



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, JUNE 2, 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. Proclamation – Open Door Pride Month.
  6. Public Comment on agenda items only.
  7. Consideration of the following bills: General Fund – \$37,083.09, Capital Fund - \$239,750.33, Cable TV - \$6,935.84, TID #4 - \$839.58, and Solid Waste Enterprise Fund - \$20,355.74 for a grand total of \$304,964.58. roll call]
  8. **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 5/19/20 regular Common Council minutes.
  - \* b. Place the following minutes on file:
    - (1) Finance/Purchasing & Building Committee – 5/12/20
    - (2) Zoning Board of Appeals – 5/26/20
  - \* c. Place the following reports on file:
    - (1) Fire Department Report – April 2020
    - (2) Bank Reconciliation – April 2020
    - (3) Revenue & Expense Report – April 2020
  - \* d. Consideration of: Approval of Beverage Operator licenses.
  - \* e. Consideration of: Approval of “Class B” Combination Licenses, Class “B” Beer Licenses, “Class A” Combination Licenses, Class “A” Beer Licenses, and “Class C” Wine Licenses for the 2020-2021 license year.
  - \* f. Consideration of: Approval of Sidewalk Café Permit for Nutmeg Spice Bakery.
  - \* g. Consideration of: Approval of Sidewalk Café Permit for Door County Candy, LLC.
  - \* h. Consideration of: Approval of Sidewalk Café Permit for Crate.

- \* i. Consideration of: Approval of Sidewalk Café Permit for Bluefront Café.
  - \* j. Consideration of: Approval of Sidewalk Café Permit for Brick Lot Pub.
  - \* k. Consideration of: Approval of Renewal of Commercial Quadricycle License for Door County Pedal Trolley, LLC.
  - \* l. Community Protection & Services Committee recommendation re: Approve Proposed Changes to the General Procedures for Public Comment at Common Council meetings.
  - \* m. Community Protection & Services Committee recommendation re: Approve Revised Pier Permit Procedure.
  - \* n. Personnel Committee recommendation re: Approve the School Resource Officer Position and Fill the Vacant Police Officer Position.
9. Mayoral appointments.
10. Consideration of: Award of Bid of Tennis Court Conversion to Pickleball Courts.
11. Ratification of Resolution re: Waiving Interest and Penalties on Certain Late Property Tax Payments Due and Payable After April 1, 2020.
12. Ratification of Resolution to Temporarily Suspend Requirement re: Sidewalk Café Policy that Outdoor Seating Associated with Sidewalk Café be Immediately Adjacent to the Restaurant.
13. Update re: West Waterfront Promenade Plans – 60% Status.
14. City Administrator report.
15. Mayor's report
16. Convene in closed session in accordance with the following exemption:
- Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)
- Consideration of: Lease for Sarter Marine Towing Company.
- Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Council may adjourn in closed session.
17. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 5-29-20

Time: 12:00 pm

By: Rachelle S.

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

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

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

- Must fill out a "Request to Comment" form and turn it in to the City Clerk or Mayor PRIOR to the start of the meeting. Name and address must be filled in. Request to comment forms can be turned in from 8:00 am to 6:50 pm the day of the Common Council meeting.
- Individuals will have a maximum of three (3) minutes to address the Council. A total of 30 minutes will be allotted to Public Comment per meeting, unless the Council body agrees to extend the time. The extensions will be 15 minute additional increments.
- Priority will be given to City residents.
- The speaker shall not engage in personal attacks against the Mayor, Council members, City staff or its representatives and remain courteous and respectful. The Council/Committee requests that all comments and interactions between those present be conducted in a constructive and respectful manner. Anyone acting in a disruptive or disrespectful manner will be asked to leave the meeting by the person presiding at the meeting.
- The Mayor/Chair may ask questions of the speaker for clarification purposes.
- The Mayor/Chair may allow, at his discretion, Council/Committee members or staff to respond to the speaker's comment. However, dialogue will not ensue.
- The Mayor/Chair may refer the matter to a committee or to the City Administrator for further follow up as needed.

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

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

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

RESPECTFULLY,  
MAYOR DAVID J. WARD

ADOPTED: 05/21/19

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL FUND				
REVENUE				
R0001603	JANE TRACEY	PARK RES REFND 6.6.20/J TRACEY	01-000-000-46300	55.00
R0001603		PARK RES REFND 6.6.20/J TRACEY	01-000-000-24214	2.75
R0001603		PARK RES REFND 6.6.20/J TRACEY	01-000-000-24214	0.28
R0001603		PARK RES REFND 8.8.20/J TRACEY	01-000-000-46310	77.00
R0001603		PARK RES REFND 8.8.20/J TRACEY	01-000-000-24214	3.85
R0001603		PARK RES REFND 8.8.20/J TRACEY	01-000-000-24215	0.39
R0001604	MARY ZAKULA	PARK SHELTR REFND/M ZAKULA	01-000-000-46300	55.00
R0001604		PARK SHELTR REFND/M ZAKULA	01-000-000-24214	2.75
R0001604		PARK SHELTR REFND/M ZAKULA	01-000-000-24215	0.28
R0001605	SANDY WESOLOSKI	PARK SHELTER REFND/ S WESOLOSKI	01-000-000-46300	55.00
R0001605		PARK SHELTER REFND/ S WESOLOSKI	01-000-000-24214	2.75
R0001605		PARK SHELTER REFND/ S WESOLOSKI	01-000-000-24215	0.28
R0001606	JULIE TAYLOR	SHELTER RES REFND/ J TAYLOR	01-000-000-46300	55.00
R0001606		SHELTER RES REFND/ J TAYLOR	01-000-000-24214	2.75
R0001606		SHELTER RES REFND/ J TAYLOR	01-000-000-24215	0.28
R0001607	AUDREY SWEETMAN	SHELTER RES REFND/A SWEETMAN	01-000-000-46300	55.00
R0001607		SHELTER RES REFND/A SWEETMAN	01-000-000-24214	2.75
R0001607		SHELTER RES REFND/A SWEETMAN	01-000-000-24215	0.28
R0001609	CATHY GRIER	SHELTER RES REFND/C GRIER	01-000-000-46300	83.00
R0001609		SHELTER RES REFND/C GRIER	01-000-000-24214	4.15
R0001609		SHELTER RES REFND/C GRIER	01-000-000-24215	0.42
R0001610	JAMIE KELLER	SHELTER RES REFND/J KELLER	01-000-000-46300	55.00
R0001610		SHELTER RES REFND/J KELLER	01-000-000-24214	2.75
R0001610		SHELTER RES REFND/J KELLER	01-000-000-24215	0.28
R0001611	CINDY TEICH	SHELTER RES REFND/C TEICH	01-000-000-46300	55.00
R0001611		SHELTER RES REFND/C TEICH	01-000-000-24214	2.75
R0001611		SHELTER RES REFND/C TEICH	01-000-000-24215	0.28
TOTAL REVENUE				575.02
TOTAL GENERAL FUND				575.02
CITY ASSESSOR				
ASSO APP	ASSOCIATES APPRAISAL	06/20 CONTRACT	01-130-000-55010	5,111.11
TOTAL				5,111.11
TOTAL CITY ASSESSOR				5,111.11
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	04/20 CHAD CELL SVC	01-145-000-58250	24.67
TOTAL				24.67
TOTAL MUNICIPAL SERVICES ADMIN.				24.67
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	04/20 STEVE CELL SVC	01-150-000-58250	31.66
03133		04/20 MIKE B CELL SVC	01-150-000-58250	43.25
03133		04/20 CELL SVC	01-150-000-58250	7.52

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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL				82.43
TOTAL PUBLIC WORKS ADMINISTRATION				82.43
CITY HALL				
03159	SPECTRUM	04/20 FIRE CABLE SVC	01-160-000-58999	139.77
23730	WPS	421 MICHIGAN ST	01-160-000-56600	799.38
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	102.48
WARNER		PAPER SUPPLIES	01-160-000-51850	18.89
TOTAL				1,060.52
TOTAL CITY HALL				1,060.52
POLICE DEPARTMENT				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	20.13
BUBRICKS		HDMI CABLE	01-200-000-51950	16.69
TOTAL				36.82
TOTAL POLICE DEPARTMENT				36.82
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	05/20 PORT SEC CAMERA SYSTEM	01-215-000-58999	46.17
04590	HUMANE SOCIETY	2020 3RD QTR ANML CONTROL	01-215-000-55100	3,750.00
04696	DOOR COUNTY TREASURER	04/20 FUEL CHARGES	01-215-000-51650	2,842.27
22800	WALMART COMMUNITY	CAR CLEANING SUPPLIES/STORAGE	01-215-000-54999	92.45
22800		SQUAD CLEANING SUPPLIES	01-215-000-58550	4.97
TOTAL				6,735.86
COVID-19				
PUBLIC	PUBLIC SAFETY CENTER, INC	N95 MASKS	01-215-401-54999	135.00
TOTAL COVID-19				135.00
TOTAL POLICE DEPARTMENT/PATROL				6,870.86
POLICE DEPT. / INVESTIGATIONS				
DOOR GUA	DOOR GUARD SECURITY SYSTEMS	HID ID CARDS	01-225-000-51500	400.00
US CELL	US CELLULAR	CELL TOWER DATA DUMP/#19012968	01-225-000-51500	150.00
TOTAL				550.00
TOTAL POLICE DEPT. / INVESTIGATIONS				550.00

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GENERAL FUND				
GENERAL FUND				
REVENUE				
R0001603	JANE TRACEY	PARK RES REFND 6.6.20/J TRACEY	01-000-000-46300	55.00
R0001603		PARK RES REFND 6.6.20/J TRACEY	01-000-000-24214	2.75
R0001603		PARK RES REFND 6.6.20/J TRACEY	01-000-000-24214	0.28
R0001603		PARK RES REFND 8.8.20/J TRACEY	01-000-000-46310	77.00
R0001603		PARK RES REFND 8.8.20/J TRACEY	01-000-000-24214	3.85
R0001603		PARK RES REFND 8.8.20/J TRACEY	01-000-000-24215	0.39
R0001604	MARY ZAKULA	PARK SHELTR REFND/M ZAKULA	01-000-000-46300	55.00
R0001604		PARK SHELTR REFND/M ZAKULA	01-000-000-24214	2.75
R0001604		PARK SHELTR REFND/M ZAKULA	01-000-000-24215	0.28
R0001605	SANDY WESOLOSKI	PARK SHELTER REFND/ S WESOLSKI	01-000-000-46300	55.00
R0001605		PARK SHELTER REFND/ S WESOLSKI	01-000-000-24214	2.75
R0001605		PARK SHELTER REFND/ S WESOLSKI	01-000-000-24215	0.28
R0001606	JULIE TAYLOR	SHELTER RES REFND/ J TAYLOR	01-000-000-46300	55.00
R0001606		SHELTER RES REFND/ J TAYLOR	01-000-000-24214	2.75
R0001606		SHELTER RES REFND/ J TAYLOR	01-000-000-24215	0.28
R0001607	AUDREY SWEETMAN	SHELTER RES REFND/A SWEETMAN	01-000-000-46300	55.00
R0001607		SHELTER RES REFND/A SWEETMAN	01-000-000-24214	2.75
R0001607		SHELTER RES REFND/A SWEETMAN	01-000-000-24215	0.28
R0001609	CATHY GRIER	SHELTER RES REFND/C GRIER	01-000-000-46300	83.00
R0001609		SHELTER RES REFND/C GRIER	01-000-000-24214	4.15
R0001609		SHELTER RES REFND/C GRIER	01-000-000-24215	0.42
R0001610	JAMIE KELLER	SHELTER RES REFND/J KELLER	01-000-000-46300	55.00
R0001610		SHELTER RES REFND/J KELLER	01-000-000-24214	2.75
R0001610		SHELTER RES REFND/J KELLER	01-000-000-24215	0.28
R0001611	CINDY TEICH	SHELTER RES REFND/C TEICH	01-000-000-46300	55.00
R0001611		SHELTER RES REFND/C TEICH	01-000-000-24214	2.75
R0001611		SHELTER RES REFND/C TEICH	01-000-000-24215	0.28
TOTAL REVENUE				575.02
TOTAL GENERAL FUND				575.02
CITY ASSESSOR				
ASSO APP	ASSOCIATES APPRAISAL	06/20 CONTRACT	01-130-000-55010	5,111.11
TOTAL				5,111.11
TOTAL CITY ASSESSOR				5,111.11
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	04/20 CHAD CELL SVC	01-145-000-58250	24.67
TOTAL				24.67
TOTAL MUNICIPAL SERVICES ADMIN.				24.67
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	04/20 STEVE CELL SVC	01-150-000-58250	31.66
03133		04/20 MIKE B CELL SVC	01-150-000-58250	43.25
03133		04/20 CELL SVC	01-150-000-58250	7.52

