAL BUILDING/ZONING CODE ENFORCEMT				3,980.81
CITY HALL				
03159	SPECTRUM	01/20 FIRE CABLE SVC	01-160-000-58999	134.80
WARNER	WARNER-WEXEL WHOLESALE &	HARDWOUND TOWELING	01-160-000-51850	49.46
WARNER		CLEANING SUPPLIES	01-160-000-51850	39.06
TOTAL				223.32
TOTAL CITY HALL				223.32
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	03/20 WORK COMP	01-165-000-58750	9,491.00
MCCLONE		03/20 GEN LIAB	01-165-000-56400	3,253.00
MCCLONE		03/20 POLICE LIABILITY	01-165-000-57150	1,350.00
MCCLONE		03/20 PUBLIC OFFICIAL	01-165-000-57400	1,235.00
MCCLONE		03/20 AUOT LIABILITY	01-165-000-55200	2,030.00
MCCLONE		03/20 AUTO PHYSICAL DAMAGE	01-165-000-55200	2,266.00
TOTAL				19,625.00
TOTAL INSURANCE				19,625.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	01/20 CITY HALL PHONE SVC	01-199-000-58200	117.88
04696		01/20 FIRE PHONE SVC	01-199-000-58200	36.13
04696		01/20 MUNICIPAL PHONE SVC	01-199-000-58200	34.27
04696		01/20 POLICE PHONE SVC	01-199-000-58200	57.23
04696		WISNET ANNL AGGREGATION FEE	01-199-000-58200	428.00
16961	PUBLIC ADMINISTRATION ASSOC.	WAGE STUDY- FINAL	01-199-000-57000	3,750.00
BOETTCOM	BOETTCHER COMMUNICATIONS	1/4 HRS WORKPRESS UPDATES	01-199-000-51100	23.75
MEUW	MUNICIPAL ELECTRIC UTILITIES	1ST QTR 2020 SAFETY PROGRAM	01-199-000-55605	3,500.00
TOTAL				7,947.26
TOTAL GENERAL EXPENDITURES				7,947.26
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIP CRIME LAB 19-012968	01-200-000-57250	12.61
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	PAPERCLIPS/USB/POCKET FILES	01-200-000-51950	85.88
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER 48 OF 48	01-200-000-55650	167.00
US BANK		PROPERTY DAMAGE SURCHARGE	01-200-000-55650	27.02

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL				292.51
TOTAL POLICE DEPARTMENT				292.51
POLICE DEPARTMENT/PATROL				
04150	DEJARDIN CLEANERS LLC	SEWING PATCHES UNIFORM/BRANDT	01-215-000-56800	28.00
04575	DOOR COUNTY HARDWARE	REMOTE KEY FOB/BRNKMAN	01-215-000-58600	179.99
04590	HUMANE SOCIETY	2020 1ST QTR ANIMAL CONTROL	01-215-000-55100	3,750.00
06650	GALLS, AN ARAMARK COMPANY	UNIFORM SHIRTS/BRANDT	01-215-000-52900	93.95
14875	NWTC GREEN BAY	PRESENT SKILL COURSE/HOUGAARD	01-215-000-55600	80.00
14875		PRESENT SKILL COURSE/COYHIS	01-215-000-55600	80.00
20725	T R COCHART TIRE CENTER	DISMOUNT/MOUNT/DISPOSAL TIRES	01-215-000-52850	695.56
CUSTOM	CUSTOM SERVICE INFORMATION LLC	ANNUAL POLICY UPDATE SVC 2020	01-215-000-58999	500.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	2016 EXPLORER MAINTENANCE	01-215-000-58600	102.64
JIM FORD		MAINTENANCE SQUAD 80	01-215-000-58600	26.00
JIM FORD		MAINTENANCE INV VEHICLE	01-215-000-58600	750.07
JIM FORD		EXPLORER MAINTENANCE	01-215-000-58600	88.29
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	382.47
JIM FORD		SQUAD 80 MAINTENANCE	01-215-000-58600	397.57
JIM FORD		MAINTENANCE INV VEHICLE	01-215-000-58600	126.81
JIM FORD		SQUAD 20 MAINTENANCE	01-215-000-58600	137.68
PSYCH	PSYCHEMEDICS CORPORATION	PRE EMP DRUG PANEL/CSO BERGENE	01-215-000-57100	49.50
PSYCH		PRE EMP DRUG PANEL/CSO IVERSON	01-215-000-57100	43.00
TOTAL				7,511.53
TOTAL POLICE DEPARTMENT/PATROL				7,511.53
POLICE DEPT. / INVESTIGATIONS				
02960	C & W AUTO	TRUCK TOWING 20-000566	01-225-000-57950	85.00
ACCURINT	LEXISNEXIS RISK SOLUTIONS	01/20 CONTRACT FEE	01-225-000-57950	105.00
SOUKUP	RICHARD SOUKUP	VEHICLE TOWING 20-000804	01-225-000-57950	125.00
TOTAL				315.00
TOTAL POLICE DEPT. / INVESTIGATIONS				315.00
FIRE DEPARTMENT				
02206	BAY MARINE	MOTOR PARTS/M1	01-250-000-53000	32.75
02206		MOTOR PARTS/M1	01-250-000-53000	24.19
04150	DEJARDIN CLEANERS LLC	GEAR REPAIR	01-250-000-56250	18.00
06012	FASTENAL COMPANY	FASTENERS	01-250-000-54999	34.16
23629	WISCONSIN DEPT OF SAFETY &	INSPECTOR LICENSES-4	01-250-000-56000	196.76
23730	WPS	656 OXFORD AVE-WS FIRE STATION	01-250-000-56600	228.94
EMERAPP	EMERGENCY APPARATUS	PUMP TESTING	01-250-000-56250	403.71
EMERAPP		PUMP TESTING	01-250-000-56250	343.71
EMERAPP		PUMP TESTING	01-250-000-56250	343.71
GARAGE	GARAGE DOOR SERVICES OF DC	DOOR LIGHT MOVE/REMOTE TRK 2	01-250-000-52350	197.50
GENERAL	GENERAL COMMUNICATIONS, INC.	INSTALL PARTS-RADIO/CH11	01-250-000-53000	33.45

DATE: 02/11/1920
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CITY OF STURGEON BAY
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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
GENERAL		INSTALL PARTS-RADIO/CH11	01-250-000-53000	73.80
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SEAL UT15	01-250-000-53000	13.18
JIM FORD		MODULE & PROGRAM/CH11	01-250-000-53000	205.00
PAULCONW	PAUL CONWAY SHIELDS	EQUIP PARTS	01-250-000-56250	23.50
PAULCONW		EQUIP PARTS	01-250-000-56250	154.40
PORT	WEST MARINE PRO	FUSE BLOCK	01-250-000-53000	4.00
TOTAL				2,330.76
TOTAL FIRE DEPARTMENT				2,330.76
ROADWAYS/STREETS				
ASTRO	ASTRO HYDRAULICS, INC	HYDRAULIC CYLINDER REPAIR	01-400-000-51400	294.87
ASTRO		2X10" CYLINDER	01-400-000-51400	149.80
ASTRO		FREIGHT	01-400-000-51400	21.18
R0000768	BRAUER SUPPLY & EQUIPMENT	6 PLOW CURB GUARDS @ 97EA	01-400-000-51400	582.00
R0000768		SHIPPING	01-400-000-51400	10.00
TOTAL				1,057.85
TOTAL ROADWAYS/STREETS				1,057.85
SNOW REMOVAL				
SNOW REMOVAL				
04696	DOOR COUNTY TREASURER	SALT/SAND MIX	01-410-000-52400	1,113.41
04696		SALT BRINE	01-410-000-52400	43.24
TOTAL SNOW REMOVAL				1,156.65
TOTAL SNOW REMOVAL				1,156.65
STREET SIGNS AND MARKINGS				
04575	DOOR COUNTY HARDWARE	RELECTIVE NUMBERS	01-420-000-52550	3.16
04575		BARN FENCE OIL	01-420-000-52550	25.99
04575		CONTACT CEMENT	01-420-000-52100	9.99
TOTAL				39.14
TOTAL STREET SIGNS AND MARKINGS				39.14
STREET MACHINERY				
02005	BAY ELECTRONICS, INC.	MOUNT	01-450-000-57550	13.70
02005		GROMMET	01-450-000-57550	1.60
02005		NOISE SUPPRESSOR	01-450-000-57550	27.70
02005		TROUBLESHOOTING	01-450-000-57550	105.00
04545	DOOR COUNTY COOPERATIVE/NAPA	SOLDERING IRON KIT-CLAMP	01-450-000-53000	160.98
04545		VEHICLE LIGHTS	01-450-000-52150	300.95
04545		BRAKE PADS/BRAKE ROTOR	01-450-000-53000	120.77
04545		CLEANING SUPPLIES	01-450-000-52150	72.97

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
04575	DOOR COUNTY HARDWARE	COUPLE HOSE BARB	01-450-000-52150	6.99
04575		TARP	01-450-000-51400	64.99
04575		SCOOP	01-450-000-52850	19.99
04575		SCOOP	01-450-000-52700	57.98
06012	FASTENAL COMPANY	BOX 1-1/4X1/2" BOLTS	01-450-000-53000	106.59
06012		TORCH TIP	01-450-000-53000	22.04
06012		VINYL MATS	01-450-000-53000	423.91
06012		ELEC COMPONENTS	01-450-000-53000	67.02
06012		ADAPTERS	01-450-000-53000	227.73
13655	MONROE TRUCK EQUIPMENT, INC	WORK LIGHT	01-450-000-52150	50.80
20725	T R COCHART TIRE CENTER	FLAT	01-450-000-52850	20.00
20725		FLAT REPAIR	01-450-000-52850	40.00
20725		WH RECAP	01-450-000-52850	180.00
20725		8 WH RECAPS/BEAD REPAIRS	01-450-000-52850	1,499.00
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	RUBBER FLOOR MATS	01-450-000-52150	57.02
AMERWELD	AMERICAN WELDING & GAS, INC	ARGON REFILL & DELIVERY	01-450-000-52150	68.77
AMERWELD		ACETYLENE REFILL & DELIVERY	01-450-000-52150	159.93
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	VEHICLE CLEANING SUPPLIES	01-450-000-58600	84.43
O'REILLY		BRAKE FLUID	01-450-000-53000	5.99
O'REILLY		BRUSH/PROTECTANT	01-450-000-53000	23.98
O'REILLY		16OZ CLAY KIT	01-450-000-52150	22.99
O'REILLY		CLEANING SUPPLIES	01-450-000-52150	40.44
QUALITY	QUALITY TRUCK CARE CENTER INC	TUBE ASSEMBLY	01-450-000-53000	371.34
QUALITY		BRAKE VALVE	01-450-000-53000	291.08
QUALITY		ELBOW	01-450-000-53000	3.10
TOTAL				4,719.78
TOTAL STREET MACHINERY				4,719.78
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	FAUCET	01-460-000-55300	37.99
04575		SUPPLY	01-460-000-55300	7.59
04966	EAGLE MECHANICAL INC	LOCK RING KIT	01-460-000-55300	18.90
04966		BUBBLER VALVE REBUILD KIT	01-460-000-55300	69.16
23730	WPS	835 N 14TH AVE-CITY GARAGE	01-460-000-56600	955.36
AMERWELD	AMERICAN WELDING & GAS, INC	COMPRESSED GAS CYLINDER RENTAL	01-460-000-58999	162.17
APPLY MS	APPLIED MSS	GLOVES/TOWELS/CLEANERS	01-460-000-54999	439.80
TOTAL				1,690.97
TOTAL CITY GARAGE				1,690.97
PARK & RECREATION ADMIN				
CASE COM	CASE COMMUNICATIONS	SEASONAL EMPLOY RADIO ADVERT	01-500-000-57450	89.55
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	CYAN TONER	01-500-000-51250	204.46
TOTAL				294.01
TOTAL PARK & RECREATION ADMIN				294.01

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODES INC	PORT A POTTI RENTAL/DOG PARK	01-510-000-58999	80.00
04545	DOOR COUNTY COOPERATIVE/NAPA	GAS LIGHTER	01-510-000-52700	6.49
04545		PROPANE TANK/GAS	01-510-000-52700	44.99
04545		PROPANE	01-510-000-52700	9.75
04575	DOOR COUNTY HARDWARE	TOOLS/SUPPLIES	01-510-000-52700	20.15
04575		U BOLT	01-510-000-51900	9.56
04575		TAPE RULE/KNEELING MAT	01-510-000-52700	38.98
04575		PAINT/SANDDISC/CARPET FRESH	01-510-000-51850	42.76
04575		STIHL 3/8" FILE GUIDE	01-510-000-52700	10.95
04575		FASTENERS	01-510-000-51900	16.88
04575		KEY	01-510-000-52700	3.98
04575		LARGE NOZZLE	01-510-000-52700	7.99
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	193.75
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	WIPER BLADES	01-510-000-53000	26.10
O'REILLY		SYNTHETIC MOTOROIL	01-510-000-53000	22.99
WARNER	WARNER-WEXEL WHOLESALE &	TRASH BAGS	01-510-000-51850	56.00
WARNER		TOWEL DISPENSER	01-510-000-51850	28.89
TOTAL				620.21
TOTAL PARKS AND PLAYGROUNDS				620.21
MUNICIPAL DOCKS				
19317	STONE HARBOR RESORT &	2019 TRANS SLIP PYMNT VESSEL 2	01-550-000-58999	250.00
19317		2019 TRANS SLIP PYMNT VESSEL 1	01-550-000-58999	250.00
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	20.93
TOTAL				520.93
TOTAL MUNICIPAL DOCKS				520.93
EMPLOYEE BENEFITS				
CORAGGIO	CORAGGIO, LLC	WELLNESS PROGRAM	01-600-000-50550	2,250.00
TOTAL				2,250.00
TOTAL EMPLOYEE BENEFITS				2,250.00
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	2020 1ST QTR ADMIN PROGRAMS	01-900-000-55850	6,625.00
04549		DCEDC COMMITTMENT	01-900-000-55750	5,713.25
TOTAL				12,338.25
TOTAL COMMUNITY & ECONOMIC DEVLPMT				12,338.25
TOTAL GENERAL FUND				82,977.84

