



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, APRIL 6, 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 – \$131,340.80, Capital Fund - \$66,218.13, Cable TV - \$21,166.90, Solid Waste Enterprise Fund - \$17,208.76 and Compost Site Enterprise Fund - \$88.24 for a grand total of \$236,022.83. [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 3/16/21 regular Common Council minutes.

\* b. Place the following minutes on file:

- (1) Community Protection & Services Committee – 3/1/21
- (2) Finance/Purchasing & Building Committee – 3/9/21
- (3) City Plan Commission – 3/17/21
- (4) Parking & Traffic Committee – 3/22/21
- (5) Aesthetic Design and Site Plan Review Board – 3/22/21
- (6) Finance/Purchasing & Building Committee – 3/23/21
- (7) Finance/Purchasing & Building Committee – 3/24/21

\* c. Place the following reports on file:

- (1) Bank Reconciliation – December 2020
- (2) Revenue & Expense Report – December 2020
- (3) Bank Reconciliation – February 2021
- (4) Revenue & Expense Report – February 2021
- (5) Police Department Report – February 2021

\* d. Consideration of: Beverage Operator's license.

\* e. Consideration of: Approval of Class C Wine license.

\* f. Consideration of: Approval of Temporary Class B Beer license.

- \* g. Consideration of: Approval of renewal of Quadricycle License for Door County Pedal Trolley, LLC.
  - \* h. Consideration of: Approval of Street Closure extension for ATC on S 1<sup>st</sup> Avenue just south of Nebraska Street.
  - \* i. Finance/Purchasing & Building Committee recommendation re: Approve the proposal from Wisconsin CTI, Inc. for floor refinishing of the main eastside Fire Station, in the amount of \$44,250 with Option 1 for \$2,498 for a total cost of \$46,748.00.
  - \* j. Finance/Purchasing & Building Committee recommendation re: Write off the 2019 Delinquent personal property tax account bills in the amount of \$214.58.
  - \* k. Finance/Purchasing & Building Committee recommendation re: Accept the donation of Skate Park lighting from the Friends of the Sturgeon Bay Skate Park when and if it materializes.
  - \* l. City Plan Commission recommendation re: Approve zoning map amendment from heavy Industrial (I-2) to Central Business District (C-2).
  - \* m. Community Protection & Services Committee recommendation re: Approve the draft ordinance changes as presented in Section 9.02 of the City of Sturgeon Bay Municipal Code to include Mobile Food Vendor regulations.
8. Mayoral Appointments.
  9. Second reading of ordinance re: Section 9.05 of the Municipal Code – Tourist Room House Regulations.
  10. First reading of ordinance re: Section 6.18 of the Municipal Code – Enforcement.
  11. First reading of ordinance re: Section 9.02 of the Municipal Code – Licenses and Permits.
  12. First reading of ordinance re: Rezone properties from Heavy Industrial (I-2) to Central Business District (C-2).
  13. City Administrator report.
  14. Mayor's report.
  15. 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)
    - a. Consideration of: City Attorney Selection.
 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.
  16. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 4-1-21

Time: 12:00pm

By: UM

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

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

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

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

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

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

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

RESPECTFULLY,  
MAYOR DAVID J. WARD

REVISED: 6/2/20



DATE: 03/  
TIME: 14:  
ID: AP4

6.

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

6.

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19610	RICHARD STUEWER	03/21 INS REIMBURSE/STUEWER	01-000-000-21530	338.82
TOTAL LIABILITIES				338.82
TOTAL GENERAL FUND				338.82
CITY CLERK-TREASURER				
04650	DOOR COUNTY REGISTER OF DEEDS	FILING FEES	01-115-000-56350	30.00
04696	DOOR COUNTY TREASURER	TAX COLLECTION FEE	01-115-000-58100	3,613.80
13901	MTAW	0221 MEMBR DUES/CLARIZIO	01-115-000-56000	60.00
17700	QUILL CORPORATION	BLACK TONER	01-115-000-51950	91.99
17700		FOLDERS/TRAY/TABS	01-115-000-51950	184.95
22800	WALMART COMMUNITY	BANKER BOXES	01-115-000-51950	15.98
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	CREDIT RETURN	01-115-000-51950	-123.84
BUBRICKS		ASSORTED OFFICE SUPPLIES	01-115-000-51950	88.93
BUBRICKS		ELECTRONIC WIPES	01-115-000-51950	5.25
USBANK	US BANK	SPRING CONF REG/CLARIZIO	01-115-000-55600	99.00
WCMA	WCMA	2021 MEMBR DUES/CLARIZIO	01-115-000-56000	50.00
TOTAL				4,116.06
TOTAL CITY CLERK-TREASURER				4,116.06
ADMINISTRATION				
USBANK	US BANK	ICMA WEBINAR REG/ VANLIESHOUT	01-120-000-55600	149.00
USBANK		ICMA WEBINAR REG/CLARIZIO	01-120-000-55600	249.00
USBANK		WETLAND CONFERENCE REG	01-120-000-55600	200.00
USBANK		REMOVABLE MOUNTING SQUARES	01-120-000-51950	5.12
USBANK		CYAN TONER/CORK BOARD/MAGNETS	01-120-000-51950	182.82
USBANK		MEAL EXPNSE	01-120-000-55600	75.62
TOTAL				861.56
TOTAL ADMINISTRATION				861.56
COMPUTER				
02975	CAMERA CORNER	SMA AGREEMENT YEAR 2 OF 3	01-125-000-55550	2,460.00
03101	CDW GOVERNMENT, INC.	3 SETS EXTERNAL SPEAKERS	01-125-000-55550	29.46
03101		STAR RECEIPT PRINTER/CITY HALL	01-125-000-55500	472.60
03101		2 COMPUTERS/CDVL & SPETZ	01-125-000-55550	2,200.00
03101		CABLE/BASEMENT TRNING ROOM	01-125-000-54999	104.08
03101		CASH REG REC PRNTR PWR CORD	01-125-000-54999	20.38
03101		ADOBE PRO/DPW DIRECTOR	01-125-000-55550	394.05
04696	DOOR COUNTY TREASURER	02/21 IS INTERNET USAGE	01-125-000-55550	100.00
04696		02/21 TECH SUPPORT	01-125-000-55550	2,500.00
04696		02/21 4G INTERNET	01-125-000-55550	375.00
HARRIS	HARRIS COMPUTER SYSTEMS	COBOL SERVER & DATA CONNCTR	01-125-000-55550	1,500.00
USBANK	US BANK	ZOOM	01-125-000-55550	63.99
TOTAL				10,219.56

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL COMPUTER				10,219.56
CITY ASSESSOR				
ASSO APP	ASSOCIATES APPRAISAL	04/21 CONTRACT	01-130-000-55010	4,916.67
TOTAL				4,916.67
TOTAL CITY ASSESSOR				4,916.67
BUILDING/ZONING CODE ENFORCEMT				
EPLAN	EPLEX,LLC	PLAN REVIEW BAY SHIP SPRINKLER	01-140-000-55010	935.00
SAFEBUIL	SAFE BUILT,LLC	PLAN REVIEW-BAYSHIP	01-140-000-55010	1,787.50
TOTAL				2,722.50
TOTAL BUILDING/ZONING CODE ENFORCEMT				2,722.50
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	02/21 CHAD CELL SVC	01-145-000-58250	25.77
06012	FASTENAL COMPANY	MARKING PAINT	01-145-000-52700	105.53
USBANK	US BANK	COURSE REGISTRATION/SHEFCHIK	01-145-000-55600	1,195.00
TOTAL				1,326.30
TOTAL MUNICIPAL SERVICES ADMIN.				1,326.30
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	02/21 STEVE CELL SVC	01-150-000-58250	32.76
03133		02/21 MIKE B CELL SVC	01-150-000-58250	36.38
03133		02/21 CELL SVC	01-150-000-58250	1.96
TOTAL				71.10
TOTAL PUBLIC WORKS ADMINISTRATION				71.10
ELECTIONS DEPARTMENT				
USBANK	US BANK	LUNCH/ELECTION WORKERS	01-155-000-54999	34.80
USBANK		ABSENTEE BALLOT POSTAGE	01-155-000-54999	330.00
TOTAL				364.80
TOTAL ELECTIONS DEPARTMENT				364.80
CITY HALL				

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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
03159	SPECTRUM	02/21 FIRE CABLE SVC	01-160-000-58999	141.93
04575	DOOR COUNTY HARDWARE	PAINTBRUSHES	01-160-000-51850	7.17
04575		WALL THERMOMETER	01-160-000-51850	3.59
04575		MOUSE TRAP	01-160-000-51850	3.98
04575		AIR PLUG	01-160-000-55300	8.37
04575		SEALANT/COUPLING	01-160-000-51850	28.97
04575		BATTERY	01-160-000-55300	15.99
19880	STURGEON BAY UTILITIES	421 MICHIGAN STREET	01-160-000-56150	1,987.45
19880		421 MICHIGAN STREET	01-160-000-58650	250.68
22800	WALMART COMMUNITY	CLEANING SUPPLIES	01-160-000-55300	20.57
23730	WPS	03/21 421 MICHIGAN STREET	01-160-000-56600	1,443.11
BLISS	LIFESTYLES BY BLISS	NOV/DEC'20 PUBLIC RESTRM MAINT	01-160-000-58999	1,500.00
BLISS		JAN-MAR'21 PUBLIC RESTRM MAINT	01-160-000-58999	2,250.00
VIKING	VIKING ELECTRIC SUPPLY, INC	8 LIGHTS @ \$75	01-160-000-55300	600.00
VIKING		3 LIGHTS @ \$75	01-160-000-55300	225.00
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	48.52

TOTAL 8,535.33

TOTAL CITY HALL 8,535.33

GENERAL EXPENDITURES

04696	DOOR COUNTY TREASURER	02/21 CITY HALL PHONE SVC	01-199-000-58200	67.46
04696		02/21 FIRE PHONE SVC	01-199-000-58200	21.84
04696		02/21 MUN SVC PHONE SVC	01-199-000-58200	20.32
04696		02/21 POLICE PHONE SVC	01-199-000-58200	34.28
08167	GANNETT WISCONSIN NEWSPAPERS	COUNCIL MIN PUBLICATION	01-199-000-57450	40.56
08167		ADVERT BID PROPOSE PRJCT 2101A	01-199-000-57450	75.03
08167		ADVERT BID PROPOSE PRJCT 2101B	01-199-000-57450	83.39
08167		PUBLIC HRING NOTICE-COLE	01-199-000-57450	34.44
08167		PUBLIC HRING NOTICE-DUMKE	01-199-000-57450	36.82
CORNER	CORNERSTONE APPRAISAL	APPRAISAL/358 & 368 JEFFERSON	01-199-000-58900	1,900.00
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	CONTRACT BASE CHARGE	01-199-000-55650	2,621.00
STAPLES		BLACK COPY OVERAGE	01-199-000-55650	53.14
STAPLES		COLOR COPY OVERAGE	01-199-000-55650	588.65
STAPLES		CREDIT TONER RETURN	01-199-000-55650	-744.27
US BANK	US BANK EQUIPMENT FINANCE	03/21 FIRE COPIER W4572	01-199-000-55650	97.00
US BANK		OVERAGE	01-199-000-55650	39.01

TOTAL 4,968.67

TOTAL GENERAL EXPENDITURES 4,968.67

POLICE DEPARTMENT

BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	167.36
BUBRICKS		ASSORTED OFFICE SUPPLIES	01-200-000-51950	92.06
BUBRICKS		ASSORTED OFFICE SUPPLIES	01-200-000-51950	20.20
BUBRICKS		LABELMAKER LABELS	01-200-000-51950	49.22
USBANK	US BANK	SUPERVISOR LEADR REG/HENRY	01-200-000-55600	695.00
USBANK		BUSINESS CARDS/SNOVER & HAACK	01-200-000-51600	34.37
USBANK		8.5GB DVDS	01-200-000-51950	47.12
USBANK		CONF MEAL EXPNSE/BRINKMAN	01-200-000-55600	18.41

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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
USBANK		CONF MEAL EXPNSE/BRINKMAN	01-200-000-55600	14.95
USBANK		LODGING EXPNSE/BRINKMAN	01-200-000-55600	100.00
USBANK		CONF MEAL EXPNSE/BRINKMAN	01-200-000-55600	20.26
USBANK		BATTERIES/MIELKE	01-200-000-55500	63.26
USBANK		USB CHARGING PORTS/MIELKE	01-200-000-55500	180.24
TOTAL				1,502.45
TOTAL POLICE DEPARTMENT				1,502.45

POLICE DEPARTMENT/PATROL

03133	CELLCOM WISCONSIN RSA 10	02/21 CRADLEPOINT PORT SEC CAM	01-215-000-58999	52.97
04696	DOOR COUNTY TREASURER	02/21 FUEL CHARGES	01-215-000-51650	3,204.45
19880	STURGEON BAY UTILITIES	SUNSET PRK BOAT LAUNCH	01-215-000-56150	14.03
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	10.23
19880		SHORECREST RD CAMERA	01-215-000-56150	9.56
19959	SUPERIOR CHEMICAL CORP	MEGA QUAT CLEANER/SQUAD TIRES	01-215-000-58550	184.98
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	WIPER BLADES	01-215-000-58600	46.62
BELCO	BELCO VEHICLE SOLUTIONS,LLC	INSTALL BODY CAM EQUIP SQUADS	01-215-000-58999	1,230.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 30 REPAIR	01-215-000-58600	65.04
MIDSTATE	MID-STATE TECHNICAL COLLEGE	CJ INSTRCTR REG 1&2/BILDEAU	01-215-000-55600	250.00
MIDSTATE		CJ INSTRCTR REG 1&2/BRANDT	01-215-000-55600	250.00
MIDSTATE		CJ INSTRCTR REG 1&2/DIEBELE	01-215-000-55600	250.00
MIDSTATE		CJ INSTRCTR REG 1&2/ENGEBOS	01-215-000-55600	250.00
PUBLIC	PUBLIC SAFETY CENTER, INC	GUN HOLSTERS	01-215-000-52900	545.00
USBANK	US BANK	PHONE CHARGER/HENRY	01-215-000-58250	36.87
USBANK		CELL SCREEN PROTECTOR/HENRY	01-215-000-58250	5.26
USBANK		FUEL	01-215-000-51650	24.55
USBANK		FUEL	01-215-000-51650	18.71
USBANK		DAAT INSTRUCTOR COURSE/DEIBELE	01-215-000-55600	850.00
USBANK		BODY CAMERA SHIRT MOUNTS	01-215-000-52900	452.30
USBANK		BIENNIAL VEHICLE REG/DADAM	01-215-000-55600	65.00
USBANK		SEARCH COORDINATOR REG/JOSE	01-215-000-55600	249.00
TOTAL				8,064.57
TOTAL POLICE DEPARTMENT/PATROL				8,064.57

POLICE DEPT. / INVESTIGATIONS

ACCURINT	LEXISNEXIS RISK SOLUTIONS	02/21 CONTRACT FEE	01-225-000-57950	105.00
TITLETOW	TITLETOWN DRONES,LLC	ELECTRONIC DISTRACTION DEVICE	01-225-000-57950	398.00
USBANK	US BANK	BODY CAMERA WALL CHARGES	01-225-000-57950	197.12
TOTAL				700.12
TOTAL POLICE DEPT. / INVESTIGATIONS				700.12

FIRE DEPARTMENT

04575	DOOR COUNTY HARDWARE	BATTERIES	01-250-000-54999	31.98
04575		BLEACH/ELBOW	01-250-000-54999	17.56

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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04575		RUBBER BANDS	01-250-000-54999	1.99
04575		FLANGE/PLUG/HOSE BIB	01-250-000-54999	29.57
04575		CREDIT RETURNS	01-250-000-54999	-22.39
04575		FASTENERS	01-250-000-54999	0.50
04575		CLAMP/HOSE BILGE	01-250-000-54999	63.78
04575		SOCKET ADAPTR/TAP PIPE	01-250-000-54999	33.17
04575		CUTTER/ROTARY TOOL KIT	01-250-000-54999	76.98
04575		ASSORTED SUPPLIES	01-250-000-54999	51.45
04575		COUNTERSINK	01-250-000-54999	13.99
04575		HARDWARE/HOSE/COUPLER	01-250-000-54999	21.58
04600	DOOR COUNTY MEMORIAL HOSPITAL	RETURN TO WORK PHYSICAL	01-250-000-57100	1,152.00
04696	DOOR COUNTY TREASURER	02/21 FUEL	01-250-000-51650	1,718.85
13320	JEFFERSON FIRE & SAFETY, INC	SCBA COUPLER & PARTS	01-250-000-56250	65.89
15890	PACK AND SHIP PLUS	SHIPPING	01-250-000-54999	75.39
15890		SHIPPING	01-250-000-54999	24.46
15890		SHIPPING	01-250-000-54999	30.28
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET	01-250-000-56675	6.22
19880		MARTIN PARK RESTROOM	01-250-000-56675	6.22
19880		421 MICHIGAN STREET	01-250-000-56675	133.25
19880		TRUCK FILL	01-250-000-56675	45.62
19880		MEM FLD WARMING HOUSE	01-250-000-56675	49.73
19880		CITY GARAGE	01-250-000-56675	49.73
19880		GARLAND PARK	01-250-000-56675	6.22
19880		SUNSET CONSC CNTR	01-250-000-56675	49.73
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	15.54
19880		OTUMBA PARK	01-250-000-56675	6.22
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	6.22
19880		WEST SIDE FIRE STATION	01-250-000-56675	49.73
19880		WEST SIDE FIRE STATION	01-250-000-56150	122.92
19880		WEST SIDE FIRE STATION	01-250-000-58650	92.12
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	6.22
19880		38 S NEENAH AVE RESTROOM	01-250-000-56675	31.08
19880		WEST SIDE BALLFLD LITS	01-250-000-56675	31.08
19880		FIRE DEPT TRAINING SITE	01-250-000-56675	6.22
19880		FIRE DEPT TRAINING SITE	01-250-000-56150	8.24
19880		212 W LOCUST CT	01-250-000-56675	6.22
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	15.54
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	49.73
19880		KENTUCKY ST 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 PRK	01-250-000-56675	15.54
23730	WPS	03/21 656 S OXFORD AVE WS FIRE	01-250-000-56600	178.31
GEARGRID	GEAR GRID CORP	TOG SHELF REPLACEMENTS	01-250-000-51350	417.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BLUE DEF	01-250-000-53000	51.96
O'REILLY		AIR BRK TUBE,FTG/CRIMPS/TIES	01-250-000-53000	296.52
O'REILLY		OIL FILTER	01-250-000-53000	8.60
O'REILLY		AIR BRAKE FITTINGS	01-250-000-53000	40.38
O'REILLY		CREDIT RETURNS	01-250-000-53000	-40.38
O'REILLY		DEF	01-250-000-53000	21.98
O'REILLY		BRK HARNESS/TRL BRK CTRL	01-250-000-53000	166.98
O'REILLY		MEGACRIMPS/HYD HOSE	01-250-000-53000	113.03
PAULCONW	PAUL CONWAY SHIELDS	CLASS A FOAM/PFAS FREE	01-250-000-54999	2,000.00
PAULCONW		STRUT REPLACE/BASE SPIKE-HINGE	01-250-000-51350	4,803.54
SETCOM	SETCOM CORPORATION	RADIO HEADSET PADS	01-250-000-57550	88.54
USBANK	US BANK	MARINE FIRE FIGHTING BOOK	01-250-000-56000	84.00

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
USBANK		CAMERA-MICROSD	01-250-000-51350	308.36
USBANK		02/21 DATA	01-250-000-58250	497.83
USBANK		CREDIT-EQUIP PURCHASE	01-250-000-51350	-19.18
USBANK		NFPA ANNUAL MEMBERSHIP	01-250-000-56000	1,575.00
USBANK		BATTERIES	01-250-000-54999	306.51
USBANK		OFFICE SUPPLIES	01-250-000-51950	17.94
USBANK		LAUNDRY SOAP	01-250-000-54999	22.69
USBANK		POSICHECK CALIBRATION	01-250-000-56250	788.00
TOTAL				15,986.15
TOTAL FIRE DEPARTMENT				15,986.15
STORM SEWERS				
USBANK	US BANK	EXTEND A CLAW	01-300-000-54999	334.88
TOTAL				334.88
TOTAL STORM SEWERS				334.88
STREET SWEEPING				
MACQUEEN	MACQUEEN EQUIPMENT, LLC	BEARINGS	01-330-000-51400	225.76
MACQUEEN		SPROCKET	01-330-000-51400	26.61
MACQUEEN		KEY	01-330-000-51400	4.44
MACQUEEN		SPROCKET	01-330-000-51400	18.90
MACQUEEN		KEY	01-330-000-51400	3.07
MACQUEEN		FREIGHT	01-330-000-51400	18.28
TOTAL				297.06
TOTAL STREET SWEEPING				297.06
ROADWAYS/STREETS				
04575	DOOR COUNTY HARDWARE	PRIMER/PAINT	01-400-000-51400	83.97
04575		DCK SCREWS/TRAY SET	01-400-000-51400	69.13
04575		ASSORTED SUPPLIES	01-400-000-51400	46.94
04575		PRIMER	01-400-000-51400	18.99
20070	TAPCO	BARRICADE SHEETING	01-400-000-51400	360.00
TOTAL				579.03
TOTAL ROADWAYS/STREETS				579.03
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	BRAKE PADS, ROTOR, CALIPERS	01-450-000-53000	332.63
04545		PARKING BRAKE	01-450-000-53000	53.39
04545		CORE DEPOSITS	01-450-000-53000	-104.58
04545		PREMIXED 5 GAL	01-450-000-53000	83.62

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04545		GRINDING WHEEL	01-450-000-52150	129.73
04545		HOSE CLAMP	01-450-000-52150	2.99
04575	DOOR COUNTY HARDWARE	SCREW	01-450-000-53000	5.99
04575		SNOW SHOVEL	01-450-000-52150	36.99
04575		FASTENERS	01-450-000-52150	3.00
04575		BATTERY	01-450-000-51400	3.59
04575		DRILL BIT/FASTENERS	01-450-000-51400	9.95
04575		GFI/OUTLET COVER	01-450-000-52150	58.96
04575		TAP-DIE SET/DIE STOCK CARD	01-450-000-52700	116.98
04575		PVC/STAIR TREAD	01-450-000-52150	48.56
04575		CHAIN OIL	01-450-000-52150	5.18
04575		DISTILLED WATER	01-450-000-52150	9.56
04603	HALRON LUBRICANTS INC	275 G DSL EXHAUST FLUID	01-450-000-51650	377.43
04603		TOTE DEPOSIT	01-450-000-51650	150.00
04696	DOOR COUNTY TREASURER	02/21 FUEL 421.6 G	01-450-000-51650	1,006.36
04696		02/21 DSL FUEL 2510.24G	01-450-000-51650	6,810.27
06012	FASTENAL COMPANY	GLOVES	01-450-000-54999	4.89
06012		GLOVES	01-450-000-54999	18.67
06012		HARDWARE	01-450-000-53000	4.56
06012		HARDWARE	01-450-000-53000	16.79
13150	MASTERCRAFT WELDING SYSTEM	10'6"X6" TUBE	01-450-000-53000	435.00
19070	SCHARTNER IMPLEMENT INC	CHAIN	01-450-000-53000	20.15
19070		LINK	01-450-000-53000	3.25
19959	SUPERIOR CHEMICAL CORP	SOIL REPEALANT	01-450-000-54999	32.48
19959		SHIPPING	01-450-000-54999	12.04
20725	T R COCHART TIRE CENTER	FLAT	01-450-000-53000	40.00
20725		FLAT	01-450-000-53000	40.00
20725		FLAT TIRE/TUBE	01-450-000-53000	30.00
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	WIPER BLADES	01-450-000-53000	38.84
ADVAUTO		OIL FILTER	01-450-000-53000	3.14
ADVAUTO		OIL DRY	01-450-000-53000	23.90
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	THERMOSTAT	01-450-000-53000	35.00
JIM FORD		HOUSING	01-450-000-53000	25.95
JIM FORD		SCREW	01-450-000-53000	7.40
JIM FORD		COOLANT	01-450-000-53000	28.40
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BRAKE TOOL	01-450-000-53000	9.99
O'REILLY		BATTERY	01-450-000-53000	45.35
QUALITY	QUALITY TRUCK CARE CENTER INC	ELEMENT	01-450-000-53000	254.56
REG FEE	REGISTRATION FEE TRUST	JETTER TITLE FEE	01-450-000-58600	164.50
REG FEE		LICENSE PLATE FEE	01-450-000-58600	5.00
SWIDERSK	SWIDERSKI EQUIPMENT, INC	SHANK	01-450-000-53000	58.16
SWIDERSK		PIN	01-450-000-53000	25.32
SWIDERSK		SHIPPING	01-450-000-53000	16.96
TOTAL				10,540.90
TOTAL STREET MACHINERY				10,540.90
CITY GARAGE				
01766	AURORA MEDICAL GROUP	ANNUAL CONSORTIUM FEE	01-460-000-57100	90.00
04545	DOOR COUNTY COOPERATIVE/NAPA	LED UTILITY LIGHT	01-460-000-55300	75.98
04575	DOOR COUNTY HARDWARE	SCREWS/TAPE MEASURE/SQUARE	01-460-000-52700	53.96
15890	PACK AND SHIP PLUS	SHIP RETURN	01-460-000-54999	21.90
18950	SAFETY-KLEEN SYSTEMS, INC	PARTS WASHER SERVICE	01-460-000-58999	256.18