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
FIRE DEPARTMENT				
04545	DOOR COUNTY COOPERATIVE/NAPA	TRAINING SITE PARTS	01-250-000-51405	56.48
04696	DOOR COUNTY TREASURER	04/20 FUEL CHARGES	01-250-000-51650	663.97
06012	FASTENAL COMPANY	ZIPTIES/SCREWS	01-250-000-54999	23.96
23730	WPS	656 S OXFORD AVE-WS FIRE	01-250-000-56600	107.87
DOOR GUA	DOOR GUARD SECURITY SYSTEMS	HID ID CARDS	01-250-000-56000	400.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	OIL FILTER KIT	01-250-000-53000	61.28
O'REILLY		DEF	01-250-000-53000	21.98
O'REILLY		OIL FILTER	01-250-000-53000	7.76
PAULCONW	PAUL CONWAY SHIELDS	GEAR REPAIR MATERIAL	01-250-000-56250	580.00
WARNER	WARNER-WEXEL WHOLESALE &	SOAP DISPENSER/WEST SIDE FIRE	01-250-000-54999	10.58
TOTAL				1,933.88
TOTAL FIRE DEPARTMENT				1,933.88
STORM SEWERS				
10750	PREMIER CONCRETE INC	1/2 YARD CONCRETE	01-300-000-51150	58.50
TOTAL				58.50
TOTAL STORM SEWERS				58.50
SOLID WASTE MGMT/SPRING/FALL				
ADVANCED	ADVANCED DISPOSAL	2 FEON /10 FLU BULBS/4 TVS	01-311-000-58400	283.90
TOTAL				283.90
TOTAL SOLID WASTE MGMT/SPRING/FALL				283.90
STREET SWEEPING				
25700	ZARNOTH BRUSH WORKS INC	GUTTER BROOMS	01-330-000-51400	269.00
TOTAL				269.00
TOTAL STREET SWEEPING				269.00
STREET MACHINERY				
02005	BAY ELECTRONICS, INC.	ANTENNA MOUNT	01-450-000-57550	13.70
02005		RADIO MOUNT	01-450-000-57550	22.50
02005		VHF ANTENNA	01-450-000-57550	83.95
02005		2 PLUGS @ 10.00	01-450-000-53000	20.00
02005		2 CLAMPS @ 5.00	01-450-000-53000	10.00
04545	DOOR COUNTY COOPERATIVE/NAPA	CORE DEPOSIT	01-450-000-53000	-95.42
04545		CREDIT	01-450-000-53000	-122.85
04545		CORE DEPOSIT	01-450-000-53000	-30.87
04545		LAMP/PLUG	01-450-000-53000	67.17
04545		OIL	01-450-000-53000	39.05
04545		TRAILER BRAKES	01-450-000-53000	97.82

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04545		ASSORTED SUPPLIES	01-450-000-53000	127.28
04545		TRUCK LAMP	01-450-000-53000	69.99
04696	DOOR COUNTY TREASURER	04/20 456.97 G FUEL	01-450-000-51650	1,064.28
04696		04/20 1169.27G DSL FUEL	01-450-000-51650	1,976.07
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	OIL SEAL	01-450-000-53000	17.61
FEUERSTE	FEUERSTEIN MACHINE-REPAIR INC	SHARPEN STUMP GRINDER	01-450-000-52150	195.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	GLOVES	01-450-000-52150	34.97
O'REILLY		ADAPTER	01-450-000-53000	3.99
O'REILLY		ADAPTER	01-450-000-53000	14.88
QUALITY	QUALITY TRUCK CARE CENTER INC	LEAF SPRINGS & HARDWARE	01-450-000-53000	1,363.20
QUALITY		FILTER & CENTIFUG	01-450-000-53000	99.62
QUALITY		SHOCK ABSORBER	01-450-000-53000	58.91
TOTAL				5,130.85
TOTAL STREET MACHINERY				5,130.85
CITY GARAGE				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	BATTERIES	01-460-000-54999	52.56
BUBRICKS		REGISTER RECEIPT TAPE ROLLS	01-460-000-54999	128.68
TOTAL				181.24
COVID-19				
04574	DOOR COUNTY GLASS & MIRROR	PLEXIGLASS/FRONT COUNTER	01-460-401-54999	198.94
TOTAL COVID-19				198.94
TOTAL CITY GARAGE				380.18
CELEBRATION & ENTERTAINMENT				
06012	FASTENAL COMPANY	WIRE TIES	01-480-000-51550	46.00
06012		WIRE TIES	01-480-000-51550	11.50
TOTAL				57.50
TOTAL CELEBRATION & ENTERTAINMENT				57.50
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	04/20 MIKE B CELL SVC	01-500-000-58250	43.25
03133		04/20 CELL SVC	01-500-000-58250	7.53
03133		04/20 CELL SVC	01-500-000-58250	24.67
TOTAL				75.45
TOTAL PARK & RECREATION ADMIN				75.45

PARKS AND PLAYGROUNDS



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04545	DOOR COUNTY COOPERATIVE/NAPA	BATTERY MOWER	01-510-000-51900	64.57
04545		BATTERY	01-510-000-51900	51.25
04545		CREDIT	01-510-000-51900	-10.00
04696	DOOR COUNTY TREASURER	04/20 238.39 G FUEL	01-510-000-51650	555.21
04696		04/20 11.85 G DSL FUEL	01-510-000-51650	20.03
19959	SUPERIOR CHEMICAL CORP	2 DOZ URINAL SCREENS	01-510-000-51850	187.50
19959		HAND CLEANER	01-510-000-51850	111.20
19959		SHIPPING	01-510-000-51850	32.58
23730	WPS	835 N 14TH AVE-GARAGE	01-510-000-56600	1,013.88
23730		335 S 14TH AVE-MEM FLD	01-510-000-56600	94.59
23730		335 N 14TH AVE-GARAGE	01-510-000-56600	3,180.28
MACCOUX	PHIL MACCOUX	SAFETY REIMB/GLOVES/MACCOUX	01-510-000-56800	21.08
WARNER	WARNER-WEXEL WHOLESALE &	BAL DUE-REVISED ORG INVOICE	01-510-000-51850	80.19
WARNER		15 CASES TRASH BAGS @ 27.95	01-510-000-51850	419.25
TOTAL				5,821.61
TOTAL PARKS AND PLAYGROUNDS				5,821.61
MUNICIPAL DOCKS				
23730	WPS	36 S NEENAH AVE RESTOOM	01-550-000-56600	25.37
TOTAL				25.37
TOTAL MUNICIPAL DOCKS				25.37
EMPLOYEE BENEFITS				
EBC CORP	EMPLOYEE BENEFITS CORPORATION	05/20 FSA,HRA, PEB, COBRA FEES	01-600-000-50510	242.50
EHEALTH	EHEALTHSCREENINGS, LLC	HRA'S	01-600-000-50550	4,226.40
TOTAL				4,468.90
TOTAL EMPLOYEE BENEFITS				4,468.90
TOTAL GENERAL FUND				32,816.57
CAPITAL FUND				
STORM SEWERS				
EXPENSE				
PETERS	PETERS CONCRETE CO	PROJECT 2001 PAY #1	10-300-000-59115	98,581.50
TOTAL EXPENSE				98,581.50
TOTAL STORM SEWERS				98,581.50
ROADWAYS/STREETS				
ANNUAL RESURFACING & BASE REP.				
GB HIGH	GREEN BAY HIGHWAY PRODUCTS LLC	INLET PROTECTION FABRIC	10-400-110-59095	144.43
SALZ	SALZSIEDER LANDSCAPE & NURSERY	26 TREES MAPLE ST & JOLIET	10-400-110-59095	5,070.00
TOTAL ANNUAL RESURFACING & BASE REP.				5,214.43

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INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
ANNUAL RESURFACING & BASE REP.				
ANNUAL RESURFACING & BASE REP.				
TOTAL ROADWAYS/STREETS				5,214.43
CURB/GUTTER/SIDEWALK				
EXPENSE				
13133	MARTELL CONSTRUCTION INC	PROJECT 2002A PAY #1	10-440-000-59102	135,954.40
TOTAL EXPENSE				135,954.40
TOTAL CURB/GUTTER/SIDEWALK				135,954.40
TOTAL CAPITAL FUND				239,750.33
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
02975	CAMERA CORNER	SMALL VIDEO CAMERA	21-000-000-59070	1,730.00
MANN	MANN COMMUNICATIONS, LLC	06.02.20 CONTRACT	21-000-000-55015	5,205.84
TOTAL CABLE TV / GENERAL				6,935.84
TOTAL CABLE TV / GENERAL				6,935.84
TOTAL CABLE TV				6,935.84
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
WIPFLI	WIPFLI LLP	TID 4 -30% AUDIT END 12.31.19	28-340-000-55001	800.00
TOTAL TID #4 DISTRICT				800.00
T4 \$3.12 NOTES				
01761	ASSOCIATED TRUST COMPANY	TAXBLE NOTE ANTICIPATE 3.30.17	28-340-987-70002	39.58
TOTAL T4 \$3.12 NOTES				39.58
TOTAL TID #4 DISTRICT				839.58
TOTAL TID #4 DISTRICT				839.58
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	USED OIL PICK UP FEE 300 G	60-000-000-52050	45.00
04696	DOOR COUNTY TREASURER	04/20 851.41 G DSL FUEL	60-000-000-51650	1,438.88
ADVANCED	ADVANCED DISPOSAL	256.91 TN GARBAGE	60-000-000-58300	16,431.96
ADVANCED		94.99 TN RECYCLE	60-000-000-58350	1,402.06
BRIDGEPO	BRIDGEPORT MANUFACTURING, INC	HYDRAULIC CYLINDER	60-000-000-53000	756.00
BRIDGEPO		SHIPPING	60-000-000-53000	23.84
POMPS	POMP'S TIRE SERVICE. INC	FRONT END ALIGNMENT	60-000-000-53000	258.00
TOTAL SOLID WASTE ENTERPRISE FUND				20,355.74

DATE: 05/26/1920  
TIME: 14:27:42  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
TOTAL SOLID WASTE ENTERPRISE FUND				20,355.74
TOTAL SOLID WASTE ENTERPRISE				20,355.74
TOTAL ALL FUNDS				300,698.06

**MANUAL CHECKS**

SECURIAN FINANCIAL GROUP, INC. 05/14/20 Check # 87006 06/20 Life Insurance 01-000-000-21545	\$2,065.17
STURGEON BAY SCHOOL DISTRICT 05/21/20 Check # 87070 04/20 Mobile Home Tax Payment 01-000-000-41300	\$346.10
SUN LIFE INSURANCE 05/21/20 Check # 87070 06/20 Short/Long Term Disability 01-000-000-21545	\$1,855.25
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 4,266.52</b>

DATE: 05/26/1920  
TIME: 14:27:42  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 06/02/2020

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

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

~~32,816.57~~  
239,750.33  
6,935.84  
839.58  
20,355.74

TOTAL --- ALL FUNDS

~~300,698.06~~

37,083.09

304,964.58

Helen Baron 5/26/2020

Jan W 5/26/2020

COMMON COUNCIL  
May 19, 2020

A meeting of the Common Council was called to order at 7:00 pm by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Hayes, Williams, Gustafson, Nault, Wiederanders and Reeths were present. Ald. Williams, Gustafson, Nault, and Reeths and Mayor Ward appeared in person. Aids. Bacon, Hayes, and Wiederanders appeared virtually via Zoom.

Gustafson/Nault to adopt agenda moving Item 7i to regular agenda. Carried.

No one spoke during public comment.

Bacon/Williams to approve following bills: General Fund - \$245,438.17, Capital Fund - \$54,817.68, Cable TV - \$2,734.72, TID #4 - \$15,543.90, and Solid Waste Enterprise Fund - \$982.89 for a grand total of \$319,517.36. Roll call: All voted aye. Carried.

Reeths/Nault to approve consent agenda:

- a. Approval 5/5/20 regular Common Council minutes.
- b. Place the following minutes on file:
  1. Personnel Committee - 4/28/20
  2. Finance/Purchasing & Building Committee - 4/28/20
- c. Place the following reports on file:
  1. Police Department Report - April 2020
  2. Inspection Department Report - April 2020
- d. Consideration of: Approval of Beverage Operator licenses.
- e. Consideration of: Approval of Sidewalk Café Permit for Door County Fire Company.
- f. Consideration of: Approval of Sidewalk Café Permit for Stone Harbor Resort.
- g. Consideration of: Approval to Serve Alcohol After Hours from Miller Art Museum.
- h. Finance/Purchasing & Building Committee recommendation re: Waive Park Shelter Reservation Fee for Door Tran.
- i. ~~Finance/Purchasing & Building Committee recommendation re: Establish the Industrial Park Land Fund, Revaluation Fund, Building Maintenance Fund, Fiber Infrastructure/Maintenance Fund, and Post-Employment Benefit Fund and update the Reserve Policy of the Fiscal Management Policy accordingly. Moved to regular agenda.~~
- j. Finance/Purchasing & Building Committee recommendation re: Approve the Fee Waiver Policy as presented.
- k. Personnel Committee recommendation re: Increase Community Service Officer wages to \$12.50 per hour with a \$.50 increase each year they return.

Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to establish the Industrial Park Land Fund Revaluation Fund, Building Maintenance Fund, Fiber Infrastructure/Maintenance Fund, and Post-Employment Benefit Fund and update the Reserve Policy of the Fiscal Management Policy accordingly.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Hayes/Gustafson to adopt. It was noted that this action would formalize the creation of the funds. Carried.

The Mayor presented the following appointments:

Hayes/Williams to approve:  
CITY PLAN COMMISSION

Dennis Statz, 3 year term (reappointment)  
Carried.

Williams/Bacon to approve:

ZONING BOARD OF APPEALS

William Chaudoir, 3 year term (reappointment)

Nancy Schopf, 3 year term

Morgan Rusnak, Alt No. 1 (moving from Alt. No 2 to Alt. No. 1)

Carried.

Reeths/Bacon to approve:

LOCAL ARTS BOARD

Claire Morkin, 3 year term

Carried.

Nault/Gustafson to approve:

BICYCLE AND PEDESTRIAN ADVISORY BOARD

Kirsten Reeths, Chr. Parking & Traffic Committee

Chris Sullivan-Robinson, Planner/Zoning Admin, 3 year term (reappointment)

Rebecca Kerwin, 3 year term (reappointment)

Carried.

Williams/Reeths to approve:

CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL

Bob Loss, 2 year term (reappointment)

James Goodwin, 2 year term

Carried with Wiederanders voting no.

Wiederanders/Reeths to approve:

DOOR COUNTY TOURISM ZONE COMMISSION

Pam Seiler, 1 year term (reappointment)

Josh VanLieshout, 1 year term (reappointment)

Carried.

