



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA**  
**TUESDAY, NOVEMBER 16, 2021**  
*IMMEDIATELY FOLLOWING BOARD OF PUBLIC WORKS*  
*WHICH BEGINS AT 5:30 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. Presentation re: Granary Update.
7. Consideration of the following bills: General Fund – \$183,917.00, Capital Fund - \$-35,258.60, Cable TV - \$39.57, TID #2 - \$87.88, TID #4 - \$16,901.34, Solid Waste Enterprise Fund - \$253,573.92 for a grand total of \$419,261.11 [roll call]
8. **CONSENT AGENDA**

\* All items listed with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.

\* a. Approval of 11/1/21 special and 11/2/21 regular Common Council minutes.

\* b. Place the following minutes on file:

- (1) Sturgeon Bay Utility Commission – 9/14/21
- (2) Community Protection & Services Committee – 10/13/21
- (3) City Plan Commission – 10/20/21
- (4) Aesthetic Design & Site Plan Review Board – 10/25/21
- (5) Finance/Purchasing & Building Committee – 10/26/21
- (6) Parking & Traffic Committee – 11/1/21
- (7) Bicycle & Pedestrian Advisory Board – 11/8/21

\* c. Place the following reports on file:

- (1) Fire Department Report – September 2021
- (2) Police Department Report – October 2021
- (3) Bank Reconciliation – October 2021
- (4) Revenue & Expense Report – October 2021

\* d. Consideration of: Approval of Beverage Operator license.

\* e. Consideration of: Approval of Street Closure Application for Unwrapping Sturgeon Bay.

- \* f.     **Parking & Traffic Committee recommendation re: Approve placing Bus Lane & NO Parking Signs by Sawyer Elementary School on Willow Drive from S. Lansing Ave to S. Neenah Ave. Signs and posts to be purchased by Sturgeon Bay School District and installed by DPW.**
  - \* g.     **Community Protection & Services Committee recommendation re: Approve changes to Section 10.09 of the Municipal Code – Unreasonable, Excessive and Unnecessary**
  - \* h.     **Community Protection & Services Committee recommendation re: Approve the request from Tracie Hoffman to operate a taxicab in the City of Sturgeon Bay DBA Moving Violationz, LLC.**
  - \* i.     **Community Protection & Services Committee recommendation re: Enact requirements for fences by creating Section 15.094 of the Municipal Code – Construction of Fences.**
9.     **Mayoral Appointments.**
  10.    **Resolution Approving Application for Urban Wildlife Damage Abatement and Control Grant.**
  11.    **First reading of ordinance re: Creation of Section 15.094 of the Municipal Code – Construction of Fences.**
  12.    **First reading of ordinance re: Section 10.09(1)(b), 10.09(1)(f), and 10.09(5) of the Municipal Code - Unreasonable, Excessive and Unnecessary Noise.**
  13.    **Second reading of ordinance re: Repeal and recreate Section 24 of the Municipal Code – Communication Tower.**
  14.    **Second reading of ordinance re: Amend the Sturgeon Bay Comprehensive Plan.**
  15.    **Second reading of ordinance re: Rezone portion of Parcel #281-17-032001410C located at 1361 N 14<sup>th</sup> Avenue from Agricultural (A) to General Commercial (C-1).**
  16.    **Second reading of ordinance re: Rezone Parcels #281-62-0900107, #281-62-09000108, #281-12-60020501, and #281-12-60020502 located on N 8<sup>th</sup> Avenue from Planned Unit Development (PUD) to Single-Family Residential (R-2).**
  17.    **City Administrator report.**
  18.    **Mayor's report.**
  19.    **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 11-12-21  
Time: 12:00pm  
By: WM

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

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

7.

INVOICES DUE ON/BEFORE 11/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04696	DOOR COUNTY TREASURER	2021 DOG LICENSES	01-000-000-24335	561.50
R0001723	AUSTAD LLC	SIGN DEPOSIT REFND/AUSTAD	01-000-000-23168	50.00
R0001724	ESTES INVESTMENTS, LLC	SIGN DEPOSIT REFUND/ESTES	01-000-000-23168	50.00
R0001725	HARBOR RIDGE	SIGN DEPOSIT REFUND	01-000-000-23168	50.00
TOTAL LIABILITIES				711.50
CAPITAL PROJECTS				
01761	ASSOCIATED TRUST COMPANY	GO RFND BOND 7.5.12	01-000-913-70002	30.87
TOTAL CAPITAL PROJECTS				30.87
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	11/21 ATHLETIC FLD LIGHT PROJ	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				2,107.76
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	3 ALDERS CELLPHONES	01-105-000-58999	96.98
TOTAL				96.98
TOTAL CITY COUNCIL				96.98
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	09/21 TRAFFIC MATTERS	01-110-000-55010	3,217.50
TOTAL				3,217.50
TOTAL LAW/LEGAL				3,217.50
CITY CLERK-TREASURER				
R0000394	SAFEGUARD BUSINESS SYSTEMS	2500 LASER CHECKS	01-115-000-51600	496.39
R0000394		SHIPPING	01-115-000-51600	37.71
R0001722	ERIKA HABERLI	SUBPOENA FEE/HABERLI	01-115-000-56350	16.80
R0001722		MILEAGE/HABERLI	01-115-000-56350	17.70
TOTAL				568.60
TOTAL CITY CLERK-TREASURER				568.60
COMPUTER				
03101	CDW GOVERNMENT, INC.	3FT SNAGLESS GRN	01-125-000-54999	6.35
04696	DOOR COUNTY TREASURER	10/21 IS INTERNET USAGE	01-125-000-55550	100.00
04696		10/21 TECH SUPPORT	01-125-000-55550	2,500.00
04696		10/21 4 G INTERNET	01-125-000-55550	375.00



DATE: 11/09/1921  
TIME: 14:38:11  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 11/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04696		09/21 FIBER LOCATES	01-125-000-55550	133.95
04696		DISPLAY PORT TO DVI CABLES	01-125-000-54999	61.80
		TOTAL		3,177.10
		TOTAL COMPUTER		3,177.10
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISALS	11/21 CONTRACT	01-130-000-55010	4,916.67
		TOTAL		4,916.67
		TOTAL CITY ASSESSOR		4,916.67
BUILDING/ZONING CODE ENFORCEMT				
DCI	DOOR COUNTY INSPECTIONS, LLC	10/21 BUILDING PERMITS	01-140-000-55010	8,798.19
		TOTAL		8,798.19
		TOTAL BUILDING/ZONING CODE ENFORCEMT		8,798.19
MUNICIPAL SERVICES ADMIN.				
12100	LAMPERT YARDS INC	4 PAIRS SURVEY GLOVES	01-145-000-55605	7.96
		TOTAL		7.96
		TOTAL MUNICIPAL SERVICES ADMIN.		7.96
PUBLIC WORKS ADMINISTRATION				
DIAMOND	DIAMOND BUSINESS GRAPHICS	HAZARDOUS ITEMS STICKERS	01-150-000-52800	259.13
		TOTAL		259.13
		TOTAL PUBLIC WORKS ADMINISTRATION		259.13
CITY HALL				
03159	SPECTRUM	10/21 FIRE CABLE SVC	01-160-000-58999	137.37
23730	WPS	421 MICHIGAN STREET	01-160-000-56600	1,139.92
23730		1317 SHILOH RD	01-160-000-56600	18.35
WARNER	WARNER-WEXEL LLC	CLEANING SUPPLIES	01-160-000-51850	51.44
		TOTAL		1,347.08
		TOTAL CITY HALL		1,347.08

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INVOICES DUE ON/BEFORE 11/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	12/21 GEN LIABILITY	01-165-000-56400	3,253.00
MCCLONE		12/21 POLICE LIABILITY	01-165-000-57150	1,411.00
MCCLONE		12/21 PUBLIC OFFICIAL LIABILIT	01-165-000-57400	1,235.00
MCCLONE		12/21 CYBER LIABILITY	01-165-000-55450	286.00
MCCLONE		12/21 AUTO LIABILITY	01-165-000-55200	1,999.00
MCCLONE		12/21 AUTO PHYSICAL DAMAGE	01-165-000-55200	2,368.00
TOTAL				10,552.00
TOTAL INSURANCE				10,552.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	10/21 CITY HALL PHONE SVC	01-199-000-58200	43.07
04696		10/21 FIRE PHONE SVC	01-199-000-58200	21.35
04696		10/21 MUNC PHONE SVC	01-199-000-58200	11.41
04696		10/21 POLICE PHONE SVC	01-199-000-58200	28.60
TOTAL				104.43
TOTAL GENERAL EXPENDITURES				104.43
POLICE DEPARTMENT				
04150	DEJARDIN CLEANERS LLC	LAUNDRY-HENRY	01-200-000-56800	8.66
15890	PACK AND SHIP PLUS	SHIPPING WAUSAU-K ERDMAN	01-200-000-57250	17.46
15890		SHIPPING D HERR/BAUDHUIN CJP	01-200-000-57250	14.70
15890		SHIP STATE CRIME LAB-21011790	01-200-000-57250	12.82
15890		EVIDENCE TO CRIME LAB/21010873	01-200-000-57250	6.78
19959	SUPERIOR CHEMICAL CORP	BODY FLUID ABSORBANT PRODUCT	01-200-000-51950	246.67
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER 20 OF 48	01-200-000-55650	209.35
US BANK		COPY OVERAGE	01-200-000-55650	49.51
US BANK		LATE FEE	01-200-000-55650	20.94
TOTAL				586.89
TOTAL POLICE DEPARTMENT				586.89
POLICE DEPARTMENT/PATROL				
04575	DOOR COUNTY HARDWARE	GLOVES/CSO SQUAD	01-215-000-54999	7.99
21450	THE UNIFORM SHOPPE	UNIFORM SHIRT/ENGEBOS	01-215-000-52900	58.95
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	CSO VEHICLE MAINTENANCE	01-215-000-58600	75.72
JIM FORD		SQ 40 MAINTENANCE	01-215-000-58600	45.20
JIM FORD		EXPLORER MAINTENANCE	01-215-000-58600	161.15
TOTAL				349.01
TOTAL POLICE DEPARTMENT/PATROL				349.01
POLICE DEPT. / INVESTIGATIONS				

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	10/21 CONTRACT FEE	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	ASSORTED SUPPLIES	01-250-000-54999	25.56
04575		MOPHEAD/MOP STICK	01-250-000-54999	23.98
06012	FASTENAL COMPANY	NYLOK NUTS	01-250-000-54999	14.79
06650	GALLS, AN ARAMARK COMPANY	UNIFORM PANTS/E JORNS	01-250-000-52900	132.37
06650		UNIFORM PANTS/SAVENKO	01-250-000-52900	51.41
06650		UNIFORM PANTS/GULLEY	01-250-000-52900	93.87
06650		UNIFORM PANTS/NELL	01-250-000-52900	51.41
06650		UNIFORM PANTS	01-250-000-52900	51.41
12100	LAMPERT YARDS INC	SEALANT-TRAINING SITE	01-250-000-51405	5.99
14875	NWTC GREEN BAY	3 EMR CLASS/1 TEST	01-250-000-55600	1,428.50
15890	PACK AND SHIP PLUS	SHIP PARTS RETURN	01-250-000-53000	14.02
15890		SHIP PARTS RETURN	01-250-000-53000	16.04
15890		SHIPPING-AIR TEST	01-250-000-54999	6.16
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	117.80
23730	WPS	656 S OXFORD-WS FIRE	01-250-000-56600	13.72
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BLUE DEF	01-250-000-53000	45.98
O'REILLY		BLUE DEF	01-250-000-53000	22.99
O'REILLY		BLUE DEF	01-250-000-53000	45.98
O'REILLY		DEF	01-250-000-53000	71.94
O'REILLY		MICRO DUSTER	01-250-000-53000	91.23
O'REILLY		BLUE DEF	01-250-000-53000	22.99
O'REILLY		CREDIT RETURN-MICRO DUSTER	01-250-000-53000	-91.23
O'REILLY		DEF	01-250-000-53000	11.99
O'REILLY		MOTOR OIL	01-250-000-53000	87.96
PAULCONW	PAUL CONWAY SHIELDS	SCBA MASK WIPES	01-250-000-54999	180.50
PAULCONW		STRUCTURE BOOTS	01-250-000-52950	175.00
PAULCONW		UNIFORM	01-250-000-52900	95.00
PAULCONW		CALIBRATION GAS	01-250-000-54999	176.70
TOTAL				2,984.06
TOTAL FIRE DEPARTMENT				2,984.06
STORM SEWERS				
10750	PREMIER CONCRETE INC	1/2 YD CONCRETE	01-300-000-51150	67.00
TOTAL				67.00
TOTAL STORM SEWERS				67.00
STREET SWEEPING				
19880	STURGEON BAY UTILITIES	SWEEPER WATER-OCT	01-330-000-53050	5.36
TOTAL				5.36

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CITY OF STURGEON BAY  
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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
		TOTAL STREET SWEEPING		5.36
ROADWAYS/STREETS				
04696	DOOR COUNTY TREASURER	HOT MIX	01-400-000-52200	431.85
		TOTAL		431.85
		TOTAL ROADWAYS/STREETS		431.85
STREET SIGNS AND MARKINGS				
04696	DOOR COUNTY TREASURER	SIGNS	01-420-000-52600	194.18
		TOTAL		194.18
		TOTAL STREET SIGNS AND MARKINGS		194.18
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	GREASE	01-450-000-53000	79.96
04545		CLAMP/ELBOW/PIPE REDUCER	01-450-000-53000	70.61
04545		CREDIT	01-450-000-53000	-24.87
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	REAR TAIL LIGHT ASSEMBLY	01-450-000-56250	422.65
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BRAKE FLUID/BK LN	01-450-000-53000	38.71
		TOTAL		587.06
		TOTAL STREET MACHINERY		587.06
CITY GARAGE				
06012	FASTENAL COMPANY	WELDING RODS	01-460-000-54999	185.79
18950	SAFETY-KLEEN SYSTEMS, INC	PARTS WASHER SERVICE	01-460-000-58999	256.18
19959	SUPERIOR CHEMICAL CORP	HAND CLEANER	01-460-000-54999	147.62
AMERWELD	AMERICAN WELDING & GAS, INC	MONTHLY GAS BOTTLE RENTAL	01-460-000-58999	183.42
VIKING	VIKING ELECTRIC SUPPLY, INC	SPICES	01-460-000-55300	39.04
VIKING		BULBS	01-460-000-55300	96.04
		TOTAL		908.09
		TOTAL CITY GARAGE		908.09
HIGHWAYS - GENERAL				
BLAKECIH	BLAKE CIHLAR	SAFETY BOOT REIMB/B CIHLAR	01-499-000-56800	132.07
		TOTAL		132.07
		TOTAL HIGHWAYS - GENERAL		132.07

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
PARK & RECREATION ADMIN				
INFOSEND	INFOSEND, INC	FALL/WINTER NEWSLETTER	01-500-000-52250	820.35
TOTAL				820.35
TOTAL PARK & RECREATION ADMIN				820.35
PARKS AND PLAYGROUNDS				
02435	BISSEN ASPHALT LLC	QUARRY WASH	01-510-000-51750	1,167.17
04696	DOOR COUNTY TREASURER	MOWING BULLHEAD PT	01-510-000-58999	88.57
13049	MAY'S SPORT CENTER	V BELT	01-510-000-51900	128.04
13360	MENARDS-GREEN BAY EAST	50' WELDED WIRE FNCE 4 @ 56.99	01-510-000-58450	227.96
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	31.84
HESLER	DARREN HESLER	SAFETY BOOT REIMBURSE/HESLER	01-510-000-56800	152.96
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	WIPER BLADE ASSEMBLY	01-510-000-53000	20.90
JIM FORD		WIPER BLADE ASSEMBLY	01-510-000-53000	20.90
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BALL MOUNT	01-510-000-53000	49.50
O'REILLY		CONNECTOR	01-510-000-53000	10.99
SALZ	SALZSIEDER LANDSCAPE & NURSERY	TREE PLANTING-MARTIN PARK	01-510-000-58450	195.00
VIKING	VIKING ELECTRIC SUPPLY, INC	BULBS & SOCKET REDUCER	01-510-000-54999	295.38
VIKING		BULBS & SOCKET REDUCER	01-510-000-54999	181.58
VIKING		BULBS	01-510-000-54999	41.56
TOTAL				2,612.35
TOTAL PARKS AND PLAYGROUNDS				2,612.35
MUNICIPAL DOCKS				
20070	TAPCO	MONTHLY PAY STATION HOST FEE	01-550-000-58999	50.00
23730	WPS	36 S NEENAH AVE	01-550-000-56600	32.37
TOTAL				82.37
TOTAL MUNICIPAL DOCKS				82.37
WATERFRONT PARKS & WALKWAYS				
VIKING	VIKING ELECTRIC SUPPLY, INC	BULBS	01-570-000-54999	102.87
TOTAL				102.87
TOTAL WATERFRONT PARKS & WALKWAYS				102.87
EMPLOYEE BENEFITS				
ERC	ERC INC	ADAPTING TO CHANGE	01-600-000-50550	270.00
TOTAL				270.00
TOTAL EMPLOYEE BENEFITS				270.00