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		CITY GARAGE	01-460-000-56150	783.55
19880		CITY GARAGE	01-460-000-58650	113.39
23730	WPS	03/21 335 S 14TH AVE MEM FLD	01-460-000-56600	169.13
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	NEW EMPLOYEE DRUG SCREEN/BAUR	01-460-000-57100	76.60
PREVEA		NEW EMPLOY DRUG SCREEN/LAUSCR	01-460-000-57100	76.60
USBANK	US BANK	STRAPS	01-460-000-54999	59.97
TOTAL				1,785.50
TOTAL CITY GARAGE				1,785.50
CELEBRATION & ENTERTAINMENT				
R0000807	MARK THIEDE	2021 1ST INSTALL HARMONY	01-480-000-58999	9,666.66
TOTAL				9,666.66
TOTAL CELEBRATION & ENTERTAINMENT				9,666.66
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 DULUTH AVE SIGN	01-499-000-58000	9.00
19880		EGG HRBR RD TRFFC LITE	01-499-000-58000	18.29
19880		N 14TH/EGG HARBOR RD TRFFC	01-499-000-58000	30.44
19880		2 TRFF WARNING LIGHTS	01-499-000-58000	5.50
19880		MADISON AVE TRFFC LITES	01-499-000-58000	110.31
19880		342 ORNAMENTAL ST LIGHTS	01-499-000-58000	3,875.08
19880		595 OVERHEAD STREET LIGHTS	01-499-000-58000	6,760.46
19880		S LANSING & WALNUT SIGN	01-499-000-58000	7.54
19880		1ST AVE EAST SIDE DOCK	01-499-000-58000	56.10
19880		OLD HWY RD SIGN	01-499-000-58000	8.24
TOTAL				10,880.96
TOTAL HIGHWAYS - GENERAL				10,880.96
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	02/21 MIKE B CELL SVC	01-500-000-58250	36.38
03133		02/21 CELL SVC	01-500-000-58250	1.95
03133		02/21 CELL SVC	01-500-000-58250	25.77
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-500-000-51950	73.11
BUBRICKS		LEGAL PADS	01-500-000-51950	11.93
TOTAL				149.14
TOTAL PARK & RECREATION ADMIN				149.14
PARKS AND PLAYGROUNDS				
04545	DOOR COUNTY COOPERATIVE/NAPA	ASSORTED FILTERS	01-510-000-53000	376.31



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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04575	DOOR COUNTY HARDWARE	ANCHOR	01-510-000-52100	9.59
04575		PAINT/PRIMER	01-510-000-52100	32.99
04575		AIR FILTER	01-510-000-51850	4.99
04575		BULK WIRE/PLUG	01-510-000-56250	33.66
04575		CREDIT	01-510-000-56250	-3.00
04575		ASSORTED SUPPLIES	01-510-000-52700	46.11
04575		HINGE	01-510-000-53000	19.98
04696	DOOR COUNTY TREASURER	02/21 FUEL 156.39 G	01-510-000-56150	373.30
04696		02/21 DSL FUEL 18.86 G	01-510-000-56150	51.17
08225	HERLACHE SMALL ENGINE	MOWERS	01-510-000-51900	10.60
19880	STURGEON BAY UTILITIES	MICHIGAN ST CHARGING STATION	01-510-000-56150	19.33
19880		MARTIN PARK PAVILLION	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	71.15
19880		MEM FLD RINK FLOODING	01-510-000-58650	-300.33
19880		MEM FLD WARMING HOUSE	01-510-000-58650	201.34
19880		GARLAND PARK	01-510-000-56150	8.24
19880		GARLAND PARK	01-510-000-58650	8.00
19880		SUNSET CONSC CNTR	01-510-000-56150	153.21
19880		SUNSET CONSC CNTR	01-510-000-58650	52.16
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	14.49
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	16.87
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	8.00
19880		38 S NEENAH AVE RESTROOM	01-510-000-56150	45.43
19880		JAYCEES BALLFLD STAND	01-510-000-56150	8.24
19880		3RD AVE POWER PANEL	01-510-000-56150	8.34
19880		421 MICHIGAN ST FLAG LIGHT	01-510-000-56150	26.40
19880		MEM FLD PARKING LOT	01-510-000-56150	23.98
19880		WEST SIDE BALLFLD LITS	01-510-000-58650	18.00
19880		MEM FLD COMPLEX	01-510-000-56150	36.79
19880		OTUMBA PRK WLKWAY	01-510-000-56150	12.23
19880		SIGN SHED	01-510-000-56150	57.76
19880		SIGN SHED	01-510-000-58650	8.00
19880		CHERRY BLOSSOM PRK	01-510-000-56150	8.24
19880		CHERRY BLOSSOM PRK	01-510-000-58650	11.40
19959	SUPERIOR CHEMICAL CORP	CASE ORDER NEUTRALIZER	01-510-000-51850	123.45
19959		SHIPPING	01-510-000-51850	19.08
GERBER	GERBER LEISURE PRODUCTS, INC	PARK BENCH	01-510-000-54999	1,075.00
GERBER		FREIGHT	01-510-000-54999	169.00
JOHNBAUR	JOHN BAUR	SAFETY BOOT REIMBURSE/J BAUR	01-510-000-56800	179.35
USBANK	US BANK	25 WHITE CEDAR	01-510-000-58450	115.75
USBANK		20 PAPER BIRCH	01-510-000-58450	237.00
USBANK		70 SWAMP WHITE OAK	01-510-000-58450	696.50
USBANK		SHIPPING PREP	01-510-000-58450	14.95
USBANK		GLOVES	01-510-000-54999	166.72
USBANK		36 TREES -50% DEPOSIT	01-510-000-58450	970.80
USBANK		TREE PURCHASE DISCOUNT	01-510-000-58450	-104.93
TOTAL				5,179.52
TOTAL PARKS AND PLAYGROUNDS				5,179.52

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ICE RINKS				
04575	DOOR COUNTY HARDWARE	SKATING RINK SUPPLIES	01-530-000-54999	34.97
TOTAL				34.97
TOTAL ICE RINKS				34.97
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PKG LOT LTS	01-550-000-56150	80.27
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	14.41
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	8.00
19880		38 S NEENAH AVE RESTROOM	01-550-000-58650	18.00
20070	TAPCO	MONTHLY HOST FEE PAY STATION	01-550-000-58999	50.00
23730	WPS	03/21 36 S NEENAH RESTROOM	01-550-000-56600	15.65
CRANDON	CRANDON DOCKS & LIFT	PIPE BRACKET/SUNSET BT LAUNCH	01-550-000-55900	156.00
TOTAL				342.33
TOTAL MUNICIPAL DOCKS				342.33
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY	01-570-000-56150	8.34
19880		DC MUSEUM PKG LOT	01-570-000-56150	121.02
19880		JUNIPER ST WALKWAY LITES	01-570-000-56150	57.38
19880		225 W JUNIPER ST PRK LOT	01-570-000-56150	48.40
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	11.40
19880		48 KENTUCKY ST WTRFRNT	01-570-000-56150	59.55
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	236.11
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	51.40
19880		KENTUCKY ST CITY PKG RAMP	01-570-000-56150	172.18
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	27.00
TOTAL				792.78
TOTAL WATERFRONT PARKS & WALKWAYS				792.78
EMPLOYEE BENEFITS				
CORAGGIO	ANN LIEBESKIND	WELLNESS PROGRAM	01-600-000-50550	2,250.00
TOTAL				2,250.00
TOTAL EMPLOYEE BENEFITS				2,250.00
TOTAL GENERAL FUND				107,528.39
CAPITAL FUND				
CITY HALL				
EXPENSE				
01770	MATT AUSTAD	REKEY 3 DOORS/CITY HALL REMODE	10-160-000-59040	60.00
02005	BAY ELECTRONICS, INC.	REINSTALL PANIC BUTTONS/REMODE	10-160-000-59040	446.25

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
EXPENSE				
EXPENSE				
02975	CAMERA CORNER	CITY HALL PROJECT	10-160-000-59040	578.98
19275	SHERWIN WILLIAMS	PAINT FOR SIGNS	10-160-000-59040	25.55
ACCESS	ACCESS, INC	VACUUM PUMP ASSEMBLY	10-160-000-59999	1,767.07
ACCESS		FREIGHT	10-160-000-59999	67.82
NORTHERN	NORTHERN METAL & ROOFING CO	ROOF REPAIRS	10-160-000-59999	303.20
TOTAL EXPENSE				3,248.87
TOTAL CITY HALL				3,248.87
FIRE DEPARTMENT				
EXPENSE				
01765	ATLAS OUTFITTERS	ICE RESCUE EQUIPMENT	10-250-000-59050	519.00
01765		ICE RESCUE SUITS	10-250-000-59050	2,098.00
PAULCONW	PAUL CONWAY SHIELDS	HELMETS/LIGHTS/HEARING PROTECT	10-250-000-59050	5,056.84
PAULCONW		GLOVES/INSURANCE CLAIM	10-250-000-59050	935.00
PAULCONW		HOODS/INSURANCE CLAIM	10-250-000-59050	1,217.37
PAULCONW		SHIELDS	10-250-000-59050	158.47
PAULCONW		SCBA MASK	10-250-000-59050	2,249.16
PAULCONW		TURN OUT GEAR	10-250-000-59050	6,647.50
PAULCONW		TURN OUT GEAR/INSURANCE	10-250-000-59050	37,555.00
PAULCONW		SCBA MASK REPLACEMENT	10-250-000-59050	740.00
PAULCONW		HELMETS	10-250-000-59050	1,194.82
TOTAL EXPENSE				58,371.16
TOTAL FIRE DEPARTMENT				58,371.16
STORM SEWERS				
EXPENSE				
02435	BISSEN ASPHALT LLC	TOPSOIL/WALNUT PROJECT	10-300-000-59115	2,372.10
03650	CONCRETE INDUSTRIES, INC	STORM STRUCTURES/S 18TH PL	10-300-000-59115	2,226.00
TOTAL EXPENSE				4,598.10
TOTAL STORM SEWERS				4,598.10
TOTAL CAPITAL FUND				66,218.13
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
02975	CAMERA CORNER	CONTRACT STREAMING SUBSCRIPT	21-000-000-58999	8,756.00
02975		TRIPP LITE TOWER/SHIPPING	21-000-000-59070	234.99
15890	PACK AND SHIP PLUS	SHIPPING/VIDEO SWITCHER	21-000-000-54999	125.16
22800	WALMART COMMUNITY	HDMI CABLE	21-000-000-52700	34.92
MANN	MANN COMMUNICATIONS, LLC	04.06.21 CONTRACT	21-000-000-55015	5,205.83
UNITEDVI	UNITED VISUAL PRODUCTS, INC	MINI HD VIDEO SWTCHER/SHIPPING	21-000-000-59070	6,115.00
UNITEDVI		PROTECK 1 YR WARRANTY	21-000-000-58999	695.00
TOTAL CABLE TV / GENERAL				21,166.90
TOTAL CABLE TV / GENERAL				21,166.90
TOTAL CABLE TV				21,166.90

INVOICES DUE ON/BEFORE 04/06/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04575	DOOR COUNTY HARDWARE	RIVETS	60-000-000-53000	10.38
04696	DOOR COUNTY TREASURER	02/21 DSL FUEL 760.66	60-000-000-51650	2,063.68
08700	HYDRAULIC SERVICE INC	16' OF FLEX HOSE	60-000-000-53000	184.32
20725	T R COCHART TIRE CENTER	TIRE CHANGES # 39	60-000-000-52850	120.00
20725		TIRES/DISMOUNT/MOUNT #39	60-000-000-52850	1,260.00
GFLENVIR	GFL ENVIRONMENTAL, INC	194.22 TON GARBAGE	60-000-000-58300	12,521.36
GFLENVIR		67.40 TON RECYCLING	60-000-000-58350	1,004.93
JX ENT	JX ENTERPRISES, INC.	DIAPHRAGM	60-000-000-53000	44.09
TOTAL SOLID WASTE ENTERPRISE FUND				17,208.76
TOTAL SOLID WASTE ENTERPRISE FUND				17,208.76
TOTAL SOLID WASTE ENTERPRISE				17,208.76
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET	64-000-000-58999	2.00
19880		MARTIN PARK RESTROOM	64-000-000-58999	2.00
19880		421 MICHIGAN STREET	64-000-000-58999	10.00
19880		MEM FLD WARMING HOUSE	64-000-000-58999	6.00
19880		CITY GARAGE	64-000-000-58999	6.00
19880		GARLAND PARK	64-000-000-58999	2.00
19880		SUNSET CONSC CNTR	64-000-000-58999	6.00
19880		FRANK GRASSE MEM SHELTER	64-000-000-58999	2.00
19880		OTUMBA PARK	64-000-000-58999	2.00
19880		WEST SIDE WARMING HOUSE	64-000-000-58999	2.00
19880		WEST SIDE FIRE STATION	64-000-000-58999	6.00
19880		38 S NEENAH AVE PAVILLION	64-000-000-58999	2.00
19880		38 S NEENAH AVE RESTROOM	64-000-000-58999	4.00
19880		WEST SIDE BALLFLD LITS	64-000-000-58999	4.00
19880		DIVISON RD COMPOST SITE	64-000-000-56150	8.24
19880		FIRE DEPT TRAINING SITE	64-000-000-58999	2.00
19880		212 W LOCUST CT	64-000-000-58999	2.00
19880		PENNSYLVANIA ST DOCK	64-000-000-58999	2.00
19880		1ST AVE MARINA/RESTROOM	64-000-000-58999	6.00
19880		KENTUCKY ST CITY PKG RAMP	64-000-000-58999	2.00
19880		48 KENTUCKY ST CITY MARINA	64-000-000-58999	6.00
19880		SIGN SHED	64-000-000-58999	2.00
19880		CHERRY BLOSSOM PRK	64-000-000-54999	2.00
TOTAL COMPOST SITE ENTERPRISE FUND				88.24
TOTAL COMPOST SITE ENTERPRISE FUND				88.24
TOTAL COMPOST SITE ENTERPRISE FUND				88.24
TOTAL ALL FUNDS				212,210.42

**MANUAL CHECKS**

THUNDERHILL ESTATES 03/11/21 Check #88414 Overpayment of Mobile Home Parking Fees 01-000-000-41300	\$6,791.76
WISCONSIN DEPT. OF WORKFORCE 03/12/21 Check #88415 02/21 Unemployment 01-600-000-50370	\$2,144.34
AT&T MOBILITY 03/12/21 Check #88416 02/21 Police Department Cellphone Statement 01-215-000-58250	\$1,492.03
SPECTRUM 03/16/21 Check # 88418 02/21 Statement Charges 01-160-000-58999 & 21-000-000-58999	\$176.90
US BANK EQUIPMENT FINANCE 03/16/2021 Check # 88419 02/21 Statement Charges 01-200-000-55650	\$249.01
SUN LIFE INSURANCE 03/16/21 Check # 88420 04/21 Short/Long Term Disability 01-000-000-21545	\$1,927.16
SUPERIOR VISION INSURANCE 03/16/21 Check # 88420 04/21 Vision Insurance 01-000-000-21540	\$861.59
SECURIAN FINACIAL GROUP, INC 03/17/2021 Check # 88470 March & April 2021 Life Insurance 01-600-000-50552	\$ 4,432.74

EBC CORPORATION 03/17/2021 Check # 88471 Feb & March 2021 FSA/HRA 01-600-000-50510	\$484.00
SOUTHERN DOOR SCHOOL DISTRICT 03/23/21 Check # 88472 01/21 & 02/21 Mobile Home Tax Payment 01-000-000-41300	\$ 412.02
STURGEON BAY SCHOOL DISTRICT 03/23/21 Check # 88473 02/21 Mobile Home Tax Payment 01-000-000-41300	\$ 4,705.86
DEPARTMENT OF NATURAL RESOURCES 03/23/21 Check # 88474 Application Fee for Demolition Permit 10-160-000-59143	\$135.00
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 23,812.41</b>

DATE: 03/30/1921  
TIME: 14:15:03  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 13

INVOICES DUE ON/BEFORE 04/06/2021

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

GENERAL FUND	<del>107,528.39</del>	131,340.80
CAPITAL FUND	66,218.13	
CABLE TV	21,166.90	
SOLID WASTE ENTERPRISE	17,208.76	
COMPOST SITE ENTERPRISE FUND	88.24	
TOTAL --- ALL FUNDS	<del>212,210.42</del>	236,022.83

Debra Brown 3/30/2021  
John Winkler 3/30/21  
John Winkler 3/30/21

COMMON COUNCIL  
March 16, 2021

A 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. Ald. Bacon, Statz, Williams, Gustafson, Nault, Reeths and Mayor Ward appeared in person. Ald. Wiederanders appeared virtually via Zoom.

Williams/Bacon to adopt agenda. Carried.

No one spoke during public comment.

Beth Renstrom, Executive Director for the Granary Project presented a granary update on behalf of the Sturgeon Bay Historical Society Foundation.

Bacon/Reeths to approve following bills: General Fund - \$338,545.40, Capital Fund - \$113,210.77, Cable TV - \$3,781.17, TID #2 - \$158,626.25, TID #3 - \$23,118.75, TID #4 - \$30,093.75, and Solid Waste Enterprise Fund - \$444.91 for a grand total of \$667,821.00. Roll call: All voted aye. Carried.

Nault/Bacon to approve consent agenda:

- a. Approval of 3/2/21 regular Common Council minutes.
- b. Place the following minutes on file:
  1. Sturgeon Bay Utility Commission – 12/8/20
  2. Sturgeon Bay Utility Commission – 1/12/21
  3. Community Protection & Services Committee – 2/4/21
  4. Finance/Purchasing & Building Committee – 2/23/21
  5. Harbor Commission – 2/25/21
  6. Personnel Committee – 3/3/21
  7. Historic Preservation Commission – 3/5/21
- c. Place the following report on file:
  1. Inspection Department Report – February 2021
- d. Finance/Purchasing & Building Committee recommendation re: Approve bid for dock piling removal to Deaths Door Marine Inc. in the amount of \$36,425 with the understanding the cost may increase based on the number of pilings found.
- e. Finance/Purchasing & Building Committee recommendation re: Waive launch pass fees and Sawyer Pavilion rental fees for the National Walleye Tour for May 27 and 28, 2021.
- f. Finance/Purchasing & Building Committee recommendation re: Approve allowing Farm Market vendors to pay half the annual fee by May 1, 2021 to reserve their spots and pay the remainder of the annual fee by July 1, 2021.
- g. Harbor Commission recommendation re: Accept the 2021 Harbor Improvement Plan.
- h. Finance/Purchasing & Building Committee recommendation re: Approve the purchase of two new Peterbuilt 520s outfitted with two new Bridgeport Rangers from RNOW, Inc in the amount of \$486,779 and trade in of current refuse trucks.
- i. Finance/Purchasing & Building Committee recommendation re: Approve the amendment to the Sound Farmers Production, LLC Service Agreement.
- j. Personnel Committee recommendation re: Approve the Memorandum of Understanding between City of Sturgeon Bay and Sturgeon Bay Firefighters Association.
- k. Personnel Committee recommendation re: Approve adding eligibility for Deferred Compensation Program for Paid on Call Firefighters and discontinuing LOSA in 2022.
- l. Consideration of: Approval of beverage operator licenses.
- m. Consideration of: Approval of Class B Beer and Class C Wine license.
- n. Consideration of: Approval of renewal of Commercial Quadricycle License for Foxy Pedaler, LLC.

Carried.

There were no mayoral appointments.



Gustafson/Wiederanders to award the contract for Project 2102 – Residential Building Demolitions to Great Lakes Grading and Excavating with unit pricing amounts totaling an estimated \$24,400. Carried.

#### RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend the Common Council approve the draft ordinance as presented in Chapter 9 of the City of Sturgeon Bay Municipal Code (modifying the presented ordinance draft by removing Sections 2, 3. And 4.)

#### COMMUNITY PROTECTION & SERVICES COMMITTEE

By: Dan Williams, Chr.

Introduced by Williams. Williams/Reeths to approve. It was noted that Sections 2, 3, and 4 should be removed from the ordinance presented. Carried.

Williams/Gustafson to read in title only the first reading of ordinance re: Section 9.05 of the Municipal Code – Tourist Rooming House, Section 1 and 5. Carried.

Williams/Gustafson to adopt resolution to temporarily suspend the requirement under Section 20.31(1) of the Municipal Code. Carried.

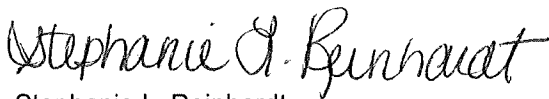
Statz/Nault to adopt the resolution supporting and endorsing National Estuarine Research Reserve. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

Nault/Statz to adjourn. Carried. The meeting adjourned at 7:03 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director

**COMMUNITY PROTECTION & SERVICES COMMITTEE****March 1, 2021**

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, Mr. Olejniczak, Mr. Sullivan-Robinson, Ald. Gustafson, Ald. Nault and Ald. Bacon.

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

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from February 4, 2021
4. Public Comment on Agenda Items
5. Consideration of: Mobile Food Vendors
6. Consideration of: Tourist Rooming House Ordinance
7. Adjourn

*All Ayes. Carried.*

**Approval of Meeting Minutes**

*Moved by Ald. Wiederanders, seconded by Ald. Reeths to approve the February 4, 2021 minutes. All Ayes. Carried.*

**Public Comment**

Pam Jorns/JR Vacation Rentals: 135 N. 12<sup>th</sup> Avenue, Sturgeon Bay, WI

**Mobile Food Vendors**

The mobile food vendor ordinance draft was presented, and the changes were talked over. Items consisted of: including an insurance requirement, including a site plan, set-backs of 5 feet, annual inspections upon issuing of a license, and background check requirements.

*Additional changes to Section 9.025 of the Mobile Food Vendor ordinance will be made, and the item will be placed on the next CPS meeting agenda for further consideration.*

**Tourist Rooming House Ordinance**

The intent in looking at parking, garbage, noise and RV's and travel trailers parked on the property was based upon safety issues pertaining to city residents. Proposed changes to the draft ordinance was discussed.

*Moved by Ald. Reeths, seconded by Ald. Wiederanders to recommend the Common Council approve the draft ordinance as presented in Chapter 9 of the City of Sturgeon Bay Municipal Code.*

*Moved by Ald. Wiederanders, seconded by Ald. Reeths, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:10 p.m.*

Respectfully submitted,



Sarah Spude-Olson  
Police Department Office Manager

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**March 9, 2021**

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. Williams appeared by zoom and Alders. Bacon and Wiederanders appeared in person. Also present: Alderperson Gustafson, City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Assistant Fire Chief Montevideo, Municipal Services Director Barker, and Office Accounting Assistant II Metzger. Alderperson Nault entered at 4:05pm

A motion was made by Alderperson Wiederanders, seconded by Alderperson Williams 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: Sturgeon Bay Fire Department Floor Refinishing.
  5. Consideration of: Write-off and/or pursue small claims action of 2019 Delinquent Personal Property tax accounts.
  6. Consideration of: Donation of Skate Park Lighting.
  7. Consideration of: Sound Farmers Productions, LLC.
  8. Consideration of: Selection of Legal Firms for Interviews.
  9. Review bills.
  10. Adjourn.
- Carried.

