



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, FEBRUARY 7, 2023  
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. **Presentation re: Community Investment Fund.**
6. **Public Comment on agenda items only.**
7. **Consideration of the following bills: General Fund – \$321,189.30, Capital Fund - \$64,518.72, Cable TV - \$6,430.99, TID #2 - \$323.00, TID #4 - \$312.00, Solid Waste Enterprise Fund - \$11,905.06, and Compost Site Enterprise Fund - \$772.30 for a grand total of \$405,451.37. [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 1/17/23 regular Common Council minutes.**

**\* b. Place the following minutes on file:**

- (1) Joint Park & Recreation Committee/Board – 8/24/23**
- (2) Joint Park & Recreation Committee/Board – 9/28/23**
- (3) Aesthetic Design & Site Plan Review Board – 1/9/23**
- (4) Finance/Purchasing & Building Committee – 1/10/23**
- (5) City Plan Commission – 1/18/23**
- (6) Personnel Committee – 1/30/23**

**\*c. Place the following reports on file:**

- (1) Fire Department Report – December 2022**

**\* d. Consideration of: Approval of beverage operator licenses.**

**\* e. Consideration of: Approval of Class A Liquor license for Clario Farms, LLC.**

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

- \* g. Personnel Committee recommendation re: Approve the Hourly Holiday worked rate for all Part-Time Firefighters by Increasing the rate by \$20.00 per hour beginning January 1, 2023.
  - \* h. Personnel Committee recommendation re: Approve the Memorandum of Understanding between the City of Sturgeon Bay and the Sturgeon Bay Firefighters Association, Local 2682, IAFF, AFL-CIO-CLC regarding Leave Donation.
  - \* i. Personnel Committee recommendation re: Approve the language change in the Human Resources Policy by eliminating the language that reads “seasonal employee candidates shall be subject to a drug screen” and replace with “Seasonal employees may be subject to random drug testing.”
  - \* j. City Plan Commission recommendation re: Apply General Commercial (C-1) as the official zoning classification for recently annexed property now known as parcel 281-66-13000600 on State Hwy 42/57.
9. Mayoral Appointments.
  10. Public hearing re: Proposed Amendments to Sturgeon Bay Zoning Code, Chapter 20 – Section 20.27 Height and area regulations.
  11. First reading of ordinance re: Repeal and recreate Section 20.27 of the Municipal Code – Zoning Code.
  12. First reading of ordinance re: Officially Designating Zoning District Classification for Property which was annexed by Ordinance #1418-1122.
  13. Finance/Purchasing & Building Committee recommendation re: Approve the Memorandum of Understanding between Howard Immel, Inc and the City of Sturgeon Bay for Industrial Flex Building.
  14. Consideration of: Development Agreement and Public Improvements for Fleet Farm project.
  15. Consideration of: Award of Contract for Project 2301A – Concrete Replacement Program.
  16. Consideration of: Award of Contract for Project 2301B – Asphalt Replacement Program.
  17. Consideration of: Award of Contract for Project 2302 – Otumba Park Playground Site Work.
  18. City Administrator report.
  19. Mayor’s report.
  20. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 2-3-2023

Time: 12:00pm

By: UM

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

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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7.

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04696	DOOR COUNTY TREASURER	ST WI DNR PILT 70.114	01-000-000-24310	625.77
04696		ST WI DNR MFL ANDRSN WTHDRW TX	01-000-000-24310	1,092.28
14875	NWTC GREEN BAY	ST WI DNR PILT 70.114	01-000-000-24640	133.69
19865	STURGEON BAY SCHOOL DISTRICT	ST WI DNR PILT 70.114	01-000-000-24610	1,854.47
19880	STURGEON BAY UTILITIES	2021.2022 DELINQ SBU CHARGE	01-000-000-24340	162.14
19880		2021.2022 EXTRA INTEREST	01-000-000-24340	17.83
MONTY	MONTY THORSON	COMMICAL LAUNCH PASS OVERPAY	01-000-000-24214	0.26
MONTY		COMMICAL LAUNCH PASS OVERPAY	01-000-000-24215	0.03
MONTY		COMMICAL LAUNCH PASS OVERPAY	01-000-000-46230	5.21
TOTAL LIABILITIES				3,891.68
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
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	02/23 ATHLETIC LIGHT PROJECT	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				5,409.07
LAW/LEGAL				
03950	DAVIS KUELTHAU	11/22 T BECK PROPERTIES	01-110-000-55010	1,092.00
16555	PINKERT LAW FIRM, LLP	12/22 TRAFFIC MATTERS	01-110-000-55010	3,037.50
16555		12/22 ROSE KOLSKI PROP	01-110-000-55010	450.00
AMUNDSEN	AMUNDSEN DAVIS, LLC	11/22 RIGHT OF WAY-RUENGER	01-110-000-55010	2,158.00
AMUNDSEN		11/22 T&T MARINE SALVAGE AGREE	01-110-000-55010	910.00
TOTAL				7,647.50
TOTAL LAW/LEGAL				7,647.50
CITY CLERK-TREASURER				
03940	STEPHANIE REINHARDT	01/23 MILEAGE/REINHARDT	01-115-000-55600	62.88
TOURISM	DOOR COUNTY TOURISM ZONE COMM	ANNL REIMBUSE FROM MUNICIPAL	01-115-000-58999	47,946.00
USBANK	US BANK	GFOA RENEWAL	01-115-000-56000	170.00
USBANK		SHRM REG/REINHARDT	01-115-000-55600	25.00
USBANK		SHRM MEMBER RENEW/REINHARDT	01-115-000-56000	65.00
WCMA	WCMA	2023 WINTER CONF REG-CLARIZIO	01-115-000-55600	235.00
TOTAL				48,503.88
TOTAL CITY CLERK-TREASURER				48,503.88
ADMINISTRATION				
USBANK	US BANK	COUNCIL HOLIDAY PARTY SUPPLIES	01-120-000-56650	26.31
USBANK		SIGN POST/MURAL ARTIST SIGN	01-120-000-54999	98.54

