



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, MAY 4, 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 – \$344,310.99, Capital Fund - \$60,789.75, Cable TV - \$5,247.83, TID #4 - \$1,626.22, Solid Waste Enterprise Fund - \$2,728.88 for a grand total of \$414,703.67. [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 4/20/21 regular Common Council minutes.
    - \* b. Place the following minutes on file:
      - (1) Sturgeon Bay Utility Commission – 2/9/21
      - (2) Sturgeon Bay Utility Commission – 3/9/21
      - (3) Finance/Purchasing & Building Committee – 4/13/21
      - (4) Local Arts Board – 4/14/21
      - (5) City Plan Commission – 4/21/21
      - (6) Parking & Traffic Committee – 4/26/21
    - \* c. Place the following reports on file:
      - (1) Fire Department Report – March 2021
    - \* d. Consideration of: Beverage Operator's license.
    - \* e. Consideration of: Approval of Temporary Class B Beer & Temporary Class B Wine licenses & Six Month Class B Beer license.
    - \* f. Consideration of: Street Closure Application from Destination Sturgeon Bay for Fine Art Fair.
    - \* g. Consideration of: Street Closure Application from Destination Sturgeon Bay Harmony by the Bay.

- \* h. Consideration of: Approval of Sidewalk Café Permit for Terry Ullmann
  - \* i. Finance/Purchasing & Building Committee recommendation re: Approve the Services Agreement with Foth Infrastructure & Environment, LLC in the amount of \$13,132.50 for the reallocation of grant awards for Bradley Lake.
  - \* j. City Plan Commission recommendation re: Approval of Certified Survey Map for Americinn, 622 South Ashland Ave.
  - \* k. Parks & Recreation Committee/Board recommendation re: Approve donation of the Woolly Mammoth art piece.
8. Mayoral Appointments.
  9. Second reading of ordinance re: Rezoning of 12 parcels of Land from Heavy Industrial (I-2) to Central Business District (C-2). [Located in Section 7 and Section 8, Township 27 North, Range 26 East, City of Sturgeon Bay.
  10. City Plan Commission recommendation re: Rezone parcels #281-23-08325009 and #281-23-08325010, owned by Shipyard Development LLC, from Heavy Industrial (I-2) to Multiple-Family Residential (R-4).
  11. First reading of ordinance re: Rezone parcel \$281-23-08325009 and parcel #281-23-08325010 from Heavy Industrial (I-2) to to Multiple-Family Residential (R-4).
  12. City Plan Commission recommendation re: Approval of zoning text amendment for Tourist Rooming Houses.
  13. First reading of ordinance re: Repeal and recreate Sections 20.09(1)(i) and 20.22(1)(k) – Tourist Rooming Houses.
  14. Consideration of: Approval of waiver for minor conflicts.
  15. City Administrator report.
  16. Mayor's report.
  17. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 4.30.21  
 Time: 12:15pm  
 By: JM

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

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

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

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

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

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

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

RESPECTFULLY,  
MAYOR DAVID J. WARD

REVISED: 6/2/20

INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19610	RICHARD STUEWER	04/21 INS REIMBURSE/STUEWER	01-000-000-21530	236.82
R0001682	DAVID WEBER	TREE PLANT PERMIT DEP REFND	01-000-000-23163	400.00
R0001683	JEFF UMLAND	TREE PLANT PERMIT DEP REFND	01-000-000-23163	800.00
R0001685	JERRY KOBISHOP	PARK RESERVATION REFND/KOBISHP	01-000-000-46300	165.00
R0001685		PARK RESERVATION REFND/KOBISHP	01-000-000-24214	8.25
R0001685		PARK RESERVATION REFND/KOBISHP	01-000-000-24215	0.83
TOTAL LIABILITIES				1,610.90
TOTAL GENERAL FUND				1,610.90
LAW/LEGAL				
03950	DAVIS KUELTHAU	03/21 GENERAL LEGAL MATTERS	01-110-000-55010	3,640.00
03950		03/21 CONTRACT-CANAL RD CABLE	01-110-000-55010	1,336.85
16555	PINKERT LAW FIRM, LLP	03/21 TRAFFIC MATTERS	01-110-000-55010	1,777.50
TOTAL				6,754.35
TOTAL LAW/LEGAL				6,754.35
CITY CLERK-TREASURER				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	LAMINATING POUCHES	01-115-000-51950	25.60
USBANK	US BANK	WGFOA CONFERENCE REG/CLARIZIO	01-115-000-55600	110.00
USBANK		VERTICAL DESK TRAY ORGANIZERS	01-115-000-51950	41.96
TOTAL				177.56
TOTAL CITY CLERK-TREASURER				177.56
ADMINISTRATION				
17700	QUILL CORPORATION	CREDIT-ADHESIVE BADGES	01-120-000-51950	-28.99
17700		CREDIT-ADDRESS LABELS	01-120-000-51950	-29.99
17700		PRESENTATION FOLDERS	01-120-000-51950	108.99
17700		2 BXS 2 POCKET FOLDERS	01-120-000-51950	49.98
17700		AVERY MINI SHEETS 2X4 LABLES	01-120-000-51950	10.59
17700		LEGAL PADS	01-120-000-51950	25.98
17700		CREDIT RETURN	01-120-000-51950	-108.99
19841	ROTARY CLUB OF STURGEON BAY	2021 MEMBER DUES/VANLIESHOUT	01-120-000-56000	400.00
USBANK	US BANK	2021 WCMA MEMBER DUES	01-120-000-56000	148.95
USBANK		2 PENAFLEX DESKTOP FILES	01-120-000-54999	22.12
USBANK		PENAFLEX HANGING FOLDERS	01-120-000-51950	13.23
TOTAL				611.87
TOTAL ADMINISTRATION				611.87
COMPUTER				
03101	CDW GOVERNMENT, INC.	WEB CAMERA/C SULLIVAN-ROBINSON	01-125-000-55550	26.04



INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
03101		2 WIRELESS MICE	01-125-000-55550	49.28
03101		2 CHROMEBOOKS/DPW TRAINING	01-125-000-55550	550.00
USBANK	US BANK	ZOOM	01-125-000-55550	63.99
TOTAL				689.31
TOTAL COMPUTER				689.31
BUILDING/ZONING CODE ENFORCEMENT				
USBANK	US BANK	2 CHAIR FLOOR MATS/INSPECTION	01-140-000-54999	103.36
TOTAL				103.36
TOTAL BUILDING/ZONING CODE ENFORCEMENT				103.36
MUNICIPAL SERVICES ADMIN.				
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	REAR SPRING	01-145-000-56250	478.50
SPETZ	BRIAN SPETZ	SAFETY JACKET REIMB/SPETZ	01-145-000-55605	52.74
TOTAL				531.24
TOTAL MUNICIPAL SERVICES ADMIN.				531.24
PUBLIC WORKS ADMINISTRATION				
22800	WALMART COMMUNITY	OFFICE SUPPLIES	01-150-000-51950	89.91
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-150-000-51950	81.16
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COPIER CONTRACT GB0009	01-150-000-56250	798.00
USBANK	US BANK	TIME CARDS	01-150-000-54999	28.54
USBANK		DOT TRCK INSPECT TRNING/DAVIS	01-150-000-55600	135.00
TOTAL				1,132.61
TOTAL PUBLIC WORKS ADMINISTRATION				1,132.61
CITY HALL				
02975	CAMERA CORNER	WIRE REPAIRS/ DPW	01-160-000-55300	420.00
03159	SPECTRUM	03/21 FIRE CABLE SVC	01-160-000-58999	141.93
23730	WPS	04/21 421 MICHIGAN STREET	01-160-000-56600	1,552.03
USBANK	US BANK	ANNUAL ELEVATOR CERT	01-160-000-58999	51.00
USBANK		ANNUAL ELEVATOR CERT	01-160-000-58999	51.00
VIKING	VIKING ELECTRIC SUPPLY, INC	4 BULBS	01-160-000-54999	48.48
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	42.67
WARNER		CLEANER	01-160-000-55300	35.88
WARNER		BLEACH	01-160-000-55300	17.79
TOTAL				2,360.78
TOTAL CITY HALL				2,360.78

DATE: 04/27/1921  
TIME: 14:28:48  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL EXPENDITURES				
US BANK	US BANK EQUIPMENT FINANCE	04/21 FIRE COPIER W4572	01-199-000-55650	97.00
US BANK		04/21 COPY OVERAGE	01-199-000-55650	12.61
TOTAL				109.61
TOTAL GENERAL EXPENDITURES				109.61
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIP LOST WALLET TO OWNER	01-200-000-57250	12.45
22800	WALMART COMMUNITY	KEYBOARD/EVIDENCE ROOM	01-200-000-51950	42.97
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	61.68
USBANK	US BANK	CONF MEAL EXPNSE/HENRY	01-200-000-55600	10.53
USBANK		CONF MEAL EXPNSE/HENRY	01-200-000-55600	13.35
USBANK		CONF MEAL EXPNSE/HENRY	01-200-000-55600	11.50
USBANK		CONF MEAL EXPNSE/HENRY	01-200-000-55600	13.05
USBANK		CONF MEAL EXPNSE/HENRY	01-200-000-55600	8.53
USBANK		FORENSIC LAB SUPPLIES	01-200-000-55500	55.98
USBANK		FBI-LEEDA MEMBERSHIP/BRNKMAM	01-200-000-56000	50.00
USBANK		WI-FBINAA CONF REG/BRNKMAM	01-200-000-55600	114.40
USBANK		HARD DRIVE/MIELKE	01-200-000-55500	94.94
TOTAL				489.38
TOTAL POLICE DEPARTMENT				489.38
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	NEW EMPLOY SCREEN/JAGIELSKI	01-215-000-57100	271.00
04150	DEJARDIN CLEANERS LLC	MEND TACTICAL VEST/CRABB	01-215-000-56800	20.00
04696	DOOR COUNTY TREASURER	03/21 FUEL CHARGES	01-215-000-51650	3,698.64
06592	FOX VALLEY TECHNICAL COLLEGE	TACTICAL RESPNSE REG/DIEBELE	01-215-000-55600	295.00
06592		TACTICAL RESPN REG/ALBERTSON	01-215-000-55600	295.00
14875	NWTC GREEN BAY	LESB INSTRUCT DEV REG/COYHIS	01-215-000-55600	350.00
23640	WISCONSIN DEPT OF JUSTICE	3 TIME ACCESS CHARGE	01-215-000-58999	180.00
23640		20 OFFICE SUPPORT CHARGE	01-215-000-58999	255.00
GANDER	LOUIS GANDER	MEAL EXPNSE REIMB/GANDER	01-215-000-55600	165.07
GANDER		FUEL REIMB/TRANSPORT 20003104	01-215-000-51650	36.75
GBSEWING	GREEN BAY SEWING MACHINE SVC	SEWING MACH REPAIR/MAINTENANCE	01-215-000-54999	226.50
HAACK	TREVOR HAACK	BROKEN WATCH REIMBUSE/HAACK	01-215-000-52900	50.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 30 MAINTENANCE	01-215-000-58600	680.91
JIM FORD		EXPLORER MAINTENANCE	01-215-000-58600	51.34
JIM FORD		SQUAD 20 MAINTENANCE	01-215-000-58600	178.20
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	26.00
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	415.03
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	60.00
JIM FORD		SQUAD 60 MAINTENANCE	01-215-000-58600	21.00
NELSON	NELSON TACTICAL	GUN CLEANING SOLUTION	01-215-000-51050	1,077.39
USBANK	US BANK	FUEL	01-215-000-51650	27.77
USBANK		2021 ANNL CONF REG/HOUGAARD	01-215-000-55600	175.00
USBANK		EARPIECE	01-215-000-57550	155.90
TOTAL				8,711.50
TOTAL POLICE DEPARTMENT/PATROL				8,711.50

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
POLICE DEPT. / INVESTIGATIONS				
COAST	COAST TO COAST SOLUTIONS	POLICE LINE BARRICADE TAPE	01-225-000-57950	410.92
TOTAL				410.92
TOTAL POLICE DEPT. / INVESTIGATIONS				410.92
FIRE DEPARTMENT				
04696	DOOR COUNTY TREASURER	CODE RED WEATHER	01-250-000-56000	780.00
04696		03/21 FUEL	01-250-000-51650	1,827.12
16352	PENFLEX, INC	LOSA	01-250-000-50377	120.00
23730	WPS	04/21 656 S OXFORD AVE	01-250-000-56600	160.49
GBSEWING	GREEN BAY SEWING MACHINE SVC	SEWING MACH REPAIR/MAINTENANCE	01-250-000-54999	226.50
PORT	WEST MARINE PRO	2 PFD'S	01-250-000-52350	251.58
R0000350	KEYSTONE PSYCHOLOGY LLC	PRE EMPLOY EXAM	01-250-000-51700	375.00
USBANK	US BANK	MARCH DATA	01-250-000-58250	494.23
USBANK		AIR TRAVEL INSURANCE	01-250-000-55600	37.49
USBANK		SHIPBOARD CLASS	01-250-000-55600	560.00
USBANK		FLIGHT	01-250-000-55600	555.40
USBANK		ROUTER ANTENNA	01-250-000-57550	22.13
USBANK		TWIC ID CARD/DIETMAN	01-250-000-56000	125.25
TOTAL				5,535.19
TOTAL FIRE DEPARTMENT				5,535.19
STORM SEWERS				
12100	LAMPERT YARDS INC	3 1"X6"X10' PINE	01-300-000-54999	47.10
12100		3 1"X10X12' PINE	01-300-000-54999	78.06
19860	STURGEON BAY SAND & GRAVEL	ROAD GRAVEL	01-300-000-54999	214.35
19880	STURGEON BAY UTILITIES	SEWER COUPLINGS	01-300-000-51150	22.79
TOTAL				362.30
TOTAL STORM SEWERS				362.30
STREET SWEEPING				
25700	ZARNOTH BRUSH WORKS INC	BROOM REFILL	01-330-000-51400	502.00
25700		GUTTER BROOMS	01-330-000-51400	550.00
MACQUEEN	MACQUEEN EQUIPMENT, LLC	SWITCH	01-330-000-51400	242.39
MACQUEEN		FREIGHT	01-330-000-51400	15.34
TOTAL				1,309.73
TOTAL STREET SWEEPING				1,309.73
SNOW REMOVAL				
SNOW REMOVAL				
GRAY'S	GRAY'S INC.	GRADER END BITS	01-410-000-51400	694.72
GRAY'S		DELIVERY	01-410-000-51400	30.00

INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
SNOW REMOVAL				
SNOW REMOVAL				
USBANK	US BANK	BARN DOOR PARTS-SAND SHED	01-410-000-51400	259.88
TOTAL SNOW REMOVAL				984.60
TOTAL SNOW REMOVAL				984.60
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	BRAKES	01-450-000-53000	48.99
04545		SWITCH #40	01-450-000-53000	9.34
04545		ATC FUSE	01-450-000-53000	2.99
04603	HALRON LUBRICANTS INC	USED OIL PICK UP FEE	01-450-000-51650	41.25
04696	DOOR COUNTY TREASURER	03/21 520.37 G FUEL	01-450-000-51650	1,332.15
04696		03/21 215.83 G DSL FUEL	01-450-000-51650	580.16
19240	SERVICE MOTOR CO	REPLACE FRONT CRANK SHFT SEAL	01-450-000-58600	285.14
19240		REPLACE FRONT CRANK SHFT LABOR	01-450-000-58600	2,040.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	FILTER ASSEMBLY	01-450-000-53000	16.36
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ANTI FREEZE	01-450-000-53000	65.94
SWIDERSK	SWIDERSKI EQUIPMENT, INC	ANTENNA	01-450-000-53000	37.77
SWIDERSK		SHIPPING	01-450-000-53000	10.64
SWIDERSK		HYDO OIL	01-450-000-53000	188.76
SWIDERSK		SHIPPING	01-450-000-53000	29.89
TOTAL				4,689.38
TOTAL STREET MACHINERY				4,689.38
CITY GARAGE				
19959	SUPERIOR CHEMICAL CORP	HAND CLEANER	01-460-000-54999	111.20
19959		FREIGHT	01-460-000-54999	15.93
23730	WPS	01/21 835 N 14TH AVE	01-460-000-56600	1,751.30
23730		03/21 835 N 14TH AVE	01-460-000-56600	1,926.26
23730		04/21 835 N 14TH AVE	01-460-000-56600	1,416.15
USBANK	US BANK	FACE MASKS	01-460-000-54999	49.95
USBANK		BOLT IN BREAKER	01-460-000-55300	247.03
TOTAL				5,517.82
TOTAL CITY GARAGE				5,517.82
CELEBRATION & ENTERTAINMENT				
R0000807	MARK THIEDE	2021 2ND HARMONY INSTALL	01-480-000-58999	9,666.67
TOTAL				9,666.67
TOTAL CELEBRATION & ENTERTAINMENT				9,666.67
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	03/21 324.70G FUEL	01-510-000-51650	831.23

INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
06012	FASTENAL COMPANY	3X RAIN GEAR	01-510-000-54999	61.54
06012		XL RAIN GEAR	01-510-000-54999	65.81
23730	WPS	04/21 335 S 14TH AVE MEM FLD	01-510-000-56600	158.12
DOGWASTE	DOG WASTE DEPOT	6 CASES OF DOG WASTE BAGS	01-510-000-54999	829.75
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	CABLES/P4	01-510-000-53000	146.09
LAUSCHER	PETE LAUSCHER	SAFETY CLOTHING REIMB/LAUSCHER	01-510-000-56800	21.07
LAUSCHER		SAFETY CLOTHING REIMB/LAUSCHER	01-510-000-56800	42.18
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	COPPER PLUG	01-510-000-53000	6.58
USBANK	US BANK	SANDER & BELTS	01-510-000-52700	382.13
USBANK		TOLIET & URINAL PARTS	01-510-000-54999	354.46
USBANK		STRAP SWING	01-510-000-51760	140.36
USBANK		WATER VALVES	01-510-000-54999	34.80
USBANK		WATER VALVES	01-510-000-54999	39.99
USBANK		TRIMMER HEADS	01-510-000-56250	71.94
USBANK		DRILL BIT SET	01-510-000-52700	29.99
USBANK		TOOLBOX SUPPLIES	01-510-000-52700	72.95
WARNER	WARNER-WEXEL WHOLESALE &	CLEANERS/CAN LINERS/TOWELING	01-510-000-51850	1,217.65
WARNER		DISPENSER	01-510-000-51850	10.58
WARNER		FOAMING SOAP	01-510-000-51850	135.72
TOTAL				4,652.94
TOTAL PARKS AND PLAYGROUNDS				4,652.94
MUNICIPAL DOCKS				
20070	TAPCO	CREDIT	01-550-000-54999	-106.25
20070		CREDIT	01-550-000-58999	-50.00
20070		TICKET TAPE	01-550-000-54999	408.72
20070		MONTHLY HOST FEE	01-550-000-58999	50.00
23730	WPS	04/21 36 S NEENAH AVE RESTROOM	01-550-000-56600	23.95
TOTAL				326.42
TOTAL MUNICIPAL DOCKS				326.42
WATER WEED MANAGEMENT				
LAKEPOND	WIS LAKE & POND RESOURCE,LLC	DNR PERMIT/CHEMCL WEED SPRAY	01-560-000-58999	1,175.00
TOTAL				1,175.00
TOTAL WATER WEED MANAGEMENT				1,175.00
EMPLOYEE BENEFITS				
EBC CORP	EMPLOYEE BENEFITS CORPORATION	04/21 FSA, COBRA, HRA, FEB, FSA	01-600-000-50510	242.00
TOTAL				242.00
TOTAL EMPLOYEE BENEFITS				242.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2021 1ST QTR MAINTENANCE COSTS	01-700-000-56850	13,552.79
TOTAL				13,552.79
TOTAL PUBLIC FACILITIES				13,552.79
COMMUNITY & ECONOMIC DEVLPMT				
17700	QUILL CORPORATION	2 INKJET LABELS @ 12.79EA	01-900-000-51950	25.58
17700		10X13 ENVELOPES	01-900-000-51950	51.99
TOTAL				77.57
TOTAL COMMUNITY & ECONOMIC DEVLPMT				77.57
TOTAL GENERAL FUND				71,785.80
CAPITAL FUND				
CITY HALL				
EXPENSE				
02975	CAMERA CORNER	REPLACE 3 READERS	10-160-000-59040	738.06
02975		CITY HALL REMODEL	10-160-000-59040	2,596.76
CTI INC	WISCONSIN CTI, INC	FLOOR REFINISHING 50% DEPOSIT	10-160-000-59015	23,374.00
POWER	POWER TOOL SERVICE CO	HOSE & PRESSURE GUN	10-160-000-59015	712.53
RJMCONST	RJM CONSTRUCTION,LLC	CITY HALL REMODEL PAY #4 FINAL	10-160-000-59040	4,760.00
USBANK	US BANK	16 CHAIRS @ 144.54	10-160-000-59015	2,312.64
USBANK		FAUCET	10-160-000-59015	138.99
USBANK		TABLES	10-160-000-59015	852.94
USBANK		SHELF	10-160-000-59015	99.99
USBANK		SINK & VALVES	10-160-000-59015	530.97
USBANK		30" X 6" CABINET	10-160-000-59015	779.00
USBANK		30" X 72" CABINET	10-160-000-59015	1,099.00
USBANK		SHIPPING	10-160-000-59015	480.01
TOTAL EXPENSE				38,474.89
TOTAL CITY HALL				38,474.89
GENERAL EXPENDITURES				
CEDARCO	CEDAR CORPORATION	DC MUSEUM ADA EXITING	10-199-000-51525	1,000.00
TOTAL				1,000.00
TOTAL GENERAL EXPENDITURES				1,000.00
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	TURN OUT GEAR NAME TAGS	10-250-000-59050	66.00
TOTAL EXPENSE				66.00
TOTAL FIRE DEPARTMENT				66.00



INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
STORM SEWERS				
EXPENSE				
12100	LAMPERT YARDS INC	2" RIGID INSUL/S 18TH AVE	10-300-000-59115	92.07
TOTAL EXPENSE				92.07
TOTAL STORM SEWERS				92.07
CITY GARAGE				
POWERWAS	POWER WASH STORE MILWAUKEE	POWER WASHER & INSTALL	10-460-000-59070	16,543.79
TOTAL				16,543.79
TOTAL CITY GARAGE				16,543.79
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
ELLIS	ELLIS FENCE CO., LLC	PICKLEBALL CT FENCE 50% DEP	10-510-000-59075	4,613.00
TOTAL PARKS AND PLAYGROUNDS				4,613.00
TOTAL PARKS AND PLAYGROUNDS				4,613.00
TOTAL CAPITAL FUND				60,789.75
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
15890	PACK AND SHIP PLUS	CAMERA SHIPPING FOR REPAIR	21-000-000-56250	42.00
MANN	MANN COMMUNICATIONS, LLC	5.4.21 CONTRACT	21-000-000-55015	5,205.83
TOTAL CABLE TV / GENERAL				5,247.83
TOTAL CABLE TV / GENERAL				5,247.83
TOTAL CABLE TV				5,247.83
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
CEDARCO	CEDAR CORPORATION	FESTIVAL WATERFRONT	28-340-000-58999	676.22
TOTAL TID #4 DISTRICT				676.22
T4 \$3.12 NOTES				
01761	ASSOCIATED TRUST COMPANY	TAXABLE GO REF BOND 3.21.20	28-340-987-70002	475.00
TOTAL T4 \$3.12 NOTES				475.00
T4 BONDS				
01761	ASSOCIATED TRUST COMPANY	GO REFND BOND 3.31.20	28-340-988-70002	475.00
TOTAL T4 BONDS				475.00

INVOICES DUE ON/BEFORE 05/04/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #4 DISTRICT				
T4 BONDS				
T4 BONDS				
TOTAL TID #4 DISTRICT				1,626.22
TOTAL TID #4 DISTRICT				1,626.22
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	03/21 875.65 G DSL FUEL	60-000-000-51650	2,353.74
BARREL	CENTRAL BARREL & DRUM CO,INC	20 STEEL DRUMS/GARBAGE CANS	60-000-000-54999	340.00
USBANK	US BANK	DISPOSABLE OVERALLS	60-000-000-54999	35.14
TOTAL SOLID WASTE ENTERPRISE FUND				2,728.88
TOTAL SOLID WASTE ENTERPRISE FUND				2,728.88
TOTAL SOLID WASTE ENTERPRISE				2,728.88
TOTAL ALL FUNDS				142,178.48

**MANUAL CHECKS**

SECURIAN FINACIAL GROUP, INC \$ 1,445.72  
04/14/2021  
Check # 88555  
May 2021 Life Insurance  
01-600-000-50552

WISCONSIN DEPT. OF WORKFORCE \$963.39  
04/14/21  
Check #88556  
03/21 Unemployment  
01-600-000-50370

SECURIAN FINACIAL GROUP, INC \$ 770.65  
04/14/2021  
Check # 88555  
May 2021 Life Insurance Adjustment  
01-600-000-50552

SUN LIFE INSURANCE \$1,927.16  
04/19/21  
Check # 88559  
05/21 Short/Long Term Disability  
01-000-000-21545

SOUTHERN DOOR SCHOOL DISTRICT \$ 552.15  
04/21/21  
Check # 88622  
03/21 Mobile Home Tax Payment  
01-000-000-41300

STURGEON BAY SCHOOL DISTRICT \$ 16,004.53  
04/21/21  
Check # 88623  
03/21 Mobile Home Tax Payment  
01-000-000-41300

SUPERIOR VISION INSURANCE \$861.59  
04/21/21  
Check # 88624  
05/21 Vision Insurance  
01-000-000-21540

SB Life is Good \$250,000.00  
04/22/21  
Check # 88625  
WEDC Grant Disbursement  
10-199-000-59999

**TOTAL MANUAL CHECKS \$ 272,525.19**

INVOICES DUE ON/BEFORE 05/04/2021

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

GENERAL FUND	<del>71,785.80</del>	344,310.99
CAPITAL FUND	60,789.75	
CABLE TV	5,247.83	
TID #4 DISTRICT	1,626.22	
SOLID WASTE ENTERPRISE	2,728.88	
TOTAL --- ALL FUNDS	<del>142,178.48</del>	414,703.67

Helen Bacon 4/27/2021  
John W... 4/27/21  
John W... 4/27/21

COMMON COUNCIL  
April 20, 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/Nault to adopt agenda. Carried.

Chris Kellems, 120 Alabama St spoke during public comment.

Bacon/Williams to approve following bills: General Fund - \$227,417.63, Capital Fund - \$221,651.96, Cable TV - \$33.57, TID #4 - \$28,080.80, and Compost Site Enterprise Fund - \$211.83 for a grand total of \$503,258.25. Roll call: All voted aye. Carried.

Reeths/Nault to approve consent agenda:

- a. Approval of 3/6/21 regular Common Council minutes.
- b. Place the following minutes on file:
  1. Police & Fire Commission – 1/7/21
  2. Joint Parks & Recreation Committee/Board – 3/24/21
  3. Finance/Purchasing & Building Committee – 3/30/21
  4. Historic Preservation Commission – 4/9/21
  5. Board of Canvassers – 4/12/21
- c. Place the following reports on file:
  1. Fire Department Report – February 2021
  2. Inspection Department Report – March 2021
  3. Police Department Report – March 2021
  4. Bank Reconciliation – March 2021
  5. Revenue & Expense Report – March 2021
- d. Consideration of: Beverage Operator's license.
- e. Consideration of: Approval of Temporary Class B Beer & Temporary Class B Wine licenses for Sturgeon Bay Visitor & Convention Bureau, Inc.
- f. Finance/Purchasing & Building Committee recommendation re: Waive the normal bidding process and purchase a used demo model 20yd Cobra reload refuse truck on a 2020 International chassis from Envirotech Equipment, Lannon, WI in the amount of \$149,782.4.
- g. Finance/Purchasing & Building Committee recommendation re: Deny request from David Smith for the reduction of the non-resident annual mooring fee.

Carried.

Dr. Karen Murchie, Director of Fresh Water Research at Shedd Aquarium in Chicago presented information on fish and water research and focused on the importance of Community Science Monitoring, specifically sucker monitoring, in Door County.

Williams/Gustafson to adopt a resolution establishing the National Estuarian Research Reserve Committee in the City of Sturgeon Bay. Carried.

The Mayor presented the following appointments:

**FINANCE/PURCHASING & BUILDING COMMITTEE**

Helen Bacon, Chr.  
Seth Wiederanders, Vice-Chr  
Dan Williams

Gustafson/Nault to confirm. Carried.

**PERSONNEL COMMITTEE**

Dan Williams, Chr.  
J. Spencer Gustafson, Vice-Chr.  
Dennis Statz

Wiederanders/Bacon to confirm. Carried.

**PARKING & TRAFFIC COMMITTEE**

Kirsten Reeths, Chr.  
J. Spencer Gustafson, Vice-Chr.  
Dennis Statz

Williams/Wiederanders to confirm. Carried.

**COMMUNITY PROTECTION & SERVICES COMMITTEE**

Dan Williams, Chr.  
Kirsten Reeths, Vice-Chr.  
Seth Wiederanders

Reeths/Bacon to confirm. Carried.

**PARKS & RECREATION COMMITTEE**

Helen Bacon, Chr.  
Gary Nault, Vice-Chr.  
J. Spencer Gustafson

Statz/Williams to confirm. Carried.

**CITY PLAN COMMISSION**

David Ward, Chr.  
Kirsten Reeths  
Helen Bacon

Nault/Gustafson to confirm. Carried.

**LOCAL ARTS BOARD**

Helen Bacon

Reeths/Williams to confirm. Carried.

**BOARD OF PUBLIC WORKS**

David Ward  
Helen Bacon  
Dennis Statz  
Dan Williams  
J. Spencer Gustafson  
Gary Nault  
Kirsten Reeths  
Seth Wiederanders

Gustafson/Nault to confirm. Carried.

**LIBRARY BOARD**

J. Spencer Gustafson, Council Rep  
Seth Wiederanders, Council Rep

Bacon/Williams to confirm. Carried.



## RECOMMENDATION

We, the Historic Preservation Commission, hereby recommend that the building located at 17 W. Pine Street be designated as an historic structure (commonly known as West Side School.)

### HISTORIC PRESERVATION COMMISSION

By: Dave Augustson, Chr.

Statz/Bacon to adopt. Carried.

Williams/Gustafson to read in title only the first reading of the ordinance rezoning 12 parcels of land from Heavy Industrial (I-2) to Central Business District (C-2) located in Section 7 and Section 8, Township 27 North, Range 26 East, City of Sturgeon Bay. Carried.

Williams/Bacon to read in title only and adopt the second reading of ordinance re: Section 6.18 of the Municipal Code – Enforcement. Carried.

Reeths/Wiederanders to read in title only and adopt the second reading of ordinance re: Section 9.02 of the Municipal Code – Licenses & Permits. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward did not have a report.

Nault/Bacon to adjourn. Carried. The meeting adjourned at 7:37 p.m.

Respectfully submitted,

  
Stephanie L. Reinhardt  
City Clerk/HR Director

STURGEON BAY UTILITIES  
Regular Meeting  
February 9<sup>th</sup>, 2021

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:01 p.m. via video conference. Roll call: President Stewart Fett, Mayor David Ward, Commissioners Dan Williams, Steve Christoferson, Dina Boettcher, Gary Nault and Seth Wiederanders were present. Also present were General Manager James Stawicki, Operations Manager Cliff White and recording secretary Laurie Bauldry.

Ward/Williams to adopt the agenda (complete copy on file at the Utility office). Motion carried.

Wiederanders/Nault to approve the minutes of the regular Commission meeting held on January 12th, 2021. Motion carried.

The Commission proceeded to review the bills for January in the amount of \$1,606,121.82. Fett/Christoferson to approve payment of the bills. Motion carried.

The December 2020 financials were presented. Ward/Boettcher to accept the financials. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. No formal action was taken.

The operations report was presented by Operations Manager White. Fett/Williams to accept the operations report for January. Motion carried.

The next item of business was the General Manager's report:

- a) Adjustments
- b) Focus on Energy report

Stawicki reported 2021 year-to-date incentives from Focus on Energy for energy efficiency and conservation are \$ 25,920.46. He also reported that a \$10,000.00 grant from the Community Foundation was received to provide bill payment assistance to qualifying customers.

Wiederanders/Nault to adjourn. Motion carried. The meeting adjourned at 12:30 p.m.

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Secretary

Approved for publication:

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Stewart Fett  
President

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James Stawicki  
General Manager

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

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

STURGEON BAY UTILITIES  
Regular Meeting  
March 9<sup>th</sup>, 2021

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:01 p.m. via video conference. Roll call: President Stewart Fett, Mayor David Ward, Commissioners Dan Williams, Steve Christoferson, Dina Boettcher, Gary Nault and Seth Wiederanders were present. Also present were General Manager James Stawicki, Operations Manager Cliff White, Electric Supervisor Jason Bieri and recording secretary Laurie Bauldry.

Williams/Ward to adopt the agenda (complete copy on file at the Utility office). Motion carried.

Wiederanders/Nault to approve the minutes of the regular Commission meeting held on February 9th, 2021. Motion carried.