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

Consideration of: Sturgeon Bay Fire Department Floor Refinishing.

Assistant Fire Chief Montevideo stated the refinishing of the main garage and dayroom floors at the Fire Departments main station was initially scheduled for 2020 but delayed due to COVID. The 2021 capital budget has allocated \$45,000 for this project.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the proposal from Wisconsin CTI, Inc for floor refinishing of the main eastside Fire Station, in the amount of \$44,250 with Option 1 for \$2,498 for a total cost of \$46,748. Carried.

Consideration of: Write off and/or pursue small claims action of 2019 Delinquent Personal Property tax accounts.

City Treasurer/Finance Director Clarizio presented the list of delinquent personal property tax accounts for 2019 due in 2020. Per state statute the accounts qualify for chargeback to the relevant taxing jurisdictions. Only the City portion in the amount \$ 214.58 is proposed for write-off.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to write off the following 2019 delinquent personal property tax account bills in the amount of \$214.58.

Write-off list

<u>Tax Account #</u>	<u>Name</u>	<u>Proposed Write-off Amount</u>
281-0290	Jeffrey Slavik, DDS	\$ 116.83

281-1468	NSH Dorchester LLC	\$ 1.24
281-1480	Results Personal Training LLC	\$ 96.51
	<b>Total</b>	<b>\$ 214.58</b>

Carried.

Consideration of: Donation of Skate Park Lighting:

Municipal Services Director Barker explained that the Friends of Sturgeon Bay Skate Park recently presented a proposal to the Park and Recreation Committee to fundraise approximately \$70,000 for lighting at the skate park, with the intention to gift the lighting to the City. The City originally budgeted for the lighting project in 2019 and again in 2020 but due to the COVID pandemic the project was not completed. The project was not considered in the 2021 budget. Mr. Barker stated the Friends of the Skate Park anticipate raising the funds in 6-12 months. They ask that the City pay the utilities once the lighting is installed and provide the 120v outlets in the observation area. There are currently three empty conduit that were placed in 2013 however SBU was able to trace the conduit but unable to determine the condition. If the conduit needs replacing the cost could range from \$5,000 to \$10,000 which would be budgeted in 2022.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to accept the donation of Skate Park lighting from the Friends of the Sturgeon Bay Skate Park when and if it materializes. Carried.

Consideration of: Sound Farmers Productions, LLC:

City Administrator VanLieshout explained the services agreement with Sound Farmers Production, LLC for the administration of the Harmony on the Bay concert series expired after the last concert in 2020. He stated the services agreement will continue the same but with slight changes. The contract will automatically renew unless either party requires changes or notice of termination which is to be completed by August 31 of the current year. The requirement to provide an indoor venue seating 200 people has been removed.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to approve the amendment to the Sound Farmers Productions, LLC service agreement. Carried.

Consideration of: Selection of Legal Firms for Interviews:

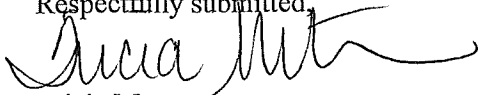
City Administrator VanLieshout stated that 8 legal firms responded to the RFP. They vary in size, depth and cost. Five of the respondents the city has some form of previous or current relationship. Mr. VanLieshout suggested the Committee select 4-6 firms to interview for general municipal counsel. The Committee discussed various criteria for the selection of the legal firms. The firms selected Door Kewaunee Municipal Law, Pinkert Law, Davis-Kuelthau, Conway, Olejniczak & Jerry and VandeCastle will interview March 23<sup>rd</sup> and March 24<sup>th</sup>, 2021.

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 4:49 pm.

Respectfully submitted,



Tricia Metzger

**CITY PLAN COMMISSION**

Wednesday, March 17, 2021

A meeting of the City Plan Commission was called to order at 6:00 p.m. by Chairperson David Ward in the Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 17, 2021.
4. Public comment on non-agenda Plan Commission related items.
5. Rezoning of various properties from Heavy Industrial (I-2) to Central Business District (C-2) within the downtown area:
  - Presentation
  - Public Hearing
  - Consideration of
6. Rezoning of various properties from Heavy Industrial (I-2) to Multiple-Family (R-4) within the downtown area:
  - Presentation
  - Public Hearing
  - Consideration of
7. Consideration of: Minor modification of the Maritime Heights Planned Unit Development (PUD).
8. Consideration of: Conceptual Planned Unit Development for Phillips Development LLC.
9. Consideration of: Restructuring of permitted and conditional uses within the Sturgeon Bay Zoning Code.
10. Adjourn.

All ayes. Carried.

**Approval of minutes from February 17, 2021:** Moved by Ms. Bacon, seconded by Ms. Reeths to approve the minutes from February 17, 2021. All ayes. Carried.

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

**Rezoning of various properties from Heavy Industrial (I-2) to Central Business District (C-2) within the downtown area:**

**Presentation:** Mr. Sullivan-Robinson presented the City's request to rezone various properties located on 1<sup>st</sup> and 2<sup>nd</sup> Avenues, Oregon Street, Nebraska Street, and Pennsylvania Street from I-2 to C-2. This will eliminate an issue within the zoning code that would allow a potential property owner to build a very high structure. The Comprehensive Plan recognizes this area as mixed use. There are eleven parcels that the City would like to rezone to C-2. Some of the parcels are owned by the City, while others are owned by CenterPointe, SHT Holdings, and E & I Property Investments. Rezoning would allow more buildable area and eliminate a lot of non-conformities. It would also create non-conformities as well, such as those with outdoor storage or a single-family use.

**Public Hearing:** Mayor Ward opened the public hearing at 6:06 p.m.

No one spoke during the hearing. Ms. Nault read two letters of correspondence in favor of the rezoning. One letter from Cathy Grier, 153 S 3<sup>rd</sup> Avenue, and the other from Joe Moede, Shipyard Development LLC.

The public hearing was declared closed at 6:11 p.m.

**Consideration of:** Mr. Sullivan-Robinson explained that C-2 zoning would be more conforming for CenterPointe. Outdoor storage must be screened in a C-2 district. CenterPointe would be grandfathered in with their outdoor storage. In the C-2 district a conditional use is required for marinas and other water-related uses. That would not be required in the I-2 district. There are many marinas throughout the City that were required to go through the conditional use process in the C-2 district. This would be no different.

A short discussion was held. Moved by Mr. Statz, seconded by Mr. Norland to act on this item at this meeting. All ayes. Carried.

Moved by Mr. Statz, seconded by Ms. Reeths to recommend to Council rezoning of various properties from Heavy Industrial (I-2) to Central Business District (C-2) as presented. All ayes. Carried.

**Rezoning of various properties from Heavy Industrial (I-2) to Multiple-Family (R-4) within the downtown area:**

**Presentation:** Mr. Olejniczak stated that these are two other parcels that were left over from the shipyard days and part of Peterson Builders Inc. The reason the Plan Commission elected to request the R-4 instead of C-2 zoning had to do with the fact that on three sides of this parcel are Residential zoning. Also, the approved preliminary plan for this property has two different alternative uses. One is for additional condo buildings and the other is for a series of single-family units that would be clustered on this property. The Plan Commission could recommend this zoning change to Council, with or without conditions, or reject it. Another hearing would be needed if it is decided to recommend C-2.

**Public Hearing:** Mayor Ward opened the public hearing at 6:17 p.m.

No one spoke during the public hearing. Ms. Nault read one letter of correspondence in opposition of the rezoning to R-4 from Joe Moede, Shipyard Development LLC. The letter of correspondence in favor of the rezoning that was read from Cathy Grier in the previous public hearing also pertained to this public hearing.

The public hearing was declared closed at 6:22 p.m.

**Consideration of:** Mr. Norland felt that the Commission should hold off on any action at this time. After hearing Mr. Moede's concerns in his letter, there should be more discussion regarding the C-2 zoning.

Ms. Kiedrowski questioned what could be developed in an R-4 zoning district. Mr. Sullivan-Robinson responded that multi-family or office uses are allowed. Single-family residential would be allowed through a conditional use. A hotel or restaurant would not be allowed or other commercial use. She would like to see a boutique hotel and restaurant on that large piece of property.

Ms. Bacon wondered how hard it would be to change from R-4 to C-2. Mr. Sullivan-Robinson responded it would depend on what the property owner wants to do. They both fit the Comprehensive Plan. She agrees with rezoning to C-2.

Mr. Holey asked since all the neighboring properties are owned by the same owner, why do anything and just leave it as I-2 and wait until the property owner is ready to do something. Mr. Sullivan-Robinson stated that constructing a tall building in the I-2 is a concern.

Ms. Reeths pointed out that no matter what, the property owner would come before the Plan Commission with their plans.

Mr. Olejniczak mentioned that the Commission would want to hear from the neighbors if the proposal was to change the zoning to C-2. The public notice stated changing the zoning to R-4. In the I-2 district, a conditional use is required for boat storage. Boat storage would devalue their property across the street. Other than using it for unsightly boat storage, there would be no risk.

Mayor Ward said his concern is getting developer movement. One strategy would be to leave it as I-2 and contact the owner and let them know that the Plan Commission is willing to consider a different zoning, but would like to hear about any future plans they might have.

Ms. Bacon stated that there are a lot of people that are expecting the Commission to do something about this property.

Members agreed to leave the property as I-2 and contact the property owners and see if there are any future plans for their property. This can be put back on April's agenda. No action was needed at this time.

**Consideration of: Minor modification of the Maritime Heights Planned Unit Development (PUD):** Mr. Olejniczak stated that the City has a parcel that is zoned Planned Unit Development, which was adopted to accommodate the Maritime Heights development, including 37 apartments on the former Amity Field between Florida Street and Erie Street. Next door to the property is a strip of property owned by the school district, which is the parking lot for the employees of Sunset School. The City and school district sent out request for proposals to see if they could attract any development on that site. Doreen Phillips, the developer of Maritime Heights, submitted an accepted proposal to do another phase of apartments. If the development was only built on the parking lot parcel, it is already zoned R-4. It would just be a conditional use. But, it would be very difficult to do that because the site is narrow. The design pushes some of the new development onto the original Amity Field. This could run through as a Planned Unit Development and expand it, or because it is only the garage and a small amount of driveway, the Plan Commission could approve it as a minor modification. Then it would be back to a conditional use approval for the 10-unit. If the Commission thought the modification would be too much, then a new PUD on the whole property would be done. First is to determine if this would be a minor modification. If yes, the next item on the agenda would be to consider a conceptual review. A public hearing would need to be conducted at a later date.

John LeRoy, Mau & Associates, was present via Zoom. He explained their proposal. He stated that Ms. Phillips would like this to be an extension of her development. They worked with existing buildings and neighborhood and thought that this was the best set up to go ahead and make the overall site one contiguous development that looks similar on both streets and would blend in well with the neighborhood. They are asking for a 10-unit building on the Northeast portion of the property parallel with the property line. They tried to go with one area of garage stalls, but because of the existing 8-unit building to the West, that was not feasible. A 6-stall garage would be built just to the west of the 10-unit building and one 4-stall garage to the south of the 10-unit building. They would appreciate suggestions for enhancements for kids in the development, such as a playground.

Mayor Ward stated that the sidewalk would get extended to the lot line in the southern area.

Discussion was held. Moved by Mr. Statz, seconded by Mr. Holey to approve a minor modification of the Maritime Heights PUD as presented. All ayes. Carried.

**Consideration of: Conceptual Planned Unit Development for Phillips Development LLC:** Mr. Olejniczak thought that the actual 10-unit apartment project should be discussed and to give Mr. LeRoy any feedback. He added that the backyards on 4<sup>th</sup> Avenue are fairly deep.

Mr. LeRoy stated that the sidewalk is adjacent to the front of the buildings. They also shrunk the size of the patio leaving the back more natural. The stormwater may have to be extended to balance the site. The Southeast corner will remain as an easement for water coming from City streets.

Ms. Kiedrowski suggested to use a sugar maple, oak, or locust tree instead of the Emerald Queen Maple as shown on the landscape plan.

Mr. LeRoy added that the building will be the same design, materials, and colors as what is existing.

Ms. Reeths questioned the patios that will be facing the neighbors on 8<sup>th</sup> Avenue and possibly installing a fence. Ms. Kiedrowski noted that the landscape plan shows forty-four 4 – 5 foot Arborvitae that is a substantial size that

grow very quickly. In 2 – 3 years the whole area will be blocked and the patios would be looking at the Arborvitae. That would take care of the visuals.

Mr. LeRoy commented on the driveway. The best location would be the northern portion of the property. The southern portion of the property contains a parking stall, handicap stall, and a cross hatch. There is no room for a turn-around. It would be eliminating people going too fast and also eliminating space for impervious surface.

Mr. Olejniczak stated that the next step would be holding a public hearing for a conditional use at the next meeting.

No action was needed at this meeting.

**Consideration of: Restructuring of permitted and conditional uses within the Sturgeon Bay Zoning Code:**

Mr. Sullivan-Robinson stated that this has been reviewed at previous meetings. This is in regard to restructuring the current, permitted, and conditional uses into a chart, which is a more modern method. It would be a little easier for the public to use. It was somewhat difficult to remove some of the uses since they were very specific to a zoning district. In addition, he added a column named "Development Standards", which includes some of the add-on requirements for the uses.

Mayor Ward referred to the term "rest home", wondered if it meant nursing home, and if the term could be revised.

Ms. Bacon said that also referred to assisted living.

Mr. Sullivan-Robinson went over several changes he made to the chart from the last meeting.

Mr. Olejniczak suggested converting to a single chart in landscape style. He also found one or two uses that could be combined.

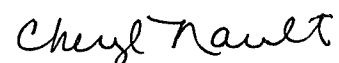
Members also suggested to sort the uses alphabetically within the group for ease of locating an item and increasing the font to make easier to read.

Mr. Olejniczak stated that this chart will replace the uses, district by district, in a written format. There is a purpose statement that would have to be retained. Better definitions are needed.

This will be brought back to a future meeting.

**Adjourn:** Moved by Mr. Holey, seconded by Ms. Reeths to adjourn. All ayes. Carried. Meeting adjourned at 7:23 p.m.

Respectfully Submitted,



Cheryl Nault  
Community Development Secretary



**Parking & Traffic  
March 22, 2021**

A meeting of the Parking & Traffic Committee was called to order at 4:30 p.m. by Chairperson Reeths in Council Chambers, City Hall, 421 Michigan Street.

Members Kirsten Reeths, Gary Nault and Spencer Gustafson were present. Also present: Municipal Services Director Mike Barker, City Administrator Josh VanLieshout, Police Chief Clint Henry, Ald. Dan Williams and Municipal Services Assistant Colleen DeGrave.

Moved by Ald. Nault, seconded by Ald. Gustafson to adopt the following agenda:

1. **Roll call.**
2. **Adoption of agenda.**
3. **Public comment.**
4. **Consideration of: ATV/UTV on N. Duluth Avenue between Elm St. and Bullhead Point.**
5. **Adjourn.**

All in favor. Carried.

**Public comment.** Peter Jackson, 3453 N. Duluth Ave., D'Ann Jackson, 3453 N. Duluth Ave., Barbara Campbell, 3703 Town Park Rd., Donna Gridley, 147 N. 8<sup>th</sup> Pl., Hans Christian, 330 N. 3<sup>rd</sup> Ave., Steven Spaude, 702 W. Hickory St., Scott Moore, 947 Pennsylvania St., Paul Anschutz, 221 N. 6<sup>th</sup> Ave., Mike Toney, 6698 Cty. Rd. C, Patrick Mowers, 3503 N. Duluth Ave. and Vicki Stangel, 3525 N. Duluth Ave. spoke against an ATV/UTV route at this location. Steve Wiegand, 109 N. 16<sup>th</sup> Dr., Jeff May, 1651 Shiloh Rd. and John Tong, 3624 N. Duluth Ave. were in favor of the proposed route.

**Consideration of: ATV/UTV on N. Duluth Avenue between Elm St. and Bullhead Point:** Ald. Reeths explained this consideration had been started with a request from a constituent, and the steps and correspondence that had taken place since then.

Moved by Ald. Nault to continue to look into ATV/UTV trails in the city including Duluth Avenue. Motion not seconded. Motion failed.

Moved by Ald. Reeths, seconded by Ald. Nault, to postpone further discussion until the April 26<sup>th</sup> Parking & Traffic Meeting. Vote was 2-1 in favor; Carried.

Moved by Ald. Reeths, seconded by Ald. Nault to adjourn. Meeting adjourned at 5:15 p.m.

Respectfully Submitted,



Colleen DeGrave  
Municipal Services Administrative Assistant

## AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD

Monday, March 22, 2021

The Aesthetic Design and Site Plan Review Board meeting was called to order at 6:01 p.m. by Chairperson Dennis Statz in the Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members Jon Burk, Cheryl Frank, Dave Augustson, Dennis Statz, Rick Wiesner, Kelsey Fox, and Mark Struck were present. Also present were Alderman Spencer Gustafson, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Christopher Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from December 14, 2020.
4. Consideration of: Review of conceptual design for Breakwater Apartments, to be located at 92 E. Maple Street.
5. Consideration of: Miniature Golf Facility, located at the northeast corner of Grant Ave. and Hwy 42/57.
6. Adjourn.

All ayes. Carried.

**Approval of minutes from December 14, 2020:** Moved by Mr. Wiesner, seconded by Ms. Fox to approve the minutes from December 14, 2020. All ayes. Carried.

**Consideration of: Review of conceptual design for Breakwater Apartments, to be located at 92 E. Maple Street:** Mr. Olejniczak stated that Breakwater Apartments is one of the proposed projects on the West Waterfront. It is planned to be a 53-unit apartment building. The Plan Commission is working with the developer on a Planned Unit Development. In addition, approval is needed from the Aesthetic Design & Site Plan Review Board.

Developer Andy Dumke, representing Northpointe Development, and Architect Jonathan Brinkley were present via Zoom presenting the plans for their development. Mr. Brinkley said this is a unique project. They had done several different site plans. Conceptual review approval was received from the Plan Commission. The highest point for entry to the site is from Maple Street. All the sites in that area need to come out of the flood plain. They are required to have a 15-foot flood buffer around the building. Because of the water table and the flood plain elevation, the parking level, which is the basement, will actually start at the current grade. Cars will need to enter off of Maple Street, up and over the flood buffer, into the parking level. Pedestrians will enter in between floors. The building will have a masonry base all the way around the parking level. The parking level sticks up about 7 feet and the apartments will start above that base. There will be four stories with a wood construction and flat roof. A flat roof building trends to a more modern building. There will be recessed balconies, along with brand identity signage at the main entrance and secondary entrance located by the shared parking. Colorful LED lighting is proposed with three shades of blue to create a nighttime identity.

Mr. Dumke explained that they intentionally left off colors and building materials information at this time because people get too directed on colors and building materials rather than looking at the structure itself. At the next meeting they will have a 3D rendering with colors and building materials. The goal at this meeting is to look at the facade itself and the balconies, and get a feel for the architecture.

Mr. Olejniczak stated that this is a chance for the Board to offer feedback. It is early in the process and they are not looking for approval at this time.

Mr. Statz said that given the odd shape of the land, he thought this was the best footprint with still having onsite parking, along with shared parking.

Mr. Dumke stated that their goal was to maximize the site without going overboard with too many units. Parking is important to them for the success of a project, and to make sure there was a minimum of one parking stall per unit on site and the majority of those to be underground parking.

Mr. Augustson stated that he liked the design and is a good fit with what is going on in the area. He was a little apprehensive about the lighting around all four sides of the building. He does not want to see neon lights. He was not familiar with the LED strip lighting and would like to see samples of colors.

Mr. Burk called this an excellent plan.

Ms. Fox said she loves the design. The aesthetic blends really well what is going on over on the West Side. It is modern and exciting. Aesthetically looking at the design she was struggling with the abbreviation of apartments vs. residences.

Mr. Struck agreed with everyone's comments. He had a concern about landscaping in the future and how bright the lights will be.

Mr. Wiesner questioned the retaining wall. Mr. Olejniczak responded that it is approximately two feet above the sidewalk, but this would be worked out with the City Engineer.

Chris Kellems, 120 Alabama Street, stated that the LED lighting needs to be toned down. Even though architects are working together, there is not a project coordinator for the West Waterfront. There is no unified look for the West Waterfront. The granary is a historical building and is going to stay there. The look of the proposed building evokes an apartment building in Madison called Elevate. It has the same roof line. We want to look historical and something that fits. The major thing she would like to change is the roofline to make it look more fitting instead of looking like Madison or anywhere else in this country. She thought a campus-type thing, with a building having a steep pitch where solar can be added, as well as e-charging in the parking lot area.

Mr. Wiesner stated that so much of the West Side has some function of stone on it. Mr. Brinkley responded that they are planning to have three materials, wood tones in light gray, masonry, and dark blue gray. The base of the building will be uniform all the way around with either masonry or big block fiber cement panels resembling limestone. A couple of schemes will be brought to the next meeting.

Mr. Brinkley mentioned that they want this development to be harmonious, but can play off the material pallet of the granary by using corrugated metal siding.

Alderman Gustafson agreed with the thoughts on stonework. Stonework on some of the buildings on the West Side is elaborate and is a staple in this community. Limestone would be a great idea.

Mr. Brinkley will do more research and see how they can blend in.

No action was needed at this time.

**Consideration of: Miniature Golf Facility, located at the northeast corner of Grant Ave. and Hwy 42/57:** Susan Hartzell, 817 Superior Street, presented her plans for a miniature golf course. She stated that she has been working on the landscaping design with Sterling Landscape. She passed around color samples of the building that included blue siding with a charcoal gray roof, white trim, and a white roll-up garage door. It will be very natural looking with the landscaping and fits into the neighborhood as well. The clubhouse building is 24' x 16', with bathrooms and an office area. There are nine recessed LED lights that are 20 feet tall and are downward facing. There is not a lot of noise with miniature golf so no sound barriers are needed. The location would be two football fields away from the apartment buildings. The tallest structure will be the 14' tall lighthouse that will be located in the pond. Hours will be from 10:00 a.m. to 10:00 p.m.

Mr. Struck likes the project, but was concerned with the looks of the clubhouse. He would like to see it jazzed up somewhat. It looks like a storage building in the back of someone's yard. Ms. Hartzell responded that there will be a sign on the outside of the building.

Ms. Frank stated that the roof seemed to be a little flat. Some cute landscaping could be done around the building.

Mr. Struck suggested steepening the roof. Ms. Hartzell will see if that can be done.

Mr. Augustson added that a wider, 3.5" trim could be added around the windows and garage door.

Mr. Olejniczak thought this was a good design. Some of the narrow green strips in the parking lot could be combined and make more functional and possibly have one on each side of the driveway. Instead of 3 feet wide, the strips could be 6 feet wide. More bushes could be planted.


Mr. Wiesner said either way he was ok with the building. It should look like a shack.

Mr. Sullivan-Robinson stated that the signage showed light shining up, but should have the light shining down. The building, general site layout, lighting, landscaping, and one sign is what is being approved. Mr. Statz added the suggestion of combining the narrow green strips and making larger, downlighting on the sign, and trim discussion.

Moved by Mr. Burk, seconded by Ms. Frank to issue a certificate of appropriateness as presented and discussed, including a 3.5 inch trim around the windows, downlighting on the signage, and parking lot landscaping alterations. All ayes. Carried.

**Adjourn:** Moved by Mr. Augustson, seconded by Mr. Struck to adjourn. All ayes. Carried. The meeting adjourned at 6:55 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**March 23, 2021**

A meeting of the Finance/Purchasing & Building Committee was called to order by Chairperson Bacon at 9:00 a.m. in the Council Chambers, City Hall. Roll call: Members Bacon, Wiederanders, and Williams were present. Also present: Mayor Ward, Alderpersons Nault and Reeths, City Administrator VanLieshout, Administrative Assistant Miller, and Finance Director/Treasurer Clarizio.

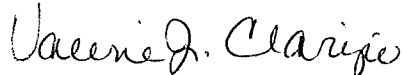
Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. 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)
  - a. Consideration of: City Attorney Interviews.  
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 Committee may adjourn in closed session.
4. Adjourn.