Gustafson/Nault to approve:

ETHICS BOARD

Joan Wake, 3 year term (reappointment)

Carried with Hayes voting no.

Nault/Gustafson to award the contract for Project 2003 – Street Crack Sealing Program to American Pavement Solutions, Inc. with unit pricing amounts totaling an estimated cost of \$87,821.46. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the agreement between the City of Sturgeon Bay and the Sturgeon Bay School District for the School Resource Officer position.

FINANCE/PURCHASING & BUILDING COMMITTEE

Helen Bacon, Chr.

Nault/Gustafson to adopt. It was pointed out that the current arrangement of the SRO being a School District employee is one of the only kind in the State. The agreement and new arrangement would follow the traditional SRO model and the SRO would be a full time employee

of the Police Department. It was also noted that the school district would fund 75% of the officer's wage and benefit package and the City would fund the remaining 25%. The estimated package for 2021 is \$107,450. Carried.

Bacon/Williams to adopt resolution to delay certain 2020 capital expenditures. Discussion took place that this resolution is an attempt to stay ahead of the anticipated financial conditions due to COVID-19, that the resolution can be changed if the financial situation changes, and the specifics related to some of the projects. Carried.

Hayes/Nault to adopt Resolution Declaring an Emergency and there extending the declaration for 30 days or until June 19, 2020. Carried.

Gustafson/Reeths to ratify the resolution waiving the requirement for Combination Class B Beer & Liquor License Holders to have 180 days of documented liquor sales in liquor license. Carried.

#### RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the proposed easements for the American Transmission Company electric transmission project and compensation in the amount of \$93,500.

#### FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Bacon/Wiederanders to adopt. Carried.

Williams/Gustafson to approve the release of utility easement for property south of Georgia Street. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

After Mayor Ward announced the statutory basis, Nault/Wiederanders 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) Consideration of: Offer to Sell – Hill Crest Court Inc, Property; and Conferring with legal counsel for governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g) – Consideration of: Settlement Agreement with Lewis Krueger and AAK Holdings. Roll call: Carried. The meeting moved to closed session at 8:25 pm.

Wiederanders/Nault to adjourn. Roll call: All voted aye. Carried. The meeting adjourned at 8:46 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director



**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**May 12, 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. Alders Bacon and Wiederanders appeared by Zoom and Ald. Williams appeared in person. Also present: City Administrator VanLieshout, Finance Director/City Treasurer Clarizio, Police Captain Brinkman, Community Development Director Olejniczak, Sturgeon Bay School Superintendent Dan Tjernagel, Sturgeon Bay High School Principal Bob Nickel, American Transmission Company Teresa Kochaver 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: Contract between the City of Sturgeon Bay and Sturgeon Bay School District  
Re: School Resource Officer.
5. Consideration of: Easement for American Transmission Company Electric Transmission  
Replacement Project.
6. Consideration of: Resolution for Financial Management Plan re: COVID 19 Impacts.
7. Review bills.
8. Adjourn.

Carried.

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

Consideration of: Contract between the City of Sturgeon Bay and Sturgeon Bay School District re: Resource Officer:

Police Captain Brinkman explained the School Resource program began in 2007, with the position held by a certified Sturgeon Bay police officer but paid and supervised by the Sturgeon Bay School District. The position is currently vacant and will transfer into a traditional position. The School Resource Officer (SRO) would be a full time police officer supervised and trained by police department. During the school months the officer would work in the school and summers they would perform duties assigned by the Chief of Police or designee. Captain Brinkman stated the Sturgeon Bay School District will fund 75% of the officer's wages and benefit package and the City the remaining 25% which is estimated at \$107,450 for 2021. Sturgeon Bay High School Principle Bob Nickel explained to the Committee the School Resource Officer presently performs the tasks of DARE programming, viewing cameras, and supervision. He stated the expectations for the SRO role is for students K-12 to create relationships with the officer, help the school with school safety thru development of protocols and implementation of plans. In addition, the SRO would be involved more in the classrooms and be very very present when students are not. Captain Brinkman stated the 75%- 25% contract would begin in 2021 until then the School District will cover costs for the September-December 2020 school months.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the agreement between the City of Sturgeon Bay and Sturgeon Bay School District for the School Resource Officer position. Carried.

Consideration of: Easement for American Transmission Company Electric Transmission Replacement

Project.

Community Development Director Olejniczak explained that American Transmission Company (ATC) is doing a major project replacing electric transmission lines through the west side of the city, and under the bay to the electric substation on 1<sup>st</sup> Avenue. ATC needs an easement from the city for the portion of the line that runs through city property. He stated that ATC commissioned appraisals for the east and west side properties, the payment factors in both the temporary and permanent easement. The east side property easement valued at \$42,900 and west side valued in the amount of \$50,600. ATC is offering a total payment of \$93,500 for the easements.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to accept the proposed easements for the American Transmission Company electric transmission project and compensation in the amount of \$93,500. Carried.

Consideration of: Resolution for Financial Management Plan re: COVID 19 Impacts.

City Treasurer/Finance Director Clarizio explained the revised list presented was reviewed by Staff and the Emergency Management Team according to guidance from the May 5, 2020 Common Council. Ms. Clarizio noted the bottom portion of the list are the projects and purchases the Council may choose to delay or proceed with. City Administrator VanLieshout explained that there will be shortfalls going into the summer and fall, in addition to 2021. The strategy now is to identify items that the City can delay or proceed to address the projected \$97,000 revenue shortfall.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to adopt the attached resolution, proceeding with the following capital projects as approved in the 2020 capital budget (with the exception of delaying the Little Lake improvements and proceeding with the shore improvements and proceeding with the shore improvements for the train spur, sunset Park and Otumba Park in 2020):

Safety & Service Building Improvements	\$ 100,000
Shore Improvements	\$ 650,000
Parking Lots	\$ 10,000
Pickleball Courts	\$ 40,000
Miscellaneous Technology	\$ 4,450.01
Miscellaneous Capital/Maintenance	\$ 72,809.08
Sidewalk Removal & Install/Landscaping at Stone Harbor	\$ 10,000
Total	\$887,263.09

And, delaying the following 2020 capital projects

East Side Fire Station Floor Refinish	\$ 40,000
Little Lake Improvements (Net of shore Improvements)	\$ 350,000
Skate Park Lighting	\$ 70,000
Install Shade Structure at Bark Park	\$ 8,000
Construct Adult Softball Field	\$ 275,000
Timber Bumpers at Stone Harbor Dock Wall	\$ 18,000
Miscellaneous Contingency	\$ 15,000
Crack Filling	\$ 30,000
Alleys	\$ 18,700
Fence Material	\$ 5,000
Total	\$829,700.00

Review bills

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

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to adjourn. Carried. The meeting 4:47 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Tricia Metzger", with a stylized flourish at the end.

Tricia Metzger

ZONING BOARD OF APPEALS  
Tuesday, May 26, 2020

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 12:00 Noon by Chairperson William Murrock in the Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members William Murrock, Nancy Schopf, Dave Augustson, Bill Chaudoir, and Alternate Morgan Rusnak were present. Mr. Chaudoir appeared virtually via Zoom. Excused: Member Wayne Spritka. Also present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Mr. Augustson, seconded by Ms. Rusnak to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 25, 2020.
4. Public hearing: Petition from Robert Jennerjohn to construct a deck that would encroach 8 feet into the street right-of-way setback, located at 425 Quincy Street.
5. Consideration of: Petition from Robert Jennerjohn to construct a deck that would encroach 8 feet into the street right-of-way setback, located at 425 Quincy Street.
6. Election of officers.
7. Adjourn.

Carried.

**Approval of minutes from Tuesday, February 25, 2020:** Moved by Ms. Schopf, seconded by Ms. Rusnak to approve the minutes from February 25, 2020. All ayes. Carried.

**Public hearing: Petition from Robert Jennerjohn to construct a deck that would encroach 8 feet into the street right-of-way setback, located at 425 Quincy Street:** Chairperson Murrock opened the public hearing at 12:03 p.m.

Robert Jennerjohn, 4981 Bechtel Road, explained that he owns the rental property at 425 Quincy Street. He intends to build a detached garage, which has no zoning issues. But, he also wants to build a deck in front of his house that would encroach 8 feet into the street right-of-way setback. There are several other houses in the neighborhood that are built close to the street. A deck would improve the aesthetics of the home. His sidewalk is crumbling and plans to replace it. The deck will be constructed with composite material with railings and two steps. The existing concrete steps would be removed. There would be no roof over the deck.

Mr. Sullivan-Robinson pointed out on the site plan that there are several other properties on the same block that encroach the setback. The deck would be pretty much in line with the other homes. There would be no negative impacts to the City.

Mr. Olejniczak added that originally all residential districts had to be 25 feet from the setback for everything. Approximately 15 years ago the City changed the setback from 25 feet to 17 feet for unenclosed decks and porches in the older parts of the City. Most of the buildings were non-conforming and changing the setback was appropriate from an aesthetic standpoint. If this request would get approved, Mr. Jennerjohn would not be able to enclose the deck.

No one spoke in favor of the request. There were no letters of correspondence in favor.

Wendy Bolduc, 415 Quincy Street, spoke against the variance request. She said there was room in the back of the house to build a deck and there was no reason to put it on the front of the house. She also complained about past and present tenants.

There were no letters of correspondence in opposition.

Chairperson Murrock offered rebuttal testimony.

Mr. Jennerjohn stated that when he retires in about 6 or 7 years, he would like to move into the house and become a permanent resident of the City. He felt that the deck placed on the front of the house would improve the aesthetics. The back of the house needs some remodeling and he has plans to do that in the future. A 6-foot deck seemed too small. His plans are to build the garage sometime this year.

Mr. Augustson added that the distance between the deck and the sidewalk would be 9' 6".

Ms. Bolduc repeated that there is still room for a deck and a garage in the back of the house depending where the garage is located.

Chairperson Murrock closed the public hearing at 12:23 p.m.

**Consideration of: Petition from Robert Jennerjohn to construct a deck that would encroach 8 feet into the street right-of-way setback, located at 425 Quincy Street:** The Board discussed the variance request. Moved by Ms. Schopf, seconded by Mr. Murrock to approve the variance request. The deck would improve the appearance of the house and the neighborhood. It matches a lot of the older homes in the neighborhood. Driving within a five block radius in this area will find that every street has 40-50% of the homes with front porches are 3 - 4 feet from the sidewalk. Mr. Jennerjohn's intention is to move into the house in the future.

Roll call vote: All ayes. Carried.


**Election of officers:** Mr. Murrock nominated Mr. Chaudoir for vice-chair. There were no other nominations. All ayes. Carried.

Mr. Olejniczak presented an option for election of secretary. The ZBA Rules of Procedure dates back to the 1960's when the secretary actually signed letters, sent mailings, etc. Currently, the City has staff that takes care of performing those duties. The only functions of the secretary is to read the public hearing notice at each meeting and perform roll call. The Rules of Procedure could be changed to no longer have a secretary and have the Zoning Administrator or Community Development Secretary be the secretary of the ZBA as well. The Rules of Procedure would have to be amended at the next meeting and recommended to Council.

Moved by Mr. Chaudoir, seconded by Mr. Augustson to hold off on election of secretary and direct staff to come back to the next meeting with a change to the Rules of Procedure. All ayes. Carried.

**Adjourn:** Moved by Mr. Augustson, seconded by Ms. Schopf to adjourn. Carried. Meeting adjourned at 12:29 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary



Kalin Montevideo  
Assistant Fire Chief

## CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St  
Sturgeon Bay, WI 54235

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

### STURGEON BAY FIRE DEPARTMENT APRIL 2020 FIRE REPORT

APRIL INCIDENTS: 84  
2020 TOTAL INCIDENTS: 449

#### INCIDENTS BY JURISTICICTION:

#### AVERAGE RESPONSE TIME:

<b>CITY - East Side:</b>	<b><u>58</u> Year to Date: <u>317</u></b>	<b>EMERGENT: <u>4.25 Minutes</u></b>	<b>NON-EMERGENT: <u>4.39 Minutes</u></b>
40 – Medical Incident	03 – Gas Leak	05 – Alarm/Detector Activation, No Fire	
01 – Cooking Fire	01 – Citizen Complaint	01 – Public Service	
01 – Authorized/Controlled Burn	01 – Elevator Rescue	03 – Assist Law Enforcement/Gmt Agency	
01 – Oil/Combustible Liquid Spill	01 – Animal Rescue		
<b>CITY - West Side:</b>	<b><u>15</u> Year to Date: <u>89</u></b>	<b>EMERGENT: <u>4.27 Minutes</u></b>	<b>NON-EMERGENT: <u>4.33 Minutes</u></b>
10 – Medical Incident	01 – Power Line Down	01 – Unauthorized Burning	
01 – Authorized/Control Burn	01 – Citizen Complaint	01 – Alarm/Detector Activation, No Fire	
<b>Town of Sevastopol:</b>	<b><u>05</u> Year to Date: <u>18</u></b>	<b>EMERGENT: <u>8.25 Minutes</u></b>	<b>NON-EMERGENT: <u>13.13 Minutes</u></b>
01 – Vehicle Accident	02 – Unauthorized Burning	01 – Assist Law Enforcement/Gmt Agency	
01 – Outside/Grass/Rubbish Fire			
<b>Town of Sturgeon Bay:</b>	<b><u>04</u> Year to Date: <u>16</u></b>	<b>EMERGENT: <u>10.50 Minutes</u></b>	<b>NON-EMERGENT: <u>10.40 Minutes</u></b>
03 – Medical Incident	01 – Unauthorized Burning		

#### MUTUAL AID/MABAS INCIDENTS

<b>Gibraltar:</b>	<b><u>0</u> Year to Date: <u>01</u></b>
<b>Southern Door:</b>	<b><u>01</u> Year to Date: <u>05</u></b>
01 – Chimney Fire	
<b>Egg Harbor:</b>	<b><u>0</u> Year to Date: <u>01</u></b>
<b>Brussels, Union, Gardner:</b>	<b><u>0</u> Year to Date: <u>01</u></b>
<b>Jacksonport:</b>	<b><u>01</u> Year to Date: <u>01</u></b>
01 – Structure Fire	

#### INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Sevastopol:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Sturgeon Bay:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Jacksonport:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Sevastopol Burn Permit:

02 Permits Issued

## **SPECIAL REPORTS, TRAINING AND MAINTENANCE**

### **MAINTENANCE:**

Firefighters greased and changed oil in snow blowers; constructed changing areas in Police area to limit contamination; put UTV into service with skid unit and grass fire equipment; drained water and changed filter in air system at westside station; loaded all equipment and put Marine 1 in service; pressure washed westside station; removed inoperable winch from hose tower and order new one; tested fire hose; cleaned hand tools; conducted gear inspection on all spare gear; cleaned westside grill and installed new burners; repaired air leak on Tender 1; cleaned up and pressure washed training site; lubed all wrenches and fittings on apparatus; installed out swinging doors at training site; UL tested all ground ladders and installed new LED lights in office and locker room at westside station.