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
CITY HALL				
EXPENSE				
16737	PORTSIDE BUILDERS INC	DOWN PAYMENT PD FRONT WINDOW	10-160-000-59015	7,700.00
TOTAL EXPENSE				7,700.00
TOTAL CITY HALL				7,700.00
FIRE DEPARTMENT				
EXPENSE				
02208	BAYCOM INC.	COMPUTER INVERTERS	10-250-000-59000	1,900.00
CTECH	CTECH MANUFACTURING	COMMAND BOX	10-250-000-59035	2,666.47
CTECH		COMMAND BOX/CH11	10-250-000-59035	175.12
TOTAL EXPENSE				4,741.59
TOTAL FIRE DEPARTMENT				4,741.59
COMMUNITY & ECONOMIC DEVLPMT				
VANDEW	VANDEWALLE & ASSOCIATES, INC	COMP PLAN SVC THRU 1.20.20	10-900-000-59999	5,000.10
TOTAL				5,000.10
TOTAL COMMUNITY & ECONOMIC DEVLPMT				5,000.10
TOTAL CAPITAL FUND				17,441.69
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	SPECTRUM	01/20 CB MUSIC SVC	21-000-000-58999	67.77
TOTAL CABLE TV / GENERAL				67.77
TOTAL CABLE TV / GENERAL				67.77
TOTAL CABLE TV				67.77
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
CEDARCO	CEDAR CORPORATION	FESTIVAL WTRFRNT PROJCT	28-340-000-58999	2,384.82
TOTAL TID #4 DISTRICT				2,384.82
TOTAL TID #4 DISTRICT				2,384.82
TOTAL TID #4 DISTRICT				2,384.82
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				

DATE: 02/11/1920
TIME: 15:07:20
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CITY OF STURGEON BAY
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SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04575	DOOR COUNTY HARDWARE	FASTENERS	60-000-000-53000	4.08
06012	FASTENAL COMPANY	25-3XL COVERALLS	60-000-000-54999	128.63
06012		25-2XL COVERALLS	60-000-000-54999	128.63
20725	T R COCHART TIRE CENTER	8 TIRE CHANGES	60-000-000-52850	200.00
JX ENT	JX ENTERPRISES, INC.	SHOCK MOUNTING HARDWARE	60-000-000-53000	59.80
TOTAL SOLID WASTE ENTERPRISE FUND				521.14
TOTAL SOLID WASTE ENTERPRISE FUND				521.14
TOTAL SOLID WASTE ENTERPRISE				521.14
TOTAL ALL FUNDS				103,393.26

MANUAL CHECKS

DELTA DENTAL	\$5,925.10
02/03/20	
Check # 86470	
02/20 Dental Insurance	
Various Departmental Accounts	
 EFT GROUP INSURANCE	 \$144,217.82
02/03/20	
Check # 86470	
02/20 Health Insurance	
Various Departmental Accounts	
 AT&T MOBILITY	 \$1,179.50
02/04/20	
Check # 86472	
01/20 Police Department Cellphone Statement Charges	
01-215-000-58250	
 GIMBEL, REILLY, GUERIN & BROWN LLP TRUST ACCOUNT	 \$12,995.94
02/04/20	
Check # 86473	
2018 Wal-Mart Tax Settlement	
01-130-000-51910	
 TOTAL MANUAL CHECKS	 \$ 164,318.36

DATE: 02/11/1920
TIME: 15:07:20
ID: AP443ST0.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:				
GENERAL FUND		82,977.84		247,296.20
CAPITAL FUND		17,441.69		
CABLE TV		67.77		
TID #4 DISTRICT		2,384.82		
SOLID WASTE ENTERPRISE		521.14		

TOTAL --- ALL FUNDS		103,393.26		267,711.62

Heather Bacon 2/11/2020
SPRINT WIRELESS 2/11/2020
Jan Wilk 2/11/2020

COMMON COUNCIL
February 4, 2020

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

Nault/Avenson to adopt agenda. Carried.

Thad Mijkowski, Cedar Corporation Project Engineer and Michael Jischke, from SRF Consulting Corp. gave a power point presentation on the conceptual design of West Waterfront Promenade. Design consideration from the Ad Hoc West Waterfront Planning Committee recommendation along with coordination from WI Department of Natural Resources, Door County Maritime Museum and Sarter Marine Towing went into creating site concept. Public can attend an open house on February 10, 2020 to give their ideas, in which changes will be made and presented at the February 18, 2020 Common Council meeting.

Scott Moore, 947 Pennsylvania Street; Mark Nelson, 4529 Laurie Lane; David Schanock, 520 E Vine Court; and Kelly Catarozoli, 344 N 3rd Avenue spoke during public comment.

Wiederanders introduced. Wiederanders/Williams to approve following bills: General Fund - \$294,450.76, Capital Fund - \$382,821.77, Cable TV - \$5,309.97, TID #2 - \$323.00, TID #4 - \$99,386.66 and Solid Waste Enterprise Fund - \$16,638.79 for a grand total of \$798,931.15. Roll call: All voted aye. Carried.

Reeths/Williams to approve consent agenda.

- a. Approval of 1/21/20 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Bicycle & Pedestrian Advisory Board – 1/6/20
 - (2) Finance/Purchasing & Building Committee – 1/14/20
 - (3) City Plan Commission – 1/15/20
 - (4) Joint Parks & Recreation Committee/Board – 1/22/20
 - (5) Parking & Traffic Committee – 1/27/20
- c. Place the following reports on file:
 - (1) Police Department Report – December 2019
- d. Consideration of: Approval of Beverage Operator Licenses.
- e. Parking & Traffic Committee recommendation re: Installing “No Overnight Parking” signs on the south side of W. Larch St. between N. Lansing Ave. and N. Madison Ave. during the winter months.
- f. Finance/Purchasing & Building Committee recommendation re: That the City proceed to work with Robert W. Baird to refinance the \$3,315,000 TID #4 Taxable Note Anticipation Notes dated March 30, 2017 with General Obligation Refunding Bonds, split into a non-taxable issue in the amount of \$2,140,000 and taxable issue in the amount of \$1,240,000 for a total bond issue in the amount of \$3,380,000.
- g. Personnel Committee recommendation re: Approve the Post Employment Health Reimbursement Plan Changes to Employee Handbook.

Carried with Nault abstaining.

There were no mayoral appointments.

City Administrator VanLieshout introduced Graham Park Development. Reeths/Nault to approve Graham Park Development Agreement. Carried.

Williams to read in title only. Williams/Wiederanders approve first reading of ordinance re: Repeal and recreate Section 27.12(3) and amending Section 20.09 of the Municipal Code – Sign Code. Carried.

City Engineer Shefchik stated five bids were received, in which Peters Concrete Company was lowest bidder. Williams/Hayes to award the Contract for Project 2001 (E Walnut Drive Reconstruction Project) to Peters Concrete Company with unit pricing amounts totaling an estimated cost of \$191,612.60. Carried.

Municipal Services Director Barker mentioned the City was looking to approve engineering services to access shoreline repairs for Sunset Park. Avenson/Hayes to approve engineering services from Baudhuin Engineering to assess damage at Sunset Park in the amount not to exceed \$10,000. Carried.

Avenson/Wiederanders to adopt resolution re: Celebrating the 100th Anniversary of the League of Women Voters. Carried.

Nault/Williams to adopt resolution re: Authorizing Adjustments to the 2020 General Fund Budget. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the Agreement for Assessment Services with Associated Appraisal Consultants through year 2023 and the Additional Scope of Services for the Interim Market Update Revaluation.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

City Administrator VanLieshout introduced. Many stores are approaching City to lower their property taxes because of dark store case. During recent court case, judge suggested the City go through a tax revaluation, which will make sure all like properties are assessed properly. The last full revaluation for the City was 2004 where good information was collected for properties. Hayes/Wiederanders to approve. Roll call: All voted aye. Carried.

Bradley Viegut, Managing Director for Robert W. Baird explained the General Obligation Refunding Bonds along with Taxable General Obligation Refunding Bonds. Wiederanders/Williams to approve Resolution providing for the Sale of Approximately \$2,140,000 General Obligation Refunding Bonds. Carried.

Williams/Hayes to approve Resolution providing for the Sale of Approximately \$1,240,000 Taxable General Obligation Refunding Bonds. Carried.

RECOMMENDATION

We, the Joint Park & Recreation Committee/Board, hereby recommend to accept the Rotary's Little Lake dock and Fishing Pavilion Proposal.

PARK & RECREATION COMMITTEE/BOARD

By: David Hayes, Chr.

Introduced by Hayes. Hayes/Nault to adopt. Rotary Club of Sturgeon Bay Representative Greg Meissner mentioned the Rotary would like to fund a dock/boardwalk and fishing pavilion at Little Lake in the amount of \$105,000. City Administrator explained the City's next step would be to compose a memorandum of understanding with City's roll in receiving donation followed by developing a plan that is roughly equal to amount of funding from Rotary. Carried.

Ald. Hayes gave update on Green Tier Legacy Presentation that was at the County. It was mentioned that if the City joins, they can step back if they do not want to continue. Green Tier Community will be discussed at the next Community Protection & Services Committee meeting.

Reeths introduced Upcoming Six Months of Lake Levels. Asked City to identify areas that will likely flood and be proactive by offering people in the community flooding options, such as sand and sand bags to residents who need them. If considered, funding for these flood options will need to be addressed. City Administrator VanLieshout mentioned City does have flood plain mapping that show areas that are more prone to flood damage. Staff will develop a plan to address concerns that Council Members may have and report back to Council in March.

The following items were requested for future agendas: (Avenson) Council – Consideration of: Development Agreement amendments with Sturgeon Bay with Sturgeon Bay Historical Society.

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

City Administrator VanLieshout gave his report.

There was no Mayoral report.

After Mayor Ward announced the statutory basis, Wiederanders/Reeths to convene in closed session in accordance with the following exemptions:

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

Discussion re: Development Agreement amendments with Sturgeon Bay with Sturgeon Bay Historical Society.

Roll call: Carried. The meeting moved to closed session at 9:02 pm and adjourned at 10.19 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Laurie Spittlemeister". The signature is written in a cursive, flowing style.

Laurie A. Spittlemeister
Deputy Clerk/Treasurer

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

Monday, January 27, 2020

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

Roll call: Members Mark Lake, Cindy Weber, Mark Struck, Dave Augustson were present. Cheryl Frank and Jon Burk were excused Dennis Statz was absent.

Also present were Community Development Director Marty Olejniczak, Planning & Zoning Administrator Chris Sullivan-Robinson, and Assessing Dept. Clerk Peggy Tong.

Adoption of agenda: Motion to adopt agenda by Ms. Weber and seconded by Mr. Augustson.

1. Roll call.
2. Adoption of Agenda.
3. Approval of minutes from December 9, 2019.
4. Consideration of: North Shore Bank Signage Changes – 225 N 5th Avenue.
5. Adjourn

All ayes. Carried.

Approval of Minutes: Motion to approve the December 9, 2019 minutes by Mr. Augustson and seconded by Mr. Struck. All ayes. Carried.

Consideration of: North Shore Bank Signage Changes – 225 N 5th Avenue. Mr. Sullivan-Robinson stated that only the two ground signs require a permit. The larger ground sign incorporates an electronic variable message sign. The smaller ground sign should also require an opaque background since it shows interior lighting.

Mr. Lake stated his concern was with the digital portion of the sign illustrating a white background. Typically, the committee wouldn't allow any other sign to have a white background. The committee could be setting precedence by allowing this design. These electronic signs are getting more sophisticated which may mean a need to change the guidelines.

Mr. Augustson indicated he does not like the white background; it is just too bright for Jefferson St.

Robert Ott representing Reinhold Signs stated the message can be any color as well as the background. The signs have photo cells so they do dim at night and come up in the mornings. This sign is similar to the signage located at the bank next door. The sign on the alley will be changed so that it is opaque.

Ms. Weber had concerns regarding whether Mr. Lakes concerns were more of a ordinance matter rather than a condition of this approval.

The consensus was that no changes were necessary for electronic message boards within the Aesthetic Design Guidelines.

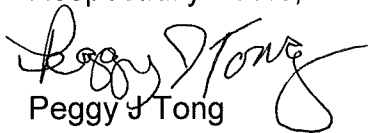
Mr. Olejniczak stated the guidelines do require the EMS signs to be dimmed in the evenings. The design guidelines state the large box signs need to be opaque, but that does not concern the electronic variable message board part of the signs.

Motion to approve as presented by Ms. Weber and seconded by Mr. Struck. All ayes. Carried.

Adjourn Motion to adjourn by Mr. Auguston and seconded by Ms. Weber. All ayes. Carried.

Meeting adjourned at 6:18 p.m.

Respectfully Yours,


Peggy J. Tong
Assessment Clerk

FINANCE/PURCHASING & BUILDING COMMITTEE
January 28, 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. Also present: Alderperson Nault, City Administrator VanLieshout, Finance Director/City Treasurer Clarizio, Community Development Director Olejniczak, Robert W. Baird Managing Director Brad Viegut and Receptionist Metzger.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: TID #4 Debt Refinancing.
5. Review bills
6. Adjourn.

Carried.

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

Consideration of: TID #4 Debt Refinancing:

Mr. Brad Viegut, Managing Director of Robert W. Baird explained that this is a refinancing of the March 30, 2017 taxable note anticipation note for TID 4, which comes due April 1, 2020. The borrowing will be broken into two debt issuances, taxable and tax exempt with the expensive debt paying off first. The tax exempt issuance is a general obligation refunding bond in the amount of \$2,140,000, with an anticipated interest rate of 2.62%, callable October 1, 2028. The taxable issuance is in the amount of \$1,240,000 is general obligation refunding bond with an anticipated interest rate of 2.34%. The initial approval of the resolution will be considered at the March 3, 2020 Common Council meeting. Mr. Viegut highlighted various points of the proforma analysis report. He informed the Committee that by 2021 there is an estimated shortfall that will continue, indicating that the City will need to have funds from a source other than the TIDS to cover debt payments, such as a separate tax levy, advances from the general fund, or advances from some other city fund. He stated based on current projection there is a deficit under \$2 million at the time the TID closes. Alderperson Williams stated that this will affect budgeting in the future for various projects such as roadway repairs etc. City Administration Van Lieshout stated that the City would not have this situation if it had the development to pay for it as it was originally intended.

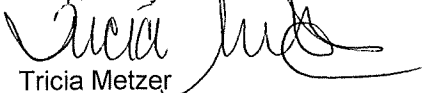
Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council that the City proceed to work with Robert W. Baird to refinance the \$3,315,000 TID #4 Taxable Note Anticipation Notes dated March 30, 2017 with General Obligation Refunding Bonds, split into a non-taxable issue in the amount of \$2,140,000 and taxable issue in the amount of \$1,240,000 for a total bond issue in the amount of \$3,380,000. Carried.