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	4TH QTR 2021 COMMITMENT	01-900-000-55750	7,500.00
TOTAL				7,500.00
TOTAL COMMUNITY & ECONOMIC DEVLPMT				7,500.00
TOTAL GENERAL FUND				52,891.91
CAPITAL FUND				
PATROL				
REVENUE				
18500	R N O W INC	#39 & #41 REFUSE TRCK TRADE IN	10-000-000-48100	-42,000.00
TOTAL REVENUE				-42,000.00
TOTAL PATROL				-42,000.00
GENERAL EXPENDITURES				
02435	BISSEN ASPHALT LLC	PREPARE/PAVE STREETS-SBU	10-199-000-51525	5,868.00
TOTAL				5,868.00
TOTAL GENERAL EXPENDITURES				5,868.00
STORM SEWERS				
EXPENSE				
FERGUSON	FERGUSON WATERWORKS #1476	12" HDPE PIPE	10-300-000-59115	189.40
TOTAL EXPENSE				189.40
TOTAL STORM SEWERS				189.40
WATERFRONT PARKS & WALKWAYS				
02130	BAUDHUIN INC	BID ASSISTANCE-JUNIPER SHRLINE	10-570-000-59075	684.00
TOTAL				684.00
TOTAL WATERFRONT PARKS & WALKWAYS				684.00
TOTAL CAPITAL FUND				-35,258.60
CABLE TV				
CABLE TV / GENERAL				
03159	SPECTRUM	10/21 CB MUSIC SVC	21-000-000-58999	39.57
TOTAL CABLE TV / GENERAL				39.57
TOTAL CABLE TV / GENERAL				39.57
TOTAL CABLE TV				39.57

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
TID #2 DISTRICT				
TID DISTRICT #2				
T2 SERIES 2006A				
01761	ASSOCIATED TRUST COMPANY	GO RFND BOND 7.5.12	25-320-933-70002	87.88
TOTAL T2 SERIES 2006A				87.88
TOTAL TID DISTRICT #2				87.88
TOTAL TID #2 DISTRICT				87.88
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	09/21 CONTRACTS/AGREEMENTS	28-340-000-55001	2,418.00
CEDARCO	CEDAR CORPORATION	WEST WTRFRNT REDEV-CONSLT ENG	28-340-000-58999	14,483.34
TOTAL TID #4 DISTRICT				16,901.34
TOTAL TID #4 DISTRICT				16,901.34
TOTAL TID #4 DISTRICT				16,901.34
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
18500	R N O W INC	2 AUTO LOADING REFUSE TRUCKS	60-000-000-59060	240,468.00
18500		REFUSE TRUCKS-STEEL SURCHRG	60-000-000-59060	12,000.00
18500		2 REFUSE TRUCKS TITLE FEES	60-000-000-59060	339.00
19959	SUPERIOR CHEMICAL CORP	ODOR PELLETS	60-000-000-54999	129.49
GFLNVIR	GFL ENVIRONMENTAL, INC	CARDBOARD RECYCLING	60-000-000-58350	637.43
TOTAL SOLID WASTE ENTERPRISE FUND				253,573.92
TOTAL SOLID WASTE ENTERPRISE FUND				253,573.92
TOTAL SOLID WASTE ENTERPRISE				253,573.92
TOTAL ALL FUNDS				288,236.02

**MANUAL CHECKS**

WAL-MART-CAPITAL ONE	\$ 333.66
11/01/21	
Check # 89437	
10/21 Statement Charges	
Various Departmental Accounts	
 DELTA DENTAL	 \$5,270.21
11/01/21	
Check # 89438	
11/21 Dental Insurance	
Various Departmental Accounts	
 EFT GROUP INSURANCE	 \$122,809.08
11/01/21	
Check # 89438	
11/21 Health Insurance	
Various Departmental Accounts	
 PITNEY BOWES Inc	 \$161.48
11/04/21	
Check # 89487	
Statement Charges	
01-199-000-57250	
 SECURIAN FINANCIAL GROUP	 \$ 2,450.66
11/05/21	
Check # 89488	
12/21 Life Insurance	
01-600-000-50552	
 <b>TOTAL MANUAL CHECKS</b>	 <b>\$ 131,025.09</b>

DATE: 11/09/1921  
TIME: 14:38:12  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 11/16/2021

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

GENERAL FUND	<del>52,891.91</del>	183,917.00
CAPITAL FUND	-35,258.60	
CABLE TV	39.57	
TID #2 DISTRICT	87.88	
TID #4 DISTRICT	16,901.34	
SOLID WASTE ENTERPRISE	253,573.92	
	-----	
TOTAL --- ALL FUNDS	<del>288,236.02</del>	419,261.11

Heidi Bacon November 9, 2021  
Seth W. [unclear] 11/9/21  
Jan [unclear] 11/9/21

Special Common Council  
November 1, 2021

A special meeting of the Common Council was called to order at 4:00 p.m. by Mayor Ward. Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, Wiederanders, and Reeths were present.

Nault/Statz to adopt agenda. Carried.

The public hearing was opened at 4:02 p.m. and was declared closed at 4:02 p.m.

Williams/Gustafson to increase the General Contingency line item by \$110,000 and offset the increase to contingency by increasing the appropriated general fund balance by \$110,000. Carried.

Williams/Wiederanders to update the TID #1, TID #2, TID #3 and TID #4 2022 budgeted tax increment numbers and transfers as per the Finance Director's Memo dated October 28, 2021. Carried.

RESOLUTION

WHEREAS, the Common Council is appropriating the necessary funds for the operation of the government of the City of Sturgeon Bay for the year 2022, and;

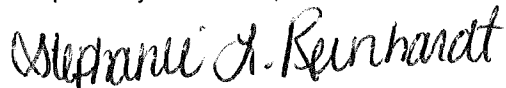
WHEREAS, the Common Council is adopting the 2022 Budget.

NOW, THEREFORE, BE IT RESOLVED, there is hereby levied a tax of \$7,333,310 on all taxable property within the City of Sturgeon Bay.

Reeths/Bacon to adopt. Carried.

Nault/Williams to adjourn. Carried. The meeting adjourned at 4:11 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director



COMMON COUNCIL  
November 2, 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.

Williams/Reeths to adopt the amended agenda. Carried.

The following people spoke during public comment: Chris Larsen, 1411 N. 14<sup>th</sup> Ave.

Bacon/Wiederanders to approve following bills: General Fund - \$228,496.99, Capital Fund - \$30,542.19, Cable TV - \$5,205.83, TID #2 - \$1,425.00 and Solid Waste Enterprise Fund - \$4,191.45 for a grand total of \$269,861.46. Roll call: All voted aye. Carried.

Nault/Statz to approve consent agenda:

- a. Approval of 10/11/21 special and 10/19/21 regular Common Council minutes.
- b. Place the following minutes on file:
  - (1) Community Protection & Services Committee – 9/9/21
  - (2) Police & Fire Commission – 9/21/21
  - (3) Finance/Purchasing & Building Committee – 10/12/21
  - (4) Local Arts Board – 10/13/21
  - (5) Parking & Traffic Committee – 10/25/21
- c. Place the following reports on file:
  - (1) Bank Reconciliation – September 2021
  - (2) Revenue & Expense Report – September 2021
- d. Consideration of: Approval of Beverage Operator License.
- e. Community Protection & Services Committee recommendation re: Approve the changes as presented in Section 24 – Communication Towers – Municipal Code.
- f. City Plan Commission recommendation re: Rezone the westerly 190 feet of parcel #281-70-32001410C, located at 1361 N 14<sup>th</sup> Avenue and currently owned by Estes Investments LLP from Agricultural (A) to General Commercial (C-1).
- g. City Plan Commission recommendation re: Rezone four parcels located on N 8<sup>th</sup> Avenue from Planned Unit Development (PUD) to Single-Family Residential (R-2).
- h. Parking & Traffic Committee recommendation re: Approve five bike racks to be built by NWTC and placed at multiple locations.
- i. Consideration of: Approval of Street Closure Application from Roen Salvage Company.

Carried.

There were no mayoral appointments.

Williams/Wiederanders to read in title only for first reading of ordinance to repeal and recreate Section 24 of the Municipal Code – Communication Tower. Carried.

Statz/Bacon to read in title only for first reading of ordinance to amend the Sturgeon Bay Comprehensive Plan. Carried.

Statz/Nault to read in title only for first reading of ordinance to rezone a portion of parcel #281-17-032001410C located at 1361 N 14<sup>th</sup> Avenue with conditional approval of no outdoor storage of any kind on property and have reviewed by City Attorney prior to second reading. Carried.

Statz/Gustafson to read in title only for first reading of ordinance to rezone Parcels #281-62-0900107, #281-62-09000108, #281-12-60020501, and #281-12-60020502 located on N 8<sup>th</sup> Avenue from Planned Unit Development (PUD) to Single-Family Residential (R-2). Carried.

Bacon/Williams to adopt resolution regarding Wisconsin Ready for Reuse Loan and Grant Programs. Carried.

## RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the reallocation of \$10,000 designated for the child care study to the Child Care Revolving Loan Fund Program, transferring funds from miscellaneous consultants 01-199-000-57000 to DCEDC administration of programs 01-900-000-55850.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

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

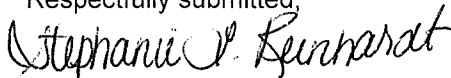
Williams/Reeths to extend the time frame of initial sale period for DCEDC and/or Destination Sturgeon Bay for Zak Property sale to January 1, 2022. Carried.

The City Administrator gave his report.

The Mayor gave his report.

Nault/Williams to adjourn. Carried. The meeting adjourned at 7:04 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephanie L. Reinhardt". The signature is written in a cursive, flowing style.

Stephanie L. Reinhardt  
City Clerk/HR Director

STURGEON BAY UTILITIES  
Regular Meeting  
September 14<sup>th</sup>, 2021

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:00 p.m. Roll call: President Stewart Fett, Mayor David Ward, Commissioners Dan Williams, Steve Christoferson, Seth Wiederanders, Gary Nault and Dina Boettcher were present. Also present were General Manager James Stawicki, Operations Manager Cliff White, Electric Supervisor Jason Bieri, recording secretary Laurie Bauldry and Jeff Hoffman of Suez.

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

Wiederanders/Boettcher to approve the minutes of the regular Commission meeting held on August 10th, 2021. Motion carried.

The Commission proceeded to review the bills for August in the amount of \$2,321,574.23. Fett/Christoferson to approve payment of the bills. Motion carried.

The July 2021 financials were presented. Ward/Nault to accept the financials. Motion carried.

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

Jeff Hoffman presented the 2021 triennial DNR Sanitary Survey results for the water utility. No deficiencies were noted by the DNR in this assessment.

Next staff presented for consideration a fee increase for bio-solids received from northern Door communities. Christoferson/Ward to approve an increase from \$0.04 to \$0.06 per gallon, effective January 1, 2022. Motion carried.

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

Council members updated the Commission members on City-related activities and developments.

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

- a) Adjustments
- b) Focus on Energy report

There was no public comment.

Fett/Ward convene to closed session in accordance with the following exemption:

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis Stats. 19.85(1)(c).

- a. Discussion of employment matter.

Upon roll call, all voted aye. Motion carried. The meeting convened to closed session at 12:45 p.m. Williams/Ward to adjourn. Motion carried. The meeting adjourned at 12:55 p.m.

Approved for publication:

\_\_\_\_\_  
Stewart Fett  
President

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

\_\_\_\_\_  
James Stawicki  
General Manager

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

**COMMUNITY PROTECTION & SERVICES COMMITTEE**  
**October 13, 2021**

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

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

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from September 9, 2021
4. Public Comment on Agenda Items
5. Consideration of: Request from Tracie Hoffmann to operate taxicab in the City of Sturgeon Bay, DBA Moving Violationz, LLC – Set public hearing date
6. Discussion of: Lawn Art
7. Consideration of: Review of Ordinances for Possible Revision
  - a. Chapter 10.09 – Unreasonably and Excessive Noise
  - b. Fence Ordinance
  - c. Chapter 24 – Communication Towers
  - d. Chapter 1 – General Government
8. Adjourn

*All Ayes. Carried.*

**Approval of Meeting Minutes**

*Moved by Ald. Wiederanders, seconded by Ald. Williams to approve the September 9, 2021 minutes. All Ayes. Carried.*

**Public Comment**

None.

**Request for Taxicab License**

Tracie Hoffmann: 1804 Idlewild Road, Sturgeon Bay, WI – requested to operate a taxicab doing business as Moving Violationz, LLC. Tracie, along with her mother and sister, have a 14 passenger bus to be hired out for private parties. They will provide transportation to and from locations as requested. They are aware of all required licenses and permits.

*Moved by Ald. Williams, seconded by Ald. Wiederanders, to allowing Moving Violationz, LLC to move forward with obtaining a taxicab license in the City of Sturgeon Bay, and hereby schedule a public hearing on Wednesday, November 3, 2021 at 4:30pm in the Council Chambers. All ayes. Carried.*

**Lawn Art**

Ald. Wiederanders questioned whether there was an ordinance specifically related to lawn artwork that may potentially be an obstruction to others. Mr. Sullivan-Robinson stated there was not. Mr. VanLieshout suggested to determine what route for action to be taken should depend on: whether the artwork poses a hazard to traffic, it is a nuisance or it structurally is a zoning code violation. A good neighbor approach may be the best option to work out any issues the artwork may cause.

**Review of Ordinances for Possible Revision**

The purpose of the review process of City of Sturgeon Bay ordinances on file is to determine validity, enforceability, and relevance. After reviewing, if an ordinance needs to be updated it will be discussed then presented to Council.



- Chapter 10.09 – Unreasonable and Excessive Noise

In discussion it was agreed the main concern is amplified noise created when music/bands perform outdoors; decibel readings are not the concern. Current readings in the City are not to exceed 90 decibels during the day, and 55 decibels at night. Final discussion concluded there to be no amplified music, whether outdoor or in common areas, between the hours of 10pm-6am Sunday-Thursday; and Midnight-6am Friday-Saturday. Mr. Sullivan-Robinson will work on formalizing a draft for next meeting.

- Fence Ordinance

A draft ordinance is completed and waiting to be reviewed. It will only cover single and two-family residential dwellings. Variances and permits are still being considered. Mr. Sullivan-Robinson will have a draft ready at the next meeting.

- Chapter 24 – Communication Towers

The final draft was distributed. No questions.

*Moved by Ald. Williams, seconded by Ald. Wiederanders to recommend the Common Council approve the changes as presented in Section 24 – Communication Towers, of the City of Sturgeon Bay Municipal Code.*

- Chapter 1 – General Government

This item has been discussed, and can be taken off the agenda.

**Future items:** Future meeting dates of the committee.

*Moved by Ald. Wiederanders, seconded by Ald. Williams, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:06 p.m.*

Respectfully submitted,



Sarah Spude-Olson  
Police Department Office Manager

## CITY PLAN COMMISSION MINUTES October 20, 2021

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

**Roll Call (#1):** Members present: David Ward, Kirsten Reeths, Helen Bacon, Jeff Norland, Dennis Statz, Mark Holey, and Debbie Kiedrowski were present. Also present were Community Development Director Marty Olejniczak, Zoning/Planning Administrator Christopher Sullivan-Robinson and Administrative Assistant Suzanne Miller.

### **Agenda (#2):**

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from September 15, 2021.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Comprehensive Plan amendment to change the Future Land Use designation for property located at 1361 N. 14<sup>th</sup> Avenue.
6. Consideration of: Zoning map amendment petition by Estes Investments, LLP from Agricultural (A) to General Commercial (C-1) for property located at 1361 N. 14<sup>th</sup> Avenue.
7. Conditional use application for commercial establishment with drive-through facility (car wash) proposed by Kwik Trip, Inc. for property located at 1567 to 1629 Egg Harbor Road and 1614 to 1636 Alabama Street.
  - a. Presentation
  - b. Public Hearing
  - c. Consideration
8. Conditional use application for 14-unit multiple-family dwelling (townhomes) proposed by Harbor Ridge, LLC (R.E. Lee, representative) for property located on the east side of S. Grant Ave immediately south of 416 S. Grant Avenue.
  - a. Presentation
  - b. Public Hearing
  - c. Consideration
9. Zoning map amendment petition by Sturgeon Bay Plan Commission from Planned Unit Development (PUD) to Single-Family Residential (R-2) for parcels 281-62-09000107, 281-62-09000108, 281-12-60020501, and 281-12-60020502 located along the east side of N. 8<sup>th</sup> Avenue between Belmar Place and Bonnie View Drive.
  - a. Presentation
  - b. Public Hearing
  - c. Consideration/Recommendation (*Note: The Plan Commission will not make a recommendation at this meeting, unless a motion is made and passed by ¾ of the members present to act on the request at this meeting.*)
10. Adjourn.

**Approval of minutes from September 25, 2021 (#3):** Motion was made by Mr. Statz to approve the minutes from September 25, 2021 and seconded by Mr. Norland All ayes. Motion carried.

**Public Comment on non-agenda Plan Commission related items (#4):** No citizens presented for public comment.

**Consideration of: Comprehensive Plan amendment to change the Future Land Use designation for property located at 1361 N. 14<sup>th</sup> Avenue (#5):**

Sullivan-Robinson stated the Plan Commission did not act on this item on 9.15.21. He explained the applicant is revising the request to rezone just the back of the property to commercial and develop the front of the property into apartments at a later time. A comprehensive plan amendment is still required for the rear portion of the parcel. Sullivan-Robinson described the three options for Commission consideration at this meeting: 1. Keep the current future land use category as Higher-Density Residential, 2. Designate as Regional Commercial, which is appropriate for commercial storage facilities and in keeping with other properties in the area, or 3. Designate as Unsewered Commercial, which is appropriate for the low

intensity proposed development and because there is no public sanitary sewer or water in place. Staff is recommending Unsewered Commercial designation for the back half of the property.