### **TRAINING:**

81 hours of training was conducted in April. Firefighters trained with truck and aerial operations; Marine 1 electronics; CPR and medical procedures; apparatus pump operations; Hazardous Materials; ropes and confined space equipment.

### **COVID-19 Update:**

Our stations continue to be restricted to on-duty firefighters to limit the amount of interactions with the public and people in and out of our stations. Additional cleaning processes are ongoing including wiping down of surfaces in the station and apparatus at the beginning of each duty shift and following interactions during calls. Firefighters are required to change in and out of duty gear in their station at the beginning of their shift and following the completion of their shift; all on duty uniforms are laundered at the station and left here for their next shift. We have also continued using our full-time staff to cover any night shift duty and call in for additional help along with not conducting joint shift trainings to avoid contamination.

We continue to respond to incidents and calls for service, we have also not resumed fire inspecting and public education at this time.

**APRIL 2020 BANK RECONCILIATION****CHECKING ACCOUNTS****INVESTMENT ACCOUNTS**

GENERAL FUND		WDF		SNAP		GENERAL/CAPITAL FUND	
NICOLET		NICOLET		NICOLET		INVESTMENTS	
PRIOR G/L BALANCE	2,463,880.52	30,312.16	8,883.46			1,495,969.13	
REVENUE	4,119,972.76	2,280.76	0.00			2,396.29	
DISBURSEMENTS	1,335,124.33	32,592.92	0.00			2,286.42	
AMOUNT IN TRANSIT	10,181.62	0.00	0.00			0.00	
ADJUSTMENTS	9,206.25	0.00	0.00			0.00	
ENDING BALANCE	5,247,753.58	0.00	8,883.46			1,495,969.13	

BANK BALANCE	5,487,391.25	0.00	8,883.46			1,495,969.13	
LESS OUTS, CHECKS	239,637.67	0.00	0.00			0.00	
	5,247,753.58	0.00	8,883.46			1,495,969.13	

**SAVINGS ACCOUNTS**

GENERAL FUND		GENERAL FUND		WDF		CAPITAL - BUILDING DEBT		CAPITAL PROJECTS		TIF #3 DEBT		TIF #3 CONSTRUCTION	
STATE - #2		NICOLET BANK - IMBI		STATE - #4		STATE - #9		STATE - #13		STATE - #08		STATE - #14	
PRIOR G/L BALANCE	3,208,967.42	20,131.86	10,238.17	6,314.68	324,182.82	904,386.70	23,210.14						
REVENUE	120,167.37	0.17	4.26	2.63	134.94	1,401.89	9.66						
DISBURSEMENTS	49,535.93	0.00	0.00	0.00	0.00	0.00	150.00						
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ENDING BALANCE	3,279,598.86	20,132.03	10,242.43	6,317.31	324,317.76	905,788.59	23,069.80						

BANK BALANCE	3,279,598.86	20,132.03	10,242.43	6,317.31	324,317.76	905,788.59	23,069.80						
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TIF #1 DEBT		TIF #2		TIF #2 DEBT 98A&B		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TIF #4 CONSTRUCTION	
STATE - #11		STATE - #3		STATE - #10		CONST. - STATE - #06		CAP. INT. - STATE - #7		STATE - #12		STATE - #01	
PRIOR G/L BALANCE	907,146.70	15,626.19	3,128,301.17	56,616.03	7,309.46	186,242.07	931,674.40						
REVENUE	17,745.63	6.50	24,956.57	23.57	4,719.06	2,848.79	385.83						
DISBURSEMENTS	0.00	150.00	0.00	0.00	0.00	68,600.00	47,641.69						
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ENDING BALANCE	924,892.33	15,482.69	3,153,257.74	56,639.60	12,028.52	120,490.86	884,418.54						

BANK BALANCE	924,892.33	15,482.69	3,153,257.74	56,639.60	12,028.52	120,490.86	884,418.54						
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5/15/2020



DEPARTMENT DESCRIPTION	APRIL		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET		YEAR-TO-DATE	ACTUAL	
REVENUES	12,387,430.00	427,506.49	(96.5)	12,387,430.00	12,387,430.00	5,848,551.11	(52.7)		
GENERAL FUND	12,387,430.00	427,506.49	(96.5)	12,387,430.00	12,387,430.00	5,848,551.11	(52.7)		
TOTAL REVENUES	12,387,430.00	427,506.49	(96.5)	12,387,430.00	12,387,430.00	5,848,551.11	(52.7)		
EXPENSES									
GENERAL FUND	1,453,455.00	1,365.39	99.9	1,453,455.00	1,453,455.00	603,482.75	58.4		
MAYOR	12,885.00	1,372.53	89.3	12,885.00	12,885.00	3,660.08	71.5		
CITY COUNCIL	62,160.00	115.37	99.8	62,160.00	62,160.00	21,617.70	65.2		
LAW/LEGAL	86,000.00	13,298.50	84.5	86,000.00	86,000.00	16,403.00	80.9		
CITY CLERK-TREASURER	473,290.00	36,609.01	92.2	473,290.00	473,290.00	140,489.51	70.3		
ADMINISTRATION	188,675.00	12,083.27	93.5	188,675.00	188,675.00	45,595.41	75.8		
COMPUTER	111,750.00	3,430.54	96.9	111,750.00	111,750.00	33,841.28	69.7		
CITY ASSESSOR	107,480.00	35,209.91	67.2	107,480.00	107,480.00	142,450.53	(32.5)		
BOARD OF REVIEW	1,520.00	0.00	100.0	1,520.00	1,520.00	0.00	100.0		
BUILDING/ZONING CODE ENFORCEM	101,565.00	6,624.26	93.4	101,565.00	101,565.00	15,287.36	84.9		
MUNICIPAL SERVICES ADMIN.	242,170.00	18,422.70	92.3	242,170.00	242,170.00	70,676.33	70.8		
PUBLIC WORKS ADMINISTRATION	243,230.00	18,424.63	92.4	243,230.00	243,230.00	69,863.88	71.2		
ELECTIONS DEPARTMENT	27,505.00	10,057.52	63.4	27,505.00	27,505.00	12,750.42	53.6		
CITY HALL	153,670.00	13,147.53	91.4	153,670.00	153,670.00	36,435.84	76.2		
INSURANCE	261,705.00	19,625.00	92.5	261,705.00	261,705.00	127,510.88	51.2		
GENERAL EXPENDITURES	840,050.00	24,509.38	97.0	840,050.00	840,050.00	35,387.95	95.7		
POLICE DEPARTMENT	508,815.00	34,886.79	93.1	508,815.00	508,815.00	136,544.75	73.1		
PATROL BOAT	15,315.00	4,378.13	71.4	15,315.00	15,315.00	5,051.34	67.0		
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
POLICE DEPARTMENT/PATROL	2,198,620.00	166,258.99	92.4	2,198,620.00	2,198,620.00	610,571.61	72.2		
POLICE DEPT. / INVESTIGATIONS	311,405.00	34,469.73	88.9	311,405.00	311,405.00	102,926.43	66.9		
FIRE DEPARTMENT	2,097,945.00	164,217.34	92.1	2,097,945.00	2,097,945.00	675,422.81	67.8		
STORM SEWERS	33,600.00	3,380.27	89.9	33,600.00	33,600.00	5,574.20	83.4		
SOLID WASTE MGMT/SPRING/FALL	53,820.00	7,989.44	85.1	53,820.00	53,820.00	8,029.44	85.0		
COMPOST/SOLID WASTE SITE	52,110.00	8.24	99.9	52,110.00	52,110.00	3,691.62	92.9		
STREET SWEEPING	36,350.00	4,851.14	86.6	36,350.00	36,350.00	6,220.77	82.8		
WEED ABATEMENT	4,005.00	0.00	100.0	4,005.00	4,005.00	0.00	100.0		
ROADWAYS/STREETS	191,515.00	15,174.48	92.0	191,515.00	191,515.00	64,434.81	66.3		
SNOW REMOVAL	223,500.00	3,065.58	98.6	223,500.00	223,500.00	101,951.31	54.3		
STREET SIGNS AND MARKINGS	64,850.00	3,210.66	95.0	64,850.00	64,850.00	14,845.57	77.1		
CURB/GUTTER/SIDEWALK	19,950.00	7.47	99.9	19,950.00	19,950.00	133.57	99.3		
STREET MACHINERY	199,640.00	19,923.57	90.0	199,640.00	199,640.00	56,039.94	71.9		
CITY GARAGE	58,935.00	4,823.98	91.8	58,935.00	58,935.00	14,474.67	75.4		
CELEBRATION & ENTERTAINMENT	55,780.00	0.00	100.0	55,780.00	55,780.00	11,930.55	78.6		
HIGHWAYS - GENERAL	506,805.00	43,910.12	91.3	506,805.00	506,805.00	143,142.65	71.7		
PARK & RECREATION ADMIN	108,375.00	8,498.42	92.1	108,375.00	108,375.00	29,714.57	72.5		
PARKS AND PLAYGROUNDS	509,615.00	38,998.60	92.3	509,615.00	509,615.00	112,484.25	77.9		
BALLFIELDS	28,715.00	0.00	100.0	28,715.00	28,715.00	131.95	99.5		

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL		% VARI- ANCE	FISCAL YEAR-TO-DATE		ANNUAL BUDGET	FISCAL YEAR-TO-DATE		% VARI- ANCE
	BUDGET	ACTUAL		BUDGET	ACTUAL		ACTUAL	ANCE	
EXPENSES									
ICE RINKS	12,130.00	0.00	100.0	12,130.00	12,130.00		66.84	99.4	
BEACHES	3,825.00	0.00	100.0	3,825.00	3,825.00		0.00	100.0	
MUNICIPAL DOCKS	47,270.00	521.81	98.8	47,270.00	47,270.00		5,127.12	89.1	
WATER WEED MANAGEMENT	87,240.00	1,656.97	98.1	87,240.00	87,240.00		4,276.60	95.0	
WATERFRONT PARKS & WALKWAYS	71,380.00	3,528.49	95.0	71,380.00	71,380.00		11,381.02	84.0	
EMPLOYEE BENEFITS	43,450.00	1,715.08	96.0	43,450.00	43,450.00		9,996.13	76.9	
PUBLIC FACILITIES	83,375.00	0.00	100.0	83,375.00	83,375.00		24,973.32	70.0	
BOARDS AND COMMISSIONS	970.00	0.00	100.0	970.00	970.00		53.85	94.4	
COMMUNITY & ECONOMIC DEVLPMT	391,015.00	47,387.38	87.8	391,015.00	391,015.00		130,829.64	66.5	
TOTAL EXPENSES	12,387,430.00	827,158.22	93.3	12,387,430.00	12,387,430.00		3,665,474.25	70.4	
TOTAL FUND REVENUES	12,387,430.00	427,506.49	(96.5)	12,387,430.00	12,387,430.00		5,848,551.11	(52.7)	
TOTAL FUND EXPENSES	12,387,430.00	827,158.22	93.3	12,387,430.00	12,387,430.00		3,665,474.25	70.4	
SURPLUS (DEFICIT)	0.00	(399,651.73)	100.0	0.00	0.00		2,183,076.86	100.0	