Carried.

After the Chairperson announced the statutory basis, it was moved by Alderperson Williams, seconded by Alderperson Wiederanders to convene in closed session. Roll call: All voted aye. Carried. The Committee convened in closed session at 9:01 a.m. and adjourned at 11:28 a.m.

Respectfully submitted,



Valerie J. Clarizio  
Finance Director/City Treasurer

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**March 24, 2021**

A meeting of the Finance/Purchasing & Building Committee was called to order by Chairperson Bacon at 12:00 p.m. in the Council Chambers, City Hall. Roll call: Members Bacon, Wiederanders, and Williams were present. Also present: City Administrator VanLieshout, Administrative Assistant Miller, and Finance Director/Treasurer Clarizio.


Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. 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)
  - a. Consideration of: City Attorney Interviews.  
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 Committee may adjourn in closed session.
4. Adjourn.

Carried.

After the Chairperson announced the statutory basis, it was moved by Alderperson Williams, seconded by Alderperson Wiederanders to convene in closed session. Roll call: All voted aye. Carried. The Committee convened in closed session at 12:01 p.m. and adjourned at 4:50 p.m.

Respectfully submitted,

  
Valerie J. Clarizio  
Finance Director/City Treasurer



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## MEMO

To: Mayor and Common Council  
From: Valerie J. Clarizio, Finance Director/Treasurer  
Subject: 2020 Year-end and 2021 Year-to-date Financial Reports  
Date: March 29, 2021

The City received the 'draft' 2020 financial audit numbers from WIPFLi LLP on March 27, 2021. As a result, please find the attached December 2020 bank reconciliation and financial report, as well as, the most current bank reconciliation and financial report for the year 2021, dated February 28, 2021. Since the February reports are cumulative, I did not include the January financial reports. However, if you would like copies of the financial reports for January please contact me and I will forward them to you.

# **DECEMBER 2020 BANK RECONCILIATION**

## **CHECKING ACCOUNTS**

GENERAL FUND	SNAP
NICOLET	NICOLET
PRIOR G/L BALANCE	1,211,490.95
REVENUE	5,672,568.60
DISBURSEMENTS	3,267,744.22
AMOUNT IN TRANSIT	1,063.04
ADJUSTMENTS	10,168.46
ENDING BALANCE	3,625,420.75

BANK BALANCE	3,656,828.11
LESS OUTS, CHECKS	31,407.36
	3,625,420.75

## **INVESTMENT ACCOUNTS**

GENERAL/CAPITAL FUND	INVESTMENTS
	499,611.31
	5,316.45
	687.31
	0.00
	0.00
	504,240.45

504,240.45
0.00
504,240.45

## **SAVINGS ACCOUNTS**

GENERAL FUND	GENERAL FUND	WDF	CAPITAL - BUILDING DEBT	CAPITAL PROJECTS	CAPITAL PROJECTS DEBT	TIF #3 CONSTRUCTION	TIF #3 DEBT
STATE - #2	NICOLET BANK - NMBI	STATE - #4	STATE - #9	STATE - #13	STATE - #15	STATE - #14	STATE - #08
PRIOR G/L BALANCE	6,645,664.77	20,133.22	10,250.70	6,322.41	1,216,625.68	136,288.01	16,199.42
REVENUE	205,241.24	0.17	0.91	0.56	107.62	12.06	1.43
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	6,850,906.01	20,133.39	10,251.61	6,322.97	1,216,733.30	136,300.07	16,200.85
BANK BALANCE	6,850,906.01	20,133.39	10,251.61	6,322.97	1,216,733.30	136,300.07	16,200.85

TIF #1 DEBT	TIF #2	TIF #2 DEBT 98A&B	TIF #2 AMENDED AREA	TIF #2 AMENDED AREA	TIF #4 DEBT SVC	TIF #4 CONSTRUCTION
STATE - #11	STATE - #3	STATE - #10	CONST. - STATE - #06	CAP. INT. - STATE - #7	STATE - #12	STATE - #01
PRIOR G/L BALANCE	401,481.84	15,495.19	3,190,342.74	56,685.37	2.16	94,803.33
REVENUE	35.52	1.37	273.54	5.01	0.00	8.39
DISBURSEMENTS	0.00	0.00	104,865.11	0.00	0.00	0.00
AMOUNT IN TRANSIT	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
ENDING BALANCE	401,517.36	15,496.56	3,085,751.17	56,690.38	2.16	94,811.72
BANK BALANCE	401,517.36	15,496.56	3,085,751.17	56,690.38	2.16	94,811.72

3/29/2021



CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
FOR 12 PERIODS ENDING DECEMBER 31, 2020

7c2.

RTMENT DESCRIPTION	DECEMBER		%	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES	12,387,430.00	1,385,462.95	(88.8)	12,387,430.00	12,387,430.00	(9.6)
GENERAL FUND	12,387,430.00	1,385,462.95	(88.8)	12,387,430.00	12,387,430.00	(9.6)
TOTAL REVENUES	12,387,430.00	1,385,462.95	(88.8)	12,387,430.00	12,387,430.00	(9.6)
EXPENSES	1,453,455.00	2,315.39	99.8	1,453,455.00	1,453,455.00	(1.6)
GENERAL FUND	1,453,455.00	2,315.39	99.8	1,453,455.00	1,453,455.00	(1.6)
MAYOR	12,885.00	1,177.11	90.8	12,885.00	12,885.00	12.3
CITY COUNCIL	62,160.00	5,141.79	91.7	62,160.00	62,160.00	4.3
LAW/LEGAL	86,000.00	26,756.53	68.8	86,000.00	86,000.00	17.4
CITY CLERK-TREASURER	473,290.00	52,355.90	88.9	473,290.00	473,290.00	7.3
ADMINISTRATION	188,675.00	(4,845.18)	102.5	188,675.00	188,675.00	33.1
COMPUTER	111,750.00	9,854.67	91.1	111,750.00	111,750.00	0.7
CITY ASSESSOR	107,480.00	(91,490.01)	185.1	107,480.00	107,480.00	(98.1)
BOARD OF REVIEW	1,520.00	45.00	97.0	1,520.00	1,520.00	83.2
BUILDING/ZONING CODE ENFORCEM	101,565.00	45,752.25	54.9	101,565.00	101,565.00	(9.4)
MUNICIPAL SERVICES ADMIN.	242,170.00	24,460.31	89.8	242,170.00	242,170.00	6.3
PUBLIC WORKS ADMINISTRATION	243,230.00	27,072.89	88.8	243,230.00	243,230.00	7.2
ELECTIONS DEPARTMENT	27,505.00	4,484.68	83.6	27,505.00	27,505.00	(46.2)
CITY HALL	153,670.00	25,535.65	83.3	153,670.00	153,670.00	7.0
INSURANCE	261,705.00	(1,830.00)	100.6	261,705.00	261,705.00	142,869.51
GENERAL EXPENDITURES	840,050.00	590,851.97	29.6	840,050.00	840,050.00	24.3
POLICE DEPARTMENT	508,815.00	55,086.62	89.1	508,815.00	508,815.00	503,211.36
PATROL BOAT	15,315.00	0.00	100.0	15,315.00	15,315.00	9,454.11
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00
POLICE DEPARTMENT/PATROL	2,198,620.00	239,992.95	89.0	2,198,620.00	2,198,620.00	2,046,459.11
POLICE DEPT. / INVESTIGATIONS	311,405.00	31,036.55	90.0	311,405.00	311,405.00	271,421.76
FIRE DEPARTMENT	2,097,945.00	293,971.20	85.9	2,097,945.00	2,097,945.00	2,135,916.50
STORM SEWERS	33,600.00	2,566.16	92.3	33,600.00	33,600.00	37,798.44
SOLID WASTE MGMT/SPRING/FALL	53,820.00	10,906.67	79.7	53,820.00	53,820.00	52,145.43
COMPOST/SOLID WASTE SITE	52,110.00	45.84	99.9	52,110.00	52,110.00	69.67
STREET SWEEPING	36,350.00	5,670.09	84.4	36,350.00	36,350.00	46,885.80
WEED ABATEMENT	4,005.00	1.89	99.9	4,005.00	4,005.00	1,424.21
ROADWAYS/STREETS	191,515.00	13,282.78	93.0	191,515.00	191,515.00	236,734.34
SNOW REMOVAL	223,500.00	17,716.71	92.0	223,500.00	223,500.00	135,273.50
STREET SIGNS AND MARKINGS	64,850.00	1,057.34	98.3	64,850.00	64,850.00	29,153.35
CURB/GUTTER/SIDEWALK	19,950.00	164.89	99.1	19,950.00	19,950.00	13,945.86
STREET MACHINERY	199,640.00	27,508.54	86.2	199,640.00	199,640.00	164,786.27
CITY GARAGE	58,935.00	8,252.06	85.9	58,935.00	58,935.00	43,402.73
CELEBRATION & ENTERTAINMENT	55,780.00	525.23	99.0	55,780.00	55,780.00	36,006.77
HIGHWAYS - GENERAL	506,805.00	58,967.63	88.3	506,805.00	506,805.00	466,539.36
PARK & RECREATION ADMIN	108,375.00	7,291.22	93.2	108,375.00	108,375.00	64,299.04
PARKS AND PLAYGROUNDS	509,615.00	53,886.14	89.4	509,615.00	509,615.00	474,430.72
RAILFIELDS	28,715.00	6,616.32	76.9	28,715.00	28,715.00	9,787.42

7c2.

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES							
ICE RINKS	12,130.00	1,070.21	91.1	12,130.00	12,130.00	1,137.05	90.6
BEACHES	3,825.00	0.00	100.0	3,825.00	3,825.00	1,551.02	59.4
MUNICIPAL DOCKS	47,270.00	5,388.75	88.6	47,270.00	47,270.00	35,637.93	24.6
WATER WEED MANAGEMENT	87,240.00	3,310.58	96.2	87,240.00	87,240.00	46,211.11	47.0
WATERFRONT PARKS & WALKWAYS	71,380.00	4,070.85	94.2	71,380.00	71,380.00	70,928.41	0.6
EMPLOYEE BENEFITS	43,450.00	8,854.56	79.6	43,450.00	43,450.00	37,112.41	14.5
PUBLIC FACILITIES	83,375.00	0.00	100.0	83,375.00	83,375.00	78,075.97	6.3
BOARDS AND COMMISSIONS	970.00	50.00	94.8	970.00	970.00	738.35	23.8
COMMUNITY & ECONOMIC DEVLPMT	391,015.00	35,378.76	90.9	391,015.00	391,015.00	367,995.43	5.8
TOTAL EXPENSES	12,387,430.00	1,610,309.49	87.0	12,387,430.00	12,387,430.00	11,553,359.56	6.7
TOTAL FUND REVENUES	12,387,430.00	1,385,462.95	(88.8)	12,387,430.00	12,387,430.00	11,190,110.31	(9.6)
TOTAL FUND EXPENSES	12,387,430.00	1,610,309.49	87.0	12,387,430.00	12,387,430.00	11,553,359.56	6.7
SURPLUS (DEFICIT)	0.00	(224,846.54)	100.0	0.00	0.00	(363,249.25)	100.0

DATE: 03/29/2021  
TIME: 09:25:13  
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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 3  
F-YR: 20

FOR FUND: CAPITAL FUND  
FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER		%	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	ANNUAL BUDGET	
REVENUES	5,335,615.00	974,554.83	(81.7)	5,335,615.00	5,335,615.00	4,825,065.69
PATROL						
TOTAL REVENUES	5,335,615.00	974,554.83	(81.7)	5,335,615.00	5,335,615.00	4,825,065.69
EXPENSES						
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.00
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.00
COMPUTER	26,300.00	10,000.00	61.9	26,300.00	26,300.00	19,845.99
CITY ASSESSOR	10,000.00	0.00	100.0	10,000.00	10,000.00	0.00
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.00
ELECTIONS	0.00	0.00	0.0	0.00	0.00	0.00
CITY HALL	719,497.00	76,153.03	89.4	719,497.00	719,497.00	240,744.05
GENERAL EXPENDITURES	15,000.00	558,513.71	(3623.4)	15,000.00	15,000.00	984,550.13
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.00
PATROL BOAT	1,033.34	0.00	100.0	12,400.00	12,400.00	12,306.51
PATROL	133,640.00	10,471.13	92.1	133,640.00	133,640.00	104,935.91
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.00
FIRE DEPARTMENT	102,775.00	5,035.03	95.1	102,775.00	102,775.00	136,055.86
STORM SEWERS	135,000.00	(48,086.16)	135.6	135,000.00	135,000.00	57,141.82
SOLID WASTE MGMT/REFUSE/RECYC	0.00	0.00	0.0	0.00	0.00	0.00
ROADWAYS/STREETS	2,168,503.00	24,319.95	98.8	2,168,503.00	2,168,503.00	1,613,515.16
SNOW REMOVAL	145,000.00	0.00	100.0	145,000.00	145,000.00	144,274.00
CURB/GUTTER/SIDEWALK	200,000.00	51,637.29	74.1	200,000.00	200,000.00	335,371.71
CITY GARAGE	0.00	0.00	0.0	0.00	0.00	0.00
PARKS AND PLAYGROUNDS	1,161,000.00	401,884.72	65.3	1,161,000.00	1,161,000.00	439,733.45
BALLFIELDS	310,500.00	0.00	100.0	310,500.00	310,500.00	18,302.75
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.00
BEACHES	0.00	0.00	0.0	0.00	0.00	0.00
MUNICIPAL DOCKS	18,000.00	0.00	100.0	18,000.00	18,000.00	0.00
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.00
WATERFRONT PARKS & WALKWAYS	105,000.00	1,393.00	98.6	105,000.00	105,000.00	27,862.15
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00	0.00	0.00
PUBLIC FACILITIES	31,500.00	25,626.02	18.6	31,500.00	31,500.00	25,626.02
COMMUNITY & ECONOMIC DEVLPMT	26,000.00	(6,022.81)	123.1	26,000.00	26,000.00	44,553.94
TOTAL EXPENSES	5,308,748.34	1,110,924.91	79.0	5,320,115.00	5,320,115.00	4,204,819.45
TOTAL FUND REVENUES	5,335,615.00	974,554.83	(81.7)	5,335,615.00	5,335,615.00	4,825,065.69
TOTAL FUND EXPENSES	5,308,748.34	1,110,924.91	79.0	5,320,115.00	5,320,115.00	4,204,819.45
SURPLUS (DEFICIT)	26,866.66	(136,370.08)	(607.5)	15,500.00	15,500.00	620,246.24

(9.5)  
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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
CABLE TV / GENERAL	153,000.00	0.00	100.0	153,000.00	153,000.00	162,761.65	6.3
TOTAL REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	162,761.65	6.3
EXPENSES							
CABLE TV / GENERAL	109,725.00	13,524.63	87.6	109,725.00	109,725.00	80,931.88	26.2
TOTAL EXPENSES	109,725.00	13,524.63	87.6	109,725.00	109,725.00	80,931.88	26.2
TOTAL FUND REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	162,761.65	6.3
TOTAL FUND EXPENSES	109,725.00	13,524.63	87.6	109,725.00	109,725.00	80,931.88	26.2
SURPLUS (DEFICIT)	43,275.00	(13,524.63)	(131.2)	43,275.00	43,275.00	81,829.77	89.0

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

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

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #2 DISTRICT  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	279.92	(99.9)	2,246,450.09	2,246,450.09	4,196,929.92	86.8
TOTAL REVENUES	2,246,450.09	279.92	(99.9)	2,246,450.09	2,246,450.09	4,196,929.92	86.8
EXPENSES							
TID DISTRICT #2	1,508,190.30	107,380.75	92.8	1,508,190.30	1,508,190.30	3,538,129.04	(134.5)
TOTAL EXPENSES	1,508,190.30	107,380.75	92.8	1,508,190.30	1,508,190.30	3,538,129.04	(134.5)
TOTAL FUND REVENUES	2,246,450.09	279.92	(99.9)	2,246,450.09	2,246,450.09	4,196,929.92	86.8
TOTAL FUND EXPENSES	1,508,190.30	107,380.75	92.8	1,508,190.30	1,508,190.30	3,538,129.04	(134.5)
SURPLUS (DEFICIT)	738,259.79	(107,100.83)	(114.5)	738,259.79	738,259.79	658,800.88	(10.7)

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #1 DISTRICT  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	880,103.28	35.52	(99.9)	880,103.28	880,103.28	858,461.77	(2.4)
TOTAL REVENUES	880,103.28	35.52	(99.9)	880,103.28	880,103.28	858,461.77	(2.4)
EXPENSES							
TID #1 DISTRICT	816,778.28	0.00	100.0	816,778.28	816,778.28	808,636.53	0.9
TOTAL EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	808,636.53	0.9
TOTAL FUND REVENUES	880,103.28	35.52	(99.9)	880,103.28	880,103.28	858,461.77	(2.4)
TOTAL FUND EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	808,636.53	0.9
SURPLUS (DEFICIT)	63,325.00	35.52	(99.9)	63,325.00	63,325.00	49,825.24	(21.3)

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #3 DISTRICT  
FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER	DECEMBER	VARI- ANCE	FISCAL	ANNUAL	FISCAL	VARI- ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES							
TID #3 DISTRICT	70,299.22	75.44	(99.8)	70,299.22	70,299.22	52,395.23	(25.4)
TOTAL REVENUES	70,299.22	75.44	(99.8)	70,299.22	70,299.22	52,395.23	(25.4)
EXPENSES							
TID #3 DISTRICT	130,172.87	1,142.03	99.1	130,172.87	130,172.87	115,991.43	10.8
TOTAL EXPENSES	130,172.87	1,142.03	99.1	130,172.87	130,172.87	115,991.43	10.8
TOTAL FUND REVENUES	70,299.22	75.44	(99.8)	70,299.22	70,299.22	52,395.23	(25.4)
TOTAL FUND EXPENSES	130,172.87	1,142.03	99.1	130,172.87	130,172.87	115,991.43	10.8
SURPLUS (DEFICIT)	(59,873.65)	(1,066.59)	(98.2)	(59,873.65)	(59,873.65)	(63,596.20)	6.2



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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	FISCAL		FISCAL		FISCAL	
	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL
REVENUES						
TID #4 DISTRICT	3,812,507.04	63.73	(99.9)	3,812,507.04	3,812,507.04	3,687,028.11
TOTAL REVENUES	3,812,507.04	63.73	(99.9)	3,812,507.04	3,812,507.04	3,687,028.11
EXPENSES						
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00
TID #4 DISTRICT	6,035,578.23	232,008.84	96.1	6,035,578.23	6,035,578.23	4,182,588.06
TOTAL EXPENSES	6,035,578.23	232,008.84	96.1	6,035,578.23	6,035,578.23	4,182,588.06
TOTAL FUND REVENUES	3,812,507.04	63.73	(99.9)	3,812,507.04	3,812,507.04	3,687,028.11
TOTAL FUND EXPENSES	6,035,578.23	232,008.84	96.1	6,035,578.23	6,035,578.23	4,182,588.06
SURPLUS (DEFICIT)	(2,223,071.19)	(231,945.11)	(89.5)	(2,223,071.19)	(2,223,071.19)	(495,559.95)

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: REVOLVING LOAN FUND (STATE)  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER	DECEMBER	%	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	0.91	(99.9)	14,785.00	14,785.00	6,926.64	(53.1)
TOTAL REVENUES	14,785.00	0.91	(99.9)	14,785.00	14,785.00	6,926.64	(53.1)
EXPENSES							
REVOLVING LOAN FUND (STATE)	11,300.00	10,251.61	9.2	11,300.00	11,300.00	502,543.61	(4347.2)
TOTAL EXPENSES	11,300.00	10,251.61	9.2	11,300.00	11,300.00	502,543.61	(4347.2)
TOTAL FUND REVENUES	14,785.00	0.91	(99.9)	14,785.00	14,785.00	6,926.64	(53.1)
TOTAL FUND EXPENSES	11,300.00	10,251.61	9.2	11,300.00	11,300.00	502,543.61	(4347.2)
SURPLUS (DEFICIT)	3,485.00	(10,250.70)	(394.1)	3,485.00	3,485.00	(495,616.97)	(4321.4)

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	FISCAL		FISCAL		FISCAL	
	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	YEAR-TO-DATE BUDGET	ANNUAL BUDGET	% VARI- ANCE
REVENUES						
SOLID WASTE ENTERPRISE FUND	541,705.00	43,607.15	(91.9)	541,705.00	541,705.00	560,997.98 3.5
TOTAL REVENUES	541,705.00	43,607.15	(91.9)	541,705.00	541,705.00	560,997.98 3.5
EXPENSES						
SOLID WASTE ENTERPRISE FUND	500,560.00	137,288.40	72.5	500,560.00	500,560.00	524,578.03 (4.7)
TOTAL EXPENSES	500,560.00	137,288.40	72.5	500,560.00	500,560.00	524,578.03 (4.7)
TOTAL FUND REVENUES	541,705.00	43,607.15	(91.9)	541,705.00	541,705.00	560,997.98 3.5
TOTAL FUND EXPENSES	500,560.00	137,288.40	72.5	500,560.00	500,560.00	524,578.03 (4.7)
SURPLUS (DEFICIT)	41,145.00	(93,681.25)	(327.6)	41,145.00	41,145.00	36,419.95 (11.4)

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: COMPOST SITE ENTERPRISE FUND  
 FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	FISCAL		FISCAL		FISCAL		FISCAL	
	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	% VARI- ANCE	
REVENUES								
COMPOST SITE ENTERPRISE FUND	0.00	(116.06)	100.0	0.00	0.00	12,048.56	100.0	
TOTAL REVENUES	0.00	(116.06)	100.0	0.00	0.00	12,048.56	100.0	
EXPENSES								
COMPOST SITE ENTERPRISE FUND	0.00	17,983.27	100.0	0.00	0.00	77,119.56	100.0	
TOTAL EXPENSES	0.00	17,983.27	100.0	0.00	0.00	77,119.56	100.0	
TOTAL FUND REVENUES	0.00	(116.06)	100.0	0.00	0.00	12,048.56	100.0	
TOTAL FUND EXPENSES	0.00	17,983.27	100.0	0.00	0.00	77,119.56	100.0	
SURPLUS (DEFICIT)	0.00	(18,099.33)	100.0	0.00	0.00	(65,071.00)	100.0	

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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MUNICIPAL REPORT TOTALS  
FOR 12 PERIODS ENDING DECEMBER 31, 2020

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL MUNICIPAL REVENUES	25,441,894.63	2,403,964.39	(90.5)	25,441,894.63	25,441,894.63	25,552,725.86	0.4
TOTAL MUNICIPAL EXPENSES	26,808,483.02	3,240,813.93	87.9	26,819,849.68	26,819,849.68	25,588,697.15	4.5
SURPLUS (DEFICIT)	(1,366,588.39)	(836,849.54)	(38.7)	(1,377,955.05)	(1,377,955.05)	(35,971.29)	(97.3)

## FEBRUARY 2021 BANK RECONCILIATION

## CHECKING ACCOUNTS

## INVESTMENT ACCOUNTS

GENERAL FUND		SNAP	
NICOLET		NICOLET	
PRIOR G/L BALANCE	10,813,243.79		9,411.21
REVENUE	3,995,220.16		0.00
DISBURSEMENTS	9,143,298.40		0.00
AMOUNT IN TRANSIT	11,928.12		0.00
ADJUSTMENTS	9,576.84		0.00
ENDING BALANCE	5,662,814.27		9,411.21