Dave Phillips, representing the applicant, presented the revised development plan for 15 24x42x16ft. storage units for the rear of the property and a 12-14 unit, 3-story apartment building with underground parking on the front half. He stated Estes wishes to work with the City to run sewer and water to the front of the property. Estes now requests the rear 190ft. be rezoned General Commercial (C-1 [unsewered]) and leaving the front of the property as is to be later rezoned Higher Density Residential when they return to the Commission with a plan for the apartments as utilities become available.

To address the concerns of the citizens voiced at the 9.15.21 public hearing, Phillips requested the Commissioners review the Bauduin Surveying & Engineering storm water plan provided and encouraged them to make landscaping requirements to shield the neighbor's view and abate noise a part of their recommendation.

The Commission discussed concerns regarding the condition of the mobile home on property and uncertainty as to when the storm water plan would be implemented and when the apartment complex would be built. Phillips stated Estes would be agreeable to time restrictions placed by the Commission on construction of storm water control.

Statz moved to approve a resolution to change the Future Land Use Map classification of the westerly 190ft of the parcel (no. 281-17-032001410C) located at 1361 N. 14<sup>th</sup> Avenue from Higher Density Commercial to Unsewered Commercial. Reeths seconded the motion. All ayes. Motion carried.

**Consideration of: Zoning map amendment petition by Estes Investments, LLP from Agricultural (A) to General Commercial (C-1) for property located at 1361 N. 14<sup>th</sup> Avenue (#6):**

Sullivan-Robinson stated staff recommendation is to rezone the back half (190ft.) of the parcel to General Commercial (C-1) and leave the rest as Agricultural until Estes comes back with a plan for multifamily residential housing.

Statz made a motion to approve a recommendation to Common Council to change the zoning for the westerly 190ft. of the property 1361 N. 14<sup>th</sup> Avenue to General Commercial. Kiedrowski seconded the motion.

Commission discussed concerns as to when construction of units would start and loss of control of what is built if zoning is change to commercial. Olejniczak explained if the project isn't built, the Commission has the right to zone it again. Regarding questions as to when the stormwater control would be put in place, Olejniczak explained the City has an ordinance addressing storm water that must be followed, the City Engineer will be involved during construction, and the Commission can direct staff to alert the Aesthetic Design and Site Review Board of concerns for storm water control. Also discussed was requiring landscaping and plantings to shield the view of the storage garages and block light from cars driving on the property.

Norland moved for an amendment to the motion to include a recommendation to staff to alert the Aesthetic Design and Site Review Board that the storm water plan must be implemented as construction begins and plantings to shield the view of the storage garages and block light from cars on the property must be included in the landscaping. Holey seconded the amendment. Ward called a vote on the amendment. All ayes. Amendment carried.

Ward called a vote on the main motion as amended to approve a recommendation to Common Council to change the zoning for the westerly 190ft. of the property at 1361 N. 14<sup>th</sup> Avenue to General Commercial (C-1) with the conditions that staff will work with the Aesthetic Design and Site Review Board to ensure the storm water plan is implemented as construction begins and plantings to shield the view of the storage garages and block light from cars on the property is included in the landscaping. All ayes. Motion as amended carried.

**Conditional use application for commercial establishment with drive-through facility (car wash) proposed by Kwik Trip, Inc. for property located at 1567 to 1629 Egg Harbor Road and 1614 to 1636 Alabama Street (#7):**

**Presentation:**

Troy Mleziva, Real Estate Development Manager for Kwik Trip Inc., described the plan as a complete redevelopment of the site to include a 9,000ft. convenience store with self-contained drive-through car wash facility and two fueling islands.

The Commission questioned the traffic flow pattern, especially as vehicles exit the property onto Alabama St., particularly RV and semi-truck traffic. Safety concerns were raised due to lack of sidewalks, congestion due to soccer field and fairgrounds entrances on Alabama St, difficulty turning at the intersection of Alabama St. and Egg Harbor Rd., and back-ups at the traffic lights on Egg Harbor Rd. Rerouting the site's traffic plan to have vehicles exit on to Egg Harbor Rd. was suggested. Mleziva voiced his belief that though the diesel island would accommodate semi-trucks, he anticipated use there to be mainly RVs and vehicles pulling trailers. Ward explained the traffic issue could be evaluated by the Parking and Traffic Committee.

**Public Hearing:**

Jordan Pedlar of 1650 Alabama St. stated he is not in favor of the Kwik Trip project and raised the following concerns: 1. Carwash noise 2. Traffic concerns and 3. Existing "No Trucks" sign on Alabama St., which he discussed previously with Sullivan-Robinson. He stated his home is 50ft from the proposed Kwik Trip property line and is asking for installation of fencing and plantings for a visual and sound barrier.

Ken Pedlar of 1635 Sycamore St. (Jordan Pedlar's father) questioned the construction of the car wash and the diesel island and stated not all Kwik Trips have them. He questioned whether Kwik Trip is the right project for the property, stating his concern was traffic and EMS use of Alabama St. He is concerned about a negative effect on residential property sale and value.

Andy Roman of 1651 Egg Harbor Rd. stated he lives directly to the east (in Town of Sevastopol) of the proposed Kwik Trip site and voiced concern related to increased traffic, semis and trucks in particular, making it more dangerous when the school bus picks his children up on Egg Harbor Rd. Additionally, he is concerned about the effect of 24hr./day lights, increased traffic, and loss of privacy on his property, and risk of pollution in his well. He feels the east side of town does not need another gas station.

A letter from Lisa Peterson, an Alabama St. resident was read. She is not opposed to Kwik Trip, but has concerns about increase in traffic on Alabama street. She stated Alabama St has safety issues due to fast-moving traffic and lack of sidewalks.

**Consideration:**

Mayor Ward requested a staff response. Sullivan-Robinson stated sidewalks could be a condition for approval, but traffic concerns were not raised as a part of previous staff evaluation of the plan. Olejniczak stated the issue at hand is related to the drive-thru portion of the project, making conditions related to traffic appropriate. Staff discussed limiting highway signage to the Egg Harbor Rd. exit, additional/denser vegetative screening along the east property line to block light and noise and having Aesthetic Design and Site Plan Committee evaluate for fencing.

Mleziva stated Kwik Trip did include a landscaping plan but staff could ask for more dense plantings and/or fencing.

Olejniczak addressed the "No Trucks" signs on Alabama St. saying the City cannot enforce that as there is no supporting Ordinance. If those signs remain in place, they need to be considered by the Parking and Traffic Committee.

Norland made a motion to approve the Conditional Use application for a commercial establishment with drive-through facility (car wash) proposed by Kwik Trip, Inc. for property located at 1567 to 1629 Egg Harbor Road and 1614 to 1636 Alabama Street. Statz seconded the motion.

Ward questioned whether the Commission wished to place conditions on the approval. Olejniczak explained conditions would require a rational nexus to the drive-thru facility. Norland suggested a traffic lane behind the building could route

traffic back onto Egg Harbor Rd. to allow access to the highway northbound may alleviate traffic on Alabama St. Norland restated his motion to include evaluation of the site's traffic plan and addition of additional, denser screening and addition of a fence.

Ward called a vote on the motion as restated by Norland and seconded by Statz, to approve the Conditional Use application for a commercial establishment with drive-through facility (car wash) proposed by Kwik Trip, Inc. for property located at 1567 to 1629 Egg Harbor Road and 1614 to 1636 Alabama Street with the condition that the site's traffic plan, feasibility of a lane around the back of the store to direct traffic onto Egg Harbor Rd., and addition of tall fence and density/screening be evaluated by the Aesthetic Design and Site Review Plan Committee. All ayes. The motion carried.

**Conditional use application for 14-unit multiple-family dwelling (townhomes) proposed by Harbor Ridge, LLC (R.E. Lee, representative) for property located on the east side of S. Grant Ave immediately south of 416 S. Grant Avenue (#8):**

**Presentation:**

Brad Treml with R. E. Lee & Associates described a proposed 14-unit townhouse apartment building that will match the existing building to the north. Laterals for water and sanitary will come off Grant Avenue. The storm water holding pond to the south is in its own outlot and will be transferred to the City of Sturgeon Bay.

Michelle Stimpson with Lexington Management (Managers of Harbor Ridge and Harbor Winds) explained the new building / extension of Harbor Ridge will look identical to the existing building. There will be one egress into the combined site, which keeps the property enclosed and reduces traffic. There will be one dumpster site for both buildings.

Commissioners raised the issue that street trees required for the first building were never planted and street trees for the proposed building must be planted as well.

**Public Hearing:**

Ken Butler of 1634 Sycamore Street questioned the lack of alternative access to the buildings (extension of Grant Avenue) and voiced the City should have the rear street access built before the building goes in. Olejniczak explained the Common Council authorized the acquisition of the property needed to extend Grand Ave. to Sawyer Dr. through the use of eminent domain. There is money proposed in the 2022 budget to acquire the property. Olejniczak reported if the proposed funds are approved the Grant Ave. extension may be built around the time of building construction.

**Consideration:**

Sullivan-Robinson explained the General Commercial (C-1) zoning of the parcel allows Multi-Family Residential with a Conditional Use Permit. Olejniczak reported City Engineer has reviewed the storm water plan and requested one minor addition. He reiterated the street trees were required. Common Council has agreed to take ownership of the stormwater holding pond as it serves the city streets.

Commissioners discussion included asking developer to consider recreation facility - a gazebo/patio area or playground, and additional sidewalks. Stimson explained the rear of the lot drops off and the front holds low lying stormwater, leaving no place for communal areas.

Reeths moved to approve the Conditional use application for 14-unit multiple-family dwelling with the following conditions: 1. Street trees shall be provided and approved by City Forester, 2. Final approval of the stormwater management plan by the City Engineer, and 3. Approval of the project by the Aesthetic Design and Site Plan Review Board. Bacon seconded the motion. All ayes. Motion carried.

**Zoning map amendment petition by Sturgeon Bay Plan Commission from Planned Unit Development (PUD) to Single-Family Residential (R-2) for parcels 281-62-09000107, 281-62-09000108, 281-12-60020501, and 281-12-60020502 located along the east side of N. 8<sup>th</sup> Avenue between Belmar Place and Bonnie View Drive (#9):**

**Presentation:**



Olejniczak explained the City Plan Commission is requesting a change in zoning for two of the parcels, currently single-family homes, that were not included in the PUD, but are shown on the zoning map as PUD in error. In addition, the City Plan Commission requests change in zoning for two parcels restricted in the PUD to office use. The request is for zoning of all four parcels to be changed from PUD to Single-Family Residential (R-2).

**Public Hearing:**

Megan Parsons of 1118 N. 8<sup>th</sup> Avenue, speaking for the James Parsons Trust, stated the ½ acre lot was purchased by her father from H. Overbeck in order to keep the parcel residential. That ½ acre is being sold as a part of a 3-acre parcel in order to keep it residential in accordance with her father's wishes. She supports the rezoning

**Consideration/Recommendation**

Statz moved to make a recommendation to the Common Council on the City Plan Commission's Zoning map amendment petition at this meeting. Motion seconded by Holey. All ayes. Motion carried.

Holey made a motion to recommend to the Common Council to amend the zoning map for the four parcels along the east side of N. 8<sup>th</sup> Avenue between Belmar Place and Bonnie View Drive (parcels 281-62-09000107, 281-62-09000108, 281-12-60020501, and 281-12-60020502) from Planned Unit Development (PUD) to Single-Family Residential (R-2). Norland seconded the motion. All ayes. The motion carried.

**Adjourn (#10):** Reeths made the motion to adjourn, which was seconded by Norland. All ayes. The motion carried. Meeting adjourned at 7:57pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Suzanne Miller". The signature is fluid and cursive, with the first name "Suzanne" being larger and more prominent than the last name "Miller".

Suzanne Miller  
Administrative Assistant

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD  
Monday, October 25, 2021

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

**Roll Call:** Members Rick Wiesner, Mark Struck, Kelsey Fox, Cheryl Frank, and Pam Jorns were present. Excused were Jon Burk and Dave Augustson. Also present were Planner/Zoning Administrator Christopher Sullivan-Robinson, Community Development Director Marty Olejniczak, and Police Assistant Candy Jeanquart.

**Adoption of Agenda:** Moved by Ms. Jorns, Seconded by Ms. Fox to adopt the following agenda.

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 11, 2021
4. Consideration of: Construction of a 98x40 Theater Building located at 917 N 14<sup>th</sup> Avenue
5. Consideration of: Pavilion / Office for Bay Marine located at 267 Nautical Drive
6. Consideration of: Ace Hardware Development located at 1227 Egg Harbor Road
7. Consideration of: Lexington Homes 14-unit Multiple Family Development located on east side of Grant Avenue
8. Adjourn.

All ayes. Carried.

**Approval of minutes from October 11, 2021:** Moved by Ms. Jorns, Seconded by Ms. Frank to approve all the minutes. **All in favor. Carried.**

**Consideration of: Construction of a 98x40 Theater Building located at 917 N 14<sup>th</sup> Avenue:** Mr. Sullivan-Robinson started by indicating just the building is being presented for approval, the parking lot, landscaping, signage, and lighting will be presented at a later date. Mr. Wiesner questioned if just the structure or also the siding. Mr. Sullivan-Robinson stated anything involving the building including siding.

Mr. Stuart Champeau indicated a new site plan is with their engineering department along with the landscaper. Mr. Champeau stated his main goal is to get the cement slab completed with the change in weather approaching. Mr. Champeau is looking for feedback from the committee as to what they are looking for. At this time there will be brick sod on the front and cedar hedges down the side. Mr. Wiesner is concerned about how the building is going to look in 5-20 years and making sure it fits the city / surrounding neighborhood. Mr. Wiesner would like to see more life to the front with natural products or turning the steel in another direction. Mr. Champeau suggested covering the front with brick or natural siding. Mr. Struck stated the structure is pretty much a pole building which is discouraged in the city. Mr. Champeau stated the colors are matching in the ADRC building and the structure is similar to the building near by the city utilizes. Mr. Struck suggested more of an architectural metal instead of a barn. Ms. Fox would like to see more natural materials or bringing the stone all the way up instead of a pole barn look. Mr. Struck indicated the shape of the building is acceptable, just the materials need to change. Ms. Fox questioned the colors, in which Mr. Champeau is in the design plan showing the roof antique bronze. Ms. Jorns asked for Mr. Champeau to bring in material samples at the next presentation. Mr. Struck suggested front of the building be more presentable and working with the architect to make that happen.

Ms. Jorns made a motion to accept the foundation as presented, however needs to come back with materials for approval. Seconded by Mr. Struck. All in favor. Carried.

**Consideration of: Pavilion / Office for Bay Marine located at 267 Nautical Drive:** Mr. Sullivan-Robinson stated Mr. John Borkovetz is here representing Bay Marine. Looking to build a 71x57 pavilion building as well as redoing the site, parking lot and landscaping. Located by the Yacht Harbor / apartments and Yacht Club. The new building will have office area, new bathroom facilities and pavilion space. This building

needs to meet floodplain regulations and may need a variance for the filling around the building. As for the signage, nothing specific has been presented at this time and should be brought back at a later date. Major difference between the two designs presented is the gable end shows two different material styles of shank shingles and metal siding, the building has horizontal siding with stone veneer on the front of the building. No lighting plan has been provided so, this should be reviewed at a later date.

Mr. John Borkovetz representing Matt and Mark Felhofer. Mr. Borkovetz indicated they are looking to get the foundation completed before the winter weather and anticipates the project will be completed by Memorial Day weekend. The building will be built on a floating slab. The purpose for the buildings is provide bathroom facilities for the boaters and provide a gathering room/reception area. Sidewalks will be constructed around the perimeter of the building, there will be down lights just around the building but no parking lighting. Existing light along the docks will be upgraded to LED. The building will have grey horizontal siding with pewter grey shingles on top. The entry ways will have gable ends with a shake shingle with metal and white baton. The back of the building will have a covered pavilion which will lead pool area and other outdoor amenities. Struck inquired on what kind of stone will be used, in which Mr. Borkovetz stated he is leaning away from the stone due to being too heavy of a look. There will be stone on the base of the pillars in the front of the building but not on the building itself. Mr. Wiesner asked if the bathrooms will be open to the public, Mr. Borkovetz indicated there will be a key pad and not open to the public. Mr. Struck questioned the drainage, Mr. Sullivan-Robinson stated the project complies with the Stormwater management rules per the City Engineer Chad Shefchik.

Mr. Wiesner questioned trees by the water. Mr. Sullivan-Robinson stated no specific rules. Mr. Olejniczak stated parking lot landscaping is to help break up large amounts of asphalt and provide visual interests. Would only be applied with the increase of passes. Mr. Borkovetz stated there will be 95 parking spaces and 80 slips which is similar to current amounts. Mr. Borkovetz stated there will be green added than taking away. Mr. Wiesner suggested minimizing the size of the tree and not a large tree that will bloom out. Mr. Borkovetz stated the landscaper didn't specify yet, but more like the trees on 3<sup>rd</sup> Avenue. Mr. Borkovetz stated can come back with the landscaper.

Mr. Wiesner likes the project and suggests the stone be similar to the other buildings with stone. Mr. Borkovetz would like to see the stone only on the posts. Mr. Struck suggested when coming back with the landscaping presentation to bring a sample of the stone at that time.

Mr. Struck made a motion to approve project as presented with the exception of landscaping plan, signage, and stone to be approved at a later date. Seconded by Ms. Jorns. All in favor. Carried.

**Consideration of: Ace Hardware Development located at 1227 Egg Harbor Road:** Mr. Sullivan-Robinson explained Ms. Amy Labotte and designer Mr. Richard Fisher are looking to do new construction at former Bank Mutual property. The development will include a 250 ft x 120 ft building with an 80-stall parking lot. The existing building and parking lot will be removed, with exception of the driveways. Storm water management is currently being reviewed by Mr. Chad Shefchik and still needs to be approved.