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL		% VARI-ANCE	FISCAL YEAR-TO-DATE		ANNUAL BUDGET	FISCAL YEAR-TO-DATE		% VARI-ANCE
	BUDGET	ACTUAL		BUDGET	BUDGET		ACTUAL	ACTUAL	
REVENUES	5,335,615.00	31,104.88	(99.4)	5,335,615.00		5,335,615.00	570,481.86		(89.3)
PATROL									
TOTAL REVENUES	5,335,615.00	31,104.88	(99.4)	5,335,615.00		5,335,615.00	570,481.86		(89.3)
EXPENSES									
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00		0.00	0.00		0.0
ADMINISTRATION	0.00	0.00	0.0	0.00		0.00	0.00		0.0
COMPUTER	26,300.00	8,545.99	67.5	26,300.00		26,300.00	9,445.99		64.0
CITY ASSESSOR	10,000.00	0.00	100.0	10,000.00		10,000.00	0.00		100.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00		0.00	0.00		0.0
ELECTIONS	0.00	0.00	0.0	0.00		0.00	0.00		0.0
CITY HALL	719,497.00	0.00	100.0	719,497.00		719,497.00	2,190.92		99.6
GENERAL EXPENDITURES	15,000.00	0.00	100.0	15,000.00		15,000.00	0.00		100.0
POLICE DEPARTMENT	0.00	0.00	0.0	0.00		0.00	0.00		0.0
PATROL BOAT	1,033.33	12,306.51	(1090.9)	4,133.32		12,400.00	12,306.51		0.7
PATROL	133,640.00	0.00	100.0	133,640.00		133,640.00	14,999.98		88.7
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00		0.00	0.00		0.0
FIRE DEPARTMENT	102,775.00	2,644.50	97.4	102,775.00		102,775.00	84,316.83		17.9
STORM SEWERS	135,000.00	0.00	100.0	135,000.00		135,000.00	292.50		99.7
SOLID WASTE MGMT/REFUSE/RECYC	0.00	0.00	0.0	0.00		0.00	0.00		0.0
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.0	0.00		0.00	0.00		0.0
ROADWAYS/STREETS	2,168,503.00	0.00	100.0	2,168,503.00		2,168,503.00	182,412.00		91.5
SNOW REMOVAL	145,000.00	0.00	100.0	145,000.00		145,000.00	144,274.00		0.5
CURB/GUTTER/SIDEWALK	200,000.00	0.00	100.0	200,000.00		200,000.00	0.00		100.0
CITY GARAGE	0.00	0.00	0.0	0.00		0.00	0.00		0.0
PARKS AND PLAYGROUNDS	1,161,000.00	1,010.50	99.9	1,161,000.00		1,161,000.00	5,581.90		99.5
BALLFIELDS	310,500.00	0.00	100.0	310,500.00		310,500.00	0.00		100.0
ICE RINKS	0.00	0.00	0.0	0.00		0.00	0.00		0.0
BEACHES	0.00	0.00	0.0	0.00		0.00	0.00		0.0
MUNICIPAL DOCKS	18,000.00	0.00	100.0	18,000.00		18,000.00	0.00		100.0
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00		0.00	0.00		0.0
WATERFRONT PARKS & WALKWAYS	105,000.00	0.00	100.0	105,000.00		105,000.00	639.00		99.3
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00		0.00	0.00		0.0
PUBLIC FACILITIES	31,500.00	0.00	100.0	31,500.00		31,500.00	0.00		100.0
COMMUNITY & ECONOMIC DEVLPMT	26,000.00	9,150.45	64.8	26,000.00		26,000.00	29,119.15		(11.9)
TOTAL EXPENSES	5,308,748.33	33,657.95	99.3	5,311,848.32		5,320,115.00	485,578.78		90.8
TOTAL FUND REVENUES	5,335,615.00	31,104.88	(99.4)	5,335,615.00		5,335,615.00	570,481.86		(89.3)
TOTAL FUND EXPENSES	5,308,748.33	33,657.95	99.3	5,311,848.32		5,320,115.00	485,578.78		90.8
SURPLUS (DEFICIT)	26,866.67	(2,553.07)	(109.5)	23,766.68		15,500.00	84,903.08		447.7

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: CABLE TV  
FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL	APRIL	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
CABLE TV / GENERAL	153,000.00	0.00	100.0	153,000.00	153,000.00	38,930.71	(74.5)
TOTAL REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	38,930.71	(74.5)
EXPENSES							
CABLE TV / GENERAL	109,725.00	5,559.27	94.9	109,725.00	109,725.00	21,291.48	80.5
TOTAL EXPENSES	109,725.00	5,559.27	94.9	109,725.00	109,725.00	21,291.48	80.5
TOTAL FUND REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	38,930.71	(74.5)
TOTAL FUND EXPENSES	109,725.00	5,559.27	94.9	109,725.00	109,725.00	21,291.48	80.5
SURPLUS (DEFICIT)	43,275.00	(5,559.27)	(112.8)	43,275.00	43,275.00	17,639.23	(59.2)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND  
 FOR 4 PERIODS ENDING APRIL 30, 2020

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

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
 FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	2,246,450.09	64,915.31	(97.1)	2,246,450.09	2,246,450.09	996,864.51	(55.6)
TOTAL REVENUES	2,246,450.09	64,915.31	(97.1)	2,246,450.09	2,246,450.09	996,864.51	(55.6)
EXPENSES							
TID DISTRICT #2	1,508,190.30	0.00	100.0	1,508,190.30	1,508,190.30	220,870.10	85.3
TOTAL EXPENSES	1,508,190.30	0.00	100.0	1,508,190.30	1,508,190.30	220,870.10	85.3
TOTAL FUND REVENUES	2,246,450.09	64,915.31	(97.1)	2,246,450.09	2,246,450.09	996,864.51	(55.6)
TOTAL FUND EXPENSES	1,508,190.30	0.00	100.0	1,508,190.30	1,508,190.30	220,870.10	85.3
SURPLUS (DEFICIT)	738,259.79	64,915.31	(91.2)	738,259.79	738,259.79	775,994.41	5.1

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT  
 FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	880,103.28	35,994.22	(95.9)	880,103.28	880,103.28	591,448.80	(32.7)
TOTAL REVENUES	880,103.28	35,994.22	(95.9)	880,103.28	880,103.28	591,448.80	(32.7)
EXPENSES							
TID #1 DISTRICT	816,778.28	0.00	100.0	816,778.28	816,778.28	0.00	100.0
TOTAL EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	0.00	100.0
TOTAL FUND REVENUES	880,103.28	35,994.22	(95.9)	880,103.28	880,103.28	591,448.80	(32.7)
TOTAL FUND EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	0.00	100.0
SURPLUS (DEFICIT)	63,325.00	35,994.22	(43.1)	63,325.00	63,325.00	591,448.80	833.9

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #3 DISTRICT  
FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL	APRIL	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
TID #3 DISTRICT	70,299.22	1,411.55	(97.9)	70,299.22	70,299.22	37,492.49	(46.6)
TOTAL REVENUES	70,299.22	1,411.55	(97.9)	70,299.22	70,299.22	37,492.49	(46.6)
EXPENSES							
TID #3 DISTRICT	130,172.87	0.00	100.0	130,172.87	130,172.87	24,056.25	81.5
TOTAL EXPENSES	130,172.87	0.00	100.0	130,172.87	130,172.87	24,056.25	81.5
TOTAL FUND REVENUES	70,299.22	1,411.55	(97.9)	70,299.22	70,299.22	37,492.49	(46.6)
TOTAL FUND EXPENSES	130,172.87	0.00	100.0	130,172.87	130,172.87	24,056.25	81.5
SURPLUS (DEFICIT)	(59,873.65)	1,411.55	(102.3)	(59,873.65)	(59,873.65)	13,436.24	(122.4)



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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #4 DISTRICT  
FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL		%	FISCAL		ANNUAL	FISCAL	%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET	BUDGET	YEAR-TO-DATE	
REVENUES			VARI- ANCE			ACTUAL	VARI- ANCE	
	TID #4 DISTRICT							
TID #4 DISTRICT	3,812,507.04	3,307.37	(99.9)	3,812,507.04		3,812,507.04	(6.5)	
TOTAL REVENUES	3,812,507.04	3,307.37	(99.9)	3,812,507.04		3,564,588.72	(6.5)	
-----								
EXPENSES			%			ACTUAL	VARI- ANCE	
	TID #4 DISTRICT							
TID #4 DISTRICT	6,035,578.23	116,091.69	98.0	6,035,578.23		6,035,578.23	40.0	
TOTAL EXPENSES	6,035,578.23	116,091.69	98.0	6,035,578.23		3,620,763.45	40.0	
-----								
TOTAL FUND REVENUES	3,812,507.04	3,307.37	(99.9)	3,812,507.04		3,564,588.72	(6.5)	
TOTAL FUND EXPENSES	6,035,578.23	116,091.69	98.0	6,035,578.23		3,620,763.45	40.0	
SURPLUS (DEFICIT)	(2,223,071.19)	(112,784.32)	(94.9)	(2,223,071.19)		(56,174.73)	(97.4)	

DATE: 05/18/2020  
 TIME: 11:36:10  
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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 10  
 F-YR: 20

FOR FUND: REVOLVING LOAN FUND (STATE)  
 FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL	APRIL	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
REVOLVING LOAN FUND (STATE)	14,785.00	4.26	(99.9)	14,785.00	14,785.00	6,917.46	(53.2)
TOTAL REVENUES	14,785.00	4.26	(99.9)	14,785.00	14,785.00	6,917.46	(53.2)
EXPENSES							
REVOLVING LOAN FUND (STATE)	11,300.00	0.00	100.0	11,300.00	11,300.00	492,292.00	(4256.5)
TOTAL EXPENSES	11,300.00	0.00	100.0	11,300.00	11,300.00	492,292.00	(4256.5)
TOTAL FUND REVENUES	14,785.00	4.26	(99.9)	14,785.00	14,785.00	6,917.46	(53.2)
TOTAL FUND EXPENSES	11,300.00	0.00	100.0	11,300.00	11,300.00	492,292.00	(4256.5)
SURPLUS (DEFICIT)	3,485.00	4.26	(99.8)	3,485.00	3,485.00	(485,374.54)	(4027.5)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL	APRIL	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	541,705.00	2,300.85	(99.5)	541,705.00	541,705.00	92,833.36	(82.8)
TOTAL REVENUES	541,705.00	2,300.85	(99.5)	541,705.00	541,705.00	92,833.36	(82.8)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	500,560.00	46,614.60	90.6	500,560.00	500,560.00	121,051.52	75.8
TOTAL EXPENSES	500,560.00	46,614.60	90.6	500,560.00	500,560.00	121,051.52	75.8
TOTAL FUND REVENUES	541,705.00	2,300.85	(99.5)	541,705.00	541,705.00	92,833.36	(82.8)
TOTAL FUND EXPENSES	500,560.00	46,614.60	90.6	500,560.00	500,560.00	121,051.52	75.8
SURPLUS (DEFICIT)	41,145.00	(44,313.75)	(207.7)	41,145.00	41,145.00	(28,218.16)	(168.5)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND  
 FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
COMPOST SITE ENTERPRISE FUND	0.00	3,895.35	100.0	0.00	0.00	5,310.04	100.0
TOTAL REVENUES	0.00	3,895.35	100.0	0.00	0.00	5,310.04	100.0
EXPENSES							
COMPOST SITE ENTERPRISE FUND	0.00	1,881.84	100.0	0.00	0.00	7,249.20	100.0
TOTAL EXPENSES	0.00	1,881.84	100.0	0.00	0.00	7,249.20	100.0
TOTAL FUND REVENUES	0.00	3,895.35	100.0	0.00	0.00	5,310.04	100.0
TOTAL FUND EXPENSES	0.00	1,881.84	100.0	0.00	0.00	7,249.20	100.0
SURPLUS (DEFICIT)	0.00	2,013.51	100.0	0.00	0.00	(1,939.16)	100.0

DATE: 05/18/2020  
TIME: 11:36:11  
ID: GL480000.MOW

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 13  
F-YR: 20

MUNICIPAL REPORT TOTALS  
FOR 4 PERIODS ENDING APRIL 30, 2020

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL		FISCAL	
				YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL
TOTAL MUNICIPAL REVENUES	25,441,894.63	570,440.28	(97.7)	25,441,894.63	25,441,894.63	11,753,419.06	(53.8)
TOTAL MUNICIPAL EXPENSES	26,808,483.01	1,030,963.57	96.1	26,811,583.00	26,819,849.68	8,658,627.03	67.7
SURPLUS (DEFICIT)	(1,366,588.38)	(460,523.29)	(66.3)	(1,369,688.37)	(1,377,955.05)	3,094,792.03	(324.5)

**BEVERAGE OPERATOR LICENSE:**

1. Carstens, Anthony S.
2. Ellefsen, Kelly J.
3. Gerwin, Bradely S.
4. Hilbert, Georgia E.
5. Hilsabeck, David L.
6. Li, Chung F.
7. Mistele, Jessica L.
8. Rae, Mary J.

## 2020/2021 City of Sturgeon Bay Liquor Licenses

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### "Class B" Comb. Licenses

Door County Resorts Management, Inc. (Stone Harbor Restaurant & Pub)  
 Greystone Castle, LLC  
 IMBN, Inc (White Birch Inn)  
 Kippis, LLC (Union Supper Pub)  
 Nightingale Supper Club, Inc  
 Poh's Corner Pub, LLC  
 Shipyard Partners, LLC (Center Point Marina)  
 Sturgeon Bay Red Room, LLC (Red Room)  
 Sturgeon Bay Yacht Club  
 Woldt's Corner Pub, Inc

### Agent

Nancy Haffeman-Bertz  
 Gregory M Ebel  
 Abby K Hess  
 Wendi S Carter  
 David G Ripp  
 Kim M Poh  
 Theodore J. Balistreri  
 Nicholas R Hoffman  
 Laura L Olson  
 Jennifer L Woldt

### Address

107 N 1st Ave  
 8 N Madison Ave  
 1009 S Oxford Ave  
 23 W Oak St  
 1541 Egg Harbor Rd  
 164 N 3rd Ave  
 215 Quincy St  
 66 S 3rd Ave  
 600 Nautical Drive  
 911 Green Bay Rd

### Class "B" Beer Licenses

BH Canvas, LLC (Crate)  
 Hot Tamales, LLC  
 Nsighttel Wireless, LLC (GLAS: The Green Coffeehouse)  
 Laura Silva Rodriguez (El Sazon, LLC)  
 Scaturto's Baking Co, LLC (Scaturto's Baking Co & Café)  
 Ntaji N. Vwji (Dan's Kitchen)