The Commission proceeded to review the bills for February in the amount of \$1,657,842.65. Fett/Christoferson to approve payment of the bills. Motion carried.

The January 2021 financials were presented. Ward/Wiederanders to accept the financials. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. No formal action was taken.

Next was consideration of the 2021 write-offs. Williams/Nault to approve the 2021 write-offs in the amount of \$1,377.07. Motion carried

Next Stawicki presented for consideration modifications to the New Load Market Pricing tariff (NLMP). Ward/Boettcher to petition the PSC to update the NLMP tariff to the latest and best form. Motion carried

Next, was consideration for ratification of the bid acceptance to repair/refurbish the .35 MG ground storage tank at Big Hill. Christoferson/Williams to ratify acceptance of the proposal from Utility Service in the amount of \$145,892.00.

The operations report was presented by Operations Manager White. Fett/Nault to accept the operations report for February. Motion carried.

The next item of business was the General Manager's report:

- a) Adjustments
- b) Focus on Energy report

Stawicki reported 2021 year-to-date incentives from Focus on Energy for energy efficiency and conservation are \$ 26,774.62.

Wiederanders/Boettcher to adjourn. Motion carried. The meeting adjourned at 12:40 p.m.

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Secretary

Approved for publication:

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Stewart Fett  
President

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James Stawicki  
General Manager

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

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

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**April 13, 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. Also present: Mayor Ward, Alderperson Gustafson, City Treasurer/Finance Director Clarizio, Municipal Services Director Barker, Community Development Director Olejniczak, and Office Accounting Assistant II Metzger. City Administrator VanLieshout entered at 4:14pm.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Award of Bid for Otumba Beach Improvements.
5. Consideration of: Services agreement with Foth Infrastructure and Environmental, LLC.
6. Consideration of: Financial Incentives/Purchase of Land for Housing Projects.
7. 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: Financial Incentives for Proposed Housing Development (Wallace Enterprises, Inc. site)
  - b. Consideration of: Acquisition of Real Estate for Redevelopment Purposes.

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.
8. Review bills.
9. Adjourn.

Carried.

The following spoke during public comment on agenda items and other issues related to finance & purchasing: Chris Kellems 120 Alabama Street.

Consideration of: Award of Bid for Otumba Beach Improvements:

Municipal Services Director Barker presented the bids for the Otumba Beach improvement project. The four bids received ranged for \$152,512.00 to \$176,996.96. The lowest bid from Great Lakes Grading and Excavation in the amount of \$152,512.00 is a Sturgeon Bay company.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to accept the bid from Great Lakes Grading & Excavation in the amount of \$152,512.00 for the Otumba Beach improvement project. Carried.

Consideration of: Services Agreement with Foth Infrastructure and Environmental, LLC:

Municipal Services Director Barker explained that Foth Infrastructure and Environmental, LLC has been the main engineering company for the Bradley Little Lake project at Sunset Park. The project has approximately \$100,000 in unspent grant funds that could be redirected towards shoreline restoration and

native revegetation of Bradley Lake. Mr. Barker stated to reallocate the grant awards Foth is proposing a fee in the amount of \$13,132.50.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to approve the services agreement with Foth Infrastructure and Environment, LLC in the amount of \$13,132.50 for the reallocation of grant awards for Bradley Lake. Carried.

Consideration of: Financial Incentives/Purchase of Land for Housing Projects:

Community Development Director Olejniczak began the discussion informing the Committee that the City routinely receives questions from prospective developers inquiring about incentives. The costs of putting in infrastructure, construction materials and labor are so high that development isn't cost effective without municipal incentives. The City may need to consider the option of incentives for workforce housing developments. Mayor Ward explained that previously municipalities purchased land, added infrastructure of sewer/water, roadways, etc. and waited for development but that approach has changed. Housing is in high demand and supply is limited. The City will need to take a proactive approach, move forward with a strategy for development. Mr. Olejniczak stated that most of the housing development projects in the City the land sold below market value which helped with development costs or the infrastructure was already in place. The City is running out of this type of situation and may need to consider purchasing properties to offer developers or consider other incentives such as putting in the infrastructure then special assessing, deferring or waiving the cost if the development is for workforce housing. The Committee discussions focused on the need for a strategic approach for development that may include buying up properties, maximizing current infrastructure and the option of tax increment financing. They also discussed concerns of population density and over building in neighborhoods.

Moved by Alderperson Bacon, seconded by Alderperson Williams to direct Staff to move forward with show of support for financial incentives/purchases of land for housing projects. Carried.


After Alderperson Bacon announced the statutory basis, it was moved by Alderperson Wiederanders, seconded by Alderperson Williams to convene in closed session. Roll call: Alderpersons Bacon, Wiederanders and Williams voted aye. Carried. The meeting moved into closed session at 4:57 pm. The meeting reconvened at 5:40pm.

Review bills

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

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting 5:42pm.

Respectfully submitted,



Tricia Metzger

CITY OF STURGEON BAY  
LOCAL ARTS BOARD MEETING

Wednesday, April 14, 2021

Council Chambers, City Hall, 421 Michigan Street

12:00 P.M.

A meeting of the Local Arts Board was called to order at 12:01 P.M. by Chairperson/Ald. Helen Bacon in Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members present were Ald. Helen Bacon, Laurel Hauser, Margaret Lockwood. Stephanie Trenchard was absent and Claire Morkin excused. Also present – Director of Municipal Services, Mike Barker, Municipal Services Secretary, Patty Quinn, and City Administrative Assistant, Suzanne Miller.

**Adoption of the Agenda:** Moved by Ms. Lockwood and seconded by Ms. Hauser to adopt the agenda.

1. Roll Call
2. Adoption of the agenda
3. Review of Minutes from March 10, 2021
4. Chair's report
5. Public comment on agenda items
6. Discussion on a revision of the Local Arts Board's organizational document originally dated March 3, 2019, to better address the current structure of the committee, and its direction/duties
7. Discussion and review of the Egg Harbor art acquisition documents
8. Discussion of any board member's new ideas for public art and the placement of art at Stone Harbor – Margaret Lockwood to present artwork by Steven Haas
9. Consideration to approve accepting donations for the Woolly Mammoth metal sculpture
10. Adjourn

All in favor. Carried.

**Review of Minutes from March 10, 2021:** Moved by Ms. Hauser and seconded by Ms. Lockwood to let minutes stand.

All in favor. Carried.

**Chair's report:** Chairperson/Ald. Bacon reported to this committee on any comments from the Joint Parks & Recreation Committee/Board's review of the Local Arts Board's minutes, at their meeting held March 24<sup>th</sup>.

**Public comment on agenda items:** Melanie Jane, 39 N. 1<sup>st</sup> Ave., volunteered her help on the Woolly Mammoth art project and the placement of any art at Stone Harbor.

**Discussion on a revision of the Local Arts Board's organizational document originally dated March 3, 2019, to better address the current structure of the committee, and its direction/duties:** Ald. Bacon distributed copies of the Sturgeon Bay Comprehensive Plan 2040. Ms. Miller white boarded suggested changes to Section 1, regarding the purpose of the board; and Section 2, regarding the composition of the board members and term length each shall serve, as well as maximum number of terms that can be served. Discussion on Section 3, Powers and Duties, to be continued at the next monthly meeting.



**Discussion and review of the Egg Harbor art acquisition documents:** Ms. Miller to review and possibly use in her drafts of agreements to be used by this board for art acquisition, loaning art work to the City, and other related documents. She will email drafts to the board members for their review but would then these would need to be shown to the City Attorney for final approval, before they could be utilized.

**Discussion of any new board member's ideas for public art and the placement of art at Stone Harbor – Margaret Lockwood to present artwork by Steven Haas:** Ms. Lockwood provided pictures of several works of art by Mr. Haas. The artist is willing to loan the City one of the pieces but we're competing against another city that had paid the artist a stipend. Details and possible dimensions were discussed if placed at Stone Harbor and the board would need to complete evaluations on a piece most favored and referred to as the "Pelican". Further discussion to take place at the next Local Arts Board meeting.

**Consideration to approve accepting donations for the Woolly Mammoth metal sculpture:** Motion to approve made by Ms. Lockwood and seconded by Ms. Hauser.

All in favor. Carried.

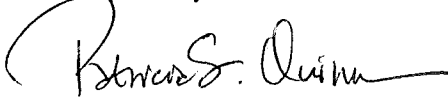
**Items for next month's agenda:**

- Further discussion on a revision of the Local Arts Board's organizational document originally to better address the current structure of the committee, and its direction/duties.
- Review of drafts of various legal documents being prepared by City Hall for all art acquisitions.
- Possible consideration to approve a loaned piece of metal art sculpture by Steven Haas' Pelican.
- Possible consideration to approve the payment of stipends to artists wishing to loan artwork to the City.
- Discussion on the drafting of a cultural roadmap for the board that would be applicable to what this group is doing, using other municipalities' guidelines as resources.

**Next Meeting Date: Wednesday, May 12, 2021 @ 12:00 P.M. – Council Chambers, City Hall.**

Motion to adjourn by Ald. Bacon and seconded by Ms. Hauser. All in favor. Carried. Meeting adjourned at 1:03 P.M.

Respectfully submitted,



Patricia S. Quinn  
Municipal Services Secretary

**CITY PLAN COMMISSION**

Wednesday, April 21, 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 Mark Holey, Kirsten Reeths, Dennis Statz, David Ward, Helen Bacon, and Debbie Kiedrowski were present. Excused: Member Jeff Norland. Also present were Alderperson Spencer Gustafson, 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. Holey, seconded by Ms. Bacon to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from March 17, 2021.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Rezoning of parcels #281-23-08325009 & #281-23-08325010, owned by Shipyard Development, LLC, from Heavy Industrial (I-2) to Multiple-Family Residential (R-4).
6. Consideration of: Conceptual Planned Unit Development (PUD) for Sunset School redevelopment.
7. Consideration of: Certified Survey Map for AmericInn, 622 S. Ashland Avenue.
8. Consideration of: Zoning text amendment for Tourist Rooming Houses.
9. Adjourn.

All ayes. Carried.

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

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

**Consideration of: Rezoning of parcels #281-23-08325009 & #281-23-08325010, owned by Shipyard Development, LLC, from Heavy Industrial (I-2) to Multiple-Family Residential (R-4):** Mr. Sullivan-Robinson stated that at the last Plan Commission meeting a public hearing was held to rezone the property from Heavy Industrial (I-2) to Multiple-Family Residential (R-4). Joe Moede, the property owner, had sent a letter that their preference would be to rezone the property to Central Business District (C-2). Mr. Sullivan-Robinson had invited Mr. Moede to attend the meeting via Zoom and have the opportunity to further express his issues.

Mr. Sullivan-Robinson offered options for the Plan Commission. The Commission could approve the zoning map amendment to R-4 as presented. They could accept Mr. Moede's proposal to be rezoned to C-2. The third option would be to not rezone the properties at all. C-2 is consistent with the Comprehensive Plan. R-4 is also supported by the Comprehensive Plan and is in line with surrounding residential uses and previous development plans.

Commission members agreed with the initial plan to rezone the properties to R-4. They noted the property owner can always petition for a rezoning to Commercial if a specific development proposal is put forth.

Moved by Mr. Statz, seconded by Ms. Reeths to recommend to Council rezoning of parcels #281-23-08325009 and #281-23-08325010, owned by Shipyard Development, LLC, from Heavy Industrial (I-2) to Multiple-Family Residential (R-4). All ayes. Carried.

**Consideration of: Conceptual Planned Unit Development (PUD) for Sunset School redevelopment:** Mr. Olejniczak stated that a few months ago, S.C. Swiderski was recommended as the developer for the Sunset School site, with a more upscale and less dense development. The development proposal and development agreement needs to be approved. The first step is a conceptual review to allow the developers to get feedback from the Commissioners.

Jacqui Miller, Director of Business Development for S.C. Swiderski, along with Courtney, Cal, and Madeline from the Development Team, were present via Zoom. Ms. Miller explained that there will be four buildings, with entrances on 8<sup>th</sup> Avenue and Erie Street. There is no stormwater management plan in place yet. She shared images of site renderings, including one and two level apartments and a privacy fence to buffer the neighbors. There will be 9.42 units per acre and 2.5 parking stalls per unit. There are two 8-unit Huntington buildings, one 6-unit called the Bedford and a smaller version with 4 units. This plan allows for 22 two-bedroom units, and they just made an adjustment to have 4 three-bedroom units at the ends of the one level buildings. The back of the Huntington buildings will have a patio and face the residential neighbors to the west of the site. There are quality finishes throughout.

Rents will range from \$1100 per month for a 900 square-foot, two bedroom apartment, with a one car attached garage to \$1500 per month for the larger three-bedroom, 1244 square-foot units, with two baths and a two car attached garage. Heat, cable & WiFi, water, sewer, trash removal, snow removal, and lawn care will be included. Electricity is not included.

Mr. Holey suggested a row of cedars instead of installing a fence in the rear of the property.

Ms. Reeths said it is appealing with the single-family homes facing 8<sup>th</sup> Avenue.

Ms. Miller said there are currently no playground plans, since they didn't anticipate many kids. They may add other active area options.

Mr. Statz liked the idea of having the lower elevations on 8<sup>th</sup> Avenue with the two-story buildings behind them. The only negative he sees is the driveways on 8<sup>th</sup> Avenue.

Mayor Ward thought this development fits the neighborhood.

Ms. Bacon would like to see the options for the active areas. She thought the building style mirrors what is across the street.

Ms. Miller elaborated that for the Huntington buildings there will be 4 units with the garage located underneath the living area. The other four units are townhome style. Ms. Kiedrowski wondered if that would be a problem with the garage door opening causing noise. Ms. Miller replied that they don't have any problems with noise at their other locations. Ms. Miller also mentioned that they provide professional management that will be shared with their other Sturgeon Bay location. There is extensive screening done on prospective tenants.

Ms. Kiedrowski stated that she also would like to see an active area that might include a patio or firepit for the residents. More trees should be planted, but no Norway Maple! Ms. Miller spoke about a gazebo and firepit that they have at another one of their locations.

Mr. Olejniczak stated that Sturgeon Bay Utilities has a power line on the west line. When it needed service they had to go through the school property to get to it. The developer should keep in mind that access should be allowed.

He mentioned that an earlier option was supplied for comments. The Huntington building driveway access was flipped. He wondered why the driveway is now shown to the east. Ms. Miller responded that they thought that the driveway through the middle of the property would be better rather than running along the property line where there are neighbor's backyards. Both sets of buildings have nice backyards.

Mr. Olejniczak added that this design has ten units along 8<sup>th</sup> Avenue, all with 2 car garages, facing 8<sup>th</sup> Avenue. This design creates a sense of one massive driveway along 8<sup>th</sup> Avenue. In a previous option, there was a different building called the Rockwell, which had one car garages. He wondered if one of the Bedfords could be switched out with the Rockwell. Ms. Miller responded that they thought that the two car garage would be in higher demand than the one car garage. This building has been popular and a better fit for the market.

Mr. Olejniczak also stated he would like to see the driveway connecting to 8<sup>th</sup> Avenue building be eliminated for the Huntington. With all the driveways on 8<sup>th</sup> Avenue it leaves very little space for on-street parking. If the driveway

was removed, four more stalls could be added for on-street parking between the buildings. If it is felt that two street connections are necessary, one should go to Delaware Street and one to Erie Street. If only one driveway is needed, it should go to Delaware Street. Ms. Miller thought that only one driveway may be necessary.

Mr. Olejniczak noted that the Huntington building has the pavement go right up to the front door of the building. There is no green space between the pavement and building. Madeline, one of S.C. Swiderski's representatives, responded that the pavement going up to the building is good for the parking situation. They can change it to allow for green space. Mr. Olejniczak thought that maybe a few areas could be carved out to add some green space when they develop their landscaping plan.

Mr. Sullivan-Robinson appreciated the transition of keeping a subtle look on the street side and keeping the denser buildings on the inside of the lot.

Mr. Van Lieshout likes the approach to the project and how the units are laid out facing 8<sup>th</sup> Avenue. He also likes the two-story units being on the lower part of the parcel. The overall height will be less of a contradiction to surrounding homes.

Alderman Gustafson stated that he lives in the other S.C. Swiderski apartment development in Sturgeon Bay. The apartments are good quality. He wondered if the Huntington buildings could have one or two balconies placed on the other side of the building. The driveway to 8<sup>th</sup> Avenue should be eliminated and parking stalls could be added where the driveway was originally proposed.

Ms. Kiedrowski agrees with eliminating the driveway to 8<sup>th</sup> Avenue. In regard to the two-story buildings, something should be added for privacy. Between the driveways shrubbery could be added in between to break up the concrete. Instead of switching balconies, maybe something architectural could be added.

