



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, FEBRUARY 1, 2022  
6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST  
DAVID J WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$138,758.14, Capital Fund - \$64,170.90, Cable TV - \$5,361.25, TID #2 - \$323.00, TID #4 - \$44,660.96, Solid Waste Enterprise Fund - \$2,574.25, and Compost Site Enterprise Fund - \$6.00 for a grand total of \$255,854.50 [roll call]
7. CONSENT AGENDA
  - \* All items listed with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
  - \* a. Approval of 1/18/22 regular Common Council minutes.
  - \* b. Place the following minutes on file:
    - (1) Aesthetic Design & Site Plan Review Board – 12/13/21
    - (2) Finance/Purchasing & Building Committee – 1/11/22
    - (3) Waterfront Redevelopment Authority – 1/12/22
    - (4) Ad Hoc NERR Advisory Committee – 1/14/22
    - (5) City Plan Commission – 1/19/22
    - (6) Parking & Traffic – 1/24/22
  - \* c. Consideration of: Approval of Beverage Operator license.
  - \* d. Finance/Purchasing & Building Committee recommendation re: Approve the purchase of two Mercury Verado engines from Bay Marine in the amount of \$48,517.98.
8. Mayoral Appointments.
9. Resolution of Relocation Order and Declaration of Necessity.
10. Finance/Purchasing & Building Committee recommendation re: Approve the watermain replacement cost share proposal with Kwik Trip in an amount not to exceed \$46,000.

11. Finance/Purchasing & Building Committee recommendation re: Approve the services agreement with Foth Infrastructure and Environmental, LLC in the amount of \$42,500 for the Bradley Lake Restoration project.
12. City Plan Commission recommendation & Finance/Purchasing & Building Committee recommendation re: Direct staff to proceed with the potential creation of the Egg Harbor Road tax increment district and approve entering into a General Consulting Services Agreement with Baird in an amount not to exceed 6,750.
13. City Administrator report.
14. Mayor's report.
15. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

Time:

By:

Jan 28, 2022  
12:00 pm  
JM

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

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

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

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

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

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

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

RESPECTFULLY,  
MAYOR DAVID J. WARD

REVISED: 6/2/20

## DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/01/2022

DATE  
TIME  
ID: --

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19880	STURGEON BAY UTILITIES	SBU EXTRA INTERST-K GANSTAD	01-000-000-24340	2.24
19880		SBU EXTRA INTEREST- L DELEON	01-000-000-24340	42.24
19880		TAX ROLL AMOUNT-K GANSTAD	01-000-000-24340	20.32
19880		TAX ROLL AMOUNT-L DELEON	01-000-000-24340	384.04
TOTAL LIABILITIES				448.84
CITY HALL / FIRE & POLICE STN				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	01-000-920-70002	152.00
TOTAL CITY HALL / FIRE & POLICE STN				152.00
TOTAL GENERAL FUND				600.84
LAW/LEGAL				
03950	DAVIS KUELTHAU	09/21 GENERAL LEGAL MATTERS	01-110-000-55010	2,084.00
03950		11/21 GENERAL LEGAL MATTERS	01-110-000-55010	2,132.00
03950		11/21 RIGHT OF WAY ACQUISITION	01-110-000-55010	1,482.00
03950		11/21 NUSIANCE -515 FLORIDA	01-110-000-55010	931.00
03950		11/21 NUSIANCE PROP-965 OXFORD	01-110-000-55010	1,243.00
03950		12/21 GENERAL LEGAL MATTERS	01-110-000-55010	1,352.00
03950		12/21 RIGHT OF WAY MATTERS	01-110-000-55010	1,066.00
03950		12/21 NUSIANCE PR 515 FLORIDA	01-110-000-55010	1,716.00
03950		12/21 NUSIANCE PR 965 OXFORD	01-110-000-55010	260.00
03950		12/21 W SIDE WTR ENVIR MATTERS	01-110-000-55010	338.00
16555	PINKERT LAW FIRM, LLP	12/21 LITIGATION MATTERS-TRFFC	01-110-000-55010	112.50
16555		12/21 TRAFFIC MATTERS	01-110-000-55010	1,597.50
BUELOW	BUELOW, VETTER, BUIKEMA,	12/21 GENERAL LABOR MATTERS	01-110-000-57900	360.00
TOTAL				14,674.00
TOTAL LAW/LEGAL				14,674.00
CITY CLERK-TREASURER				
USBANK	US BANK	WGFOA 2022 ANNL DUES/CLARIZIO	01-115-000-55600	25.00
USBANK		TRAINING REG/REINHARDT	01-115-000-55600	25.00
USBANK		DUES RENEWAL/REINHARDT	01-115-000-55600	65.00
TOTAL				115.00
TOTAL CITY CLERK-TREASURER				115.00
COMPUTER				
03101	CDW GOVERNMENT, INC.	2 ADOBE PRO-HOUGAARD/JEANQURT	01-125-000-55550	788.10
USBANK	US BANK	POWER SUPPLIES	01-125-000-54999	245.80
USBANK		TRIMBLE INC SOFTWARE	01-125-000-55550	315.45
USBANK		ZOOM	01-125-000-55550	63.99
TOTAL				1,413.34
TOTAL COMPUTER				1,413.34



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INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
CITY ASSESSOR				
R0001728	MORAVIAN CHURCH	TAX PAYMENT REFUND/MORAVIAN	01-130-000-51910	182.32
TOTAL				182.32
TOTAL CITY ASSESSOR				182.32
MUNICIPAL SERVICES ADMIN.				
USBANK	US BANK	HI VIS JACKET/SPETZ	01-145-000-55605	99.99
USBANK		WI SURVEYORS RENEWL/SPETZ	01-145-000-56000	180.00
TOTAL				279.99
TOTAL MUNICIPAL SERVICES ADMIN.				279.99
CITY HALL				
KONE	KONE INC.	ANNUAL MAINTENANCE	01-160-000-58999	1,851.36
PULSE	PENINSULA PULSE	EMPLOYMENT ADVERT	01-160-000-54999	156.56
USBANK	US BANK	FAUCETS	01-160-000-54999	290.08
USBANK		VALVES	01-160-000-54999	28.95
WARNER	WARNER-WEXEL LLC	ROLL TOWELING	01-160-000-51850	25.66
TOTAL				2,352.61
TOTAL CITY HALL				2,352.61
GENERAL EXPENDITURES				
04656	DOOR COUNTY SOIL & WATER	NONMETALLIC MINING ANNL PERMIT	01-199-000-58900	342.00
US BANK	US BANK EQUIPMENT FINANCE	01/22 FIRE COPIER	01-199-000-55650	99.50
US BANK		01/22 FIRE COPY OVERAGE	01-199-000-55650	40.08
US BANK		01/22 ADMIN COPIER TRANS BILL	01-199-000-55650	30.94
TOTAL				512.52
TOTAL GENERAL EXPENDITURES				512.52
POLICE DEPARTMENT				
13395	MID-STATES ORGANIZED CRIME	2022 ANNL MEMBERSHIP FEE	01-200-000-56000	150.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	99.34
BUBRICKS		HVY DUTY STAPLER	01-200-000-51950	112.26
US BANK	US BANK EQUIPMENT FINANCE	12/21 RICOH COPIER 22 OF 48	01-200-000-55650	209.35
US BANK		12/21 COPY OVERAGE	01-200-000-55650	56.59
USBANK	US BANK	SUBSCRIPTION/EXPIRES 6.12.22	01-200-000-56000	74.90
USBANK		JUVENILE RECORD FILE STICKERS	01-200-000-51600	26.93
USBANK		MMBERSHIP RENEWAL/HOUGAARD	01-200-000-56000	100.00
USBANK		MEMBERSHIP RENEWAL/HENRY	01-200-000-56000	150.00
USBANK		BLUE LIFE SUPPORT REG/BRNKMN	01-200-000-55600	25.00
USBANK		BLUE LIFE SUPPORT REG/CRABB	01-200-000-55600	25.00
USBANK		BLUE LIFE SUPPORT REG/HAJNY	01-200-000-55600	25.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
USBANK		BLUE LIFE SUPPORT REG/SHEW	01-200-000-55600	25.00
USBANK		BLUE LIFE SUPPORT REG/SNOVER	01-200-000-55600	25.00
USBANK		HOMICIDE CONF REG/MIELKE	01-200-000-55600	225.00
USBANK		HARD DRIVE-FORENSIC LAB	01-200-000-55500	316.49
TOTAL				1,645.86
TOTAL POLICE DEPARTMENT				1,645.86
POLICE DEPARTMENT/PATROL				
02848	SPORT SUPPLY GROUP INC	BASEBALL CAPS	01-215-000-52900	615.00
03133	CELLCOM WISCONSIN RSA 10	12/21 CRADELPOINT PORT SEC CAM	01-215-000-58999	52.97
04266	DEPARTMENT OF MILITARY AFFAIRS	LESO 1033 PROGRAM ENROLLMNT	01-215-000-58999	250.00
04696	DOOR COUNTY TREASURER	12/21 FUEL CHARGES	01-215-000-51650	4,061.30
19580	STREICHERS PROF POLICE EQUIP	AMMUNITION	01-215-000-51050	7,255.65
21450	THE UNIFORM SHOPPE	BADGE/PORTER	01-215-000-52900	99.95
21450		COLLAR BRASS/DADAM	01-215-000-52900	29.95
21450		NAMEPLATE/SGT CHEVRON-ENGEBOSE	01-215-000-52900	29.90
21450		NAME TAG W/VELCO/LOVAS	01-215-000-52900	12.00
23640	WISCONSIN DEPT OF JUSTICE	3 TIME ACCESS CHARGES	01-215-000-58999	180.00
23640		22 OFFICER SUPPORT CHARGES	01-215-000-58999	280.50
DEERCREE	DEER CREEK TECHNOLOGIES	DOCUMNT MGMNT SUBSCRIBE 2022	01-215-000-58999	375.00
GANDER	LOUIS GANDER	BOOT REIMBURSE/GANDER	01-215-000-52900	100.00
HAACK	TREVOR HAACK	BOOT REIMBURSE/HAACK	01-215-000-52900	100.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD TIRES	01-215-000-52850	4,981.32
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	51.16
JIM FORD		SQUAD 80 MAINTENANCE	01-215-000-58600	51.16
JIM FORD		CSO SQUAD MAINTENANCE	01-215-000-58600	556.94
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	544.69
JIM FORD		ESCAPE MAINTENANCE	01-215-000-58600	166.15
USBANK	US BANK	LODGING/SNOVER	01-215-000-55600	412.00
USBANK		CAPTAIN BADGE/HOUGAARD	01-215-000-54999	119.22
USBANK		UNIFORM JACKET/HAJNY	01-215-000-52900	143.96
USBANK		STREET CRIME REG/JAGIELSKI	01-215-000-55600	450.00
USBANK		3 CE CERTIFICATION /MIELKE	01-215-000-55600	50.00
TOTAL				20,968.82
TOTAL POLICE DEPARTMENT/PATROL				20,968.82
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	12/21 CONTRACT FEE	01-225-000-57950	105.00
SWIT	SWITS	INTERPRETNG SVC 12/5 & 12/8/21	01-225-000-57950	154.00
TOTAL				259.00
TOTAL POLICE DEPT. / INVESTIGATIONS				259.00
FIRE DEPARTMENT				
FIRE DEPARTMENT				
04696	DOOR COUNTY TREASURER	12/21 FUEL CHARGES	01-250-000-51650	1,627.05