DATE: 01/31/1923  
TIME: 14:53:20  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
USBANK		LEDS/GLOVES	01-120-000-58999	45.34
		TOTAL		170.19
		TOTAL ADMINISTRATION		170.19
COMPUTER				
HEARTBUS	HEARTLAND BUSINESS SYSTEMS,LLC	TECH SUPPORT CREDIT	01-125-000-55550	-205.00
HEARTBUS		TECH SUPPORT	01-125-000-55550	205.00
HEARTBUS		PALO ALTO NETWORKS	01-125-000-55550	4,439.76
HEARTBUS		ADV URL FILTER SUBSCRIPT 3YR	01-125-000-55550	3,658.00
HEARTBUS		ADV THREAT PREVNT SUBSCRIPT 3YR	01-125-000-55550	3,650.62
HEARTBUS		WILDFIRE SUBSCRIPT 3YR	01-125-000-55550	2,433.76
HEARTBUS		PALO ALTO NETWORK SERVICE 3YR	01-125-000-55550	2,933.34
HEARTBUS		SHIPPING	01-125-000-55550	35.50
USBANK	US BANK	ZOOM	01-125-000-55550	63.99
		TOTAL		17,214.97
		TOTAL COMPUTER		17,214.97
CITY ASSESSOR				
01740	ASSESSMENT TECHNOLOGIES	2023 ANNL MARKETDRIVE LICENSE	01-130-000-51100	2,063.06
ASSO APP	ASSOCIATED APPRAISALS	02/23 CONTRACT	01-130-000-55010	4,916.67
		TOTAL		6,979.73
		TOTAL CITY ASSESSOR		6,979.73
BUILDING/ZONING CODE ENFORCEMT				
USBANK	US BANK	STATE SEALS	01-140-000-52750	769.43
		TOTAL		769.43
		TOTAL BUILDING/ZONING CODE ENFORCEMT		769.43
MUNICIPAL SERVICES ADMIN.				
17700	QUILL CORPORATION	PRINTHEADS	01-145-000-51300	90.99
USBANK	US BANK	WIS SOC OF LAND SURVEY SPETZ	01-145-000-56000	180.00
USBANK		12/22 CHAD CELL SVC	01-145-000-58250	38.54
		TOTAL		309.53
		TOTAL MUNICIPAL SERVICES ADMIN.		309.53
PUBLIC WORKS ADMINISTRATION				



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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
USBANK	US BANK	12/22 STEVE CELL SVC	01-150-000-58250	38.54
USBANK		12/22 MIKE CELL SVC	01-150-000-58250	38.54
TOTAL				77.08
TOTAL PUBLIC WORKS ADMINISTRATION				77.08
CITY HALL				
04575	DOOR COUNTY HARDWARE	PAINT	01-160-000-51850	54.99
04575		VACUUM BRKR REPAIR KIT	01-160-000-51850	15.98
04575		TIDE DETERGENT	01-160-000-51850	19.99
04575		FASTENERS/BOWL CLEANER	01-160-000-51850	6.06
04575		ASSORTED BRUSHES	01-160-000-51850	20.76
19880	STURGEON BAY UTILITIES	421 MICHIGAN STREET	01-160-000-56150	2,356.76
19880		421 MICHIGAN STREET	01-160-000-58650	197.69
23730	WPS	01/23 421 MICHIGAN STREET	01-160-000-56600	4,309.10
KONE	KONE INC.	ANNL ELEVATOR MAINTENANCE	01-160-000-58999	1,915.20
PROFESS	PROFESSIONAL SUPPLY	CARPET SPOTTER	01-160-000-54999	9.68
PROFESS		EXTRACTION SHAMPOO	01-160-000-54999	103.20
PROFESS		SURCHARGE	01-160-000-54999	7.00
VIKING	VIKING ELECTRIC SUPPLY, INC	LED LIGHT	01-160-000-55300	79.11
VIKING		FLOURESCENT BULBS	01-160-000-55300	173.40
WARNER	WARNER-WEXEL LLC	PAPER PRODUCTS	01-160-000-51850	106.96
TOTAL				9,375.88
TOTAL CITY HALL				9,375.88
GENERAL EXPENDITURES				
JASONMAN	JASON MANN	NERR PHOTOS	01-199-000-57000	200.00
MEUW	MUNICIPAL ELECTRIC UTILITIES	ANNL ACCESS FEE MSDS ONLINE	01-199-000-55605	900.00
PULSE	PENINSULA PULSE	12/22 LEGAL NOTICE PUBLICATION	01-199-000-57450	647.21
PULSE		01/23 LEGAL NOTICES PUBLICATION	01-199-000-57450	1,346.59
US BANK	US BANK EQUIPMENT FINANCE	01/23 FIRE COPIER	01-199-000-55650	102.25
US BANK		01/23 FIRE COPIER OVERAGES	01-199-000-55650	20.45
US BANK		01/23 ADMIN COPIER	01-199-000-55650	118.50
TOTAL				3,335.00
TOTAL GENERAL EXPENDITURES				3,335.00
POLICE DEPARTMENT				
13395	MID-STATES ORGANIZED CRIME	2023 MEMBERSHIP FEE	01-200-000-56000	150.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	104.88
BUBRICKS		BOXES	01-200-000-51950	54.07
US BANK	US BANK EQUIPMENT FINANCE	01/23 POLICE COPIER	01-200-000-55650	213.59
USBANK	US BANK	DONATED 1960 POLICE JACKET CLN	01-200-000-56800	26.00
USBANK		MEAL EXPENSE/HENRY	01-200-000-55600	7.48
USBANK		TRAINING MEAL EXPENSE/HENRY	01-200-000-55600	12.75
USBANK		LODGING/HENRY	01-200-000-55600	105.00

