



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JANUARY 19, 2021
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
DAVID J. WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$128,515.52, Capital Fund - \$46,854.50, Cable TV - \$40.01, TID #4 – \$86,744.97, and Solid Waste Enterprise Fund - \$18,096.62 for a grand total of \$280,251.62. [roll call]
7. **CONSENT AGENDA**
 - * All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
 - * a. Approval of 1/5/21 regular Common Council minutes.
 - * b. Place the following minutes on file:
 - (1) Community Protection & Services Committee – 11/5/20
 - (2) Police & Fire Commission – 12/14/20
 - (3) Finance/Purchasing & Building Committee – 12/29/20
 - (4) Personnel Committee – 1/8/21
 - * c. Place the following reports on file:
 - (1) Inspection Department Report – December 2020
 - (2) Fire Department Report – December 2020
 - * d. Finance/Purchasing & Building Committee recommendation re: Approve purchase of two 2021 Ford Explorer Police Vehicles from Jim Olson Ford, Lincoln in the amount of \$66,676.00 plus DMV fees.
 - * e. Finance/Purchasing & Building Committee recommendation re: Direct staff to prepare a RFP and interview questions for City Attorney.
 - * f. Personnel Committee recommendation re: Extend provision in FFCA to continue paid sick leave benefits for employees up to 80 hours of Emergency Paid Sick Leave for COVID-related reasons as stated in the Family First Compliance Policy until March 31, 2021.
8. Mayoral Appointments.

9. Resolution Combining Polling Locations for February 2021 Primary.
10. City Administrator report.
11. Mayor's report
12. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 1.15.2021

Time: 12:00pm

By: JM

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

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

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

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

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

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

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

RESPECTFULLY,
MAYOR DAVID J. WARD

REVISED: 6/2/20

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19610	RICHARD STUEWER	11/20 INS REIMBURSE/STUEWER	01-000-000-21530	324.66
R0001673	ROBERT NICKEL	PARK RESERVATION REFND/NICKEL	01-000-000-46300	55.00
R0001673		PARK RESERVATION REFND/NICKEL	01-000-000-24214	2.75
R0001673		PARK RESERVATION REFND/NICKEL	01-000-000-24215	0.28
TOTAL LIABILITIES				382.69
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	01/21 ATHLETIC LIGHT PROJECT	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				1,748.08
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	12/20 3 ALDER CELLPHONES	01-105-000-58999	116.66
12300	LEAGUE OF WI MUNICIPALITIES	ANNUAL MEMBERSHIP	01-105-000-56000	3,398.91
TOTAL				3,515.57
TOTAL CITY COUNCIL				3,515.57
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	11/20 NUISANCE PROP-E HORNER	01-110-000-55010	155.00
BUELOW	BUELOW, VETTER, BUIKEMA,	11/20 GENERAL LABOR MATTERS	01-110-000-57900	7,695.00
TOTAL				7,850.00
TOTAL LAW/LEGAL				7,850.00
CITY CLERK-TREASURER				
13875	MUNICIPAL CODE CORP	ORD CODIFICATION	01-115-000-57050	665.57
17700	QUILL CORPORATION	TONER CARTRIDGES	01-115-000-54999	35.48
TOTAL				701.05
TOTAL CITY CLERK-TREASURER				701.05
ADMINISTRATION				
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	PRE EMPLOY SCREEN/P QUINN	01-120-000-54999	76.60
TOTAL				76.60
TOTAL ADMINISTRATION				76.60
COMPUTER				

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 01/19/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
04696	DOOR COUNTY TREASURER	12/20 IS INTERNET CHARGES	01-125-000-55550	100.00
04696		12/20 TECH SUPPORT	01-125-000-55550	2,500.00
04696		12/20 4G INTERNET	01-125-000-55550	375.00
TOTAL				2,975.00
TOTAL COMPUTER				2,975.00
CITY ASSESSOR				
01740	ASSESSMENT TECHNOLOGIES	RENEW MD PROF ANNL SITE LICNSE	01-130-000-51100	2,054.06
01740		WEB PUBLISHING OF DATA	01-130-000-51100	878.28
04696	DOOR COUNTY TREASURER	DONATED PARCEL PROP TAX	01-130-000-51910	8,235.95
ASSO APP	ASSOCIATES APPRAISAL	01/21 CONTRACT	01-130-000-55010	4,916.63
TOTAL				16,084.92
TOTAL CITY ASSESSOR				16,084.92
BUILDING/ZONING CODE ENFORCEMENT				
DCI	DOOR COUNTY INSPECTIONS, LLC	12/20 PERMITS	01-140-000-55010	26,739.86
TOTAL				26,739.86
TOTAL BUILDING/ZONING CODE ENFORCEMENT				26,739.86
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	12/20 CHAD CELL SVC	01-145-000-58250	25.77
TOTAL				25.77
TOTAL MUNICIPAL SERVICES ADMIN.				25.77
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	12/20 STEVE CELL SVC	01-150-000-58250	32.76
03133		12/20 MIKE CELL SVC	01-150-000-58250	36.38
03133		12/20 CELL SVC	01-150-000-58250	7.84
17700	QUILL CORPORATION	OFFICE SUPPLIES	01-150-000-51950	3.79
TOTAL				80.77
TOTAL PUBLIC WORKS ADMINISTRATION				80.77
ELECTIONS DEPARTMENT				
DOMINION	DOMINION VOTING SYSTEMS, INC	ICE INK CARTRIDGE	01-155-000-54999	40.09
TOTAL				40.09

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL ELECTIONS DEPARTMENT				40.09
CITY HALL				
03159	SPECTRUM	12/20 FIRE CABLE SVC	01-160-000-58999	138.26
04575	DOOR COUNTY HARDWARE	KEY TAGS/KEYS	01-160-000-55300	18.55
04575		WIRE	01-160-000-55300	11.80
04575		HEX NUTS	01-160-000-55300	7.17
04575		SOCKET	01-160-000-51850	23.96
04575		WIRE/GFI/SOCKET	01-160-000-55300	46.77
04575		SUPER GLUE/GLUE	01-160-000-51850	14.98
04575		HOOKS	01-160-000-51850	4.78
04575		PROTECTANT	01-160-000-51850	19.98
04575		HOOKS	01-160-000-51850	12.99
19880	STURGEON BAY UTILITIES	421 MICHIGAN STREET	01-160-000-56150	2,215.24
19880		421 MICHIGAN STREET	01-160-000-58650	160.89
KONE	KONE INC.	2021 MAINTENANCE CONTRACT	01-160-000-58999	1,792.56
SUPERIOR	SUPERIOR VISION INSURANCE	WIPES	01-160-000-51850	301.44
SUPERIOR		SHIPPING	01-160-000-51850	43.57
VIKING	VIKING ELECTRIC SUPPLY, INC	22 LED LIGHTS @ 56.55	01-160-000-55300	1,244.10
VIKING		LED LIGHTS	01-160-000-55300	140.53
WARNER	WARNER-WEXEL WHOLESALE &	CLEANERS	01-160-000-51850	18.89
TOTAL				6,216.46
TOTAL CITY HALL				6,216.46
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	12/20 CITY HALL PHONE SVC	01-199-000-58200	153.07
04696		12/20 FIRE PHONE SVC	01-199-000-58200	26.02
04696		12/20 MUNICIPAL SVC PHONE	01-199-000-58200	105.96
17700	QUILL CORPORATION	TONER CARTRIDGES	01-199-000-55650	756.46
ICEAGE	ICE AGE TRAIL ALLIANCE	TRAIL COMMUNITY COST SHARE FEE	01-199-000-58950	2,500.00
MEUW	MUNICIPAL ELECTRIC UTILITIES	2021 MDSO ONLINE FEES	01-199-000-55605	900.00
REVIZE	REVIZE, LLC	ANNUAL WEBSITE FEE	01-199-000-51100	2,400.00
TOTAL				6,841.51
TOTAL GENERAL EXPENDITURES				6,841.51
POLICE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	SQUAD 30 MDC REPAIR	01-200-000-55500	78.75
04150	DEJARDIN CLEANERS LLC	UNIFORM LAUNDRY/BRINKMAN	01-200-000-56800	10.50
13395	MID-STATES ORGANIZED CRIME	2021 ANNL MEMBERSHIP DUES	01-200-000-56000	150.00
15890	PACK AND SHIP PLUS	MAIL SGT EXAMS STANARD & ASSOC	01-200-000-57250	11.98
15890		SHIP LAB/CSE 20-008846	01-200-000-57250	12.56
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	23.87
BUBRICKS		ASSORTED OFFICE SUPPLIES	01-200-000-51950	26.16
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER 11 OF 48	01-200-000-55650	261.27
TOTAL				575.09