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
FIRE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIPPING-UNIFORM ALTERATION	01-250-000-52950	15.59
18448	RENNERTS FIRE EQUIP SER INC	AIR VALVE REPAIR T712	01-250-000-53000	58.90
19880	STURGEON BAY UTILITIES	VACANT LOT-KOBISHOP PURCHASE	01-250-000-56675	37.32
20725	T R COCHART TIRE CENTER	FLAT TIRE REPAIR/CH701	01-250-000-53000	30.00
MUELLERA	ALLEN MUELLER	TRK 724 DECALS	01-250-000-53000	309.00
PAULCONW	PAUL CONWAY SHIELDS	LIGHT MAINTENANCE-BATTERIES	01-250-000-56250	129.97
PAULCONW		UNIFORM-STRUCTURE BOOTS	01-250-000-52900	320.50
PAULCONW		SHRINK TUBING-ROPE MAINTENANCE	01-250-000-56250	27.37
USBANK	US BANK	HOSE TEST KIT	01-250-000-52700	1,602.11
USBANK		BLUE CARD-ONLINE TRAINING	01-250-000-52700	1,155.00
USBANK		UNIFORM PANTS	01-250-000-52900	93.87
USBANK		FLOW METER INCREASE	01-250-000-52700	100.00
USBANK		UNIFORMS	01-250-000-52900	244.75
USBANK		UNIFORMS	01-250-000-52900	54.55
USBANK		UNIFORMS	01-250-000-52900	85.37
USBANK		FUEL CH10	01-250-000-51650	49.74
USBANK		UNIFORMS	01-250-000-52900	132.37
USBANK		IPASS	01-250-000-54999	125.00
USBANK		2022 PLANNER	01-250-000-54999	39.99
USBANK		IAFC MEMBERSHIP	01-250-000-56000	265.00
USBANK		UNIFORM TIE	01-250-000-52900	17.45
USBANK		2022 OFFICE CALENDARS	01-250-000-51950	105.00
USBANK		BUSINESS CARDS	01-250-000-52250	223.86
USBANK		RETIREMENT/PROMO RECEPTN ITEMS	01-250-000-52250	92.33
USBANK		FLASH DRIVES	01-250-000-52250	193.40
USBANK		MED GLOVES	01-250-000-52350	1,198.44
USBANK		RETIREMENT AWARD/M SMITH	01-250-000-52250	115.75
USBANK		CONFERENCE REG/MONTEVIDEO	01-250-000-55600	40.00
WARNER	WARNER-WEXEL LLC	MOP HEADS	01-250-000-54999	33.80
TOTAL FIRE DEPARTMENT				8,523.48
TOTAL FIRE DEPARTMENT				8,523.48
SNOW REMOVAL				
SNOW REMOVAL				
06012	FASTENAL COMPANY	NUTS	01-410-000-51400	52.44
06012		BOLTS	01-410-000-51400	178.02
06012		BOLTS	01-410-000-51400	328.52
06012		BOLTS	01-410-000-51400	289.82
13360	MENARDS-GREEN BAY EAST	SALT	01-410-000-52400	125.80
13655	MONROE TRUCK EQUIPMENT, INC	STROBE LIGHTS	01-410-000-51400	409.44
13655		SALTER GEARBOX	01-410-000-51400	1,071.02
13655		SHIPPING	01-410-000-51400	64.39
13825	MORTON SALT	192.82 TON ROAD SALT	01-410-000-52400	14,154.91
GRAY'S	GRAY'S INC.	PLOW BLADE	01-410-000-51400	160.00
GRAY'S		DELIVERY	01-410-000-51400	85.00
MACQUEEN	MACQUEEN EQUIPMENT, LLC	TRACKLESS REPAIRS-PARTS	01-410-000-51400	4,913.85
MACQUEEN		TRACKLESS REPAIRS-LABOR	01-410-000-51400	3,001.74
MACQUEEN		TRACKLESS REPAIRS-SUBLET	01-410-000-51400	294.10
MACQUEEN		TRACKLESS REPAIRS-SHOP SUPPLIE	01-410-000-51400	105.00
USBANK	US BANK	ACTUATOR	01-410-000-51400	42.90
TOTAL SNOW REMOVAL				25,276.95
TOTAL SNOW REMOVAL				25,276.95

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INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	FUEL FILTER	01-450-000-52150	18.34
04696	DOOR COUNTY TREASURER	12/21 FUEL 286.47 G	01-450-000-51650	807.27
04696		12/21 DSL FUEL 2167.25 G	01-450-000-51650	6,685.97
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	500 LUMEN ULTRA THIN RECHARGE	01-450-000-52150	51.95
ADVAUTO		LUBE/OIL FILTER	01-450-000-52150	62.60
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	TRANS FLUID	01-450-000-52150	13.98
O'REILLY		MEGACRIMP/HYD HOSE	01-450-000-52150	135.23
O'REILLY		SOLDER	01-450-000-52150	9.98
QUALITY	QUALITY TRUCK CARE CENTER INC	SENSOR	01-450-000-53000	157.24
QUALITY		SENSOR	01-450-000-53000	41.50
R0000655	TRANSMOTION, LLC	COUPLERS	01-450-000-53000	293.54
RIESTER	RIESTERER & SCNELL INC.	LOADER PARTS	01-450-000-52150	280.84
USBANK	US BANK	FILTERS	01-450-000-53000	522.58
USBANK		SOLAR LIGHTS	01-450-000-58999	79.98
USBANK		SOLAR LIGHTS	01-450-000-58999	65.98
USBANK		FUEL CHARGES	01-450-000-51650	66.46
USBANK		FUEL CHARGES	01-450-000-51650	65.00
TOTAL				9,358.44
TOTAL STREET MACHINERY				9,358.44
CITY GARAGE				
06012	FASTENAL COMPANY	SWITCH	01-460-000-54999	102.51
06012		VALVE WRENCH	01-460-000-54999	30.17
07765	GRAINGER INC	2 HEATER MOTORS @ 326.92	01-460-000-55300	653.84
AMERWELD	AMERICAN WELDING & GAS, INC	ARGON BOTTLE	01-460-000-54999	40.82
AMERWELD		ARGON LEASE-ANNUAL	01-460-000-54999	99.00
AMERWELD		HAZMAT FEE	01-460-000-54999	12.45
USBANK	US BANK	SANDERS & DISCS	01-460-000-52700	467.30
TOTAL				1,406.09
TOTAL CITY GARAGE				1,406.09
HIGHWAYS - GENERAL				
DAVIS	DAVID DAVIS	WORK BOOT REIMBURSE/DAVIS	01-499-000-56800	116.05
GIESSEMA	CASEY GIESSEMAN	WORK BOOT REIMBURSE/GEISSEMAN	01-499-000-56800	215.22
TOTAL				331.27
TOTAL HIGHWAYS - GENERAL				331.27
PARK & RECREATION ADMIN				
SWANK	SWANK MOTION PICTURES, INC	2022 MOVIES IN THE PARK	01-500-000-52250	4,145.00
TOTAL				4,145.00
TOTAL PARK & RECREATION ADMIN				4,145.00

INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	12/21 FUEL 180.42G	01-510-000-51650	508.42
04696		12/21 DSL FUEL 21.91G	01-510-000-51650	67.59
13360	MENARDS-GREEN BAY EAST	4-4"X4"X10' LUMBER	01-510-000-51800	79.92
USBANK	US BANK	MOWER BLADES	01-510-000-51900	73.00
USBANK		IMPACT WRENCH	01-510-000-52700	123.34
USBANK		BATTERY CHARGER	01-510-000-52700	77.72
USBANK		AIR HOSE REEL	01-510-000-52700	199.99
TOTAL				1,129.98
TOTAL PARKS AND PLAYGROUNDS				1,129.98
TOTAL GENERAL FUND				93,175.51
CAPITAL FUND				
CITY HALL				
CITY HALL EXPENSE				
02975	CAMERA CORNER	FRONT DOOR FOBS DPW	10-160-000-59040	561.49
12100	LAMPERT YARDS INC	JAMB MATERIALS-DPW WINDOW	10-160-000-59040	128.00
RJMCONST	RJM CONSTRUCTION,LLC	DPW ENTRY REMODEL PAY #1	10-160-000-59040	30,520.00
THIEDE	THIEDE PAINTING	DPW ENTRY REMODEL PAINTING	10-160-000-59040	2,800.00
TOTAL CITY HALL EXPENSE				34,009.49
TOTAL CITY HALL				34,009.49
GENERAL EXPENDITURES				
14490	NEENAH FOUNDRY	LIDS/FRAME/GRATES SBU PORTION	10-199-000-51525	6,354.15
TOTAL				6,354.15
TOTAL GENERAL EXPENDITURES				6,354.15
PATROL				
PATROL				
AXON	AXON ENTERPRISES, INC.	BODY WORN CAMERAS	10-215-000-59050	19,254.00
TOTAL PATROL				19,254.00
TOTAL PATROL				19,254.00
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	TURNOUT GEAR BOOTS	10-250-000-59050	171.01
PAULCONW		TURNOUT GEAR-BOOTS	10-250-000-59050	170.00
USBANK	US BANK	FLIGHT TO PICK UP TRUCK/DIETHN	10-250-000-59060	333.20
TOTAL EXPENSE				674.21
TOTAL FIRE DEPARTMENT				674.21

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
STORM SEWERS				
EXPENSE				
14490	NEENAH FOUNDRY	LIDS/FRAME/GRATES CITY PORTION	10-300-000-59115	116.00
TOTAL EXPENSE				116.00
TOTAL STORM SEWERS				116.00
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
USBANK	US BANK	PICKLEBALL COURT WIND SCREENS	10-510-000-59075	1,560.00
TOTAL PARKS AND PLAYGROUNDS				1,560.00
TOTAL PARKS AND PLAYGROUNDS				1,560.00
MUNICIPAL DOCKS				
EXPENSE				
ROYLAN	ROLYAN BUOYS	4" SHALLOW AREA BUOYS	10-550-000-59075	2,060.00
ROYLAN		FREIGHT	10-550-000-59075	143.05
TOTAL EXPENSE				2,203.05
TOTAL MUNICIPAL DOCKS				2,203.05
TOTAL CAPITAL FUND				64,170.90
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	02.01.22 CONTRACT	21-000-000-55015	5,361.25
TOTAL CABLE TV / GENERAL				5,361.25
TOTAL CABLE TV / GENERAL				5,361.25
TOTAL CABLE TV				5,361.25
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	25-320-930-70002	52.25
TOTAL TID #2 A AREA BONDS - CITY				52.25
TID #2 A AREA BONDS - DVL				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	25-320-931-70002	142.50
TOTAL TID #2 A AREA BONDS - DVL				142.50
T2 ROAD PROJECTS				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 12.30.13	25-320-932-70002	128.25
TOTAL T2 ROAD PROJECTS				128.25