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
USBANK		WI CHIEF RENEWAL/HENRY	01-200-000-56000	150.00
USBANK		FORENSICS SUPPLIES	01-200-000-55500	158.25
USBANK		WI CHIEF DUES/BRINKMAN	01-200-000-55600	100.00
USBANK		FBINAA DUES/BRINKMAN	01-200-000-56000	115.00
USBANK		3CE RECERTIFICATION/FORENSICS	01-200-000-55500	50.00
TOTAL				1,247.02
TOTAL POLICE DEPARTMENT				1,247.02
POLICE DEPARTMENT/PATROL				
02329	JOE BILODEAU	UNIFORM BOOT REIMBURSE/BLODEAU	01-215-000-52900	88.61
02960	C & W AUTO	TOW SQUAD(22-015216)	01-215-000-54999	75.00
03133	CELLCOM WISCONSIN RSA 10	12/22 CRADELPOINT PORT SEC CAM	01-215-000-58999	53.67
04696	DOOR COUNTY TREASURER	12/22 FUEL	01-215-000-51650	3,759.46
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	13.39
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	18.01
19880		724 SHORECREST RD CAMERA	01-215-000-56150	14.79
23640	WISCONSIN DEPT OF JUSTICE	3 TIME ACCESS	01-215-000-58999	180.00
23640		22 OFFICER SUPPORT	01-215-000-58999	280.50
DEERCREE	DEER CREEK TECHNOLOGIES	DOC MGMNT/JAN-DEC 23	01-215-000-58999	410.00
DEIBELE	LUKE DEIBELE	UNIFORM BOOT REIMBUSE/DEIBELE	01-215-000-52900	100.00
GRAYSHFT	GRAYSHIFT LLC	TRAINING/MIELKE	01-215-000-55600	795.00
HAACK	TREVOR HAACK	UNIFORM BOOT REIMBURSE/HAACK	01-215-000-52900	100.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	INV VEHICLE-BLADE ASSEMBLY	01-215-000-58600	13.40
JIM FORD		SQUAD 20 MAINTENANCE	01-215-000-58600	630.08
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	59.36
JIM FORD		INV VEHICLE MAINTENANCE	01-215-000-58600	754.55
JIM FORD		MAINTENANCE EXPLORER	01-215-000-58600	491.68
JIM FORD		SQUAD 50 MAINTENANCE	01-215-000-58600	336.68
JIM FORD		SQUAD 60 MAINTENANCE	01-215-000-58600	164.36
JIM FORD		SQUAD 50 MAINTENANCE	01-215-000-58600	52.40
JIM FORD		MAINTENANCE-ESCAPE	01-215-000-58600	538.56
JIM FORD		MAINTENANCE-EXPLORER	01-215-000-58600	65.61
JIM FORD		CSO VEHICLE MAINTENANCE	01-215-000-58600	495.63
JIM FORD		MAINTENANCE CSO VEHICLE	01-215-000-58600	602.36
JIM FORD		MAINTENANCE EXPLORER	01-215-000-56800	1,925.25
JIM FORD		SQUAD 50 MAINTENANCE	01-215-000-58600	518.28
JIM FORD		SQUAD 80 MAINTENANCE	01-215-000-58600	105.00
JIM FORD		SQUAD 60 MAINTENANCE	01-215-000-58600	26.95
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	69.86
JIM FORD		MAINTENANCE ESCAPE	01-215-000-58600	192.00
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	69.86
NELSON	NELSON TACTICAL	PANTS/BELT ALBERTSON	01-215-000-52900	253.00
NELSON		TACTICAL VEST/JAGIELSKI	01-215-000-52900	1,044.30
NELSON		NAME LETTER/ENGBOSE-DEIBELE	01-215-000-52900	40.00
NELSON		SHIRT/CRABB	01-215-000-52900	169.20
PSYCH	PSYCHEMEDICS CORPORATION	BACKGROUND SCREEN/CSO CUTURIA	01-215-000-57100	51.50
USBANK	US BANK	FUEL	01-215-000-51650	20.52
USBANK		DARE INSTRUCTION SUPPLIES	01-215-000-54999	939.16
USBANK		LODGING/JENNERJOHN CSO CONF	01-215-000-55600	179.99
USBANK		LODGING/DEIBELE @LPO TRNING	01-215-000-55600	561.43
USBANK		FUEL	01-215-000-51650	44.39
USBANK		CONF REG/JENNERJOHN	01-215-000-55600	200.00

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
WIEGANDM	MICHELLE SNOVER	UNIFORM BOOT REIMBURSE/SNOVER	01-215-000-52900	100.00
TOTAL				16,603.79
TOTAL POLICE DEPARTMENT/PATROL				16,603.79
POLICE DEPT. / INVESTIGATIONS				
04696	DOOR COUNTY TREASURER	GRAYKEY ONLINE ESSENTIAL	01-225-000-58999	5,497.50
04696		SMS MAGNET AXIOM	01-225-000-58999	2,020.00
04696		UFED/CELLEBRITE	01-225-000-58999	2,440.00
HOTSY	HOTSY CLEANING SYSTEMS, INC	PRESSURE WASHING SERVICE	01-225-000-57950	885.11
KIESLERS	KIESLER'S POLICE SUPPLY, INC.	HANDGUN MOUNTS	01-225-000-57950	365.00
TOTAL				11,207.61
TOTAL POLICE DEPT. / INVESTIGATIONS				11,207.61
FIRE DEPARTMENT				
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	RADIO ANTENNA U726	01-250-000-57550	182.65
04150	DEJARDIN CLEANERS LLC	COAT REPAIRS	01-250-000-56250	17.50
04696	DOOR COUNTY TREASURER	12/22 FUEL CHARGES	01-250-000-51650	1,558.61
14875	NWTC GREEN BAY	BLUE CARD TRAINIG/CERT	01-250-000-55600	900.00
19275	SHERWIN WILLIAMS	PAINT-WS FIRE	01-250-000-54999	88.48
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET	01-250-000-56675	6.22
19880		MARTIN PARK RESTROOM	01-250-000-56675	6.22
19880		421 MICHIGAN STREET	01-250-000-56675	133.25
19880		TRUCK FILL	01-250-000-56675	41.00
19880		MEM FLD WARMING HOUSE	01-250-000-56675	49.73
19880		CITY GARAGE	01-250-000-56675	49.73
19880		GARLAND PARK	01-250-000-56675	6.22
19880		SUNSET CONSN CNTR	01-250-000-56675	49.73
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	15.54
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	6.22
19880		WEST SIDE FIRE STATION	01-250-000-56675	49.73
19880		WEST SIDE FIRE STATION	01-250-000-56150	178.37
19880		WEST SIDE FIRE STATION	01-250-000-58650	73.82
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	6.22
19880		NEENAH AVE RESTROOM	01-250-000-56675	31.08
19880		WEST SIDE BALLFLD LTS	01-250-000-56675	4.00
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	49.73
19880		FIRE TRAINING SITE	01-250-000-56150	13.39
19880		FIRE TRAINING SITE	01-250-000-56675	6.22
19880		QUINCY ST BALLFLD	01-250-000-56675	49.73
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	15.54
19880		92 E MAPLE STREET DOCK	01-250-000-56675	6.22
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	49.73
19880		KENTUCKY ST CITY PKG RAMP	01-250-000-56675	6.22
19880		KENTUCKY ST CITY MARINA	01-250-000-56675	49.73
19880		SIGN SHED	01-250-000-56675	6.22
19880		CHERRY BLOSSOM PARK	01-250-000-56675	15.54
19880		55 VACANT LOTS QTRLY BILL	01-250-000-56675	1,026.30
19880		1 VACANT LOT QTRLY BILL	01-250-000-56675	18.66