Review bills

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

Moved by Alderperson Bacon, seconded by Alderperson Williams to adjourn. Carried. The meeting 4:20pm.

Respectfully submitted,


Tricia Metzger

PERSONNEL COMMITTEE

January 29, 2020

A meeting of the Personnel Committee was called to order by Chair Williams at 1:30 p.m. in the Council Chambers. Roll call: Members Williams and Bacon were present.

Avenson/Bacon to adopt the following agenda switching item 3 and 4:

1. Roll call.
2. Adoption of agenda.
3. Presentation by: Public Administration Associates re: Wage & Compensation Study.
4. Consideration of: Reducing Age of Employment to 15 years old for Ice Rink Attendant position.
5. Consideration of: Change of payroll for non-represented employees to bi-weekly.
6. Consideration of: Post Employment Health Reimbursement Plan Changes to Employee Handbook.
7. Consideration of: Employee Benefits.
8. Consideration of: Internal policy for use of carry over vacation.
9. Adjourn.

Carried.

Municipal Services Director Barker explained to the Committee the difficulty in hiring ice rink attendants over the past two years. By allowing 15 year olds to be hired to staff the ice rink, the City may have more options in staffing the rink. Avenson/Bacon to recommend to the Common Council to allow the employment of 15 year olds for the ice rink attendant position. Carried.

Dave Tebo, Public Administration Associates, presented the Wage & Compensation Study to the Personnel Committee. Mr. Tebo gave an overview of why the study was conducted, the process that PAA used to proceed with the study which included meeting with administration, external comparisons with peer communities, internal position evaluations, development of a salary grid for individual positions, employee wage adjustments based on provided data, wage range survey irregularities and recommendation for adjustment. PAA also presented an initial development of salary grids for all the administration personnel positions that were studied and the 2020 placement on the salary grid. Discussion took place regarding the process and the next steps to accept and implement the findings from the study.

City Administrator VanLieshout presented the recommendation to implement bi-weekly payroll for non-represented employees. It was noted that during negotiations, both the Fire & Police Unions agreed to a change to bi-weekly payroll with a Tuesday pay date for implementation in July of 2020. Bacon/Avenson to recommend to the Common Council to implement a bi-weekly payroll for non-represented employees and to update the Employee Handbook. Carried.

City Administrator VanLieshout presented the post employment health reimbursement plan changes to the Employee Handbook. During recent union contract negotiations, the Council adopted a resolution to be part of North Shore Banks Deferred Compensation Plan. Inclusion under this plan allows for employees to direct their accumulated sick leave upon retirement, disability or death into a post-employment health reimbursement plan qualified under IRS Code 105 and 106. There is a mutual benefit for both the City and employee in the form of payroll tax and income tax savings. The proposed system is graduated to reflect the idea that if an early retirement is to happen, that employees will likely need the benefit of the HRA longer as Medicare eligibility is further off. This proposed graduated program would be for all non-represented employees.

Avenson/Bacon to recommend to the Common Council to approve the Post Employment Health Reimbursement Plan Changes to the Employee Handbook as follows under Sick Leave:

Upon retirement, disability or death: for employees between the ages of 50 and 54, 100% of all accumulated sick leave shall be directed into a post-employment health reimbursement plan qualified under IRS Code 105 and 106. Qualified retirement means the employee is entitled to retirement benefits as defined by the Wisconsin Retirement Fund at the time of separation of employment. In the event there are no dependents or spouse, the credits will be forfeited to the employer.

Upon retirement, disability or death: For employees between the ages of 55 and 60, 80% of all accumulated sick leave shall be directed into a post-employment health reimbursement plan qualified under IRS Code 105 and 106. The employee or the employee's beneficiary shall be paid for twenty (20) percent of his or her unused sick leave in cash upon the employee's retirement at normal retirement age or with eligibility for disability retirement benefits under the Wisconsin Retirement System, or death. In the event there are no dependents or spouse, the credits will be forfeited to the employer. Qualified retirement means the employee is entitled to retirement benefits as defined by the Wisconsin Retirement Fund at the time of separation of employment. In the event there are no dependents or spouse, the credits will be forfeited to the employer.

Upon retirement, disability or death: for employees age 61 and older, 60% of all accumulated sick leave shall be directed into a post-employment health reimbursement plan qualified under IRS Code 105 and 106. The employee or the employee's beneficiary shall be paid for forty (40) percent of his or her unused sick leave in cash upon the employee's retirement at normal retirement age or with eligibility for disability retirement benefits under the Wisconsin Retirement System, or death. In the event there are no dependents or spouse, the credits will be forfeited to the employer. Qualified retirement means the employee is entitled to retirement benefits as defined by the Wisconsin Retirement Fund at the time of separation of employment. In the event there are no dependents or spouse, the credits will be forfeited to the employer.

Upon retirement, disability or death: Employees in a Military Veteran Group, shall be paid out upon qualified retirement, disability or death at the regular hourly rate for the accrued and unused sick leave. Qualified retirement means the employee is entitled to retirement benefits as defined by the Wisconsin Retirement Fund at the time of separation of employment. In the event there are no dependents or spouse, the credits will be forfeited to the employer.

Carried.

City Administrator VanLieshout presented changes to the Employee Handbook to the Committee. After review of the Handbook, it was determined that a modification to some benefits may be in order. In analyzing the non-represented employee benefits (both exempt and non-exempt) while much parity has been realized between bargaining unit employees and non-represented employees a chasm exists where vacation is concerned. In some cases, subordinate bargaining employees with less work experience have more vacation than long term senior management staff members.

Also discussed was the various perspectives towards management positions from non-exempt staff and a reluctance to join or stay in management roles. The various reasons cited often include things such as more hours, unscheduled nature of management in small organizations, and

reward and risk for accepting additional responsibilities. Two opportunities were presented that involve a benefit for the City, in predictability, and the employee, in value which include a Employee Handbook change for management employees only, where management employees would be defined as "salary exempt staff who have oversight of one or more employees." It was noted that these premiums for management would reward longevity and experience, support employee retention and recruitment and encourage employees to remain in management and leadership roles.

Bacon/Avenson to recommend to the Common Council to make the following changes to the Employee Handbook:

Vacation:

5 days (40 hours) upon hire [remain the same]

Ten (10) days (80 hours) after two (2) years of continuous service [remain the same]

~~Fifteen (15) days~~ **Seventeen (17) days (136 hours)** after eight (8) years of continuous service

~~Twenty (20) days (160 hours)~~ **Twenty-three (23) days (184 hour)** after fifteen (15) years of continuous service

~~Twenty-five (25) days (200 hours)~~ **Twenty-nine (29) days (232 hours)** after twenty-five (25) years of continuous service

Management Premium:

- Longevity Reward be increased from \$1.25 to \$2.50. Longevity rewards are currently paid out after three years of continuous service at \$1.25 per month. The increase for Management Premium would increase this from \$1.25 to \$2.50.
- Sick Leave Accumulation increase from 100 days to 150 days. Sick leave accumulation is currently that an employee's base sick leave is accrual of 100 days. The increase for Management Premium would increase from 100 to 150.

Carried.

City Administrator VanLieshout presented an internal policy for the use of carry over vacation for those employees who had a vacation carry over prior to the January 1, 2020 change in how much vacation could be carried over.

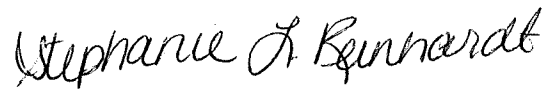
Bacon/Avenson to approve the internal policy for use of carry over vacation as follows:

- Allow employees who have "carryover" vacation on the books until December 31, 2021 to use the carry over vacation or lose it.
- No payout of unused vacation.
- Employees must still abide by the new policy set in place for January 1, 2020 regarding the max carry over of 40 hours.
- Only in the case of extreme circumstances and with Mayoral approval, will deviation beyond December 31, 2021 be allowed.

Carried.

Avenson/Bacon to adjourn. Carried. The meeting adjourned at 2:44 pm.

Respectfully submitted,

A handwritten signature in black ink, reading "Stephanie L. Reinhardt". The signature is written in a cursive style with a large, stylized 'S' and 'R'.

Stephanie L. Reinhardt
City Clerk/HR Director

COMMUNITY PROTECTION & SERVICES COMMITTEE
February 6, 2020

A meeting of the Community Protection & Services Committee was called to order at 4:30 p.m. by Chairperson Williams in the Council Chambers, City Hall. **Roll Call:** Members Mr. Williams, Ms. Reeths and Mr. Wiederanders were present. Also present from City Departments were Mr. VanLieshout, Mr. Barker, Mr. Olejniczak, Mr. Sullivan-Robinson, Chief Dietman, Captain Brinkman, Mr. Stawicki, Alderpersons: Avenson and Hayes.

Moved by Ald. Reeths, seconded by Ald. Wiederanders to amend the agenda, moving item 9 after item 3, and adopt:

1. Roll Call
2. Adoption of Agenda
3. Public Comment on Agenda and Non-Agenda Items
- 4. Discussion of: Impact of PFAS in Drinking Water**
5. Consideration of: Prohibiting Vaping in Public Places where Tobacco is Currently Prohibited
6. Consideration of: Updating the Inspection Agreement for the Town of Jacksonport
7. Consideration of: Quadricycle License for Foxy Pedaler, LLC
8. Consideration of: Guidelines Regarding External Lighting of Signs
9. Discussion of: Impact of Proposed Quarry Development
- ~~9. Discussion of: Impact of PFAS in Drinking Water~~
10. Discussion of: Recycling
11. Discussion of: Green Tier Community
12. Adjourn

Public Comment

Scott Moore: 947 Pennsylvania Street

Ald. Kelly Avenson: 46 E. Pine Street

Ald. David Hayes: 111 S. 7th Avenue

Impact of PFAS in Drinking Water

Ald. Avenson spoke in public comment regarding the impact of PFAS in our drinking water. Currently, there are no federal standards on how water testing is done. The legislature has bills introduced to regulate PFAS, but nothing has been passed therefore there is nothing to impose at this time. It is agreed that this is a concern, but until parameters are set there is not enforcement. No action was taken.

Vaping in Public Places where Tobacco is Currently Prohibited

Captain Dan Brinkman reported that until the State adopts Act 12 prohibiting vaping in public places, there is not much that can be done. Officers can issue warnings, but not citations. He recommends working with the City Attorney on creating a new ordinance that mimics the tobacco use in public; or wait until the State adopts it.

Moved by Ald. Wiederanders, seconded by Ald. Reeths, to work with the City Attorney in recreating the prohibit tobacco use in public places and add vaping to it. This item will be brought back next meeting. Carried. All ayes.

Inspection Agreement with the Town of Jacksonport

Chief Dietman outlined the changes to the current inspection agreement.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to recommend to Council to approve the updated Sturgeon Bay Fire Department Inspection Agreement with the Town of Jacksonport as presented. All ayes. Carried.

Quadricycle License for the Foxy Pedaler

The City received an application and plan of operation for Foxy Pedaler, LLC, who would like to begin operating a quadricycle downtown Sturgeon Bay. The owner, Mr. Will Liebergen, 231 N. Broadway, Green Bay, WI, successfully runs two quadricycles in Green Bay.

It was discussed that running the quadricycles over the Michigan Street Bridge is restricted. Mr. Liebergen will change his plan of operation and submit a new plan with the route taken out.

Mr. Liebergen is still looking for an establishment he can partner with to run the quadricycle in/out of. He has spoken to a few, but was waiting to obtain a license before making a commitment.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to recommend to Council approve the quadricycle license application, plan of operation and routes for Foxy Pedaler, LLC as long as the proper certificate of insurance and ASE certification is filed with the City of Sturgeon Bay. All ayes. Carried.

Guidelines Regarding External Lighting of Signs

Ald. Avenson would like to see stricter guidelines. Mr. Olejniczak explained the guidelines were made general because they needed to be adopted city-wide. More options can be looked at; splitting up the city where certain areas follow certain directives. This information can be passed onto a design board. To convert the guidelines into actual regulations would need to go through Council. A decision to amend the regulations and create ordinance, or keep the guidelines as is should be considered. The committee will look at the language of 6.) Lighting; to see if there is something else to prescribe, making stricter guidelines that could possibly fit into an ordinance.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to review and propose changes to the Aesthetic Design and Site Plan Review Code on lighting, and bring back to this committee for further review. All ayes. Carried

Proposed Quarry Development

Ald. Avenson questioned the impact the proposed quarry development may have on the Sturgeon Bay Fire Department. Chief Dietman stated he did not see any negative impact or additional strain to the department. He has been working with the planner, and says there are actually some benefits to be had. The development will have two retention ponds that will not freeze, which will act as a hydrant system anytime of the year. This in itself would raise the department's ISO rating. Mr. VanLieshout added the because Bayshore Drive is considered a county highway, it will deter traffic through the city and not be a city problem. In actuality, it will be the retailers, hospitals and other businesses to decide whether or not the development will be good for the city. No action is being taken at this time.

Recycling

Ald. Wiederanders questioned how city recycling operates. Mr. Barker described how recycling is collected and brought to a landfill in Manitowoc County. At this time recycling is co-mingled.

There is little money to be had with recycling, unless it is clean paper product. As a city there is not much that can be done to regulate how materials are disposed of. No action on this topic.

Green Tier Community

Ald. Williams presented a handout. Becoming a Green Tier Community does not cost anything. The only obligation is to submit an annual report. A community can leave the program at any time. Discussion regarding forming a committee to take on the project ensued. Ald. Hayes stated there is a group currently meeting that would be interested. Ald. Williams presented a questionnaire he would like the committee to respond to; he will then summarize and report back next meeting. Ultimately, this committee would delegate to an Ad Hoc committee of what they see needs to be done; the Council will be the final vote on adopting the process. Appointment to the Ad Hoc shall be done by the Mayor. Ald. Williams will touch base with Mayor Ward to discuss. No action at this time. This item will be brought back next meeting.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:56 p.m.