INVOICES DUE ON/BEFORE 02/01/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #2 DISTRICT				
T2 ROAD PROJECTS				
T2 ROAD PROJECTS				
TOTAL TID DISTRICT #2				323.00
TOTAL TID #2 DISTRICT				323.00
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	11/21 CONTRACT MATTERS	28-340-000-55001	4,607.00
03950		12/21 GRANARY MATTERS	28-340-000-55001	3,068.00
03950		12/21 CONTRACT/DEV MATTERS	28-340-000-55001	208.00
JJSTECH	JJS TECHNICAL SERVICES	METHANE METERS	28-340-000-59050	36,777.96
TOTAL TID #4 DISTRICT				44,660.96
TOTAL TID #4 DISTRICT				44,660.96
TOTAL TID #4 DISTRICT				44,660.96
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	12/21 DSL FUEL 678.25 G	60-000-000-51650	2,094.25
PRECAUTO	PRECISION AUTO GLASS	WINSHIELD REPAIR	60-000-000-53000	280.00
PRECAUTO		WINSHIELD REPAIR-LABOR	60-000-000-53000	200.00
TOTAL SOLID WASTE ENTERPRISE FUND				2,574.25
TOTAL SOLID WASTE ENTERPRISE FUND				2,574.25
TOTAL SOLID WASTE ENTERPRISE				2,574.25
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
19880	STURGEON BAY UTILITIES	VACANT LOT-KOBISHOP PURCHASE	64-000-000-58999	6.00
TOTAL COMPOST SITE ENTERPRISE FUND				6.00
TOTAL COMPOST SITE ENTERPRISE FUND				6.00
TOTAL COMPOST SITE ENTERPRISE FUND				6.00
TOTAL ALL FUNDS				210,271.87



**MANUAL CHECKS**

PITNEY BOWES 01/17/2022 Check # 89740 12/21 Postage Meter Statement Charges 01-199-000-57250	\$7,462.40
EMPLOYEE BENEFITS CORP. 01/17/2022 Check # 89741 FSA/COBRA/HRA 01-600-000-50510	\$181.00
NORTH SHORE BANK 01/17/22 Check # 89742 HRA Enrollment-Mike Smith 01-000-000-21530	\$30,475.18
PITNEY BOWES 01/17/2022 Check # 89743 01/22 Quarterly Meter Rental 01-199-000-57250	\$117.00
SUN LIFE 01/17/22 Check # 89744 02/22 Short- & Long-Term Disability 01-1000-000-21545	\$2,192.81
SPECTRUM 01/19/22 Check # 89808 12/21 Cable Statement Charges 01-160-000-58999	\$141.96
STURGEON BAY SCHOOL DISTRICT 01/20/22 Check # 89809 11/21 & 12/21 Mobile Home Tax Payment 01-000-000-41300	\$412.02
STURGEON BAY SCHOOL DISTRICT 01/20/22 Check # 89810 12/21 Mobile Home Tax Payment 01-000-000-41300	\$4,600.26
<b>TOTAL MANUAL CHECKS</b>	<b>\$45,582.63</b>

DATE: 01/25/1922  
TIME: 14:23:11  
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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 02/01/2022

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

GENERAL FUND	<del>93,175.51</del>	138,758.14
CAPITAL FUND	64,170.90	
CABLE TV	5,361.25	
TID #2 DISTRICT	323.00	
TID #4 DISTRICT	44,660.96	
SOLID WASTE ENTERPRISE	2,574.25	
COMPOST SITE ENTERPRISE FUND	6.00	
TOTAL --- ALL FUNDS	<del>210,271.87</del>	255,854.50

Helene Sauer January 25<sup>th</sup> 2022  
Seth W... 1/25/22  
Jan W... 1/25/22

COMMON COUNCIL  
January 18, 2022

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/Gustafson to adopt the agenda. Carried.

No one spoke during public comment.

Bacon/Wiederanders to approve following bills: General Fund - \$4,170,696.35, Capital Fund - \$76,728.48, Cable TV - \$1,597.12, Solid Waste Enterprise Fund - \$15,881.78, and Compost Site Enterprise Fund - \$11,038.53 for a grand total of \$4,275,942.26. Roll call: All voted aye. Carried.

Reeths/Nault to approve consent agenda:

- a. Approval of 1/4/21 regular Common Council minutes.
- b. Place the following minutes on file:
  - (1) Finance/Purchasing & Building Committee – 12/28/21
- c. Place the following reports on file:
  - (1) Fire Department Report - December 2021
  - (2) Police Department Report – December 2021
- d. Consideration of: Approval of Sidewalk Café Permit for Henry S. Baird.

Carried.

Wiederanders/Statz to confirm the following mayoral appointment:

**BICYCLE & PEDESTRIAN ADVISORY BOARD**

Brian Weiss

Carried.

Nault/Williams to adopt resolution re: Water Weed Conveyer Grant. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of one 2022 Ford Explorer Police Interceptor squad from Jim Olson Ford, Lincoln in the amount of 33,418 plus DMV fees.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

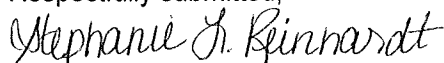
Introduced by Bacon. Bacon/Reeths to adopt. Carried.

There was no City Administrator report.

The Mayor gave his report.

After Mayor Ward announced the statutory basis, Statz/Nault to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e) Consideration of: Acquisition of Alabama Place re: parcel #281-62-10000116. Roll call: Carried. The meeting moved to closed session at 6:15 pm. The meeting adjourned at 6:36 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD  
Monday, December 13, 2021

The Aesthetic Design and Site Plan Review Board meeting was called to order at 6:00 p.m. by Chairperson Rick Wiesner in the Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from November 8, 2021
4. Consideration of: Commercial Storage Facility for E & I Investment, LLC located at 1361 N 14<sup>th</sup> Avenue.
5. Consideration of: U-Haul Facility for 1833 Egg Harbor Road, LLC located at 1833 Egg Harbor Road
6. Adjourn.

All ayes. Carried.

**Approval of minutes from November 8, 2021:** Moved by Ms. Jorns, Seconded by Ms. Frank to approve all the minutes. **All in favor. Carried.**

**Consideration of: Commercial Storage Facility for E & I Investment, LLC located at 1361 N 14<sup>th</sup> Avenue:** Mr. Sullivan-Robinson indicated Dave Phillips is the contractor representing the project. The back half of the property is planned to be redeveloped into 15 new storage buildings to be leased. All existing building on the back end of the property will be removed. This property went through a rezoning process and comprehensive plan amendment so the back half could be used for commercial use. The buildings are 24 x 42 with overall height of 21 feet, standard square design, and pitched roof along with 14-foot overhead doors plus standard entry doors. There will be exterior lighting on each unit. Landscaping is shown at the beginning of each building and end of each drive isle. Storm water management at south and west end of the property.

Mr. Wiesner questioned how many properties similar to this development are in the city. Mr. Olejniczak indicated the last project was Apple Storage.

Mr. Dave Phillips indicated the storage units will be condo buildings sold to individuals under contract and restrictions for use and time. Baudhuin was hired for layout and storm water, which they have the ponds and how they will be installed. Mr. Phillips indicated at this time the back section is only being developed as the front is still zoned agricultural. In the future, the property owner hopes to develop apartments on the front half. Buildings are 24 x 42 with 14-foot doors, sidewall 16 foot and no windows. They will be working with Mark Bretl regarding electrical. Each unit would consist of sewer / water / gas. Each unit will have a 200-amp service. Buildings will be a two-toned with a wayne's coat all the way around the bottom. For landscaping, 6-8-foot cedar trees in the drive lanes to cut down the headlights coming in. Currently the west side of the property is well covered with trees, north and south side aren't occupied with residence. As for lighting, plan is to put two pole lights coming down the side driveways on the north and south. Lighting will illuminate down and forward. The front of the buildings will have wall mount lights which will be shining down in front of the building. May not do signage and only word of mouth the way sales interest are currently looking. Will look into signage in the future when developing the apartments.

Mr. Wiesner questioned if they will be allowing people to run a business out of the units. Mr. Phillips explained they are considered contractor storage to store materials to work on cars or used as a man/woman cave not utilized as a business however may store business material. Mr. Wiesner is concerned with the noise from working on cars on suggested more trees to buffer the sound for the

neighbors. Ms. Jorns asked if quiet hours will be enforced. Mr. Phillips stated the bylaws haven't been worked out yet. Ms. Jorns asked if they have talked with the neighbors and Mr. Phillips confirmed they came to meetings addressing any concerns.

Mr. Augustson stated he would like to see a tree line on the north property line. Mr. Phillips stated no one resides or exists there. Mr. Struck questioned for the storm water management there will be tree removal and Mr. Phillips confirmed. Mr. Struck requested landscaping to cover the metal building.

Mr. Phillips stated the lighting will be type 3, out and down. Mr. Struck stated the lighting indicated is reflecting out which Mr. Phillips stated only 20 feet. Mr. Struck stated the objective is to have the lighting just reflect down, which Mr. Phillips stated he is open to change and suggestions. Ms. Jorns asked if the lights can be motion activated. Mr. Wiesner asked if there needs to be lights on the buildings if there is pole lighting. Mr. Struck asked if the lighting on the building is for personal or security reason and Mr. Phillips stated for personal reason. Mr. Struck suggested personal lighting with a switch if not for security reasons.

Mr. Olejniczak indicated three issues were raised at previous meetings: 1) any outdoor storage activities which Council placed a condition on the rezoning to eliminate that and help with noise, 2) concern about drainage which was addressed, 3) softening the buildings from adjoining properties, looking at the southwest corner and north line, adding additional screening would be beneficial. Mr. Sullivan-Robinson added there is a noise ordinance with residential properties adjacent to this property.

Mr. Struck questioned if the roof is the same color as the stone, Mr. Phillips confirmed. Mr. Struck asked what color the garage doors are and Mr. Phillips stated they are dark medium bronze.

Ms. Jorns questioned landscaping on all lines. Mr. Struck stated the south side with the retention pond will need to be different. Mr. Wiesner stated from property 1348 to the Northern line should be trees to buffer. Mr. Phillips suggested placing two trees behind each building, Mr. Augustson stated three.