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
FIRE DEPARTMENT				
FIRE DEPARTMENT				
23730	WPS	01/23 656 S OXFORD AVE	01-250-000-56600	535.50
GFLENVIR	GFL ENVIRONMENTAL, INC	GARBAGE	01-250-000-54999	37.70
GFLENVIR		GARBAGE	01-250-000-54999	31.90
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	FILTERS/TRANSFLD	01-250-000-53000	167.38
O'REILLY		CREDIT	01-250-000-53000	-32.37
O'REILLY		DEF	01-250-000-53000	41.97
O'REILLY		SEAL SLEEVE	01-250-000-53000	31.83
O'REILLY		TRANSFLD	01-250-000-53000	77.94
O'REILLY		TRANSFLD/BRAKLEEN	01-250-000-53000	51.95
PORT	WEST MARINE PRODUCTS INC	U726 ELECTRICAL PARTS	01-250-000-53000	51.15
USBANK	US BANK	CH10 FUEL	01-250-000-51650	60.87
USBANK		RECORD MGMNT MONTH ACCESS	01-250-000-56000	140.16
USBANK		CALL ALERTING APP	01-250-000-56000	588.00
USBANK		FIT TEST SOLUTION	01-250-000-54999	135.19
USBANK		2023 ANNL RECORD BOOK	01-250-000-51950	34.33
USBANK		FUEL CARD HOLDERS	01-250-000-51950	143.34
USBANK		SHARPENERS	01-250-000-51950	26.20
USBANK		RETIREMENT PLAQUE/PLOOR	01-250-000-52250	108.15
USBANK		TOILET & PARTS/WS FIRE	01-250-000-51350	237.18
USBANK		CALIBRATION GAS	01-250-000-54999	1,464.62
USBANK		OFFICE SUPPLIES	01-250-000-51950	176.97
USBANK		CPR AED TRAINING MATERIALS	01-250-000-56000	218.71
USBANK		CPR CERTIFICATION CARDS	01-250-000-56000	246.00
WARNER	WARNER-WEXEL LLC	CLEANING SUPPLIES	01-250-000-54999	613.07
TOTAL FIRE DEPARTMENT				9,955.29
TOTAL FIRE DEPARTMENT				9,955.29
ROADWAYS/STREETS				
14826	NORTHEAST ASPHALT, INC.	COLD MIX	01-400-000-52200	689.27
TOTAL				689.27
TOTAL ROADWAYS/STREETS				689.27
SNOW REMOVAL				
SNOW REMOVAL				
06012	FASTENAL COMPANY	ZIRC FITTINGS	01-410-000-51400	60.00
13655	MONROE TRUCK EQUIPMENT, INC	CONTROL KNOB CABLES	01-410-000-51400	405.42
19240	SERVICE MOTOR CO	BEARING CUP	01-410-000-51400	9.98
19240		BEARING	01-410-000-51400	43.42
19240		CREDIT	01-410-000-51400	-9.98
ASTRO	ASTRO HYDRAULICS, INC	HYDRAULIC CYLINDER REBUILD	01-410-000-51400	394.90
R0000655	TRANSMOTION, LLC	MALE ELBOW SWIVEL	01-410-000-51400	58.96
USBANK	US BANK	LYNCH PINS	01-410-000-51400	21.90
TOTAL SNOW REMOVAL				984.60
TOTAL SNOW REMOVAL				984.60
STREET SIGNS AND MARKINGS				