Cal, representative from S.C. Swiderski, stated they avoided Delaware Street since it is the lowest area on the site. It is anticipated that the NW corner will hold the detention pond. For street access, the mail route likes an in and out so they don't have to turn around.

Ms. Reeths wondered about firetruck and EMS access and the capability of turning around.

Mr. Olejniczak stated that unless it interferes with the stormwater drainage, he preferred the connection be made between Erie Street and Delaware Street, as opposed to Erie Street and 8<sup>th</sup> Avenue.

No action was needed.

**Consideration of: Certified Survey Map for AmericInn, 622 S. Ashland Avenue:** Mr. Olejniczak stated that the City, along with the Department of Transportation, would like to do some improvements to the intersection by the AmericInn. The AmericInn has agreed to dedicate the right-of-way needed to do the improvements. They agree it is a tight turn when turning onto Ashland Avenue. The certified survey map is the instrument to get the right-of-way dedicated. It requires Plan Commission and Council approval.

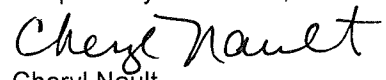
After a short discussion, it was moved by Ms. Reeths, seconded by Mr. Statz to recommend to Council approval of the Certified Survey Map for AmericInn, located at 622 S. Ashland Avenue. All ayes. Carried.

**Consideration of: Zoning text amendment for Tourist Rooming Houses:** Mr. Sullivan-Robinson stated that the permitting process and regulations for tourist rooming houses should be removed from the zoning chapter of the Municipal Code. The Council recently approved an ordinance that includes licensing of tourist rooming houses and additional requirements under Chapter 9, Licensing and Permitting. As of now, requirements for tourist rooming houses can be found in both codes.

After a short discussion, it was moved by Mr. Holey, seconded by Ms. Bacon to recommend to Council the zoning text amendment for Tourist Rooming Houses.

**Adjourn:** Moved by Mr. Statz, seconded by Mr. Holey to adjourn. All ayes. Carried. Meeting adjourned at 7:00 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Cheryl Nault". The signature is written in black ink and is positioned above the printed name and title.

Cheryl Nault  
Community Development Secretary

**Parking & Traffic  
April 26, 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, Spencer Gustafson and Dennis Statz were present. Also present: Municipal Services Director Mike Barker, City Administrator Josh VanLieshout, Police Captain Dan Brinkman, City Engineer Chad Shefchik, Community Development Director Marty Olejniczak and Municipal Services Assistant Colleen DeGrave.

Moved by Ald. Statz, 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. **Discussion of: Adding city sidewalks to the 2022 Budget: N. 14<sup>th</sup> Avenue north of Egg Harbor Road, Memorial Drive between S. 12<sup>th</sup> and S. 15<sup>th</sup> Avenue, S. 15<sup>th</sup> Avenue from Memorial Drive to Rhode Island Street, and N. 18<sup>th</sup> Avenue.**
6. **Discussion of City Bike Rodeo: Call of joint meeting with Bike & Pedestrian Committee.**
7. **Adjourn.**

All in favor. Carried.

**Public comment.**

Public comment was heard from the following: Brian Weiss, 942 N. Duluth, Scott Moore, 947 Pennsylvania St., David Allen, 3541 N. Duluth, Paul Anschutz, 22 N. 6<sup>th</sup> Ave., Margaret LeBrun, 3541 N. Duluth Ave., Peter Jackson, 3453 N. Duluth, DeAnn Jackson, 3453 N. Duluth, Gary Nault, 711 Hickory.

**Consideration of: ATV/UTV on N. Duluth Avenue between Elm St. and Bullhead Point.** Moved by Ald. Reeths, seconded by Ald. Statz to open discussion on agenda item #4. Ald. Statz stated he thought this issue should be a countywide effort and the process needs to be reviewed. Ald. Gustafson noted there was a motion made at the January 25 Parking & Traffic Meeting that never came to be. City Administrator VanLieshout explained the P&T Committee had made a recommendation to Council, and at the Mayor's urging, it was brought back to the March P&T Meeting. The Committee has three options he explained, tabling the issue, making a new motion, or rescinding the item altogether. Moved by Ald. Gustafson, seconded by Ald. Statz to rescind the motion made at the January 25, 2021 Parking & Traffic Meeting which recommended approving ATV/UTV use on N. Duluth Avenue between Elm Street and Bullhead Point, to be reevaluated by the Parking & Traffic Committee in January 2022. All in favor, carried.

Further discussion took place.

**Discussion of: Adding city sidewalks to the 2022 Budget: N. 14<sup>th</sup> Avenue north of Egg Harbor Road, Memorial Drive between S. 12<sup>th</sup> and S. 15<sup>th</sup> Avenue, S. 15<sup>th</sup> Avenue from Memorial Drive to Rhode Island Street, and N. 18<sup>th</sup> Avenue.** City Engineer Chad Shefchik gave a presentation on the sidewalk areas mentioned, explained the options and what the most favorable location for each planned sidewalk was. Funds from the Federal Cares Act would be used to help cover the cost.

Ald. Reeths asked Mr. Shefchik to put together a proposal on all three areas for the committee. Mr. Shefchik asked that a time frame be given.

**Discussion of City Bike Rodeo: Call of joint meeting with Bike & Pedestrian Committee.** Discussion took place on the Bike Rodeo. Ald. Gustafson and Ald. Reeths stated they were planning on delaying the bike rodeo until August due to Covid, however Ald. Gustafson found out the Sturgeon Bay School District is holding a bike rodeo in May, and thought the City should help the school sponsor the rodeo. Ald. Reeths thought the Sturgeon Bay Police Department and the City should work together to find the funds to help



sponsor the event. Ald. Statz thought it made sense to work together with the school for their planned Bike Rodeo in May. Ald. Reeths asked Ald. Gustafson to check into what the actual date was for the event.

Moved by Ald. Gustafson, seconded by Ald. Statz to adjourn. Meeting adjourned at 5:58 p.m.

Respectfully Submitted,



Colleen DeGrave

Municipal Services Administrative Assistant



Kalin Montevideo  
Assistant Fire Chief

## CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St  
Sturgeon Bay, WI 54235

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

### STURGEON BAY FIRE DEPARTMENT MARCH 2021 FIRE REPORT

MARCH INCIDENTS: 124  
2021 TOTAL INCIDENTS: 364

#### INCIDENTS BY JURISTICTIION:

#### AVERAGE RESPONSE TIME:

<b>CITY - East Side:</b>	<u>69</u> Year to Date: <u>228</u>	EMERGENT: <u>3.56 Minutes</u>	NON-EMERGENT: <u>5.0 Minutes</u>
59 – Medical Incident	04 – Carbon Monoxide Incident	01 – Lock-Out	
01 – Vehicle Accident	01 – Animal Problem	01 – Alarm/Detector Activation, No Fire	
01 – Smoke Scare/Odor of Smoke	01 – Citizen Complaint		
<b>CITY - West Side:</b>	<u>42</u> Year to Date: <u>97</u>	EMERGENT: <u>3.23 Minutes</u>	NON-EMERGENT: <u>4.55 Minutes</u>
34 – Medical Incident	02 – Vehicle Accident	01 – Carbon Monoxide Incident	
02 – Gas Leak	01 – Citizen Complaint	02 – Alarm/Detector Activation, No Fire	
<b>Town of Sevastopol:</b>	<u>04</u> Year to Date: <u>18</u>	EMERGENT: <u>6.55 Minutes</u>	NON-EMERGENT: <u>12.36 Minutes</u>
03 – Medical Incident	01 – Authorized/Controlled Burning		
<b>Town of Sturgeon Bay:</b>	<u>06</u> Year to Date: <u>12</u>	EMERGENT: <u>8.23 Minutes</u>	NON-EMERGENT: <u>N/A Minutes</u>
04 – Medical Incident	01 – Gas Leak	01 – Alarm/Detector Activation, No Fire	

#### MUTUAL AID/MABAS INCIDENTS

**Southern Door:** 02 Year to Date: 05  
01 – Medical Assist 01 – Ice Rescue

**Brussels, Union, Gardner:** 01 Year to Date: 01  
01 – Structure Fire

**Gibraltar:** 0 Year to Date: 01

**Sister Bay/Liberty Grove:** 0 Year to Date: 01

**Jacksonport:** 0 Year to Date: 01

#### INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>285</u>	<u>10</u>	<u>04</u>	<u>191.84</u>
Inspections – Town of Sevastopol:	<u>44</u>	<u>03</u>	<u>0</u>	<u>24.57</u>
Inspections – Town of Sturgeon Bay:	<u>06</u>	<u>0</u>	<u>0</u>	<u>4.92</u>
Inspections – Town of Jacksonport:	<u>21</u>	<u>02</u>	<u>0</u>	<u>12.53</u>

Sevastopol Burn Permit:

Permits Issued for Month: 14

Year to Date Permits Issued: 38

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

### **MAINTENANCE:**

Firefighters installed a brake controller in Brush 5; repaired an airline at the eastside station; fixed the wiring for UT15 WIFI; cleaned and lubed the ladder on Truck 2; repaired a leaking air tank on Squad 1; diagnosed and repaired the water level indicator on Tender 3; replaced the DEF tank on Engine 4; installed a new air fitting on Truck 2; hung the shadow boxes and signs in City Hall following the remodel project; mounted new struts (extrication equipment) in both Engines and got Marine 1 from storage: loaded it with equipment, installed the battery for the fire pump, got it ready for summer use and installed new seals on the trailer axel.

### **TRAINING:**

508.8 hours of training was conducted in March. Firefighters trained with water/ice rescue equipment and operations; forcible entry procedures; Blue Card Command/scene size up; extrication & stabilization; drone operations; SOG review; all firefighters attended an NFPA 1851 training for the care, maintenance and inspection of personal protective equipment and five (5) Part-time Firefighters continued firefighter training through NWTC.

### **OTHER:**

Fire Chief and AC attended City and other Town meetings. A total of two (2) car seats were installed. We assisted the Girl Scout program with their cookie distribution and AC Montevideo held three CPR certification classes for members of Central Marine Logistics (M/V Block & M/V Sykes) during their annual spring meeting.

**COVID-19 Update:** Our department continues to monitor COVID-19 cases throughout our community. We continue to implement additional cleaning procedure throughout our stations and following incident response.

**BEVERAGE OPERATOR LICENSE:**

1. Krueger, Judith A.
2. Peterson, Sharon A.
3. Robben, Josiah H.
4. Weber, Daniel R.
5. Zunker, Amy M.



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

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

Visit our website at: [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)

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April 14, 2021

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

Ms. Reinhardt:

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

Door County Maritime Museum & Lighthouse Preservation Society  
120 North Madison Avenue  
Sturgeon Bay, WI 54235

LOCATION/EVENT/DATE: 120 North Madison Avenue/Tug Pug/June 24, 2021  
120 North Madison Avenue/Tug Pub/July 9, 2021  
120 North Madison Avenue/Tug Pub/July 22, 2021  
120 North Madison Avenue/Tug Pub/July 31, 2021  
120 North Madison Avenue/Tug Pub/August 26, 2021  
120 North Madison Avenue/Tug Pub/September 23, 2021

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

Door County Maritime Museum & Lighthouse Preservation Society  
120 North Madison Avenue  
Sturgeon Bay, WI 54235

LOCATION/EVENT/DATE: 120 North Madison Avenue/Classic & Wooden Boat Festival/  
August 13-15, 2021



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

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

Visit our website at: [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)

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April 20, 2021

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

Ms. Reinhardt:

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

Sturgeon Bay Open Bass Tournament  
P O Box 242  
Sturgeon Bay, WI 54235  
LOCATION: Sawyer Park – 36 South Neenah Avenue  
DATES: May 13-16, 2021



Phone 920-746-2900

Fax 920-746-2905

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

Visit our website at: [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)

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April 14, 2021

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

Ms. Reinhardt:

We, the undersigned, have received a request for certification of compliance for a Class B Beer (Six Month) license:

Aloha Classic Inc  
1028 Maple Street  
Sturgeon Bay, WI 54235  
LOCATION: West Side Field – 37 West Redwood Avenue  
DATES: May 5, 2021 – October 31, 2021



**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant: Destination Sturgeon Bay - Carly Sarkis  
 Name of Event: Fine Art Fair  
 Contact Phone #: 920-743-6246 / 920-495-6246  
 Date(s) of Event: May 28-30, 2021 Time: May 28 12pm-5pm  
May 29 9am-5pm  
May 30 9am-4pm  
 Estimated # of Attendees: 2500+  
 Specific Location: see map attached

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

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

Other comments or explanation:

Signature of Responsible Party:

Address:

Date Submitted:

(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.



## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of DSB, 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 hold an event, which shall encroach in the public right-of-way adjacent to property located at 207 S 3rd ave, do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said event as an encroachment in the public right-of-way.

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

Dated this 5 day of April, 2021.

By: Carly Sarkis  
Marketing & Events Director

By: [Signature]  
Exec. Director

**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: April 5, 2021

Molly Sarkis, marketing & event  
Director

Dated: 4-5-21

Dan, Exec. Director

Company Name (if applicable): Destination Sturgeon Bay

Billing Address: 36 S 3rd Ave  
Sturgeon Bay, WI

Telephone: 920 743 6246



### 3.035 - Reimbursement of expenses.

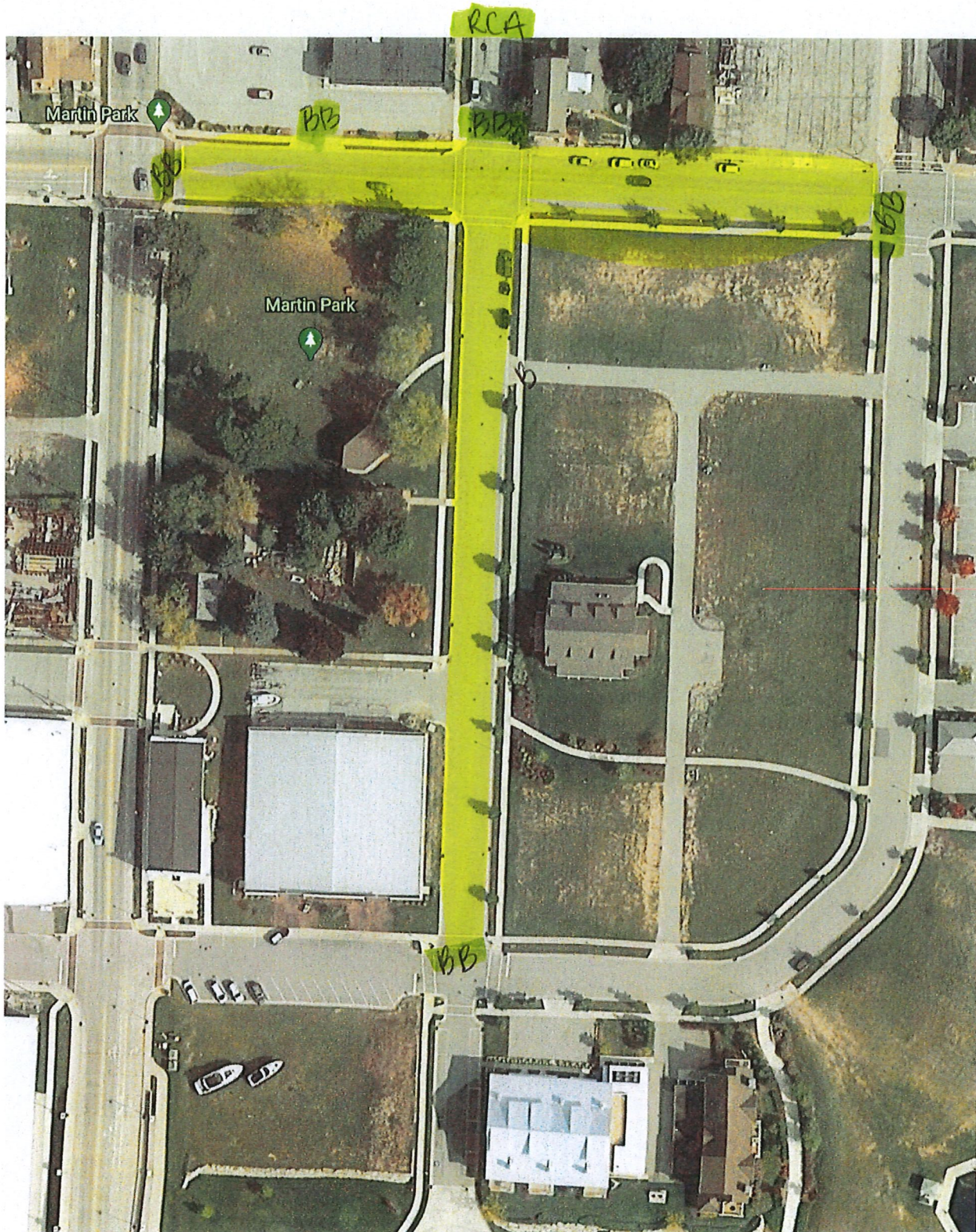
- (1) *[Authorization to charge for reimbursement.]* The city clerk-treasurer is authorized to charge for reimbursement of expenses incurred on behalf of and for the benefit of third parties for services rendered by the city. These reimbursable expenses include, but are not limited to:
- (a) *Legal, 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)



# 2021 Fine Art Fair



BB Barricade

RCA Road Closed Ahead (Penn St. & 4<sup>th</sup> Ave)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/26/2021

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).