Mr. Wiesner questioned if the color scheme is as shown in the plans, Ms. Labotte confirmed stating premium copper and not ACE red.

Mr. Fisher indicated that there is a 13-foot-wide sidewalk to keep everything neat and organized. Canopies were added to break the scale down over the sidewalk. Tried bringing scale of the building down as much as possible and squared off the front of the building. No other signage is proposed on the building. Mr. Struck asked if the ACE sign is back lit, Ms. Labotte explained similar to the current building signage which is LED. Mr. Fisher stated also be a pole sign out by the road located by the light pole and would like to see a two-pole metal post sign. The signage will be presented at a later date.

Mr. Struck questioned if the posts in front of the building are metal or wood. Ms. Labotte stated under the canopy in the front of the building will be pellets of mulch, stone, sand, and salt so the poles are steel impact resistant for fork lift driver. Mr. Struck questioned the color of the poles, Ms. Labotte and Mr. Fisher

confirmed bronze. Mr. Struck questioned the stone and canopy, Ms. Labotte stated the stone color as shown and canopy will be metal bronze like windows and doors.

Mr. Sullivan-Robinson stated questions the amount of metal exterior. Mr. Olejniczak questioned if additional signage would be considered. Ms. Labotte stated brands are ever changing and wanted to keep the current design as simple as possible.

Mr. Struck questioned raising the canopy pitch to 4x12 to hide some of the metal. Mr. Fisher presented a version of the pitch raised which the committee like better. Mr. Wiesner thought the metal building was appropriate for the purpose of the building.

Mr. Wiesner questioned if the lighting will be shielded, Ms. Labotte confirmed.

Mr. Mark Struck made a motion to approve as presented with colors and a 4x12 pitch. Seconded by Ms. Jorns. All in favored. Carried.

**Consideration of: Lexington Homes 14-unit Multiple Family Development located on east side of Grant Avenue:** Mr. Wiesner questioned the location of the new complex. Ms. Michelle Stempson, Lexington Homes, stated acquired the parcel next to the current Harbor Ridge complex and will build duplicate right next to that. Mr. Sullivan-Robinson stated Ms. Stempson received a conditional use approval from the Plan Commissions for this use. The pond was designated to the city.

Mr. Wiesner questioned if new complex will mimic the current complex, Ms. Stempson stated identical. Ms. Jorns questioned if the material and colors will mimic also, Ms. Stempson confirmed. Mr. Wiesner questioned a neighbor complaint with the first complex and is there concern with the new one. Mr. Olejniczak stated no concerns since.

Mr. Olejniczak indicated this project will have own storm water plan.

Mr. Wiesner questioned if the original 14-unit complex is full, Ms. Stempson confirmed. Mr. Olejniczak stated there was question why only one driveway and dumpster, however was approved as is by Planned Commissions. Mr. Wiesner questioned no direct access to the road from this complex, Ms. Stempson confirmed as the units will be emerged as one with one driveway access.

Mr. Struck questioned the landscaping plan. Ms. Olejniczak and Ms. Stempson stated matching the existing one with street trees every 50 feet, three canopy trees.

Mr. Wiesner questioned materials will be identical, Ms. Stempson confirmed with exception of lack of supplies. Ms. Stempson stated windows are 14-16 weeks out. Mr. Wiesner questioned any concerns with the cultured stone, Ms. Stempson stated a few but that's Dutch quality and working with another vender. Ms. Jorns questioned the timeline of this project, Ms. Stempson anticipates 11 months with hoping to get the foundation in this year. Ms. Stempson stated this building each unit has own hot water heater, furnace, central air and garage. Mr. Wiesner asked if marked rate, Ms. Stempson confirmed with one bedroom at \$925 up to \$1300 on end units. Mr. Olejniczak asked the demographics, Ms. Stempson stated a mixture.

Ms. Jorns made a motion accept as presented. Seconded by Mr. Struck. All in favored. Carried.

**Adjourn:** Moved by Ms. Jorns, seconded by Ms. Frank to adjourn. All ayes. Carried. The meeting adjourned at 7:31 p.m.

Respectfully submitted,

Candy Jeanquart  
Police Assistant

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**October 26, 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, Williams and Wiederanders were present. Also present: City Treasurer/Finance Director Clarizio, Door County Economic Development Executive Director Steve Jenkins and Office Accounting Assistant II Metzger.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders 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: Reallocate a portion of the 2021 budgeted funds for the Child Care Study to the Child Care Revolving Loan Fund Program.
5. Review bills.
6. Adjourn.

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

Consideration of: Reallocate a portion of the 2021 budgeted funds for the Child Care Study to the Child Care Revolving Loan Fund Program:

Door County Economic Development Executive Director Steve Jenkins explained that initially funding was requested to perform a child care study. There is already sufficient information on the problem that performing another study is not needed we know the issues, the lack of child care providers at an affordable cost. He stated DCEDC is looking to create a low interest revolving loan fund program for child care providers both home-based and group. The County has agreed to allow the use of its 2021 allocated funds, originally designated for a child care study, to apply towards the revolving loan program. We are asking that the City would do the same with the \$10,000 allocated for the study in the 2021 budget. Mr. Jenkins stated DCEDC believes they will be able secure matching funds to create a loan fund balance of \$60,000. They are exploring grants and other funding sources that will continue to support the program.

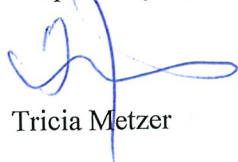
Moved by Alderperson William, seconded by Alderperson Wiederanders to recommend to Common Council to approve the reallocation of \$10,000 designated for the child care study to the Child Care Revolving Loan Fund Program, transferring the funds from miscellaneous consultants 01-199-000-57000 to DCEDC administration of programs 01-900-000-55850. Carried.

Review bills

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

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting 4:24pm.

Respectfully submitted,



Tricia Metzger

**Parking & Traffic  
November 1, 2021**

A meeting of the Parking & Traffic Committee was called to order at 3:31 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 Engineer Chad Shefchik, Ald. Seth Wiederanders 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: Bus Lane & No Parking signs by Sawyer Elementary School on Willow Drive from S. Lansing Ave. to S. Neenah Ave.**
5. Adjourn.

All in favor. Carried.

**Public comment.** No public comment.

**Consideration of: Bus Lane & No Parking signs by Sawyer Elementary School on Willow Drive from S. Lansing Ave. to S. Neenah Ave.** Ald. Reeths explained this agenda item was requested by Sawyer Elementary School and school resource officer Derrick Jennerjohn to avoid congestion at pickup and drop-off times at Sawyer Elementary School. Ald. Gustafson stated that Sawyer Elementary has been combined with the grades from Sunset Elementary School so there are more students at this location. City Engineer Chad Shefchik mentioned there would be 12 signs as well as posts, purchased by the school and installed by DPW. Derrick Jennerjohn also noted signs could limit parking Monday – Friday, 7 a.m. – 4 p.m.

Moved by Ald. Gustafson, seconded by Ald. Statz, to recommend to Council to place Bus Lane & No Parking signs by Sawyer Elementary School on Willow Drive from S. Lansing Ave. to S. Neenah Ave. Signs and posts to be purchased by the Sturgeon Bay School District and installed by DPW. All in favor. Carried.

Moved by Ald. Gustafson, seconded by Ald. Statz to adjourn. Meeting adjourned at 3:45 p.m.

Respectfully Submitted,

*Colleen K. DeGrave*

Colleen DeGrave  
Municipal Services Administrative Assistant



**Bicycle and Pedestrian Advisory Board Meeting Minutes  
Monday, November 8, 2021**

The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:01 p.m. by Chairperson Kirsten Reeths in 1<sup>st</sup> Floor Community Room, City Hall, 421 Michigan Street.

**Roll Call:** Members Chairperson Kirsten Reeths, Vice-Chairperson Chris Sullivan Robinson, Matt Marit, Matt Young, and Mark Smullen were present. Excused was Becky Kerwin. Also present was Police Assistant Candy Jeanquart.

**Adoption of agenda:** Moved by Ms. Reeths, Seconded by Mr. Sullivan-Robinson to adopt the following agenda:

1. Roll call.
  2. Approval of agenda.
  3. Approval of minutes from September 13, 2021.
  4. Public comment
  5. Discussion of: Crossing Guards
  6. Discussion of: 2022 Bike Rodeo
  7. Discussion of: Bike Stations within City of Sturgeon Bay
  8. Discussion of: City Calendar / Public Service Announcements
  9. Future agenda items
  10. Adjourn
- All in favor. Carried.

**Approval of minutes from September 13, 2021:** Moved by Ms. Reeths, Seconded by Mr. Young to approve the minutes from September 13, 2021. **All in favor. Carried.**

**Public comment on non-agenda items:** None.

**Discussion of: Crossing Guards:** Ms. Reeths spoke with Mr. Smullen who indicated a couple individuals would be needed and need to be aware of liability issues. The interested candidate would get a background check done. Ms. Reeths thought the position would posted as a city job. When speaking with the Sturgeon Bay Police Department, no one volunteered since the last Crossing Guard. Mr. Smullen confirmed no interested candidates and the position was paid out by the Sturgeon Bay Police Department / City of Sturgeon Bay the last he knew. The committee agreed on no further discussion due to no interest.

**Discussion of: 2022 Bike Rodeo:** Ms. Reeths spoke with City Administrator Josh VanLieshout and Police Chief Henry who indicated the Ship Yard Tour may be held May 7, 2022 which will require police assistance. Police Chief Henry suggested the Community Service Officers would be able to help with the Bike Rodeo and suggested rescheduling the event on a half day of school on school grounds. Mr. Smullen confirmed the only half-day in 2022 would be the last day of school.

Ms. Reeths suggested keeping May 7, 2022 for the event and possibly downsizing. In speaking with Bay Shore Outfitters, they are willing to participate. Mr. Smullen and Ms. Reeths will speak with Mr. Spencer Gustafson on status of volunteers. Further discussions and updates in future meetings.

**Discussion of: Bike Stations within City of Sturgeon Bay:** Ms. Reeths spoke with Destination Door County and Destination Sturgeon Bay who confirmed there are no repair kits. Ms. Reeth's suggested placing one in Market Square next to the designated area for electric cars. Mark at Bay Shore Outfitters would like to be a second location for a kit. Ms. Reeths will talk with Mr. Mike Barker in regards to getting two kits. Mr. Sullivan-Robinson suggested reaching out to Parks Department at the County as an employee was looking into building kits to be placed on the Ahnapee Trail. Discussion and updates at the next meeting.

**Discussion of: City Calendar / Public Service Announcements:** Ms. Reeths stated Mr. Marit updated the bike route map highlighting the route better. Mr. Marit distributed copies to the committee members. The last Parking and Traffic meeting voted for adding bikes, then approved by the City Council for five bike racks. Ms. Reeths spoke with Matt, Welding Instructor at NWTC, who agreed to make the bike racks using templates from previous bike racks made. These racks have rounded tops and can hold up to four bicycles. After the bike racks are completed their locations will be included on the City Map.

Mr. Marit asked the committee what additional information should be added to the map besides the routes. Mr. Young if the locations were confirmed for the bike repair kits, if so should be listed on the map. Ms. Reeths recommended the entertainment district on the west side, Mr. Sullivan-Robinson will send a link to be added. Ms. Reeths recommended the bike shops, such as Nor Door and Bay Shore Outfitters. Mr. Sullivan-Robinson suggested distinguishing Big Hill Park from the other parks due to having a off road trail. Mr. Sullivan-Robinson recommended adding the Ahnapee Trail and Mr. Marit questioned how it should display on the map. The committee agree to listing the Ahnapee Trail a different color from the bike routes. Mr. Young suggested adding Crossroads along with the path from the highway to that location.

Ms. Reeths explained the updated map will not be included in the 2022 Destination Sturgeon Bay visitor's portfolio. When the map is completed, it will be provided to them to distribute to visitors.

Ms. Reeths confirmed Mr. Sullivan-Robinson was adding public service announcements/events to the city website. Mr. Sullivan-Robinson confirmed indicating staff is assisting and indicated receiving good feedback. Ms. Reeths stated going forward continue to provide the information to Mr. Sullivan-Robinson.

**Future agenda items:**

- **Discussion of: Update on City Calendar**
- **Discussion of: 2022 Bike Rodeo**
- **Discussion of: Bike stations within City of Sturgeon Bay**
- **Discussion of: Bike Friendly Community Scorecard**

**Move to adjourn. All in favor. Carried.** Meeting adjourned at 4:35 p.m.

Respectfully submitted,

*Candy Jeanquart*

Candy Jeanquart  
Police 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 SEPTEMBER 2021 FIRE REPORT

SEPTEMBER INCIDENTS: 151  
2021 TOTAL INCIDENTS: 1,242

#### INCIDENTS BY JURISDICTION:

#### AVERAGE RESPONSE TIME:

<b>CITY - East Side:</b>	<u>102</u> Year to Date: <u>805</u>	EMERGENT: <u>3.54 Minutes</u>	NON-EMERGENT: <u>4.41 Minutes</u>
76 – Medical Incident	06 – Vehicle Accident	01 – Gas Leak	
01 – Cooking Fire	01 – Vehicle Fire	17 – Alarm/Detector Activation, No Fire	
<b>CITY - West Side:</b>	<u>33</u> Year to Date: <u>298</u>	EMERGENT: <u>4.01 Minutes</u>	NON-EMERGENT: <u>4.10 Minutes</u>
28 – Medical Incident	01 – Gas Leak	02 – Alarm/Detector Activation, No Fire	
01 – Gas/Flammable Liquid Spill	01 – Public Service		
<b>Town of Sevastopol:</b>	<u>11</u> Year to Date: <u>79</u>	EMERGENT: <u>7.56 Minutes</u>	NON-EMERGENT: <u>9.34 Minutes</u>
04 – Medical Incident	03 – Vehicle Accident	01 – Carbon Monoxide Incident	
01 – Vehicle Fire	02 – Alarm/Detector Activation, No Fire		
<b>Town of Sturgeon Bay:</b>	<u>04</u> Year to Date: <u>43</u>	EMERGENT: <u>6.56 Minutes</u>	NON-EMERGENT: <u>8.47 Minutes</u>
04 – Medical Incident			

#### MUTUAL AID/MABAS INCIDENTS

<b>Southern Door:</b>	<u>01</u> Year to Date: <u>09</u>
01 – Chimney Fire	
<b>Brussels, Union, Gardner:</b>	<u>0</u> Year to Date: <u>04</u>
<b>Gibraltar:</b>	<u>0</u> Year to Date: <u>01</u>
<b>Sister Bay/Liberty Grove:</b>	<u>0</u> Year to Date: <u>01</u>
<b>Jacksonport:</b>	<u>0</u> Year to Date: <u>01</u>
<b>Egg Harbor:</b>	<u>0</u> Year to Date: <u>01</u>

#### INSPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>159</u>	<u>19</u>	<u>08</u>	<u>196.82</u>
Inspections – Town of Sevastopol:	<u>06</u>	<u>0</u>	<u>01</u>	<u>3.20</u>
Inspections – Town of Sturgeon Bay:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Jacksonport:	<u>19</u>	<u>01</u>	<u>0</u>	<u>9.13</u>

Sevastopol Burn Permit:

Permits Issued for Month: 07

Year to Date Permits Issued: 72

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

### **MAINTENANCE:**

Firefighters conducted maintenance and repairs on SCBA units; repaired pillars at Westside Station; pulled weeds and lawn maintenance at Westside Station; organized and put new tools into service; conducted oil change and filters on Chief 10, Utility 15 and Brush 5; computer/router work on apparatus; cleaned port-security cameras at Sawyer Park; prepped for hydro testing; repaired turn signal on Engine 6; replaced lights on Marine 2 trailer; removed the sunshade at the Skate Park for DPW and repaired headlights on Squad 7.

### **TRAINING:**

244.6 hours of training was conducted in September. Firefighters trained with driver/operator procedures; multi-gas meters; vehicle extrication and stabilization and three part-time firefighters began Emergency Medical Responder (EMR) training at NWTC.

### **OTHER:**

Fire Chief and AC attended City and other Town meetings; installed three car seats; created fire prevention safety videos for the schools; conducted CPR training for employees of Sturgeon Bay Utilities and firefighters presented fire safety/extinguisher demos for employees at Cardinal Ridge and Cherry Cove. We participated in the parade and bonfire for Sturgeon Bay High School and put up the flag, using Truck 2 for Harvest Fest.



# STURGEON BAY POLICE DEPARTMENT



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

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

From:               Assistant Chief Daniel J. Brinkman

Subject:            Monthly Report for October, 2021

Date:                November 3, 2021

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

## Crimes Investigated

The Department, during the month, investigated a total of 52 crimes.

These crimes can be broken down and classified as follows.