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GENERAL FUND				
TOTAL POLICE DEPARTMENT				575.09
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	12/20 CRADLEPOINT PORT SEC CAM	01-215-000-58999	52.97
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	14.54
19880		110 S NEENAH CAMERA	01-215-000-56150	10.31
19880		SHORECREST RD CAMERA	01-215-000-56150	9.42
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	CSO VEHICLE MAINTENANCE	01-215-000-58600	173.90
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	1,980.22
JIM FORD		SQUAD 50 MAINTENANCE	01-215-000-58600	523.16
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	324.14
JIM FORD		SQUAD 80 MAINTENANCE	01-215-000-58600	478.20
WISLAW	WISCONSIN LAW ENFORCEMENT	USE OF FORCE POLICY CERTIF FEE	01-215-000-58999	100.00
TOTAL				3,666.86
TOTAL POLICE DEPARTMENT/PATROL				3,666.86
POLICE DEPT. / INVESTIGATIONS				
06012	FASTENAL COMPANY	BLACK NO FOAM CASE	01-225-000-57950	355.28
ACCURINT	LEXISNEXIS RISK SOLUTIONS	12/20 CONTRACT	01-225-000-57950	105.00
MILPRO	MILPRO MARINE LLC	PENGUIN ICE LADDER	01-225-000-57950	4,089.08
TOTAL				4,549.36
TOTAL POLICE DEPT. / INVESTIGATIONS				4,549.36
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	PAGER CASES	01-250-000-57550	238.00
04575	DOOR COUNTY HARDWARE	ASSORTED SUPPLIES	01-250-000-54999	41.54
04575		FASTENERS/CHANNEL TRIM	01-250-000-54999	37.26
04575		FASTENERS/TRIM	01-250-000-54999	13.09
04575		TRIM	01-250-000-54999	3.00
04575		FASTENERS	01-250-000-54999	4.90
04575		BLADE/DRILL BIT/SCREW EXTRACTR	01-250-000-54999	33.57
04575		BLADE	01-250-000-54999	9.99
04575		FASTENERS	01-250-000-54999	6.00
04575		ASSORTED SUPPLIES	01-250-000-54999	52.95
04575		CREDIT RETURN	01-250-000-54999	-11.98
06012	FASTENAL COMPANY	SUPPLIES	01-250-000-54999	26.62
19880	STURGEON BAY UTILITIES	95 E MAPLE STREET	01-250-000-56675	6.22
19880		MARTIN PARK RESTROOM	01-250-000-56675	6.22
19880		421 MICHIGAN STREET	01-250-000-56675	133.25
19880		TRUCK FILL	01-250-000-56675	41.00
19880		MEM FLD WARMING HOUSE	01-250-000-56675	49.73
19880		SALT SHED	01-250-000-56675	6.22
19880		CITY GARAGE	01-250-000-56675	49.73
19880		GARLAND PARK	01-250-000-56675	6.22
19880		SUNSET CONSN CNTR	01-250-000-56675	49.73

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GENERAL FUND				
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	15.54
19880		OTUMBA PARK	01-250-000-56675	6.22
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	6.22
19880		WEST SIDE FIRE STATION	01-250-000-56675	49.73
19880		WEST SIDE FIRE STATION	01-250-000-56150	146.47
19880		WEST SIDE FIRE STATION	01-250-000-58650	91.36
19880		38 S NEENAH AVE PAVILION	01-250-000-56675	6.22
19880		NEENAH AVE RESTROOM	01-250-000-56675	31.08
19880		WEST SIDE BALLFLD LIGHTS	01-250-000-56675	31.08
19880		WARNING SIREN	01-250-000-56150	4.67
19880		FIRE TRAINING SITE	01-250-000-56150	8.24
19880		FIRE TRAINING SITE	01-250-000-56675	6.22
19880		212 W LOCUST CT	01-250-000-56675	6.22
19880		MADISON AVE SPRINKLG	01-250-000-56675	15.54
19880		10 PENNSYLVANIA ST DOCK	01-250-000-56675	15.54
19880		1018 GREEN BAY RD SIREN	01-250-000-56150	8.86
19880		EAST SIDE DOCK	01-250-000-56675	6.22
19880		COVE RD -CANAL RD	01-250-000-56150	8.12
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	49.73
19880		CITY PKG RAMP	01-250-000-56675	6.22
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	49.73
19880		SIGN SHED	01-250-000-56675	6.22
19880		CHERRY BLOSSOM	01-250-000-56675	15.54
19880		57 VACANT LOTS	01-250-000-56675	1,063.62
19880		CLAY BANKS RD SIREN	01-250-000-56150	8.82
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	OIL FILTER/OIL	01-250-000-53000	67.60
O'REILLY		WIPER FLD	01-250-000-53000	9.16
O'REILLY		DEF	01-250-000-53000	9.99
O'REILLY		BUSHING	01-250-000-53000	13.39
O'REILLY		MOTOR OIL	01-250-000-53000	77.98
O'REILLY		BLUE DEF	01-250-000-53000	19.99
TOTAL				2,664.80
TOTAL FIRE DEPARTMENT				2,664.80
COMPOST/SOLID WASTE SITE				
19880	STURGEON BAY UTILITIES	COMPOST SITE	01-320-000-56150	14.05
TOTAL				14.05
TOTAL COMPOST/SOLID WASTE SITE				14.05
STREET SWEEPING				
04575	DOOR COUNTY HARDWARE	PAINT	01-330-000-51400	14.97
TOTAL				14.97
TOTAL STREET SWEEPING				14.97
ROADWAYS/STREETS				

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
04575	DOOR COUNTY HARDWARE	PAINT/BULB	01-400-000-51400	32.94
TOTAL				32.94
TOTAL ROADWAYS/STREETS				32.94
SNOW REMOVAL				
SNOW REMOVAL				
04575	DOOR COUNTY HARDWARE	MAILBOX	01-410-000-51400	64.99
GRAY'S	GRAY'S INC.	FLOW BLADES	01-410-000-51400	3,486.00
GRAY'S		DELIVERY	01-410-000-51400	40.00
TOTAL SNOW REMOVAL				3,590.99
TOTAL SNOW REMOVAL				3,590.99
CURB/GUTTER/SIDEWALK				
PREMIER	PREMIER ELECTION SOLUTIONS	1/2" REBAR 6 @ 8.00	01-440-000-54999	48.00
TOTAL				48.00
TOTAL CURB/GUTTER/SIDEWALK				48.00
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	SHOP TOOLS	01-450-000-52700	350.00
04545		AIR FILTER	01-450-000-53000	39.90
04575	DOOR COUNTY HARDWARE	NOZZLE/GARDEN HOSE	01-450-000-52150	43.98
06012	FASTENAL COMPANY	CABLE TIES	01-450-000-53000	15.42
08225	HERLACHE SMALL ENGINE	CHAINS	01-450-000-52150	57.90
08225		CHAIN SAW REPAIRS	01-450-000-52150	84.14
HENRY	CLINT HENRY	MAILBOX REPLACEMENT/HENRY	01-450-000-54999	64.33
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	FILTERS	01-450-000-53000	9.96
QUALITY	QUALITY TRUCK CARE CENTER INC	FUEL ADDITIVE	01-450-000-53000	45.20
TOTAL				710.83
TOTAL STREET MACHINERY				710.83
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	CLEANING SUPPLIES	01-460-000-51850	97.89
04575		KEYS	01-460-000-55300	19.90
04575		SUPPLIES	01-460-000-55300	15.37
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		CITY GARAGE	01-460-000-56150	719.53
19880		CITY GARAGE	01-460-000-58650	85.42
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	WRENCH	01-460-000-52700	19.99
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-460-000-55300	362.94
WARNER		TRASH BAGS	01-460-000-55300	145.45
TOTAL				1,474.73