<b>PRODUCER</b> Schmitz Insurance, LLC 7153 State Highway 42 57  Sturgeon Bay WI 54235-9490		<b>CONTACT</b> NAME: PHILIP J SCHMITZ PHONE (A/C, No, Ext): 920-473-4400 FAX (A/C, No): 8153019066 E-MAIL ADDRESS: Phil@SchmitzInsurance.com	
<b>INSURED</b> Sturgeon Bay Visitor & Convention Bureau, Inc. Destination Sturgeon Bay 36 S 3rd Avenue Sturgeon Bay WI 54235		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: West Bend - NSI INSURER B: Travelers Indemnity Company of Connecticut INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 15350 25682	

**COVERAGES**

CERTIFICATE NUMBER: 20210226103313470

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	N	N	A615463	07/18/2020	07/18/2021	EACH OCCURRENCE \$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000							
	MED EXP (Any one person) \$							
	PERSONAL & ADV INJURY \$ 1,000,000							
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ 2,000,000	
							\$	
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	A615463	07/18/2020	07/18/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	BODILY INJURY (Per person) \$							
	BODILY INJURY (Per accident) \$							
	PROPERTY DAMAGE (Per accident) \$							
							\$	
A	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE	N	N	A629733	07/18/2020	07/18/2021	EACH OCCURRENCE \$ 1,000,000	
	AGGREGATE \$							
	\$							
	DED <input type="checkbox"/> RETENTION \$						\$	
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 N	N/A	N	UB5K77609A	05/11/2020	05/11/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	E L EACH ACCIDENT \$							
	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)

Fine Art Fair May 28, 29, &amp; 30 Martin Park

**CERTIFICATE HOLDER****CANCELLATION**

City of Sturgeon Bay For Fine Art Fair 421 Michigan St Sturgeon Bay WI 54235  Fax: 920-746-2906	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant: Destination Sturgeon Bay - Carly Sarkis  
 Name of Event: Harmony by the Bay  
 Contact Phone #: 920.743.6246 / 920.495.6246  
 Date(s) of Event: See attached Time: 6pm-9pm  
 Estimated # of Attendees: 200+  
 Specific Location: see map attached

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

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

Other comments or explanation: \_\_\_\_\_

Signature of Responsible Party: Carly Sarkis

Address: 306 S. 3rd Ave, Sturgeon Bay, WI

Date Submitted: April 5, 2021

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

Approval:

Fire Chief: [Signature]

Date: 4-19-21

Police Chief: [Signature]

Date: 4-6-21

Comm. Dev: [Signature]

Date: 4-19-21

Streets/Parks: [Signature]

Date: 4-21-21

City Clerk: [Signature]

Date: 4/26/21

Finance Dir: [Signature]

Date: 4/26/21

City Engineer: [Signature]

Date: 4-22-21

City Admin: [Signature]

Date: 4/27/21

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

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



## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of DSB, 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 hold an event, which shall encroach in the public right-of-way adjacent to property located at 207 S 3rd Ave, do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said event as an encroachment in the public right-of-way.

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

Dated this 5 day of April, 2021.

By: Carley Sarkis <sup>marketing & events</sup>  
Director

By: DOir, Exec. Director.



**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: April 5, 2021 Carly Sarkis, marketing & events Director  
Dated: 4-5-21 D. Duil, Exec. Director

Company Name (if applicable): Destination Sturgeon Bay  
Billing Address: 360 S 3rd Ave  
Sturgeon Bay, WI 54235  
Telephone: 920 743 6246

### 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)



2021 Harmony by the Bay  
RCA



BB = Barncade

RCA = Road Closed Ahead (Penn St ÷ 4th Ave)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/26/2021

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	CONTACT NAME: PHILIP J SCHMITZ
Schmitz Insurance, LLC	PHONE (A/C, No, Ext): 920-473-4400 FAX (A/C, No): 8153019066
7153 State Highway 42 57	E-MAIL ADDRESS: Phil@SchmitzInsurance.com
Sturgeon Bay WI 54235-9490	INSURER(S) AFFORDING COVERAGE
	INSURER A: West Bend - NSI
	INSURER B: Travelers Indemnity Company of Connecticut
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 20210226102316197

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	A615463	07/18/2020	07/18/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	A615463	07/18/2020	07/18/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB5K77609A	05/11/2020	05/11/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 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)

Harmony by the Bay Concert Series Martin Park June 9, 16, 23, 30, July 7, 14, 21, 28, August 4, 11, 18

## CERTIFICATE HOLDER

## CANCELLATION

City of Sturgeon Bay Harmony by the Bay Concert Series 421 Michigan St Sturgeon Bay WI 54235 Fax: 920-746-2906	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# 2021 HARMONY BY THE BAY SUMMER CONCERT LINE-UP

**JUNE 9 - AUGUST 18, 2021**

**MARTIN PARK**

**7:00 PM TO 9:00 PM (APPROXIMATELY)**

## WEDNESDAYS DURING SUMMER

From blues to rock, country to jazz, there is music for everyone's taste. Join us on Wednesday nights at 7:00 PM at Martin Park this summer as we present amazing local and national music acts live from Sturgeon Bay!

June 9 Glas Hamr

June 16 Brass Differential

June 23 Annex

June 30 Modern Day Drifters and the John Welch Band

July 7 Big Mouth and the Power Tool Horns

July 14 Cathy Grier and the Troublemakers

July 21 The Missiles and Music of Neil Young

July 28 The Third Wheels

Aug 4 Alive Again Chicago Tribute

Aug 11 Thy Dirty Deuce

Aug 18 Unity the Band

## SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

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

Name of applicant: Terry Ullman

Establishment Name: Door County Candy

Address: 12 N 3rd Avenue

Phone/Email: 920-746-0954 doorcountycandy.com  
Sturgeon Bay 54235  
doorcountycandy@gmail.com

☒ Written Request Submitted ☒ Cert of Insurance (additional insured) submitted  
being sent via USPS

☒ Scaled Diagram submitted on file unchanged ☒ Hold Harmless Certificate submitted

☒ Fee Paid Waived-2021

Date Completed Application Submitted: April 21, 2021

Community Development Approval: [Signature] 4.26.21

Department of Public Works Approval: [Signature] 26 APR 2021

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

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

☒ Copy of Sidewalk Café Ordinance provided to applicant.

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

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the services agreement with Foth Infrastructure and Environment, LLC in the amount of \$13,132.50 for the reallocation of grant awards for Bradley Lake.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: April 13, 2021

\*\*\*\*\*

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

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

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

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





City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235  
jvanlieshout@sturgeonbaywi.org

Joshua J. Van Lieshout  
City Administrator

920-746-6905 (Voice)  
920-746-2905 (Fax)

**Memorandum**

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Agenda Items

Date: April 8, 2021

---

**Item:** Consideration of services agreement, Foth Infrastructure and Environment, LLC

**Discussion:** For over twenty years the City of Sturgeon Bay has been working on various issues associated with Bradley "Little" Lake in Sunset Park. Most recently the work included construction of a series of detention ponds aimed at reducing suspended solids inflow. Over the last several years the City made attempts at financings and funding a substantial restoration project of the lake itself, however grant dollars and construction costs have exceedingly high. High cost of construction, regulatory compliance, debt and tax levy sensitivity, and other infrastructure needs have delayed funding and ultimately have taken the project out of the City's Capital Improvement Plan as a debt or tax levy supported project.

Throughout the years the City has been awarded a number of grants for various aspects of the project including, investigation, sampling, planning and conceptual designs. There are grant funds that remain unspent that may be able to be redirected to shoreline restoration/native revegetation around the edge of Bradley Lake. To make the changes to the grant awards Foth is proposing a fee of \$13,132.50. In speaking with Foth there is a high degree of confidence that changes to grant awards will be made, but there are no guarantees.

**Recommendation:** Approval of the services agreement.

## **STANDARD FORM OF ADDENDUM (Agreement for Professional Services)**

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated April 16, 2001 between Foth Infrastructure & Environment, LLC (ENGINEER), and

City of Sturgeon Bay (OWNER).

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

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Perform engineering and consulting services for the Bradley Lake restoration project

WHEREAS the ENGINEER has agreed to perform such work.

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

### **SECTION 1 – PROJECT UNDERSTANDING**

The OWNER is requesting that Foth perform engineering services to acquire a grant funding reallocation for the currently authorized amounts. The reallocation will provide funding for a scope of work to accomplish removal of rubble shoreline and install a vegetative stabilized rock shoreline. The amount of shoreline improvement will be determined by the design solution identified through this scope of work that can be permitted. The objective of this proposal is to obtain an approved funding reallocation from the involved agencies. The target budget for the project future construction is \$200,000 funded through agency grants and Owner match.

### **SECTION 2 – SERVICES**

ENGINEER proposes to assist OWNER with the following tasks:

Phase 1 – Grant Reallocation, Meetings, Recommendation Memo, Revised Scope, Limits, Post Submittal Follow-Up, and Schedule.\* Foth will prepare a grant distribution report based on eligible funds for the type of proposed work. We will meet with involved agencies to determine appropriate types of design solutions that can be funded and will prepare a memo to document the eligible improvements and a recommended approach for reallocating funds. A schedule for the project will be identified as part of this phase.

\*Assume that SOGL / FFLM will not require a new full Grant Application.

Phase 2 – Feasibility Plan for Demolition and Shoreline Restoration / Native Revegetation. Foth will prepare a feasibility plan that identifies the extent of the improvements. The plan will include a plan view of the demolition and improvement limit and will be based on topographic data already collected at the site. The plan will also include a representative typical cross section(s) and details of the construction materials. A standard plant list will be developed.

Phase 3 – Develop Cost per Unit Length of Improvement. Foth will prepare an opinion of the probable construction cost based on a unit cost per linear foot of shoreline. The estimate will include an appropriate contingency for planning purposes. The cost opinion will be prepared in Microsoft Excel format based on unit cost and appropriate lump sum amounts for associated work items.

Phase 4 – Approval or Denial of Grant Reallocation. Foth will prepare a memo to the agencies requesting the fund reallocation based on the results of Phases 1, 2, and 3. The memo will be submitted and presented to the agencies for consideration. Upon the decision of the agencies, and if requested by the Owner, Foth will prepare a draft proposal for on-going professional services to develop the bidding and construction documents for the improvements.

### SECTION 3 – COMPENSATION

Phase	Description	Cost
Phase 1	Grant Reallocation, Meetings, Recommendation Memo, Revised Scope, Limits, Post Submittal Follow-Up, and Schedule	\$3,500
Phase 2	Feasibility Plan for Demolition and Shoreline Restoration / Native Revegetation	\$5,500
Phase 3	Develop Cost per Unit Length of Improvement	\$1,750
Phase 4	Approval or Denial of Grant Reallocation	\$2,000
	Administrative and Direct Costs	\$382.50
	<b>TOTAL:</b>	<b>\$13,132.50</b>

### SECTION 4 – TIMETABLE

Foth anticipates the following schedule including time to interact with agencies on their schedule. These duration are from notice to proceed:

**Phase 1 – 4 weeks**

**Phase 2 – 4 weeks**

**Phase 3 – 2 weeks**

**Phase 4 – 4 weeks**

## SECTION 5 – SPECIAL CONDITIONS

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

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this

12th day of January, 2021.

For ENGINEER:

For OWNER:

Foth Infrastructure & Environment, LLC

City of Sturgeon Bay

By: Brian L. Hinrichs

By: \_\_\_\_\_

Name (Please print): Brian Hinrichs

Name (Please print): \_\_\_\_\_

Title: Client Team Leader

Title: \_\_\_\_\_

By: Keith Summers

By: \_\_\_\_\_

Name (Please print): Keith Summers

Name (Please print): \_\_\_\_\_

Title: Client Director

Title: \_\_\_\_\_

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend approval of the Certified Survey Map for Americlnn, 622 S. Ashland Avenue.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: April 21, 2021

\*\*\*\*\*

Introduced by \_\_\_\_\_;

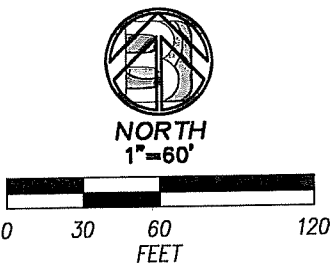
Moved by Alderperson\_\_\_\_\_, seconded by  
Alderperson \_\_\_\_\_ that said recommendation be  
adopted.

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

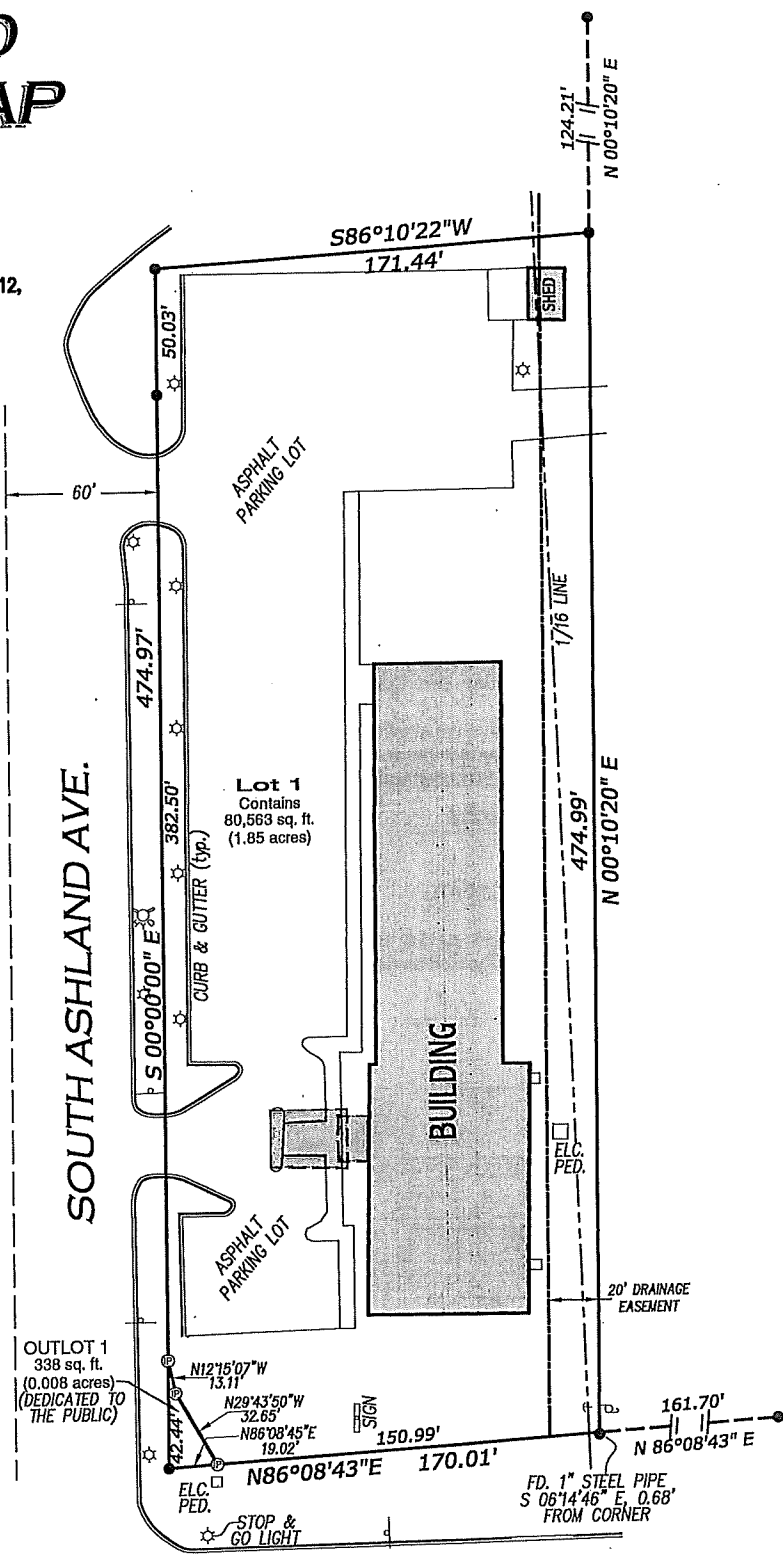
# CERTIFIED SURVEY MAP

BEING:  
LOT 2 OF C.S.M. 532  
RECORDED AT VOL. 3, PG. 52,  
OF CERTIFIED SURVEY MAPS  
AS DOC. #557694.