GENERAL/CAPITAL FUND	
INVESTMENTS	
	503,924.26
	687.31
	687.31
	0.00
	0.00
	503,924.26

BANK BALANCE	5,699,165.42	9,411.21
LESS OUTS. CHECKS	36,351.15	0.00
	5,662,814.27	9,411.21

	503,924.26
	0.00
	503,924.26

GENERAL FUND		GENERAL FUND		WDF		CAPITAL - BUILDING DEBT		CAPITAL PROJECTS		CAPITAL PROJECTS DEBT		TIF #3 CONSTRUCTION		TIF #3 DEBT	
STATE - #2		NICOLET BANK - WMBI		STATE - #4		STATE - #9		STATE #13		STATE #15		STATE - #14		STATE - #08	
PRIOR G/L BALANCE	6,202,726.19		20,133.55		10,252.42		6,323.47		1,216,829.08		136,310.80		16,202.13		850,726.62
REVENUE	686,588.74		0.15		0.60		0.37		61.01		7.95		0.95		28,295.56
DISBURSEMENTS	1,276,533.70		0.00		0.00		0.00		685,556.03		0.00		0.00		0.00
AMOUNT IN TRANSIT	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
ADJUSTMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
ENDING BALANCE	5,612,781.23		20,133.70		10,253.02		6,323.84		531,334.06		136,318.75		16,203.08		879,022.18
BANK BALANCE	5,612,781.23		20,133.70		10,253.02		6,323.84		531,334.06		136,318.75		16,203.08		879,022.18

TIF #1 DEBT		TIF #2		TIF #2 DEBT 98A&B		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TID #4 CONSTRUCTION	
STATE - #11		STATE - #3		STATE - #10		CONST. - STATE - #06		CAP. INT. - STATE - #7		STATE - #12		STATE - #01	
PRIOR G/L BALANCE	611,679.66		15,497.78		3,427,143.50		56,694.84		48,438.07		130,118.78		536,619.93
REVENUE	413,110.82		0.90		670,831.90		3.31		95,218.19		69,399.58		31.32
DISBURSEMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00
AMOUNT IN TRANSIT	0.00		0.00		0.00		0.00		0.00		0.00		0.00
ADJUSTMENTS	0.00		0.00		0.00		0.00		0.00		0.00		0.00
ENDING BALANCE	1,024,790.48		15,498.68		4,097,975.40		56,698.15		143,656.26		199,518.36		536,651.25
BANK BALANCE	1,024,790.48		15,498.68		4,097,975.40		56,698.15		143,656.26		199,518.36		536,651.25

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: GENERAL FUND  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

RIMENT DESCRIPTION	FEBRUARY	FEBRUARY	% VARI-ANCE	FISCAL	ANNUAL	% VARI-ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	BUDGET	
REVENUES						
GENERAL FUND	13,011,245.00	3,282,057.08	(74.7)	13,011,245.00	13,011,245.00	(55.8)
TOTAL REVENUES	13,011,245.00	3,282,057.08	(74.7)	13,011,245.00	13,011,245.00	(55.8)
EXPENSES						
GENERAL FUND	1,165,775.00	1,517.39	99.8	1,178,275.00	1,303,275.00	99.7
MAYOR	12,885.00	915.02	92.8	12,885.00	12,885.00	85.7
CITY COUNCIL	71,420.00	4,801.10	93.2	71,420.00	71,420.00	81.9
LAW/LEGAL	86,000.00	1,440.00	98.3	86,000.00	86,000.00	100.0
CITY CLERK-TREASURER	450,630.00	34,936.70	92.2	450,630.00	450,630.00	87.6
ADMINISTRATION	180,040.00	14,164.73	92.1	180,040.00	180,040.00	88.2
COMPUTER	121,750.00	26,347.39	78.3	121,750.00	121,750.00	78.3
CITY ASSESSOR	89,708.33	4,916.67	94.5	89,716.66	89,800.00	82.0
BOARD OF REVIEW	1,520.00	0.00	100.0	1,520.00	1,520.00	100.0
BUILDING/ZONING CODE ENFORCEM	104,505.00	5,841.58	94.4	104,505.00	104,505.00	94.4
MUNICIPAL SERVICES ADMIN.	241,535.00	19,489.30	91.9	241,535.00	241,535.00	88.1
PUBLIC WORKS ADMINISTRATION	232,335.00	17,757.01	92.3	232,335.00	232,335.00	88.1
ELECTIONS DEPARTMENT	27,180.00	0.00	100.0	27,180.00	27,180.00	100.0
CITY HALL	165,715.00	9,836.54	94.0	165,715.00	165,715.00	89.8
INSURANCE	288,290.00	99,556.00	65.4	288,290.00	288,290.00	68.9
GENERAL EXPENDITURES	1,482,665.00	1,197.12	99.9	1,482,665.00	1,482,665.00	99.6
POLICE DEPARTMENT	472,875.00	35,173.22	92.5	472,875.00	472,875.00	88.2
PATROL BOAT	15,310.00	0.00	100.0	15,310.00	15,310.00	100.0
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.0
POLICE DEPARTMENT/PATROL	2,301,730.00	166,898.74	92.7	2,301,730.00	2,301,730.00	85.2
POLICE DEPT. / INVESTIGATIONS	294,740.00	20,752.86	92.9	294,740.00	294,740.00	89.7
FIRE DEPARTMENT	2,055,590.00	150,722.35	92.6	2,055,590.00	2,055,590.00	88.2
STORM SEWERS	36,110.00	13.96	99.9	36,110.00	36,110.00	100.1
SOLID WASTE MGMT/SPRING/FALL	53,845.00	0.00	100.0	53,845.00	53,845.00	100.0
COMPOST/SOLID WASTE SITE	0.00	(14.05)	100.0	0.00	0.00	0.0
STREET SWEEPING	43,675.00	55.21	99.8	43,675.00	43,675.00	99.6
WEED ABATEMENT	4,005.00	0.00	100.0	4,005.00	4,005.00	100.0
ROADWAYS/STREETS	241,115.00	17,697.35	92.6	241,115.00	241,115.00	90.6
SNOW REMOVAL	223,000.00	19,906.33	91.0	223,000.00	223,000.00	87.7
STREET SIGNS AND MARKINGS	52,375.00	1,407.24	97.3	52,375.00	52,375.00	97.2
CURB/GUTTER/SIDEWALK	24,365.00	0.00	100.0	24,365.00	24,365.00	100.0
STREET MACHINERY	215,050.00	8,604.84	95.9	215,050.00	215,050.00	95.9
CITY GARAGE	64,590.00	902.69	98.6	64,590.00	64,590.00	97.2
CELEBRATION & ENTERTAINMENT	43,020.00	48.54	99.8	43,020.00	43,020.00	99.8
HIGHWAYS - GENERAL	492,000.00	21,138.45	95.7	492,000.00	492,000.00	88.6
PARK & RECREATION ADMIN	104,785.00	10,757.42	89.7	104,785.00	104,785.00	86.2
PARKS AND PLAYGROUNDS	514,830.00	30,751.85	94.0	514,830.00	514,830.00	90.5
BALLFIELDS	29,520.00	0.00	100.0	29,520.00	29,520.00	100.0

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: GENERAL FUND  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	FISCAL ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
EXPENSES							
ICE RINKS	12,130.00	2,689.28	77.8	12,130.00	12,130.00	3,450.24	71.5
BEACHES	5,400.00	0.00	100.0	5,400.00	5,400.00	0.00	100.0
MUNICIPAL DOCKS	48,780.00	2,035.24	95.8	48,780.00	48,780.00	2,233.42	95.4
WATER WEED MANAGEMENT	86,115.00	4.63	99.9	86,115.00	86,115.00	14.15	99.9
WATERFRONT PARKS & WALKWAYS	77,365.00	534.18	99.3	77,365.00	77,365.00	1,681.02	97.8
EMPLOYEE BENEFITS	44,700.00	1,139.49	97.4	44,700.00	44,700.00	5,198.72	88.3
PUBLIC FACILITIES	81,000.00	21,965.68	72.8	81,000.00	81,000.00	21,965.68	72.8
BOARDS AND COMMISSIONS	880.00	0.00	100.0	880.00	880.00	57.70	93.4
COMMUNITY & ECONOMIC DEVELOPMENT	419,460.00	31,425.88	92.5	419,460.00	419,460.00	55,660.19	86.7
TOTAL EXPENSES	12,780,313.33	787,327.93	93.8	12,792,821.66	12,917,905.00	1,248,080.00	90.3
TOTAL FUND REVENUES	13,011,245.00	3,282,057.08	(74.7)	13,011,245.00	13,011,245.00	5,738,303.38	(55.8)
TOTAL FUND EXPENSES	12,780,313.33	787,327.93	93.8	12,792,821.66	12,917,905.00	1,248,080.00	90.3
SURPLUS (DEFICIT)	230,931.67	2,494,729.15	980.2	218,423.34	93,340.00	4,490,223.38	4710.6



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CITY OF STURGEON BAY  
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FOR FUND: CAPITAL FUND  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES	2,729,375.00	156,656.06	(94.2)	2,729,375.00	2,729,375.00	(92.3)
PATROL						
TOTAL REVENUES	2,729,375.00	156,656.06	(94.2)	2,729,375.00	2,729,375.00	(92.3)
EXPENSES						
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.0
COMPUTER	29,500.00	0.00	100.0	29,500.00	0.00	100.0
CITY ASSESSOR	5,000.00	0.00	100.0	5,000.00	0.00	100.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.0
ELECTIONS	0.00	0.00	0.0	0.00	0.00	0.0
CITY HALL	454,583.32	44,502.24	90.2	469,166.64	615,000.00	91.3
GENERAL EXPENDITURES	15,000.00	15,030.26	(0.2)	15,000.00	15,030.26	(0.2)
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0
PATROL BOAT	0.00	0.00	0.0	0.00	0.00	0.0
POLICE DEPT. / INVESTIGATIONS	238,735.00	492.54	99.7	238,735.00	238,735.00	83.4
FIRE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0
STORM SEWERS	34,800.00	1,220.36	96.4	34,800.00	34,800.00	75.5
SOLID WASTE MGMT/REFUSE/RECYC	70,000.00	0.00	100.0	70,000.00	70,000.00	100.0
ROADWAYS/STREETS	0.00	0.00	0.0	0.00	0.00	0.0
SNOW REMOVAL	1,090,000.00	184,169.50	83.1	1,090,000.00	1,090,000.00	83.1
CURB/GUTTER/SIDEWALK	0.00	0.00	0.0	0.00	0.00	0.0
CITY GARAGE	132,500.00	0.00	100.0	132,500.00	132,500.00	100.0
PARKS AND PLAYGROUNDS	15,000.00	0.00	100.0	15,000.00	15,000.00	100.0
BALFIELDS	288,430.00	323.00	99.8	288,430.00	288,430.00	100.0
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.0
BEACHES	0.00	0.00	0.0	0.00	0.00	0.0
MUNICIPAL DOCKS	166.66	0.00	100.0	333.32	2,000.00	100.0
WATER WEED MANAGEMENT	50,500.00	0.00	100.0	50,500.00	50,500.00	100.0
WATERFRONT PARKS & WALKWAYS	0.00	0.00	0.0	0.00	0.00	0.0
SANITARY & WATER MAIN	115,000.00	444.00	99.6	115,000.00	115,000.00	100.0
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00	0.0
COMMUNITY & ECONOMIC DEVLPMT	14,910.00	0.00	100.0	14,910.00	14,910.00	100.0
TOTAL EXPENSES	2,554,124.98	246,181.90	90.3	2,568,874.96	2,716,375.00	88.9
TOTAL FUND REVENUES	2,729,375.00	156,656.06	(94.2)	2,729,375.00	2,729,375.00	(92.3)
TOTAL FUND EXPENSES	2,554,124.98	246,181.90	90.3	2,568,874.96	2,716,375.00	88.9
SURPLUS (DEFICIT)	175,250.02	(89,525.84)	(151.0)	160,500.04	13,000.00	(801.2)

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FOR FUND: CABLE TV  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
CABLE TV / GENERAL	123,057.08	38,119.24	(69.0)	125,584.16	150,855.00	38,119.24	(74.7)
TOTAL REVENUES	123,057.08	38,119.24	(69.0)	125,584.16	150,855.00	38,119.24	(74.7)
EXPENSES							
CABLE TV / GENERAL	112,625.00	7,390.54	93.4	112,625.00	112,625.00	12,596.41	88.8
TOTAL EXPENSES	112,625.00	7,390.54	93.4	112,625.00	112,625.00	12,596.41	88.8
TOTAL FUND REVENUES	123,057.08	38,119.24	(69.0)	125,584.16	150,855.00	38,119.24	(74.7)
TOTAL FUND EXPENSES	112,625.00	7,390.54	93.4	112,625.00	112,625.00	12,596.41	88.8
SURPLUS (DEFICIT)	10,432.08	30,728.70	194.5	12,959.16	38,230.00	25,522.83	(33.2)

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CITY OF STURGEON BAY  
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FOR FUND: TOURISM FUND  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

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

CITY OF STURGEON BAY  
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FOR FUND: TID #2 DISTRICT  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	2,610,230.00	766,054.30	(70.6)	2,610,230.00	2,610,230.00	1,168,412.57	(55.2)
TOTAL REVENUES	2,610,230.00	766,054.30	(70.6)	2,610,230.00	2,610,230.00	1,168,412.57	(55.2)
EXPENSES							
TID DISTRICT #2	1,976,242.00	323.00	99.9	1,976,242.00	1,976,242.00	323.00	99.9
TOTAL EXPENSES	1,976,242.00	323.00	99.9	1,976,242.00	1,976,242.00	323.00	99.9
TOTAL FUND REVENUES	2,610,230.00	766,054.30	(70.6)	2,610,230.00	2,610,230.00	1,168,412.57	(55.2)
TOTAL FUND EXPENSES	1,976,242.00	323.00	99.9	1,976,242.00	1,976,242.00	323.00	99.9
SURPLUS (DEFICIT)	633,988.00	765,731.30	20.7	633,988.00	633,988.00	1,168,089.57	84.2

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FOR FUND: TID #1 DISTRICT  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	941,158.00	413,110.82	(56.1)	941,158.00	941,158.00	623,273.12	(33.7)
TOTAL REVENUES	941,158.00	413,110.82	(56.1)	941,158.00	941,158.00	623,273.12	(33.7)
EXPENSES							
TID #1 DISTRICT	888,298.00	0.00	100.0	888,298.00	888,298.00	0.00	100.0
TOTAL EXPENSES	888,298.00	0.00	100.0	888,298.00	888,298.00	0.00	100.0
TOTAL FUND REVENUES	941,158.00	413,110.82	(56.1)	941,158.00	941,158.00	623,273.12	(33.7)
TOTAL FUND EXPENSES	888,298.00	0.00	100.0	888,298.00	888,298.00	0.00	100.0
SURPLUS (DEFICIT)	52,860.00	413,110.82	681.5	52,860.00	52,860.00	623,273.12	1079.1

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CITY OF STURGEON BAY  
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FOR FUND: TID #3 DISTRICT  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #3 DISTRICT	61,841.00	28,296.51	(54.2)	61,841.00	61,841.00	42,732.28	(30.8)
TOTAL REVENUES	61,841.00	28,296.51	(54.2)	61,841.00	61,841.00	42,732.28	(30.8)
EXPENSES							
TID #3 DISTRICT	126,796.00	0.00	100.0	126,796.00	126,796.00	0.00	100.0
TOTAL EXPENSES	126,796.00	0.00	100.0	126,796.00	126,796.00	0.00	100.0
TOTAL FUND REVENUES	61,841.00	28,296.51	(54.2)	61,841.00	61,841.00	42,732.28	(30.8)
TOTAL FUND EXPENSES	126,796.00	0.00	100.0	126,796.00	126,796.00	0.00	100.0
SURPLUS (DEFICIT)	(64,955.00)	28,296.51	(143.5)	(64,955.00)	(64,955.00)	42,732.28	(165.7)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #4 DISTRICT	1,906,605.33	69,430.90	(96.3)	1,914,383.66	1,992,167.00	104,780.20	(94.7)
TOTAL REVENUES	1,906,605.33	69,430.90	(96.3)	1,914,383.66	1,992,167.00	104,780.20	(94.7)
EXPENSES							
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TID #4 DISTRICT	2,067,848.33	100,303.70	95.1	2,076,481.66	2,162,815.00	100,303.70	95.3
TOTAL EXPENSES	2,067,848.33	100,303.70	95.1	2,076,481.66	2,162,815.00	100,303.70	95.3
TOTAL FUND REVENUES	1,906,605.33	69,430.90	(96.3)	1,914,383.66	1,992,167.00	104,780.20	(94.7)
TOTAL FUND EXPENSES	2,067,848.33	100,303.70	95.1	2,076,481.66	2,162,815.00	100,303.70	95.3
SURPLUS (DEFICIT)	(161,243.00)	(30,872.80)	(80.8)	(162,098.00)	(170,648.00)	4,476.50	(102.6)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY	FEBRUARY	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
REVOLVING LOAN FUND (STATE)	0.00	0.60	100.0	0.00	0.00	1.41	100.0
TOTAL REVENUES	0.00	0.60	100.0	0.00	0.00	1.41	100.0
EXPENSES							
REVOLVING LOAN FUND (STATE)	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.60	100.0	0.00	0.00	1.41	100.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.60	100.0	0.00	0.00	1.41	100.0



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FOR FUND: SOLID WASTE ENTERPRISE  
FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	1,333,365.00	44,401.68	(96.6)	1,333,365.00	1,333,365.00	87,610.01	(93.4)
TOTAL REVENUES	1,333,365.00	44,401.68	(96.6)	1,333,365.00	1,333,365.00	87,610.01	(93.4)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	638,480.40	31,113.69	95.1	702,290.80	1,340,395.00	41,228.34	96.9
TOTAL EXPENSES	638,480.40	31,113.69	95.1	702,290.80	1,340,395.00	41,228.34	96.9
TOTAL FUND REVENUES	1,333,365.00	44,401.68	(96.6)	1,333,365.00	1,333,365.00	87,610.01	(93.4)
TOTAL FUND EXPENSES	638,480.40	31,113.69	95.1	702,290.80	1,340,395.00	41,228.34	96.9
SURPLUS (DEFICIT)	694,884.60	13,287.99	(98.0)	631,074.20	(7,030.00)	46,381.67	(759.7)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES							
COMPOST SITE ENTERPRISE FUND	15,567.49	415.92	(97.3)	27,134.98	142,810.00	1,625.78	(98.8)
TOTAL REVENUES	15,567.49	415.92	(97.3)	27,134.98	142,810.00	1,625.78	(98.8)
EXPENSES							
COMPOST SITE ENTERPRISE FUND	5,807.01	5,736.61	1.2	11,614.02	69,685.00	7,715.31	88.9
TOTAL EXPENSES	5,807.01	5,736.61	1.2	11,614.02	69,685.00	7,715.31	88.9
TOTAL FUND REVENUES	15,567.49	415.92	(97.3)	27,134.98	142,810.00	1,625.78	(98.8)
TOTAL FUND EXPENSES	5,807.01	5,736.61	1.2	11,614.02	69,685.00	7,715.31	88.9
SURPLUS (DEFICIT)	9,760.48	(5,320.69)	(154.5)	15,520.96	73,125.00	(6,089.53)	(108.3)

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MUNICIPAL REPORT TOTALS  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2021

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
TOTAL MUNICIPAL REVENUES	22,732,443.90	4,798,543.11	(78.8)	22,754,316.80	22,973,046.00	8,013,817.76	(65.1)
TOTAL MUNICIPAL EXPENSES	21,150,535.05	1,178,377.37	94.4	21,256,044.10	22,311,136.00	1,710,368.63	92.3
SURPLUS (DEFICIT)	1,581,908.85	3,620,165.74	128.8	1,498,272.70	661,910.00	6,303,449.13	852.3



# STURGEON BAY POLICE DEPARTMENT



*The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.*

To: The Honorable Mayor  
Members of the Common Council  
Members of the Police and Fire Commission  
City Administrator Josh VanLieshout

From: Captain Daniel J. Brinkman

Subject: Monthly Report for February, 2021

Date: March 12, 2021

The following is a summary of the Police Department's activities for the month of February that includes crimes investigated, traffic accidents investigated, training completed, and public education provided by department members.

## Crimes Investigated

The Department, during the month, investigated a total of 56 crimes.

These crimes can be broken down and classified as follows.

Disorderly Conduct.....	10
Bail Jump.....	05
Battery.....	03
Possess Controlled Substance.....	05
Fraud / Forgery.....	11
Domestic Abuse.....	06
Theft.....	02
Child Abuse or Neglect.....	02
Death Investigation.....	04
Sex Offenses.....	03
Threats to Injure.....	02
Burglary.....	02
ICAC Investigation.....	01
<b>TOTAL</b>	<b>56</b>

The above crimes resulted in the loss of \$1,125 to the community, of which \$120 has been recovered.

## Arrests

The Department completed a total of 82 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

### A. Felony Crime Arrest

Bail Jumping.....	05
Internet Crimes against Children.....	01
False Imprisonment.....	02
Physical Abuse to Child.....	02
Burglary.....	01
Possess Controlled Substance.....	01
Possess Drug Paraphernalia.....	01
Sexual Assault.....	01
<b>TOTAL 14</b>	

### B. Misdemeanor Crime Arrests

Disorderly Conduct.....	05
Violate Court Order.....	01
Bail Jump.....	04
4 <sup>th</sup> Degree Sexual Assault.....	02
Criminal Damage to Property.....	02
Resist / Obstruct Officer.....	01
Battery.....	04
Possess Drug Paraphernalia.....	02
<b>TOTAL 21</b>	

Wisconsin Probation & Parole Arrests / Warrant Arrests.....	07
<b>TOTAL 07</b>	

### C. Ordinance Violation Arrests

Disorderly Conduct .....	01
Disorderly Conduct w/Motor Vehicle .....	01
Possess Marijuana .....	01
Illegal Snowmobile Operation on Highway.....	01
Refuse to Take Test OWI on Snowmobile .....	01
<b>TOTAL 05</b>	

### D. Traffic Crime Arrests

Operate Motor Vehicle while Intoxicated 2 <sup>nd</sup> or More.....	03
No Valid Driver's License.....	01
<b>TOTAL 04</b>	

### E. Traffic Violation Arrests

Operate Motor Vehicle w/o Insurance.....	01
Operate Motor Vehicle while Intoxicated.....	05
Operate Motor Vehicle while Suspended/Revoked.....	04
Speeding.....	07
No Valid Driver's License.....	04

Miscellaneous Violations.....	10
<b>TOTAL</b>	<b>31</b>

In addition to the preceding arrests, the Department conducted a total of 63 traffic stops during the month and logged 13 violations for various motor vehicle defects and local ordinances and issued 10 written warnings for those violations. A total of 72 parking tickets were issued for parking violations throughout the city.

#### **Traffic Accidents**

The Department during the month investigated a total of 09 vehicle accidents. These accidents are categorized into four types.

A. Motor Vehicle Accidents Involving Fatalities .....	00
B. Motor Vehicle Accidents Involving Injuries.....	03
C. Motor Vehicle Accidents Involving Property Damage .....	05
(greater than \$1,000.00)	
D. Motor Vehicle Accidents Involving Property Damage .....	01
(less than \$1,000.00)	<b>TOTAL 09</b>

#### **Police Service Calls**

Department members handled 345 service calls during the month. These calls consist of both citizen requests for police service as described below (273), crimes investigated (56), traffic accidents investigated (09), and Wisconsin Probation and Parole Assists (07).

A. Traffic and Road Incidents.....	72
This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.	
B. Noise Complaints .....	04
These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C. Sick and Injured Persons .....	17
Assistance rendered to the Ambulance Service and sick or injured persons.	
D. Alarms.....	22
Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E. Complaints Involving Animals.....	10
Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F. Civil Disputes.....	03
Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	

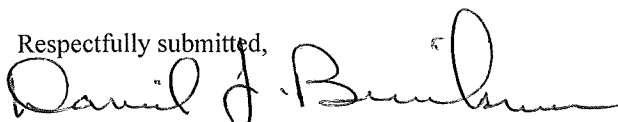
G. Escorts.....	02
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist .....	55
This category is broad and involves such services as assistance in gas drive-off, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.	
I. Assistance Rendered to Other Agencies.....	07
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance .....	20
Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.	
K. Self-Initiated Field Activity.....	03
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
L. Juvenile Problems .....	04
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
M. Miscellaneous Incidents.....	45
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes 9-1-1 calls investigated by Department members during the month.	
N. Welfare Checks .....	09
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	

**TOTAL 273**

#### **Department Training**

The Joint SWAT Team and Dive Team completed their monthly training. Two officers completed a 32-hour course in Instructor Development and nine officers completed an 8 hours course in Investigating Cases of Elder Abuse.

Respectfully submitted,

  
Captain Daniel J. Brinkman

**BEVERAGE OPERATOR LICENSES**

1. Crook, Amanda M.
2. Yoho, Katherine B.



***CLASS C WINE LICENSE***

5J SB, LLC.