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL CITY GARAGE				1,474.73
HIGHWAYS - GENERAL				
13217	WILLIE MCALLISTER	SAFTEY REIMBURSE/MCALLISTER	01-499-000-56800	221.54
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	9.14
19880		EGG HARBOR RD TRFFC LITE	01-499-000-58000	21.45
19880		N 14TH & EGG HARBOR TRFFC LITE	01-499-000-58000	25.87
19880		2 TRFFC WARNING LGTS	01-499-000-58000	5.50
19880		MADISON AVE TRFFC LITES	01-499-000-58000	126.85
19880		342 ORNAMENTAL ST LIGHTS	01-499-000-58000	3,927.20
19880		595 OVERHEAD ST LIGHTS	01-499-000-58000	6,813.06
19880		800 S LANSING & W WALNUT SIGN	01-499-000-58000	7.75
19880		EAST SIDE DOCK	01-499-000-58000	38.21
19880		OLD HWY RD SIGN	01-499-000-58000	8.24
RESLER	TROY RESLER	SAFETY BOOT REIMB/RESLER	01-499-000-56800	174.08
TOTAL				11,378.89
TOTAL, HIGHWAYS - GENERAL				11,378.89
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	12/20 MIKE CELL SVC	01-500-000-58250	36.38
03133		12/20 CELL SVC	01-500-000-58250	7.84
03133		12/20 CELL CVS	01-500-000-58250	25.77
17700	QUILL CORPORATION	ASSORTED OFFICE SUPPLIES	01-500-000-51950	147.54
CASE COM	CASE COMMUNICATIONS	RADIO ADVERTING SEASONAL HELP	01-500-000-57450	89.55
TOTAL				307.08
TOTAL PARK & RECREATION ADMIN				307.08
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODES INC	PORT A POTTI RENTALS	01-510-000-58999	180.00
04575	DOOR COUNTY HARDWARE	SUPPLIES	01-510-000-51800	15.58
04575		FASTENERS	01-510-000-53000	18.10
04575		BULBS	01-510-000-56250	5.18
04575		VELCRO TAPE	01-510-000-52550	2.99
04575		GRAIN SCOOP	01-510-000-51350	28.99
04575		SCOOP	01-510-000-51350	11.00
04575		SCREWS/NYLON CORD	01-510-000-52550	25.97
19880	STURGEON BAY UTILITIES	349 MICHIGAN-CHARGING STATION	01-510-000-56150	22.84
19880		MARTIN PARK PAVILION	01-510-000-56150	8.24
19880		MARTIN PARK RESTROOM	01-510-000-58650	8.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	61.66
19880		MEM FLD WARMING HOUSE	01-510-000-58650	136.57
19880		GARLAND PARK	01-510-000-56150	8.24
19880		GARLAND PARK	01-510-000-58650	8.00
19880		SUNSET CONSN CNTR	01-510-000-56150	153.65
19880		SUNSET CONSN CNTR	01-510-000-58650	52.16

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INVOICES DUE ON/BEFORE 01/19/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	14.55
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	11.40
19880		OTUMBA PARK	01-510-000-56150	8.24
19880		OTUMBA PARK	01-510-000-58650	8.00
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	15.45
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	8.00
19880		JAYCEES BALLFLD STAND	01-510-000-56150	8.24
19880		220 N 3RD AVE POWER PANEL	01-510-000-56150	20.18
19880		421 MICHIGAN ST FLAG LIGHT	01-510-000-56150	26.91
19880		MEM FLD PKG LOT	01-510-000-56150	12.47
19880		WEST SIDE BALLFLD LIGHTS	01-510-000-56150	18.00
19880		MEM FLD COMPLEX	01-510-000-56150	39.79
19880		OTUMBA PARK WALKWAY	01-510-000-56150	13.17
19880		FLORIDA ST/SUNSET PARK	01-510-000-56150	7.82
19880		SIGN SHED	01-510-000-56150	13.55
19880		SIGN SHED	01-510-000-58650	8.00
19880		CHERRY BLOSSOM	01-510-000-56150	8.24
19880		CHERRY BLOSSOM	01-510-000-58650	11.40
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	PRE EMPLOY SCREEN/S MILLER	01-510-000-57100	76.60
TOTAL				1,077.18
TOTAL PARKS AND PLAYGROUNDS				1,077.18
ICE RINKS				
04575	DOOR COUNTY HARDWARE	PLASTIC STRAINER	01-530-000-54999	7.99
TOTAL				7.99
TOTAL ICE RINKS				7.99
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	SWIVEL TAP	01-550-000-51850	5.99
04575		TIEDOWN/CAULK	01-550-000-51850	23.58
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	103.35
19880		38 S NEENAH AVE PAVILION	01-550-000-56150	15.24
19880		38 S NEENAH AVE PAVILION	01-550-000-58650	8.00
19880		NEENAH AVE RESTROOM	01-550-000-56150	53.59
19880		NEENAH AVE RESTROOM	01-550-000-58650	18.00
TOTAL				227.75
TOTAL MUNICIPAL DOCKS				227.75
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY	01-570-000-56150	8.24
19880		DC MUSEUM PKG LOT	01-570-000-56150	8.24
19880		JUNIPER ST WALKWAY LTS	01-570-000-56150	86.30
19880		JUNPER ST PKING LOT	01-570-000-56150	61.48
19880		10 PENNSYLVANIA ST DOCK	01-570-000-58650	11.40

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/19/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880		48 KENTUCKY ST WTRFRNT	01-570-000-56150	126.08
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	220.46
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	51.40
19880		CITY PRK RAMP	01-570-000-56150	255.05
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	27.00
TOTAL				855.65
TOTAL WATERFRONT PARKS & WALKWAYS				855.65
EMPLOYEE BENEFITS				
ERC	ERC INC	1ST QTR EAP SVC	01-600-000-56553	712.50
STATE	STATE OF WISCONSIN	12/20 UNEMPLOYMENT	01-600-000-50370	6,278.86
TOTAL				6,991.36
TOTAL EMPLOYEE BENEFITS				6,991.36
COMMUNITY & ECONOMIC DEVLPMT				
02223	BAYLAKE REGIONAL PLANNING COM	2021 MEMBERSHIP	01-900-000-56000	5,299.00
04650	DOOR COUNTY REGISTER OF DEEDS	DEED RECORDING #838334	01-900-000-58999	30.00
19730	STURGEON BAY VISITOR CENTER-	1ST QTR 2021 SUPPORT	01-900-000-57800	5,677.71
TOTAL				11,006.71
TOTAL COMMUNITY & ECONOMIC DEVLPMT				11,006.71
TOTAL GENERAL FUND				122,090.91
CAPITAL FUND				
PATROL				
	PATROL			
AXON	AXON ENTERPRISES, INC.	BODY CAMERAS	10-215-000-59050	38,972.47
TOTAL PATROL				38,972.47
TOTAL PATROL				38,972.47
FIRE DEPARTMENT				
EXPENSE				
02005	BAY ELECTRONICS, INC.	PAGERS	10-250-000-59055	7,098.00
PAULCONW	PAUL CONWAY SHIELDS	HELMETS	10-250-000-59050	597.53
PAULCONW		STRUCTURE GLOVES	10-250-000-59050	186.50
TOTAL EXPENSE				7,882.03
TOTAL FIRE DEPARTMENT				7,882.03
TOTAL CAPITAL FUND				46,854.50

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/19/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CABLE TV				
CABLE TV / GENERAL				
03159	SPECTRUM	12/20 CB MUSIC SERVICE	21-000-000-58999	40.01
TOTAL CABLE TV / GENERAL				40.01
TOTAL CABLE TV / GENERAL				40.01
TOTAL CABLE TV				40.01
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
CEDARCO	CEDAR CORPORATION	PROF SVC THRU 12.12.20 WTRFRNT	28-340-000-58999	12,753.36
PETERS	PETERS CONCRETE CO	PROJECT 2004 PAY 3	28-340-000-59082	73,991.61
TOTAL TID #4 DISTRICT				86,744.97
TOTAL TID #4 DISTRICT				86,744.97
TOTAL TID #4 DISTRICT				86,744.97
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
20725	T R COCHART TIRE CENTER	REFUSE TRUCK TIRES & CHANGES	60-000-000-52850	187.00
20725		REFUSE TRUCK TIRES & CHANGES	60-000-000-52850	120.00
20725		REFUSE TRUCK TIRES & CHANGES	60-000-000-52850	975.00
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	HYD OIL	60-000-000-52050	146.25
GFLENVIR	GFL ENVIRONMENTAL, INC	12/20 242.86 TON GARBAGE	60-000-000-58300	15,533.34
GFLENVIR		12/20 62.55 TON RECYCLE	60-000-000-58350	923.26
R0000655	TRANSMOTION, LLC	HYDRAULIC FITTINGS	60-000-000-53000	211.77
TOTAL SOLID WASTE ENTERPRISE FUND				18,096.62
TOTAL SOLID WASTE ENTERPRISE FUND				18,096.62
TOTAL SOLID WASTE ENTERPRISE				18,096.62
TOTAL ALL FUNDS				273,827.01