Respectfully submitted,



Sarah Spude-Olson
Police Department
Administrative Office Manager

CITY OF STURGEON BAY
INSPECTION DEPARTMENT

January 31, 2020

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

January-20	YEAR TO DATE		January-20	YEAR TO DATE
0	0	ONE FAMILY DWELLINGS	-----	-----
0	0	TWO FAMILY DWELLINGS	-----	-----
0	0	MULTIPLE FAMILY DWELLINGS	-----	-----
2	2	MANUFACTURED HOME	113,000	113,000
0	0	C.B.R.F.	-----	-----
0	0	RESIDENTIAL ADDITIONS	-----	-----
4	4	RESIDENTIAL ALTERATIONS	37,195	37,195
0	0	RESIDENTIAL GARAGES/CARPORTS	-----	-----
0	0	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	-----
1	1	RESIDENTIAL STORAGE BUILDINGS	3,600	3,600
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NEW COMMERCIAL BUILDINGS	-----	-----
0	0	NON-RESIDENTIAL ADDITIONS	-----	-----
7	7	NON-RESIDENTIAL ALTERATIONS	231,095	231,095
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
14	14	TOTAL ESTIMATED COST OF CONSTRUCTION	\$384,890	\$384,890
January-20	YEAR TO DATE	TOTAL PERMITS ISSUED	January-20	YEAR TO DATE
14	14	BUILDING PERMITS	1,122	1,122
16	16	ELECTRICAL PERMITS	920	920
12	12	PLUMBING PERMITS	919	919
6	6	HEATING PERMITS	565	565
26	26	SIGN PERMITS	800	800
0	0	MISCELLANEOUS PERMITS	-----	-----
0	0	SUMP PUMP PERMITS	-----	-----
0	0	ELECTRICIAN LICENSES	-----	-----
0	0	EARLY STARTS	-----	-----
0	0	EROSION CONTROL	-----	-----
0	0	STATE PLAN APPROVALS	-----	-----
0	0	PARK & PLAYGROUND PAYMENTS	-----	-----
2	2	WISCONSIN PERMIT SEALS	70	70
1	1	ZONING BOARD OF APPEALS APPLICATIONS	300	300
0	0	ZONING CHANGES/P.U.D. APPLICATIONS	-----	-----
0	0	PLAN COMMISSION - CONDITIONAL USES	-----	-----
1	1	CERTIFIED SURVEY MAP REVIEWS	30	30
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
2	2	COMMERCIAL OCCUPANCY FEES	100	100
0	0	PIER PERMIT	-----	-----
0	0	DEMOLITION	-----	-----
2	2	PLAN REVIEW FEE	650	650
		ADMIN FEE	194	194
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$5,670.00	\$5,670.00

Cheryl Nault
Building Inspection Dept.

BEVERAGE OPERATOR LICENSE:

1. Benn, Robin L.
2. King, Barbara J.
3. Lake, Mark P.
4. Trepes, Kit J.



City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Phone 920-746-2900
Fax 920-746-2905

Visit our website at: www.sturgeonbaywi.org

January 21, 2020

Stephanie Reinhardt
City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

Ms. Reinhardt:

We, the undersigned, have received a request for certification of compliance for a Temporary Class B Beer license:

Sturgeon Bay Visitor Center
36 South Third Avenue
Sturgeon Bay, WI 54235

Agent: Pam Seiler

Dates/Location:

June 10, 2020 – Harmony by the Bay – Martin Park
June 17, 2020 - Harmony by the Bay – Martin Park
June 24, 2020 - Harmony by the Bay – Martin Park
July 1, 2020 - Harmony by the Bay – Martin Park
July 4, 2020 – Sturgeon Bay Celebrates – Sunset Park
July 8, 2020 - Harmony by the Bay – Martin Park
July 15, 2020 - Harmony by the Bay – Martin Park
July 22, 2020 - Harmony by the Bay – Martin Park
July 29, 2020 - Harmony by the Bay – Martin Park
August 5, 2020 - Harmony by the Bay – Martin Park
August 12, 2020 - Harmony by the Bay – Martin Park
August 19, 2020 - Harmony by the Bay – Martin Park
September 19, 2020 – Harvest Festival & Street Fair Auction – Martin Park

This letter is to certify that the applicants and the premises comply with those regulations, ordinances and law. We observed no condition that would prevent issuance of the requested license.

Arleigh Porter, Police Chief
City of Sturgeon Bay

Tim Dietman, Fire Chief
City of Sturgeon Bay

John Teichtler, Sanitarian
City of Sturgeon Bay/County of Door



City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Phone 920-746-2900
Fax 920-746-2905

Visit our website at: www.sturgeonbaywi.org

January 21, 2020

Stephanie Reinhardt
City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

Ms. Reinhardt:

We, the undersigned, have received a request for certification of compliance for a Temporary Class B Wine license:

Sturgeon Bay Visitor Center
36 South Third Avenue
Sturgeon Bay, WI 54235
Agent: Pam Seiler

Dates/Location:

June 27, 2020 – Door County Wine Festival – Sunset Park

September 19, 2020 – Harvest Festival & Street Art Auction – Martin Park

This letter is to certify that the applicants and the premises comply with those regulations, ordinances and law. We observed no condition that would prevent issuance of the requested license.

Arleigh Porter, Police Chief
City of Sturgeon Bay

Tim Dietman, Fire Chief
City of Sturgeon Bay

w/ tent inspections

John Teichtler, Sanitarian
City of Sturgeon Bay/County of Door



Phone 920-746-2900
Fax 920-746-2905

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Visit our website at: www.sturgeonbaywi.org

January 23, 2020


Stephanie Reinhardt
City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

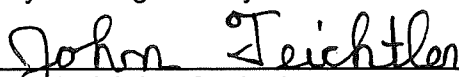
Ms. Reinhardt:


We, the undersigned, have received a request for certification of compliance for a Temporary Class B Beer and Temporary Class B Wine license:

St. John Bosco Catholic School
730 West Maple Street
Sturgeon Bay, WI 54235
Date: March 7, 2020
Agent: Lisa Mueller
Location: 730 West Maple Street

This letter is to certify that the applicants and the premises comply with those regulations, ordinances and law. We observed no condition that would prevent issuance of the requested license.


Arleigh Porter, Police Chief
City of Sturgeon Bay


John Teichtler, Sanitarian
City of Sturgeon Bay/County of Door


Tim Dietman, Fire Chief
City of Sturgeon Bay



Phone 920-746-2900
Fax 920-746-2905

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Visit our website at: www.sturgeonbaywi.org

February 6, 2020

Stephanie Reinhardt
City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

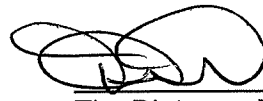
Ms. Reinhardt:

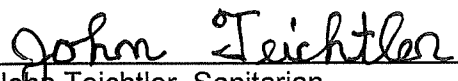
We, the undersigned, have received a request for certification of compliance for a Class A Liquor and Class A Beer License:

Jandu Oil, Inc
253 Michigan Street
Sturgeon Bay, WI 54235
Date: February 20, 2020 – June 30, 2020
Agent: Parvinder S. Jandu
Location: 53 Michigan Street

This letter is to certify that the applicants and the premises comply with those regulations, ordinances and law. We observed no condition that would prevent issuance of the requested license.


Arleigh Porter, Police Chief
City of Sturgeon Bay


Tim Dietman, Fire Chief
City of Sturgeon Bay


John Teichtler, Sanitarian
City of Sturgeon Bay/County of Door

CITY OF STURGEON BAY
STREET CLOSURE APPLICATION

Name of Applicant: Destination Sturgeon Bay
Name of Event: St. Patrick's Day Parade
Contact Phone #: 920 7436246 / 920 4956246 - Carly Sarkis
Date(s) of Event: MARCH 14, 2020 Time: 11 am
Estimated # of Attendees: 500+
Specific Location: See map attached

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

What arrangements are made for clean up? Contract w/ city

Other comments or explanation: _____

Signature of Responsible Party: Carly Sarkis

Address: 36 S Third Ave, Sturgeon Bay, WI

Date Submitted: January 31, 2020

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

Approval:	Fire Chief: <u>[Signature]</u>	Date: <u>2-4-20</u>
	Police Chief: <u>[Signature]</u>	Date: <u>2/4/2020</u>
	Comm. Dev: <u>[Signature]</u>	Date: <u>2/7/2020</u>
	Streets/Parks: <u>[Signature]</u>	Date: <u>2-6-2020</u>
	City Clerk: <u>[Signature]</u>	Date: <u>2-11-20</u>
	Finance Dir: <u>[Signature]</u>	Date: <u>2/10/20</u>
	City Engineer: <u>[Signature]</u>	Date: <u>2-6-20</u>
	City Admin: _____	Date: _____

Common Council Approval Date: _____

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

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to make the following changes to the Employee Handbook:

Vacation:

5 days (40 hours) upon hire [remain the same]

Ten (10) days (80 hours) after two (2) years of continuous service [remain the same]

~~Fifteen (15) days~~ **Seventeen (17) days (136 hours)** after eight (8) years of continuous service

~~Twenty (20) days (160 hours)~~ **Twenty-three (23) days (184 hour)** after fifteen (15) years of continuous service

~~Twenty-five (25) days (200 hours)~~ **Twenty-nine (29) days (232 hours)** after twenty-five (25) years of continuous service

Management Premium:

- Longevity Reward be increased from \$1.25 to \$2.50. Longevity rewards are currently paid out after three years of continuous service at \$1.25 per month. The increase for Management Premium would increase this from \$1.25 to \$2.50.
- Sick Leave Accumulation increase from 100 days to 150 days. Sick leave accumulation is currently that an employee's base sick leave is accrual of 100 days. The increase for Management Premium would increase from 100 to 150.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 29, 2020

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: Consideration of: Employee Benefits.

BACKGROUND: In reviewing a number of benefits in the Employee Handbook, it has been determined that a modification of some benefits may be in order. In analyzing the non-represented employee benefits (both exempt and non-exempt) while much parity has been realized between bargaining unit employees and non-represented employees a chasm exists where vacation is concerned. In some cases, subordinate bargaining unit employees with less work experience and have more vacation that long term senior management staff members. This is difficult, if not impossible to reconcile.

To address this, I am proposing the following adjustments to the Employee Handbook by adding days to the later years in the vacation schedule and propose the following:

Vacation:

5 days (40 hours) upon hire [remain the same]

Ten (10) days (80 hours) after two (2) years of continuous service [remain the same]

~~Fifteen (15) days~~ **Seventeen (17) days (136 hours)** after eight (8) years of continuous service

~~Twenty (20) days (160 hours)~~ **Twenty-three (23) days (184 hour)** after fifteen (15) years of continuous service

~~Twenty-five (25) days (200 hours)~~ **Twenty-nine (29) days (232 hours)** after twenty-five (25) years of continuous service

As I interact with management staff and others and hear various perspectives towards management from non-exempt staff, there seems to be a reluctance to join or, in some cases, stay in leadership and management roles. Reasons cited often include: more hours, unscheduled nature of management in small organization, reward and risk for accepting additional duties, responsibility and accountability and the nature of how the Wisconsin Retirement System is organized. It isn't uncommon to hear people "why would I join or continue in management and take on the additional duties when my retirement is based on the three highest years income." With an aging workforce and a predictable need to backfill eventual vacancies in management positions a reasonable step needs to be taken to encourage people to step forward.

Much thought was given as to how reward or incentivize a longer-term perspective and join or stay in leadership and management positions. The challenge is doing this without appearing extravagant, over spending, or incurring upfront costs.

Two opportunities revealed themselves, both involve a measure delayed benefit, but the benefit is both predictable (for employer) and valuable (for employee) and am proposing adjustment to Employee Handbook for management employees only, where management employees would be defined as "salary exempt staff who have oversight of one or more employees."

Management Premium:

- Longevity Reward be increased from \$1.25 to \$2.50. Longevity rewards are currently paid out after three years of continuous service at \$1.25 per month. The increase for Management Premium would increase this from \$1.25 to \$2.50.

- Sick Leave Accumulation increase from 100 days to 150 days. Sick leave accumulation is currently that an employee's base sick leave is accrual of 100 days. The increase for Management Premium would increase from 100 to 150.

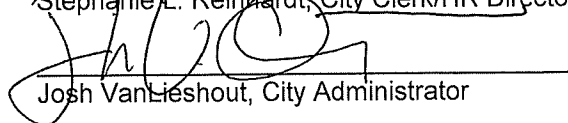
These premiums would reward longevity and experiences, support employee retention and recruitment and encourage employees to remain in management and leadership roles.

RECOMMENDATION: Approve the above changes.

PREPARED BY:


Stephanie L. Reinhardt, City Clerk/HR Director

REVIEWED BY:


Josh VanLieshout, City Administrator

DATE:

January 20, 2020

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

We, the Personnel Committee, hereby recommend to implement a bi-weekly payroll for non-represented employees and to update the Employee Handbook.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 29, 2020

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: Bi-weekly Payroll (every two weeks)

BACKGROUND: Currently, the City pays all employees on a weekly basis with a Friday pay date. During negotiations with the Police and Fire unions, the City proposed changing from a weekly payroll to a bi-weekly payroll with a Tuesday pay date. Both unions agreed to implementation in July of 2020. The employer will continue with an electronic payroll check system.

It is anticipated this change will provide department heads, supervisors, and administrative staff with time saving opportunities to be used for less repetitive and more productive tasks. Additionally, this change will allow for better coverage and cross training not only in the Clerk/Treasurer's office but other departments as well.

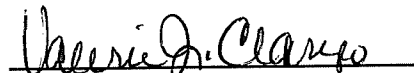
OPTIONS:

- 1) Implement a bi-weekly payroll for non-represented employees.
- 2) Continue processing payroll on a weekly basis.

RECOMMENDATION:

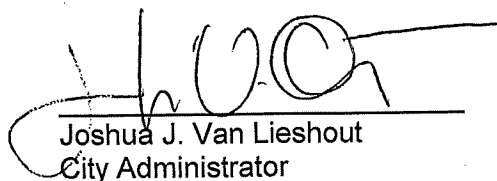
Recommend to the Common Council to implement a bi-weekly payroll for non-represented employees and update the Personnel Handbook accordingly.

PREPARED BY:


Valerie J. Clarizio
Finance Director/City Treasurer

1/22/20
Date

REVIEWED BY:


Joshua J. Van Lieshout
City Administrator

1/22/20
Date

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

We, the Personnel Committee, hereby recommend to allow the employment of 15 year olds for the ice rink attendant position.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 29, 2020

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

Executive Summary

Date: 20 January 2020

Title: Reducing Age of Employment to 15 for Ice Rink Attendant

Background: The Municipal Services department has experienced difficulty in hiring ice rink attendants over the past two seasons. In the 2019 – 2020 winter the rink was often filled by volunteers from St. John Bosco School and members from staff. This reduced the amount of time that the rink was open for residents to enjoy the rink. Although at this point the ice rink has not been opened due to very mild temperatures, this season we only received one application. This applicant was a college student who would have a very limited schedule once classes were back in session. This would have often left the ice rink unattended which means the free skates we have available would have not been available for use.