### Agent

Wendi S Carter  
 LeeAnn Krause  
 Maureen Riordan-Haese  
 Robert S Scaturto

### Address

136 N 3rd Ave  
 26 E Oak St  
 67 E Maple Street  
 1449 Green Bay Rd, Ste 2  
 19 Green Bay Rd  
 50 S 3rd Ave

### "Class A" Comb. Licenses

American Petroleum, LLC (American Petroleum)  
 Parvinder S Jandu (Jandu Petroleum I)  
 Jandu Oil, Inc (Jandu Petroleum #8)  
 L & P Convenient Store Sturgeon Bay, LLC  
 Lavine's Inc (The Wine Cellar)  
 Marchant's Meats and Sausage, LLC  
 McCartney & Company LTD (Madison Avenue Wine & Market)  
 PhillMart of Sturgeon Bay, Inc  
 Target Corporation (Target Store #T1246)  
 Wal-Mart Stores East, LP (Wal-Mart #1316)  
 Wisconsin CVS Pharmacy, LLC (CVS Pharmacy #10419)

### Agent

Himanshu Goel  
 Parvinder S Jandu  
 Terra A Grovogel  
 Joseph D LaVine  
 Mark A Marchant  
 Diana Jean McCartney  
 Donna Sue Lackie  
 Benjamin R Hubing  
 Debra Jean Ebben  
 Amanda Moll

### Address

211 Michigan St  
 1767 Egg Harbor Rd  
 253 Michigan St  
 1130 Green Bay Rd  
 825 Egg Harbor Rd  
 51 Green Bay Rd  
 25 & 27 S Madison Ave  
 1009 Egg Harbor Rd  
 410 S Ashland Ave  
 1536 Egg Harbor Rd  
 1407 Egg Harbor Road

88

**2020/2021 City of Sturgeon Bay Liquor Licenses**

**Class "A" Beer Licenses**

Parvinder S Jandu (Jandu Petroleum II)  
Parvinder S Jandu (Jandu Petroleum III)  
The S-Stop, Inc

**Agent**

Kevin J Scharfner

**Address**

222 S Madison Ave  
154 N 4th Ave  
922 S Duluth Ave

**"Class C" Wine License**

BH Canvas, LLC (Crate)  
Hot Tamales, LLC  
Nsighttel Wireless, LLC (GLAS: The Green Coffeehouse)  
Scaturio's Baking Co, LLC (Scaturio's Baking Co & Café)  
Ntaji N. Vwji (Dan's Kitchen)

**Agent**

Wendi S Carter  
LeeAnn Krause  
Maureen Riordan-Haese  
Robert S Scaturio

**Address**

136 N 3rd Ave  
26 E Oak St  
67 E Maple Street  
19 Green Bay Rd  
50 S 3rd Ave



## SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

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

Name of applicant: Megan Jutrzonka

Establishment Name: Nutmeg Spice Bakery

Address: 43 S Madison Ave, Sturgeon Bay, WI 54235

Phone/Email: 920-818-1330 nutmegspicellc@gmail.com

- |  |   |
|--|---|
| <input type="checkbox"/> Written Request Submitted     | <input type="checkbox"/> Cert of Insurance (additional insured) submitted |
| <input type="checkbox"/> Scaled Diagram submitted      | <input checked="" type="checkbox"/> Hold Harmless Certificate submitted   |
| <input checked="" type="checkbox"/> Fee Paid <u>NA</u> |   |

Date Completed Application Submitted: \_\_\_\_\_

Community Development Approval: \_\_\_\_\_

Department of Public Works Approval: \_\_\_\_\_

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

- |   |
|---|
| <input type="checkbox"/> Copy of Sidewalk Café Policy/Procedures provided to applicant. |
| <input type="checkbox"/> Copy of Sidewalk Café Ordinance provided to applicant.         |

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

## SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

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

Name of applicant: Tracy ULMAN

Establishment Name: Door County Candy LLC

Address: 12 N 3rd

Phone/Email: Doorcounty candy@Gmail.com 746-0924

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Written Request Submitted | <input checked="" type="checkbox"/> Cert of Insurance (additional insured) submitted |
| <input checked="" type="checkbox"/> Scaled Diagram submitted  | <input checked="" type="checkbox"/> Hold Harmless Certificate submitted              |
| <input type="checkbox"/> Fee Paid <u>Waived 2020</u>          |  |

Date Completed Application Submitted: \_\_\_\_\_

Community Development Approval: 5.19.20 ~~CRP~~

Department of Public Works Approval: 5-26-20 JMS

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

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

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

### SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

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

Name of applicant:

Bh Canvas LLC

Establishment Name:

Crate

Address:

136 N. 3rd Ave, SB

Phone/Email:

920 495-9338 / info@crate.restaurant

☒ Written Request Submitted

☒ Cert of Insurance (additional insured) submitted

☒ (same as last year)  
Scaled Diagram submitted


☒ Hold Harmless Certificate submitted

☒ Fee Paid Waived 2020

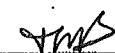
Date Completed Application Submitted:

5-12-20

Community Development Approval:

5-15-20 

Department of Public Works Approval:

5-18-20 

Date of Common Council Approval:

\_\_\_\_\_

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

☐ Copy of Sidewalk Café Ordinance provided to applicant.

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

## SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

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

Name of applicant: Susan L. Guthrie

Establishment Name: Bluefront Cafe

Address: 86 W. Maple St.

Phone/Email: 920-743-9218 bluefront86@gmail.com

☒ Written Request Submitted      ☒ Cert of Insurance (additional insured) submitted

☒ Scaled Diagram submitted      ☒ Hold Harmless Certificate submitted

☒ Fee Paid Delayed 2020

Date Completed Application Submitted: 5-7-20 5-12-20

Community Development Approval: 5-15-20 [Signature]

Department of Public Works Approval: 5-18-20 [Signature]

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

☒ Copy of Sidewalk Café Policy/Procedures provided to applicant.

☒ Copy of Sidewalk Café Ordinance provided to applicant.

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

### SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

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

Name of applicant: Carter Holdings, LLC

Establishment Name: BRICK LOT PUB

Address: 253 N. 3rd Ave, SB

Phone/Email: 920 495-9339 bricklotpub@yahoo.com

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Written Request Submitted                         | <input checked="" type="checkbox"/> Cert of Insurance (additional insured) submitted |
| <input checked="" type="checkbox"/> Scaled Diagram submitted <u>same as last year</u> | <input checked="" type="checkbox"/> Hold Harmless Certificate submitted              |
| <input checked="" type="checkbox"/> Fee Paid <u>waived 2020</u>                       |  |

Date Completed Application Submitted: 5-12-20

Community Development Approval: 5-15-20 SR

Department of Public Works Approval: 5-18-20 YMB

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

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

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



## 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 Sten Delawalla
2. Vehicle Owner's Date of birth 5/30/1982
3. Business Name Door County Pedal Trolley LLC
4. Business Address 129 N. Madison Ave
5. Business Phone Number(s) 920-333-3373
6. Commercial Quadricycle Year, Make, Model Bici Bar, 2019
7. Commerical Quadricycle Serial Number -
8. Commerical Quadricycle #: 1
9. Insurance Carrier United States Fire Insurance Company 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.

[Signature]

Signature

4/1/2020

Date

### PART C - CITY USE ONLY

Certificate of Insurance ☒

Approved by [Signature]

Date Filed 5/11/2020

Copy of Vehicle Registration [Signature]

ASE Certified Filed 5/11/2020

License Fee Paid \$50.00 5-18-20

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the proposed changes to the General Procedures for Public Comment at Common Council Meetings.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 13, 2020

\* \* \* \* \*

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

Moved by Alderperson \_\_\_\_\_, seconded by

Alderperson \_\_\_\_\_ that said recommendation be adopted.

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

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

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

- ~~Must~~ Must fill out a "Request to Comment" form and turn it in to the City Clerk or Mayor PRIOR to the start of the meeting. Name and address must be filled in. Indicate the agenda item number that you are planning to provide comment on. Request to comment forms can be turned in from 8:00 am to 6:50 pm the day of the Common Council meeting. Public Comment will be restricted to Agenda items only.
- 
- Individuals will have a maximum of three (3) minutes to address the Council. A total of 30 minutes will be allotted to Public Comment per meeting, unless the Council body agrees to extend the time. The extensions will be 15 minute additional increments.
- Priority will be given to City residents.
- The speaker shall not engage in personal attacks against the Mayor, Council members, City staff or its representatives and remain courteous and respectful. The Council/Committee requests that all comments and interactions between those present be conducted in a constructive and respectful manner. Anyone acting in a disruptive or disrespectful manner will be asked to leave the meeting by the person presiding at the meeting.
- The Mayor/Chair may ask questions of the speaker for clarification purposes.
- The Mayor/Chair may allow, at his discretion, Council/Committee members or staff to respond to the speaker's comment. However, dialogue will not ensue.
- The Mayor/Chair may refer the matter to a committee or to the City Administrator for further follow up as needed.

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

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

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

RESPECTFULLY,  
MAYOR DAVID J. WARD

ADOPTED: 06/21/19



## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the revised Pier Permit Procedure.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 13, 2020

\* \* \* \* \*

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

Moved by Alderperson \_\_\_\_\_, seconded by

Alderperson \_\_\_\_\_ that said recommendation be adopted.

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

## **CITY OF STURGEON BAY PIER PERMIT PROCEDURE**

All permit issuance is to be coordinated by the Harbor Master, who shall have final authority to determine ordinance compliance and issue permits. After the Harbor Master has determined the permit is in compliance. The Harbor Master will have final approval authority except for the following circumstances:

- The applicant plans to build a pier to generate revenue, or in a riparian zone abutting a multiple-family residential housing. These applications must be approved through the Harbor Commission of the City of Sturgeon Bay.
  - The applicant for any pier located in an area where the lakebed has been granted to the City of Sturgeon Bay. These applications shall be approved by the Common Council of the City of Sturgeon Bay.
- Permits are required under City of Sturgeon Bay Municipal Code Section 14.09
- The following should be required signers for approval on the pier permit application prior to issuance:
  - Sturgeon Bay Utilities
  - City Engineer
  - Community Development Director
  - Fire Department (not for floating docks)
- Permit numbers and copies of permits from the following are required for pier permit approval by the City of Sturgeon Bay:
  - WI Department of Natural Resources
  - Army Corps of Engineers

\*\*\* If permits are not needed from these two agencies, a letter from the agency must be supplied to the Harbor Master prior to approval of permit.
- A copy of the approved permit will be forwarded to the City Assessor with detailed plans and value of work to be performed within 30 days of completion of installation.

Permit Fees: Pier Permit / Slip Fee \$55.00 Plus \$11.00 per slip.

Pier Permit Variance fee \$220.00

**\*\*\* No permit shall be issued without a complete application (including diagrams, copies of WI DNR and United States Army Corps of Engineers permits, signatures of all permitting authorities), and full compliance with section 14.09 of the City of Sturgeon Bay's Municipal Code.**

**CITY OF STURGEON BAY  
CONSTRUCTION OF PIER APPLICATION**

I hereby make application for a pier construction permit, as required under Chapter 14 of the Municipal Code of the City of Sturgeon Bay, as specified below.

Date of Application: \_\_\_\_\_ Owner of Property \_\_\_\_\_

Address or Legal Description: \_\_\_\_\_

Prior to issuance, approvals shall be obtained from:

WI Dept. of Natural Resources	Permit # _____
Army Corps. Of Engineers	Permit # _____
Sturgeon Bay Utilities	Approved by: _____
Community Development	Approved by: _____
City Engineer	Approved by: _____
Fire Chief (if required)	Approved by: _____
Harbor Master	Approved by: _____
Harbor Commission (if required)	Approved by: _____
City Council (if required)	Approval date: _____

**CERTIFICATE OF APPLICANT**

I hereby certify that I am familiar with, and will conform to all the requirements of the State and Federal codes, and the City of Sturgeon Bay codes covering the work for which this permit is requested, and that I will notify the proper departments to request the required inspections by said codes.

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Permit No. \_\_\_\_\_ is hereby issued for the above described work, and is to be Completed in accordance with State, Federal and City Codes.

Date Permit Issued \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Permit Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_

Issued By

FOR OFFICE USE ONLY

Work Completed \_\_\_\_/\_\_\_\_/\_\_\_\_  
Inspected \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_

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

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

We, the Personnel Committee, hereby recommend to approve the School Resource Officer position and fill the vacant police officer position.

Respectfully submitted,

PERSONNEL COMMITTEE  
By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 27, 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:** Approving the School Resource Officer Position  
and Filling the Vacant Police Officer Position

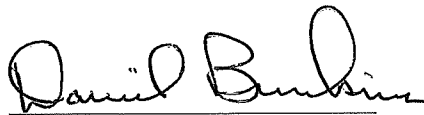
**BACKGROUND:** The Sturgeon Bay School Resource Officer (SRO) position is vacant. Since the inception of the program in 2007, the SRO position consisted of a certified Sturgeon Bay Police Officer paid by the school district and supervised by the school district. This arrangement was the only arrangement of its kind in the state of Wisconsin. As years went by, this arrangement grew to be less desirable and more complicated. Because the SRO was a school district employee, there proved to be a disconnect with the SRO and the police department. The new arrangement would follow the traditional SRO / school district relationship whereby the SRO would be a full-time police officer supervised by the police department. During the traditional school months, the SRO would work in the schools and during the summer months this position would perform duties assigned by the Chief of Police or designee. This traditional relationship or something similar is used by many other law enforcement agencies and school districts in the state.

This is a new position that will be filled by a current Sturgeon Bay Police officer. As a result, there will be a vacant police officer position that will need to be filled. The Common Council has approved a contract between the City and Sturgeon Bay School District. There will be no impact to the City's 2020 budget as the position will start in conjunction with the school year. In 2021, the City will assume its share of the cost when the officer is on assignment for the city. No additional levy is needed to fund this position in 2021 as other budgetary funds within the police department have freed up to cover their share.

**FISCAL IMPACT:** The school district will fund 75% of the officer's wage and benefit package and the city will fund the remaining 25%. The estimated package for 2021 is \$107,450. No additional levy is needed to fund this position.