LOCATED IN:  
THE SW 1/4 OF THE SE 1/4 OF SECTION 12,  
TOWNSHIP 27 NORTH, RANGE 25 EAST,  
CITY OF STURGEON BAY,  
DOOR COUNTY,  
WISCONSIN



- LEGEND**
- - SET 1" STEEL PIPE
  - - FD. 1" STEEL PIPE
  - ⊗ - FIRE HYD.
  - ☆ - LIGHT
  - ⊕ - UTILITY POLE
  - GUY WIRE
  - SIGN



S.T.H. 42-57

# CERTIFIED SURVEY MAP

BEING:  
LOT 2 OF C.S.M. 532  
RECORDED AT VOL. 3, PG. 52,  
OF CERTIFIED SURVEY MAPS  
AS DOC. #557694.

LOCATED IN:  
THE SW 1/4 OF THE SE 1/4 OF SECTION 12,  
TOWNSHIP 27 NORTH, RANGE 25 EAST,  
CITY OF STURGEON BAY,  
DOOR COUNTY,  
WISCONSIN

## SURVEYOR'S CERTIFICATE

I, Aric R. Weber, Professional Land Surveyor for Baudhuin Surveying & Engineering, do hereby certify that under the direction of EMK Properties, LLP, we have surveyed and mapped the following described parcel:

A parcel of land being Lot 2 of C.S.M. Number 532, recorded at Volume 3, Page 52 of Certified Survey Maps as Document Number 557694, located in the SW 1/4 of the SE 1/4 of Section 12, Township 27 North, Range 25 East, City of Sturgeon Bay, Door County, Wisconsin, said parcel contains 80,563 Sq. Ft. (1.85 acres.)

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof, and also shows structures thereon, and visible encroachments, any. Also, I have fully complied with Chapter 236.34 of the Wisconsin State Statutes.

Dated: 3-26-21

Aric R. Weber  
Aric R. Weber S-2584



## OWNERS CERTIFICATE:

We the under signed as duly appointed representatives of EMK Properties LLP, do hereby certify that we have caused the land depicted as represented on the certified survey map.

Dated: \_\_\_\_\_ Richard L. Eliason - Partner

Dated: \_\_\_\_\_ Bonita M. Eliason - Partner

Dated: \_\_\_\_\_ John W. Misina - Partner

Dated: \_\_\_\_\_ Dianne L. Misina - Partner

Dated: \_\_\_\_\_ Timothy D. Kruse - Partner

Dated: \_\_\_\_\_ Richelle E. Kruse - Partner

## PLANNING COMMISSION CERTIFICATE

This certified survey map has been submitted and approved in accordance with Chapter 21 of the Sturgeon Bay Municipal Code.

Dated: \_\_\_\_\_  
Martin Olejniczak  
Community Developer Director

# DETAIL PROPOSED RIGHT-OF-WAY

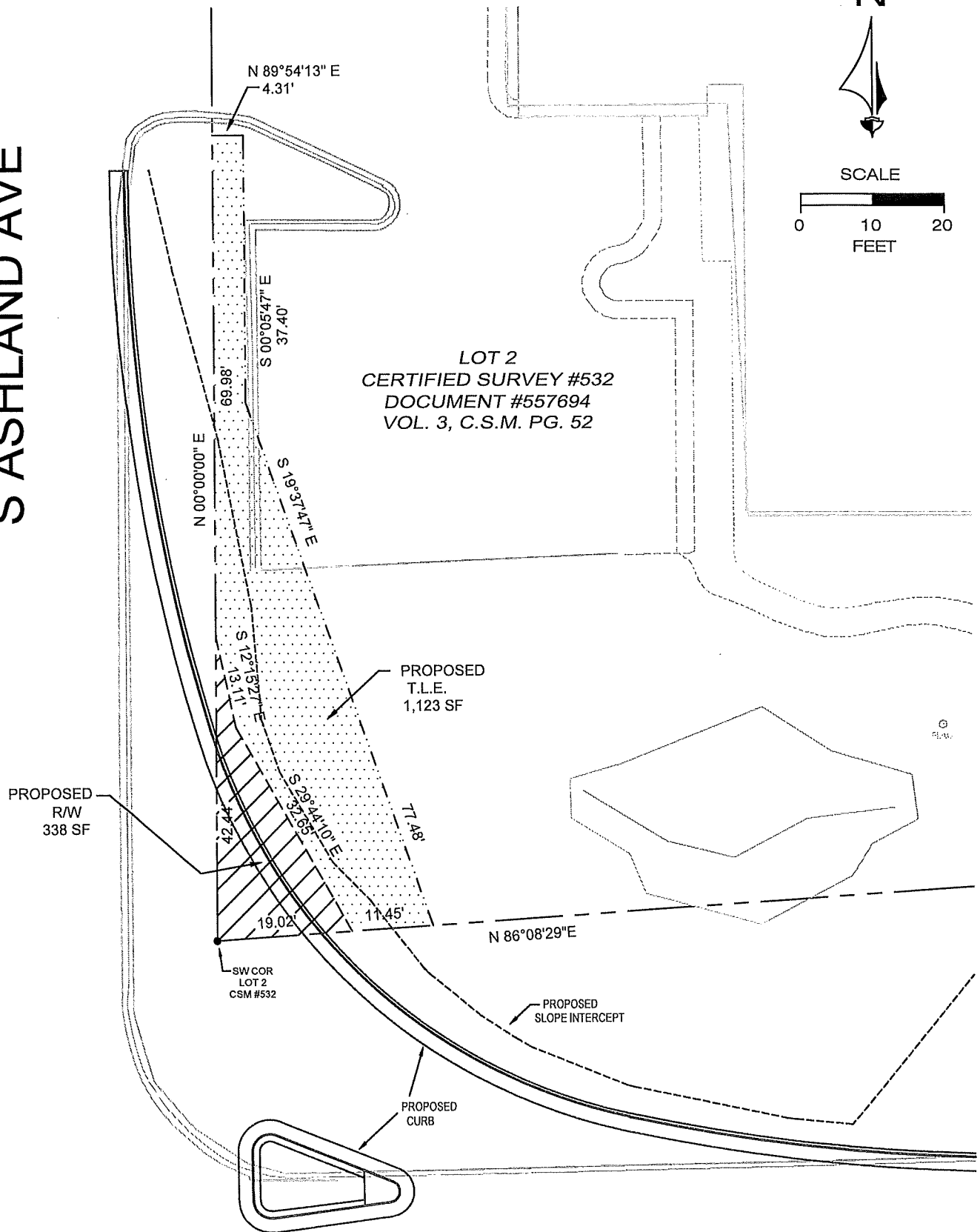
N



SCALE



S ASHLAND AVE



S.T.H. "42-57"

NOV, 2020



## Executive Summary

TITLE: Certified Survey Map for AmericInn Property


DATE: May 4, 2021

SUMMARY: The City of Sturgeon Bay and the Wisconsin Department of Transportation entered into a state-municipal agreement to improve the intersection of Ashland Avenue and State Highway 42-57. Wider turning movements will be created, making it easier to get into and out of Ashland Avenue. The improvements are planned to be completed as part of highway corridor improvements during 2023 (possibly 2022).

To accomplish the improvements, additional street right-of-way is necessary. The owners of the AmericInn property have agreed to dedicate the small triangular piece of land. A certified survey map (CSM) was drafted by Baudhuin, Inc to effectuate the street dedication. Because the CSM involves a dedication of land to the City, it requires review/approval by the Plan Commission and Council.

Staff and Plan Commission has reviewed the draft CSM. It meets the need for the new street right-of-way based upon the plans prepared by the DOT.

RECOMMENDATION: Approve the CSM, including the right-of-way dedication, as presented.

PREPARED BY:   
Marty Olejniczak  
Community Development Director

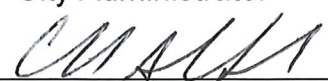
4-28-2021  
Date

REVIEWED BY:   
Christopher Sullivan-Robinson  
Zoning Administrator

4-28-21  
Date

REVIEWED BY:   
Josh Vanlieshout  
City Administrator

4/28/21  
Date

REVIEWED BY:   
Chad Shefchik  
City Engineer

4-28-21  
Date

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

We, the Joint Parks & Recreation Committee / Board, hereby recommend to approve the donation of the Woolly Mammoth art piece.

Respectfully submitted,

Joint Parks & Recreation Committee / Board  
By: Helen Bacon, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: April 28, 2021

\* \* \* \* \*

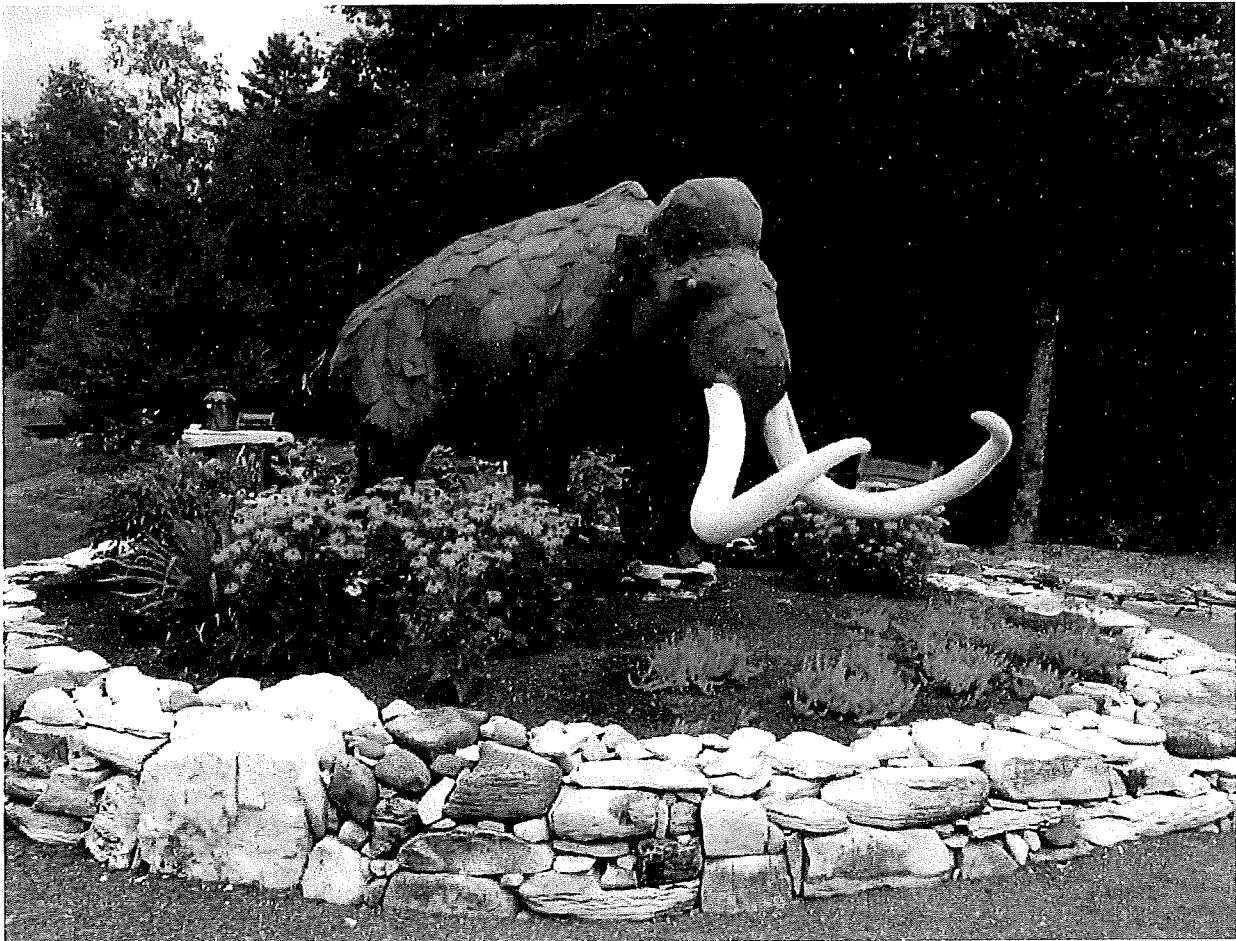
Moved by Alderperson \_\_\_\_\_, seconded by Alderperson

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

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

## Woolly

Traveling through the heart of Wisconsin, the Ice Age Trail (IAT) is one of only 11 National Scenic Trails in the country and one of only three located solely within a single state. It is featured on Travel Wisconsin, [iceagetrail.org](http://iceagetrail.org), [alltrails.com](http://alltrails.com), Wisconsin DNR site, National Park Service site, REI.com, Midwest Living Magazine, MidwestWeekends.com, Sierra Club Outings, Backpacker Magazine, Greenbelly.com, WPR, [thedyrt.com](http://thedyrt.com) (outdoor lifestyle magazine) and has over 50K members and followers on various social media channels. Over 1 million people hike the Ice Age trail each year, and in 2020 that number greatly increased with more people looking for ways to explore the outdoors. There is an official Ice Age Trail book published by the IAT organization, but if you google Ice Age Trail books, there are tons more.

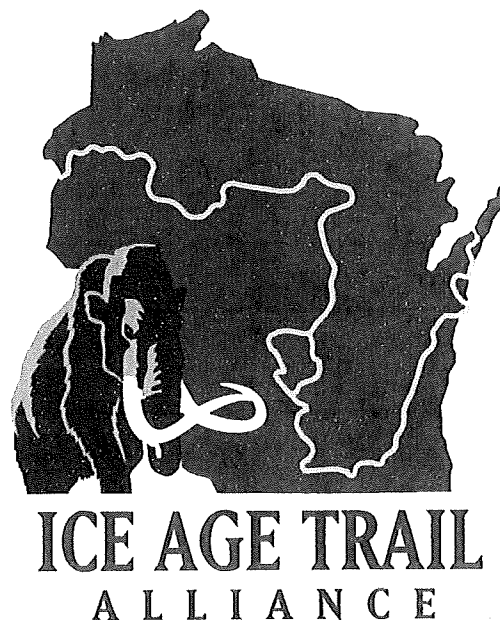


*Woolly* is an art piece created by fine steel art sculptor, Carl Vanderheyden who grew up and lived most of his life in Green Bay. Currently featured at Edgewood Orchard Galleries in Fish Creek, *Woolly* strikes an imposing figure, there is something about him that draws you in and makes the Ice Age come alive.

As the trailhead where hikers can begin or end the iconic 1200 mile Ice Age Trail, Sturgeon Bay, official Ice Age Trail community, is uniquely situated to draw Ice Age Trail hikers from around the country. Sturgeon Bay is the perfect place to feature 'Woolly', a public art piece epitomizing the Ice Age and indelibly marking Sturgeon Bay as an Ice Age Community.

Representing the Ice Age, an age that was critical to the formation of the natural resources of our area, Woolly would represent our history alongside the maritime history in the Maritime Museum, the agricultural heritage represented by the Granary, and the Cardy Paleo-Indian history in Sturgeon Bay. Door County attracts two million visitors a year, and over 1 million people hike the ice age trail each year. Let's give them another reason to visit Sturgeon Bay.

The logo of the Ice Age Alliance and their website branding both contain a mammoth. Maybe you've day hiked the Sturgeon Bay part of the trail, maybe you are completing your 1200 mile thru hike, but you know you are not leaving town without taking your picture with Woolly to commemorate your achievement.



We feel this strong art piece would also garner inclusion in many Ice Age Trail publications.

We suggest Woolly to be placed as a feature of the new West Waterfront development, bringing people to the waterfront and into the heart of our community. A display similar to the one pictured above (see Appendix 1 for cost breakdowns) would be a great way to feature Woolly and to add to Sturgeon Bay's waterfront Museum Campus.