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04696	DOOR COUNTY TREASURER	SIGNS	01-420-000-52600	92.93
12110	LANGE ENTERPRISES INC	POSTS	01-420-000-52550	1,342.20
12110		POSTS	01-420-000-52550	317.28
12110		HARDWARE	01-420-000-52550	19.00
12110		BRACKETS	01-420-000-52550	89.52
12110		BRACKETS	01-420-000-52550	153.90
12110		SHIPPING	01-420-000-52550	101.74
12110		DETOUR SIGNS	01-420-000-52600	838.80
12110		SHIPPING	01-420-000-52600	36.38
TOTAL				2,991.75
TOTAL STREET SIGNS AND MARKINGS				2,991.75
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	OIL	01-450-000-52150	24.18
04575	DOOR COUNTY HARDWARE	SLEDGE	01-450-000-52700	33.99
04575		DRILL BIT/SILICONE/THREADLOC	01-450-000-52700	59.54
04575		SPRAY PAINT	01-450-000-52150	10.99
04575		SPRAY PAINTS	01-450-000-52150	48.93
04575		WIRE LOCK PINS/FASTENERS	01-450-000-51400	26.70
04575		FASTENERS/LINCH PINS	01-450-000-52700	29.97
04575		YELLOW SAFETY SPRAY PAINT	01-450-000-52700	20.97
04575		BOIL DRAIN/SQUEEGEE/SLLCK/NPPL	01-450-000-52700	34.76
04575		FUNNEL	01-450-000-51400	3.59
04575		NOZZLE/GARDEN HOSE	01-450-000-52700	48.98
04696	DOOR COUNTY TREASURER	12/22 FUEL 393.11 G	01-450-000-51650	1,072.40
04696		12/22 DSL FUEL 2405.27 G	01-450-000-51650	9,435.87
08225	HERLACHE SMALL ENGINE	POLE SAW	01-450-000-52700	495.95
08225		CHAINS	01-450-000-52700	39.90
13049	MAY'S SPORT CENTER	GUIDE BAR & CHAIN	01-450-000-52150	44.94
19240	SERVICE MOTOR CO	FILTERS	01-450-000-53000	278.25
19959	SUPERIOR CHEMICAL CORP	BREAK AWAY LUBRICANT	01-450-000-52150	156.52
19959		SHIPPING	01-450-000-52150	30.23
20725	T R COCHART TIRE CENTER	4 TIRES/MOUNTING/DISPOSALS	01-450-000-52850	705.88
20725		8 DISMOUNT/MOUNTS	01-450-000-52850	240.00
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	MUFFLER CLAMPS	01-450-000-53000	12.58
ADVAUTO		AIR/ FILTERS/DEGREASER	01-450-000-53000	144.04
ADVAUTO		AIR	01-450-000-53000	77.70
ADVAUTO		VEHICLE CLEANING SUPPLIES	01-450-000-53000	57.26
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	OIL FILTER	01-450-000-53000	10.98
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	FUEL FILTER	01-450-000-53000	12.86
O'REILLY		FUEL FILTER	01-450-000-53000	12.86
O'REILLY		CREDIT	01-450-000-53000	-25.72
O'REILLY		WIPER BLADE	01-450-000-53000	54.92
O'REILLY		SUPPLIES	01-450-000-53000	59.98
O'REILLY		LED MINI BULB	01-450-000-52150	16.14
O'REILLY		SUPPLIES	01-450-000-52150	7.49
O'REILLY		OIL	01-450-000-53000	77.98
O'REILLY		BRAKE CLEANER	01-450-000-53000	41.88
QUALITY	QUALITY TRUCK CARE CENTER INC	PLOW TRK REPAIRS/PARTS	01-450-000-53000	4,336.56
QUALITY		PLOW TRK REPAIRS/LABOR	01-450-000-53000	3,984.00
QUALITY		PLOW TRK REPAIRS/SHOP SUPPLIES	01-450-000-53000	478.08
QUALITY		PLOW TRK REPAIRS/MISC	01-450-000-53000	75.00

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
WURTH	WURTH USA, INC	GLOVES	01-450-000-54999	189.90
WURTH		SPRAY LUBE	01-450-000-54999	31.60
WURTH		CREDIT	01-450-000-54999	-22.99
TOTAL				22,475.64
TOTAL STREET MACHINERY				22,475.64
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	SPOUT/COVER	01-460-000-51850	21.98
04575		THERMOMETER WIRED IN/OUT	01-460-000-55300	15.99
06012	FASTENAL COMPANY	BAND SAW BLADE	01-460-000-56250	131.39
18950	SAFETY-KLEEN SYSTEMS, INC	PARTS WASHER SERVICE	01-460-000-58999	179.00
18950		FUEL SURCHARGE	01-460-000-58999	21.74
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	13.39
19880		CITY GARAGE	01-460-000-56150	804.44
19880		CITY GARAGE	01-460-000-58650	98.27
23730	WPS	01/23 835 N 14TH AVE	01-460-000-56600	4,207.13
AMERWELD	AMERICAN WELDING & GAS, INC	GAS BOTTLE RENTAL	01-460-000-58999	187.93
AUGUST	AUGUST WINTER & SONS, INC.	THERMOSTAT REPLCE LABOR	01-460-000-55300	790.00
AUGUST		THERMOSTAT REPLCE MATERIALS	01-460-000-55300	374.21
AUGUST		THERMOSTAT REPLCE FUEL SURCHRG	01-460-000-55300	10.00
AUGUST		THERMOSTAT REPLCE MILEAGE	01-460-000-55300	84.48
AUGUST		HEATING SYSTEM FAN REPLACEMNT	01-460-000-56250	316.00
COVANTA	COVANTA ENVIRONMENTAL SLTN LLC	USED OIL ANALYSIS	01-460-000-58999	350.00
USBANK	US BANK	SPRAY TIP	01-460-000-54999	23.98
USBANK		MOUSE BAIT	01-460-000-54999	87.98
USBANK		BATTERIES	01-460-000-52700	69.75
TOTAL				7,787.66
TOTAL CITY GARAGE				7,787.66
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE	01-499-000-58000	17.48
19880		1536 EGG HARBOR TRFFC LITE	01-499-000-58000	27.69
19880		N 14TH-EGG HRBR RD TRFFC LITE	01-499-000-58000	35.32
19880		2 TRFC WRN LGTS/SPEED SIGN	01-499-000-58000	8.25
19880		MADISON AVE WS TRFFC LIGHTS	01-499-000-58000	132.35
19880		342 ORNAMENTAL ST LIGHTS	01-499-000-58000	5,022.83
19880		595 OVERHEAD ST LIGHTS	01-499-000-58000	6,603.12
19880		S LANSING & WALNUT DR SIGN	01-499-000-58000	9.21
19880		1ST AVE EAST SIDE DOCK	01-499-000-58000	45.88
19880		OLD HWY RD SIGN	01-499-000-58000	18.23
TOTAL				11,920.36
TOTAL HIGHWAYS - GENERAL				11,920.36
PARK & RECREATION ADMIN				



INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
SWANK	SWANK MOTION PICTURES, INC	MOVIES IN THE PARK 2023	01-500-000-52250	4,200.00
USBANK	US BANK	CIRD CITY APPLICATION	01-500-000-52250	175.00
USBANK		WPRA MEMBERSHIP-BARKER	01-500-000-56000	150.00
USBANK		12/22 PARKS CELL SVC	01-500-000-58250	38.54
USBANK		12/22 WATER WEEDS CELL SVC	01-500-000-58250	38.54
TOTAL				4,602.08
TOTAL PARK & RECREATION ADMIN				4,602.08
PARKS AND PLAYGROUNDS				
04575	DOOR COUNTY HARDWARE	MARK PAINT	01-510-000-52100	9.99
04575		BUNGEE CORD/TARP	01-510-000-52550	58.96
04575		U POST	01-510-000-52550	38.36
04575		CABLE TIE	01-510-000-52550	19.98
04575		PAINT BRUSHES/TRAY LINERS	01-510-000-52100	15.75
04696	DOOR COUNTY TREASURER	12/22 FUEL 184.08G	01-510-000-51650	502.17
04696		12/22 DSL FUEL 31.92G	01-510-000-51650	125.22
06012	FASTENAL COMPANY	AIR HAMMER	01-510-000-52700	175.56
08225	HERLACHE SMALL ENGINE	BAR OIL/TOOL FUEL	01-510-000-51400	29.98
19880	STURGEON BAY UTILITIES	MICHIGAN ST CHARGE STATION	01-510-000-56150	61.35
19880		MARTIN PARK	01-510-000-56150	13.39
19880		MARTIN PARK RESTROOM	01-510-000-58650	8.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	66.40
19880		MEM FLD WARMING HOUSE	01-510-000-58650	144.66
19880		GARLAND PARK	01-510-000-56150	13.39
19880		GARLAND PARK	01-510-000-58650	8.00
19880		SUNSET CONSN CNTR	01-510-000-56150	196.45
19880		SUNSET CONSN CNTR	01-510-000-58650	52.16
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	14.68
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	11.40
19880		OTUMBA PARK	01-510-000-56150	6.22
19880		OTUMBA PARK	01-510-000-56150	14.57
19880		OTUMBA PARK	01-510-000-58650	8.00
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	123.31
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	17.76
19880		MADISON AVE CHARGING STATION	01-510-000-56150	31.88
19880		JAYCEES BALLFLD STAND	01-510-000-56150	13.39
19880		3RD AVE POWER PANEL	01-510-000-56150	21.99
19880		421 MICHIGAN ST LIGHT	01-510-000-56150	30.31
19880		MEM FLD PKG LOT	01-510-000-56150	15.97
19880		WEST SIDE BALLFLD LTS	01-510-000-58650	45.08
19880		MEM FLD COMPLEX	01-510-000-56150	188.39
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	51.40
19880		OTUMBA PRK WALKWAY	01-510-000-56150	18.23
19880		QUINCY ST BALLFLD	01-510-000-58650	27.00
19880		1ST AVE CHARGING STATION	01-510-000-56150	15.01
19880		SIGN SHED	01-510-000-56150	40.93
19880		SIGN SHED	01-510-000-58650	17.76
19880		CHERRY BLOSSOM PARK	01-510-000-56150	13.39
19880		CHERRY BLOSSOM PARK	01-510-000-58650	24.28
23730	WPS	01/23 335 S 14TH AVE	01-510-000-56600	513.24
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ANTIFREEZE	01-510-000-53000	18.99
O'REILLY		MIRRORWELD	01-510-000-53000	6.99

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
O'REILLY		BATTERY/CORE CHARGE	01-510-000-53000	134.98
O'REILLY		CREDIT	01-510-000-53000	-10.00
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	SEASON EMPLOY DRUG SCREEN	01-510-000-57100	153.20
USBANK	US BANK	DEWALT BATTERIES	01-510-000-52700	209.85
USBANK		RAKES/LOPPERS	01-510-000-51750	251.10
USBANK		LOPPERS	01-510-000-51750	42.99
USBANK		ELECTRIC CHAIN SAW	01-510-000-51750	249.00
USBANK		GLOVES	01-510-000-54999	135.99
USBANK		TOOLS	01-510-000-52700	302.79
USBANK		BATTERIES	01-510-000-52700	42.89
USBANK		BATTERIES	01-510-000-52700	125.98
WARNER	WARNER-WEXEL LLC	PAPER PRODUCTS	01-510-000-51850	537.74
TOTAL				5,006.45
TOTAL PARKS AND PLAYGROUNDS				5,006.45
ICE RINKS				
04575	DOOR COUNTY HARDWARE	ISOCKET SWITCH/SHOP VAC	01-530-000-54999	34.98
TOTAL				34.98
TOTAL ICE RINKS				34.98
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PKG LOT LTS	01-550-000-56150	171.95
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	23.49
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	8.00
19880		NEENAH AVE RESTROOM	01-550-000-56150	150.56
19880		NEENAH AVE RESTROOM	01-550-000-58650	18.00
23730	WPS	01/23 36 S NEENAH AVE	01-550-000-56600	18.44
DIAMOND	DIAMOND BUSINESS GRAPHICS	COMMERCIAL LAUNCH PSS STICKERS	01-550-000-51600	77.06
DIAMOND		DOCK PASS RECEIPT BOOKS	01-550-000-51600	784.67
TOTAL				1,252.17
TOTAL MUNICIPAL DOCKS				1,252.17
WATER WEED MANAGEMENT				
01675	AQUARIUS SYSTEMS	WATER WEED CONVEYOR PARTS	01-560-000-51400	4,547.85
01675		FLANGE	01-560-000-51400	83.84
01675		STARTER	01-560-000-51400	882.00
TOTAL				5,513.69
TOTAL WATER WEED MANAGEMENT				5,513.69
WATERFRONT PARKS & WALKWAYS				

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY	01-570-000-56150	64.14
19880		DC MUSEUM PKG LOT	01-570-000-56150	119.15
19880		JUNIPER ST WALKWAY	01-570-000-56150	39.10
19880		JUNIPER ST PKING LOT	01-570-000-56150	29.56
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	11.40
19880		KENTUCKY ST WTRFRNT	01-570-000-56150	151.01
19880		92 E MAPLE STREET DOCK	01-570-000-58650	8.00
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	513.16
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	51.40
19880		KENTUCKY ST CITY PKG RAMP	01-570-000-56150	261.46
19880		KENTUCKY ST CITY MARINA	01-570-000-58650	27.00
TOTAL				1,275.38
TOTAL WATERFRONT PARKS & WALKWAYS				1,275.38
COMMUNITY & ECONOMIC DEVLPMT				
02223	BAYLAKE REGIONAL PLANNING COM	2023 MEMBERSHIP LEVY	01-900-000-56000	6,624.00
23830	WOLTER ENGRAVING	MEETING NAME PLATES/ENGRAVING	01-900-000-51950	36.60
USBANK	US BANK	AMER PLAN 2023 MEMBER DUES	01-900-000-56000	599.00
TOTAL				7,259.60
TOTAL COMMUNITY & ECONOMIC DEVLPMT				7,259.60
TOTAL GENERAL FUND				210,599.60
CAPITAL FUND				
CITY HALL				
CITY HALL EXPENSE				
AMER O D	AMERICAN OVERHEAD DOOR	DPW OVERHEAD DOOR REPAIR	10-160-000-59999	3,702.56
LUEBKE	SECURTIY LUEBKE ROOFING INC	DPW ROOF REPAIRS	10-160-000-59999	3,000.00
PROFESS	PROFESSIONAL SUPPLY	CARPET EXTRACTOR W/HEATER	10-160-000-59040	2,950.00
TOTAL CITY HALL EXPENSE				9,652.56
TOTAL CITY HALL				9,652.56
GENERAL EXPENDITURES				
FERGUSON	FERGUSON WATERWORKS #1476	SBU PORTION/SWR PIPE/MANHLE	10-199-000-51525	952.88
TOTAL				952.88
TOTAL GENERAL EXPENDITURES				952.88
PATROL				
PATROL				
AMBITEC	AMBITEC, INC	ACTIVE SHOOTR SWAT BLLISTC SHLD	10-215-000-59050	3,999.99
AXON	AXON ENTERPRISES, INC.	BODY CAMERAS	10-215-000-59050	19,254.00
VIRLEE	VIRLEE GUNWORKS	22 PISTOL SIGHTS	10-215-000-59999	2,420.00