MANUAL CHECKS

SECURIAN FINANCIAL GROUP, INC. 01/04/21 Check # 88046 01/21 Life Insurance 01-600-000-50552	\$2,176.34
SUN LIFE INSURANCE 01/04/21 Check # 88047 01/21 Short/Long Term Disability 01-000-000-21545	\$1,937.38
SUPERIOR VISION INSURANCE 01/04/21 Check # 88048 01/21 Vision Insurance 01-000-000-21540	\$823.99
AT&T MOBILITY 01/08/21 Check # 88121 12/20 Cellphone Statement Charges 01-215-000-58250	\$1,486.90
TOTAL MANUAL CHECKS	\$6,424.61

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/19/2021

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

GENERAL FUND	122,090.91	128,515.52
CAPITAL FUND	46,854.50	
CABLE TV	40.01	
TID #4 DISTRICT	86,744.97	
SOLID WASTE ENTERPRISE	18,096.62	

TOTAL --- ALL FUNDS	273,827.01	280,251.62

Debra Bacon 1/12/2021
Jan White 1/12/2021

COMMON COUNCIL
January 5, 2021

A regular meeting of the Common Council was called to order at 6:00 p.m. by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, Wiederanders and Reeths were present.

Williams/Nault to adopt the agenda. Carried.

No one spoke during public comment.

Bacon/Wiederanders to approve the following bills: General Fund - \$109,481.03, Capital Fund - \$36,466.28, Cable TV - \$6,465.87, TID #2 - \$1,590.00 and Solid Waste Enterprise Fund - \$19,481.52 for a grand total of \$173,484.70. Roll call: All voted aye. Carried.

Reeths/Gustafson to approve the consent agenda:

- a. Approval of 12/15/20 regular Common Council minutes.
- b. Place the following minutes on file:
 - (1) Sturgeon Bay Utility Commission – 9/8/20
 - (2) Sturgeon Bay Utility Commission – 10/13/20
 - (3) Police & Fire Commission – 10/29/20
 - (4) Finance/Purchasing & Building Committee – 12/8/20
 - (5) Police & Fire Commission – 12/14/20
 - (6) Aesthetic Design & Side Plan Review Board – 12/14/20
 - (7) Board of Public Works – 12/15/20
- c. Consideration of: Approval of Beverage Operator licenses.
- d. Consideration of: Approval of Class A Beer & Class A Liquor licenses, Class A Beer License, and Class A Beer license.

Carried.

There were no mayoral appointments.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the memorandum of understanding between the City of Sturgeon Bay and Bayship/Fincantieri for the 3rd Avenue beautification plan as presented.

Introduced by Bacon. Bacon/Nault to approve. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

Nault/Williams to adjourn. Carried. The meeting adjourned at 6:15 p.m.

Respectfully submitted,



Stephanie Reinhardt
City Clerk/HR Director

COMMUNITY PROTECTION & SERVICES COMMITTEE

November 5, 2020

A meeting of the Community Protection & Services Committee was called to order at 4:30 p.m. by Chairperson Williams in the Council Chambers, City Hall. **Roll Call:** Members Ald. Williams, Ald. Reeths and Ald. Wiederanders were present. Also present from City Departments were Mr. VanLieshout, Chief Dietman, Chief Henry and Mr. Barker.

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

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from October 1, 2020
4. Public Comment on Agenda Items
5. Public Hearing: Request from Michael Wright to operate a taxicab in the City of Sturgeon Bay DBA Tru-Way Transport.
6. Consideration of: Request from Michael Wright to operate a taxicab in the City of Sturgeon Bay DBA Tru-Way Transport.
7. Public Hearing: Request from Michael Wright to operate a shuttle service in the City of Sturgeon Bay DBA Tru-Way Transport.
8. Consideration of: Request from Michael Wright to operate a shuttle service in the City of Sturgeon Bay DBA Tru-Way Transport.
9. Consideration of: Emergency Warning Sirens
10. Consideration of: Snow and Ice Control Policy
11. Consideration of: Chapter 2 – 2.01 The Common Council
- 12. Consideration of: City Ordinance 10.175 – Drinking on Public Property**

All Ayes. Carried.

Approval of Meeting Minutes

Moved by Ald. Reeths, seconded by Ald. Wiederanders to approve the October 1, 2020 minutes. All Ayes. Carried.

Public Comment

None.

Public Hearing: Taxi Service

Public Hearing regarding the request from Michael Wright to operate a taxicab in the City of Sturgeon Bay, DBA Tru-Way Transport, was called to order at 4:31 pm. There was no comment. Public Hearing closed at 4:34 pm.

Request to Operate a Taxi Service

Moved by Ald. Wiederanders, seconded by Ald. Williams, to approve the request from Michael Wright to operate a taxicab service in the City of Sturgeon Bay. All ayes. Carried.

Public Hearing: Shuttle Service

Public Hearing regarding the request from Michael Wright to operate a shuttle in the City of Sturgeon Bay, DBA Tru-Way Transport, was called to order at 4:34 pm. There was no comment. Public Hearing closed at 4:34 pm.

Request to Operate a Shuttle Service

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to approve the request from Michael Wright to operate a shuttle service in the City of Sturgeon Bay. All ayes. Carried.

Emergency Warning Sirens

Chief Dietman reviewed once again the situation with the City's warning sirens. It was decided to leave the poles and sirens in place until spring, but turn off the power. If a decision is made that the sirens are necessary, and the City keeps them, then the process of looking into replacing them will take place. More education, including the use of weather radios, will be pushed out to the public instead.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to recommend the Common Council approve deactivating the emergency warning sirens in the City of Sturgeon Bay. All ayes. Carried.

Snow and Ice Control Policy

The policy was updated and presented. After approval of changes, the policy will be placed on the City's website.

Moved by Ald. Wiederanders, seconded by Ald. Reeths, to recommend the Common Council approve the Snow and Ice Control policy as presented. All ayes. Carried.

Chapter 2 – 2.01 The Common Council

Proposed new language to the code was presented.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to recommend the Common Council approve the changes presented to Chapter 2 – 2.01 of the City of Sturgeon Bay Municipal Code. All ayes. Carried.

City Ordinance 10.175 – Drinking on Public Property

Proposed new language to the code was presented.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to recommend the Common Council approve extending the resolution suspending Chapter 10.175 of the City of Sturgeon Bay Municipal Code through December 31, 2021. All ayes. Carried.

Moved by Ald. Reeths, seconded by Ald. Wiederanders, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Sarah Spude-Olson
Police Department Office Manager

POLICE AND FIRE COMMISSION

December 14, 2020

A meeting of the Police and Fire Commission was called to order at 4:00 p.m. by Commission President Dave Poulton in the Community Room at the Sturgeon Bay Municipal Building. **Roll Call:** Commissioner Poulton, Commissioner VanDyke, Commissioner Hurley, Commissioner Herdina and Commissioner Spritka were present. Also present from City Hall was Police Chief Henry, Fire Chief Dietman, and Assistant Fire Chief Montevideo.

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

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes from October 29, 2020
5. Consideration of: Determination of Length of Fire Lieutenant Eligibility List from November 4, 2019
6. Consideration of: Sergeant of Police Promotional Police
7. Consideration of: Date for Sergeant of Police Promotion Interviews
8. Discussion of: Police and Fire Commission Rules and Regulations
9. Adjourn

All ayes. Carried.

Approval of Minutes:

Moved by Commissioner Hurley, seconded by Commissioner Herdina to approve the minutes from October 29, 2020 meeting. All ayes. Carried.

Consideration of: Determination of Length of Fire Lieutenant Eligibility List from November 4, 2019:

Fire Chief Dietman indicated the November 4, 2019 eligibility list doesn't have a defined expired date which is normally 1 year. Fire Chief Dietman would like the committee to consider 18 months. Commissioner VanDyke stated maximum 1 year is in the rules, however indicates there can be a 6-month extension.

Moved by Commissioner Hurley, seconded by Commissioner Herdina, per section G, item 4 to extend Fire Lieutenant Eligibility List 6 months beyond November 4, 2020. All ayes. Carried.