Agent: Frederick T Young

232 N 5<sup>th</sup> Avenue

Sturgeon Bay, WI 54235

Location: 232 N 5<sup>th</sup> Avenue

Dates: April 7, 2021 – June 30, 2021

***TEMPORARY CLASS B BEER LICENSE***

Sturgeon Bay Bass Tournament, LLC

Agent: Gary Nault

711 Hickory Street

Sturgeon Bay, WI 54235

Location: Sawyer Park Pavilion, Neenah Avenue

Dates: May 7 & 8, 2021



## 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 Steven Delaruelle
2. Vehicle Owner's Date of birth 05/30/1982
3. Business Name Door County Peetal Trolley LLC
4. Business Address 5071 Ripp Road Sturgeon Bay WI 54235
5. Business Phone Number(s) 920 333 3373
6. Commercial Quadricycle Year, Make, Model 2018 Bici Bar
7. Commerical Quadricycle Serial Number 1
8. Commerical Quadricycle #: Trolley 1
9. Insurance Carrier HUB International Northwest 10. Policy Number CSU0154751

**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.

AS Dela  
Signature

3-8-2021  
Date

### PART C - CITY USE ONLY

Certificate of Insurance 03/23/2021

Approved by: \_\_\_\_\_

Date Filed 3/16/2021

Copy of Vehicle Registration N/A

ASE Certified Filed 3/24/2021

License Fee Paid \$50.00 3/24/2021



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

COMPANY NAME: Door County Pedal Trolley LLC SC

Hours of Operation

Day of the week	Earliest Start Time (Include AM/PM)	Latest End Time * (Include AM/PM)
Sunday	11 AM	10 PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

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

ROUTES

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

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

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

ALCOHOL BEVERAGE REGULATIONS (COMMERICAL QUADRICYCLES ONLY)

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

*All passengers will be required to give beverages to driver to place in cooler. Appropriate inventory per person will be conducted at that time.*

What are your plans to ensure no other alcohol beverage, including intoxicating liquor, is carried upon or consumed on the commercial quadricycle? *Persons will be required to show bags to drivers.*

What are your plans to ensure amounts in excess of that are allowed by law (36 ounces per person) will not be brought on the commercial quadricycle? *Each rider will hand over their beverages to the driver to count.*

What are your plans to ensure glass beverage containers will not be carried upon the commercial quadricycle? *We will inspect bags and reject any glass.*

What are your plans to ensure no underage persons are on the commercial quadricycle when fermented malt beverages are present? *Everybody is ID'd.*

How will disorderly and/or intoxicated patrons be addressed? *They will be removed from the trolley and if needed police will be called*

How will patrons be notified of the restrictions on alcohol beverages?  
☒ Conspicuous posting \_\_\_\_\_ Other:

What types of beverage carrying containers will be allowed on the commercial quadricycle?  
☒ Cans ☒ Plastic bottles

Where will the patrons store their fermented malt beverages?  
*Onboard cooler*

### LITTER AND NOISE

How will excess noise be prevented?  
*Driver will control sound system and make sure guests control their volume*

How will excess noise be addressed? *Patrons will be warned, if they fail to keep control the patrons will be kicked off the tour.*

Will there be an amplified sound system? ☒ Yes \_\_\_\_\_ No If yes, describe:  
*A small bluetooth speaker system, 100 watts*

What are your plans to prevent litter? *Onboard trash can, if a guest drops something we will stop and they will retrieve it.*

What are your plans to address littering by a patron?  
*See above*

### LICENSED COMMERCIAL QUADRICYCLE OPERATORS

What are your plans to ensure all drivers hold a valid Quadricycle Operator's license with the City of Sturgeon Bay at all times while operating? *They won't be employed by us unless they hold a license and get trained by us on operations*

Names of all currently employed as drivers (attach additional sheets as needed):  
*Steve Delarville, Jason Estes, John Quader*

### NOTARIZED SIGNATURE

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

SUBSCRIBED AND SWORN BEFORE ME THIS

24th DAY OF March, 2021.

NOTARY PUBLIC, STATE OF WISCONSIN

My commission expires: 07/10/2023

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

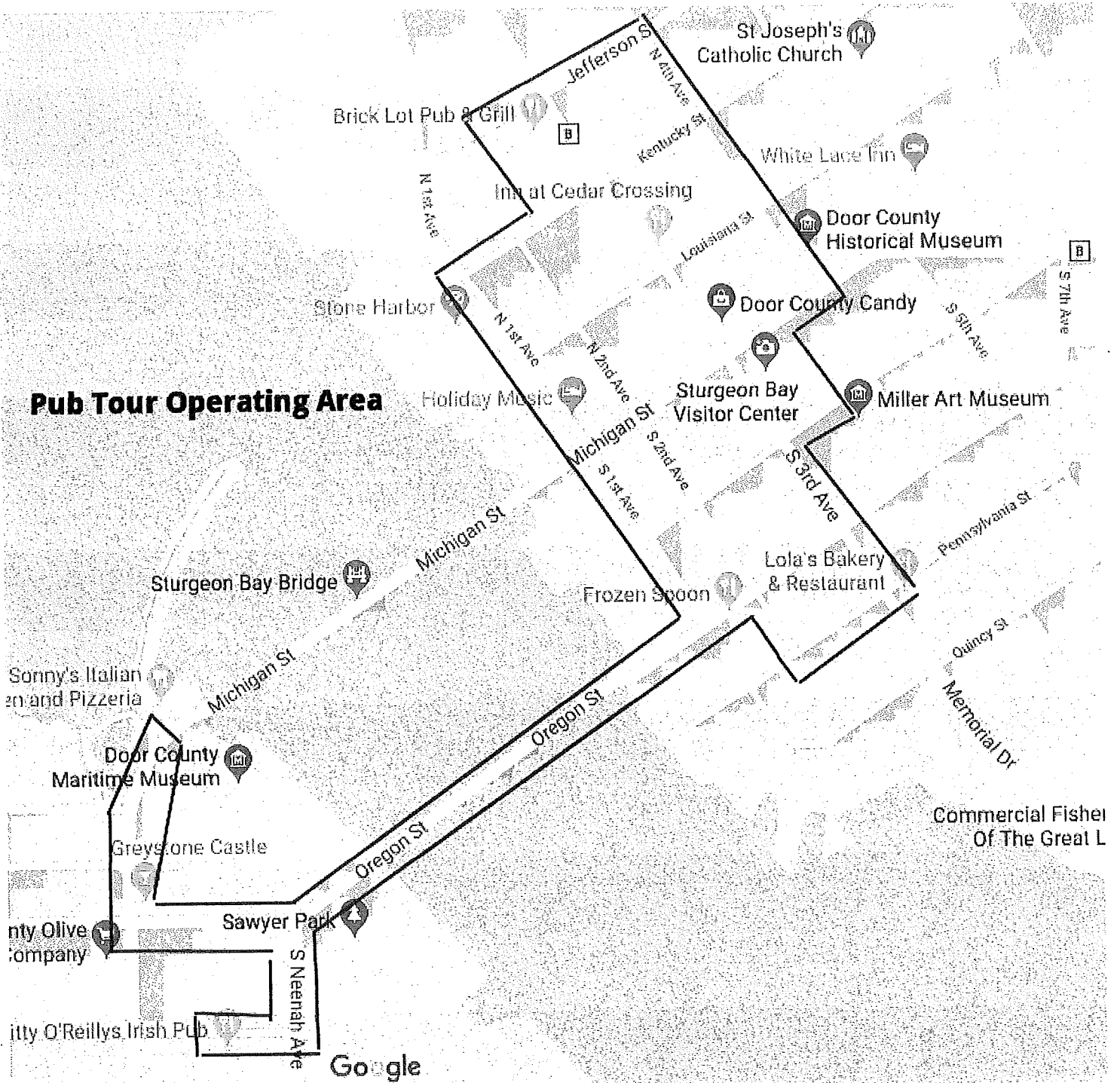
[Signature]  
Signature of Ind/Partner/Officer/Member/Agent

Notary Seal must be affixed

*Laurie A. Spithornmaister*

*Laurie A. Spithornmaister*

## Pub Tour Operating Area





DOORCOU-02

DMUNYAKA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2021

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

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

PRODUCER Hub International Northwest LLC PO Box 3144 Spokane, WA 99220	CONTACT NAME: Holly White	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS: holly.white@hubinternational.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Cincinnati Specialty Underwriters Ins Co	13037
INSURED  Door County Pedal Trolley LLC 5071 Ripp Rd Sturgeon Bay, WI 54235	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CSU0154751	8/7/2020	8/7/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Sturgeon Bay is included as additional insured if required in written contract per attached form CSGA 434 11 08

## CERTIFICATE HOLDER

## CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **AUTOMATIC ADDITIONAL INSURED - SPECIFIED RELATIONSHIPS**

This endorsement modifies insurance provided under the following:

### **COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**A. SECTION II - WHO IS AN INSURED** is amended to include as an insured any person or organization described in Paragraph **B.** below (hereinafter referred to as additional insured) whom you are required to add as an additional insured under this Coverage Part by reason of a written contract or agreement is an insured, provided:

1. The written contract or agreement is:
  - a. Currently in effect or becomes effective during the policy period; and
  - b. Executed prior to an "occurrence" or offense to which this insurance would apply; and
2. They are not specifically named as an additional insured under any other provision of, or endorsement added to, this Coverage Part.

**B.** Only the following persons or organizations are additional insureds under this endorsement, but only with respect to liability caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf. Insurance coverage provided to such additional insureds is limited as provided herein:

1. The manager or lessor of a premises leased to you with whom you have agreed per Paragraph **A.** above to provide insurance, but only with respect to the ownership, maintenance or use of that part of a premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

- a. Any "occurrence" which takes place after you cease to be a tenant in that premises.
- b. Structural alterations, new construction or demolition operations per-

formed by or on behalf of such additional insured.

2. Any person or organization from which you lease equipment with whom you have agreed per Paragraph **A.** above to provide insurance. However, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

3. Any state or political subdivision with which you have agreed per Paragraph **A.** above to provide insurance, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent or control and to which this insurance applies:

- a. The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decorations and similar exposures; or
- b. The construction, erection, or removal of elevators; or
- c. The ownership, maintenance, or use of any elevators covered by this insurance.

- C.** With respect to the insurance afforded to these additional insureds, **SECTION III - LIMITS OF INSURANCE** is amended to include:

The limits applicable to the additional insured are those specified in the written contract or agreement or in the Declarations of this Coverage Part, whichever is less. If no limits are specified in the written contract or agreement, the limits applicable to the additional insured are those specified in the Declarations of this



Coverage Part. The limits of insurance are inclusive of and not in addition to the limits of insurance shown in the Declarations.

- D. With respect to the insurance afforded to these additional insureds, **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance** is amended to include:

Any coverage provided herein will be excess over any other valid and collectible insurance

available to the additional insured whether primary, excess, contingent or on any other basis unless you have agreed in a written contract or written agreement executed prior to any loss that this insurance will be primary. This insurance will be noncontributory only if you have so agreed in a written contract or written agreement executed prior to any loss and this coverage is determined to be primary.

## ANNUAL VEHICLE INSPECTION REPORT

## VEHICLE HISTORY RECORD

REPORT  
NUMBER

FLEET UNIT NUMBER

DATE 3-23-21

MOTOR CARRIER OPERATOR

Jason Estes

INSPECTOR'S NAME (PRINT OR TYPE)

Christopher M Olson

ADDRESS

4405 Walker Road

THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19.

YES

CITY, STATE, ZIP CODE

Sturgeon Bay WI 54235

VEHICLE IDENTIFICATION (✓ AND COMPLETE) ☐ LIC. PLATE NO. ☐ VIN ☒ OTHER

Trolley 2

VEHICLE TYPE ☐ TRACTOR ☐ TRAILER ☐ TRUCK ☐ BUS☒ (OTHER) Trolley

INSPECTION AGENCY/LOCATION (OPTIONAL)

## VEHICLE COMPONENTS INSPECTED

OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System	NA			b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors	NA			c. Container securement devices on intermodal equipment.	NA			c. Installation of speed-restricted tires unless specifically designated by motor carrier.
✓			d. Brake Hose	NA							
✓			e. Brake Tubing	NA							
✓			f. Low Pressure Warning Device	NA							
✓			g. Tractor Protection Valve	NA							
✓			h. Air Compressor								
✓			i. Electric Brakes								
✓			j. Hydraulic Brakes								
✓			k. Vacuum Systems								
✓			l. Antilock Brake System								
✓			m. Automatic Brake Adjusters								
			<b>2. COUPLING DEVICES</b>				<b>7. STEERING MECHANISM</b>				<b>11. WHEELS AND RIMS</b>
✓			a. Fifth Wheels				a. Steering Wheel Free Play	✓			a. Lock or Side Ring
✓			b. Pintle Hooks				b. Steering Column	✓			b. Wheels and Rims
✓			c. Drawbar/Towbar Eye				c. Front Axle Beam and All Steering Components Other Than Steering Column	✓			c. Fasteners
✓			d. Drawbar/Towbar Tongue				d. Steering Gear Box	✓			d. Welds
✓			e. Safety Devices				e. Pitman Arm				
✓			f. Saddle-Mounts				f. Power Steering				
			<b>3. EXHAUST SYSTEM</b>				g. Ball and Socket Joints				
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.				h. Tie Rods and Drag Links				
✓			b. Bus exhaust system leaking or discharging in violation of standard.				i. Nuts				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.				j. Steering System				
			<b>4. FUEL SYSTEM</b>				<b>8. SUSPENSION</b>				<b>12. WINDSHIELD GLAZING</b>
✓			a. Visible leak.				a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.				Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
✓			b. Fuel tank filler cap missing.				b. Spring Assembly				
✓			c. Fuel tank securely attached.				c. Torque, Radius or Tracking Components				
			<b>5. LIGHTING DEVICES</b>				<b>9. FRAME</b>				<b>13. WINDSHIELD WIPERS</b>
✓			All lighting devices and reflectors required by Part 393 shall be operable.				a. Frame Members				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
							b. Tire and Wheel Clearance				
							c. Adjustable Axle Assemblies (Sliding Subframes)				
											<b>14. MOTORCOACH SEATS</b>
											Any passenger seat that is not securely fastened to the vehicle structure.
											<b>15. OTHER</b>
											List any other condition(s) which may prevent safe operation of this vehicle.

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ✓ OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

**EXECUTIVE SUMMARY****DATE:** March 26, 2021**TITLE:** Street closure extension for ATC on S 1<sup>st</sup> Ave just south of Nebraska Street

**BACKGROUND:** At the December 1, 2020 Common Council meeting a street closure application submitted by ATC was approved to close a portion of S 1<sup>st</sup> Ave just south of Nebraska Street (see attached copy of the original street closure application). The approved street closure is set to expire on April 30, 2021 and ATC is requesting to extend the street closure until May 31, 2021. Their project is moving along well and the roadway could be reopened by April 30, 2021 if absolutely necessary, however, work will continue in the substation until the end of May so there will be a lot of construction traffic in the currently closed areas until the project is fully completed. ATC has notified Centerpointe Yacht Services of their intention to extend this street closure and coordinated with them to allow movement of boats if needed starting in early April. Staff feels that granting this 1-month extension would be good for the safety of the work crews and general public.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Approve extending the street closure until May 31, 2021 contingent upon ATC properly coordinating with Centerpointe Yacht Services so that their business operations are not negatively affected.

**SUBMITTED BY:** \_\_\_\_\_Chad Shefchik  
City Engineer

3-26-21

Date

**REVIEWED BY:** \_\_\_\_\_Marty Olejniczak  
Community Develop. Director

3-26-21

Date

**REVIEWED BY:** \_\_\_\_\_Josh VanLieshout  
City Administrator

Date

## Shefchik, Chad

---

**From:** Nate Eastway <neastway@gabes.com>  
**Sent:** Thursday, March 25, 2021 11:22 AM  
**To:** Shefchik, Chad  
**Cc:** Rod Guthrie; Vosters, Cole  
**Subject:** FW: Gabe's / ATC Street Closure Application Phase 3 (1st Ave)  
**Attachments:** ATC T46 - Street Closure Application - Phase 3 Only.pdf

Chad,

Per our conversation yesterday. The project team is requesting an extension to the attached permit application (I couldn't locate the actual permit...not sure if one was officially sent...or it's buried in the emails) from April 30 to May 31.

For your consideration:

- 1) The project team has communicated and coordinated with Centerpointe Yacht Services to allow them to use 1<sup>st</sup> Ave starting already in early April, including the movement of boats.
- 2) This will reduce the risk to the public as work inside the substation continues through the end of May and equipment personnel will regularly be accessing the substation through the 1<sup>st</sup> Ave gate

Thank you,

---

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

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

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

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

**From:** Nate Eastway  
**Sent:** Monday, November 23, 2020 9:52 AM  
**To:** Chad Shefchik <cshefchik@sturgeonbaywi.org>  
**Subject:** Gabe's / ATC Street Closure Application Phase 3 (1st Ave)

Chad,

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

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

Please let me know if you have any questions.

Thank you,

---

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

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

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

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

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant:

Nathan Eastway - Gabe's Construction

Name of Event:

ATC T-46 Cable Replacement (Phase 3)

Contact Phone #:

920-889-8135

Date(s) of Event:

Dec 14, 2020 to April 30, 2021

Time:

Continuous

Estimated # of Attendees:

N/A

Specific Location:

S. 1st Ave just south of  
Nebraska St.

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

What arrangements are made for clean up?

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

Other comments or explanation:

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

Signature of Responsible Party:

NATHAN A. EASTWAY

Address:

4804 N. 40th St. Sheboygan, WI 53083

Date Submitted:

11-23-2020*(Street Closure applications may not be submitted/approved more than 90 days in advance of event date.)*

Approval:

Fire Chief:

Police Chief:

Comm. Dev:

Streets/Parks:

City Clerk:

Finance Dir:

City Engineer:

City Admin:

Date:

Date:

Date:

Date:

Date:

Date:

Date:

Date:

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

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





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

Date: 11-23-2020

Project: ATC T46 Replacement – Sturgeon Bay, WI

Re: Street Closure Permit – Phase 3

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

To: City of Sturgeon Bay, WI

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

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

Phase 3:

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

Notes:

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

Attached:

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

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

Sincerely,

**NATHAN A. EASTWAY**

Nathan Eastway, P.E.

VP HDD & Specialty Projects

End of Letter

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

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

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

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

Dated this 23rd day of November, 2020

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

By: NATHAN A. EASTWAY

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

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

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

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

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

Dated: Nov 23, 2020

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

NATHAN A. EASTWAY

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

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

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

Telephone: 920-889-8135



### 3.035 - Reimbursement of expenses.

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

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


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



# ATC Phase 3 Road Closure

Dec 14, 2020  
to  
April 30, 2021

## Legend

 Public ROW Work Area

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

Driveway Access Maintained

2 way traffic on  
Nebraska & S 2nd

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

Private Easement  
Work Area

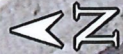
Public ROW  
Work Area

Full Closure,  
including west-  
sidewalk (Heavy  
Equipment)

Business Access Open

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

2 way traffic on S  
1st to Overhead  
Doors



200 ft





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/13/2020

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

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

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

**COVERAGES**

CERTIFICATE NUMBER: 1624389211

REVISION NUMBER:

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

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

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

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

Excess Umbrella Coverage:  
See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

City of Sturgeon Bay  
421 Michigan St  
Sturgeon Bay WI 54235

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AGENCY CUSTOMER ID: GABESCO-02

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

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

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

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

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

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

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the proposal from Wisconsin CTI, Inc for floor refinishing of the main eastside Fire Station, in the amount of \$44,250 with Option 1 for \$2,498 for a total cost of \$46,748.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 9, 2021

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2021

## Executive Summary

**TITLE:** Sturgeon Bay Fire Department Floor Refinishing.

**BACKGROUND:** The main garage floor and dayroom floor in the Sturgeon Bay Fire Department main station have either an epoxy coating or rubber floor and have deteriorated to a point of failure, and/or have become a hazardous area.

The project was originally scheduled in the 2020 capital budget but was placed on hold due to COVID-19. The 2021 budget has \$45,000 for the floor refinishing in dept.160. This refinishing will grind, blast, and or strip existing floors and then recoat with a product more durable, easier to maintain, and will allow for the existing floor to move and not fail as quickly as the existing floor coatings have. The new coating is a high build, double broadcast system using colored quartz aggregate and sealed with a protective topcoat. All of which withstand the heavy traffic in the garage without deterioration. Advantages are it is VOC-free, Abrasion-resistant, Anti-microbial, Anti-skid/slip, and is a fast setting for a quicker turnaround time.

<b>BIDS:</b>	<b>Wisconsin CTI Inc,</b>	<b>\$44,250.00</b>
	<b>Option 1 Lines</b>	<b>\$2,498.00</b>
	<b>Option 2 2<sup>nd</sup> color</b>	<b>\$4,000.00</b>
	<b>Option 3 Cove base</b>	<b>\$4,970.00</b>

**RECOMMENDATION:** Accept the proposal from **WISCONSIN CTI Inc**, in the amount of **\$44,250.00** along with **OPTION 1** for **\$2,498.00** for a total of **\$46,748.00** for the floor refinishing of Sturgeon Bay Fire Department.

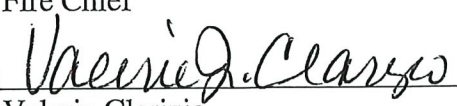
**PREPARED BY:**

  
Tim Dietman  
Fire Chief

3-2-21

Date

**REVIEWED BY:**

  
Valerie Clarizio  
Finance Director/City Treasurer

3/3/21

Date

**REVIEWED BY:**

  
Josh VanLieshout  
City Administrator

3/2/21

Date

# **RECOMMENDATION**

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

We, the Finance/Purchasing & Building Committee, hereby recommend to write off the following 2019 delinquent personal property tax account bills in the amount of \$214.58.

### **Write-off list**

<b><u>Tax Account #</u></b>	<b><u>Name</u></b>	<b><u>Proposed</u></b>	<b><u>Write-off</u></b>
<b><u>Amount</u></b>			
281-0290	Jeffrey Slavik, DDS	\$	116.83
281-1468	NSH Dorchester LLC	\$	1.24
281-1480	Results Personal Training LLC	\$	96.51
	<b>Total</b>	\$	<b>214.58</b>

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 9, 2021

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.



## EXECUTIVE SUMMARY

**TITLE:** Write-off and/or pursue small claims action of 2019 Delinquent Personal Property tax accounts

**BACKGROUND:** In November of 2004 the City adopted a Billing/Accounts Receivable Policy which includes provisions for write-offs. Per the policy, accounts considered for writing-off are those that cannot be collected under any of the following circumstances:

- 1) The party owing the City money cannot be located.
- 2) The party owing the City money has filed bankruptcy (all pertinent claims will be filed by the city in the cases of bankruptcy)
- 3) The expense of collecting the delinquent funds owed to the City exceeds the amount of the delinquency. Per the City Attorney a cut off of \$250 should be used.

Following is a list detailing the delinquent Personal Property Tax accounts for which I am proposing to write-off or pursue small claims action. The delinquent personal property tax accounts received several collection notices in 2019.

<b><u>Write-off List</u></b>		<b><u>Proposed</u></b>
<b><u>Account #</u></b>	<b><u>Name</u></b>	<b><u>Write-off Amt</u></b>
281-0290	Jeffrey Slavik DDC	\$ 116.83
281-1468	NSH Dorchester LLC	\$ 1.24
281-1480	Results Personal Training LLC	\$ 96.51
	<b>Total</b>	<b>\$ 214.58</b>

The proposed delinquent personal property tax write-off in the amount of \$214.58 is strictly the City's liability as per statute. Where Wisconsin statute allows, the City will chargeback uncollected personal property taxes to the pertinent taxing jurisdictions (county, school, technical college).

**FISCAL IMPACT:** The fiscal impact to the City for writing off the above listed delinquent personal property tax accounts is \$214.58. The fiscal impact to the City for processing the small claims account will be minimal, providing payment from the delinquent account is actually received.

**OPTIONS:**

- 1) Write-off and/or pursue small claims court collection for the delinquent personal property accounts as detailed above.
- 2) Leave the above listed delinquent personal property tax accounts open and on the City's books.