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CITY OF STURGEON BAY  
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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
PATROL				
PATROL				
VIRLEE		PISTOL SIGHTS	10-215-000-59999	7,259.78
TOTAL PATROL				32,933.77
TOTAL PATROL				32,933.77
FIRE DEPARTMENT				
EXPENSE				
DREAM	DREAMSEATS LLC	MATTRESS REPLACEMENT	10-250-000-59030	2,378.10
GENERAL	GENERAL COMMUNICATIONS, INC.	F350 LIGHT UPGRADES	10-250-000-59060	125.00
PAULCONW	PAUL CONWAY SHIELDS	HELMETS	10-250-000-59050	2,265.58
PAULCONW		GLOVES-STRUCTURE	10-250-000-59050	2,748.56
USBANK	US BANK	HITCH-NEW BRUSH TRCK	10-250-000-59060	516.90
USBANK		PART PAY-BRUSH TRUCK EQUIP	10-250-000-59060	1,369.96
USBANK		PARTL PAYMNT TOPPER/ROLLOUT	10-250-000-59060	2,000.00
USBANK		MED GLOVE HOLDER	10-250-000-59060	48.79
WITMER	WITMER PUBLIC SAFETY GROUP INC	GEAR BAGS	10-250-000-59050	251.89
TOTAL EXPENSE				11,704.78
TOTAL FIRE DEPARTMENT				11,704.78
STORM SEWERS				
EXPENSE				
FERGUSON	FERGUSON WATERWORKS #1476	CITY PORTION/SWR PIPE/MANHLE	10-300-000-59115	1,114.22
TOTAL EXPENSE				1,114.22
TOTAL STORM SEWERS				1,114.22
ROADWAYS/STREETS				
ROADWAYS/STREETS				
R0000421	WI DEPT OF TRANSPORTATION	HWY 42/57 INTERSECTIONS	10-400-000-59095	4,597.51
TOTAL ROADWAYS/STREETS				4,597.51
TOTAL ROADWAYS/STREETS				4,597.51
WATER WEED MANAGEMENT				
EXPENSE				
12730	MR OUTBOARDS WATERSPORTS	MERCURY 25 MLH	10-560-000-59999	2,950.00
12730		PROP	10-560-000-59999	302.00
12730		SET	10-560-000-59999	311.00
TOTAL EXPENSE				3,563.00
TOTAL WATER WEED MANAGEMENT				3,563.00
TOTAL CAPITAL FUND				64,518.72

CABLE TV

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CITY OF STURGEON BAY  
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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CABLE TV				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	02.07.23 CONTRACT	21-000-000-55015	5,442.42
TOTAL CABLE TV / GENERAL				5,442.42
BROADCAST PROD. - SCHOOL CH 07				
USBANK	US BANK	AUDIO/VISUAL EQUIPMENT	21-000-007-59070	988.57
TOTAL BROADCAST PROD. - SCHOOL CH 07				988.57
TOTAL CABLE TV / GENERAL				6,430.99
TOTAL CABLE TV				6,430.99
TID #2 DISTRICT				
TID DISTRICT #2				
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
TOTAL TID DISTRICT #2				323.00
TOTAL TID #2 DISTRICT				323.00
TID #4 DISTRICT				
TID #4 DISTRICT				
AMUNDSEN	AMUNDSEN DAVIS, LLC	11/22 PLAZA DEVELOPMENT	28-340-000-55001	312.00
TOTAL TID #4 DISTRICT				312.00
TOTAL TID #4 DISTRICT				312.00
TOTAL TID #4 DISTRICT				312.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
04575	DOOR COUNTY HARDWARE	SPRAY/CONTACT ADHESIVES	60-000-000-53000	33.98
04696	DOOR COUNTY TREASURER	12/22 DSL FUEL 727.11 G	60-000-000-51650	2,852.46
20725	T R COCHART TIRE CENTER	4 RECAPS	60-000-000-52850	896.00
20725		4 TIRE CHARGES/ROTATE	60-000-000-52850	140.00
20725		4 RECAPS	60-000-000-52850	896.00