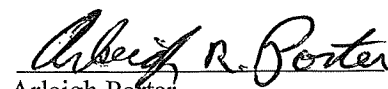
**RECOMMENDATION:** Staff recommends approving the SRO position and filling the vacant police officer position

**PREPARED BY:**

  
Daniel Brinkman  
Captain of Police

05-20-2020  
Date

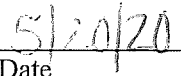
**REVIEWED BY:**

  
Arleigh Poffter  
Chief of Police

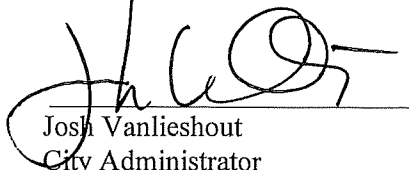
05-20-2020  
Date

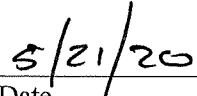
REVIEWED BY:

  
Stephanie Reinhardt  
City Clerk/HR Director

  
Date

APPROVED BY:

  
Josh Vanlieshout  
City Administrator

  
Date

## Executive Summary

**Date:** March 23, 2020

**Title:** Award of Bid of Tennis Court Conversion to Pickleball Courts

**Background:** On March 12<sup>th</sup>, 2020 the Municipal Services Department opened bids for converting two tennis courts to six pickleball courts. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. One bid was received:

Valley Sealcoat of Appleton, WI

Price of Job: \$20,034.00

Options:

Second Coat of Resurfacer: \$2,289.00

Hydro-stripping surface: \$1,518.00

Additional crack fill, 200' estimated \$2,390.00

Final Cost \$26,231.00

The 2020 capital budget, 10-510-000-59075, included \$40,000 for the conversion.

**Fiscal Impacts:** \$26,231

**Recommendation:** Staff recommends awarding the bid to Valley Sealcoat for converting two tennis courts to six pickleball courts at a price not to exceed \$26,231.

**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 23 MAR 2020

**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 3/23/20

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 4/3/20

**RESOLUTION****WAIVING INTEREST AND PENALTIES ON CERTAIN LATE PROPERTY TAX PAYMENTS DUE AND PAYABLE  
AFTER APRIL 1, 2020**

**WHEREAS**, in December 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Wisconsin ("COVID-19 Pandemic"); and

**WHEREAS**, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, on March 12, 2020 the Governor of the State of Wisconsin declared a Health Emergency in the State ... and on March 16, 2020, the Door County Board Chairperson and Door County Administrator declared a state of emergency in Door County ("County") and such declaration was ratified by the Door County Board of Supervisors' adoption of Resolution No. 2020-19 on March 17, 2020, under authority granted by Chapter 323, Wisconsin Statutes and Section 5.08, Door County Code; and

**WHEREAS**, On March 19, 2020 the Common Council of the City of Sturgeon Bay took action and declared a state of emergency lasting a period of sixty (60) days and on May 19, 2020 took action again to renew the declaration for an additional 30 days; and

**WHEREAS**, the federal government has enacted various laws and regulations in response to the COVID-19 Pandemic including, without limitation, the Families First Coronavirus Response Act and the Coronavirus Aid, Relief, and Economic Security Act; and

**WHEREAS**, because of the COVID-19 Pandemic, on March 24, 2020, Secretary-designee Andrea Palm of the Wisconsin Department of Health Services issued Emergency Order #12, Safer at Home Order ("Safer at Home Order") requiring that everyone in Wisconsin stay at their home or place of residence except in limited circumstances until April 24, 2020; and

**WHEREAS**, on April 16, 2020, Secretary-designee Palm extended the Safer at Home Order, with certain modifications, to May 26, 2020, pursuant to Emergency Order #28; and

**WHEREAS**, the federal, state, local and individual responses to the COVID-19 Pandemic and the uncertainty as to the effectiveness of those responses in mitigating the duration of the COVID-19 Pandemic have created economic hardship and uncertainty in Sturgeon Bay's business community, households throughout the City and for every City property taxpayer; and

**WHEREAS**, prominent economists have predicted record level unemployment rates for the coming months and this prediction suggests that City of Sturgeon Bay residents will also experience record level unemployment rates in the coming months, and an unprecedented number of businesses and employers throughout the State and in the City of Sturgeon Bay have been required to suspend operations; and

**WHEREAS**, in response to the COVID-19 Pandemic, the various federal laws and regulations



implemented as a result of the COVID-19 Pandemic, and the various emergency orders and regulations implemented by state and local governments, on April 15, 2020, the Wisconsin Legislature enacted 2019 Wisconsin Act 185 ("Act 185"), which Governor Evers signed on April 16, 2020; and

**WHEREAS**, Section 105(25) of Act 185 authorizes, among other things, Door County to adopt a resolution enabling taxation districts in the county to waive interest and penalties on 2020 property tax installment payments due and payable after April 1, 2020, until October 1, 2020; and

**WHEREAS**, a resolution authorizing the above referenced waiver must also establish criteria for determining hardship that would qualify a property tax payer for the waiver; and

**WHEREAS**, On May 14, 2020 Door County Board of Supervisors passed Resolution 2020-42 enabling a taxation district to implement the above referenced waiver, contingent upon the taxation district adopting a resolution in similar form and content as to Door County's resolution; and

**WHEREAS**, this Resolution is intended to (1) serve as a similar resolution to Door County's enabling resolution for purposes of Section 105(25) of Act 185; (2) waive interest and penalties on installment payments of property taxes due and payable after April 1, 2020, in a manner consistent with Act 185; and (3) declare that all property taxpayers in the City of Sturgeon Bay are experiencing hardship as a result of the economic conditions associated with the COVID-19 Pandemic, the various federal laws and regulations implemented as a result of the COVID-19 Pandemic, the various emergency orders and regulations implemented by state and local governments, and Act 185; and

**WHEREAS**, while the plain language of Section 105(25) of Act 185 allows for either a general or a "case-by-case" finding of hardship to qualify for the above referenced waiver of interest and penalties, the City of Sturgeon Bay intends by this Resolution to waive interest and penalties for all property taxpayers in the City of Sturgeon Bay otherwise eligible for waiver under Section 105(25) of Act 185 on a finding of general hardship based upon the economic conditions described in this Resolution, which Mayor with the concurrence of the Council President determines has adversely affected all taxpayers in the City of Sturgeon Bay; and

**WHEREAS**, this Resolution is not intended to be construed as authorizing any "case-by-case" finding of hardship; and

**WHEREAS**, this Resolution is intended to waive the penalty imposed by Door County Ordinance No. 27-83, Approving the Adoption of an Additional One Half of One Percent (.005) of Interest Penalty on Delinquent Taxes for property taxpayers qualifying for the waiver of interest and penalties as provided in Section 105(25) of Act 185 and this Resolution; and

**NOW THEREFORE BE IT RESOLVED**, pursuant to Section 105(25) of Act 185, that Mayor, with the concurrence of the Council President of the City of Sturgeon Bay Common Council hereby finds and authorizes the following:

1. Because of the COVID-19 Pandemic, the various federal laws and regulations implemented as a result of the COVID-19 Pandemic, the various emergency

orders and regulations implemented by state and local governments, and Act 185, all City of Sturgeon Bay property taxpayers are experiencing hardship as that term is used in Section 105(25) of Act 185;

2. Interest and penalties are waived for property taxes payable in 2020 for an installment payment that is due and payable after April 1, 2020. Such waiver shall remain in effect until October 1, 2020. This Resolution waives interest and penalties as provided in Section 105(25) of Act 185 for all property taxpayers in the City of Sturgeon Bay. Notwithstanding the foregoing, nothing in this Resolution waives interest and penalties for property taxes payable in 2020 for an installment payment that was due and payable prior to April 1, 2020, except as otherwise permitted under applicable law;
3. The Finance Director -Treasurer is directed to consult with the Door County Treasurer, Wisconsin Department of Revenue, and the City Attorney regarding the implementation of this Resolution and the procedures associated with, or contemplated by, this Resolution; and
4. Other City of Sturgeon Bay officers and staff are authorized and directed to assist the Finance Director-Treasurer in the interpretation, application and implementation of this Resolution and Section 105(25) of Act 185.

**BE IT FURTHER RESOLVED** that all actions heretofore taken by the City of Sturgeon Bay Common Council and other appropriate public officers and agents of the City with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

APPROVED:

  
David J. Ward, Mayor

APPROVED:

  
Dan Williams, Council President

ATTEST:

  
Stephanie Reinhardt, City Clerk

Dated:

Approved:

## RESOLUTION

### **RESOLUTION TO TEMPORARILY SUSPEND THE REQUIREMENT UNDER SECTION 8.06(2)(f) OF THE MUNICIPAL CODE AND UNDER THE SIDEWALK CAFÉ POLICY THAT OUTDOOR SEATING ASSOCIATED WITH A SIDEWALK CAFÉ BE IMMEDIATELY ADJACENT TO THE RESTAURANT**

**WHEREAS**, On January 31, 2020 the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, and on March 12, 2020 the Governor of the State of Wisconsin declared a Health Emergency in the State pursuant to Wisconsin statute section 323.02(16); and

**WHEREAS**, on March 19, 2020 the City of Sturgeon Bay Common Council approved a resolution declaring an emergency as a demonstration to the public of the seriousness of the COVID-19 outbreak; and

**WHEREAS**, the period of emergency shall continue for sixty (60) days from March 19, 2020; and

**WHEREAS**, ON May 19, 2020 the period of emergency was extended for an additional thirty (30) days; and

**WHEREAS**, that during the period of emergency, the Mayor with the advice and concurrency of the Council President may order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the City; and

**WHEREAS**, section 8.06(2)(f) and the adopted sidewalk café policy restrict outdoor tables and seating to public right-of-way that is immediately adjacent to the restaurant; and

**WHEREAS**, allowing tables and seating within a sidewalk café to extend into the right-of-way adjacent to neighboring business will allow more space for restaurants to increase seating capacity while practicing social distancing guidelines; and

**WHEREAS**, the Common Council rules including, but not limited to XI, XII, XIII, XV, XVI concerning budgeted and unbudgeted appropriations, expenditures, and rule making are suspended insofar as they may impede the effective execution of the provision and response to this public health emergency.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council President of the City of Sturgeon Bay; that the City of Sturgeon Bay temporarily suspends the requirement under and section 8.06(2)(f) and under the adopted sidewalk café policy

that outdoor seating for a sidewalk café is restricted to the public right-of-way immediately adjacent to the restaurant. Outdoor seating and tables under a sidewalk café permit may be placed within the public right-of-way adjacent to properties neighboring the subject restaurant, provided written permission from the neighboring tenant or property owner is received, entrances/exits and fire department connections are not blocked, and all other requirements of the code and sidewalk café policy are met.

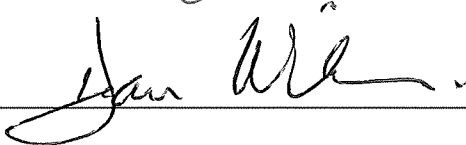
**BE IT FURTHER RESOLVED**, that this temporary suspension shall expire on October 15, 2020.

Approved this 28<sup>th</sup> day of May, 2020

David J. Ward, Mayor

A handwritten signature in cursive script, appearing to read "David J. Ward", written over a horizontal line.

Dan Williams, Council President

A handwritten signature in cursive script, appearing to read "Dan Williams", written over a horizontal line.







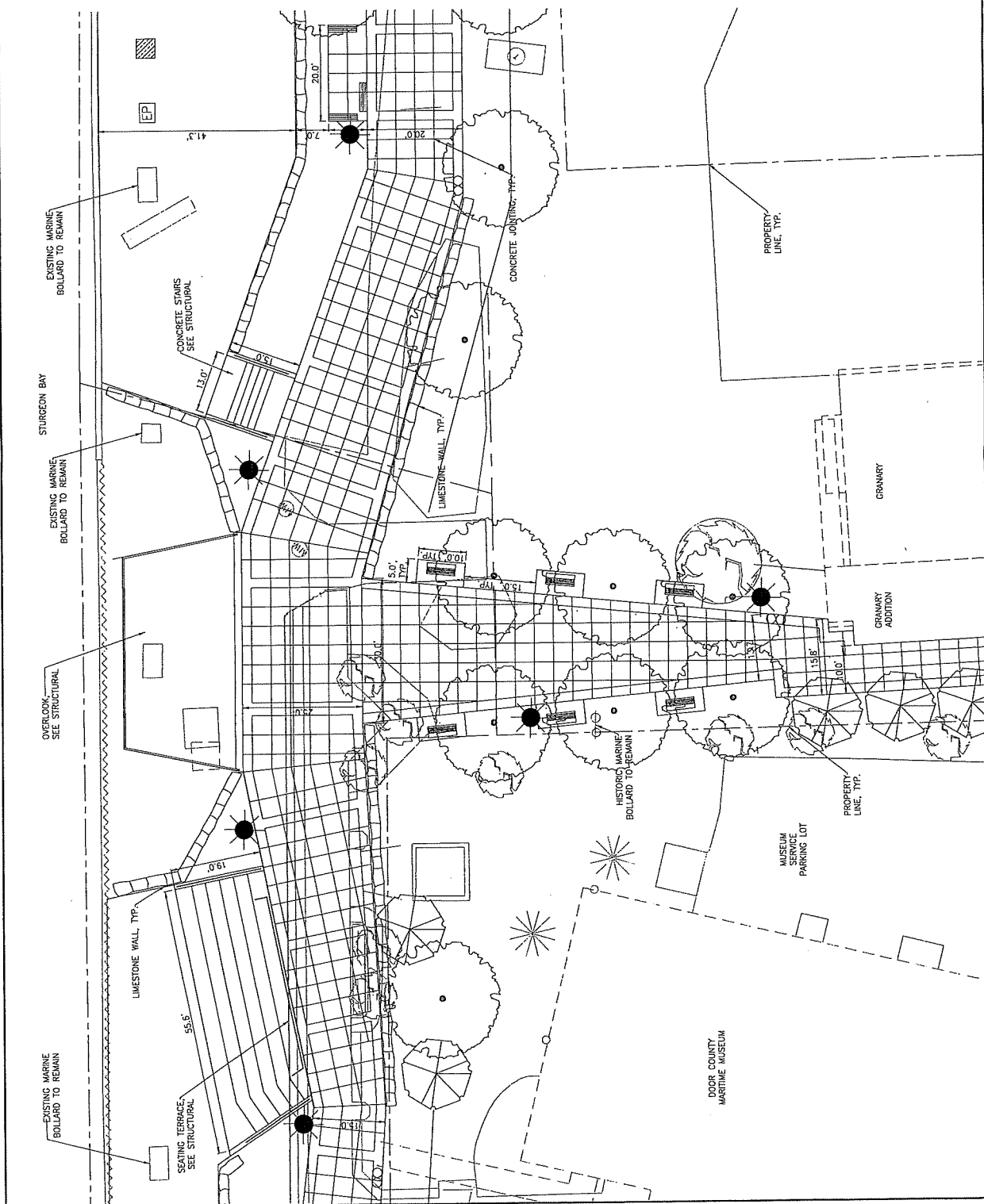
CITY OF STURGEON BAY  
2020 WEST WATERFRONT PROMENADE  
CONTRACT A-20  
SITE ENLARGEMENT 2