Disorderly Conduct.....	03
Possess Controlled Substance.....	05
Bail Jump.....	02
Domestic Abuse.....	05
Theft.....	12
Fraud / Forgery.....	09
Identity Theft.....	01
Threats to Injure.....	03
Criminal Damage to Property.....	06
Custodial Interference.....	02
Death Investigation.....	01
Weapon Offense.....	01
Sex Offense.....	02
<b>TOTAL 52</b>	

## Arrests

The Department completed a total of 99 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

### A. Felony Crime Arrest

Bail Jumping.....	04
Bribery of Public Officer.....	01
False Imprisonment.....	01
<b>TOTAL 06</b>	

<b>B. Misdemeanor Crime Arrests</b>	
Disorderly Conduct.....	05
Bail Jump.....	02
Battery.....	03
Criminal Damage to Property.....	02
Possess Controlled Substance.....	02
Possess Drug Paraphernalia.....	01
Weapon Offense.....	01
	<b>TOTAL 16</b>

<b>Wisconsin Probation &amp; Parole Arrests / Warrant Arrests .....</b>	<b>03</b>
	<b>TOTAL 03</b>

<b>C. Ordinance Violation Arrests</b>	
Disorderly Conduct .....	01
Meddle w/Destruction of Property .....	02
Disorderly Conduct with Motor Vehicle .....	02
Possess Marijuana .....	04
Littering.....	02
Retail Theft.....	01
Possess Drug Paraphernalia.....	01
	<b>TOTAL 13</b>

<b>D. Traffic Crime Arrests</b>	
Operate while Intoxicated.....	06
Operate while Revoked.....	05
Ignition Interlock Tampering.....	03
	<b>TOTAL 14</b>

<b>E. Traffic Violation Arrests</b>	
Operate Motor Vehicle while Intoxicated.....	04
Operate Motor Vehicle while Suspended/Revoked.....	02
Speeding.....	16
No Valid Driver's License.....	03
Operate M/V without Insurance.....	01
Miscellaneous Violations.....	21
	<b>TOTAL 47</b>

In addition to the preceding arrests, the Department conducted a total of 176 traffic stops during the month and logged 49 violations for various motor vehicle defects and local ordinances and issued 44 written warnings for those violations. A total of 09 parking tickets were issued for violations throughout the city.

### Traffic Accidents

The Department during the month investigated a total of 16 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities .....	00
B.	Motor Vehicle Accidents Involving Injuries.....	01
C.	Motor Vehicle Accidents Involving Property Damage .....	13
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage .....	02
	(less than \$1,000.00)	<b>TOTAL 16</b>

### Police Service Calls

Department members handled 423 service calls during the month. These calls consist of both citizen requests for police service as described below (352), crimes investigated (52), traffic accidents investigated (16), and Wisconsin Probation and Parole Assists (03).

A.	Traffic and Road Incidents.....	87
	This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.	
B.	Noise Complaints.....	05
	These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C.	Sick and Injured Persons.....	13
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms.....	28
	Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E.	Complaints Involving Animals.....	10
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes.....	06
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G.	Escorts.....	02
	Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	

H. Citizen Assist .....45

This category is broad and involves such services as assistance in gas drive-off, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.

I. Assistance Rendered to Other Agencies.....07

Includes assistance to other law enforcement and government agencies.

J. Suspicious Person / Vehicle / Circumstance .....34

Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.

K. Self-Initiated Field Activity.....04

All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.

L. Juvenile Problems .....12

Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.

M. Miscellaneous Incidents .....70

Includes arrest warrants served, recovered property calls, unfounded calls for police service and minor calls for police service. This category includes 9-1-1 calls investigated by Department members during the month.

N. Welfare Checks .....29

Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.

**TOTAL 352**

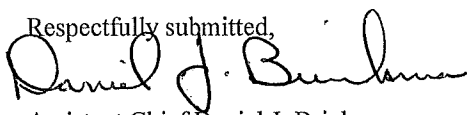
**Department Training**

The Joint SWAT Team and Dive Team completed their monthly training. All sworn personnel completed the state mandated Emergency Vehicle Operations Course (EVOC). EVOC is instructed by department officers who are state certified to conduct this training.

**Public Education**

Assistant Chief Brinkman presented Civilian Response to Active Threat Events to the Learning in Retirement group held at the ADRC.

Respectfully submitted,



Assistant Chief Daniel J. Brinkman

OCTOBER 2021 BANK RECONCILIATIONCHECKING ACCOUNTS

GENERAL FUND		ARPA	
NICOLET		NICOLET	
PRIOR G/L BALANCE	1,967,056.80	467,587.87	
REVENUE	795,836.89	11.15	254,913.75
DISBURSEMENTS	1,437,454.95	0.00	0.00
AMOUNT IN TRANSIT	9,524.87	0.00	338.37
ADJUSTMENTS	10,184.21	0.00	0.00
ENDING BALANCE	1,326,098.08	467,599.02	254,575.38

BANK BALANCE	1,345,475.14	467,599.02	254,575.38
LESS OUTS, CHECKS	19,377.06	0.00	0.00
	1,326,098.08	467,599.02	254,575.38

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND	
INVESTMENTS	
PRIOR G/L BALANCE	254,913.75
REVENUE	0.00
DISBURSEMENTS	338.37
AMOUNT IN TRANSIT	0.00
ADJUSTMENTS	0.00
ENDING BALANCE	254,575.38

SAVINGS ACCOUNTS

GENERAL FUND		GENERAL FUND		CAPITAL - BUILDING DEBT		CAPITAL PROJECTS		CAPITAL PROJECTS DEBT		TIF #3 CONSTRUCTION		TIF #3 DEBT	
STATE - #2		NICOLET BANK - MMBI		STATE - #9		STATE - #13		STATE - #15		STATE - #14		STATE - #08	
PRIOR G/L BALANCE	4,864,357.26	20,134.90	6,325.64	2,237,206.81	214,763.90	6,815.03	786,158.21						
REVENUE	12,611.75	0.16	0.28	99.46	9.55	0.30	34.95						
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ENDING BALANCE	4,876,969.01	20,135.06	6,325.92	2,237,306.27	214,773.45	6,815.33	786,193.16						

BANK BALANCE	4,876,969.01	20,135.06	6,325.92	2,237,306.27	214,773.45	6,815.33	786,193.16						
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TIF #1 DEBT		TIF #2		TIF #2 DEBT 98A&B		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TID #4 CONSTRUCTION	
STATE - #11		STATE - #3		STATE - #10		CONST. - STATE - #06		CAP. INT. - STATE - #7		STATE - #12		STATE - #01	
PRIOR G/L BALANCE	453,748.35	13,319.53	3,787,393.25	56,271.20	34.41	76,602.36	184,687.87						
REVENUE	20.17	0.59	168.37	2.50	0.00	3.41	8.12						
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	12,056.93						
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00						
ENDING BALANCE	453,768.52	13,320.12	3,787,561.62	56,273.70	34.41	76,605.77	174,839.06						

BANK BALANCE	453,768.52	13,320.12	3,787,561.62	56,273.70	34.41	76,605.77	174,839.06						
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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

ARTMENT DESCRIPTION	OCTOBER		VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL		VARI- ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	ACTUAL		YEAR-TO-DATE ACTUAL	ACTUAL	
REVENUES	13,011,245.00	281,774.80	(97.8)	13,011,245.00	13,011,245.00		9,712,636.46	(25.3)	
GENERAL FUND	13,011,245.00	281,774.80	(97.8)	13,011,245.00	13,011,245.00		9,712,636.46	(25.3)	
TOTAL REVENUES	13,011,245.00	281,774.80	(97.8)	13,011,245.00	13,011,245.00		9,712,636.46	(25.3)	
EXPENSES									
GENERAL FUND	1,165,775.00	48,153.06	95.8	1,278,275.00	1,303,275.00	1,361,508.07	(4.4)		
MAYOR	12,885.00	915.02	92.8	12,885.00	12,885.00	9,150.20	28.9		
CITY COUNCIL	71,420.00	5,197.36	92.7	71,420.00	71,420.00	52,733.97	26.1		
IAM/LEGAL	86,000.00	4,625.00	94.6	86,000.00	86,000.00	63,827.12	25.7		
CITY CLERK-TREASURER	450,630.00	35,192.97	92.1	450,630.00	450,630.00	370,278.19	17.8		
ADMINISTRATION	180,040.00	14,575.52	91.9	180,040.00	180,040.00	152,568.88	15.2		
COMPUTER	121,750.00	11,528.94	90.5	121,750.00	121,750.00	87,898.53	27.8		
CITY ASSESSOR	89,708.34	4,916.67	94.5	89,783.32	89,800.00	55,447.23	38.2		
BOARD OF REVIEW	1,520.00	0.00	100.0	1,520.00	1,520.00	0.00	100.0		
BUILDING/ZONING CODE ENFORCEM	104,505.00	11,098.75	89.3	104,505.00	104,505.00	89,524.41	14.3		
MUNICIPAL SERVICES ADMIN.	241,535.00	18,532.06	92.3	241,535.00	241,535.00	196,573.49	18.6		
PUBLIC WORKS ADMINISTRATION	232,335.00	18,251.64	92.1	232,335.00	232,335.00	188,087.28	19.0		
ELECTIONS DEPARTMENT	27,180.00	0.00	100.0	27,180.00	27,180.00	12,872.82	52.6		
CITY HALL	165,715.00	13,275.53	91.9	165,715.00	165,715.00	142,502.16	14.0		
INSURANCE	288,290.00	12,938.35	95.5	288,290.00	288,290.00	247,951.78	13.9		
GENERAL EXPENDITURES	1,482,665.00	3,888.04	99.7	1,482,665.00	1,482,665.00	169,254.05	88.5		
POLICE DEPARTMENT	472,875.00	43,831.16	90.7	472,875.00	472,875.00	398,689.61	15.6		
PATROL BOAT	15,310.00	0.00	100.0	15,310.00	15,310.00	8,198.45	46.4		
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
POLICE DEPARTMENT/PATROL	2,301,730.00	177,176.84	92.3	2,301,730.00	2,301,730.00	1,852,894.99	19.4		
POLICE DEPT. / INVESTIGATIONS	294,740.00	12,202.82	95.8	294,740.00	294,740.00	131,410.69	55.4		
FIRE DEPARTMENT	2,055,590.00	166,686.64	91.8	2,055,590.00	2,055,590.00	1,653,638.80	19.5		
STORM SEWERS	36,110.00	2,751.28	92.3	36,110.00	36,110.00	28,747.43	20.3		
LARGE ITEM PICKUP / LEAF COLL	53,845.00	205.72	99.6	53,845.00	53,845.00	1,910.11	96.4		
COMPOST/SOLID WASTE SITE	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
STREET SWEEPING	43,675.00	4,463.82	89.7	43,675.00	43,675.00	32,627.13	25.2		
WEED ABATEMENT	4,005.00	0.00	100.0	4,005.00	4,005.00	1,352.90	66.2		
ROADWAYS/STREETS	241,115.00	15,383.28	93.6	241,115.00	241,115.00	152,242.42	36.8		
SNOW REMOVAL	223,000.00	1,511.68	99.3	223,000.00	223,000.00	110,256.73	50.5		
STREET SIGNS AND MARKINGS	52,375.00	4,396.08	91.6	52,375.00	52,375.00	27,958.20	46.6		
CURB/GUTTER/SIDEWALK	24,365.00	1,056.30	95.6	24,365.00	24,365.00	26,245.24	(7.7)		
STREET MACHINERY	215,050.00	19,803.06	90.7	215,050.00	215,050.00	124,021.00	42.3		
CITY GARAGE	64,590.00	2,518.72	96.1	64,590.00	64,590.00	46,968.83	27.2		
CELEBRATION & ENTERTAINMENT	43,020.00	269.82	99.3	43,020.00	43,020.00	33,390.36	22.3		
HIGHWAYS - GENERAL	492,000.00	33,380.61	93.2	492,000.00	492,000.00	353,869.28	28.0		
PARK & RECREATION ADMIN	104,785.00	6,443.46	93.8	104,785.00	104,785.00	77,987.29	25.5		
PARKS AND PLAYGROUNDS	514,830.00	39,531.17	92.3	514,830.00	514,830.00	430,906.19	16.3		
BALLFIELDS	29,520.00	883.37	97.0	29,520.00	29,520.00	9,457.02	67.9		



CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
EXPENSES							
ICE RINKS	12,130.00	0.00	100.0	12,130.00	12,130.00	7,232.32	40.3
BEACHES	5,400.00	0.00	100.0	5,400.00	5,400.00	223.90	95.8
MUNICIPAL DOCKS	48,780.00	4,836.34	90.0	48,780.00	48,780.00	24,113.71	50.5
WATER WEED MANAGEMENT	86,115.00	558.80	99.3	86,115.00	86,115.00	47,690.71	44.6
WATERFRONT PARKS & WALKWAYS	77,365.00	8,101.79	89.5	77,365.00	77,365.00	73,049.03	5.5
EMPLOYEE BENEFITS	44,700.00	1,199.76	97.3	44,700.00	44,700.00	32,104.61	28.1
PUBLIC FACILITIES	81,000.00	0.00	100.0	81,000.00	81,000.00	50,673.78	37.4
BOARDS AND COMMISSIONS	880.00	53.85	93.8	880.00	880.00	380.75	56.7
COMMUNITY & ECONOMIC DEVLPMT	419,460.00	37,299.28	91.1	419,460.00	419,460.00	332,657.61	20.6
TOTAL EXPENSES	12,780,313.34	787,634.56	93.8	12,892,888.32	12,917,905.00	9,271,077.27	28.2
TOTAL FUND REVENUES	13,011,245.00	281,774.80	(97.8)	13,011,245.00	13,011,245.00	9,712,636.46	(25.3)
TOTAL FUND EXPENSES	12,780,313.34	787,634.56	93.8	12,892,888.32	12,917,905.00	9,271,077.27	28.2
SURPLUS (DEFICIT)	230,931.66	(505,859.76)	(319.0)	118,356.68	93,340.00	441,559.19	373.0

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL		% VARI- ANCE
				YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL				
REVENUES	2,729,375.00	127,988.39	(95.3)	2,729,375.00	2,729,375.00		2,841,302.69	4.1	
PATROL									
TOTAL REVENUES	2,729,375.00	127,988.39	(95.3)	2,729,375.00	2,729,375.00		2,841,302.69	4.1	
EXPENSES									
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
COMPUTER	29,500.00	0.00	100.0	29,500.00	0.00		14,500.00	50.8	
CITY ASSESSOR	5,000.00	0.00	100.0	5,000.00	0.00		0.00	100.0	
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
ELECTIONS	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
CITY HALL	454,583.34	28,805.88	93.6	585,833.32	615,000.00		332,845.81	45.8	
GENERAL EXPENDITURES	4,070.00	168,964.36	(4051.4)	4,070.00	4,070.00		1,191,104.78	(9165.4)	
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
PATROL BOAT	0.00	0.00	0.00	0.00	0.00		0.00	0.0	
PATROL	238,735.00	0.00	100.0	238,735.00	0.00		131,608.91	44.8	
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
FIRE DEPARTMENT	34,800.00	0.00	100.0	34,800.00	0.00		70,079.47	(101.3)	
STORM SEWERS	70,000.00	1,007.00	98.5	70,000.00	70,000.00		16,166.77	76.9	
SOLID WASTE MGMT/REFUSE/RECYC	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
ROADWAYS/STREETS	1,090,000.00	0.00	0.0	1,090,000.00	0.00		0.00	0.0	
SNOW REMOVAL	0.00	155,900.01	85.6	0.00	0.00		1,211,751.64	(11.1)	
CURB/GUTTER/SIDEWALK	132,500.00	700.00	99.4	132,500.00	0.00		156,106.30	(17.8)	
CITY GARAGE	15,000.00	0.00	100.0	15,000.00	0.00		16,543.79	(10.2)	
PARKS AND PLAYGROUNDS	288,430.00	30,506.00	89.4	288,430.00	0.00		247,093.32	14.3	
BALLFIELDS	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
ICE RINKS	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
BEACHES	166.67	0.00	100.0	1,666.66	0.00		0.00	100.0	
MUNICIPAL DOCKS	61,430.00	0.00	100.0	61,430.00	0.00		0.00	100.0	
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
WATERFRONT PARKS & WALKWAYS	115,000.00	8,185.86	92.8	115,000.00	0.00		34,264.36	70.2	
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
PUBLIC FACILITIES	14,910.00	0.00	100.0	14,910.00	0.00		0.00	100.0	
COMMUNITY & ECONOMIC DEVLPMNT	0.00	0.00	0.0	0.00	0.00		0.00	0.0	
TOTAL EXPENSES	2,554,125.01	394,069.11	84.5	2,686,874.98	2,716,375.00		3,422,065.15	(25.9)	
TOTAL FUND REVENUES	2,729,375.00	127,988.39	(95.3)	2,729,375.00	2,729,375.00		2,841,302.69	4.1	
TOTAL FUND EXPENSES	2,554,125.01	394,069.11	84.5	2,686,874.98	2,716,375.00		3,422,065.15	(25.9)	
SURPLUS (DEFICIT)	175,249.99	(266,080.72)	(251.8)	42,500.02	13,000.00		(580,762.46)	(4567.4)	

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: ARPA -AMERICAN RESCUE PLAN ACT  
 FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
ARPA / GENERAL	0.00	11.15	100.0	0.00	0.00	467,599.02	100.0
TOTAL REVENUES	0.00	11.15	100.0	0.00	0.00	467,599.02	100.0

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV  
 FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
CABLE TV / GENERAL	123,057.09	0.00	100.0	145,800.82	150,855.00	154,516.11	2.4
TOTAL REVENUES	123,057.09	0.00	100.0	145,800.82	150,855.00	154,516.11	2.4
EXPENSES							
CABLE TV / GENERAL	112,625.00	5,245.40	95.3	112,625.00	112,625.00	100,848.08	10.4
TOTAL EXPENSES	112,625.00	5,245.40	95.3	112,625.00	112,625.00	100,848.08	10.4
TOTAL FUND REVENUES	123,057.09	0.00	100.0	145,800.82	150,855.00	154,516.11	2.4
TOTAL FUND EXPENSES	112,625.00	5,245.40	95.3	112,625.00	112,625.00	100,848.08	10.4
SURPLUS (DEFICIT)	10,432.09	(5,245.40)	(150.2)	33,175.82	38,230.00	53,668.03	40.3