Mr. Struck made a motion to approve the plan with landscaping adding 15 trees on the north side and additional landscaping to be determined by the storm management pond, also down lighting or no lighting. Seconded by Ms. Jorns. All in favor. Carried.

**Consideration of: U-Haul Facility for 1833 Egg Harbor Road, LLC located at 1833 Egg Harbor Road:**

Mr. Jeremy Vandenheuvel, represents the company, stated the intentions are to clean up the facility. Mr. Vandenheuvel stated they do truck sharing, storage units and supplies. There will be a show room where individuals can drive into a load bay to access their storage unit. Mr. Struck questioned the red doors on the front and Mr. Vandenheuvel stated those are fake for design. Mr. Struck questioned if the existing metal overhang is going away or being painted, Mr. Vandenheuvel confirmed it will be painted. Mr. Vandenheuvel stated above the entrance will be an architectural wood design. Mr. Burk asked if trucks would be rented out of the facility and how much space will be utilized in the parking lot, Mr. Vandenheuvel stated it's a truck sharing program with 10-30 trucks which are neatly aligned.

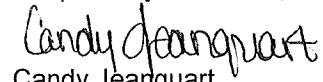
Mr. Vandenheuvel stated the lighting will be very bright for security and comfort for individuals coming there. Mr. Struck asked if there was a lighting plan in place, Mr. Vandenheuvel stated currently it's just the existing lighting however may add LED wings off the light pole which would aim at the building. No lighting will be on the building at this time.

Mr. Sullivan Robinson stated for approval is for the building design and signage. There are four signs requiring a permit. The main U-Haul sign with that cabinet should be required to have an opaque background. Mr. Vandenheuvel stated there will be three entry way: glass slider for business hours, next to that is a man door for after hours, and then the black overhead door which is the hitch bay, also a R&D door for employees. Mr. Vandenheuvel stated there will be another man door next to Tractor Supply Company for an employee entrance in the morning and/or emergency exit, will be painted to match/blending into the building.

Mr. Burk made a motion to accept the facade as presented with a condition of a lighting plan to be submitted for review. Seconded by Ms. Jorns. All in favor. Carried.

**Adjourn:** Moved by Ms. Jorns, seconded by Mr. Burk to adjourn. All ayes. Carried. The meeting adjourned at 7:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Candy Jeanquart".

Candy Jeanquart  
Police Assistant

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**January 11, 2022**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Vice Chairperson Wiederanders in the Council Chambers, City Hall. Roll call: Alderpersons Wiederanders and Williams were present. Alderperson Bacon was excused. Also present: Treasurer/Finance Director Clarizio, Police Chief Henry, and Office Accounting Assistant II Metzger.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Purchase of two 300HP 4.6L V8 Mercury Verado engines.
5. Review bills.
6. Adjourn.

Carried.

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

Consideration of: Purchase of two 300HP 4.6L V8 Mercury Verado engines.

Police Chief Henry stated that \$45,000 was approved in the 2022 capital budget for the purchase of two Mercury Verado engines including installation for the patrol boat. Only one bid was received from Bay Marine in the amount of \$48,517.98 which is \$3,517.98 over budget. He stated that Bay Marine has offered to assist with liquidation of the existing engines which should help offset the budget overage.


Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the purchase of two 300 HP 4.6L V8 Mercury Verado engines from Bay Marine in the amount of \$48,517.98. 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 4:04pm.

Respectfully submitted,



Tricia Metzger



**WATERFRONT REDEVELOPMENT AUTHORITY**  
**Wednesday, January 12, 2022**

A meeting of the Waterfront Redevelopment Authority ("WRA") was called to order at 3:00p.m. by Chair Dan Williams in the Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

**Roll Call (#1):** Members present: Ryan Hoernke, Dan Williams, Chris Jeanquart, Spencer Gustafson, and John Hauser were present. Member Barbara Pfeifer was absent. Member Carrie Tjernagel was excused. Also present were WRA Secretary Marty Olejniczak, City Administrator Josh VanLieshout, and Administrative Assistant Suzanne Miller.

Chair Williams made a motion to include public comment on agenda items only in the agenda for this meeting as the item was inadvertently omitted from the previously published agenda. Gustafson seconded the motion. All ayes. Motion carried

**Adoption of agenda (#2):** Motion was made by Hoernke and seconded by Hauser to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from November 10, 2021
- 3a. Public Comment on agenda items only.
4. Update on current waterfront redevelopment activities.
5. Consideration of: Sale of property located at 10 W. Larch Street (parking lot) – parcel no. 281-24-15090301A.
6. Convene in closed session in accordance with the following exemption:  
 Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduction other specified public business, whenever completeive or bargaining reasons require a closed session. 19.85 (1)(e).  
 Consideration of: Sale of property located at 10 W. Larch Street (parking lot) - parcel no. 281-24-15090301A.  
 Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Authority may adjourn in closed session.
7. Adjourn.

All ayes. Motion carried.

**Approval of minutes from November 10, 2021 (#3):** Motion was made by Hoernke and seconded by Jeanquart to approve the minutes from November 10, 2021. All ayes. Motion carried.

**Public Comment on agenda items only (#3a):**

Chris Kellems of 120 Alabama Street stated she is fervently against selling the parking lot by Bay View Park and listed the following concerns: 1) She considers the entire area, including the parking lot, to be a public space 2) The \$26,000 sculpture, for which she led fundraising, was meant for public viewing in a public space 3) Increasing public access to the waterfront is included the City's Comprehensive Plan 4) Protecting the Madison Avenue view corridor from construction of multi-story building on the site 5) Protecting water access, parks, and walkability in the area for the public 6) Would like the property out of WRA ownership and transferred to the City as the property should not be transferred to private ownership.

Jay Renstrom of 34 Bluebird Drive spoke regarding is selling a piece of City property to a private enterprise and stated the following: 1) Is that area fill and part of a federal park? 2) Selling the only parking spots adjacent to the park will negatively affect access for people with mobility issues 3) The only access to the former railroad spur must remain public.

**Update on current waterfront redevelopment activities (#4):** Olejniczak discussed the following:

- 1) No progress on transfer of Harbor Club Marina development agreement to Marine Max as previously tentatively approved by WRA. Olejniczak is waiting for specific documentation from them.
- 2) Regarding the west waterfront area on the east side of Madison Ave.: A) Greenfire Management started construction at the Teweles & Brandeis Grain Elevator after Sturgeon Bay Historical Society Foundation (SBHSF) received an historic fill exemption from the WI Department of Natural Resources (WI DNR.) B) The lakebed sublease was amended to include SBHSF follow the requirements of the historic fill exemption. C) Northpointe's Breakwater Residences are on hold due to construction costs. D) Gentry's Terrace project needs an historic fill exemption in order to proceed and an engineering firm was hired to submit the request to WI DNR. They plan a March or April 2022 start for the project.
- 3) A party expressed interest in the WRA-owned vacant parcel on the corner of Pine St. and Madison Ave. The WRA will likely discuss procedure to divest itself of the property at the February meeting.

Gustafson mentioned that doubt was cast secondary to media coverage regarding methane at the west waterfront development sites. Olejniczak reported following the requirements of WI DNR's historic fill exemptions during construction will mitigate the methane risk.

**Consideration of: Sale of property located at 10 W. Larch Street (parking lot) – parcel no. 281-24-15090301A. (#5):**

Olejniczak explained the original development agreement for the property showed 50 City-owned parking spots exclusive for the use of Sonny's Pizza. The entire parking lot, now owned by the WRA, includes those 50 parking spots and an additional 50 directly to the west that are exclusive for the use of Harbor Club Marina. Will Estes, LLC, current holder of that development agreement/Sonny's Pizza, wishes to purchase the entire parking lot, including the portion subject to the separate Harbor Club development agreement from the WRA. Will Estes, LLC submitted a proposal to build public restrooms in their building in exchange for the parking lot.

Jason Estes of Sonny's Pizza stated the handicap and public parking stalls that face the water would remain unchanged and they propose taking ownership of the remaining parking stalls to protect their investment in the restaurant. He does not intend to develop the lot for anything except parking, would provide an easement for access to the park, and would take over snowplowing and parking lot maintenance. He is agreeable to stipulations that the property remain a parking lot. Public restrooms are in great need in the area and he proposes to "swap" provision of the public restrooms for ownership of the parking area, including the portion subject to the Harbor Club development agreement which he intends to continue leasing to Harbor Club. The planned public restrooms would include the remodel of existing ground floor restroom on the north side of the building to provide exterior access to the public.

Olejniczak explained that the Harbor Club development agreement would need to be renegotiated for the WRA to sell the portion of the parking lot subject to that agreement to Will Estes, LLC.

**Convene in closed session in accordance with the following exemption:**

**Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduction other specified public business, whenever complete or bargaining reasons require a closed session. 19.85 (1)(e).**

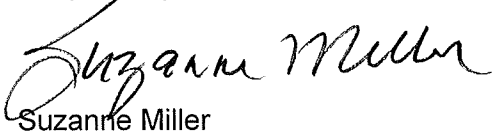
**Consideration of: Sale of property located at 10 W. Larch Street (parking lot) - parcel no. 281-24-15090301A.**

**Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Authority may adjourn in closed session. (#6):**

Moved by Jeanquart and seconded by Hauser to convene in closed session. All ayes. Motion carried. The meeting convened in closed session at 3:25pm.

**Adjourn (#7):** Motion to adjourn by Gustafson and seconded by Hoernke. All ayes. Motion carried. The meeting was adjourned in closed session at 4:10pm.

Respectfully submitted, .

  
Suzanne Miller

**Ad Hoc NERR Advisory Committee  
January 14, 2022**

A meeting of the Ad Hoc NERR Advisory Committee was called to order at 9:02 a.m. by Co-Chairperson Oleson in Council Chambers, City Hall.

**Roll call:** Members Mark Holey, Caitlin Oleson, Laurel Hauser, Greg Meissner, Charlie Henriksen and Matthew Peter were present and appeared by zoom. Member Bill Hoag was excused. Ex Officio members Marty Olejniczak and Pam Seiler were present and appeared by zoom. Ex Officio members Steve Jenkins, David Ward, Josh VanLieshout and Chris Sullivan-Robinson were excused. Also present was Deputy Clerk/Treasurer Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Public Comment.
4. Consideration of: UWGB NERR Update.
5. Consideration of: Prospectus and Video Update.
6. Consideration of: Outreach Strategy Update.
7. Adjourn.

Carried.

No one spoke during public comment.

**Consideration of: UWGB NERR Update:**

The UWGB NERR Site Development Committee is making changes to the criteria based on suggestions from NOAA. The soonest the criteria for the NERR would be available to the public would be March.

**Consideration of: Prospectus and Video Update:**

Details for each bullet point of the prospectus continue to be on hold until the criteria are received.