#### **COSTS**

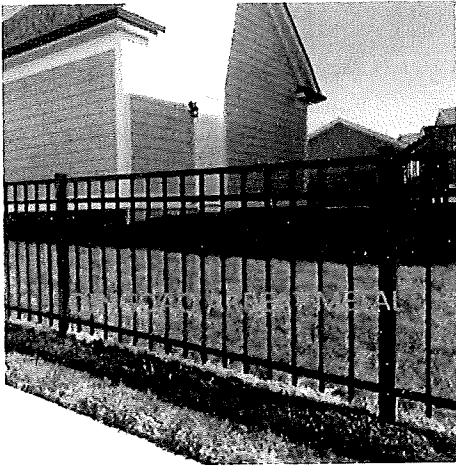
Woolly Cost: \$26,000 (less \$2500 discount from Edgewood Orchard Gallery)  
 Saving Tax – donations collected through Destination ~~Door County~~ <sup>SB</sup> 501c3 organization (tax of \$1293)  
 Display Costs: estimate at \$8000 with fencing  
 Ongoing Maintenance Costs: \$4000 on account

Total investment: @\$37,000

## Appendix 1: Display Area Costs

### Installation Estimate and Specifications

Display area = 22' dia. x 1' cut stone perimeter ~\$2500  
Display platform gravel fill = 15 yds, 22' dia. 1' high ~\$0  
*Fill acquired from city municipal services stockpile*  
Geotextile underlayment barrier ~ \$100  
Topsoil and compost mix ~ \$350  
Black Powder Coated Fence 36" H x 68' L ~\$1415



Black Powder Coated Fence in estimate



Grass Reed fence option – more expensive

Native wildflower and plant species ~\$250  
Solar LED Spot Lights, 3 sets warm white 3000K - \$420  
Total Installation Materials ~ \$5035  
Plus 20% ~ \$1000  
Installation Materials ~ \$6035

## Appendix 2 –Resources

### RESOURCES

<https://www.iceagetrail.org/>

<https://www.iceagetrail.org/ice-age-trail/>

<https://doorcountypulse.com/sturgeon-bay-becomes-an-ice-age-trail-community/>

From the Ice Age Trail Website:

**The Ice Age National Scenic Trail** is a thousand-mile footpath that highlights these landscape features as it travels through some of the state's most beautiful natural areas. The Trail is entirely within Wisconsin and is one of only eleven National Scenic Trails. But the Ice Age Trail is more than a path through the woods. It is a place for mental and physical rejuvenation, a place to unwind after a hard day and enjoy the landscape of Wisconsin. More than 1 million people use the Ice Age Trail each year to hike and snowshoe, to backpack, to disconnect and reconnect.

Behind the scenes, a vibrant community of volunteers across the state work to build and maintain the Trail, making it one of the country's best hiking experiences.

**Website and books include suggestions on multi-day Itineraries and things to see and do in each area:**

Plan to explore a Trail Community while you hike a nearby Ice Age Trail segment. It's an excellent way to dive deep into the Wisconsin experience of supper clubs and the tall tales told at the local watering holes. Grab a coffee and sweet treats from a local bakery and check out one-of-a-kind treasures only found in small-town shops!

The Ice Age Trail Community program is a symbiotic relationship between the Ice Age Trail Alliance and local Wisconsin communities. It aims to enhance awareness of the Ice Age National Scenic Trail, improve the quality of life for residents and visitors, and promote the natural and cultural heritage of Wisconsin along the Ice Age Trail. Our Trail Communities are hiker destinations for Trail enthusiasts. Make plans to visit these communities and show your support for local businesses, partners, and organizations.

The Dyr: <https://thedyrt.com/magazine/local/camping-wisconsins-ice-age-trail/>

WPR: - many, many segments:

<https://www.wpr.org/shows/wisconsin-weekend-hiking-ice-age-trail>

<https://www.wpr.org/hike-40-miles-ice-age-trail-during-october-challenge>

<https://www.wpr.org/sturgeon-bay-becomes-ice-age-trail-community>

<https://www.wpr.org/ice-age-trail-celebrating-40th-anniversary-mammoth-challenge>

<https://www.wpr.org/shows/wisconsin-weekend-exploring-ice-age-trail-winter>

<https://www.wpr.org/photographer-documents-life-and-around-ice-age-trail>

Travel Wisconsin : <https://www.travelwisconsin.com/statewide-regional-associations/ice-age-trail-alliance-200531>

Midwest Living: <https://www.midwestliving.com/travel/wisconsin/4-ways-to-enjoy-wisconsins-ice-age-trail/>

National Park Service: <https://www.nps.gov/iatr/index.htm>

Wisconsin DNR: <https://dnr.wisconsin.gov/topic/parks/iceagetrail>

REI: <https://www.rei.com/blog/hike/ice-age-trail>

<https://www.rei.com/blog/stewardship/midwest-mega-trail-wisconsins-ice-age-national-scenic-trail>

Backpacker Magazine: <https://www.backpacker.com/stories/ice-age-trail>

<https://www.backpacker.com/trips/weekends-harrison-hills-wisconsin>

Get Out More TV: <https://www.facebook.com/watch/?v=361926151488046>

Roots Rated: <https://rootsrated.com/stories/hut-hopping-along-wisconsin-s-ice-age-trail>

Sierra Club: <https://content.sierraclub.org/outing/glaciers-edge-day-hiking-ice-age-trail-wisconsin>

<https://www.sierraclub.org/sierra/quarantining-ice-age-trail>

Greenbelly : <https://www.greenbelly.co/pages/ice-age-trail-hiking-map>

Midwest Weekends:  
[https://midwestweekends.com/plan\\_a\\_trip/outdoors\\_recreation/hiking/ice\\_age\\_trail.html](https://midwestweekends.com/plan_a_trip/outdoors_recreation/hiking/ice_age_trail.html)

**Books:**

Ice Age Trail Guidebook

Ice Age Trail Atlas

Thousand Miler: Adventures Hiking the Ice Age Trail

Ice Age Trail Wisconsin

Along Wisconsin's Ice Age Trail

Hiking with Hair Tie, Section Hiking the Ice Age Trail

Ice Age Trail through the Sections

**Social Media Groups:**

Ice Age Trail

Ice Age Trail Alliance

Thousand Miler Club

**Carl Vanderheyden Phoenix Sculpture at UWGB:****Contact:**

Chris Kellems – 650-208-3756

Beth Renstrom – 920-278-2301



**CITY OF STURGEON BAY**  
**Appointments - April 2021**

	Current	Expiration	Proposed
<b>Fire &amp; Police Commission</b>	Michael VanDyke	5/1/2021	Michael VanDyke
5 year term			
<b>Historic Preservation Commission</b>	David Hayes (Council Rep)	5/1/2021	Dennis Statz
3 year term	Trudy Herbst	5/1/2021	Trudy Herbst
<b>Board of Parks and Recreation</b>	Helen Bacon, Chr. Parks & Rec Comm	1/1/2021	Helen Bacon, Chr. Parks & Rec Comm
3 year term	Gary Nault, Vice-Chr. Park & Rec Comm	1/1/2021	Gary Nault, Vice-Chr. Park & Rec Comm
	J. Spencer Gustafson, Park & Rec Comm	1/1/2021	J. Spencer Gustafson, Park & Rec Comm
<b>Board of Review</b>	Cathy Wiese	5/1/2021	Cathy Wiese
5 year term			
<b>Cable Communication System Advisory Council</b>	Dan Williams, Chr.CPS	5/18/2021	Dan Williams, Chr.CPS
2 year term	J. Spencer Gustafson	5/18/2021	J. Spencer Gustafson
	Dan Tjernagel, Education	5/18/2021	Dan Tjernagel, Education
	Margo Ireland	5/18/2021	Margo Ireland
<b>Aesthetic Design &amp; Site Plan Review Board</b>			
3 year term	Jon Burk	5/1/2021	Jon Burk
	Dave Augustson	5/1/2021	Dave Augustston
	Kesley Fox	5/1/2021	Kelsey Fox
	vacant	5/1/2022	Pam Jorns
<b>City Plan Commission</b>	Debbie Kiedrowski	5/1/2021	Debbie Kiedrowski
3 year term			
<b>Ad Hoc NERR Advisory Committee</b>			Mark Holey - Co-Chr
			Caitlin Oleson - Co-Chr.
			Laurel Hauser
			Gregg Meissner
			<i>Ex Officio:</i>
			Marty Olejniczak
			Christopher Sullivan-Robinson
			Steve Jinkins
			David Ward
			Josh VanLieshout
<b>Local Arts Board</b>	Laurel Hauser	1/1/2021	melaniejane
3 year term	Stephanie Trenchard	1/1/2021	Stephanie Trenchard
	Margaret Lockwood	1/1/2021	Margaret Lockwood

TO: Mayor David Ward

FROM: Michael Van Dyke

DATE: April 15, 2021



RE: Reappointment to Sturgeon Bay Police and Fire Commission

As requested by Chief Henry, I am providing you the following information in support of reappointment to the PFC. I have been a city resident since 1986. My wife, Lynn, and I have two adult children.

I hold a Masters of Science degree in Social Work from the University of Wisconsin-Madison.

I was employed by Door County as Director of the Department of Social Services in 1986 and held that position for 20 years until my retirement in 2007. During 2012 and 2013 I also served as Interim Director of the Aging and Disability Resource Center of Door County.

Mayor Dennis McIntosh first appointed me to the PFC in 2007 and I have been reappointed since that year.

### **Trudy Herbst – Historic Preservation**

*My experience includes:*

- 12 Years at the Door County Maritime Museum as Development Director
- Lead Museum contact on the restoration of Cana Island Light Station
- 3.5 Years as Executive Director of the Door County Historical Society which includes the Heritage Village at Big Creek (the Historic Buildings, commonly but mistakenly referred to as Crossroads) and Eagle Bluff Light Station
- Classes offered by the National Trust for Historic Preservation

### **Cathy Wiese – Board of Review**

*Married for 54 years to husband John. 2 daughters and sons in law along with 5 grandchildren.*

*Sturgeon Bay resident for most of my life.*

*Owned and operated Cherryland Title which is sold in 1998. Retired but not for long.*

*Started Welcome Home Realty in 2001. Love selling real estate.*

*Served on The Wisconsin Land Title Assn as the first lady President.*

*Served on the DCMC hospital board of directors.*

*Served on the original Sturgeon Bay waterfront redevelopment board.*

*Love spending time with family and friends, vacationing, golfing, boating*

### **Margo Ireland – Cable Communication System Advisory Council**

*My name is Margo Ireland. I have lived in Sturgeon Bay since February 1978. My husband, Ed, and I owned the Kentucky Fried Chicken store on Egg Harbor Road. Ed managed the store from 1978 to 1994. I was employed by Sturgeon Bay Schools from 1980-2011 teaching grades first through third. I retired in 2011.*

### **Jon Burk – Aesthetic Design & Site Plan Review**

*Jon retired as a Coast Guard Officer in 2003 and has been a Sturgeon Bay resident since 1998. He married Debra Lawrie in 2000 and has a college son Dylan. Since retirement from the military, he is a Marine Consultant and was an Accredited Marine Surveyor. Then he started a career in Manufacturing with Exact Tech and Marine Travelift as Safety and Quality Manager for seven years, then went on to Therma Tron-X as their Safety Manager and Weld Quality Specialist where he has been over the last six years. Jon is a Certified Safety and Security Professional and an Authorized OSHA 10-30 Hour Construction Industry Trainer, and is currently serving as Door County Manufacturers Association President, Coast Guard City Committee Co-Chairman, Sturgeon Bay Aesthetic Planning Committee Member, and NWTC Welding Advisory Committee Member.*

### **Dave Augustson – Aesthetic Design & Site Plan Review Board**

*Hello my name is Dave Augustson, and I have lived in the city of Sturgeon Bay since I was 10 years old. I am married with four children, and I am an Outside Sales Representative at Lampert Lumber in Sturgeon Bay.*

*I have worked at Lamperts for 33 years directly involved with the construction of over a thousand projects both residential and commercial. I hold an Associate's degree in Architecture and have designed hundreds of projects, homes, additions, multifamily and commercial projects over the course of the last three decades.*

*The wealth of knowledge and experience I bring to whatever board I may sit on will greatly benefit the City of Sturgeon Bay. I am passionate about the city I call home and want to see it thrive and prosper.*

### **Kelsey Fox - Aesthetic Design & Site Plan Review**

Born and raised in Sturgeon Bay (Class of 2005). Recently, relocated to Door County after living and working in Milwaukee for the past 14 years. Works for Door County Economic Development Corporation in the position of Director of Communications & Workforce Development. Previously employed by OneTouchPoint Communications Group and Briggs and Stratton. Holds a BA from the University of Wisconsin-Milwaukee.

### **Debbie Kiedrowski**

My husband John and I moved to Sturgeon Bay in June 2006. We had just purchased CTI Hospitality, Inc. in Algoma, and moved to SB from Milwaukee. CTI Hospitality, Inc. manufactures high quality architectural/commercial casework and millwork for customers nationwide. My position is V.P., overseeing the financial and sales functions.

I have a BS in Biology from LeMoyne College – Syracuse, NY (where I lived until age 25). My husband and I met at Miller Brewing Co., where we both worked, and Miller was responsible for moving us around the country – Syracuse, NY/Eden, NC/LA, CA/ Santo Domingo, Dominican Republic/Milwaukee, WI. While living in Milwaukee, I discovered a passion for plants, landscape design and the environment thru MATC's horticulture degree program. After the program I worked for 5 years as a landscape designer for a prominent landscape design company in Milwaukee.

In Sturgeon Bay and Algoma I have been active in organizations that benefit the community and environment. I was a board member of Door County Silent Sports for 6 years, served as a Director on the Algoma Chamber of Commerce for 6 years. I have been involved with the Ahnapee Trail, currently serve on the Friends of Crescent Beach board and volunteer at Crossroads Ski for Free program. I am an active bicyclist, cross country skier, runner and spend a significant amount of time in/on the county's roads, parks and communities.

Sturgeon Bay and Door County are very special and my husband and I have truly enjoyed the lifestyle that is available. I look forward to the opportunity to be part of the planning for future developments/improvements that would positively impact the community.

### **Caitlin Oleson**

Caitlin Oleson is the Operations and Programming Manager at the Climate Collaborative. Prior to her current position, Caitlin was contracted by the University of Wisconsin-Green Bay to undertake a feasibility analysis for a research station in the bay of Green Bay. During this time, she enjoyed opportunities to build relationships and engage stakeholders in Wisconsin. A Gibraltar graduate, Caitlin is proud to call Sturgeon Bay home. Caitlin is excited for this full-circle opportunity to support the city's bid for the Green Bay NERR.

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

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

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

Twelve 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. 281-10-85031201C & 281-10-85030501A – owned by the City of Sturgeon Bay**

The easterly 178.00 feet of the southerly 20.00 feet of Lot 12, Block 3 of the Assessors Map of the City of Sturgeon Bay, and 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 & Part of Parcel No. 281-10-85020104A – owned by Shipyard Development, LLC**

Lot 1 of Certified Survey No. 2511 recorded in Document 731095, Volume 15 of Certified Survey Maps, Page 80, and the easterly 30' of Lot 1 of

Certified Survey No. 2510 recorded in Document 731094, Volume 15 of Certified Survey Maps, Page 77 being the easterly 30' of the vacated right-of-way of South 2<sup>nd</sup> Avenue.

**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

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to rezone parcels #281-23-08325009 and #281-23-08325010, owned by Shipyard Development, LLC, from Heavy Industrial (I-2) to Multiple-Family Residential (R-4).

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

RESOLVED, that the foregoing recommendation be adopted.

Date: April 21, 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:** Attached is an ordinance and site map to rezone two properties on the south side of 1<sup>st</sup> and Quincy, to Multiple-Family Residential (R-4). This is part of the City's efforts to eliminate remnant Heavy Industrial (I-2) zoned properties within our downtown area. Most of these properties were part of the former PBI Shipyard, which has since been redeveloped or prepared for redevelopment. Plan Commission has recommended approval of the zoning change for parcels 281-23-08325010 and 281-23-08325009.

**Surrounding Zoning and Uses:** This property is surrounded by the Shipyard Development PUD, which is partially completed with additional housing to be developed as indicated in their original proposal. The surrounding properties are intended to be used for Downtown Mixed Use or High Density Residential under the Sturgeon Bay Comprehensive Plan which supportive of the zoning change.

**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."*

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


- The proposed zoning conforms to the City's future development goals of the downtown area.
- These two properties gain more building area under the new zoning district and more applicable uses which are compatible within 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:

- The property owner is not supportive of the zoning change to R-4 and has indicated C-2 would be better.
- These properties have to be rezoned in the future depending on the intention of the property owner.