FOR FUND: TOURISM FUND  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

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

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	2,610,230.00	171.46	(99.9)	2,610,230.00	2,610,230.00	4,689,088.09	79.6
TOTAL REVENUES	2,610,230.00	171.46	(99.9)	2,610,230.00	2,610,230.00	4,689,088.09	79.6
EXPENSES							
TID DISTRICT #2	1,976,242.00	0.00	100.0	1,976,242.00	1,976,242.00	3,987,322.87	(101.7)
TOTAL EXPENSES	1,976,242.00	0.00	100.0	1,976,242.00	1,976,242.00	3,987,322.87	(101.7)
TOTAL FUND REVENUES	2,610,230.00	171.46	(99.9)	2,610,230.00	2,610,230.00	4,689,088.09	79.6
TOTAL FUND EXPENSES	1,976,242.00	0.00	100.0	1,976,242.00	1,976,242.00	3,987,322.87	(101.7)
SURPLUS (DEFICIT)	633,988.00	171.46	(99.9)	633,988.00	633,988.00	701,765.22	10.6

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	941,158.00	20.17	(99.9)	941,158.00	941,158.00	940,549.59	0.0
TOTAL REVENUES	941,158.00	20.17	(99.9)	941,158.00	941,158.00	940,549.59	0.0
EXPENSES							
TID #1 DISTRICT	888,298.00	0.00	100.0	888,298.00	888,298.00	888,298.43	0.0
TOTAL EXPENSES	888,298.00	0.00	100.0	888,298.00	888,298.00	888,298.43	0.0
TOTAL FUND REVENUES	941,158.00	20.17	(99.9)	941,158.00	941,158.00	940,549.59	0.0
TOTAL FUND EXPENSES	888,298.00	0.00	100.0	888,298.00	888,298.00	888,298.43	0.0
SURPLUS (DEFICIT)	52,860.00	20.17	(99.9)	52,860.00	52,860.00	52,251.16	(1.1)

FOR FUND: TID #3 DISTRICT  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #3 DISTRICT	61,841.00	35.25	(99.9)	61,841.00	61,841.00	61,145.04	(1.1)
TOTAL REVENUES	61,841.00	35.25	(99.9)	61,841.00	61,841.00	61,145.04	(1.1)
EXPENSES							
TID #3 DISTRICT	126,796.00	0.00	100.0	126,796.00	126,796.00	119,962.50	5.3
TOTAL EXPENSES	126,796.00	0.00	100.0	126,796.00	126,796.00	119,962.50	5.3
TOTAL FUND REVENUES	61,841.00	35.25	(99.9)	61,841.00	61,841.00	61,145.04	(1.1)
TOTAL FUND EXPENSES	126,796.00	0.00	100.0	126,796.00	126,796.00	119,962.50	5.3
SURPLUS (DEFICIT)	(64,955.00)	35.25	(100.0)	(64,955.00)	(64,955.00)	(58,817.46)	(9.4)



CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT  
 FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #4 DISTRICT	1,906,605.34	11.53	(99.9)	1,976,610.32	1,992,167.00	1,300,787.97	(34.7)
TOTAL REVENUES	1,906,605.34	11.53	(99.9)	1,976,610.32	1,992,167.00	1,300,787.97	(34.7)
EXPENSES							
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TID #4 DISTRICT	2,067,848.34	9,856.93	99.5	2,145,548.32	2,162,815.00	1,545,140.07	28.5
TOTAL EXPENSES	2,067,848.34	9,856.93	99.5	2,145,548.32	2,162,815.00	1,545,140.07	28.5
TOTAL FUND REVENUES	1,906,605.34	11.53	(99.9)	1,976,610.32	1,992,167.00	1,300,787.97	(34.7)
TOTAL FUND EXPENSES	2,067,848.34	9,856.93	99.5	2,145,548.32	2,162,815.00	1,545,140.07	28.5
SURPLUS (DEFICIT)	(161,243.00)	(9,845.40)	(93.8)	(168,938.00)	(170,648.00)	(244,352.10)	43.1

FOR FUND: TID #5 DISTRICT  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES						
TID #5 DISTRICT	0.00	7,750.00	100.0	0.00	7,750.00	100.0
TOTAL EXPENSES	0.00	7,750.00	100.0	0.00	7,750.00	100.0

FOR FUND: REVOLVING LOAN FUND (STATE)  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVOLVING LOAN FUND (STATE)	0.00	0.00	0.0	0.00	0.00	1.74	100.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	1.74	100.0
EXPENSES							
REVOLVING LOAN FUND (STATE)	0.00	0.00	0.0	0.00	0.00	1.74	100.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	1.74	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	1.74	100.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	1.74	100.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.0

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	1,333,365.00	50,498.21	(96.2)	1,333,365.00	1,333,365.00	454,049.30	(65.9)
TOTAL REVENUES	1,333,365.00	50,498.21	(96.2)	1,333,365.00	1,333,365.00	454,049.30	(65.9)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	638,480.43	42,940.33	93.2	1,212,774.14	1,340,395.00	833,758.66	37.7
TOTAL EXPENSES	638,480.43	42,940.33	93.2	1,212,774.14	1,340,395.00	833,758.66	37.7
TOTAL FUND REVENUES	1,333,365.00	50,498.21	(96.2)	1,333,365.00	1,333,365.00	454,049.30	(65.9)
TOTAL FUND EXPENSES	638,480.43	42,940.33	93.2	1,212,774.14	1,340,395.00	833,758.66	37.7
SURPLUS (DEFICIT)	694,884.57	7,557.88	(98.9)	120,590.86	(7,030.00)	(379,709.36)	5301.2

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES					
COMPOST SITE ENTERPRISE FUND	15,567.51	10,914.70	(29.8)	119,674.98	142,810.00
TOTAL REVENUES	15,567.51	10,914.70	(29.8)	119,674.98	142,810.00
EXPENSES					
COMPOST SITE ENTERPRISE FUND	5,807.15	6,576.23	(13.2)	58,070.70	69,685.00
TOTAL EXPENSES	5,807.15	6,576.23	(13.2)	58,070.70	69,685.00
TOTAL FUND REVENUES	15,567.51	10,914.70	(29.8)	119,674.98	142,810.00
TOTAL FUND EXPENSES	5,807.15	6,576.23	(13.2)	58,070.70	69,685.00
SURPLUS (DEFICIT)	9,760.36	4,338.47	(55.5)	61,604.28	73,125.00

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS  
FOR 10 PERIODS ENDING OCTOBER 31, 2021

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	VARI- ANCE	FISCAL		FISCAL	
				YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE	ANNUAL
				BUDGET	BUDGET	ACTUAL	ACTUAL
TOTAL MUNICIPAL REVENUES	22,732,443.94	471,425.66	(97.9)	22,929,300.12	22,973,046.00	20,731,312.20	(9.7)
TOTAL MUNICIPAL EXPENSES	21,150,535.27	1,254,072.56	94.0	22,100,117.46	22,311,136.00	20,243,892.64	9.2
SURPLUS (DEFICIT)	1,581,908.67	(782,646.90)	(149.4)	829,182.66	661,910.00	487,419.56	(26.3)

**BEVERAGE OPERATOR LICENSES**

1. Glasheen, Kenneth B.
2. Hallam, Jacob K.

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant: Destination Sturgeon Bay  
 Name of Event: Unwrapping Sturgeon Bay  
 Contact Phone #: 920 743 6246  
 Date(s) of Event: Nov 19, 2021 Time: 6pm-8pm  
 Estimated # of Attendees: 500+  
 Specific Location: See map attached

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

What arrangements are made for clean up? contract with city


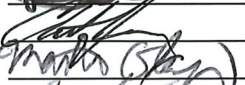
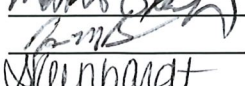
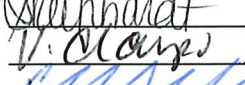
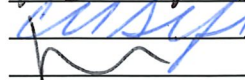
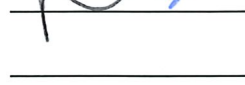


Other comments or explanation: \_\_\_\_\_

Signature of Responsible Party: Calley Curtis

Address: 36 S. 3rd Ave, Sturgeon Bay

Date Submitted: Oct 29, 2021

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

Approval:	Fire Chief:		Date:	<u>11-1-21</u>
	Police Chief:		Date:	<u>11-1-21</u>
	Comm. Dev:		Date:	<u>11-1-21</u>
	Streets/Parks:		Date:	<u>11-1-21</u>
	City Clerk:		Date:	<u>11/1/21</u>
	Finance Dir:		Date:	<u>11/1/21</u>
	City Engineer:		Date:	<u>11-1-21</u>
	City Admin:		Date:	<u>11/1/21</u>

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 See Map, 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 29 day of October, 2021.

By: Mr. Ehl-Flaherty (Exec. Director)

By: Calley Davis  
marketing events 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: 10/29/2021

Geetha Pradeep  
(Exec. Director)

Dated: 10/29/21

Paul Parks  
Marketing & events director

Company Name (if applicable): Destination Sturgeon Bay

Billing Address: 36 S. 3rd Ave  
Sturgeon Bay, WI 54235

Telephone: 9204956246



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/20/2021

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 NAME:</b> PHILIP J SCHMITZ <b>PHONE (A/C, No, Ext):</b> 920-473-4400 <b>E-MAIL ADDRESS:</b> Phil@SchmitzInsurance.com <b>FAX (A/C, No):</b> 8153019066	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> West Bend - NSI	
		<b>INSURER B:</b> Travelers Indemnity Company of Connecticut	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 20211020185646779 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	A615463	07/18/2021	07/18/2022	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 \$
	<input type="checkbox"/> <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	07/18/2021	07/18/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$	N	N	A629733	07/18/2020	07/18/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
	<input type="checkbox"/> <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	N/A	N	UB5K77609A	05/11/2021	05/11/2022	<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)

UnWrapping Sturgeon Bay Event  
6pm to 9pm  
Downtown Sturgeon Bay

<b>CERTIFICATE HOLDER</b>  City of Sturgeon Bay UnWrapping Sturgeon Bay 421 Michigan St Sturgeon Bay WI 54235  Email: carly@sturgeonbay.net	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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# Unwrapping Sturgeon Bay

## November 19, 6pm-8pm



The parade route is as shown above. The parade will 'end' at Jefferson St. & 3rd Ave. but the firetruck will continue to lead vehicles down 4th Avenue to Market Square for additional parking. Overflow from the Sawyer Park lot will go down Neenah Ave. (if needed) and those vehicles will go off first, rather than the vehicles in the Sawyer Park lot. If there are any questions, please don't hesitate to reach out!

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

We, the Parking & Traffic Committee, hereby recommend to approve placing Bus Lane & No Parking signs by Sawyer Elementary School on Willow Drive from S. Lansing Ave. to S. Neenah Ave. Signs and posts to be purchased by the Sturgeon Bay School District and installed by DPW. Respectfully submitted,

PARKING & TRAFFIC COMMITTEE

By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 1, 2021

\* \* \* \* \*

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

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

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



CONSIDERATION OF: BUS LANE & NO PARKING SIGNS BY SAUHEL  
SCHOOL ON WILLOW DRIVE FROM  
SLANSING AVE TO SNEENAN AVE



- No Parking, Stopping, Standing from utility box West  
to S. Sneenan Ave East on South side of road.

- Bus Parking only  
from current yellow East  
to utility box West on North side of road



## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the changes to the definition of unreasonable, excessive and unnecessary noise in section 10.09(1)(b), relocate the noise exception permit, and add a definition of commercial area under as follows:

**Existing**

- (b) Unreasonable, excessive and unnecessary noise: Noise measured with a sound level meter, in excess of 55 dBa between 10:00 p.m. and 6:30 a.m., when measured at any property within the city, which is designated as a residential area. Noise measured, with a sound level meter, in excess of 90 dBa at all other times, when measured at any property within the city, which is designated as a residential area.

**Proposed**

- (b) *Unreasonable, excessive and unnecessary noise:*

Noise outside of the allowed time frame and / or measured with a sound level meter, in excess of any of the following:

1. 55 dBa between 10:00 p.m. and 6:30 a.m., when measured at any property within the city, which is designated as a residential area.
2. 90 dBa at all other times, when measured at any property within the city, which is designated as a residential area.
3. Amplified music within a commercial area during the following hours:

Sunday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
 Monday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
 Tuesday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
 Wednesday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
 Thursday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
 Friday 12:00 a.m. – 6:30 a.m.  
 Saturday 12:00 a.m. – 6:30 a.m.

- (f) Commercial area: All areas within the City of Sturgeon Bay with the designation of C-1, C-2, C-3, C-4, or C-5.
- (5) Exception permit. Person(s) requesting exceptions through the common council must complete an application form for the requested exception, and submit it to the

city clerk's office, with a permit fee in an amount set by the common council. Applications must be submitted at least 30 days prior to the date or dates of the requested exception. Exceptions may include time limitations, sound levels or a combination of both. (Approval of exception requests is at the discretion of the common council who reserves the right to deny any exception requests).

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 3, 2021

\* \* \* \* \*

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

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

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

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



TITLE: SECTION 10.09 – Unnecessary, Excessive and Unreasonable Noise


SUMMARY: Due to complaints within the downtown business areas associated with amplified music, Community Protection and Services directed City staff to create rules for amplified music during the nighttime hours. The draft ordinance would consider any amplified music complaints received within the Commercial District between the hours of 10:00 PM to 6:30 AM during the week days or 12:00 AM to 6:30 AM on the weekend to be a nuisance. In your packet is a copy of that ordinance as well as a recommendation from CP&S to approve the draft as presented.

OPTIONS: The Council has the ability to approve or deny the ordinance as presented or send back to Community Protection and Services for other consideration. If the recommendation is approved, two separate readings of the ordinance must occur prior to its adoption.

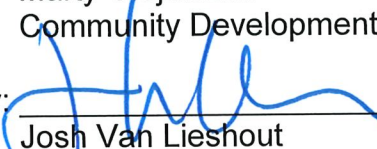
RECOMMENDATION: Approved the modification of section 10.09 as presented

Prepared by:   
Christopher Sullivan-Robinson  
Planner / Zoning Administrator

11-11-21  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

11/11/21  
Date

Reviewed by:   
Josh Van Lieshout  
City Administrator

11/11/21  
Date

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the request from Tracie Hoffmann to operate a taxicab in the City of Sturgeon Bay DBA Moving Violationz, LLC.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 3, 2021

\* \* \* \* \*

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

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

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

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

October 4, 2021

Tracie Hoffmann

1804 Idlewild Rd,

Sturgeon Bay, WI 54235

Moving Violationz LLC

Stephanie Reinhardt and council members,

Thank you for taking the time to read this letter as we seek approval for a taxicab license. Allow me to tell you about Moving Violationz LLC. My mother, sister and I decided to start a small, private shuttle service for the Door County area. We are also lifelong residents of Door County and plan to keep our business here as long as possible. Having a taxicab license will help us stay local with hopes of gaining support from our community and fellow business owners.

The plan for our business, Moving Violationz, is to provide affordable transportation for hire for private events such as weddings, birthdays, and other gatherings where safe transport of a larger group may be needed. Our hope is to provide a safe and fun service for wedding parties to get from the wedding, to pictures, to the reception and anywhere in between. Door County is an amazing wedding destination with so many great businesses and photography locations. We want to provide a safe ride for these events. It is also our hope that this would help stimulate our local economy and get people out to our business, bars, restaurants, and wineries.

We have been talking about this shuttle service with local friends and business owners. We have received great feedback and even some ideas to help bring people to our County and local establishments. We are excited about this business venture and hope you are too.

Thank you for your time and consideration.

Sincerely,

Tracie Hoffmann, Tammy Hafeman, Susan Homeyer

Moving Violationz LLC Team

## EXECUTIVE SUMMARY

**TITLE:** Request from Tracie Hoffmann to operate a taxicab in the City of Sturgeon Bay, DBA Moving Violationz LLC.


**BACKGROUND:** Tracie Hoffmann has submitted her application for a taxicab license to the City Clerk. The application is in order. Typically, this application is handled at the Community Protection & Services Committee where a public hearing is held to deem public necessity.

Section 9.06(3) of the Municipal Code (Taxicabs) states that a public hearing will be held to deem public convenience and necessity of granting such a license. Section 9.06 is attached. After the public hearing, a recommendation to the Common Council is necessary.

**FISCAL IMPACT:** The fiscal impact includes a revenue source of \$17.00 for the first vehicle and \$11.00 for each additional vehicle for licensing fees.

**OPTIONS:** Schedule a date for a public hearing, for the Community Protection & Services Committee, to deem public convenience and necessity of granting such a license.

**PREPARED BY:**

  
Stephanie L. Reinhardt, City Clerk/Human Resources Director

**REVIEWED BY:**

  
Clint Henry, Police Chief

**DATE:**

10/4/2021

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council to enact requirements for fences by creating Section 15.094 – Construction of Fences of the City of Sturgeon Bay Municipal Code as follows:

## 15.094 - Construction of Fences.

## (1) Definition:

- (a) *Fence*: An independent structure forming a barrier between lots, between a lot and a street or an alley, or between portions of a lot or lots and includes a wall or lattice work screen.