Proposal:

I propose allowing 15 year olds staff the ice rink. I feel in doing so we would have better luck properly staffing thus allowing more residents use the facility.

Fiscal Impacts:

There would be no fiscal impact.

Recommendation: Staff fully supports and recommends the hiring of 15 year olds to staff the ice rink.

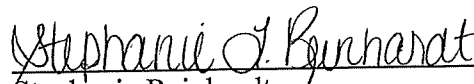
Prepared By:



Mike Barker
Municipal Services Director

Date: 20 JAN 2020

Reviewed By:



Stephanie Reinhardt
Human Resources Director

Date: 1/20/2020

Reviewed By:



Josh VanLieshout
City Administrator

Date: Jan 21, 2020

MAYORAL APPOINTMENTS**2/18/2020****BOARD OF PARKS & RECREATION**

Chris Larsen [reappointment] – Has been serving on the Board of Parks & Recreation since 1999. Mr. Larsen would like to continue to use experience in horticulture and landscape design to maintain and improve Sturgeon Bay Parks.

Jay Renstrom [reappointment] – Has served on the Board of Parks & Recreation since June of 2019 and has other significant experience on Boards. Mr. Renstrom would like to continue to serve the community and help with the vision and progress of the City of Sturgeon Bay.

ORDINANCE NO. _____

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

SECTION 1: Section 27.12 (3) of the Municipal Code (Sign Code) is hereby repealed and recreated as follows:

- (3) *Banners on city property.* The sign inspector may issue a special sign permit for a temporary banner erected on city property with assigned banner sites in connection with a social or civic event, subject to the following restrictions:

- ~~(a) The banner shall not exceed 100 square feet.~~
- ~~(b) No banner shall be erected in such a manner that any portion is 20 feet or more in height.~~
- ~~(c) The banner shall meet the general design requirements and shall meet the setback requirements of a ground sign in a commercial or industrial district.~~
- ~~(d) Each banner shall be permitted for a maximum of 30 days per calendar year.~~
- ~~(e) No wires or metallic materials shall be used to attach such banner.~~
- ~~(f) Over the street banners are prohibited.~~
- ~~(g) Banners on the east and west city banner site standards will be permitted with the following additional restrictions:~~
 - ~~1. Use of city owned banner sites to promote events outside the city shall only be allowed upon receipt of authorization from the community protection and services committee or chairman of said committee.~~
 - ~~2. Banners shall not include any commercial advertising or promotions, other than listing corporate sponsors.~~
 - ~~3. Temporary banners for events being held within the City of Sturgeon Bay will be given priority for use of city owned banner sites.~~
 - ~~4. All permitted banners must be removed by expiration date on the permit.~~
 - ~~5. A hold harmless agreement shall be signed at the time the permit is issued.~~
- ~~(h) If city property has been reserved for the purposes of conducting such social or civic event, one banner may be erected on such property without requiring a sign permit, provided the banner is not displayed for more than 24 hours prior to or after such event and provided such banner meets all other banner requirements of this subsection.~~

(a) Use of city owned banner sites shall be permitted solely for events held within the city.

(b) Events promoted by the Sturgeon Bay Visitors Center, Sturgeon Bay or any other events sponsored by the City shall take priority over all other permitted events.

- (c) All permitted banners must be removed by expiration date on the permit.
- (d) Each permit shall not exceed 7 consecutive days and shall not be erected earlier than 28 days prior to the event.
- (e) No wires or metallic materials shall be used to attach such banner.
- (f) The banner(s) shall not exceed a three foot height or an eight foot width.
- (g) Banners shall not include any commercial advertising or promotions, other than listing corporate sponsors.
- (h) A hold harmless agreement shall be signed at the time the permit is issued.

SECTION 2: Section 20.09 of the Municipal Code (Sign Code) is hereby amended as follows:

(19) Banners on City property for social or civic events: One banner may be erected on city property that has been reserved for the purpose of conducting a social or civic event, provided the banner is displayed only during the days of the event and provided that the sign meeting the requirements of section 27.12(3).

(20) Banners for city sponsored events: Temporary banners on city-owned property in connection with events sponsored by the Sturgeon Bay Visitors Center or the City of Sturgeon Bay subject to the approval of the municipal services director.

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

Approved by:

David Ward
Mayor

Attested by:

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY

DATE: February 11, 2020

TITLE: Award of Contract for Project 2002A – Concrete Replacement Program

BACKGROUND: On February 10, 2020 the Engineering Department received bids for Project 2002A – Concrete Replacement Program for the concrete portion of the mill & pave projects. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. The specifications prepared included all items of work that were presented in the approved 2020 Capital Roadway Improvements at the January 7, 2020 Board of Public Works meeting.

Two bids were received for the project and the overall results are summarized below:

\$291,855.30 Martell Construction, Inc.
\$329,833.75 Sommers Construction Company, Inc.

After completing a review of the bids it has been determined that the bid from Martell Construction, Inc. is complete, accurate, and would be the low bid.

FISCAL IMPACT: The 2020 Capital Roadway Improvements budget has enough money to complete this project. Overall the bid came in slightly above the initial preliminary engineering estimated amounts. However, the asphalt portion of the mill & pave projects came in under the initial preliminary engineering estimated amounts enough that changes / omissions to the capital roadway improvement plan were not needed.

RECOMMENDATION: Award the Contract for Project 2002A – Concrete Replacement Program to Martell Construction, Inc. with unit pricing amounts totaling an estimated cost of \$291,855.30.

SUBMITTED BY:


Chad Shefchik
City Engineer

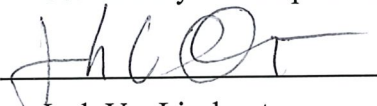
2-12-20
Date

REVIEWED BY:


Marty Olejniczak
Community Develop. Director

2-12-2020
Date

REVIEWED BY:


Josh VanLieshout
City Administrator

2/12/20
Date

EXECUTIVE SUMMARY

DATE: February 11, 2020

TITLE: Award of Contract for Project 2002B – Asphalt Replacement Program

BACKGROUND: On February 10, 2020 the Engineering Department received bids for Project 2002B – Asphalt Replacement Program for the asphalt portion of the mill & pave projects. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. The specifications prepared included all items of work that were presented in the approved 2020 Capital Roadway Improvements at the January 7, 2020 Board of Public Works meeting.

Only one bid was received for the project from Northeast Asphalt, Inc. in the amount of \$832,139.07. After completing a review of the bid it has been determined that the bid from Northeast Asphalt, Inc. is complete and accurate.

FISCAL IMPACT: The 2020 Capital Roadway Improvements budget has enough money to complete this project. Overall the bid came in under the initial preliminary engineering estimated amounts.

RECOMMENDATION: Award the Contract for Project 2002B – Asphalt Replacement Program to Northeast Asphalt, Inc. with unit pricing amounts totaling an estimated cost of \$832,139.07.

SUBMITTED BY:


Chad Shefchik
City Engineer

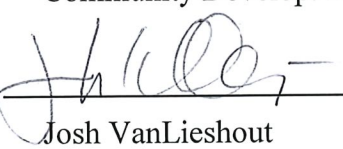
2-12-20
Date

REVIEWED BY:


Marty Olejniczak
Community Develop. Director

2-12-2020
Date

REVIEWED BY:


Josh VanLieshout
City Administrator

2/12/20
Date

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the updated Sturgeon Bay Fire Department Inspection Agreement with the Town of Jacksonport as presented.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 6, 2020

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

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

**Sturgeon Bay Fire Department
421 Michigan St.
Sturgeon Bay, WI 54235
920-746-2916**

INSPECTION AGREEMENT

This Inspection Agreement is entered into this _____ by and between Sturgeon Bay Fire Department. (hereinafter referred to as the Contractor) and Jacksonport Fire Department, (hereinafter referred to as Fire Department) .

WHEREAS, the Fire Department requires fire inspection services sensitive to community needs; and WHEREAS, Sturgeon Bay Fire Department performs such services;
NOW THEREFORE, the parties agree as follows:

1. Term. This agreement will begin January 1, 2020 (to be referred to as the services commencement date) and will end December 31, 2020. After the initial term, the contract will renew on identical terms on a year-to-year basis, except that either party may terminate this Agreement on the last day of each 12 month term by providing to the other party written notice of termination at least thirty (30) days prior to the last day of any 12 month term.

2. Contractor Duties. The Contractor will provide for the Fire Department:

- A. Fire Inspections by inspectors certified or qualified in fire inspections as defined in Chapter 101 of the Wisconsin Statutes.
- B. Necessary contact with business owners and municipal officials.
- C. Liability insurance and workman's compensation insurance for its inspector(s).
- D. Fire Prevention education and materials shall be provided to schools upon request of the Fire Department.

3. Compensation to Contractor. The Fire Department agrees to pay Contractor \$1,750 annually, payable on or before December 1 of the year of service.

4. Reinspection fee of \$75 for each reinspection without compliance shall be charged to the Fire Department monthly as inspections dictate.

5. Billing from Contractor. The Contractor shall provide a summary of inspections and violations and a statement for services rendered on or before October 15, of each year.

6. Designation of Fire Inspectors. The Fire Department is designating the Contractor to perform fire inspections of all occupancies in their fire area. This is done in accordance with Section 101.14 (2), Wisconsin State Statutes. This empowers the Contractor to exercise all rights under this Section.

7. Severability.

In the event that any sentence, paragraph, section or provision of the Agreement shall be held to be invalid or unenforceable for any reason whatsoever, it is agreed such invalidity or unenforceability shall not affect the validity of any other provision of this Agreement, which shall remain in full force and effect.

8. Applicable Law.

This Agreement shall be interpreted in accordance with the internal laws of the State of Wisconsin.

9. Notices.

All notices provided for under this Agreement shall be in writing and shall be sufficient if sent by first class mail as follows:

To Fire Department: Fire Chief
Jacksonport Fire Department
3365 County Road V
Sturgeon Bay, WI 54235

To Contractor: Fire Chief
Sturgeon Bay Fire Department
421 Michigan Street
Sturgeon Bay, WI 54235

Any such notice shall be effective and deemed "provided" upon hand delivery to the addressee or upon deposit, postage prepaid, in the United States mails.

10. General.

This Agreement supersedes all prior agreements between the parties, written or oral and is intended as a complete and exclusive statement of the terms of the Agreement between the parties. This Agreement may be modified only by a written document executed by all parties. The headings contained in the Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. Nothing in this Agreement, expressed or implied, is intended to confer upon any person other than the parties hereto, any right or remedies under or by reason of this Agreement.

City of Sturgeon Bay

Town of Jacksonport

By: David Ward, Mayor

By: Randall Halstead, Chairman

By: Stephanie Reinhardt, Clerk

By: Theresa Bieri, Clerk

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the quadricycle license application, plan of operation and routes for Foxy Pedaler, LLC contingent upon proper certificate of insurance and ASE certification being filed with the City.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 6, 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: Consideration of: Quadricycle license for Foxy Pedaler, LLC.

BACKGROUND: The City has received an Application and Plan of Operation for a Quadricycle License from Foxy Pedaler, LLC.

The application is substantially in order and the \$50.00 application fee paid. Also attached is a letter from Foxy Pedaler owner, Will Liebergen, regarding their current operation.

The application has been reviewed by the City Clerk, Police Captain, and Fire Chief in regards to completion and route approval.

Mr. Liebergen will supply the proper certificate of Insurance for the quadricycle and the ASE certification upon approval by the Common Council.

FISCAL IMPACT: \$50 application fee has been paid.

RECOMMENDATION: Approve the quadricycle license application, plan of operation and route for Foxy Pedaler, LLC, subject to the proper certificate of insurance and ASE certification filed with the City of Sturgeon Bay

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

REVIEWED BY: Dan Brinkman
Dan Brinkman, Police Captain

Tim Dietman
Tim Dietman, Fire Chief

DATE: 1/27/2020

FOR 2020



COMMERICAL QUADRICYCLE LICENSE APPLICATION

PART A - APPLICATION INFORMATION

No commerical quadricycle may be operated in the City of Sturgeon Bay unless first licensed by the City. You must apply for a separate license for each commercial quadricycle. Complete this application, provide proof of insurance with a minimum of \$1,000,000 combined single limit liability coverage with specifically lists the vehicle identified below to the City Clerk's Office. An insurance submittal and approval, along with this completed form, pay the licensing fee of \$50.00, ~~provide copy of current registration through WI DOT~~, along with certification from ASE mechanic regarding vehicle inspection.

The approval of the Commercial Quadricycle License is conditioned upon approval of proposed route(s).

PART B - TO BE COMPLETED BY APPLICANT

1. Vehicle Owner's Name Will Lieberman
2. Vehicle Owner's Date of birth 11/04/1984
3. Business Name Foxy Pedaler, LLC
4. Business Address P.O. Box 1101, Green Bay, WI 54305
5. Business Phone Number(s) 920-884-1159
6. Commercial Quadricycle Year, Make, Model 2018 Atek custom 72V
7. Commerical Quadricycle Serial Number AC0036
8. Commerical Quadricycle #: 3
9. Insurance Carrier United States Fire Ins Co. 10. Policy Number SRPGAPML-101-0719

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the signer states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any inaccurate or untruthful answer may be grounds for prosecution and license revocation. Signer acknowledges the provisions of the Sturgeon Bay Municipal Code relating to public vehicles and agrees to observe these provisions and all applicable provisions the Sturgeon Bay Municipal Code and Wisconsin State Statutes.

Will Lieberman
Signature
12/4/2019
Date

PART C - CITY USE ONLY

Certificate of Insurance _____	Approved by: _____
Date Filed <u>1-24-20</u>	Copy of Vehicle Registration _____
ASE Certified Filed _____	License Fee Paid <u>\$50</u> <u>0200124#9 JM</u>

To Sturgeon Bay City Council,

Thank you for your consideration of our Quadricycle application.

The Foxy Pedaler currently operates 2 bikes in Green Bay. We have purchased a 3rd bike to bring to Sturgeon Bay. We currently carry liability insurance for our 2 active bikes in Green Bay and can easily add coverage for our 3rd bike once approved in Sturgeon Bay.