NO. DATE	APVD	REVISION

60% REVIEW

BACKLESS BENCH  
BENCH WITH BACK  
TRASH/RECYCLE RECEPTACLE  
BICYCLE RACK  
MARINE BOLLARD  
LIGHT POLE  
(FOR REFERENCE ONLY-SEE  
ELECTRICAL)  
MARINE ELECTRICAL PEDESTAL  
(FOR REFERENCE ONLY-SEE  
ELECTRICAL)



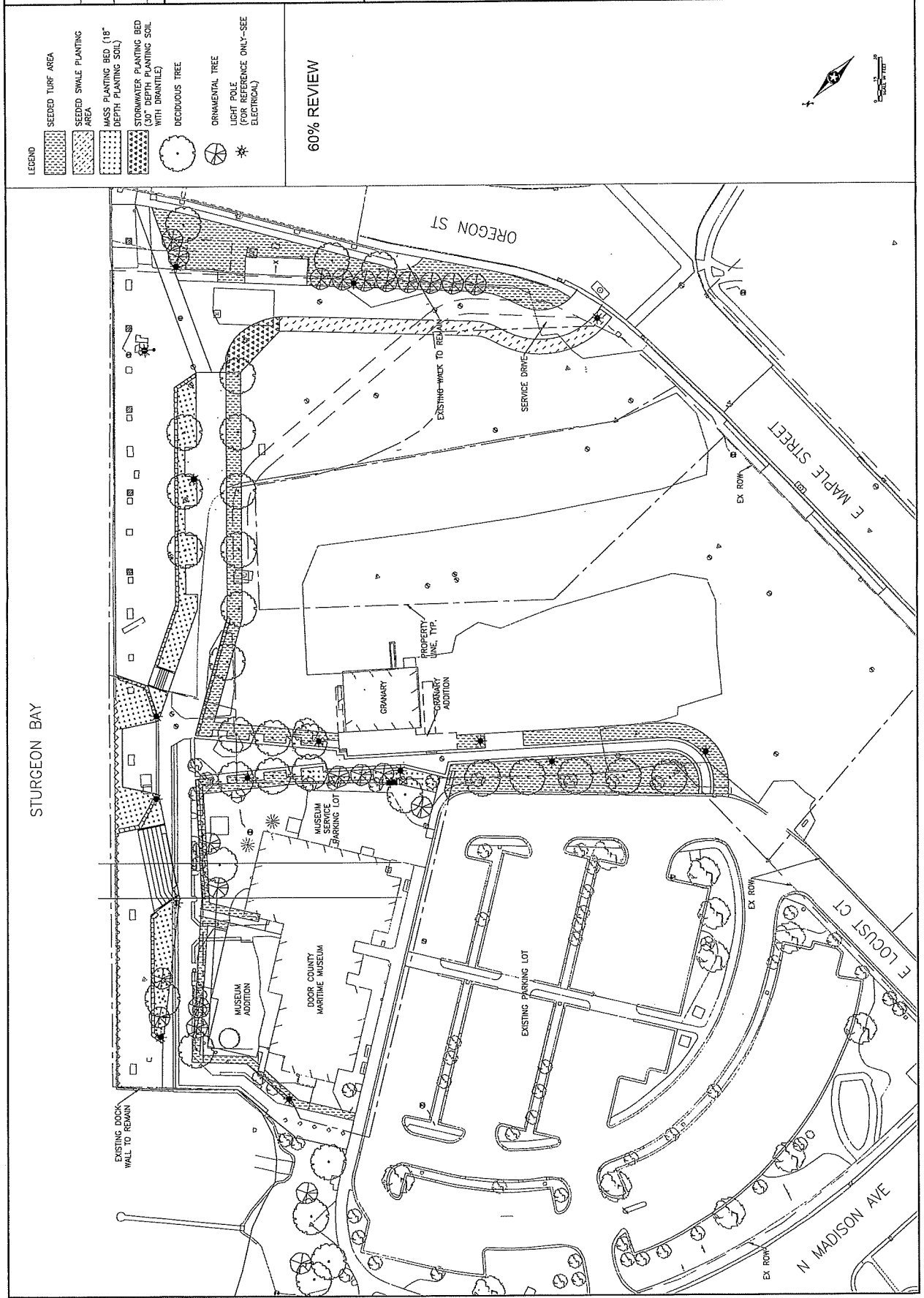


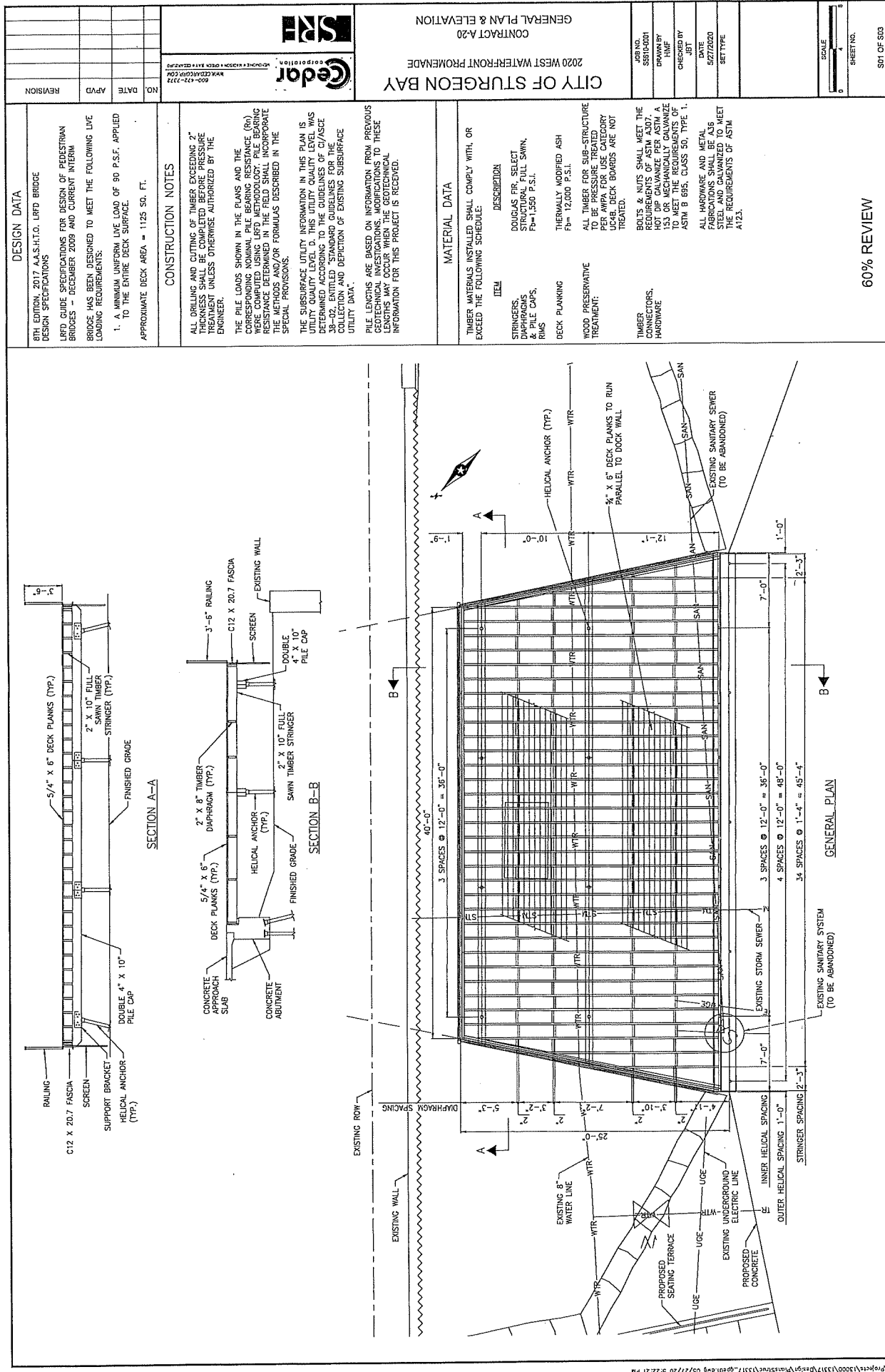












DESIGN DATA		CONSTRUCTION NOTES	
8TH EDITION, 2017 A.A.S.H.T.O. LRFD BRIDGE DESIGN SPECIFICATIONS LRFD GUIDE SPECIFICATIONS FOR DESIGN OF PEDESTRIAN BRIDGES - DECEMBER 2009 AND CURRENT INTERIM BRIDGE HAS BEEN DESIGNED TO MEET THE FOLLOWING LIVE LOADING REQUIREMENTS: 1. A MINIMUM UNIFORM LIVE LOAD OF 90 P.S.F. APPLIED TO THE ENTIRE DECK SURFACE. APPROXIMATE DECK AREA = 1125 SQ. FT.		ALL DRILLING AND CUTTING OF TIMBER EXCEEDING 2" THICKNESS SHALL BE COMPLETED BEFORE PRESSURE TREATMENT UNLESS OTHERWISE AUTHORIZED BY THE ENGINEER.  THE PILE LOADS SHOWN IN THE PLANS AND THE CORRESPONDING NOMINAL PILE BEARING RESISTANCE (Rb) WERE DETERMINED USING LRFD METHODOLOGY. PILE BEARING RESISTANCE DETERMINED IN THE FIELD SHALL INCORPORATE THE METHODS AND/OR FORMULAS DESCRIBED IN THE SPECIAL PROVISIONS.  THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."  PILE LENGTHS ARE BASED ON INFORMATION FROM PREVIOUS GEOTECHNICAL INVESTIGATIONS. MODIFICATIONS TO THESE LENGTHS MAY OCCUR WHEN THE GEOTECHNICAL INFORMATION FOR THIS PROJECT IS RECEIVED.	
MATERIAL DATA			
TIMBER MATERIALS INSTALLED SHALL COMPLY WITH, OR EXCEED THE FOLLOWING SCHEDULE			
ITEM	DESCRIPTION		
STRINGERS, DIAPHRAGMS & PILE CAPS, RAILS	DOUGLAS FIR, SELECT STRUCTURAL, FULL SAWN, Fb=1,350 P.S.I.		
DECK PLANKING	THERMALLY MODIFIED ASH Fb= 12,000 P.S.I.		
WOOD PRESERVATIVE TREATMENT:	ALL TIMBER FOR SUB-STRUCTURE TO BE PRESSURE TREATED PER AWP FOR USE CATEGORY 1. ALL DECK BOARDS ARE NOT TREATED.		
TIMBER CONNECTORS, HARDWARE	BOLTS & NUTS SHALL MEET THE REQUIREMENTS OF ASTM A307. HOT DIP GALVANIZE PER ASTM A 153, OR MECHANICALLY GALVANIZE PER ASTM A 153. ALL HARDWARE SHALL BE A36 STEEL AND GALVANIZED TO MEET THE REQUIREMENTS OF ASTM A123.		
		60% REVIEW	

CONCRETE APPROACH SLAB



Technical drawing of a pile cap cross-section. The drawing shows a rectangular concrete structure with a timber deck on top. Reinforcement details include:
 

- 4# @ 12" EA. WAY CENTERED IN SLAB**: Four #4 bars spaced at 12 inches, centered in the slab.
- CLASS 5 AGGREGATE BASE**: A layer of Class 5 aggregate base below the slab.
- LIMITS ②**: Limits for the reinforcement.
- NO. 4 REBAR @ 12" O.C.**: Number 4 rebar spaced at 12 inches on center.
- BACKFILL WITH SELECT GRANULAR EMBANKMENT MOD. 10% (CV) PLACE EMBANKMENT**: Backfill with select granular embankment modified with 10% (CV) place embankment.
- 1'-0"**: Dimension for the width of the cap.
- 12'**: Dimension for the length of the cap.
- 3**: A dimension or label near the bottom right corner.
- HELIICAL ANCHOR PILE WITH CONCRETE BEARING CAP**: A label for the pile structure shown in cross-section at the bottom.

- NOTES:**
- ① BATTER ALL FRONT ROW PILES IN ABUTMENT AND ONE PILE ON EACH END OF EACH BEAM, BATTER TO BE 3H:12V.
  - ② LIMITS FOR STRUCTURE EXCAVATION AND SELECT GRANULAR EMBANKMENT MOD. 10%. EXCAVATION AND BACKFILL OUTSIDE OF THE PAY LIMITS INCIDENTAL.