**RECOMMENDATION:**

- 1) Recommend to the Common Council to write-off \$214.58 in 2019

delinquent personal property taxes as per the above listing.

PREPARED BY:

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

3/4/21  
Date

REVIEWED BY:

\_\_\_\_\_  
Josh VanLieshout  
City Administrator

\_\_\_\_\_  
Date

03/03/21

Personal Property Chargebacks for 2019 Taxes Uncollectible in 2020													
	Name	Chargeback State of Wisconsin	Chargebacks County of Door	Chargebacks City of Sturgeon Bay	Chargebacks Sturgeon Bay School District	Chargebacks Savastopol School District	Chargebacks Southern Door School District	Chargebacks NWTC	Total Chargebacks per Owner	Ceased Operations (CO) (B) Removed from next Assmt Roll (R)	Action	Payment Date	Reimbursed to Taxing Jurisdictions
281-0290	Jeffrey Slavik DDC	0.00	43.34	116.83	105.46			8.60	274.23	CO	Chargeback & Write-off		
281-1468	NSH Dorchester LLC	0.00	0.20	0.52	0.48			0.04	1.24		Write-off		
281-1480	Results Personal Training LLC	0.00	35.80	96.51	87.12			7.10	226.53	CO	Chargeback & Write-off		
281-1538	S&B Green Bay Investments LLP	0.00	75.37	203.19	183.40			14.96	476.92		Chargeback		
	Total Delinquent amounts	0.00	154.71	417.05	376.46	0.00	0.00	30.70	978.92				

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

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the donation of Skate Park lighting from the Friends of the Sturgeon Bay Skate Park when and if it materializes.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 9, 2021

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2021

## Executive Summary

**Date:** March 3, 2021

**Title:** Donation of Skate Park Lighting

**Background:** In 2019, \$70,000 was budgeted to install lighting at the City's Skate Park. The lighting was never put out for bid due to a proposed housing development project at the West Side Field. \$70,000 was once again placed in the 2020 budget in case the housing development did not happen. With the COVID-19 global pandemic hitting in 2020 it was decided to not complete the work that year. The funds were not able to be budgeted in 2021.

Friends of the Sturgeon Bay Skate Park co-chairs Matt Young and Paul Fruzyna made a proposal to the Parks and Recreation committee to raise the funds for the lighting and gift the lighting to the City. The gift would include 3 light poles, high-efficient LED lighting, and timers. Their expectations from the City would be to provide the power at the skate park, provide the 120v outlets in the observation area, and the City apply for a Raibrook Grant after the fund raising efforts have begun.


While lighting was installed for the West Side Field in 2013, the contractor ran three empty conduits with the expectation of installing lighting at the skate park in the future. With the assistance of SBU the empty conduits were checked. Two of them are either crushed or they had ice in them within 10' of the electrical panel. The other conduit could be taped to about 30'. At this time we cannot determine the condition of them, it is possible that all three of the conduits would need to be replaced. If so the price could be over \$5,000.

**Timeline:** The Friends will start fundraising immediately after approval of acceptance by the City, they expect to be able to raise the funds in 6-12 months. They ask that the City apply for a Raibrook Grant a couple months after the fundraising has begun.

**Fiscal Impacts:** The upfront fiscal impacts would be between \$5,000 and \$10,000, it is hard to determine the exact amount without knowing the condition of the conduits. The annual fiscal impacts would be minimal; I would expect it to be less than \$500 per year. There will be a timer installed so that would make sure the lighting is not being used unless someone is actually there and starting the timer. The timer would be programmable and the lighting would not be available after 10:00 PM.

**Recommendation:** Staff recommends accepting the gift of Skate Park lighting and funding the portion of the project to get power to east side of the parking lot. The funding for this project would be included in the 2022 Capital Budget.

**Prepared By:**

  
Mike Barker  
Municipal Services Director

**Date:** 04 MAR 2021

**Reviewed By:**

Valerie Clarizio  
Valerie Clarizio  
Finance Director

Date: 3/4/21

**Reviewed By:**

\_\_\_\_\_  
Josh VanLieshout  
City Administrator

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

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission hereby recommend to approve a zoning map amendment from Heavy Industrial (I-2) to Central Business District (C-2) for the following parcels:

**Parcel No. 281-10-85030901C – owned by Haven Funds, LLC:**

Lots 7,8,9,10,11 & 12, Block 4 of the Assessors Map of the City of Sturgeon Bay excepting the southerly one-half of Nebraska Street vacated in Volume 133 of deeds, page 311, and Lots 9, 10, 11 and 12, Block 3 of the Assessors Map of the City of Sturgeon Bay excepting the easterly 178.00 feet of the southerly 20.00 feet of said Lot 12, Block 3

**Parcel No. 281-10-85040101 – owned by SHT Holdings, LLC:**

Lot 1 and Lot 2, Block 4 of the Assessors Map of the City of Sturgeon Bay

**Parcel No. 281-10-85030501A – owned by the City of Sturgeon Bay:**

Lot 1 of Certified Survey No. 3375 recorded in Document No. 832509

**Parcel No. 281-10-85030701A – owned by Sturgeon Bay Utilities:**

Lot 2 of Certified Survey No. 3375 recorded in Document No. 832509

**Parcel No. 281-10-85070801 & 281-10-85070501– owned by The Vegetable Truck, LLC:**

Lot 2 and Lot 3 of Certified Survey No. 2510 recorded in Document 731094, Volume 15 of Certified Survey Maps, Page 77

**Parcel No. 281-10-85020105A – owned by Shipyard Development, LLC:**

Lot 1 of Certified Survey No. 2511 recorded in Document 731095, Volume 15 of Certified Survey Maps, Page 80

**Parcel No. 281-10-85061101, 281-10-85061000A & 281-10-85060901 - owned by E&I Property Investments:**

Lots 7, 8, 9, 10 and the easterly one-half of Lots 11 & 12, Block 6 of the Assessors Map of the City of Sturgeon Bay

Respectfully submitted:

City Plan Commission

By: Mayor David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: March 17, 2021

\*\*\*\*\*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

## EXECUTIVE SUMMARY

**Title:** Zoning Map Amendment of the Remnant Heavy Industrial (I-2) Property for Downtown Area

**Background:** City staff, at the direction of the Common Council and Plan Commission, is pursuing the rezoning of properties located within the downtown from Heavy Industrial (I-2) to Central Business District (C-2). At the last Plan Commission meeting, a recommendation was made to approve the zoning map amendment.

### **Surrounding Zoning and Uses:**

North: This area contains C-2 zoning and consists of a mixture of commercial, residential and mixed-use buildings.

South: This area contains PUD, C-2, and Conservancy zoning. The area is comprised of condo's, public park area, boat sales and servicing use, and the waterfront.

East: This area contains PUD and C-2 zoning and is comprised of public park space, improved vacant land, retail establishments, and condos.

West: This area contains C-2 and Conservancy zoning and is comprised of public park space, mixed use, commercial, and the waterfront.

**Comprehensive Plan:** The Future Land Use Map within the Sturgeon Bay Comprehensive Plan identifies the subject properties as Downtown Mixed Use. Downtown Mixed Use is defined as *"intended to remain civic, social, and commercial hub of the community. This category is intended for a mix of retail, commercial services, office, institutional, governmental, and residential uses arranged in pedestrian-oriented environment with on-street parking; minimal building setbacks; and building designs, material placement, and scale that are compatible with the character of existing development. The Comprehensive Plan recommends C-2 zoning district as the appropriate zone for areas in this future land use category."*

**Other Considerations:** The affected property owners (a total of 3 not including the City and Sturgeon Bay Utilities) have been made aware of the rezoning and their ability to provide input to the rezoning of their property(s). Sheila Turner, representative of SHT Holdings LLC, objected to the rezoning of her property located at 65 S 2<sup>nd</sup> Ave. This property is currently a parking lot and used for outdoor storage. She stated that leaving the property I-2 would allow the most flexibility. No additional response has been received from E & I Property Investment regarding their properties located at 230 Oregon Street, 136 S 2<sup>nd</sup> Ave, and 231 Nebraska Street. Joe Moede, representative of Shipyard Development LLC, (and various other llc's) preference is to not be rezoned. However, if they had to, then all the properties should be rezoned to C-2.

Rezoning to C-2 is beneficial to the downtown area for the following reasons:




- Eliminates the City's concerns in regard to the recent zoning text amendment allowing taller buildings within the I-2 zoning district.
- The proposed zoning conforms to the City's future development goals of the downtown area.
- Most properties gain more building area under the new zoning district and more applicable uses complimentary to the downtown area.
- Limits current and potential uses that are generally not permissible in the downtown area.
- Allows limited residential developments to multiple-family and mixed-use projects.

Negative impact of the rezoning includes the following:

- Some property owners are not supportive and feel that the rezoning would negatively impact the use of their property(s).
- The properties used for outdoor storage become nonconforming under the C-2 zone.

**Recommendation:** Among other thing in the Comprehensive Plan, this requested zoning change matches Future Land Use Map and is complimentary to the surrounding uses within the downtown area. Ultimately, the positive impacts out-weigh the negatives. Staff recommends approval of the Plan Commissions recommendation as presented. The Council would subsequently need to approve a first and second reading of the ordinance.

Prepared by:   
Christopher Sullivan-Robinson  
Planner/ Zoning Administrator

3.31.2024  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

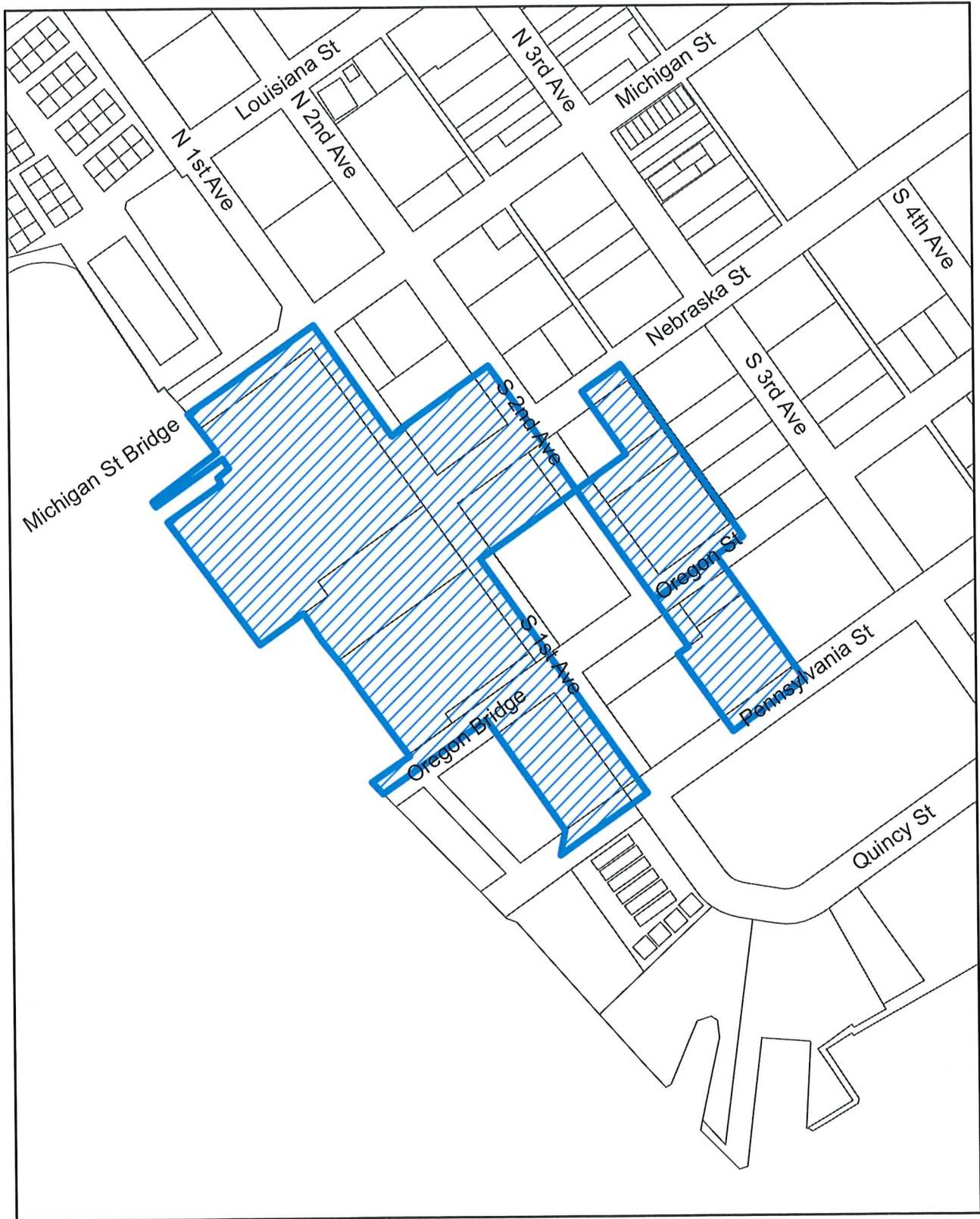
3-31-2021  
Date

Reviewed by: \_\_\_\_\_  
Josh Vanlieshout  
City Administrator

\_\_\_\_\_  
Date

# Site Map

## Rezone from I-2 Heavy Industrial to C-2 Central Business District



## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the draft ordinance changes as presented in Section 9.02 of the City of Sturgeon Bay Municipal Code to include Mobile Food Vendor regulations.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 29, 2021

\* \* \* \* \*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.



## Executive Summary

### **Title:** Mobile Food Vendor Regulations


**Summary:** As mobile food vendors (i.e. food trucks) have become more popular in the City of Sturgeon Bay and so has the need to have standards to better guide / regulate the use. Over the last several months Community Protection and Services, and City staff have been working on the creation of a mobile food vendor ordinance. The final draft is in your packets with a recommendation of approval.

Mobile food vendors must be registered with the City Clerk and approved through the Common Council as a Transient / Seasonal Merchant. This includes background checks and making sure they obtain related health licenses through the state. The added rules include the following:

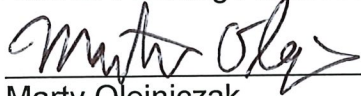
- Requirement to have Bathroom Facilities
- Requirement to have and maintain Business Liability Insurance
- Restriction on Hours of Operation
- Submittal of a detailed site plan (structure locations, setbacks, seating, etc)
- Required Inspections by the Sturgeon Bay Fire Department
- Minimum Setback Requirements
- Upkeep of Vehicle and Site Appearance
- Garbage Facilities

These new rules are to be included as a subsection under the section 9.02 (Direct Sellers, Peddlers, Transient Merchants and Seasonal Merchants). In addition, the overall section was updated clarifying things and removing antiquated language.

**Staff Recommendation:** The purpose of this ordinance is to regulate mobile food vendors in a way that supports economic development, and fostering opportunities for small businesses within the City of Sturgeon Bay, while maintaining the protection to public health and safety by ensuring that mobile food vendors meet local and state laws that mitigate potential health and safety risks. Staff recommends approval of the amendment as recommended by Community Protection and Services.

Prepared by:   
Christopher Sullivan-Robinson  
Planner / Zoning Administrator

3.31.2021  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

3/31/2021  
Date

Reviewed by: \_\_\_\_\_  
Josh Vanlieshout  
City Administrator

\_\_\_\_\_  
Date

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

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

SECTION 1: Section 9.02 of the Municipal Code (LICENSES AND PERMITS) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

9.02 - Direct sellers, peddlers, transient merchants and seasonal merchants.

- (1) *Registration required.* No direct seller shall engage in direct sales in the city without being registered.
- (2) *Definitions.* In this subsection the following shall mean:
  - (a) *Charitable organization.* Any benevolent, philanthropic, patriotic or eleemosynary person, partnership, association or corporation, or one purporting to be such.
  - (b) *Clerk.* The city clerk.
  - (c) *Direct seller.* Any individual who for himself/herself, or for a partnership, association or corporation, sells goods or takes sales orders for the later delivery of goods at any location other than his/her permanent business place or residence, and shall include, but not be limited to, peddlers, solicitors and transient merchants. The sale of goods includes donations required by the direct seller for the retention of goods by a donor or prospective customer.
  - (d) *Food Vending Vehicle.* Any motorized vehicle or trailers and carts used to sell food or beverages by a mobile food vendor.
  - (e) *Goods.* Personal property of any kind, including goods provided incidental to services offered or sold.
  - (f) *Mobile Food Vendor.* Any person who dispenses food or beverages from a food vending vehicle for immediate service and/or consumption. A mobile food vendor is a type of transient merchant and is regulated as such under the Sturgeon Bay Municipal code.
  - (g) *Peddler.* A person who goes from place to place within the city offering for sale property which he carries with him, including a vendor who distributes products to regular customers on an established route.
  - (h) *Permanent merchant.* A direct seller who, for at least one year prior to the consideration of the application of this section to such merchant:
    1. Has continuously operated an established place of business within the city; or
    2. Has continuously resided in the city and now does business from his/her residence.
  - (i) *Person.* Any individual, group of individuals, firm, partnership, company, corporation, trustee, association, or any public or private entity and includes the individual or entities employees or agents.
  - (j) *Public Property.* Any property owned by the City of Sturgeon Bay or the right-of-way of any street or highway.
  - (k) *Seasonal merchant.* Any individual, partnership, corporation, or limited liability company who engages in the retail sale of merchandise at any place, other than house to house,



is in this city seasonally, and who does not intend to become a permanent merchant in the city.

(l) *Sell.* To transfer or exchange for value, to expose or offer for sale or exchange, or to procure, store, keep or have in one's possession or control for the purpose of selling.

(m) *Transient merchant.* Any individual, partnership, corporation, or limited liability company who engages in the retail sale of merchandise at any place, other than house to house, in this city temporarily, and who does not intend to become a permanent merchant in the city.

(3) *Exemptions.* The following shall be exempt from all provisions of this section:

- (a) Any person delivering newspapers, fuel, dairy products or bakery goods to regular customers on established routes;
- (b) Any person selling goods at wholesale to dealers in such goods;
- (c) Any person selling agricultural products which such person has grown;
- (d) Any permanent merchant or employee thereof who takes orders away from the established place of business for goods regularly offered for sale by such merchant within this county and who delivers such goods in their regular course of business;
- (e) Any person who has an established place of business where the goods being sold are offered for sale on a regular basis and in which the buyer has initiated contact with and specifically requested a home visit by such person;
- (f) Any person selling or offering for sale a service unconnected with the sale or offering for sale of goods;
- (g) Any person who has had, or one who represents a company which has had, a prior business transaction, such as a prior sale or credit arrangement, with the prospective customer;
- (h) Any employee, officer or agent of a school, nonprofit or charitable organization who engages in direct sales for or on behalf of the organization, provided that there is submitted to the clerk proof that the organization is registered under § 440.41, Wis. Stats. Any charitable organization not so registered, or which is exempt from the statute's registration requirements, shall be required [to register] under this section;
- (i) Any person who claims to be a permanent merchant, but against whom complaint has been made to the clerk that such person is a transient merchant; provided there is submitted to the clerk proof that such person has leased for at least one year or purchased the premises from which he/she is conducting business, or proof that such person has conducted such business in the city for at least one year prior to the date complaint was made;
- (j) Any person selling goods on public property in conjunction with government approved special events such as the farmers market, art fairs, county fair, or festivals or events of the Sturgeon Bay Visitor and Convention Bureau.

(4) *Registration Application.*

- (a) Applicants for registration must complete and return to the clerk a registration form furnished by the clerk which shall require the following information:
  - 1. Name, permanent address and telephone number, and temporary address, if any;
  - 2. Age, height, weight, and color of hair and eyes;

3. Names, address and telephone number of the person, firm, association or corporation that the direct seller represents or is employed by, or whose merchandise is being sold;
  4. Temporary address and telephone number from which business shall be conducted;
  5. Nature of business to be conducted and a brief description of the goods offered and any services offered;
  6. Proposed method of delivery of goods, if applicable;
  7. Make, model and license number of any vehicle to be used by the applicant in the conduct of his/her business;
  8. Last cities, villages, towns, not to exceed three, where the applicant conducted similar business;
  9. Place where the applicant can be contacted for at least seven days after leaving the city;
  10. Statement as to whether the applicant has been convicted of any crime or ordinance violation related to his/her transient merchant business within the last five years, the nature of the offense and place of conviction.
- (b) Applicants shall present to the clerk for examination:
1. A driver's license or other proof of identity as may be reasonably required;
  2. A state certificate of examination and approval from the sealer of weights and measures where the applicant's business requires use of weighing and measuring devices approved by state authorities;
  3. A state health officer's certificate where the applicant's business involves the handling of food or clothing and is required to be certified under state law, ~~such certificate to state that applicant is apparently free from any contagious or infectious disease, dated not more than 90 days prior to the date the application for license is made.~~
- (c) At the time the **direct seller**, transient merchant or seasonal merchant registration **form** is returned, an amount set by the common council for the investigation fee shall be paid to the city clerk. Each employee of the seasonal merchant **applicant** must register with the city clerk's office and pay the investigation fee one time during the seasonal merchant permit **registration** period. ~~At the time the direct seller or peddler registration is returned, an amount set by the common council for the investigation fee shall be paid to the city clerk to cover the cost of processing the registration.~~
- (d) The applicant shall sign a statement appointing the clerk his/her agent to accept service of process in any civil action brought against the applicant arising out of any sale or service performed by the applicant in connection with his/her direct sales activities in the event the applicant cannot, after reasonable effort, be served personally.
- ~~(e) Upon payment of the fee and the signing of the statement, the clerk shall register the applicant as a seller, peddler, transient merchant, or permanent merchant and the date of entry. The registration shall be valid for thirty days from the date of entry, if approved after investigation.~~
- ~~(f) Upon payment of the appropriate fee and signing of the application, the clerk shall register the applicant as a seasonal merchant. The registration shall be valid for the selected number of days from date of entry, if approved after investigation.~~



(5) *Investigation and Registration.*

- (a) Upon receipt of each applicant, the clerk shall refer it immediately to the chief of police, who shall make an investigation of the statements made in the registration.
- (b) The clerk shall refuse to register the applicant if it is determined, pursuant to the investigation above, that the application contains any material omission or materially inaccurate statement; complaints of a material nature have been received against the applicant by authorities in the last cities, villages and towns, not exceeding three, in which the applicant conducted similar business; the applicant was convicted of a crime, statutory violation or ordinance violation within the last five years, the nature of which is directly related to the applicant's fitness to engage in direct selling; or the applicant failed to comply with any applicable provision of paragraph (4)(b) above.

(c) Upon successful investigation and determination that the application conforms to the applicable requirements, the clerk shall register the applicant as a direct seller, transient merchant, or seasonal merchant and the date of entry. The registration for a direct seller or transient merchant shall be valid for not more than thirty days from the date of entry. The registration for the seasonal merchant shall be valid for not more than 180 days from the date of entry.

- (6) *Appeals.* Any person denied registration may appeal the denial through the appeal procedure provided by ordinance or resolution of the council, or, if none has been adopted, under the provisions of §§ 68.07—68.16, Wis. Stats.

(7) *Regulation of direct sellers.*

(a) *Prohibited practices.*

- 1. No direct seller, transient merchant, peddler or seasonal merchant shall sell merchandise or attempt to sell merchandise in the City of Sturgeon Bay without a current registration obtained from the clerk hereunder. Each sale or attempted sale shall constitute a separate violation.
- 2. A direct seller shall be prohibited from: calling at any dwelling or other place between the hours of 9:00 p.m. and 9:00 a.m. except by appointment; calling at any dwelling or other place where a sign is displayed bearing the words "No Peddlers," "No Solicitors" or words of similar meaning; calling at the rear door of any dwelling place; or remaining on any premises after being asked to leave [by] the owner, occupant or other person having authority over such premises.
- 3. A direct seller shall not misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or character of any goods offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents. A charitable organization direct seller shall specifically disclose what portion of the sale price of goods being offered shall actually be used for the charitable purpose for which the organization is soliciting. Such portion shall be expressed as a percentage of the sale of the price of goods.
- 4. No direct seller shall impede the free use of sidewalks and streets by pedestrians and vehicles. Where sales are made from vehicles, all traffic and parking regulations shall be observed.
- 5. No direct seller shall make any loud noises or use any sound amplifying device such as public address (PA) systems to attract customers if the noise produced is capable of being plainly heard outside a 100-foot radius of the source.