Please direct any questions directly to the owner Will Liebergen. Will is available directly by phone at 920-884-1159 or email FoxyPedaler@gmail.com.

Thank you,

Will Liebergen



CITY OF STURGEON BAY
COMMERCIAL QUADRICYCLE PLAN OF OPERATION
OFFICE OF CITY CLERK, 421 MICHIGAN ST, STURGEON BAY
920-746-2900

COMPANY NAME: _____		
Hours of Operation		
Day of the week	Earliest Start Time (Include AM/PM)	Latest End Time * (Include AM/PM)
Sunday	10:00 AM	10:00 PM
Monday	10:00 AM	10:00 PM
Tuesday	10:00 AM	10:00 PM
Wednesday	10:00 AM	10:00 PM
Thursday	10:00 AM	10:00 PM
Friday	10:00 AM	10:00 PM
Saturday	10:00 AM	10:00 PM

* The "Latest End Time" can be no later than 10:00 p.m.

ROUTES

Attach maps which identify the streets where the commercial quadricycle will operate.

* Your license will not be approved until the proposed route(s) are approved.

THERE MAY NOT BE ANY OPERATION OF A COMMERCIAL QUADRICYCLE IF THE HOURS OF OPERATION AND THE ROUTES CONFLICT WITH A SPECIAL EVENT OR ANY EVENT WHERE THE STREET ARE CLOSED OFF TO MOTOR VEHICLES.

ALCOHOL BEVERAGE REGULATIONS (COMMERICAL QUADRICYCLES ONLY)

Before operating, what type of inventory of the types & amounts of fermented malt beverages will be taken?

A list of approved beverages will be provided to riders to choose from for purchase. the tour host will then put these beverages into the cooler and bring onto the bike.

What are your plans to ensure no other alcohol beverage, including intoxicating liquor, is carried upon or consumed on the commercial quadricycle?

The tour + host and driver will look over all items carried on to the bike. If any non approved beverages are present or appear on ride they will be immediately removed + discarded.

What are your plans to ensure amounts in excess of that are allowed by law (36 ounces per person) will not be brought on the commercial quadricycle?

Approved beverages may only be purchased from us at the tour origin bar. therefore we can control exactly the amount of approved beverages brought on the bike.

What are your plans to ensure glass beverage containers will not be carried upon the commercial

quadricycle? only aluminum cans will be the only container that will be on our list of approved beverages riders may purchase at the tour origin.

What are your plans to ensure no underage persons are on the commercial quadricycle when fermented malt beverages are present? When riders arrive, release forms and personal identification are completed and checked for each rider by the tour host. A wristband is then tightly placed on approved riders.

How will disorderly and/or intoxicated patrons be addressed? We will find ways to slow them drinking down before the issue gets to drunk + disorderly. If it does get to be an issue of safety we will immediately remove rider and send to safe place by cab or uber.

How will patrons be notified of the restrictions on alcohol beverages?

Conspicuous posting ☒ Other: Website, Beverage order form, Waiver and verbally by tour host upon arrival.

What types of beverage containers will be allowed on the commercial quadricycle?

☒ Cans ☒ Plastic bottles 12oz cans of fermented beverages Bottles of water

Where will the patrons store their fermented malt beverages?

When they purchase them from the tour origin they will be placed in a cooler that is controlled by staff.

LITTER AND NOISE

How will excess noise be prevented? The driver has control of the volume of the onboard music system. The driver also gives a speech of the rules which include keeping the fun/noise inside the bike.

How will excess noise be addressed?

If riders noise becomes excessive the driver will alert them to reduce their noise. If it continues the driver will stop the bike until it is addressed. After that the driver will cancel the tour or remove the loud riders.

Will there be an amplified sound system? ☒ Yes ☐ No If yes, describe:

Onboard stereo system, that is controlled by driver. speakers face down to minimize noise escaping interior of bike.

What are your plans to prevent litter?

Large on bike garbage cans in center of bike make it easy for riders to dispose of garbage.

What are your plans to address littering by a patron?

Riders sign a conduct waiver upon arrival that outlines fines if they litter. If debris were to fall off bike the driver would pull over and personally go back to retrieve.

LICENSED COMMERCIAL QUADRICYCLE OPERATORS

What are your plans to ensure all drivers hold a valid Quadricycle Operator's license with the City of

Sturgeon Bay at all times while operating? Drivers will have to apply with our guidance and then produce the license issued by Sturgeon Bay before their allowed to drive. The license will need to be displayed on the bike during each tour. The license last one year (calendar) so sudden expirations are not relevant.

Names of all currently employed as drivers (attach additional sheets as needed):

Will Lieberman
Scott Clark

NOTARIZED SIGNATURE

Failure of a licensee to comply with the approved Plan of Operation shall constitute grounds for non-renewal suspension or revocation:

SUBSCRIBED AND SWORN BEFORE ME THIS

24 DAY OF January, 2020.

NOTARY PUBLIC, STATE OF WISCONSIN

My commission expires: 2-9-22

Print Name of Ind/Partner/Officer/Member/Agent

Will Lieberman

Signature of Ind/Partner/Officer/Member/Agent

Notary Seal must be affixed



Sunset Park

Fincantieri Bay
Shipbuilding (FBS)

Door County
Maritime Museum

W Maple St

Sturgeon Bay

Oregon St

Michigan St

Jefferson St

N 8th Ave

HH

Egg Harbor Rd

N 14th Ave

Memorial
Field

Memorial Dr

Almadena St

Michigan St

S 18th Pl

S Duluth Ave

N Duluth Ave

Green Bay Rd

My Maps

42

42



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/10/2019

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).

PRODUCER
FL DEAN JAMIE EATMON
12800 UNIVERSITY DR STE 125
FORT MYERS, FL 33907-5335
8007452409

CONTACT
NAME:PHONE
(A/C, No, Ext): 8007452409FAX
(A/C, No):E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : United States Fire Insurance

21113

INSURER B : Seneca Insurance Company, Inc.

10936

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND
ITS PARTICIPATING MEMBERS:

Foxy Pedaler LLC
7333 CASEY LANE
SOBIESKI, WI 54171

COVERAGES

CERTIFICATE NUMBER: USP301027

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		SRPGAPML-101-0719	07/11/2019 12:01 AM	07/11/2020 12:01 AM	GENERAL AGGREGATE \$2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG \$2,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PERSONAL & ADV INJURY \$1,000,000.00
	<input checked="" type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS						EACH OCCURRENCE \$1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						FIRE DAMAGE (Any one fire) \$300,000.00
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC						MED EXP (Any one person) \$5,000.00
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						
B	INLAND MARINE COVERAGE			FIM2300426	07/11/2019 12:01 AM	07/11/2020 12:01 AM	Owned Sports and Recreational Equipment - Scheduled \$120,000.00
							Deductible \$500.00

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

The Certificate holder is added as an additional insured but only with respect to liability arising out of operations of the named insured during the policy period.

Covered Activity: Party Bike

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER

CANCELLATION

City of Green Bay
100 N. Jefferson Street
Green Bay, WI 54301

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

Francis L. Dean

Chapter 37 - COMMERCIAL QUADRICYCLE LICENSING

37.01 - Definitions.

- (1) *Applicant* means the individual applying for a license under this section or any person who is an officer of a corporation that is applying for a license under this section.
- (2) *Commercial quadricycle* means a vehicle with fully operative pedals for propulsion entirely by human power that:
 - (a) Has four wheels and is operated in a manner similar to a bicycle;
 - (b) Is equipped with at least eight seats for passengers;
 - (c) Is designed to be occupied by a driver and by passengers providing pedal power to the drive train of the vehicle;
 - (d) Is used for commercial purposes; and
 - (e) Is operated by the vehicle owner or an employee of the owner.
- (3) *Commercial quadricycle business* means any enterprise that owns a commercial quadricycle or manages the operation of a commercial quadricycle.
- (4) *Commercial quadricycle operator's license* means an operator's license as described below in [section] 37.02.
- (5) *Public commercial quadricycle operator* means any person who operates a commercial quadricycle or commercial quadricycle which transport passengers for hire or compensation.

(Ord. No. 1361-0819, § 1, 8-6-19)

37.02 - Licenses required.

- (1) *Commercial quadricycle business license*. No person may engage in a commercial quadricycle business unless each commercial quadricycle used in the business is licensed. A commercial quadricycle business license shall expire on December 31 of each year.
- (2) *Commercial quadricycle operator's license*. No person may operate a commercial quadricycle for purposes upon a highway or public road unless the person is licensed as a public commercial quadricycle operator. The public commercial quadricycle operator's license shall expire on December 31 of each year.

(Ord. No. 1361-0819, § 1, 8-6-19)

37.03 - Commercial quadricycle business application process.

- (1) *Application*. A person wishing to operate a commercial quadricycle business shall apply to the city clerk for a business license using an approved form and pay the clerk a fee in the amount designated in the City of Sturgeon Bay fee schedule for each commercial quadricycle managed by the person. The clerk shall forward the application to the police department for review. The police department shall deny the application if any of the following applies:
 - (a) The circumstances of a pending criminal charge against the applicant substantially relate to the licensed activity;
 - (b) The applicant has been convicted of any felony, misdemeanor or other offense, the circumstances of which substantially relate to the particular job or licensed activity.
 - (c) The applicant made a false statement on the application.

- (d) The applicant is under 18 years old.
- (2) *Commercial quadricycle plan of operation.* All applicants must complete and file with the clerk a commercial quadricycle plan of operation detailing the hours of operation, routes, quadricycle operators, and the rules the licensee will enforce on its customers regarding alcohol beverage possession and consumption and litter and noise regulation. This plan of operation shall be forwarded to the police and fire departments for consideration as a condition of approval of the license. In its review, the police and fire department may recommend approval, approval subject to certain modifications or denial of the license.
- (3) *Appeal.* If the police or fire department denies an application for a commercial quadricycle business license, or demands modifications that the applicant objects to, the applicant may appeal within 15 days after the police and fire department mails a notice of its decision to the applicant. If the applicant files a timely appeal with the clerk, the clerk shall schedule an appeal hearing before the community protection and services committee.
- (4) *Hearing before committee.* The committee may approve any application placed on its agenda only if the applicant is qualified under this section and may place conditions upon approval. The common council shall affirm, reverse or modify the committee's decision.
- (5) *Issuance.* The clerk shall issue the commercial quadricycle business license if the applicant has been approved by the common council and has satisfied all other provisions of this section.
- (6) *Vehicle inspection.* Before a commercial quadricycle business may operate a commercial quadricycle on a highway, the applicant shall obtain a certificate of inspection of the commercial quadricycle by a mechanic certified by the National Institute for Automotive Service Excellence (ASE). The ASE mechanic will provide certification, satisfactory to the police department that the commercial quadricycle is in sound mechanical working condition. This paragraph does not apply to a commercial quadricycle owned or operated by:
- (a) A nonprofit corporation that provides to the police department proof that the vehicle passed a state vehicle inspection.
 - (b) An organization which is exempt from federal income tax under IRC § 501(c)(3) that provides to the police department proof that the vehicle passed a state vehicle inspection.
- (7) *Insurance.* Maintain liability insurance coverage for the commercial quadricycle containing the limits of not less than \$1,000,000.00 per occurrence combined single limit bodily injury and property damage, issued by a company authorized to do business in the state. A certificate of insurance for liability coverage for the calendar year specific to each commercial quadricycle shall be filed with the city clerk.
- (8) *Police department vehicle review.* The police department shall affix a license sticker to the rear of each inspected commercial quadricycle if the department determines that the commercial quadricycle is:
- (a) Licensed with the city clerk.
 - (b) Certified in safe working condition as required by subsection (g)(6) of this section.
 - (c) Insured as required by subsection (g)(7) of this section.
 - (d) Conspicuously displaying on the exterior driver and passenger side of the vehicle:
 - 1. The name or trade name of the public vehicle business.
 - 2. The phone number of the public vehicle business.
 - 3. A unique number assigned by the commercial quadricycle business that identifies the particular vehicle.
 - (e) Conspicuously displaying within the front passenger compartment:

1. A display holder within which commercial quadricycle operators can show their licenses while operating the commercial quadricycle.

(Ord. No. 1361-0819, § 1, 8-6-19)

37.04 - Commercial quadricycle operator's license application process.

- (1) *Application.* A person wishing to obtain a commercial quadricycle operator's license shall apply to the city clerk using a common council approved form and pay to the clerk the proper license fee and submit an acceptable passport-sized photo. The clerk shall forward the application to the police department for review. If the police department approves the application, it shall forward its recommendation to the clerk. The police department shall deny the application if any of the following applies:
 - (a) The circumstances of a pending criminal charge against the applicant substantially relate to the licensed activity.
 - (b) The applicant has been convicted of any felony, misdemeanor or other offense the circumstances of which substantially relate to the particular job or licensed activity.
 - (c) The applicant made a false statement on the application.
 - (d) The applicant is under 18 years old.
- (2) *Appeal.* If the police department denies an application for a commercial quadricycle operator's license, the applicant may appeal within 15 days after the police department mails a notice of denial to the applicant. If the applicant files a timely appeal with the clerk, the clerk shall schedule an appeal hearing before the community protection and services committee. The committee shall approve the application only if the applicant is qualified under this section and may place conditions upon approval. The common council shall affirm, reverse or modify the committee's decision.
- (3) *Issuance.* The clerk shall issue a commercial quadricycle operator's license if the applicant has been approved by the police and fire departments or the common council and has satisfied all other provisions of this section.

(Ord. No. 1361-0819, § 1, 8-6-19)

37.05 - Commercial quadricycle regulations.

The owner and operator of a commercial quadricycle are both responsible for ensuring compliance with this subsection.

- (1) *Deviation from plan of operations.* Licensees must adhere to the routes specified in their submitted plan of operations. New routes must be applied for and approved by the common council before a licensee may use the new routes. Temporary routes must be applied for and approved by the chief of police or his or her designee. A temporary route application must be submitted in writing and include a proposed map no later than ten business days prior to the applicant's proposed first date of operation of the temporary route. No licensee shall operate a commercial quadricycle on a street closed off to public traffic regardless of whether the street is included in an approved route. Any deviation from a new or temporary route without approval shall be a violation of this section.
- (2) *Hours of operation.* Commercial quadricycle operation is permitted between the hours of 10:00 a.m. and 10:00 p.m. Commercial quadricycle operation does not include the use of a commercial quadricycle for maintenance, inspection, or without passengers.