Maps of different site selections within City limits for the NERR were emailed to members prior to the meeting. Site selections that are not municipality owned will need to go through Finance/Purchasing and Building Committee, then Common Council for approval.

Depending on the availability of room, the west waterfront could be an option if other developments do not take effect.

Destination Door County and Destination Sturgeon Bay would help anyway possible in the assembly of the prospectus and video update.

**Consideration of: Outreach Strategy Update:**

A meeting with Dan Tjernagel, Sturgeon Bay School Superintendent, was held in December. Mr. Tjernagel reported that 5 out of the 8 school districts in the area are interested in the NERR.

The pledge drive in conjunction with the Door County Community Foundation may pick up in activity now that the holidays are over. To date, over \$100,000 has been pledged.

Moved by Mr. Meissner, seconded by Mr. Henriksen to adjourn. Carried. The meeting adjourned at 9:25 a.m.

Respectfully submitted,

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

Laurie Spittlemeister,  
Deputy Clerk/Treasurer

**CITY PLAN COMISSION MINUTES**  
**January 19, 2022**

A meeting of the City Plan Commission was called to order at 6:00p.m. on January 19, 2022, by Chairperson David J. Ward in the Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

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

**Agenda (#2):** Motion was made by Bacon and seconded by Holey to accept the following agenda:

1. Roll call.
  2. Adoption of agenda.
  3. Approval of minutes from December 15, 2021.
  4. Public comment on non-agenda Plan Commission related items.
  5. Conditional use application for 4-unit multiple-family dwelling proposed by TTX Leasing Inc. for property located at 1921 Florida Street:
    - a. Presentation
    - b. Public Hearing
    - c. Consideration
  6. Consideration of: Resolution regarding Relocation Order and Declaration of Necessity to the extension of S. Grant Avenue.
  7. Consideration of: Creation of Egg Harbor Road Tax Increment District.
  8. Adjourn.
- All ayes. Motion carried

**Approval of minutes from December 15, 2021 (#3):** Motion was made by Statz to approve the minutes from October 20, 2021, and seconded by Norland. All ayes. Motion carried.

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

**Conditional use application for 4-unit multiple-family dwelling proposed by TTX Leasing Inc. for property located at 1921 Florida Street (#5):**

**Presentation:** Sullivan-Robinson described a petition by Therma-Tron-X Leasing to convert the former Community Based Residential Facility into a 4-unit multi-family dwelling. The proposed plan is compliant with the Comprehensive Plan for the site (Medium Density Residential), conforms with the current R-4 (Multiple Family Residential) zoning, and will reuse an empty building.

Chuck Wheaton, representing Therma-Tron-X Leasing at 1155 Neenah Ave., described the company's need to provide housing to aid in staff recruitment. He presented a plan to create four units in the existing building by adding two kitchens and one bathroom and replacing all exterior doors. He stated the building will look brand new.

**Public Hearing:** No speakers presented at the meeting.

**Consideration:** Reeths moved to approve the conditional use application proposed by Therma-Tron-X Leasing Inc. for a 4-unit multiple-family dwelling on the property located at 1921 Florida St. as presented. Holey seconded the motion. All ayes. Motion carried.

**Consideration of Resolution regarding Relocation Order and Declaration of Necessity to the extension of S. Grant Avenue (#6):**

**Consideration:** Olejniczak explained the required easement for an existing stormwater retention pond on the Ruenger parcel does not currently exist and the previously approved resolution for the right of way needed for the extension of S. Grant Ave must be revised to include the easement and then readopted.

**Recommendation:** Norland moved that the Commission recommend the Common Council adopt the revised Resolution of Relocation Order and Declaration of Necessity. Bacon seconded the motion. All ayes. Motion carried.

**Consideration of Creation of Egg Harbor Road Tax Increment District [TID] (#7):**

**Presentation:** Olejniczak described multiple planned and/or potential development projects including a number of new housing projects, Ace Hardware, Rogue Theater, improvements to buildings at 12<sup>th</sup> Ave. & Egg Harbor Rd., and new commercial development on vacant lots that could be included in the TID. He also reported on potential municipal infrastructure projects being considered for the area including storm water improvements and detention pond, sewer and water improvements, pedestrian and bike connections, street resurfacing, and streetscape improvements. Staff recommends use of tax incremental financing for the area while recognizing creation of TID is a multistep project with technical requirements that may require hiring a financial consultant.

The Commission discussed 1) Having the streetscape improvements match the look of the downtown 2) Addition of sidewalks and trails leading to Egg Harbor Rd. and 3) The feasibility of including a loan opportunity for commercial buildings similar to the home improvement loan program that has been part of other TIDs in the City.

**Consideration:** Holey moved the Commission make a recommendation to the Common Council to begin the planning process to create an Egg Harbor Road Tax Increment District to include hiring the City's financial consultants R. W Baird to prepare the project plan and proformas and lead the creation process. Norland seconded the motion. All ayes. Motion carried.

**Adjourn (#8):** Norland made the motion to adjourn, which was seconded by Reeths. All ayes. The motion carried. The meeting adjourned at 6:34p.m.

Respectfully submitted,



Suzanne Miller  
Administrative Assistant



**Parking & Traffic  
January 24, 2022**

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

Members Kirsten Reeths, Spencer Gustafson and Dennis Statz were present. Also present: Municipal Services Director Mike Barker, 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. Discussion of: Alley/mailbox behind Post Office.  
Option 1: Making the alley between Michigan Street and Kentucky Street where the Post Office mailbox is located a one-way alley/street.  
Option 2: Discussion with Post Office on possibly relocating mailbox to City Hall.
5. Adjourn.

All in favor. Carried.

**Public comment.**

Kelly Avenson, 6834 Edgewood St., and Chris Kellems, 120 Alabama St. spoke.

**Discussion of: Alley/mailbox behind Post Office.** Ald. Reeths explained that she had a resident bring this issue to her for discussion. She explained that she checked with Police Chief Clint Henry to obtain the data from that alley, and it was stated there were two accidents at that location in six years. Municipal Services Director Mike Barker stated he had not had any complaints brought to him about this location. He was not in favor of making the alley a one-way alley. Ald. Gustafson and Ald. Statz also stated they were not sure this was necessary and some discussion took place on possible signage for the alley that would be discussed with the Municipal Services Director.

Moved by Ald. Gustafson, seconded by Ald. Statz to adjourn. Meeting adjourned at 4:52 p.m.

Respectfully Submitted,



Colleen DeGrave  
Municipal Services Administrative Assistant

**BEVERAGE OPERATOR LICENSES**

1. Adams, Raeanne K.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of two Mercury Verado engines from Bay Marine in the amount of \$48,517.98.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Seth Wiederanders, Vice Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 11, 2022

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

## EXECUTIVE SUMMARY

TITLE: Purchase two 300HP 4.6L V8 Mercury Verado engines.

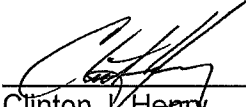
BACKGROUND: Sturgeon Bay Police Department currently has two Mercury Verado engines on our patrol boat that need replacement. \$45,000 was approved in the 2022 budget for the purchase of two Mercury Verado engines to include installation. The below bids were sent and received. We placed a request for bids on the City of Sturgeon Bay website as well.

Bay Marine	\$48,517.98
CenterPointe Marina	No Response
Skipper Buds	No Response

FISCAL IMPACT: \$45,000 was approved in the FY2022 budget for the purchase of two Mercury Verado engines. The received bid would increase that budget line item by \$3,517.98. This amount includes all of the equipment needed for the engine replacement.

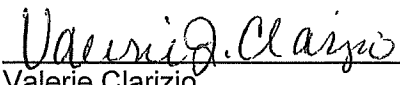
RECOMMENDATIONS: Approve the purchase of two 300HP 4.6L V8 Mercury Verado engines from Bay Marine in the amount of \$48,517.98.

PREPARED BY:

  
Clinton J. Henry  
Chief Sturgeon Bay Police Department

1-5-22  
Date

REVIEWED BY:

  
Valerie Clarizio  
Finance Director/City Treasurer

1/5/22  
Date

APPROVED BY:

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

\_\_\_\_\_  
Date

## EXECUTIVE SUMMARY

**Title:** Resolution of Relocation Order and Declaration of Necessity

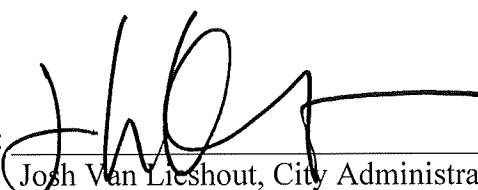
**Background:** Last month the Plan Commission and the Council approved a resolution for a relocation order and declaration of necessity for acquiring the right-of-way needed for the extension of S. Grant Ave by eminent domain (condemnation). This resolution is one of the steps in the process of acquiring the property from its current owner – Timothy Ruenger.

Since that time, it has become apparent that an easement will be needed for an existing stormwater detention pond on the Ruenger parcel. Stormwater runoff from the planned street will be directed into that pond and there is no easement currently. The City Attorney has opined that the resolution should be revised to include the easement and then readopted in order to be certain to comply with the Wisconsin statutes. Therefore, a revised resolution and revised map (Exhibit A) that includes the easement has been prepared. The Plan Commission made its recommendation to approve the revised resolution at its January meeting.

**Recommendation:** The Council should adopt the revised Resolution of Relocation Order and Declaration of Necessity.

Prepared by:   
Martin Olejniczak, Community Development Director

1/20/2022  
Date

Reviewed by:   
Josh Van Lieshout, City Administrator

1/20/22  
Date

**CITY OF STURGEON BAY RESOLUTION NO.**  
**Amended Resolution of Relocation Order and Declaration of Necessity**

The Common Council of the City of Sturgeon Bay, Door County, Wisconsin hereby resolves as follows:

1. This Resolution shall amend and replace the Relocation Order and Declaration of Necessity passed by the Common Council on December 21, 2021 and filed with the Door County Clerk on January 7, 2022. This Amended Relocation Order and Declaration of Necessity is issued in accordance with subsection 32.05(1), Wis. Stats. for the purpose of laying out, extending, and constructing a portion of Grant Avenue and to lay out a permanent easement area for the storm water drainage management in the areas illustrated and described herein and is also a declaration of necessity for the acquisition of the interests in real estate necessary to carry out the Grant Avenue improvement public project in accordance with subsection 32.07(2), Wisconsin Statutes.