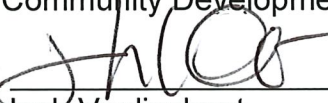
**Recommendation:** Among other things in the Comprehensive Plan, this requested zoning change matches Future Land Use Map and is complimentary to the surrounding uses within the downtown area. Ultimately, the positive impacts out-weigh the negatives. Staff recommends approval of the Plan Commissions 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

4.28.21  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

4-28-2021  
Date

Reviewed by:   
Josh Vanlieshout  
City Administrator

4/28/21  
Date

Date Received: 02/24/21

Fee Paid: \$ N/A

Received By: COMMUNITY DEVELOPMENT

## CITY OF STURGEON BAY ZONING/REZONING APPLICATION

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	CHRISTOPHER SULLIVAN-ROBINSON	
Company	CITY OF STURGEON BAY	
Street Address	421 MICHIGAN STREET	
City/State/Zip	STURGEON BAY, WI 54235	
Daytime Telephone No.	920-746-2910	
Fax No.		
<b>STREET ADDRESS OF SUBJECT PROPERTY:</b> SEE ATTACHMENTS <b>Location if not assigned a common address:</b>		
<b>TAX PARCEL NUMBER:</b> SEE ATTACHMENTS		
<b>CURRENT ZONING CLASSIFICATION:</b> HEAVY INDUSTRIAL I-2		
<b>CURRENT USE AND IMPROVEMENTS:</b> SEE ATTACHMENTS		
<b>ZONING DISTRICT REQUESTED:</b> MULTIPLE-FAMILY RESIDENTIAL (SEE ATTACHED MAP) R-4		
<b>COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY:</b> DOWNTOWN MIXED USE		
<b>PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:</b>		
North:	HIGH DENSITY RESIDENTIAL	
South:	N/A - WATER	
East:	DOWNTOWN MIXED USE	
West:	DOWNTOWN MIXED USE AND OPEN SPACE AND RECREATION	

**ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:**

**North:** PUD; UNDEVELOPED

**South:** N/A - WATER; MARINA

**East:** PUD; CONDO'S, MARINA

**West:** PUD AND CONSERVANCY; CONDO'S AND PUBLIC PARK SPACE

**HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? YES IF YES, EXPLAIN:**

VARIOUS PROPERTIES HAVE BEEN GRANTED VARIANCES IN THE DOWNTOWN AREA.

**Attach a full legal description (preferably on disk), 8-1/2" X 11" location map, and Agreement for Reimbursement of expenses.**

**Property Owner (Print Name)**

**Signature**

**Date**

CHRISTOPHER SULLIVAN-ROBINSON

**Applicant/Agent (Print Name)**

**Signature**

03/11/21

**Date**

I, \_\_\_\_\_, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

**Date of review meeting**

**Applicant Signature**

**Staff Signature**

**Attachments:**

**Procedure & Check List**

**Agreement For Reimbursement of Expenses**

**STAFF USE ONLY**

**Application conditions of approval or denial:**

**Date**

**Community Development Director**

April 12, 2021

**Area to be re-zoned from I-2 to R-4**

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

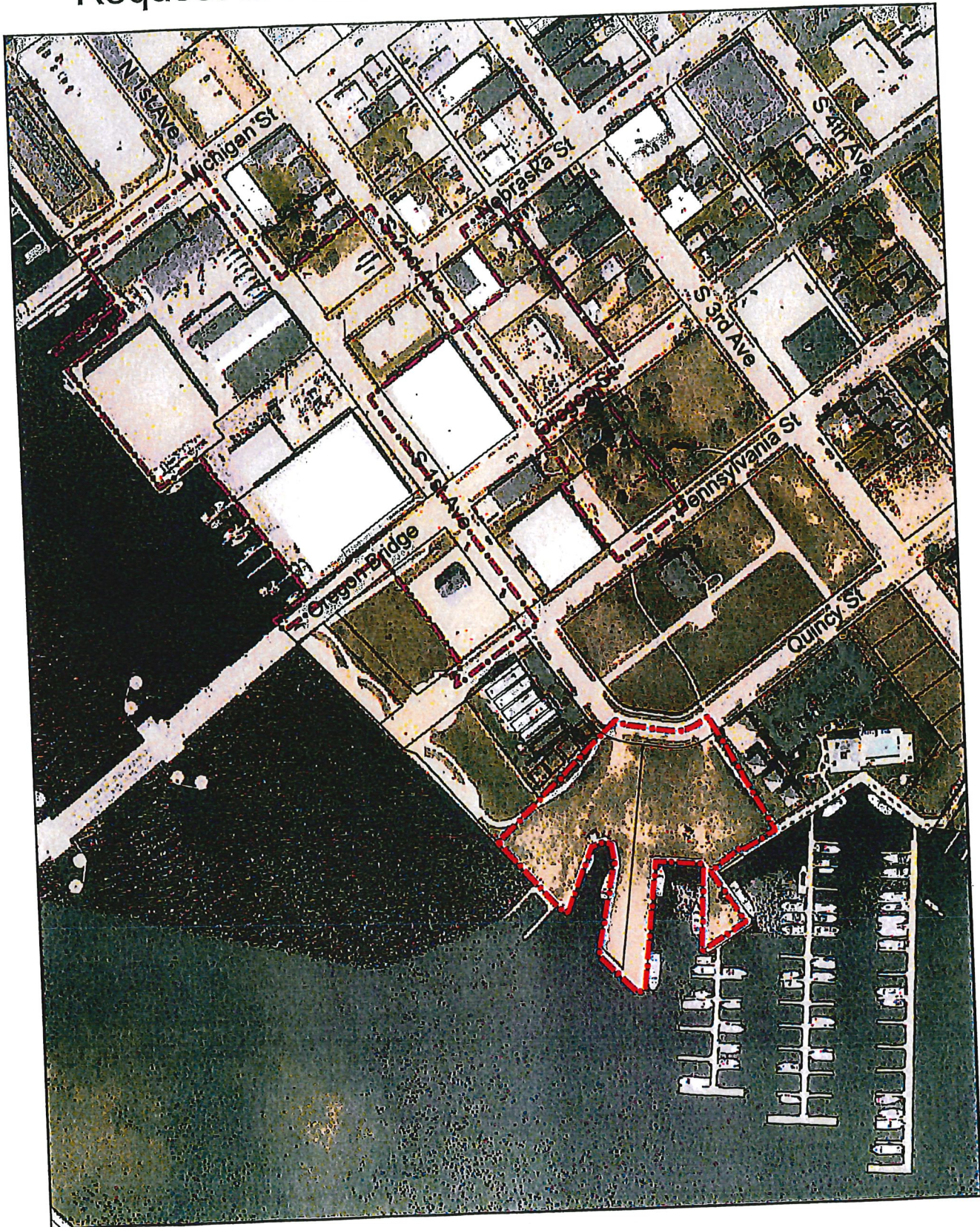
**Parcel No. 281-23-08325009 & 281-23-08325010 owned by Shipyard Development, LLC**

Lot 9 and Lot 10 of The Shipyard plat, Subdivision 32½



# Site Map

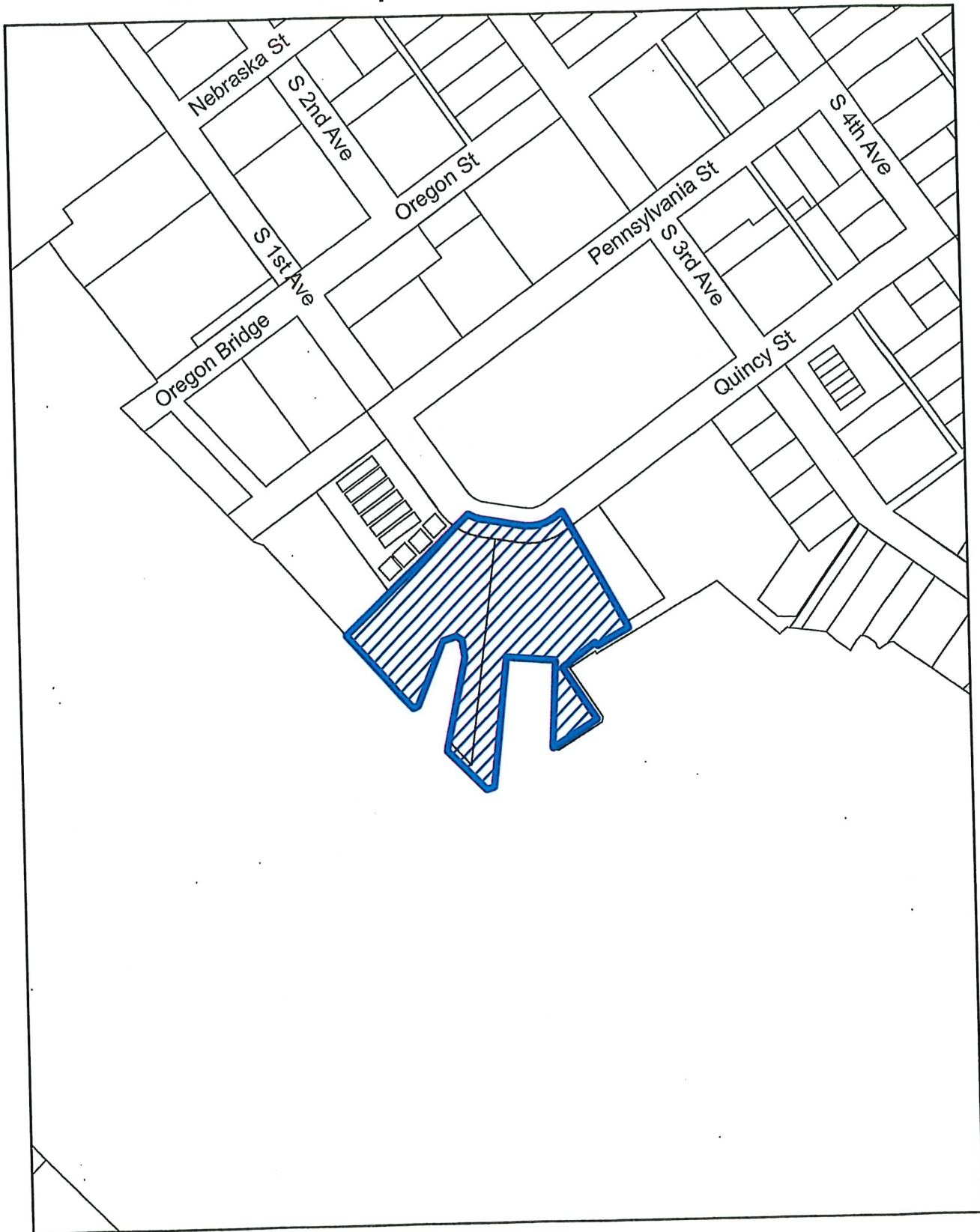
## Request to Rezone Remnant I-2 Properties





# Site Map

## Rezone from I-2 Heavy Industrial to R-4 Multiple Family Residential





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 Multiple Family Residential (R-4):

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

(Parcel No. 281-23-08325009 & 281-23-08325010 owned by Shipyard Development, LLC)

Lot 9 and Lot 10 of The Shipyard plat, Subdivision 32½

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

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

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

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend approval of the zoning text amendment for Tourist Rooming Houses as attached.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: April 21, 2021

\*\*\*\*\*

Introduced by \_\_\_\_\_;

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

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

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

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

SECTION 1: Section 20.09(1)(i) of the Municipal Code (Zoning) of the City of Sturgeon Bay is hereby repealed and recreated as follows:

- (i) Tourist Rooming Houses. Subject to the requirements set forth in Section 9.05.

SECTION 2: Section 20.22(1)(k) of the Municipal Code (Zoning) of the City of Sturgeon is hereby repealed and recreated as follows:

- (k) Tourist rooming houses. Subject to the requirements set forth in section 9.05.

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

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

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

ALREADY APPROVED

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


## Executive Summary

DATE: May 4, 2021


TITLE: Tourist Rooming House Code Text Amendment

SUMMARY: The purpose of this code text amendment is to remove the duplicate information regarding the tourist rooming house permit process from Chapter 20. As you probably remember, this has been shifted to Chapter 9 (Licensing and Permit).

RECOMMENDATION: Approve the code text amendment as presented

Prepared by:   
Christopher Sullivan-Robinson  
Planner/ Zoning Administrator

4.28.21  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

4-28-2021  
Date

Reviewed by:   
Josh Vanlieshout  
City Administrator

4/28/2021  
Date



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

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

SECTION 1: Section 20.09(1)(i) of the Municipal Code (Zoning) of the City of Sturgeon Bay is hereby repealed and recreated as follows:

- (i) Tourist Rooming Houses. Subject to the requirements set forth in Section 9.05.

SECTION 2: Section 20.22(1)(k) of the Municipal Code (Zoning) of the City of Sturgeon is hereby repealed and recreated as follows:

- (k) Tourist rooming houses. Subject to the requirements set forth in section 9.05.

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

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

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



421 Michigan Street • Sturgeon Bay, WI 54235  
Phone: 920-746-2900 • Fax: 920-746-2905  
jvanlieshout@sturgeonbaywi.org • [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)

## Memorandum

To: Common Council

From: Josh Van Lieshout, Administrator

Re: Agenda Items

Date: April 30, 2021

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**Item:** Consideration of approval of Waiver of Legal Conflict of Interest for minor conflict

**Discussion:** From time to time the City conducts business with another party who is represented by the same law firm as the City. In this case, Door County Hardware is interested in working with the City on a project. To go from idea to concept for consideration by the City, Door County Hardware needs to consult their attorney, Amy Sullivan of Pinkert Law. The City works with Jon Pinkert, also of Pinkert Law, but only for traffic and nuisance ordinance prosecutions. Because both Door County Hardware and the City work with the same firm (but different attorneys and vastly different areas of law) a Conflict Waiver is required. The Conflict Waiver is the City's informed consent for Pinkert Law to represent Door County Hardware in this matter. The potential conflict of interest being waived is not a concern for the City, as a separate firm, our municipal counsel Davis/Kuelthau, represents the City for municipal, real estate, and other general matters.

**Recommendation:** To approve the Waiver of Conflict of Interest as requested.

JAMES R. SMITH  
RICHARD A. HAUSER  
JON R. PINKERT \*  
JENNIFER C. HOBART  
AMY M. SULLIVAN  
TYLER D. PLUFF  
BJORN A. JOHNSON

\* Court Commissioner



454 KENTUCKY STREET  
P.O. BOX 89  
STURGEON BAY, WISCONSIN 54235-0089  
TELEPHONE (920)743-6505  
FACSIMILE (920)743-2041  
WRITER'S E-MAIL [asullivan@pinkertlawfirm.com](mailto:asullivan@pinkertlawfirm.com)

HERMAN J. LEASUM (1910-2006)

**RETIRED:**  
JEFFERY M. WEIR  
ROGER PINKERT  
MARK A. JINKINS

**NORTHERN DOOR OFFICE:**  
2294 SUNSET DRIVE  
SISTER BAY, WISCONSIN 54234  
TELEPHONE (920) 854-2616

April 30, 2021

Austads LLC  
c/o Amy Austad LaBott, Member  
[amy@doorcountyhardware.com](mailto:amy@doorcountyhardware.com)

City of Sturgeon Bay  
Josh VanLieshout, Administrator  
[jvanlieshout@sturgeonbaywi.org](mailto:jvanlieshout@sturgeonbaywi.org)

**RE: Waiver of Conflict of Interest of Pinkert Law Firm LLP**

Dear Ms. LaBott and Mr. VanLieshout:

Our office has been contacted by Austads LLC to represent it in regards to the purchase of real estate from the City of Sturgeon Bay. Because the City of Sturgeon Bay is a current client on prosecutorial matters, this is a legal conflict of interest, but I understand that the parties are willing to waive this conflict of interest. The purpose of this letter is to confirm that Pinkert Law Firm LLP may prepare real estate purchase documents and give advice regarding the transaction to Austads LLC notwithstanding our conflict of interest.

I do not believe that any information relating to our representation of the City in prosecutorial matters of city ordinances would be relevant to the contemplated negotiations with Austads LLC. Therefore, I do not believe that the City's confidential information is at risk. However, there are inherent risks to a waiver of a conflict of interest you should consider.

Clients may be concerned that firms may be less vigorous in pursuing their matters when the firm also represents an opposing party. I do not, however, believe that there is any risk because the respective matters (a real estate transaction and prosecutorial matters) are completely unrelated.

Although I have asked you to waive this conflict, you are not required to do so. Should you decline to waive this conflict, my firm would be unable to represent Austads LLC, and other counsel would represent them in connection with this matter. Both parties should consult with separate legal counsel if they have concerns about signing this waiver.

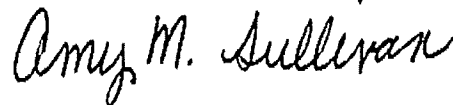
April 30, 2021  
Page 2

I am happy to answer any further questions you might have about this conflict waiver. If you do agree to waive this conflict, please sign this letter and return it to me.

I look forward to working with you.

Sincerely,

PINKERT LAW FIRM LLP



Amy M. Sullivan

### **CONSENT TO REPRESENTATION**

The foregoing is understood and agreed. I have carefully read and reviewed this letter, and I consent to Pinkert Law Firm LLP handling the contemplated transaction on behalf of Austads LLC, and I waive any conflicts with regard to such representation.

#### **Austads LLC**

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

\_\_\_\_\_  
Amy Austad LaBott, Member

#### **City of Sturgeon Bay**

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

\_\_\_\_\_  
Josh VanLieshout, Administrator