- (3) *Limitation on location.* It is unlawful for any person to operate or to permit another to operate a commercial quadricycle at other times or in other locations than those approved by the common council or the chief of police or his or her designee.
- (4) *Operations without license.* No public commercial quadricycle operator shall drive, or be permitted by a public commercial quadricycle operator to drive, a commercial quadricycle without a valid Wisconsin driver's license or a valid driver's license issued by any other state in the United States.
- (5) *Limitation on possession.* Passengers on a commercial quadricycle may possess on or carry onto the commercial quadricycle no more than 36 ounces of fermented malt beverages as defined in § 125.02(6), Wis. Stats. No other alcohol beverages, as defined in ch. 125, Wis. Stats., may be possessed on, carried upon, or consumed upon a commercial quadricycle.
- (6) *Prohibition of glass containers.* No glass containers may be carried on a commercial quadricycle.
- (7) *Application to all use.* Restrictions on possession, transportation and consumption of alcohol beverages in the operation of commercial quadricycles upon city highways and public places shall apply to operation of commercial quadricycles when used for non-revenue producing events or transportation in addition to regular commercial activities.
- (8) *Driver consumption.* No driver of a commercial quadricycle may consume alcohol while the commercial quadricycle is occupied by passengers.
- (9) *Driver restriction.* No person may drive a commercial quadricycle with an alcohol concentration of more than 0.02.
- (10) *Beer and fermented malt beverages only.* No person may drive a commercial quadricycle on which any alcoholic beverages are carried or consumed other than beer or fermented malt beverages under this section.
- (11) *Delivery prohibited.* No person may drive a commercial quadricycle on which alcoholic beverages are sold and may not transport alcoholic beverages on a commercial quadricycle for the purposes of sale or delivery upon sale.
- (12) *Notice of restrictions.* Passengers shall be advised by the operator, driver or other person responsible for the operation of the commercial quadricycle that no alcohol beverages shall be possessed on, carried upon, or consumed on a commercial quadricycle in violation of city ordinance or state statute, and shall conspicuously post a notice of these restrictions upon the commercial quadricycle in a form and manner approved by the city.
- (13) *License required.* The operator of the commercial quadricycle shall hold a valid operator's license pursuant to subsection 37.01(1) City of Sturgeon Bay Code of Ordinance.
- (14) *Traffic laws.* The operator of the commercial quadricycle shall operate the vehicle at all times in compliance with applicable local and state traffic and parking laws.
- (15) *Grounds for license action.* Failure of a person to comply with the regulations of this section or to operate in accordance with the approved plan of operation shall constitute grounds for suspension or revocation of license.
- (16) *Council may amend.* The common council may adopt and from time to time amend the regulations relating to commercial quadricycles and their operations, including, but not limited to, hours of operations, routes, vehicle markings and safety equipment.

(Ord. No. 1361-0819, § 1, 8-6-19)

37.06 - Suspension and revocation.

- (1) *Intent.* Commercial quadricycle licenses or commercial quadricycle operator's license may be suspended or revoked by the common council upon first affording the license holder an opportunity for a public evidentiary hearing as provided in this section.
- (2) *Hearing form.* The community protection and services committee shall conduct any hearing or prehearing as described in this subsection.
- (3) *Grounds.* Licenses may be the subject of hearings as described in this provision for any violation of a provision of this section or any other violation of ch. 125, Wis. Stats., or the Code of Ordinances deemed pertinent to the licenses regulated by this section including, for purposes of illustration, but not limited to:
 - (a) Licensee or operator directly interfering with police officers or otherwise violating the law in a manner substantially related to the operation of the licensed operation.
 - (b) Traffic code violations including disorderly conduct with a motor vehicle or other action deemed unsafe in the judgement of the committee.
 - (c) Disorderly or disruptive conduct by customers not controlled by licensee.
 - (d) Operating off route.
 - (e) Operating outside of permitted hours.
 - (f) Serving an underrated person.
 - (g) Violation of the commercial quadricycle plan of operation.
 - (h) Failure to maintain the qualifications required for a license under this section.
- (4) *Prehearing.* Any state or city agency may, by communication to the common council, bring allegations of any violation of state liquor laws or any violation referenced above before the community protection and services committee for prehearing as an item in the regular meeting of said committee. Conduct of such prehearing shall be informal, allowing the committee an opportunity to hear the allegations and permitting the accused licensee to respond if they so wish. The purpose of such prehearing will be to determine if the allegations are of such magnitude, importance, or otherwise of such nature to require a formal evidentiary hearing as provided by [subsection] (5) below. After hearing the allegations and any response, the committee shall determine whether to recommend to the common council that: a formal evidentiary hearing be held based on the factors listed below. Nothing in this subsection shall prohibit a person from filing a verified complaint with the community protection and services committee and proceeding directly to a hearing as provided in subsection (6) below.
 - (a) The licensee's history of convictions, charges, or complaints and the relationship of such history to licensed activities.
 - (b) The length of time since such conviction, charge, or complaint.
 - (c) The circumstances and seriousness surrounding the complaint(s) before the committee.
 - (d) The degree of personal rehabilitation since the last incident involving the licensee.
 - (e) The community's standards or interests to be protected.
 - (f) The need for formal hearing to clarify the facts in regard to factors listed above.
- (5) *Hearing.* If a prehearing is conducted, as provided in subsection (4), and a formal evidentiary hearing is ordered by the community protection and welfare committee, the city attorney's office, or a special prosecutor appointed for such hearing, shall draft a formal complaint and see to it that such complaint is served with a summons as provided in subsection (6) below. The complaint may include any alleged violation of state or municipal liquor law occurring in the preceding license year which was not the subject of a hearing under this section. Such complaint shall be issued in the name of the complainant and shall state specific violations complained of and may include any other violations involving the licensee in the past two license years which have not been the subject of a

formal hearing. The complaint shall be served with a summons as provided in subsection (6) below. Any formal evidentiary hearing shall be held in conformity with the procedures in subsection (6) below.

(6) *Hearing procedures.*

- (a) Upon a verified complaint filed with the city clerk that any person licensed hereunder has violated the provision of ch. 125, Wis. Stats., the criminal code of the state, or any provision of the Code of Ordinances, including those referenced in subsection (3) above, or any other provision of this chapter or ch. 125, Wis. Stats., the common council shall issue a summons signed by the clerk directed to any peace officer or constable therein, commanding the person so complained of to appear before the protection and welfare committee on a day and at a place named in such summons, not less than three days nor more than ten days from its date, and show cause why the license should not be suspended or revoked. Such summons shall be served at least three days before the time in which such person is commanded to appear, and shall be served as provided at ch. 801, Wis. Stats.
- (b) The licensee may be represented by counsel at their own expense, present and examine witnesses, and have prepared at the licensee's expense a transcript of the hearing.
- (c) The licensee and complainant shall be allowed the right to call and cross-examine witnesses under oath, present evidence and arguments.

(7) *Recommendations.* At the conclusion of the evidentiary hearing, which may be held in open or executive session depending on the nature of the evidence to be produced, the committee, following deliberation in open or executive session, shall consider the factors listed at subsection (4) and shall thereupon make specific findings of fact and conclusions of law, and forward one or more of the following recommendations to the common council:

- (a) No action should be taken due to insufficiency of the evidence.
- (b) No action should be taken at present because of an accommodation on the part of the license holder has been reached.
- (c) A warning letter be issued and the original thereof be retained in the licensee's file kept in the office of the city clerk.
- (d) A suspension of not less than ten days nor more than 90 days be imposed.
- (e) The license be revoked or invalidated.
- (f) The licensee be placed on probation, and the committee shall set conditions therefore.
- (g) The complaint be tabled pending disposition of pending criminal or municipal court code violations, at which time the matter will be considered and a recommendation made.

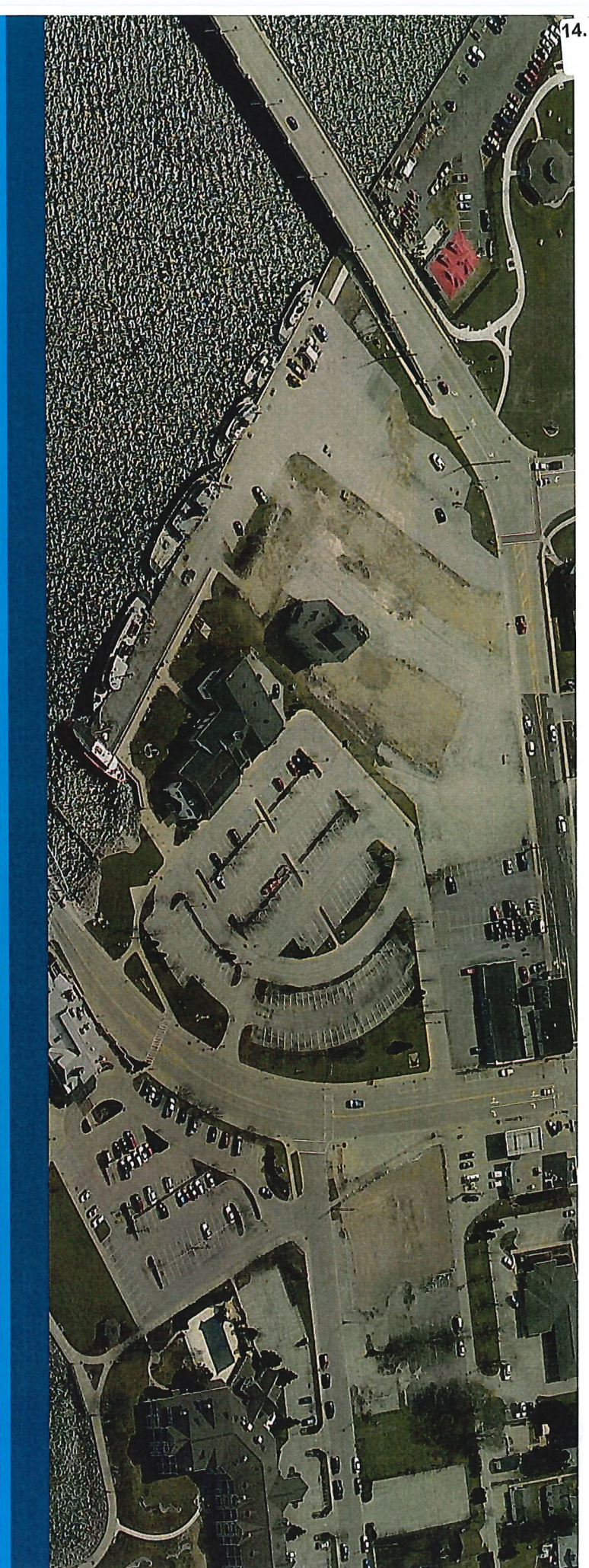
(8) *Consideration and appeal.* The common council shall consider and take action on the recommendation of the community protection and services committee within 45 days after the committee adjourns the hearing. The common council may adopt, reject, modify, or remand the recommendation to the committee for further deliberations. Appeal from the decision of the council shall be to the Door County Circuit Court.

(Ord. No. 1361-0819, § 1, 8-6-19)

37.07 - Penalties.

In addition to any penalty specifically provided for or ordered under this chapter, any person who violates any provision of this chapter shall be subject to a penalty as provided in section 25.04 of this Municipal Code.

(Ord. No. 1361-0819, § 1, 8-6-19)



Concept Design Phase

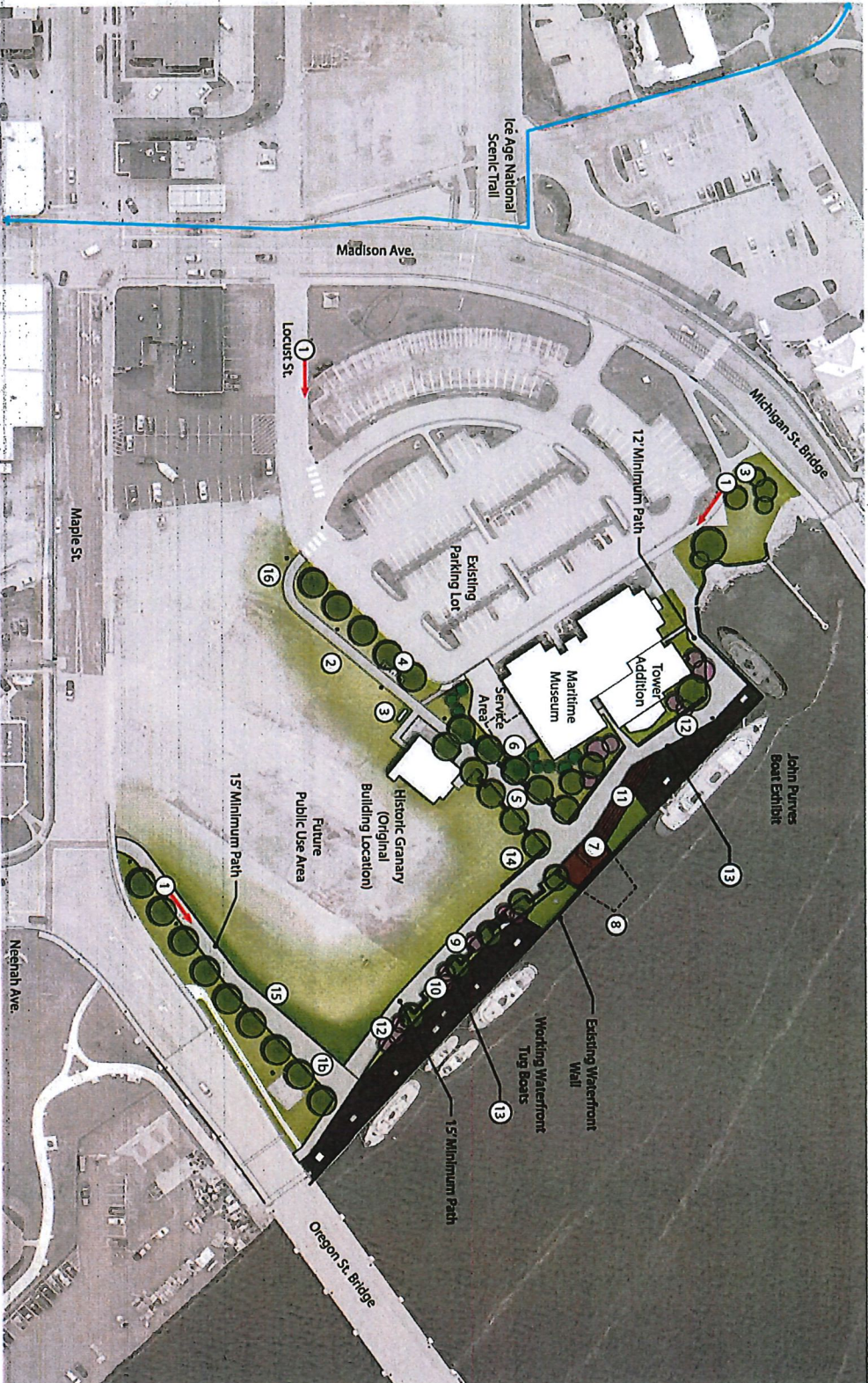
West Waterfront Promenade

City Council Meeting - February 18, 2020



Adjustments from Meetings

- Signature Destination – Attention to Detail
- Minimum Access Drives/Sidewalks
- Railings – Seating Terrace
- Tree Selection
- Added Area on West Side
- Way Finding Signage Coordination
- Enhanced Lighting Throughout
- Consider Working Waterfront
- Tug Operations – Improved Services
- Cost Effective Design