Consideration of: Sergeant of Police Promotional Process:

Police Chief Henry stated in conversation with the Police Union it's been asked to update the promotional process for Sergeant. Would like to see civic duties, and promotional evaluation as additional steps, along with seniority, testing, and the interview. It was asked if the Collective Bargaining Agreement was signed, which Police Chief Henry indicated it has. Commissioner VanDyke questioned if Police Chief Henry was aware of others using the same procedure, which he was not however indicated this would be an improvement to what is currently in place. Commissioner Poulton asked if the testing percentages seemed fair, which Police Chief Henry agreed with.

Moved by Commissioner Herdina, seconded by Commissioner Spritka to accept the update on Sergeant of Police Promotional Process. All ayes. Carried.

Consideration of: Date for Sergeant of Police Promotion Interviews:

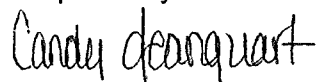
Police Chief Henry suggested testing the first week of January, looking at January 5th or January 7th, 2021 for dates. Commissioner Hurley estimated the interviews to be 2 ½ hours. Commissioner Herdina will be available by zoom. Police Chief Henry suggested starting at 2:00 pm.

Discussion of: Police and Fire Commission Rules and Regulations:

Fire Chief Dietman is still communicating with League of Municipalities on getting a sample policy. Commissioner VanDyke requested when the Bargaining Agreement is updated to make this committee aware of the changes. Commissioner Hurley and Commissioner VanDyke both requested this agenda item be placed on future agendas until resolved.

Adjourn: *Moved by Commissioner Hurley, seconded by Commissioner Herdina to adjourn. All ayes. Motion carried. Time of 4:28 p.m.*

Respectfully submitted,



Candy Jeanquart
SBPD Police Assistant

FINANCE/PURCHASING & BUILDING COMMITTEE
December 29, 2020

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Ald. Wiederanders appeared by zoom and Alders. Bacon and Williams appeared in person. Also present: Mayor Ward, City Treasurer/Finance Director Clarizio, Police Captain Brinkman, Community Development Director Olejniczak, and Office Accounting Assistant II Metzger.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Purchase of two 2021 Ford Explorer Police Vehicles
5. Consideration of: Memo of Understanding between the City and Bay Shipbuilding/Fincantieri Re: Beautification of 3rd Avenue.
6. Consideration of: Annexation Agreement with Fox Valley Storage for Wilke Property.
7. Consideration of: RFP for City Attorney.
8. Review bills.
9. Adjourn.

Carried.

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

Consideration of: Purchase of two 2021 Ford Explorer Police Vehicles:

Police Captain Brinkman stated that \$86,000 was approved in the 2021 capital budget for the purchase of two patrol vehicles including equipment, changeover and graphics. Only one bid was received from Jim Olson Ford, Lincoln in the amount of \$33,338 per vehicle. He stated that a bid was received from Kayser Ford on December 17, 2020 after the bid deadline of Decembers 14, 2020 therefore the bid was not considered.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the purchase of two 2021 Ford Explorer Police vehicles from Jim Olson Ford, Lincoln in the amount of \$66,676.00 plus DMV fees. Carried.

Consideration of: Memo of Understanding between the City and Bay Shipbuilding/Fincantieri Re: Beautification of 3rd Avenue.

Moved by Alderperson Bacon, seconded by Alderperson Williams to recommend to Common Council to approve the memorandum of understanding between the City of Sturgeon Bay and Bayship/Fincantieri for the 3rd Avenue beautification plan as presented. Carried.

Consideration of: Annexation Agreement with Fox Valley Storage for Wilke Property.

Community Development Director Olejniczak informed the Committee that the City received notice of a public hearing from the County for a rezoning of a 6.65 acre parcel on the west side of N. 18th Ave. Currently the property owned by Richard Wilke, located in the Town of Sturgeon Bay abutting the city limits. Fox Valley Storage wants to purchase this property to develop commercial storage buildings. He stated the City notified the County of its opposition to the rezoning based on the several facts including

the City's comprehensive plan, concerns over nonsewered development along 18th Ave and difficulties to serve the overall area with utilities, desire to have lands westerly of the highway be annexed into the City and the aesthetics of the highway corridor. The County denied the rezoning request partly based on the developers willingness to consider a development serviced by city sewer and water. Mr. Olejniczak stated that Fox Valley Storage expressed interest to work towards an annexation agreement with the City provided that they can proceed with plans for developing commercial storage buildings. The Committee continued discussions focusing on the process for sewer and water service, future development options and the potential benefits and terms of proceeding towards an annexation agreement.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to direct staff to work towards an annexation agreement with Fox Valley Storage. Carried.

Consideration of: RFP for City Attorney.

Mayor Ward stated there is interest from the Common Council to issue an RFP for City Attorney services, noting higher legal costs from the past few years primarily relating to the west waterfront. The Committee focused discussions on several points, including the travel costs, however with Zoom meetings working successfully and likely to continue, travel costs are greatly reduced, hiring as staff vs a firm and loss of background knowledge. Mayor Ward explained that with a long time city staff the background history is still retained. The option of hiring as a staff position presents several challenges such as, support staff assistant, cost of legal continuing education, subscriptions to various services, staff backup and lack of available office space. He stated by hiring a firm some of these costs are absorbed into the hourly rate and back up staffing is available. It was the consense of the Committee to issue an RFP for a legal firm. Discussions continued regarding the interview process, direction to staff to revise interview questions and the appropriate committee to interview the firms.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to direct staff to prepare an RFP and interview questions for a City Attorney. Carried.

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 4:45pm.

Respectfully submitted,



Tricia Metzger

PERSONNEL COMMITTEE
January 8, 2021

A meeting of the Personnel Committee was called to order by Chair Williams at 10:00 am in the Council Chambers. Roll call: Members Williams, Gustafson and Statz were present.

Gustafson/Statz to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Extension of provision in FFCA which allows employers to continue paid leave benefits for employees for up to 80 hours of Emergency Paid Sick Leave (EPSL) for COVID-related reasons.
4. Carried.

Carried.

The Committee discussed extending the provision in the FFCA to allow employers to continue paid leave benefits for employees for up to 80 hours of Emergency Paid Sick leave for COVID-related reasons. It was noted that this provision was not extended in the stimulus bill beyond 12/31/20 but employers could choose to extend on their own. It was also noted that the same COVID-related reasons would be in place, that this would be an extension of the two weeks and not additional time for employees who may have used it, and discussion took place regarding an ending date.

Statz/Gustafson to recommend to the Common Council to extend the provision in the FFCA to continue paid sick leave benefits for employees up to 80 hours of Emergency Paid Sick Leave (EPSL) for COVID-related reasons as stated in the Family First Compliance Policy until March 31, 2021. Carried.

Gustafson/Statz to adjourn. Carried. The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

CITY OF STURGEON BAY
INSPECTION DEPARTMENT

December 30, 2020

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

December-20	YEAR TO DATE		December-20	YEAR TO DATE
0	6	ONE FAMILY DWELLINGS	-----	1,481,551
0	2	TWO FAMILY DWELLINGS	-----	650,900
0	0	MULTIPLE FAMILY DWELLINGS	-----	-----
1	6	MANUFACTURED HOME	60,000	331,300
0	0	C.B.R.F.	-----	-----
1	5	RESIDENTIAL ADDITIONS	117,700	666,098
3	51	RESIDENTIAL ALTERATIONS	34,000	735,589
0	12	RESIDENTIAL GARAGES/CARPORTS	-----	268,221
0	2	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	5,800
0	10	RESIDENTIAL STORAGE BUILDINGS	-----	92,945
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
2	8	NEW COMMERCIAL BUILDINGS	27,090,000	29,088,445
2	5	NON-RESIDENTIAL ADDITIONS	3,984,941	23,009,941
6	53	NON-RESIDENTIAL ALTERATIONS	1,868,308	5,356,164
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
15	160	TOTAL ESTIMATED COST OF CONSTRUCTION	\$33,154,949	\$60,205,403
December-20	YEAR TO DATE	TOTAL PERMITS ISSUED	December-20	YEAR TO DATE
15	160	BUILDING PERMITS	16,691	55,490
16	158	ELECTRICAL PERMITS	10,113	25,050
7	83	PLUMBING PERMITS	1,120	9,196
7	56	HEATING PERMITS	1,172	9,960
6	105	SIGN PERMITS	360	3,600
0	10	MISCELLANEOUS PERMITS	-----	250
0	0	SUMP PUMP PERMITS	-----	-----
0	1	REINSPECTION FEE	-----	40
0	2	EARLY STARTS	-----	200
4	20	EROSION CONTROL	675	2,550
0	0	STATE PLAN APPROVALS	-----	-----
0	10	PARK & PLAYGROUND PAYMENTS	-----	3,000
0	12	WISCONSIN PERMIT SEALS	-----	420
0	5	ZONING BOARD OF APPEALS APPLICATIONS	-----	1,500
0	1	ZONING CHANGES/P.U.D. APPLICATIONS	-----	400
1	3	PLAN COMMISSION - CONDITIONAL USES	300	900
1	4	CERTIFIED SURVEY MAP REVIEWS	30	115
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	1	CHANGE OF USE	-----	277
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
6	28	COMMERCIAL OCCUPANCY FEES	300	1,800
0	0	PIER PERMIT	-----	-----
2	4	DEMOLITION	50	100
1	31	PLAN REVIEW FEE	300	16,270
		ADMIN FEE	1,473	5,416
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$32,584.00	\$136,534.00

Cheryl Nault
Building Inspection Dept.