6. No direct seller shall allow rubbish or litter to accumulate in or around the area in which he/she is conducting business.

**7. Flashing or blinking lights, or strobe lights are prohibited.**

**(b) Disclosure requirements.**

1. After the initial greeting and before any other statement is made to a prospective customer, a direct seller shall expressly disclose his/her name, the name of the company or organization he/she is affiliated with, if any, and the identity of goods or services he/she offers to sell.
2. If any sale of goods is made by a direct seller or any sales order for the later delivery of goods is taken by the seller, the buyer shall have the right to cancel the transaction if it involves the extension of credit or is a cash transaction of more than \$25.00, in accordance with § 423.203, Wis. Stats.; the seller shall give the buyer two copies of a typed or printed notice of that fact. Such notice shall conform to the requirements of § 423.203(1)(a), (b), and (c) and (3), Wis. Stats.
3. If the direct seller takes a sales order for the later delivery of goods, he/she shall, at the time the order is taken, provide the buyer with a written statement containing the terms of the agreement, the amount paid in advance, whether full, partial or no advance payment is made, the name, address, and telephone number of the seller, the delivery or performance date and whether a guarantee or warranty is provided and, if so, the terms thereof.

**(c) Additional requirements of seasonal and transient merchants operating from a fixed location.**

1. The operation and location shall comply with all ~~pertinent zoning requirements, including parking regulations.~~ applicable state and local laws, including but not limited to all fire codes, zoning codes, occupational tax codes, and any other applicable state and local code provisions.
2. No business shall be conducted on any city street right-of-way or public property, unless permission has been granted through the common council.
3. If the location is on property not owned by the vendor, an authorization for the property's use by said vendor shall be signed by the property owner, covering the license period, and supplied to the city clerk at the time of license application.
4. Signs shall be in conformance with the city's sign code (Chapter 27 of this Municipal Code).
5. A permit shall be issued measuring at least 4-5 1.3 square feet in size and shall be posted in clear sight of the general public. The permit number, business name, permanent mailing address, and other pertinent contact information shall appear on the permit.

**(d) Additional requirements for Mobile Food Vendors.**

1. A separate transient merchant permit shall be required for each food vending vehicle operated by a mobile food vendor.
2. A site plan must be provided that illustrates mobile food vendor/food vending vehicle location(s) with setbacks, access, seating, bathroom facilities, stored equipment and service area on the property.



3. Mobile food vendors shall be inspected annually upon issuance of a transient merchant license by the Sturgeon Bay Fire Department and the Department of Agriculture, Trade and Consumer Protection regarding health and safety related issues.
  4. Mobile food vendors are prohibited from operating from 10:00 p.m. to 6:00 a.m. Sunday to Thursday and 12:00 a.m. to 6:00 a.m. Friday and Saturday.
  5. Seating and tables, if provided, shall not block ingress, egress or fire exits from or to the food vending vehicle or any other structure on the property.
  6. Mobile food vendors must provide at least one onsite, conveniently located waste receptacle for customers. Garbage and refuse must be kept in durable, disposable or cleanable, insect/rodent proof containers that do not leak and do not absorb liquids. Mobile food vendors shall be responsible for the removal and disposal of all garbage and refuse within the immediate area around the food vending vehicle.
  7. Bathroom facilities must be provided onsite unless public bathrooms are located within 150 feet of the mobile food vendor site or a written agreement has been provided from a business from an adjoining property allowing the use of their bathroom facilities.
  8. Food vending vehicles must be setback at least five (5) feet from all property lines, buildings, and other food vending vehicles.
  9. Food vending vehicles and the surrounding site they occupy must be maintained in good operating order and visual appearance.
  10. Mobile food vendors must have and maintain general business liability insurance.
- (8) *Record of violations.* The chief of police shall report to the clerk all convictions for violation of this section and the clerk shall note any such violation on the records of the registrant convicted.
- (9) *Revocation of registration.*
- (a) Registration shall be revoked by the council after notice and hearing if the registrant made any material omission or materially inaccurate statement in the application for registration, made any fraudulent, false, deceptive, or misleading statement or representation in the course of engaging in direct sales, violated any provision of this section or was convicted of any crime or ordinance or statutory violation which is directly related to the registrant's fitness to engage in direct selling.
  - (b) Written notice of the hearing shall be served personally on the registrant at least 72 hours prior to the time set for the hearing; such notice shall contain the time and place of hearing and a statement of the facts upon which the hearing shall be based.
- (10) *Penalty for violation.* Any person convicted of violating any provisions of section 9.02 or any subsection thereof shall forfeit not less than \$50.00 nor more than \$250.00 for each violation, plus the costs of prosecution and reasonable attorney fees. Each violation shall constitute a separate offense.

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

Approved:

---

David J. Ward  
Mayor

Attest:

---

Stephanie L. Reinhardt  
City Clerk

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

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

SECTION 1: Section 9.05 – Reserved. (Licenses and Permits Chapter) of the City of  
Sturgeon Bay Municipal Code is hereby repealed and recreated as follows:

9.05 – Tourist Rooming House Permit

- (1) Permit Required. No property owner shall use their property for the purposes of short term renting within the city without obtaining a Tourist Rooming House Permit.
- (2) Definition. Tourist Rooming House is a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than one calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of rental. It does not include a boardinghouse not accommodating tourists or transients, or bed & breakfast establishments. These facilities are sometimes referred to as vacation rentals.
- (3) Tourist Rooming House are subject to the following:
  - (a) The facility shall be licensed by the Wisconsin Department of Agriculture Trade and Consumer Protection, the City of Sturgeon Bay, and The Door County Tourism Zone Commission.
    - (1) New tourist rooming house permits issued by the City of Sturgeon Bay are valid for one year and expire on June 30. If a new tourist rooming house permit is issued after April 1, the City permit shall expire on June 30 the following year.
    - (2) Renewal Tourist rooming house permits are valid for two years and expire on June 30. Renewal permits may be applied for no sooner than six months prior to expiration, but are not valid until July 1.
    - (3) The Community Development Department will oversee the issuing or renewal of tourist rooming house permits. In the event City staff denies a permit, the applicant may appeal the denial decision to the City Plan Commission
  - (b) The owner/operator must reside within Door, Kewaunee, or Brown Counties during periods in which the tourist rooming

house is rented. This requirement may be waived if there is a valid management contract with a management company located within Door County.

- (c) Designated Tourist Rooming Houses may have an unlit sign no larger than 2 square feet in size
- (d) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises used as a Tourist Rooming House. Written evidence of the liability insurance shall be submitted with the Tourist Rooming House application.
- (e) The number of occupants in a Tourist Rooming House shall not exceed the limits set forth in Wisconsin Administrative Code ATCP 72.14.
- (f) A minimum of 2 off-street parking spaces shall be provided.
- (g) No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations.
- (h) Trash containers shall be placed for collection no later than 7:00 a.m. on the day of collection and no more than 12 hours prior to collection date and shall be removed within 12 hours of that date.

SECTION 2: The ordinance shall take effect on the day after its publication.

Approved: \_\_\_\_\_  
David J. Ward, Mayor

Attest: \_\_\_\_\_  
Stephanie L. Reinhardt, City Clerk

### AMENDMENT TO STURGEON BAY FIRE CODE

Amend section 6.18 to read as follows:

#### 6.18 - Enforcement.

- (1) *Primary enforcement responsibility.* The overall enforcement for this code is the responsibility of the fire chief/fire inspector. Normally, the building inspector has primary responsibility during construction of the building, while the fire inspector has primary responsibility after the building is completed. The enforcement of many of the provisions of the code is the primary responsibility of the fire inspector, and compliance with these provisions should be of primary concern while conducting the fire prevention inspections mandated by § 101.14, Wis. Stats., and Wis. Adm. Code SPS 314, for which the fire inspector has the primary enforcement responsibility. Note: Other state or municipal agencies may have adopted building or construction requirements that are either more restrictive or address other issues than those specified in this code.
- (2) *Modifications.* The fire chief may modify any of the provisions of the adopted codes listed in section 6.17(3) except SPS 361-366 Commercial Building Codes, upon application in writing by the owner or lessee or his/her authorized agent when there are practical difficulties in carrying out all requirements of this chapter, provided that the spirit of this chapter shall be observed, public safety secured and substantial justice done. The particulars of such modification when granted or allowed and the decision of the fire chief thereon shall be entered upon the records of the department and a signed copy shall be furnished to the applicant. A copy of each order of modification by the fire chief shall be filed with the chief of the inspection department and the city clerk-treasurer. The city clerk-treasurer shall present the same to the city council at its next regular meeting.
- (3) *Petition for variance from SPS 361-366.* The Wisconsin Department of Safety and Professional Services shall consider and may grant a variance to a provision of chs. SPS 361 to 366 in accordance with ch. SPS 303. The petition for variance shall include, where applicable, a position statement from the fire chief.
- (4) *Bulk oil tanks prohibited.* The storage of over 500 gallons of hazardous, flammable, combustible liquids or materials above ground on any premises within the city is prohibited.
- (5) *Inspection fee.* Inspection fee for removal or installation of tanks:
  - (a) A fee of \$50.00 shall be charged by the city as follows:
    1. For all tanks whether above or below ground located in any zoning district within the city.

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

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

SECTION 1: Section 9.02 of the Municipal Code (LICENSES AND PERMITS) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

9.02 - Direct sellers, peddlers, transient merchants and seasonal merchants.

- (1) *Registration required.* No direct seller shall engage in direct sales in the city without being registered.
- (2) *Definitions.* In this subsection the following shall mean:
  - (a) *Charitable organization.* Any benevolent, philanthropic, patriotic or eleemosynary person, partnership, association or corporation, or one purporting to be such.
  - (b) *Clerk.* The city clerk.
  - (c) *Direct seller.* Any individual who for himself/herself, or for a partnership, association or corporation, sells goods or takes sales orders for the later delivery of goods at any location other than his/her permanent business place or residence, and shall include, but not be limited to, peddlers, solicitors and transient merchants. The sale of goods includes donations required by the direct seller for the retention of goods by a donor or prospective customer.
  - (d) *Food Vending Vehicle.* Any motorized vehicle or trailers and carts used to sell food or beverages by a mobile food vendor.
  - (e) *Goods.* Personal property of any kind, including goods provided incidental to services offered or sold.
  - (f) *Mobile Food Vendor.* Any person who dispenses food or beverages from a food vending vehicle for immediate service and/or consumption. A mobile food vender is a type of transient merchant and is regulated as such under the Sturgeon Bay Municipal code.
  - (g) *Peddler.* A person who goes from place to place within the city offering for sale property which he carries with him, including a vendor who distributes products to regular customers on an established route.
  - (h) *Permanent merchant.* A direct seller who, for at least one year prior to the consideration of the application of this section to such merchant:
    1. Has continuously operated an established place of business within the city; or
    2. Has continuously resided in the city and now does business from his/her residence.
  - (i) *Person.* Any individual, group of individuals, firm, partnership, company, corporation, trustee, association, or any public or private entity and includes the individual or entities employees or agents.
  - (j) *Public Property.* Any property owned by the City of Sturgeon Bay or the right-of-way of any street or highway.
  - (k) *Seasonal merchant.* Any individual, partnership, corporation, or limited liability company who engages in the retail sale of merchandise at any place, other than house to house,

is in this city seasonally, and who does not intend to become a permanent merchant in the city.

- (l) *Sell*. To transfer or exchange for value, to expose or offer for sale or exchange, or to procure, store, keep or have in one's possession or control for the purpose of selling.
- (m) *Transient merchant*. Any individual, partnership, corporation, or limited liability company who engages in the retail sale of merchandise at any place, other than house to house, in this city temporarily, and who does not intend to become a permanent merchant in the city.

(3) *Exemptions*. The following shall be exempt from all provisions of this section:

- (a) Any person delivering newspapers, fuel, dairy products or bakery goods to regular customers on established routes;
- (b) Any person selling goods at wholesale to dealers in such goods;
- (c) Any person selling agricultural products which such person has grown;
- (d) Any permanent merchant or employee thereof who takes orders away from the established place of business for goods regularly offered for sale by such merchant within this county and who delivers such goods in their regular course of business;
- (e) Any person who has an established place of business where the goods being sold are offered for sale on a regular basis and in which the buyer has initiated contact with and specifically requested a home visit by such person;
- (f) Any person selling or offering for sale a service unconnected with the sale or offering for sale of goods;
- (g) Any person who has had, or one who represents a company which has had, a prior business transaction, such as a prior sale or credit arrangement, with the prospective customer;
- (h) Any employee, officer or agent of a school, nonprofit or charitable organization who engages in direct sales for or on behalf of the organization, provided that there is submitted to the clerk proof that the organization is registered under § 440.41, Wis. Stats. Any charitable organization not so registered, or which is exempt from the statute's registration requirements, shall be required [to register] under this section;
- (i) Any person who claims to be a permanent merchant, but against whom complaint has been made to the clerk that such person is a transient merchant; provided there is submitted to the clerk proof that such person has leased for at least one year or purchased the premises from which he/she is conducting business, or proof that such person has conducted such business in the city for at least one year prior to the date complaint was made;
- (j) Any person selling goods on public property in conjunction with government approved special events such as the farmers market, art fairs, county fair, or festivals or events of the Sturgeon Bay Visitor and Convention Bureau.

(4) *Application*.

- (a) Applicants for registration must complete and return to the clerk a registration form furnished by the clerk which shall require the following information:
  - 1. Name, permanent address and telephone number, and temporary address, if any;
  - 2. Age, height, weight, and color of hair and eyes;



3. Names, address and telephone number of the person, firm, association or corporation that the direct seller represents or is employed by, or whose merchandise is being sold;
  4. Temporary address and telephone number from which business shall be conducted;
  5. Nature of business to be conducted and a brief description of the goods offered and any services offered;
  6. Proposed method of delivery of goods, if applicable;
  7. Make, model and license number of any vehicle to be used by the applicant in the conduct of his/her business;
  8. Last cities, villages, towns, not to exceed three, where the applicant conducted similar business;
  9. Place where the applicant can be contacted for at least seven days after leaving the city;
  10. Statement as to whether the applicant has been convicted of any crime or ordinance violation related to his/her transient merchant business within the last five years, the nature of the offense and place of conviction.
- (b) Applicants shall present to the clerk for examination:
1. A driver's license or other proof of identity as may be reasonably required;
  2. A state certificate of examination and approval from the sealer of weights and measures where the applicant's business requires use of weighing and measuring devices approved by state authorities;
  3. A state health officer's certificate where the applicant's business involves the handling of food or clothing and is required to be certified under state law.
- (c) At the time the direct seller, transient merchant or seasonal merchant registration form is returned, an amount set by the common council for the investigation fee shall be paid to the city clerk. Each employee of the applicant must register with the city clerk's office and pay the investigation fee one time during the registration period.
- (d) The applicant shall sign a statement appointing the clerk his/her agent to accept service of process in any civil action brought against the applicant arising out of any sale or service performed by the applicant in connection with his/her direct sales activities in the event the applicant cannot, after reasonable effort, be served personally.
- (5) *Investigation and Registration.*
- (a) Upon receipt of each applicant, the clerk shall refer it immediately to the chief of police, who shall make an investigation of the statements made in the registration.
  - (b) The clerk shall refuse to register the applicant if it is determined, pursuant to the investigation above, that the application contains any material omission or materially inaccurate statement; complaints of a material nature have been received against the applicant by authorities in the last cities, villages and towns, not exceeding three, in which the applicant conducted similar business; the applicant was convicted of a crime, statutory violation or ordinance violation within the last five years, the nature of which is directly related to the applicant's fitness to engage in direct selling; or the applicant failed to comply with any applicable provision of paragraph (4)(b) above.

- (c) Upon successful investigation and determination that the application conforms to the applicable requirements, the clerk shall register the applicant as a direct seller, transient merchant, or seasonal merchant and the date of entry. The registration for a direct seller or transient merchant shall be valid for not more than thirty days from the date of entry. The registration for the seasonal merchant shall be valid for not more than 180 days from the date of entry.
- (6) *Appeals.* Any person denied registration may appeal the denial through the appeal procedure provided by ordinance or resolution of the council, or, if none has been adopted, under the provisions of §§ 68.07—68.16, Wis. Stats.
- (7) *Regulation*
- (a) *Prohibited practices.*
1. No direct seller, transient merchant, peddler or seasonal merchant shall sell merchandise or attempt to sell merchandise in the City of Sturgeon Bay without a current registration obtained from the clerk hereunder. Each sale or attempted sale shall constitute a separate violation.
  2. A direct seller shall be prohibited from: calling at any dwelling or other place between the hours of 9:00 p.m. and 9:00 a.m. except by appointment; calling at any dwelling or other place where a sign is displayed bearing the words "No Peddlers," "No Solicitors" or words of similar meaning; calling at the rear door of any dwelling place; or remaining on any premises after being asked to leave [by] the owner, occupant or other person having authority over such premises.
  3. A direct seller shall not misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or character of any goods offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents. A charitable organization direct seller shall specifically disclose what portion of the sale price of goods being offered shall actually be used for the charitable purpose for which the organization is soliciting. Such portion shall be expressed as a percentage of the sale of the price of goods.
  4. No direct seller shall impede the free use of sidewalks and streets by pedestrians and vehicles. Where sales are made from vehicles, all traffic and parking regulations shall be observed.
  5. No direct seller shall make any loud noises or use any sound amplifying device such as public address (PA) systems to attract customers if the noise produced is capable of being plainly heard outside a 100-foot radius of the source.
  6. No direct seller shall allow rubbish or litter to accumulate in or around the area in which he/she is conducting business.
  7. Flashing or blinking lights, or strobe lights are prohibited.
- (b) *Disclosure requirements.*
1. After the initial greeting and before any other statement is made to a prospective customer, a direct seller shall expressly disclose his/her name, the name of the company or organization he/she is affiliated with, if any, and the identity of goods or services he/she offers to sell.
  2. If any sale of goods is made by a direct seller or any sales order for the later delivery of goods is taken by the seller, the buyer shall have the right to cancel the transaction if it involves the extension of credit or is a cash transaction of more than \$25.00, in

accordance with § 423.203, Wis. Stats.; the seller shall give the buyer two copies of a typed or printed notice of that fact. Such notice shall conform to the requirements of § 423.203(1)(a), (b), and (c) and (3), Wis. Stats.

3. If the direct seller takes a sales order for the later delivery of goods, he/she shall, at the time the order is taken, provide the buyer with a written statement containing the terms of the agreement, the amount paid in advance, whether full, partial or no advance payment is made, the name, address, and telephone number of the seller, the delivery or performance date and whether a guarantee or warranty is provided and, if so, the terms thereof.

(c) *Additional requirements of seasonal and transient merchants operating from a fixed location.*

1. The operation and location shall comply with all applicable state and local laws, including but not limited to all fire codes, zoning codes, occupational tax codes, and any other applicable state and local code provisions.
2. No business shall be conducted on any city street right-of-way or public property, unless permission has been granted through the common council.
3. If the location is on property not owned by the vendor, an authorization for the property's use by said vendor shall be signed by the property owner, covering the license period, and supplied to the city clerk at the time of license application.
4. Signs shall be in conformance with the city's sign code (Chapter 27 of this Municipal Code).
5. A permit shall be issued measuring at least ~~4.5~~ 1.3 square feet in size and shall be posted in clear sight of the general public. The permit number, business name, permanent mailing address, and other pertinent contact information shall appear on the permit.

(d) *Additional requirements for Mobile Food Vendors.*

1. A separate transient merchant permit shall be required for each food vending vehicle operated by a mobile food vendor.
2. A site plan must be provided that illustrates mobile food vendor/food vending vehicle location(s) with setbacks, access, seating, bathroom facilities, stored equipment and service area on the property.
3. Mobile food vendors shall be inspected annually upon issuance of a transient merchant license by the Sturgeon Bay Fire Department and the Department of Agriculture, Trade and Consumer Protection regarding health and safety related issues.
4. Mobile food vendors are prohibited from operating from 10:00 p.m. to 6:00 a.m. Sunday to Thursday and 12:00 a.m. to 6:00 a.m. Friday and Saturday.
5. Seating and tables, if provided, shall not block ingress, egress or fire exits from or to the food vending vehicle or any other structure on the property.
6. Mobile food vendors must provide at least one onsite, conveniently located waste receptacle for customers. Garbage and refuse must be kept in durable, disposable or cleanable, insect/rodent proof containers that do not leak and do not absorb liquids. Mobile food vendors shall be responsible for the removal and disposal of all garbage and refuse within the immediate area around the food vending vehicle.

7. Bathroom facilities must be provided onsite unless public bathrooms are located within 150 feet of the mobile food vendor site or a written agreement has been provided from a business from an adjoining property allowing the use of their bathroom facilities.
  8. Food vending vehicles must be setback at least five (5) feet from all property lines, buildings, and other food vending vehicles.
  9. Food vending vehicles and the surrounding site they occupy must be maintained in good operating order and visual appearance.
  10. Mobile food vendors must have and maintain general business liability insurance.
- (8) *Record of violations.* The chief of police shall report to the clerk all convictions for violation of this section and the clerk shall note any such violation on the records of the registrant convicted.
- (9) *Revocation of registration.*
- (a) Registration shall be revoked by the council after notice and hearing if the registrant made any material omission or materially inaccurate statement in the application for registration, made any fraudulent, false, deceptive, or misleading statement or representation in the course of engaging in direct sales, violated any provision of this section or was convicted of any crime or ordinance or statutory violation which is directly related to the registrant's fitness to engage in direct selling.
  - (b) Written notice of the hearing shall be served personally on the registrant at least 72 hours prior to the time set for the hearing; such notice shall contain the time and place of hearing and a statement of the facts upon which the hearing shall be based.
- (10) *Penalty for violation.* Any person convicted of violating any provisions of section 9.02 or any subsection thereof shall forfeit not less than \$50.00 nor more than \$250.00 for each violation, plus the costs of prosecution and reasonable attorney fees. Each violation shall constitute a separate offense.

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

Approved:

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David J. Ward  
Mayor

Attest:

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Stephanie L. Reinhardt  
City Clerk

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

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

SECTION 1: The following described properties are hereby rezoned from Heavy Industrial (I-2) to Central Business District (C-2):

Ten parcels of land located in Section 7 and Section 8, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin and described as follows:

**Parcel No. 281-10-85030901C – owned by Haven Funds, LLC**

Lots 7,8,9,10,11 & 12, Block 4 of the Assessors Map of the City of Sturgeon Bay excepting the southerly one-half of Nebraska Street vacated in Volume 133 of deeds, page 311, and Lots 9, 10, 11 and 12, Block 3 of the Assessors Map of the City of Sturgeon Bay excepting the easterly 178.00 feet of the southerly 20.00 feet of said Lot 12, Block 3

**Parcel No. 281-10-85040101 – owned by SHT Holdings, LLC**

Lot 1 and Lot 2, Block 4 of the Assessors Map of the City of Sturgeon Bay

**Parcel No. 281-10-85030501A – owned by the City of Sturgeon Bay**

Lot 1 of Certified Survey No. 3375 recorded in Document No. 832509

**Parcel No. 281-10-85030701A – owned by Sturgeon Bay Utilities**

Lot 2 of Certified Survey No. 3375 recorded in Document No. 832509

**Parcel No. 281-10-85070801 & 281-10-85070501– owned by The Vegetable Truck, LLC**

Lot 2 and Lot 3 of Certified Survey No. 2510 recorded in Document 731094, Volume 15 of Certified Survey Maps, Page 77

**Parcel No. 281-10-85020105A – owned by Shipyard Development, LLC**

Lot 1 of Certified Survey No. 2511 recorded in Document 731095, Volume 15 of Certified Survey Maps, Page 80

**Parcel No. 281-10-85061101, 281-10-85061000A & 281-10-85060901 - owned by E&I Property Investments**

Lots 7, 8, 9, 10 and the easterly one-half of Lots 11 & 12, Block 6 of the Assessors Map of the City of Sturgeon Bay

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

Approved: \_\_\_\_\_  
David Ward, Mayor

Attest: \_\_\_\_\_  
Stephanie Reinhardt, City Clerk