## (2) Requirements.

- (a) *Setbacks*. Fences must be setback at least 3 feet from the traveled edge of a street or alley and at least 2 foot from a public sidewalk. No fence may be placed within the right-of-way of a street or alley right-of-way. Fences are also subject to street vision clearance triangle rules defined in section 11.02(4)(v) of the municipal code.
- (b) *Height*. The overall height of a fence measured from the finished grade to the height point of the fence shall not exceed 8 feet.
- (c) *Design*. The finished side of the fence shall face the adjacent property owner. Fences shall not be electrified, contain barbed wire (subject to section 15.095), or any other elements harmful to life or limb. Fences shall be affixed to the ground.
- (d) *Maintenance*. The fence structure and exterior shall be maintained in good repair and appearance. The City is not responsible for any damage to personal property which is caused by maintenance of City infrastructure by Municipal Crews.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 3, 2021

\* \* \* \* \*

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

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

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

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


TITLE: SECTION 15.094 – Construction of Fences

SUMMARY: The City's Municipal Code currently has very few rules with regard to the constructions of a fence. The written rules are primarily related to safety (i.e. barbed / electrified fences, or construction within a vision triangle) or via property maintenance rules. In addition, the construction of fences related to multiple family residential, commercial or industrial are subject to design review by the Aesthetic Design and Site Plan Review Board. Generally, there are no setback or height restrictions, or design requirements. While there haven't been any significant issues, it is within the City's interest to have some general rules.


Community Protection and Services directed staff to draft a general ordinance that would address the basics. The new rules would require a minimum setback of 3 feet from city streets or alleys and at least a 2-foot setback from public sidewalks. This will allow room for snow storage and separation from pedestrian traffic. Overall fence heights are can't exceed 8 feet. The finished side of any fence should be required to be faced outward to protect the aesthetics of neighborhoods. A statement was added that damage to personal property due to City maintenance of City infrastructure is the responsibility of the property owner.

OPTIONS: The Council has the ability to approve or deny the ordinance as presented or send back to Community Protection and Services for other consideration. If the recommendation is approved, two separate readings of the ordinance must occur prior to its adoption.

RECOMMEND-  
ATION: Approved the creation of section 15.094 – *Construction of Fences* as presented.

Prepared by:   
Christopher Sullivan-Robinson  
Planner / Zoning Administrator

11.11.21  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

11-11-21  
Date

Reviewed by:   
Josh Van Lieshout  
City Administrator

11/11/21  
Date

**Resolution No.****Resolution Approving Application for  
Urban Wildlife Damage Abatement and Control Grant**

**WHEREAS**, the City of Sturgeon Bay authorizes the grant application to the Wisconsin Department of Natural Resources for Urban Wildlife Damage Abatement and Control; and

**WHEREAS**, The City of Sturgeon Bay has every intent to carry out all proposed activities described within the application and appoints the Municipal Services Director the authorized representative for the project; and

**WHEREAS**, The City of Sturgeon Bay grants WI DNR employees access to inspect all planned operations proposed in said application; and

**WHEREAS**, The City of Sturgeon Bay will maintain all appropriate records to document all expenditures made during and for the Urban Wildlife Damage Abatement and Control program, and will submit to the WI DNR a final report describing all urban wildlife damage control program activities, achievements, and problems, comparing the activities and objectives proposed in The City of Sturgeon Bay's application; and

**WHEREAS**, The City of Sturgeon Bay commits to implement the approved project within two years of the date the grant was signed, otherwise the WI DNR may terminate the grant, and The City of Sturgeon Bay shall repay the WI DNR its grant money that was not spent or that was inappropriately spent plus interest at 5% annually accrued within three years of the date the grant agreement was executed; and

**WHEREAS**, The City of Sturgeon Bay does hereby appropriate a matching allocation for such projects and such appropriation shall continue as long as state matching aids are available, or until this resolution is modified by this Board.

**NOW, THEREFORE, BE IT RESOLVED** that The City of Sturgeon Bay proceed with the Urban Wildlife Damage Abatement and Control Grant to implement the project.

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the Wisconsin Department of Natural Resources.

Introduced this \_\_\_\_ day of \_\_\_\_\_, 2021

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2021

Moved by Alderperson \_\_\_\_\_, seconded by Alderperson \_\_\_\_\_ to adopt.

Passed by the Common Council this \_\_\_\_ day of \_\_\_\_\_, 2021

Vote: Ayes:    Noes:

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

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

SECTION 1: Section 15.094 of the Sturgeon Bay Municipal Code is hereby created as follows:

15.094 - Construction of Fences.

(1) Definition:

- (a) An independent structure forming a barrier between lots, between a lot and a street or an alley, or between portions of a lot or lots and includes a wall or lattice work screen.

(2) Requirements.

- (a) *Setbacks.* Fences must be setback at least 3 feet from the traveled edge of a street or alley and at least 2 foot from a public sidewalk. No fence may be placed within the right-of-way of a street or alley right-of-way. Fences are also subject to street vision clearance triangle rules defined in section 11.02(4)(v) of the municipal code.
- (b) *Height.* The overall height of a fence measured from the finished grade to the height point of the fence shall not exceed 8 feet.
- (c) *Design.* The finished side of the fence shall face the adjacent property owner. Fences shall not be electrified, contain barbed wire (subject to section 15.095), or any other elements harmful to life or limb. Fences shall be affixed to the ground.
- (d) *Maintenance.* The fence structure and exterior shall be maintained in good repair and appearance. The City is not responsible for any damage to personal property which is caused by normal maintain of City infrastructure by Municipal Crews.

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

Approved:

\_\_\_\_\_  
David J. Ward  
Mayor

Attest:

\_\_\_\_\_  
Stephanie L. Reinhardt  
City Clerk



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

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

SECTION 1: Section 10.09(1)(b) of the Sturgeon Bay Municipal Code is hereby repealed and recreated as follows:

(b) ~~Unreasonable, excessive and unnecessary noise: Noise measured with a sound level meter, in excess of 55 dBa between 10:00 p.m. and 6:30 a.m., when measured at any property within the city, which is designated as a residential area. Noise measured, with a sound level meter, in excess of 90 dBa at all other times, when measured at any property within the city, which is designated as a residential area.~~

Noise outside of the allowed time frame and / or measured with a sound level meter, in excess of any of the following:

- (1) 55 dBa between 10:00 p.m. and 6:30 a.m., when measured at any property within the city, which is designated as a residential area.
- (2) 90 dBa at all other times, when measured at any property within the city, which is designated as a residential area.
- (3) Amplified music within a commercial area during the following hours:

Sunday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
Monday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
Tuesday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
Wednesday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
Thursday 12:00 a.m. – 6:30 a.m. and 10:00 p.m. – 11:59 p.m.  
Friday 12:00 a.m. – 6:30 a.m.  
Saturday 12:00 a.m. – 6:30 a.m.

SECTION 2: Section 10.09(1)(f) of the Sturgeon Bay Municipal Code is hereby repealed and recreated as follows:

(e) ~~Exception permit. Person(s) requesting exceptions through the common council must complete an application form for the requested exception, and submit it to the city clerk's office, with a permit fee in an amount set by the common council. Applications must be submitted at least 30 days prior to the date or dates of the requested exception. Exceptions may include time limitations, sound levels or a combination of both. (Approval of exception requests is at the discretion of the common council who reserves the right to deny any exception requests). Commercial area: All areas within the City of Sturgeon Bay with the designation of C-1, C-2, C-3, C-4, or C-5.~~

SECTION 3: Section 10.09(5) of the Sturgeon Bay Municipal Code is hereby created as follows:

- (5) *Exception permit.* Person(s) requesting exceptions through the common council must complete an application form for the requested exception, and submit it to the city clerk's office, with a permit fee in an amount set by the common council. Applications must be submitted at least 30 days prior to the date or dates of the requested exception. Exceptions may include time limitations, sound levels or a combination of both. (Approval of exception requests is at the discretion of the common council who reserves the right to deny any exception requests).

SECTION 4: The ordinance shall take effect on the day after its publication.

Approved:

Attest:

---

David Ward  
Mayor

---

Stephanie L. Reinhardt  
City Clerk

### Executive Summary Revised Communication Tower Ordinance


**Background:** The City adopted an ordinance in the early 2000's, which regulated the siting and design of communication towers and related support facilities. In the past, any newly added or modified facility would have required a conditional use approval reviewed by the City's Plan Commission. Due to changes to Wisconsin State Statute (§66.0404), much of the City's Communication Tower Ordinance (Chapter 24) is unenforceable. City staff at the direction of the Community Protection and Services Committee revised the ordinance to be complicit with state statute.

The most notable changes include eliminating the need for a conditional use permit and adopting the states permit process. The city will require permits for the construction of new towers and support facilities (Class 1 Collocations). Some language has been added exempting small cell infrastructure which are smaller towers located within the right-of-way and typically attached to existing utility poles. Many of the rules regarding overall height, setbacks, and aesthetics have been removed or revised to match the County's ordinance and/or the statute.

**Options:** The Council has the ability to approve as presented or with modifications, reject the ordinance, or send back to committee for other consideration.

**Recommendation:** Staff recommends approval to repeal and recreate Chapter 24 – City of Sturgeon Bay Communication Tower Ordinance as recommended by the Community Protection and Services Committee.

Prepared by: \_\_\_\_\_

  
Christopher Sullivan-Robinson  
Planner / Zoning Administrator

\_\_\_\_\_  
Date

11.28.2021

Reviewed by: \_\_\_\_\_

  
Marty Olejniczak  
Community Development Director

\_\_\_\_\_  
Date

10.28.2021

Reviewed by: \_\_\_\_\_

\_\_\_\_\_  
Josh Van Lieshout  
City Administrator

\_\_\_\_\_  
Date

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

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

SECTION 1: Chapter 24 of the Municipal Code is hereby repealed and recreated as follows:

24.01 – Title.

This chapter shall be known as the “City of Sturgeon Bay Communication Tower Ordinance”, hereinafter referred to as “this chapter.”

24.02 – Authority.

This chapter is adopted pursuant to §66.0101, and 66.0404, Wis. Stats.

24.03 – Applicability.

- (1) This chapter shall apply to all properties within the corporate limits of the City of Sturgeon Bay.
- (2) The following are exempt from this chapter:
  - (a) Residential satellite dishes, residential television antennas, or other antennas that are used privately, provided that the antenna use constitutes ancillary or secondary use, not primary use, of the property.
  - (b) Towers and masts for amateur radio antennas that are owned and/or operated by a federally licensed amateur radio operator.
  - (c) Mobile communication towers and masts providing public information coverage of news events of a temporary or emergency nature.
  - (d) Any wireless facility (§66.0414(1)(z), Wis. Stats.) located outside a right-of-way (§66.0414(1)(t), Wis. Stats.) meeting the definition of a small wireless facility (§66.0414(1)(u), Wis. Stats.)
  - (e) Small wireless facilities permissibly located in rights-of-way (§66.0414(2)(e), Wis. Stats.) provided the following height requirements are met, as applicable.

1. The height of a utility pole installed, or modified, in a right-of-way may not exceed the greater of:

- a. A height that is ten percent (10%) taller than the tallest existing utility pole as of July 12, 2019, that is located within five hundred (500) feet of the new or modified utility pole in the same right-of-way.

- b. Fifty (50) feet above ground level.

2.The height of a small wireless facility installed, or modified, in a right-of-way may not exceed the greater of:

- a. A height that is ten percent (10%) taller than the existing utility pole or wireless support structure on which the small wireless facility is located.

- b. Fifty (50) feet above ground level.

#### 24.04 – Purpose.

The purposes of this chapter are:

1.Provide a uniform and comprehensive set of standards for the siting, construction, and modification of support structures and related facilities, including mobile service support structures and facilities.

2.Minimize adverse effects of support structures and mobile service facilities through siting standards.

3.To maintain and ensure a broad range of mobile services and high-quality mobile service infrastructure in order to serve the City of Sturgeon Bay

4. To promote and protect public health, safety, and general welfare.

#### 24.05 – Compliance.

No communications tower shall be installed or maintained except in full compliance with this chapter.

#### 24.06 – Abrogation.

It is not intended by this chapter to repeal, abrogate, annul, impair, or interfere with any existing ordinance.

#### 24.07 – Severability.

If a court of competent jurisdiction adjudges any section, paragraph, clause, provision, or portion of this chapter unconstitutional or invalid, the remainder of this chapter shall not be affected thereby.

#### 24.08 – Warning and Disclaimer of Liability.

This chapter shall not create a duty or liability on the part of or a cause of action against the City of Sturgeon Bay, its officers or employees thereof, for any damages that may result from administration of or reliance on this chapter.

#### 24.09 – Definitions.

*Antenna:* Communications equipment that transmits and receives electromagnetic radio signals and is used in the provision of mobile services.

*Applicant:* The owner(s) or lessee(s) of the land upon which the structure and facilities are proposed to be located.

*Class 1 collocation:* The placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a free-standing support structure for the facility but does need to engage in substantial modification.

*Class 2 collocation:* The placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a free-standing support structure for the facility or engage in substantial modification.

*Collocation:* A class 1 or class 2 collocation or both.

*Critical Public Safety Communications Corridor:* The area within an existing line-of-site communications path that is used by public safety entities for critical safety-of-life communications.

*Equipment Compound:* An area surrounding or adjacent to the base of an existing support structure within which is located the related mobile service facilities.

*Existing Structure:* A support structure that exists at the time a request for permission to place any type of mobile service facility on or near the support structure is filed with a political subdivision.

*Fall Zone:* the area over which a mobile support structure is designed to collapse.

*Mobile Service:* The meaning given in 47 USC 153 (33).

*Mobile Service Facility:* All equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment necessary to provide mobile service to a discrete geographic area that are placed on or around a support structure, but does not include the underlying support structure.

*Mobile Service Provider:* Any person who provides mobile service, including a person that builds and operates mobile service support structures or facilities, whether or not licensed by the Federal Communications Commission.

*Mobile Service Support Structure:* An existing or new structure that supports or can support a mobile service facility, including a mobile service support structure, utility pole, water tower, building, or other structure.

*Permit:* A permit issued hereunder which authorizes any of the following by an applicant: A Class 1 collocation; or construction of a support structure, including a mobile service support structure.

*Operator:* The person who owns or operates a support structure or related facilities.

*Search Ring:* A shape drawn on a map to indicate the general area within which a mobile service support structure should be located to meet radio frequency engineering requirements, taking into account other factors including topography and the demographics of the service area.

*Substantial Modification:* The modification of a support structure (e.g., mobile service support structure), including the mounting of an antenna on such a structure, that does any of the following:

1. For structures with an overall height of 200 feet or less, increases the overall height of the structure by more than 20 feet.
2. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
3. Measured at the level of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for co-location.
4. Increases the square footage of an existing equipment compound to a total area of more than 2,500 square feet.

*Support Structure:* An existing or new structure that supports or can support a mobile service facility, including a mobile service support structure, utility pole, water tower, building, or other structure.

*Utility Pole:* A structure owned or operated by an alternative telecommunications utility, as defined in §196.01(1d), Wis. Stats.; public utility, as defined in §196.01(5), Wis. Stats.; telecommunications utility, as defined in §196.01(10), Wis. Stats.; political subdivision; or cooperative association organized under Ch. 185, Wis. Stats.; and that is designed specifically for and used to carry lines, cables, or wires for telecommunications service, as defined in §182.017(1g)(cq), Wis. Stats.

#### 24.10 – Communication Tower Permit Procedure.

(1) *Permit Required.* A permit is required hereunder, subject to the provision and limitations of §66.0404, Wis. Stats., for any of the following activities:

- a. The siting and construction of a new mobile service support structures and facilities:
- b. A class 1 collocation

(2) *Permit Application.* The application shall consist of a letter addressed to the Community Development Director or the designee requesting a communication tower permit under this chapter and attachment to the letter as necessary to provide the following:

- a. The name, address, telephone number, and original signature of the property owner.
- b. The name, address, and phone number of each known operator if different than the applicant.
- c. A site plan, drawn at a scale that produces a clearly legible drawing, showing the parcel boundaries, communication tower location, the NAD 83 latitude and longitude coordinates for the proposed tower, communication tower support facilities location, access, fencing, lighting, landscaping, scale, north arrow, construction plans, and written legal description of the parcel.
- d. In the case of a leased site, a lease agreement. Additionally, the lease agreement shall show that the tower owner may enter into agreement with competing providers for antenna space on the tower.



- e. Evidence of Federal Communication Commission approval of the proposed mobile service support structure.
  - f. A copy of a determination of no hazard to air navigation from the Federal Aviation Administration.
  - g. A report prepared by a licensed engineer certifying the structural design of the mobile service support structure.
  - h. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting the collocation within the applicants search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.
  - i. Proof of a performance bond as security for removal.
  - j. Application fee.
- (3) Application Fee. A nonrefundable fee as established by the common council shall accompany an application for a communication tower permit.
- (4) Technical Review. After determining that all application materials have been satisfactorily submitted, the community development department may employ an independent technical expert to review the submitted materials. The applicant shall pay all the costs of such review. Payment to the City of Sturgeon Bay shall be due upon receipt of the invoice.
- (5) Application Review.
- a. The Community Development Department will oversee the review and determine if an application is complete based on the requirements of this chapter.
  - b. If an application is determined to be incomplete, the Community Development Department shall notify the applicant in writing within 10 days for new construction and class 1 collocation.
  - c. Within 90 days after the application is determined complete, the Community Development Department shall complete all of the following or the applicant may consider the application approved,

except that the applicant and Community Development Department may agree in writing to an extension of the review period.

- i. Review the application to determine whether it complies with all applicable City ordinances (subject to the limitations of §66.0404, Wis. Stats).
  - ii. Make a final decision whether to approve or disapprove the application
  - iii. Notify the applicant in writing, of the final decision. If the decision is to disapprove the application, the decision shall include substantive supporting evidence with the written notification.
- d. The Community Development Department may disapprove an application if an applicant refuses to evaluate the feasibility of collocation within the applicants search ring and provide the sworn statement as required in this chapter.