2. The City of Sturgeon Bay hereby determines that it is necessary and a public purpose to: layout, extend and construct Grant Avenue from its intersection with Sycamore Street in the City of Sturgeon Bay to its intersection with Sawyer Drive extended to the border of the Town of Nasewaupée, Wisconsin, and to obtain a permanent easement for stormwater drainage purposes in the manner and location illustrated and described in the attached map identified as Exhibit A and entitled “Layout of Grant Avenue Improvement” which is appended to and incorporated in this Relocation Order; and, to acquire the interests in the lands illustrated and described by Exhibit A for those purposes;

3. The Common Council of the City of Sturgeon Bay hereby orders:

- a. Grant Avenue as laid out in the scale map attached as Exhibit “A” will be extended and constructed within the lines and widths shown and the area illustrated and

described in Exhibit “A” and a permanent easement shall also be acquired to manage stormwater associated with the public road improvement as illustrated and described in Exhibit “A”.

- b. The City of Sturgeon Bay will acquire a fee simple interest in the area described in the “Description Proposed Right-of-way – Grant Ave” portion of Exhibit “A”, and a permanent easement for the purpose of conveyance, storage and treatment of stormwater in the area described in the Description - Proposed Storm Water Easement, Portion of Exhibit “A”, from the present owners.
- c. A copy of this amended order shall be filed with the Door County Clerk within 20 days of its issuance.

Adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2022, by Common Council of the City of Sturgeon Bay.

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, that this Amended Resolution of Relocation Order and Declaration of Necessity was adopted by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays by the Common Council of the City of Sturgeon Bay, Wisconsin.

---

David J. Ward, Mayor

ATTEST:

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Stephanie L. Reinhardt, City Clerk



**DESCRIPTION - Proposed Right-of-way - Grant Ave**

A tract of land located in the Northwest one-quarter of the Southwest one-quarter of Section 12, Township 27 North, Range 25 East, City of Sturgeon Bay, Door County Wisconsin, being a 66.00 foot wide strip of land centered on the following described line.

Commencing at the Southeast corner Lot 5 of Maritime Landing plat recorded in Document #722148, thence N 89°13'36" E 33.00 feet to the point of beginning of said centerline, thence along said centerline as follows, N 00°46'24" E 15.50 feet, northeasterly 165.97 feet along a 152.00 foot radius curve to the right (chord bearing N 30°30'29" E 157.85 feet), N 61°47'21" E 401.22 feet, northeasterly 158.07 feet along a 133.00 foot radius curve to the left (chord bearing N 25°19'49" E 158.07 feet), N 11°07'42" W 105.94 feet, northerly 78.05 feet along a 467.00 foot radius curve to the right (chord bearing N 06°20'25" W 77.96 feet), N 01°33'07" W 367.53 feet, and northeasterly 305.80 feet along a 245.65 foot radius curve to the right (chord bearing N 34°06'42" E 286.44 feet) to the intersection with the easterly line of said Northwest one-quarter of the Southwest one-quarter of Section 12 and the termination of said centerline. The southerly termination of said strip of land bears N 89°13'36" E and the northerly termination of said strip bears N 01°33'07" W.

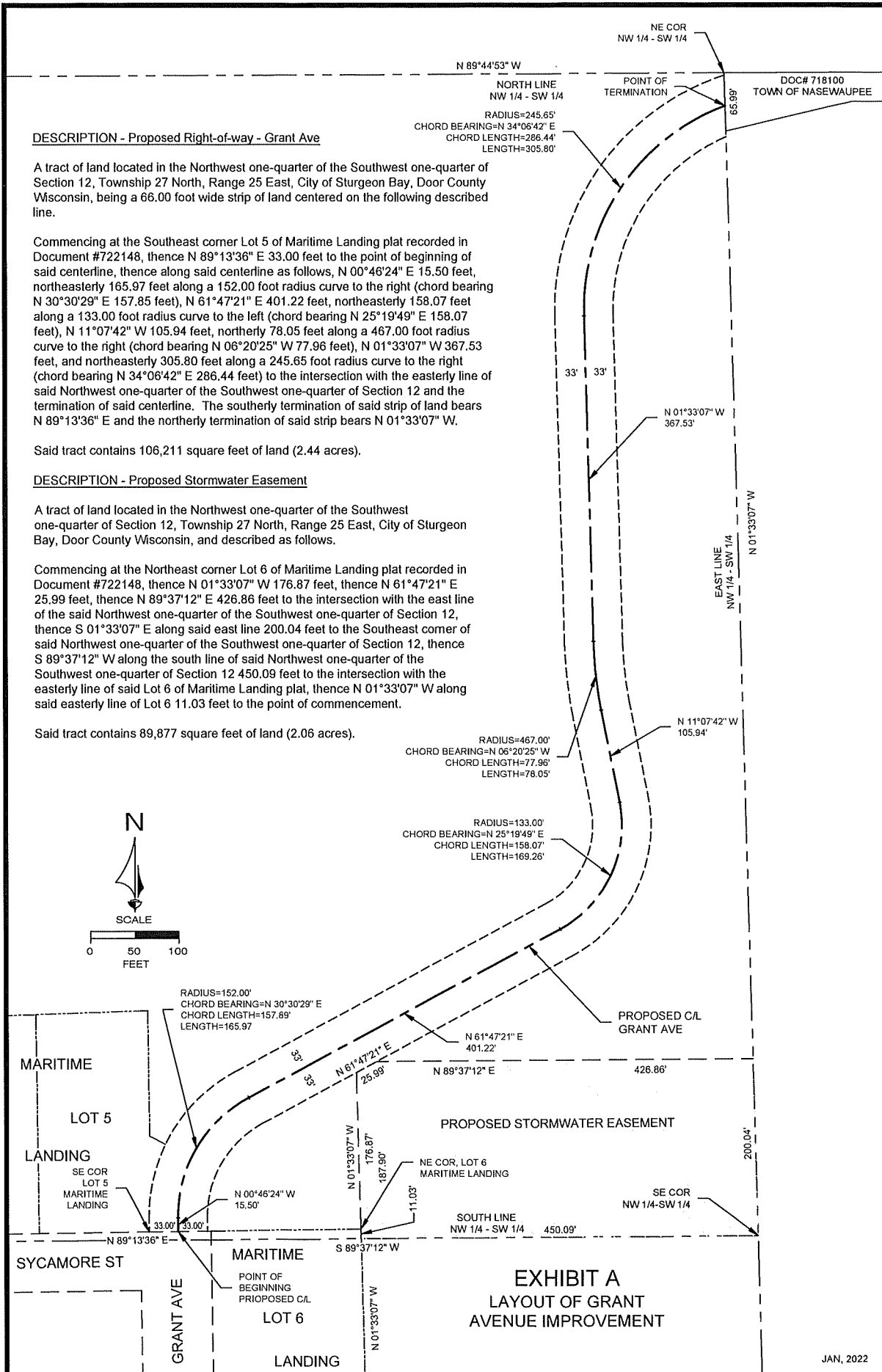
Said tract contains 106,211 square feet of land (2.44 acres).

**DESCRIPTION - Proposed Stormwater Easement**

A tract of land located in the Northwest one-quarter of the Southwest one-quarter of Section 12, Township 27 North, Range 25 East, City of Sturgeon Bay, Door County Wisconsin, and described as follows.

Commencing at the Northeast corner Lot 6 of Maritime Landing plat recorded in Document #722148, thence N 01°33'07" W 176.87 feet, thence N 61°47'21" E 25.99 feet, thence N 89°37'12" E 426.86 feet to the intersection with the east line of the said Northwest one-quarter of the Southwest one-quarter of Section 12, thence S 01°33'07" E along said east line 200.04 feet to the Southeast corner of said Northwest one-quarter of the Southwest one-quarter of Section 12, thence S 89°37'12" W along the south line of said Northwest one-quarter of the Southwest one-quarter of Section 12 450.09 feet to the intersection with the easterly line of said Lot 6 of Maritime Landing plat, thence N 01°33'07" W along said easterly line of Lot 6 11.03 feet to the point of commencement.

Said tract contains 89,877 square feet of land (2.06 acres).



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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the watermain replacement cost share proposal with KwikTrip in an amount not to exceed \$46,000.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 25, 2022

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.



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

Joshua J. Van Lieshout  
City Administrator

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

## Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Watermain replacement cost share proposal

Date: January 20, 2022

---

### **Item:** Watermain replacement cost share proposal

**Discussion:** Land uses and customer demands, along with code changes sometimes make infrastructure that was thought to be sized for the future become obsolete before the end of its useful life. Kwik Trip, while planning for their utility needs discovered that a 490 foot section of watermain serving the project site is undersized and unable to support additional demands of the proposed store. The subject section of watermain represents a bottleneck or restriction of sorts. In order to have sufficient flow to meet demands, the current section of 6 inch pipe needs to be increased to an 8 inch pipe.

KwikTrip is asking for cost sharing in the replacement of this pipe. This is a reasonable request and represents a good value for the City. The section of watermain proposed to be replaced, while adequate for today, likely won't be in the future, as the land along and beyond Alabama Street is pursued for development and redevelopment. There is a current and future benefit to participating the replacement of this section of pipe.

If the Finance Committee were to evaluate the return on investment, it would be reasonable to conclude that the \$46,000 investment would pay back in the form of a greater assessed value (and taxable) to the taxing jurisdictions. If we consider all of the taxing jurisdictions, the project could have a payback in less than one year or, if just the city 5-7 years. This is the net of the current improvements on the site(s).

**Options:** There are a number of options, including:

- Accept the offer as written
- Counter the offer
- Reject the offer

### **Recommendation:**

Recommend to the Common Council to accept the terms of the letter of understanding, cooperating with KwikTrip to replace a 490 foot section of watermain, ancillary valves, hydrant and services for a cost to the City not to exceed \$46,000.



Legal

PHONE 608-781-8988

FAX 608-793-6120

VIA E-MAIL

1626 Oak St., P.O. Box 2107  
La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

December 21, 2021

Joshua J. Van Lieshout  
CITY OF STURGEON BAY  
421 Michigan Street  
Sturgeon Bay, WI 54235

Re: Water Main Upgrade  
Alabama Street

Dear Josh:

Regarding the necessary water main upgrade at Alabama Street, Sturgeon Bay, Wisconsin, this shall confirm the agreement between Kwik Trip, Inc. ("Kwik Trip") and the City of Sturgeon Bay ("City") as follows:

- 1) Kwik Trip shall be responsible for ordering, constructing and managing the water main upgrade project to remove approximately 490 feet of the existing water main on the west side of Alabama Street, which is 6 inches in diameter, and replace it with a water main that is 8 inches in diameter (hereinafter the "Project"). The scope of work for the Project includes the following: (a) installing two 8 inch valves; (b) installing one hydrant (to replace the existing hydrant at the intersection of 15<sup>th</sup> and Alabama); (c) installing one 6 inch hydrant valve; (d) installing water service for 1537 Alabama and Nightengale (moving curb stop across the street); (e) restoring any disturbed asphalt; (f) completing saw cutting; and (g) restoring any disturbed lawn. The final scope of work shall be provided to the City for review and approval prior to Kwik Trip's commencement of the Project.
- 2) The City shall reimburse Kwik Trip for one-half of the cost upon completion of the Project. Payment shall be remitted to Kwik Trip within thirty (30) days after the later of the following: (i) receipt by the City of a statement/invoice from Kwik Trip; or (ii) completion of the Project.
- 3) The City's share of the Project cost shall not exceed Forty-six Thousand and 00/100 Dollars (\$46,000.00). In the event that the total cost of the Project exceeds Ninety-two Thousand and 00/100 Dollars (\$92,000.00) Kwik Trip shall cover the excess cost.
- 4) This agreement is contingent upon Kwik Trip acquiring the properties located at 1567 Egg Harbor Road, 1601 Egg Harbor Road, 1611 Egg Harbor Road, 1629 Egg Harbor Road, 1614 Alabama Street, 1636 Alabama Street, and an unnamed parcel on Alabama Street, all in Sturgeon Bay, Wisconsin on terms satisfactory to Kwik Trip.