Kalin Montevideo
Assistant Fire Chief

CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

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

STURGEON BAY FIRE DEPARTMENT DECEMBER 2020 FIRE REPORT

DECEMBER INCIDENTS: 146
2020 TOTAL INCIDENTS: 1,519

INCIDENTS BY JURISTDICTION:

AVERAGE RESPONSE TIME:

CITY - East Side: 94 Year to Date: 1,021 EMERGENT: 4.0 Minutes NON-EMERGENT: 4.56 Minutes
86 – Medical Incident 01 – Vehicle Accident 01 – Alarm/Detector Activation, No Fire
03 – Carbon Monoxide Incident 01 – Mobile Home Fire 01 – HazMat Incident
01 – Assist Law Enforcement/Gvmt Agency

CITY - West Side: 34 Year to Date: 335 EMERGENT: 3.35 Minutes NON-EMERGENT: 4.57 Minutes
27 – Medical Incident 01 – Vehicle Accident 03 – Outside Grass/Vegetation/Rubbish Fire
01 – Gas Leak 01 – HazMat Incident 01 – Carbon Monoxide Incident

Town of Sevastopol: 10 Year to Date: 84 EMERGENT: 9.27 Minutes NON-EMERGENT: N/A Minutes
01 – Alarm/Detector Activation, No Fire 01 – Medical Incident 01 – Outside Grass/Vegetation/Rubbish Fire
03 – Vehicle Accident 01 – Gas Leak 01 – Off Road/Heavy Equip Fire
02 – Smoke Scare/Odor of Smoke

Town of Sturgeon Bay: 06 Year to Date: 59 EMERGENT: 7.33 Minutes NON-EMERGENT: 11.21 Minutes
06 – Medical Incident

MUTUAL AID/MABAS INCIDENTS

Gibraltar: 0 Year to Date: 01
Southern Door: 02 Year to Date: 12
01 – Structure Fire 1 – Chimney Fire
Egg Harbor: 0 Year to Date: 01
Brussels, Union, Gardner: 0 Year to Date: 01
Jacksonport: 0 Year to Date: 02
Sister Bay: 0 Year to Date: 02
Washington Island: 0 Year to Date: 01

INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>74</u> (outside only)	<u>0</u>	<u>0</u>	<u>29.54</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: Permits Issued for Month: 05 Year to Date Permits Issued: 104

SPECIAL REPORTS, TRAINING AND MAINTENANCE

MAINTENANCE:

Firefighters cleaned ceiling fans at eastside apparatus bay; changed oil/filter in Chief 10 & 11; repaired the trailer for Marine 1, pulled from water, pressure washed, changed oil, drained fire pump, winterized and removed equipment to put into storage for the winter; cleaned diamond tread and water chutes on Tender 1; repaired leak in Fortuna boat (ice rescue "banana boat"); removed shadow boxes in City Hall for remodel project; began inventory on apparatus; painted basement training room, installed desk and ran new cables; rearranged and mounted extrication equipment on engine 4 & 6; replaced sway bar bushings on Chief 10; removed old desk and replaced with new one (from City Hall) in day room and installed new washer & dryer at westside station.

TRAINING:

167.8 hours of training was conducted in December. Firefighters trained with driving and truck pump operations, auto extrication procedures & hydraulic tools, water/ice rescue equipment and operations, annual blood borne pathogens & SOG/Policy review, hazardous materials and rescue task force equipment & procedures.

OTHER:

Fire Chief and AC attended City and other Town meetings. We hosted WI National Guard COVID testing in our eastside apparatus bay; assisted Door County Public Health with a flu shot clinic held in our eastside apparatus bay and assisted with the Door County Leader Dog training program.

COVID-19 Update:

As we continue to monitor the number of positive COVID-19 in our community, Our additional precautions include wiping down of surfaces in the station and apparatus at the beginning of each duty shift and following interactions during calls and fogging with sanitizing solution throughout the entire building, including City Hall and Police Department. We are doing everything we can to keep our firefighters and community safe. We continue to respond to all incidents and calls for service.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of two 2021 Ford Explorer Police vehicles from Jim Olson Ford, Lincoln in the amount of \$66,676.00 plus DMV fees.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 29, 2020

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: Purchase two 2021 Ford Explorer Police Vehicles.

BACKGROUND: The police department will be replacing two squads in the current patrol fleet with two 2021 Ford Explorer Police vehicles. The approved 2021 budget for this purchase is \$86,000. The budget amount includes all equipment that may need to be purchased, change over costs, and graphics for each vehicle.


Bid proposals were sent to the following:

Dorsch Ford, Kia... No response
Kayser Ford... No response
Jim Olson Ford, Lincoln... \$33,338 each vehicle

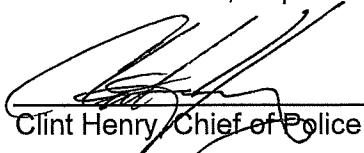
FISCAL IMPACT: \$66,676 plus DMV fees.

RECOMMENDATION: Approve the purchase of two 2021 Ford Explorer Police vehicles from Jim Olson Ford, Lincoln of Sturgeon Bay in the amount of \$66,676 plus DMV fees.

PREPARED BY:


Daniel Brinkman, Captain

REVIEWED BY:


Clint Henry, Chief of Police

REVIEWED BY:


Valerie Clarizio, City Treasurer/Finance Director

APPROVED BY:

Josh VanLieshout, City Administrator

DATE: December 22, 2020.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to direct staff to prepare an RFP and interview questions for a City Attorney.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 29, 2020

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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



Josh Van Lieshout
City Administrator

421 Michigan Street • Sturgeon Bay, WI 54235
Phone: 920-746-2900 • Fax: 920-746-2905
jvanlieshout@sturgeonbaywi.org • www.sturgeonbaywi.org

Memorandum

To: Finance Committee
From: Josh Van Lieshout
Re: Soliciting proposals for City Attorney
Date: September 4, 2020

Alder Reeths has requested the Finance Committee consider issuing a request for proposals for the services of City Attorney, as I understand her concerns, they center on the cost of general legal services. This request has been placed on the agenda of the Finance Committee, in 2018 this effort was run through the Personnel Committee. In advising Alder Reeths after Tuesday's Council meeting, I had forgotten that the matter came in front of the Personnel Committee in 2018. Ultimately appointments to the office of City Attorney is up to the Common Council.

In the fall of 2018, the City of Sturgeon Bay issued a similar solicitation (attached). Ultimately two firms responded to the RFP, the City selected the firm of Davis & Kuelthau. In advance of the decision to issue a request for proposals, a brief cost analysis was performed against the cost of hiring an attorney on staff. At that time it was determined to be economically advantageous to continue with attorney-client type of relationship.

The City currently maintains relationships with a number of different attorneys and law firms for different purposes. For general counsel and to serve as City Attorney, the Common Council appointed Jim Kalny and the Davis and Kuelthau firm. Attorney Kalny aids with contract review, ordinance drafts and revisions, general legal opinions. Labor matters regarding labor contract negotiation, discipline and similar issues are handled through Buelow Vetter. Debt issuance, and tax compliance is handled principally with Rebecca Speckhard at Quarles, and finally, prosecutorial and local civil code enforcement services are conducted locally by Jon Pinkert, Pinkert Law Firm.

The process of selecting and retaining legal counsel is time intensive and deserves careful consideration, as there are a number of factors to consider that go beyond rates. To aid the discussion, I have included the prior analysis, request for proposals and interview questions.

Options

Proceed, refer to the Personnel Committee, or take no action on the request. Should the Committee choose to proceed, it might serve the discussion better if the previous analysis included a review of where those general legal expenses are occurring, as I suspect most are related to TID 4 and SBHSF. As the sublease with SBHSF comes to conclusion, I expect our legal fees will also diminish.