Keynote Legend

1. Pedestrian Connections
 - 1b. Service Drive
 2. Entry Path
 3. Monument Sign/Entry Feature
 4. Bike Parking
 5. Widened Path with Benches
 6. Landscape Screening
 7. Overlook Deck
 8. Potential Future Overlook Expansion
 9. Meandering Promenade
 10. Planting Zone with Seating Niches
 11. Seating Terraces
 12. Ramp
 13. Retaining Wall, typ.
 14. Limestone Seat Wall, typ.
 15. Stormwater Treatment Swale
 16. Light Pole, typ.
- Note: All new pedestrian paths minimum 10' wide

Overall Concept Plan

Enlarged Concept Plan



Concept Rendering

View Looking North along Meandering Walkway



Concept Rendering

View Looking South towards Overlook Deck and Seating Terraces



Project No. 05610-0001
Addendum No. 3
Date: February 14, 2020

ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated March 12, 2015, between Cedar Corporation (ENGINEER), and the City of Sturgeon Bay (OWNER).

WHEREAS the OWNER wishes to engage the ENGINEER to provide various services as described below, in accordance with ENGINEER procedures, standards, and normal billing practices, and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: 2020 West Waterfront Promenade; and

WHEREAS the ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ENGINEER and the OWNER do hereby agree and covenant as follows:

SECTION 1 – SERVICES

The PROJECT includes the following improvements:

Project: 2020 - West Waterfront Promenade

Description: Pedestrian walkway along Waterfront to include the entrances from surrounding streets, service drive/emergency vehicle access, overlook and terrace seating areas, seating and gathering spaces, landscape architecture, landscape accent, seating terrace and overhead lighting, water/sewer/electric services for tug operations and Granary, storm sewer reconstruction two areas, and environmental updates and permitting.

The Historic Granary Relocation services to be completed by others.

1.1 DESIGN

The ENGINEER agrees to provide the following design services for the PROJECT.

ENGINEER shall, under this paragraph, prepare computations, designs, drawings, specifications, and other documents for the ultimate purpose of the receiving of bids and/or construction of the PROJECT.

Field Design Survey: As necessary, field design surveys as used in this subparagraph are understood to be limited to those necessary to prepare the drawings and specifications. Property surveys, plats, detailed frontage assessment schedules, descriptions of needed land and easement rights, maps and plans and assistance in negotiating for land and easement rights, shall not be included under the services of this paragraph.

Preparation of Contract Documents: This generally includes Advertisement for Bids, Instructions to Bidders, General Conditions, Supplementary Conditions, Proposals, Agreements, Miscellaneous Forms, Specifications, Drawings, and Schedules.

Cost Estimates: Any opinion of the construction cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the OWNER. Since the ENGINEER has no control over the cost of labor and material, or over competitive bidding or market conditions, the ENGINEER does not guarantee that bids or actual construction costs to the OWNER will not vary from ENGINEER's opinions of probable cost. If the OWNER desires greater assurance as to construction costs, OWNER shall employ an independent cost estimator.

Approval of Contract Documents: The ENGINEER shall submit sufficient copies of the Contract Documents to the various agencies which have final review authority on the design of the PROJECT and shall make such adjustments to these documents as are required to receive final approval.

The following Design approvals are anticipated:

- WDNR Chapter 30 Permits, if required.

Construction Permits and Approvals: It is understood that approval of the Contract Documents may not be sufficient to allow construction of the PROJECT. In many cases, the PROJECT requires permits and approvals that relate to the construction and not to the design (e.g., Corps of Engineers, Highway, Planning Agencies, etc.). The ENGINEER shall adopt any design requirements of these permits and approvals into the Contract Documents as a part of the work under this paragraph, however, permit and approval applications, surveys, and reports shall not be included under the services of this paragraph.

The following Construction permit submittals are included under this paragraph:

- WDNR Storm Water Notice of Intent, if required.

Coordination: Coordination of subcontractors, agents or employees of the OWNER in the compilation of data for the PROJECT. It is understood that if subsurface exploration such as borings, soil tests and the like are made to determine amounts of rock excavation or other subsurface conditions, the ENGINEER will furnish coordination of said exploration but the costs incident to such exploration shall be paid for by the OWNER.

Meetings: Attendance under work scope 1.1 as follows:

- Design Meeting with Regulatory Agencies, as necessary.
- *Design Meetings.* Anticipate five (5) meetings (one per month) with the OWNER. Meetings will be conducted at the City with utilizing "Skype Meetings for SRF." ENGINEER and the Subconsultant, SRF Consulting Group, Inc., will attend four (4) additional update meetings as required with the OWNER via teleconference, as necessary.

- Coordination Meeting with the Museum, Tugboat operations sand Historic Society.

1.2 BIDDING AND CONTRACT AWARD

The ENGINEER agrees under this paragraph, to assist the OWNER in obtaining and evaluating bids on the PROJECT as follows:

- Assist the OWNER in obtaining bids by furnishing digital project bid documents to QuestCDN eBid for downloading of bid documents by those requesting such. Maintain a record of bid document holders.
- Printing six (6) sets of Bid documents for use in the PROJECT construction phase.
- Interpretation of Contract Documents and preparation of Addenda during the bidding period.
- Administer the bid opening.
- Preparation of bid tabulations.
- Analysis of bid results.
- Consultation with the OWNER on the award of contracts.
- Assist in preparation of formal Contract Documents for review by the OWNER's legal representative.

1.3 ENVIRONMENTAL UPDATES AND PERMITTING

The ENGINEER agrees to provide the following services for the PROJECT.

- Review Ayres Associates, Inc. “August 2015 Remedy Implementation Work Plan/ Soil and Groundwater Remediation” document — utilize and enhance existing document as needed to include:
 - Remedial Action Plan.
 - Soil Management Plan.
 - Historic Fill Exemption permit.
 - Design engineered surface barrier.
- Coordinate with ongoing project efforts (ATC power line; Maritime Museum; Historical Society Granary).
- Develop a methane mitigation plan for the PROJECT Area, not including the Historic Granary, as the current RAP approval does not have an approved plan that addresses methane intrusion for the proposed use.
- Environmental monitoring plan update – Groundwater and Vapors.

- Construction Documentation Reporting.

1.4 GENERAL PROJECT ADMINISTRATION

The ENGINEER agrees to provide the following General Administrative Services for the PROJECT. OWNER and ENGINEER agree that the ENGINEER shall be obligated to provide only that degree of scrutiny of the Contractor's work as is described in this part. Only if specifically included otherwise in this Agreement shall the ENGINEER provide full or part-time Resident Engineering Services for the PROJECT.

The performance of General Administrative Services specifically excludes direction or supervision of the Contractor or his employees in the performing of their work in a safe, legal or proper manner and ENGINEER hereby disclaims any responsibility therefore.

ENGINEER will endeavor to guard OWNER against defects and deficiencies in the work. However, it is understood and agreed by and between ENGINEER and OWNER that with respect to defects and deficiencies in the work, ENGINEER'S role under this subsection is advisory only. Accordingly, ENGINEER can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

ENGINEER shall under this paragraph, assist the OWNER in administering the provisions of the Contract Documents as follows:

- Assistance in interpretation of the drawings and specifications and approval of all changes in the Contract Documents.
- Administer the Preconstruction Conference.
- Make decisions regarding the PROJECT as called for in the Contract Documents.
- Assistance in interpretation of the reports of inspection bureaus, laboratories, test borings, and subsurface exploration related to the PROJECT during construction.
- Review of shop drawings and manufacturer's data for general conformance with the Contract Documents.
- Assist in preparation of closeout information as required (i.e., final change orders (quantity adjustments, etc.), contractor general lien waiver forms, Certificate of Substantial Completion, Consent of Surety, Affidavit of Wage Rate Compliance, etc.).
- Final inspection and processing of final contract payment request. (Final unit quantities where appropriate to the method of compensation shall be furnished to the ENGINEER by the OWNER or OWNER's Agent performing Resident Engineering duties.)

- Preparation of a set of record drawings of the completed PROJECT conforming to the construction records provided to the ENGINEER by the Contractor or the OWNER during construction.
- Assistance during Contractor's correction period (warranty).

1.5 RESIDENT ENGINEERING

The ENGINEER agrees to provide Resident Engineering Services for the PROJECT. These services do not guarantee the Contractor's performance which is covered by the Contractor's bond, but by providing these services, the ENGINEER endeavors to protect the OWNER against defects and deficiencies in the PROJECT work and endeavors to insure compliance with the drawings and specifications within reasonable tolerances generally accepted in the Trade.

- The OWNER has requested the ENGINEER to provide full time Resident Engineering which shall provide for a Resident Project Representative to observe performance of the work of the Contractor. However, it is understood that it may be necessary to leave the construction site at various times in the normal performance of resident engineering services.

[OR]

- The OWNER has requested the ENGINEER to provide part time Resident Engineering which shall provide for a Resident Project Representative to be at the construction site periodically. Continuous surveillance of construction activities will not be required. Scheduling of on-site observations will endeavor to observe and accept or reject materials and procedures, in general, before they become hidden from view by subsequent construction.

Services to be offered by the ENGINEER are limited to those specified below:

- The original setting of lines and grades.
- Checking of lines and grades at intervals during construction.
- Observation of completed work for compliance with drawings and specifications.
- Keeping field measurement records.
- Keeping records of the Contractor's activities.
- Negotiation of field changes and change orders for approval by the OWNER and ENGINEER.
- On-site coordination of the PROJECT.
- Recommendation for payment of Contractor's progress payment requests.

1.6 ADDITIONAL ENGINEERING SERVICES

The ENGINEER shall under this paragraph provide optional additional professional services which are often a part of the project, but which have not been included under previous paragraphs. These services shall be provided **AT ADDITIONAL COST** under the method indicated in Section 2.

Examples of these services include, but are not limited to:

- Providing services which are not in accordance with ENGINEER procedures, standards or normal billing practices, assistance to attorneys and appearances before courts or boards on matters of litigation or arbitration, redesign ordered by the OWNER after the original design concept has been reviewed and accepted by the OWNER, negotiation of land and easement rights, construction permits not included in the Design Services, grant assistance, final computation of total eligible PROJECT cost including engineering, construction, administration, etc., for purposes of audit on projects involving grants, etc.

The ENGINEER agrees to provide the following *Additional Environmental Engineering Services* for the PROJECT if this additional work is necessary:

- New soil, air, or groundwater sampling.
- Investigate a methane mitigation system for the entire Site.
- Oversee groundwater monitoring well installation.

SECTION 2 - COMPENSATION

2.1 HOURLY RATE AND EXPENSES

Whereas the OWNER has elected to compensate the ENGINEER for services under paragraphs 1.1 thru 1.6 on an hourly rate and expense basis, such compensation shall include payment for labor, direct expenses, and other compensation as follows:

Hourly Rate Schedule: The hourly rates to be used for this item shall be determined by the hourly rate schedule incorporated into this agreement as shown below or attached schedule. The ENGINEER reserves the right to adjust the overhead rate, which is used in determining the above hourly rates, on a yearly basis.

Direct Expenses: Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

- Reimbursable expenses (e.g., subsistence and lodging, commercial transportation, postage and shipping, expense of purchased services, lease of specialized equipment, etc.).
- Mileage expenses per IRS regulations.
- Fees paid for securing approval of authorities having jurisdiction over the PROJECT.

- Printing and reproduction.
- Equipment costs (e.g., computers, automated survey instruments, CADD equipment, etc.).

The estimated cost follows:

Items 1.1 through 1.2	=	\$121,900 to \$132,100
Item 1.3	=	\$28,500 to \$37,300
Items 1.4 through 1.5	=	To be determined after award of the bids.
Item 1.6	=	To be determined if <i>Additional Environmental</i> work is necessary.

Other Compensation: It is understood that when requested by the OWNER, the ENGINEER shall procure the services of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ENGINEER shall provide coordination only of these services at the labor rates determined above.

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

SECTION 3 - TIMETABLE

Estimated Project Schedule:

Project Design	March – June 2020
Project Bidding Services	May – June 2020
Project Construction Start	July – October 2020

The ENGINEER is prepared to work within the above schedule, unless delays occur due to unforeseen circumstances beyond the control of the ENGINEER.

SECTION 4 - SPECIAL CONDITIONS

- 4.1 ENGINEER will utilize SRF Consulting Group, Inc. as a Subconsultant for the PROJECT.
- 4.2 The Proposed Design will follow the Preliminary Engineering completed and approved February 18, 2020.
- 4.3 OWNER will provide record drawings of sanitary sewer, water main and storm sewer, and a digital electronic copy of the topo/survey work that has been completed to date. OWNER will provide field measurements of manhole, catch basin and water value depths, as required.
- 4.4 Resident Engineering Services – Full or Part Time to be determined after the bids are awarded.
- 4.5 Geotechnical Services for the Structural Design are the responsibility of the OWNER.

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this _____ day of _____, 2020.

For OWNER:

For ENGINEER:

CITY OF STURGEON BAY

CEDAR CORPORATION

By: _____

By: _____

Name: _____

Name: Thad M. Majkowski, P.E.

Title: _____

Title: Director

By: _____

By: _____

Name: _____

Name: Dean P Zanon, P.E.

Title: _____

Title: President