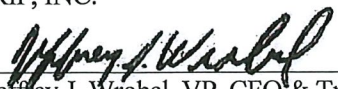
Joshua J. Van Lieshout  
December 21, 2021  
Page Two

I would appreciate it if you would obtain the signature below confirming the City's agreement to the contents of this letter and return a signed copy of this letter to me via facsimile at (608) 793-6120 or email to kklug@kwiktrip.com.

Thank you.

Very truly yours,

KWIK TRIP, INC.

By:   
Jeffrey J. Wrobel, VP, CFO & Treasurer

Agreed to this \_\_\_\_ day of \_\_\_\_\_, 2021:

CITY OF STURGEON BAY

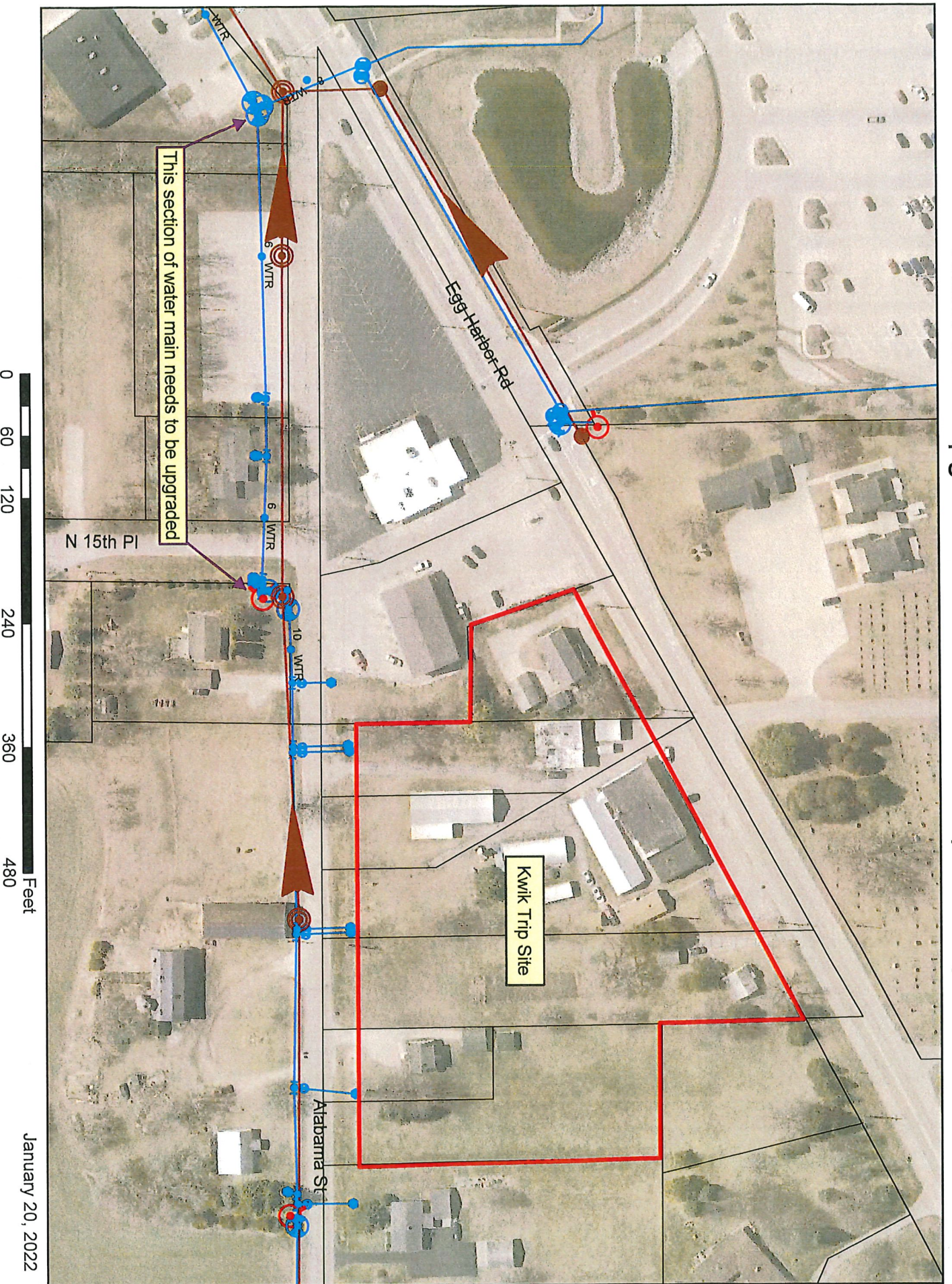
By: \_\_\_\_\_

Its: \_\_\_\_\_





# Water Main Upgrade Needed for Kwik Trip Development





RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the services agreement with Foth Infrastructure and Environment, LLC in the amount of \$42,500 for the Bradley Lake restoration project.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE  
By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 25, 2022

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

## Executive Summary

**Date:** 18 January 2022

**Title:** Professional Services for Bradley Lake Restoration Project


**Background:** In 2021 the City received approval from National Fish and Wildlife Foundation and Fund for Lake Michigan to change the scope of work associated with already approved grants for the restoration project. This project is to make improvements along the eastern shoreline of Bradley Lake. On January 17<sup>th</sup>, 2022 Foth Infrastructure & Environment, LLC proposed an Agreement for Professional Services for the Bradley Lake restoration project. The proposal covers all phases of the project:

Phase 1 – Project Management and Meetings	\$6,500
Phase 2 – Permitting	\$10,500
Phase 3 – Final Design/Plans/Specifications	\$11,000
Phase 4 – Ecological Design Services	\$5,800
Phase 5 – Bidding and Contract Award	\$8,700
<b>Total:</b>	<b>\$42,500</b>

**Fiscal Impacts:** The 2022 budget line 10-510-000-59025 has \$400,000 budgeted for this project.

**Recommendation:** Staff fully supports approving the proposal for professional services.

**Prepared By:**

  
Mike Barker  
Municipal Services Director

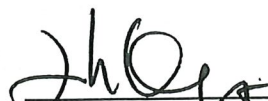
**Date:** 18 JAN 2022

**Reviewed By:**

  
Valerie Clarizio  
Finance Director

**Date:** 1/18/22

**Reviewed By:**

  
Josh VanLieshout  
City Administrator

**Date:** 1/18/22



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

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

City of Sturgeon Bay (OWNER).

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

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

WHEREAS the ENGINEER has agreed to perform such work.

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

**SECTION 1 – PROJECT UNDERSTANDING**

The OWNER requested that Foth perform engineering services to acquire a grant funding reallocation for the currently authorized amounts. The reallocation was approved by the regulatory agencies, as such, the OWNER is now requesting engineering services to prepare the required permits, design, and construction documents, and to provide bidding assistance. Foth has teamed with RES to provide support on planting lists, habitat enhancement, and aquatic biology. Foth and RES are collectively referred to as the “ENGINEER” in this proposal.

**SECTION 2 – SERVICES**

ENGINEER proposes to assist OWNER with the following tasks:

Phase 1 – Project Management and Meetings. The ENGINEER will organize and attend project coordination meetings to support the execution of the project. We anticipate that the meetings will be conducted virtually. A project kickoff meeting and two progress meetings with the OWNER have been budgeted. The ENGINEER will prepare meeting notes and track actions items. The meetings will include a mix of OWNER personnel and the Foth/RES team as necessary to support the agenda items.

Phase 2 – Permitting. The ENGINEER will coordinate with permitting agencies to determine permitting needs, compile appropriate information and documentation, and prepare the permits required for the project as presently conceptualized and approved

through the grant reallocation process. The required permits are anticipated to include the following:

- ◆ WDNR Endangered Resources (ER) Review Request
- ◆ WDNR Nationwide Permit (Chapter 30)
- ◆ USACE Nationwide Permit 27 – Aquatic Habitat Restoration
- ◆ Stormwater Notice of Intent (NOI)
- ◆ Wetland Permit

Per the WDNR, the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit is not required as long as any process water remains within the project area, which is the anticipated case. The associated cost of this phase will need to be re-evaluated after permitting needs have been confirmed. A change request will be submitted if changes to the scope and budget are required by the agencies. Permit fees are not included in the budget.

Phase 3 – Final Design/Plans/Specifications. The ENGINEER will prepare the final design based on the feasibility plan that was developed during the grant reallocation phase of the project. The design will identify the extent of the improvements and will include a plan view(s) of the demolition and the improvement limit. The design will be based on topographic data already collected at the site. The plan will also include a representative typical cross section(s) and details of the construction materials.

Technical Specifications will be prepared in standard Divisional format using EJCDC. A technical specification review meeting will be conducted with the client at or about the pre-final stage of the design (95%).

The ENGINEER will prepare an opinion of the probable construction cost for the project. The opinion will include an appropriate contingency for planning purposes. The cost opinion will be prepared in Microsoft Excel format based on unit cost and appropriate lump sum amounts for associated work items.

Phase 4 – Ecological Design Services. The ENGINEER will perform the services included in the attached scope from our team member RES. Foth will manage and coordinate the services to result in a compiled set of construction documents.

Phase 5 – Bidding and Contract Award. The Engineer will prepare Bidding and Contract Documents including an instruction of bidders, special provisions, the bidders schedule of prices submittal, standard conditions of the construction contract, and the Agreement between the OWNER and the Contractor. It is assumed that the OWNER will provide the ENGINEER with the Standard Conditions and the Agreement format.

The ENGINEER will manage and perform the following services in cooperation with the OWNER upon completion of Phases 3 and 4 or as directed by the OWNER thereafter. Assist in advertising and obtaining bids through “Quest” on-line bidding services and local procurement requirements. Provide bid documents in an electronic for distribution.

Receive and reply at bidder questions/ and issue clarifications/addenda. Prepare for and attend a virtual Pre-Bid Conference. Assist the OWNER in receiving and opening bids. Tabulate bids, evaluate bids, and issue a recommendation of award to the OWNER. Construction engineering services beyond these as listed is not included in the scope or budget.