To: Mayor Birmingham and the Common Council

From: Josh Van Lieshout, City Administrator

Date: August 30, 2018

Re: Evaluation of contracted and staff attorney costs

There are many aspects to consider when evaluating the creation of a new staff position, especially that of City Attorney. Like any research project, we start with the relevant municipal code to determine if there are matters of local law to consider. Below are excerpts from the City of Sturgeon Bay Municipal Code that speak to the appointment of the City Attorney.

1.05 - City attorney.

- (1) *Appointment.* The city attorney shall be appointed by the city council, shall take office May 1 and shall thereafter hold office for an indefinite term, subject to § 17.12(1)(c) and (d), Wis. Stats., relating to the removal and suspension of city officers.
- (2) *Duties.* The person so appointed to the office of city attorney shall have the following duties:
 - (a) Conduct all the law business in which the city is interested.
 - (b) When requested by city officers, give written legal opinions, which shall be filed with the clerk-treasurer.
 - (c) Draft all city ordinances, bonds and other legal instruments as may be required by city officers.
 - (d) Examine the tax and assessment rolls and other tax proceedings and advise the proper city officers in regard thereto.
 - (e) When authorized by ordinance or resolution, defend actions brought against any officer or employee of the city or of any board or commission thereof growing out of acts done in the course of his/her employment or out of any alleged breach of his/her duty as such officer or employee, excepting actions brought to determine the right of such officer or employee to hold or retain his/her office or position and excepting also actions brought by the city against any officer or employee thereof.
 - (f) Render legal assistance to the common council, fire and police commission, mayor, city administrator, clerk-treasurer, director of municipal services/city engineer, assessor, chief of police, chief of fire department and alderpersons of the city.
 - (g) Perform such other acts as may be required by statute.

(Code 1992, § 1.05)

State Law reference— City attorney generally, § 62.09(12), Wis. Stats.

31.08 - Charter Ordinance No. 8, an ordinance amending the Charter of the City of Sturgeon Bay relating to the selection and tenure of the city attorney.

The Common Council of the City of Sturgeon Bay do ordain as follows:

Section 1. The City of Sturgeon Bay, Wisconsin, hereby elects pursuant to §§ 62.09(3)(b)6, 62.09(5)(b) and 66.01, Wis. Stats., that the method of filling the office of city attorney, the tenure and the duties thereof shall be as hereinafter provided.

Section 2. The city attorney shall hereafter be appointed by the common council, shall take office on May 1 of 1954 and shall thereafter hold office for an indefinite term subject to § 17.12(1)(c) and (d), Wis. Stats., relating to the removal and suspension of city officers.

Section 3. The person so appointed to the office of city attorney shall have the following duties: conduct all the law business in which the city is interested; keep a docket of all actions in courts of record to which the city is a party, in which shall be entered in brief all steps taken and which shall be open to inspection at all reasonable hours; shall, when requested by city officers, give written legal opinions which shall be filed with the clerk; shall draft all city ordinances, bonds and other legal instruments as may be required by city officers; shall examine the tax and assessment rolls and other tax proceedings and advise the proper city officers in regard thereto; shall, when authorized by ordinance or resolution, defend actions brought against any officer or employee of the city or of any board or commission thereof, growing out of acts done in the course of his/her employment, or out of any alleged breach of his/her duty as such officer or employee, excepting actions brought to determine the right of such officer or employee to hold or retain his/her office or position, and excepting also actions brought by such city against any officer or employee thereof; shall render legal assistance to the Sturgeon Bay Utilities Commission, the school board, board of health, board of police and fire commissioners, the mayor, clerk-treasurer, engineer, assessor, chief of police, chief of fire department and aldermen and supervisors of said city; shall do and perform such other acts as may be required by statute.

Section 4. This ordinance shall be deemed to be an amendment to the Charter of the City of Sturgeon Bay and §§ 62.09(3)(b)6 and 62.09(5)(a) and (b), Wis. Stats., being a part of the General Charter Law of the City of Sturgeon Bay, Wisconsin, shall not apply.

Section 5. This is a Charter Ordinance and shall take effect 60 days after its passage and publication unless within such 60-day period a referendum petition as provided by § 66.01, Wis. Stats., shall be filed, in which event this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

Adopted December 15, 1953.

There are provisions for the position of city attorney in the state statutes as well. Chapter 62.09 Wis. Stats. Establishes the position of City Attorney as an officer of the City.

62.09 Officers.

(12) Attorney.

- (a) The attorney shall conduct all the law business in which the city is interested.
- (c) The attorney shall when requested by city officers give written legal opinions, which shall be filed with the clerk.
- (d) The attorney shall draft ordinances, bonds and other instruments as may be required by city officers.

- (e) The attorney shall examine the tax and assessment rolls and other tax proceedings, and advise the proper city officers in regard thereto.
- (f) The attorney may appoint an assistant, who shall have power to perform the attorney's duties and for whose acts the attorney shall be responsible to the city. Such assistant shall receive no compensation from the city, unless previously provided by ordinance.
- (g) The council may employ and compensate special counsel to assist in or take charge of any matter in which the city is interested.

In Wisconsin it is very common for communities to hire an attorney in private practice to serve and execute the duties of City Attorney. Like other professions, legal services are highly specialized and this certainly true in the public sector. It is not uncommon for a community to have a city attorney on staff but still rely on experts in certain matters when needed.

It can reasonably be assumed that the City would make use of specialized attorneys for matters like tax, debt issuance, environmental, prosecution, and in some cases land use. It would also be reasonable to expect a municipal attorney to have sufficient knowledge and experience in contracts, real estate, and basic labor law. For this reason, I combined our annual general and specialized labor legal expenses, but excluded specialized fees for environmental and tax and debt issuance services from this analysis. Defense costs, because they are largely paid for by the City's insurer, are excluded as well.

In examining the cost to hire a staff municipal attorney, it is best to use a range for a salary, as like any profession, qualified attorneys will have varying degrees of expertise and experience that would likely be factored into the negotiated salary.

In establishing a range for salary, I relied on Door County's recently completed wage and salary study which defined a low and high end for both an assistant corporation counsel and corporation counsel. The range used below is the expected mid-point average of both positions.

	Low	High	Ave.
Salary Range	85,104	106,518	95,811
Health & Dental	24,510	24,510	24,510
Retirement & FICA	12,085	15,125.56	13,605
Total Personnel	121,699	146,154	133,926

Health and dental costs assume a family plan for each. Retirement and FICA is based on standard required contribution rates.

Hard costs such as salary and fringe benefits are certainly major items to consider, but there are other costs as well that would have to be born by the City entirely, rather than split amongst other customers, those expenses include training to maintain licensure, professional memberships (national, state and local bar fees), research and technology needs. These costs are represented in the table below.

Other Professional Expenses	
Prof. Assoc. Membership	1,500
Prof. Dev. & Travel	4,500
Computer / Software	3,000
Total	9,000

It could be expected that the cost of a staff municipal attorney be approximately \$143,000.

Like engineers attorneys are licensed by states, not all attorneys are eligible to practice law in all states or courts, consider federal court, or enforcement actions that may need to be taken out of state, such as docketing, filing liens, etc. Additional expenses for these types of infrequent but sometimes necessary.

In reviewing the regular general fund expenses for general legal services and labor law, the City of Sturgeon Bay between 2014 and 2017 spent on average \$46,178.

General Fund Legal Expenses					
	2014	2015	2016	2017	Average
General	49,541	42,831	34,656	37,019	41,012
Labor	2,182	4,176	8,890	5,416	5,166
Total	51,723	47,007	43,546	42,435	46,178

Consideration of rates and how those may impact the decision of the Common Council. The Pinkert Firm was charging the City a rate of \$145/hr. Reviewing our current legal rates, the City can expect to pay a rate between \$200 and \$270 per hour for experienced municipal counsel. Using the rate of \$145/hour, the City used an estimated average 283 hours of general legal services. Using 283 hours of legal service at \$200 per hour reveals an estimated cost of \$56,600, at the upper end of the range, we can expect a cost of \$76,500.

**CITY OF STURGEON BAY
REQUEST FOR
PROPOSALS FOR LEGAL
SERVICES**

I. STATEMENT OF PURPOSE

The City of Sturgeon Bay invites attorneys qualified to practice law in the state of Wisconsin to submit a proposal to provide general legal services for the City.