#### 24.11 – Mobile Service Support Structure and Facility Requirements.

##### (1) Support Structure Requirements

- a. Mobile service support structures shall be constructed out of nonflammable and nonreflective material.
- b. Mobile services support structures shall not interfere with or obstruct existing or proposed public safety, fire protection, or supervisory controlled automated data acquisition (SCADA) communication systems. The applicant at no cost to Sturgeon Bay or the affected agency shall correct any actual interference and/or obstruction.
- c. Mobile services support structures shall comply with the Door County Cherryland Airport Height Limitation Ordinance.

##### (2) Facility Requirements

- a. Mobile service support facilities shall be constructed out of nonreflective materials (visible exterior surfaces only).
- b. Mobile service support facilities shall not exceed 15 feet in height, measured from the original grade at the base of the facility to the top of the structure.

(3) Site development, driveways and access.

- a. The minimum land area devoted to placement of mobile service support structures and facilities shall be either of the following:
  - i. If a leased site, the minimum land area shall be that necessary to accommodate the setbacks
  - ii. If an owned site, the minimum land area shall be as specified in i. above, or the minimum lot area requirement for the applicable zoning district as specified in the Sturgeon Bay Zoning Code (chapter 20), whichever is greater.
- b. All sites must be served by an access driveway with a turnaround of the minimum size necessary to provide maneuverability for service and emergency vehicles.
- c. All mobile service support structure sites shall use existing access points and roads whenever possible.
- d. All mobile service support structures and facilities shall be reasonably protected against unauthorized access.

(4) Setbacks.

- a. The setback and/or fall zone requirement for new mobile service support structures or substantial modification of facilities and support structures is the height of the structure from any property where single-family residential uses are permitted under the zoning code.
- b. If an applicant provides the City with an engineering certification showing that a mobile service support structure, or an existing structure, is designed to collapse within a smaller area than the setback or fall zone area required above, that setback or fall zone requirement does not apply to such a structure unless The City provides the applicant with substantial evidence that the engineering certification is flawed.
- c. No mobile service support structure or mobile service facility shall be permitted in wetlands.
- d. The perimeter of the equipment compound shall be located within 50 feet of the associated support structure, as measured from the center of the support structure.

- (5) *Signs.* A sign giving warning of the danger from electrical equipment and unauthorized climbing of the tower and identifying the owner of the tower and telephone number for contact in case of emergency shall be installed adjacent to communication towers and communication tower support facilities. The sign shall be no larger than six square feet. No commercial advertising signs shall be located on communication towers or communication tower support facilities.
- (6) *Exemption.* Communication towers shall be exempt from Aesthetic Design and Site Plan Board approval

#### 20.12 – Permits transferable.

All communication tower permits issued under this chapter shall be transferable to subsequent owners of applicable property or communication towers. All subsequent holders of such permits shall be subject to all applicable requirements of this chapter and any permit conditions that may exist.

#### 20.13 – Ceased operation.

- (1) *Restoration requirement.* Any communication tower that is not actively energized and operating for its intended purpose for one year, excluding time spent on repairs or improvements, shall be considered as having ceased operation. Within six months of the tower owner being notified that a communication tower is considered to have ceased operation, the communication tower shall be removed from the property and the property cleaned up as herein required:
  - a. All communication towers and aboveground improvements shall be removed from the property.
  - b. All items in outdoor storage shall be removed from the property.
  - c. All building foundations, tower pads, guy wire anchor pads, and buried electrical improvements shall be removed to a depth of four feet below the ground surface. All excavated areas shall be filled in with unconsolidated soil material, of which the top four or more inches shall be topsoil. The excavated area shall be made level with the ground surface surrounding the excavated area.
  - d. Any hazardous material, either in containers or spilled upon or in the ground, shall be removed and disposed of in a manner prescribed by applicable state and federal law.

- (2) Security for removal. The communication tower owner shall provide to the City of Sturgeon Bay a continuously valid performance bond for each tower in the amount of \$20,000.00 or a bond equal to a written estimate from a qualified tower removal contractor to guarantee that the communication tower will be removed when no longer in operation. The City of Sturgeon Bay will be named as obligee in the bond and must approve the bonding company.

#### 24.14 – Administration, Appeal, and Enforcement.

- (1) *Administration.* The community development director, or designee, shall be empowered to administer this chapter.
- (2) *Appeals.* Any person aggrieved by the final decision of the City to approved or disapprove an application hereunder may only pursue the remedy set forth in §66.0404(2)(f), Wis. Stats., or §66.0404(3)(d), Wis. Stats.
- (3) *Violations.* It shall be unlawful to construct, install, maintain, reconstruct, substantially repair, improve, extend, enlarge, relocate, or convert any communication tower or communication tower support facility in violation of the provisions of this chapter. It shall also be unlawful to fail to obtain a communication tower permit.
- (4) *Prosecution.* Compliance with this chapter may be enforced by an injunction order or judgement issued by a court of competent jurisdiction upon civil suit by the city, or any lawful enforcement method deemed appropriate and necessary.
- (5) *Penalties.* Any person, firm, association, corporation, or representative agent who fails to comply with the provisions of this chapter shall be subject to a penalty as provided in section 20.37 of the Sturgeon Bay Municipal Code.

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

Approved:

Attest:

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David J. Ward  
Mayor

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Stephanie Reinhardt  
City Clerk



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

## An Ordinance to Amend the Sturgeon Bay Comprehensive Plan

WHEREAS, the City of Sturgeon Bay has adopted a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2), Wisconsin Statutes; and

WHEREAS, the comprehensive plan may be amended under section 66.1001(4), Wisconsin Statutes; and

WHEREAS, The Plan Commission by a majority vote of the entire commission has adopted a resolution recommending to the Common Council an amendment to the Future Land Use Map of the Comprehensive Plan; and

WHEREAS, The City of Sturgeon Bay has held a public hearing on this amendment, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Common Council of the City of Sturgeon Bay, Wisconsin ordains as follows:

SECTION 1: The Future Land Use Map classification of the westerly 190 feet of parcel no. 281-17-032001410C located at 1361 N. 14<sup>th</sup> Avenue is changed from Higher Density Residential to Unsewered Commercial, more particularly described as follows:

The westerly 190 feet of Lot 1 of CSM #477 recorded in volume 2, page 379 and located in the SW ¼ of the SE ¼ of Section 32, Town 28 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin.

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

Approved:

\_\_\_\_\_  
David Ward  
Mayor

Attest:

\_\_\_\_\_  
Stephanie L. Reinhardt  
City Clerk

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

An Ordinance to Rezone a Portion of Parcel #281-17-032001410C  
located at 1361 N. 14<sup>th</sup> Avenue

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

SECTION 1: The following described property, located at 1361 N. 14<sup>th</sup> Avenue, is hereby  
rezoned from Agricultural (A) to General Commercial (C-1):

A tract of land located in the East ½ of the Southeast ¼ of Section 32,  
Township 28 North, Range 26 East, City of Sturgeon Bay, Door County,  
Wisconsin being the westerly 190 feet of Tract 1 of Certified Survey No. 477  
recorded as Document No. 545047 in Volume 2 of Certified Surveys, Page  
379 and more particularly described as follows:

Commencing at the northwest corner of said Tract 1 of Certified Survey No.  
477, thence S 00°00'45" W 263.00 feet to the southwest corner of said Tract  
1, thence along the southerly line of said Tract 1 as follows, S 89°48'46" E  
164.18 feet, N 00°11'14" E 32.00 feet, and S 89°48'46" E 25.72 feet, thence  
N 00°00'45" E 231.00 feet to the intersection with the northerly line of said  
Tract 1, thence N 89°48'46" W 190.00 feet to the point of commencement.

Said tract contains 49,145 square feet (1.128 acres) of land.

SECTION 2: This ordinance shall take effect on the day after its publication and the  
recording of a deed restriction by the property owner prohibiting outdoor storage  
associated with a commercial storage facility, with such restriction allowing enforcement  
by the City of Sturgeon Bay.

Approved:

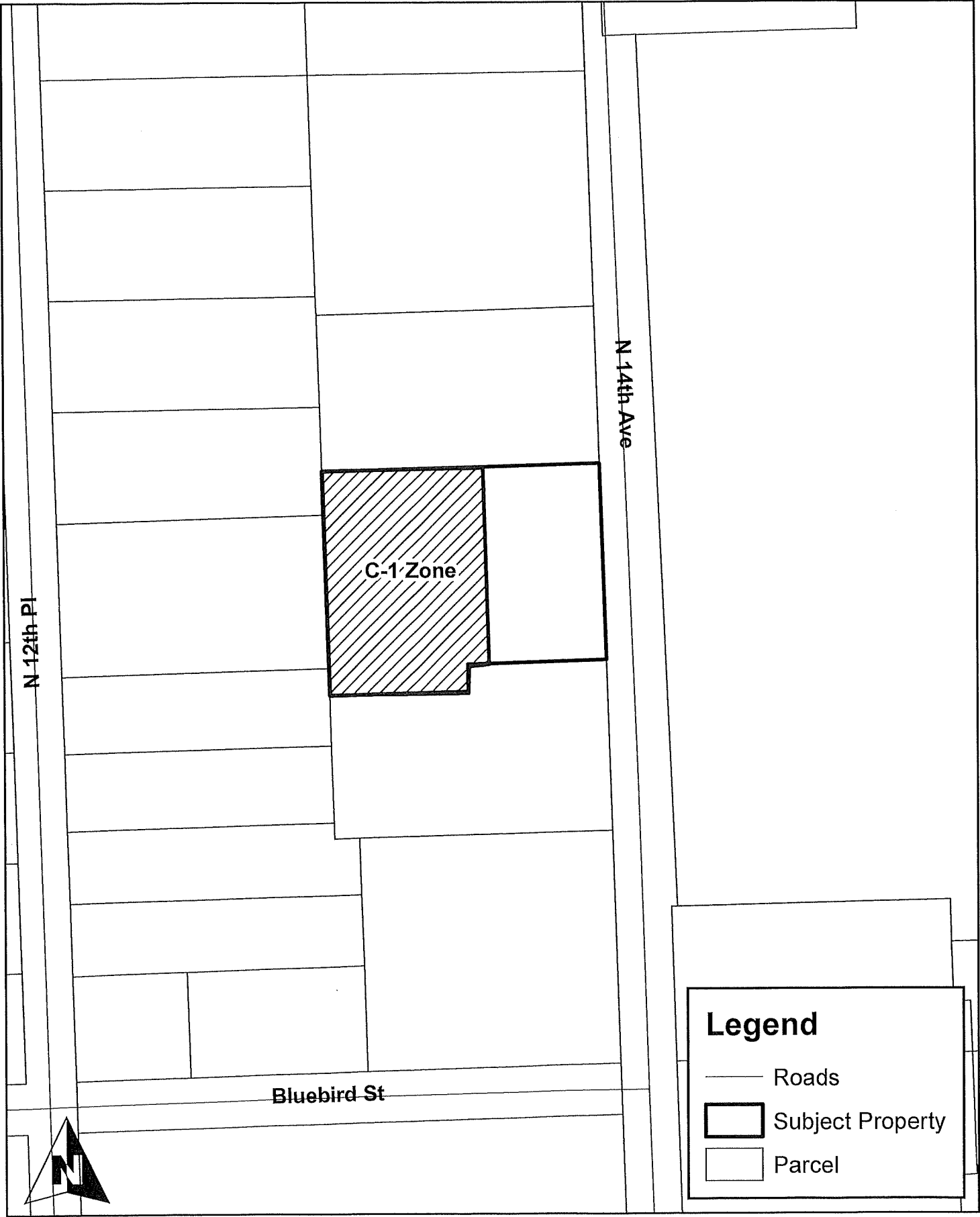
\_\_\_\_\_  
David Ward  
Mayor

Attest:

\_\_\_\_\_  
Stephanie Reinhardt  
City Clerk



1361 N 14th Ave - Site Map



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

An Ordinance to Rezone Parcels 281-62-09000107, 281-62-09000108,  
281-12-60020501, and 281-12-60020502 from PUD to R-2

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

SECTION 1: The following described property, located along the east side of N. 8<sup>th</sup>  
Avenue, is hereby rezoned from Planned Unit Development (PUD) to  
Single-Family Residential (R-2):

A tract of land located in the Northeast ¼ of the Northwest ¼ (also known  
as Subdivision 9), Section 5, Township 27 North, Range 26 East, including  
all of Lot 5, Block 2 of Bonnie View Heights Subdivision, City of Sturgeon  
Bay, Door County, Wisconsin and described as follows:

Commencing at the southwest corner of Lot 1, Block 2 of Bonnie View  
Heights Subdivision, thence S 89°16'45" E 175.0 feet to the southeast  
corner of said Lot 1, Block 2, thence S 00°54'45" W along the westerly lines  
of Lots 2, 3, 4, and 6, Block 2 of Bonnie View Heights Subdivision 377.68  
feet to the shared southwest corner of Lots 6 and 7, Block 2 of Bonnie View  
Heights Subdivision, also being the southeast corner of Lot 5, Block 2 of  
Bonnie View Heights Subdivision, thence S 89°17' E 215.0 to the southeast  
corner of Lot 7, Block 2, thence S 00°54'45" W along the westerly lines of  
Lots 8 and 16, Block 2 of Bonnie View Subdivision 290.0 feet to the shared  
southwest corner of Lots 16 and 17, Block 2 of Bonnie View Subdivision,  
also being the northerly line of Greenbriar Subdivision, thence westerly  
along said northerly line of Greenbriar Subdivision 390 feet to the  
intersection with the easterly right-of-way line of North 8<sup>th</sup> Avenue, thence  
northerly along said easterly right-of-way line of North 8<sup>th</sup> Avenue 667.71  
feet to the point of commencement.

Said tract contains 4.1 acres of land more or less.

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

Approved:

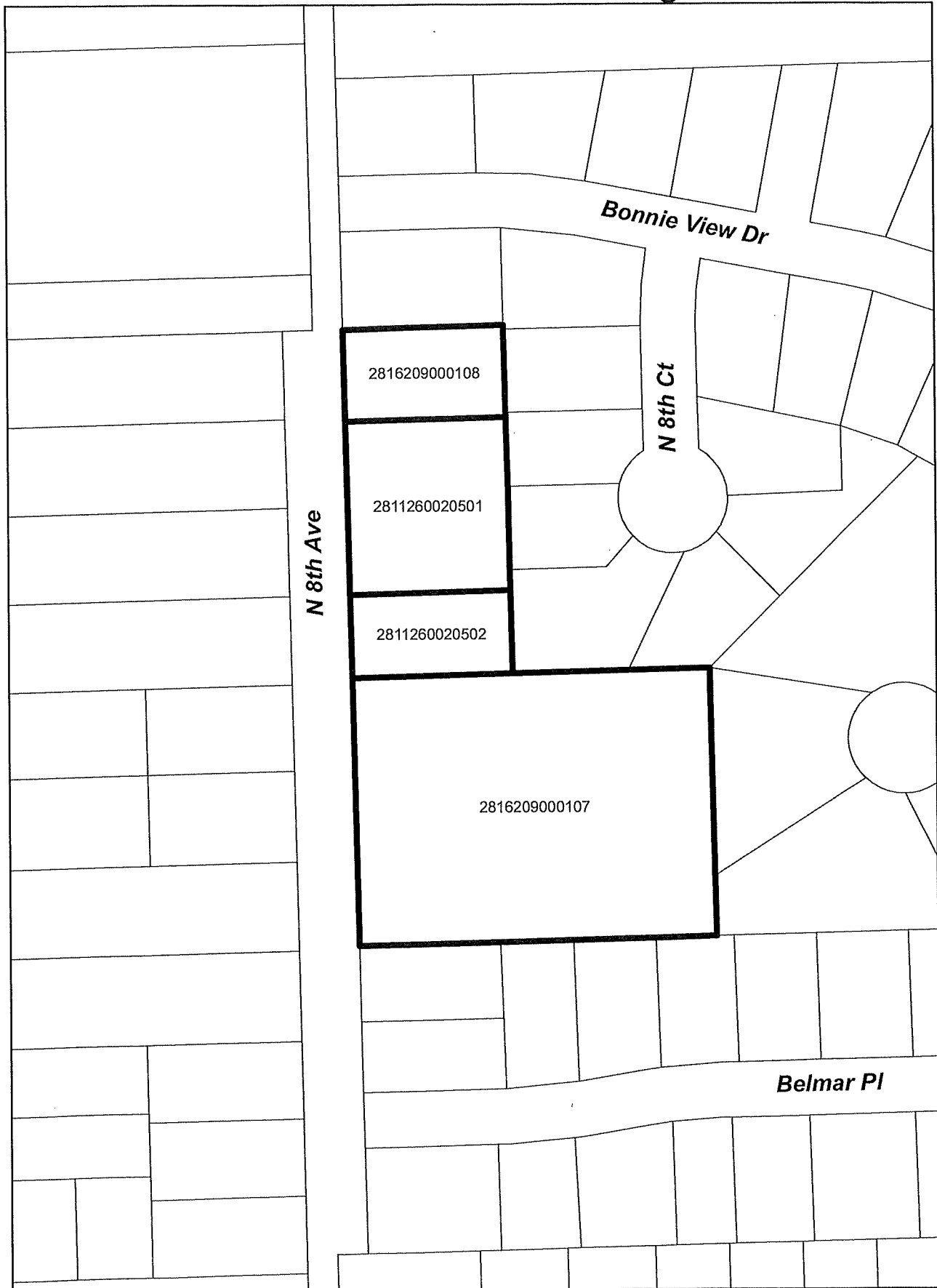
Attest:

\_\_\_\_\_  
David Ward  
Mayor

\_\_\_\_\_  
Stephanie Reinhardt  
City Clerk

# Site Map

## N 8th Ave - Rezoning



 Subject Properties