### SECTION 3 – COMPENSATION

Phase	Description	Cost
Phase 1	Project Management and Meetings	\$6,500
Phase 2	Permitting	\$10,500
Phase 3	Final Design/Plans/Specifications	\$11,000
Phase 4	Ecological Design Services	\$5,800
Phase 5	Bidding and Contract Award	\$8,700
	<b>TOTAL:</b>	<b>\$42,500</b>

### SECTION 4 – TIMETABLE

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

**Phase 1** – On-going through Phase 5

**Phase 2** – On-going through Phase 5, or as determined by agency review and approval duration

**Phase 3** – 5 weeks

**Phase 4** – Concurrent with Phase 3

**Phase 5** – 5 weeks

### SECTION 5 – SPECIAL CONDITIONS

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


Note that this proposal encompasses services through contract award, as identified in Phases 1 through 5, and does not include construction management or oversight. If the OWNER requests such services, associated scope and cost would be provided in a separate proposal.

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

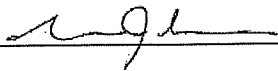
\_\_\_\_\_ day of \_\_\_\_\_, 2022.

For ENGINEER:

Foth Infrastructure & Environment, LLC

By:   
Name (Please print): Joe Liebau

Title: Client Team Leader

By: 

Name (Please print): Mike Stirk

Title: Lead Civil Engineer

For OWNER:

City of Sturgeon Bay

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

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

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

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

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

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

## EXECUTIVE SUMMARY

Title: Creation of Egg Harbor Road Tax Increment District

Background: There are several properties along and near Egg Harbor Road that are underutilized or vacant. Some of these have recently been approved for new development while others likely need financial incentives or infrastructure improvements to be developed. Planned or potential development projects include:

1. Rogue Theater (14<sup>th</sup> Ave)
2. Ace Hardware at the former Bank Mutual site
3. Multiple-family dwellings on the former Peil parcel (Fire Lane Rentals, LLC/Doreen Phillips)
4. Commercial redevelopment on the Egg Harbor frontage portion of the Peil parcel
5. New housing on the Dan Krueger parcel north of Tall Pines Estates
6. Improvements to former Pamida and Sav A Buck buildings at 12<sup>th</sup> Ave/Egg Harbor Rd plus new development along the Egg Harbor frontage of those parcels (1023 Egg Harbor Rd, LLC/Estes & Virlee)
7. Additional development on the parcel between the bike shop and Tall Pines Estates (Doco Loco, LLC/Jeanquart)
8. New residential development on Rob Vogel's vacant lot at the end of Bonnie View Drive
9. New commercial development on the two vacant lots on northwest side of Egg Harbor Rd
10. New housing on the vacant Cherry Court lots
11. New housing on the vacant Colorado Place lots

There also are several potential municipal infrastructure projects that are being contemplated for the region. These include:

1. Construction of a stormwater detention pond on the unused portion of the Ehlers parcel
2. Construction of the Alabama Place to N 12<sup>th</sup> Place street connection
3. Stormwater improvements necessitated by the street connection
4. Sewer/water extension along the Alabama Place connection to serve single-family and two-family dwellings on the Krueger parcel and north end of the former Peil parcel
5. Sewer/water/street improvements for the Colorado Place lots
6. Pedestrian/bike connections between Bonnie View Drive and Egg Harbor Rd and also between Alabama Place extension and Egg Harbor Rd
7. Mill/pave project for Cherry Court (it's already in the 5-year plan)
8. Development incentives (if necessary) to facilitate development of the vacant or underutilized lots listed above
9. Streetscape improvements on 14<sup>th</sup> Ave by the Rogue Theater
10. Parking or stormwater improvements behind the 911 N. 14<sup>th</sup> Ave city-owned property
11. Resurface portions of Egg Harbor Road

The use of tax incremental financing (TIF) should be considered for this area. The proposed and potential new development will generate additional property taxes (tax increment) that could be used to offset the cost of the public investments resulting from, or needed by, the new development. Hence, the time is ripe for the creation of a tax incremental district (TID). A TID allows the additional property taxes from the new development to be collected by the City to repay funds borrowed for the upfront expenses. In this way all of the taxing jurisdictions that are benefiting from the new development help to cover the necessary expenses to create the development. Once the expenses are repaid, then the TID closes and property taxes are distributed normally.

A draft map for the proposed TID is included in the packet. This draft TID includes all of the proposed (or potential) projects in the vicinity of 12<sup>th</sup>/Egg Harbor Road that are listed above. This

proposed district is preliminary and could shrink or grow depending upon a number of factors. Ultimately, the district boundaries and the project plan need approval from the Plan Commission, Common Council, and Joint Review Board.

The creation of a TID involves many steps and there are numerous technical requirements to follow. A detailed project plan that includes financial projections is required. For the recent creation of TID #5 (Sunset School), Sturgeon Bay hired R. W. Baird, the City's financial consultant, to prepare the project plan and proformas and lead the creation process. It is noted that the cost of creating the plan is reimbursable from the TID proceeds.

Options: The option for the City include:

1. Approve working on the Egg Harbor Road TID and hire the consulting services of R. W. Baird.
2. Approve working on the Egg Harbor Road TID but complete the project plan using in house personnel (Note: Assistance with the financial proformas is still required under this option).
3. Decide not to pursue the creation of a TID for this region at this time.

Fiscal impact: The initial impact is the consultant fee of \$6,750. If the TID is successfully implemented, that fee will be collected from future tax increments, meaning there is no fiscal impact on the City for the creation of the district other than staff time. If the TID is ultimately not implemented, then the funds would come from the general funds.

The long-term fiscal impact is the property taxes generated vs. the cost of the public improvements. Under tax incremental financing, the cost of the improvements and incentives is borne by the district, not the general fund. Thus, there is savings to the City. But this savings must be balanced by the foregoing of taxes generated from the new development until the TID recovers its expenses. R. W. Baird, if hired, will prepare financial proformas showing the estimated impact and that will be used to determine yes or no on the ultimate creation of the TID

Recommendation: Direct staff to proceed with the potential creation of the Egg Harbor Road tax increment district and approve entering into a General Consulting Services Agreement with R. W. Baird.

Prepared by: Martin Olejniczak  
Martin Olejniczak  
Community Development Director

11-23-21  
Date

Reviewed by: Val Clarizio  
Val Clarizio  
Finance Director

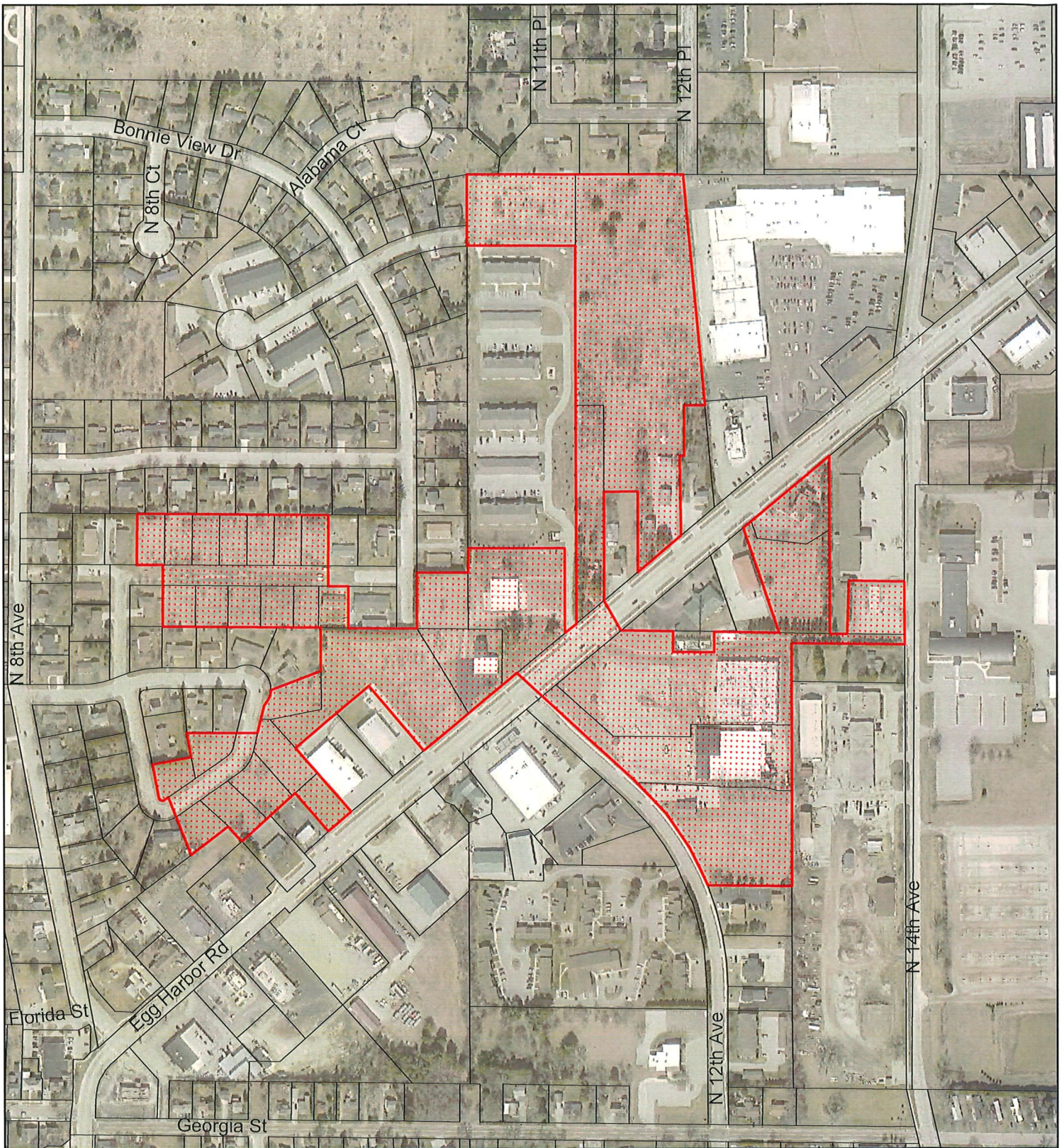
11/23/21  
Date

Reviewed by: Josh Van Lieshout  
Josh Van Lieshout  
City Administrator

11/23/21  
Date



# Egg Harbor Road Tax Increment District



Draft - Oct 27, 2021

0 200 400 800 1,200 1,600 Feet



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to direct staff to proceed with the potential creation of the Egg Harbor Road tax increment district and approve entering into a General Consulting Services Agreement with R. W. Baird.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: January 19, 2022

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.



## RECOMMENDATION

### TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to proceed with the potential creation of the Egg Harbor Road Tax Increment District and enter into a general consulting services agreement with Robert W. Baird in the amount of \$6,750.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 30, 2021

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

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

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

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