This RFP and the interview process will be operated by the City of Sturgeon Bay Personnel Committee, subject to approval by the Common Council.

II. GENERAL INFORMATION

The City of Sturgeon Bay is located in Door County and is in need of legal services as a result of the Common Council choosing to seek requests for proposals. The City of Sturgeon Bay has an estimated population of 9,310 and is served by a Mayor and seven Council members. The City of Sturgeon Bay has a complement of professional staff, working in the areas clerk, human resources, finance, engineering, community development, municipal services and administrator.

III. SERVICES TO BE PROVIDED

- A. Provide general legal counsel for the City(s), the Mayor and Common Council(s) and other department heads and officials of the City. When requested by authorized personnel, the attorney shall give written legal opinions, which are to be filed with the City Clerk.
- B. Function as legal advisor to all Departments of the City government and represent the City in legal matters as requested.
- C. Draft ordinances, resolutions, contracts, and other documents as may be required by the City.
- D. Represent the City and advise the Board of Review during meetings.
- E. Apprise City officials as needed about changing laws and other legal matters that may be of interest and/or concern to the City.
- F. Render oral advice to the City Council and City Staff.
- G. Assist as necessary in the processing of insurance claims and coordinate with the various insurance carriers and defense counsel as required.
- I. Attend meetings of the City bodies as requested.
- J. Provide storage of existing files.

Legal services will be primarily limited to general inquiries and support.

IV. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the City can expect from the attorney.

- A. Profile and history of yourself and your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work performed for the City.
- B. A listing of all current and past municipal government clients including the name and telephone number of the client contact.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney. Be sure to include travel fees as well.

V. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal government.
- B. Experience and availability of staff assigned to serve the City.
- C. Scope and cost of services.
- D. References.

VI. TERMS AND CONDITIONS

- A. The City reserves the right to accept or reject any or all proposals. The City reserves the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within forty-five (45) days after award of the proposal.
- B. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. The attorney's/firm's proposal must be received at the address below by 4:30 p.m. on December 1, 2018:

City of Sturgeon Bay
Attn: Josh Van Lieshout, Administrator
421 Michigan Street
Sturgeon Bay, Wisconsin 54235

- D. All questions regarding this request for proposals should be addressed to Josh Van Lieshout, City Administrator, at (920) 746-6905 or jvanlieshout@sturgeonbaywi.org

TENTATIVE SELECTION SCHEDULE

The following tentative schedule will be followed for selection of an attorney:

- A. November 1, 2018-RFP advertised and mailed to attorneys
- B. December 1, 2108 -Proposals due
- C. December 3-7, 2018 -Selection of firms for interviews and scheduling
- D. December 10-14, 2018 -Interviews with selected attorneys/firms by Personnel Committee
- E. January 2, 2018 –Common Council reviews recommendation for appointment.
- F. January 3, 2019 -Term of appointment commences

City of Sturgeon Bay

Interview questions for City Attorney

January 7, 2018

1. Tell us about yourself and your firm, and why you are interested in serving as City Attorney?
2. You have served a wide variety of communities, what do you believe are the most important issues facing a City Attorney?
3. Responsive, thorough, and concise legal advice is an important aspect of a good city attorney. The ability to communicate and respond to issues via phone, email and in person in a timely manner is expected. How do you plan on being responsive and thorough in meeting the legal needs of the City of Sturgeon Bay?
4. When giving advice, how do you balance the need for accuracy with speed?
5. How do you keep your municipal clients apprised of changes in the law that may impact their municipality?
6. Who handles your correspondence? Do you type your own letters? Agreements, etc.?

7. Attorney's must regularly attend seminars for the purposes of meeting Continuing Legal Education requirements. Tell us about some seminars that you have recently attended.
8. From time to time a city attorney will find themselves at odds with a council member or staff member with regard to legal advice that is being rendered. Tell us how you have navigated or negotiated your way through this situation?
9. During your career, has an elective body ever chosen to proceed on a matter that is in conflict with oral or written advice you have given? How did you respond?
10. The Common Council is about to decide a significant matter that has drawn the attention of the media and public. The Mayor has asked you to be in attendance at their next Council meeting, however a conflict on your schedule develops. How did you respond? What did you do?
11. A Council member calls you asking for advice on a City matter, you give them an oral answer over the telephone. At the next meeting the Mayor calls you and tells you that you were quoted by this Council member and is surprised that the quotation is in conflict with other advice that has been rendered. How do you respond to the Mayor? How do you respond to the Council member?

12. The Mayor, City Administrator, and Community Development director ask you to review a draft development agreement. The Council President is in love with it, the agreement and ideas behind it are absolutely horrible. What do you do?
13. The City of Sturgeon Bay is fortunate to be served with a very experienced and knowledgeable management team. In serving as City Attorney, how might you use their expertise? How do you see yourself interacting with other professional staff?
14. This RFP did not request labor relations or human resources services. However from time to time simple issues arise, would you be willing to render general oral advice on such matters?
15. The City of Sturgeon Bay has four tax increment finance districts. Please share your experience in working on tax increment district issues.
 - a. Developing a TID Plan?
 - b. Creating development agreements?
 - c. Working on City-Developer loans?
 - d. Real estate transactions?
16. A significant amount of City regulation involves property (nuisances, subdivision rules, zoning, boards of appeals, etc.) Tell me about your experience working in these areas.

17. As budgets remain static and public demands for services continue to grow, municipalities are relying more and more on intergovernmental agreements to fulfill community needs. Tell us about intergovernmental agreements you have worked on, success and failures.

a. What in your opinion has made some succeed and others fail?

b. What role should the City Attorney have in negotiating these agreements?

18. Tell me about your experience drafting ordinances that may be enforced by a police or fire department. What experience do you have that will help address the concerns of law enforcement and an elective body?

19. The City of Sturgeon Bay does not often find itself prosecuting zoning or other land use violations. How have you worked with professional staff who are unaccustomed to assembling a case? Professional staff who have never testified?

20. Municipal codes are sometimes ambiguous; tell me about a time you had to referee an ambiguity in a code? Do you have a default perspective (ie. Interpret in favor a land owner, favor the city etc.)?

21. While this RFP does not include prosecution services, tell me about your experience working on civil prosecution, working with prosecutors?

22. How often do you participate in a trial? Have you practiced before the Door County Circuit Court?
23. You have worked in the public sector for many years and in many communities and have developed broad network of connections. How might you use those connections to help the City of Sturgeon Bay?
24. Davis Kuelthau is a large firm with many clients and many resources and a significantly higher hourly rate than the other firm being interviewed. Why should the City of Sturgeon Bay hire D/K? What things can D/K do to control cost and provide adequate service?
25. Vande Castle Law is a small firm, with six attorneys. In reviewing your client list, you serve a number of towns, special boards and commissions as well as special counsel to larger municipalities. Does your firm have the resources to serve a community of this size?
26. What questions do you have for us? What question should we have asked that we haven't?

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 extend the provision in the FFCA to continue paid sick leave benefits for employees up to 80 hours of Emergency Paid Sick Leave (EPSL) for COVID-related reasons as stated in the Family First Compliance Policy until March 31, 2021.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 8, 2021

* * * * *

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

Passed by the Council on the _____ day of _____, 2021.

MAYORAL APPOINTMENTS**1/19/2021****DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION** – 2 year term

David Ward, Council Rep

Josh VanLieshout, City Administrator

DOOR COUNTY TOURISM ZONE COMMISSION – 1 year term

Pam Seiler

Josh VanLieshout

PARKS & RECREATION COMMITTEE – (standing committee)

J. Spencer Gustafson (replaces Hayes)

BOARD OF PARKS & RECREATION

J. Spencer Gustafson (Park & Recreation Committee member) – 1 year term

RESOLUTION

WHEREAS, Wis. Stats. 5.15(6)(b) allows for the combining of Wards for voting purposes to facilitate using a common polling place and for reporting of results for combined sets of wards;

BE IT HEREBY RESOLVED THAT, the Common Council of the City of Sturgeon Bay, County of Door, State of Wisconsin, does hereby declare that for the February 2021 primary election to be held on February 16, 2021, the following wards will be combined for use of a common polling place which will be at PATH of Door County,

Wards 1-30

BE IT ALSO RESOLVED, that for all future elections the regular polling places, as provided by ordinance, will be utilized, unless otherwise resolved by the Common Council.

* * * * *

Introduced by _____.

Moved by _____, seconded by _____

that said resolution be adopted.

Adopted this _____ day of _____, 2021.