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	OIL/HYD FITTING	60-000-000-52050	185.65
ADVAUTO		HYD FITTING	60-000-000-53000	17.24
FLEETPRI	FLEETPRIDE	BRAKE DRUMS	60-000-000-53000	917.88
FLEETPRI		BRAKE SHOE KITS	60-000-000-53000	550.76
JX ENT	JX ENTERPRISES, INC.	CREDIT	60-000-000-53000	-199.48
JX ENT		FILTERS	60-000-000-53000	145.98
JX ENT		HYDRAULIC OIL	60-000-000-53000	759.80
JX ENT		BRAKE KIT	60-000-000-53000	366.38
JX ENT		BRAKE KIT	60-000-000-53000	366.38
JX ENT		AIR DRYERS	60-000-000-53000	291.98
JX ENT		SPRING BRAKE	60-000-000-53000	261.99
JX ENT		BRAKE PEDAL/VALVE PARTS	60-000-000-53000	538.04
SNAP-ON	SNAP-ON INDUSTRIAL	35 TON SERVICE JACK	60-000-000-56250	2,254.55
USBANK	US BANK	GLOVES	60-000-000-54999	217.00
USBANK		COVERALLS	60-000-000-54999	115.88
USBANK		GLOVES/COVERALLS	60-000-000-54999	296.59
TOTAL SOLID WASTE ENTERPRISE FUND				11,905.06
TOTAL SOLID WASTE ENTERPRISE FUND				11,905.06
TOTAL SOLID WASTE ENTERPRISE				11,905.06
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET	64-000-000-58999	2.00
19880		MARTIN PARK RESTROOM	64-000-000-58999	2.00
19880		421 MICHIGAN STREET	64-000-000-58999	10.00
19880		MEM FLD WARMING HOUSE	64-000-000-58999	6.00
19880		CITY GARAGE	64-000-000-58999	6.00
19880		GARLAND PARK	64-000-000-58999	2.00
19880		SUNSET CONSN CNTR	64-000-000-58999	6.00
19880		FRANK GRASSE MEM SHELTER	64-000-000-58999	2.00
19880		OTUMBA PARK	64-000-000-58999	2.00
19880		WEST SIDE WARMING HOUSE	64-000-000-58999	2.00
19880		WEST SIDE FIRE STATION	64-000-000-58999	6.00
19880		38 S NEENAH AVE PAVILLION	64-000-000-58999	2.00
19880		NEENAH AVE RESTROOM	64-000-000-58999	4.00
19880		WEST SIDE BALLFLD LTS	64-000-000-58999	4.00
19880		GIRLS LITTLE LEAGUE	64-000-000-58999	6.00
19880		COMPOST SITE	64-000-000-56150	13.81
19880		FIRE TRAINING SITE	64-000-000-58999	2.00
19880		QUINCY ST BALLFLD	64-000-000-58999	6.00
19880		PENNSYLVANIA ST DOCK	64-000-000-58999	2.00
19880		92 E MAPLE STREET DOCK	64-000-000-58999	2.00
19880		1ST AVE MARINA/RESTROOM	64-000-000-58999	6.00
19880		KENTUCKY ST CITY PKG RAMP	64-000-000-58999	2.00
19880		KENTUCKY ST CITY MARINA	64-000-000-58999	6.00
19880		SIGN SHED	64-000-000-58999	2.00
19880		CHERRY BLOSSOM PARK	64-000-000-58999	2.00
19880		55 VACANT LOTS QTRLY BILL	64-000-000-58999	330.00
19880		1 VACANT LOT QTRLY BILL	64-000-000-58999	6.00
USBANK	US BANK	THERMOMETER	64-000-000-54999	330.49



DATE: 01/31/1923  
TIME: 14:53:21  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
	COMPOST SITE ENTERPRISE FUND			
	COMPOST SITE ENTERPRISE FUND			
	COMPOST SITE ENTERPRISE FUND			
		TOTAL COMPOST SITE ENTERPRISE FUND		772.30
		TOTAL COMPOST SITE ENTERPRISE FUND		772.30
		TOTAL COMPOST SITE ENTERPRISE FUND		772.30
		TOTAL ALL FUNDS		294,861.67

**MANUAL CHECKS**

SUPERIOR VISION INSURANCE	\$909.49
01/13/2023	
Check # 91324	
01/23 Vision Insurance	
01-000-000-21540	
SPECTRUM	\$146.94
01/19/23	
Check # 91393	
12/22 Cable Statement Charges	
01-160-000-58999	
PITNEY BOWES	\$5,604.00
01/19/23	
Check # 91394	
Postage addition	
01-199-000-57250	
EMPLOYEE BENEFITS CORP.	\$151.50
01/19/23	
Check # 91395	
FSA/COBRA/HRA/FSA	
01-600-000-50510	
PITNEY BOWES	\$117.00
01/19/23	
Check # 91396	
01/23 Quarterly Meter Rental	
01-199-000-57250	
SUN LIFE	\$2,156.51
01/19/23	
Check # 91397	
02/23 Short- & Long-Term Disability	
01-1000-000-21545	
SUPERIOR VISION INSURANCE	\$922.91
01/19/23	
Check # 91398	
02/23 Vision Insurance	
01-000-000-21540	
SOUTHERN DOOR SCHOOL DISTRICT	\$197.54
01/24/23	
Check # 91399	
12/22 Mobile Home Tax Payment	
01-000-000-41300	

STURGEON BAY SCHOOL DISTRICT	\$4,107.61
01/24/23	
Check # 91400	
12/22 Mobile Home Tax Payment	
01-000-000-41300	
WISCONSIN MANAGEMENT CO.	\$96,276.20
01/27/23	
Check # 91401	
2022 Tax Increment Reimburse	
28-340-000-58999	
<b>TOTAL MANUAL CHECKS</b>	<b>\$110,589.70</b>

DATE: 01/31/1923  
TIME: 14:53:21  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/07/2023

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

GENERAL FUND	210,599.60	321,189.30
CAPITAL FUND	64,518.72	
CABLE TV	6,430.99	
TID #2 DISTRICT	323.00	
TID #4 DISTRICT	312.00	
SOLID WASTE ENTERPRISE	11,905.06	
COMPOST SITE ENTERPRISE FUND	772.30	
	-----	
TOTAL --- ALL FUNDS	294,861.67	405,451.37

Helen Bacon January 31, 2023  
Jeff W... 1/31/23  
Jan U... 1/31/23

COMMON COUNCIL  
January 17, 2023

A meeting of the Common Council was called to order at 6:32 p.m. by Council President Williams. The Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, Wiederanders and Reeths were present.

Nault/Reeths to adopt the agenda. Carried.

The following person spoke during public comment: David Allen, 3541 Duluth Ave.

Laurel Hauser and Nicole Matson, Project Manager, presented a granary update to the Council.

Bacon/Wiederanders to approve following bills: General Fund – \$5,419,394.32, Capital Fund - \$217,957.28, TID #4 - \$1,547.50, and Solid Waste Enterprise Fund - \$15,253.03 for a grand total of \$5,654,152.13. Roll call: All voted aye. Carried.

Nault/Statz to approve consent agenda:

- a. Approval of 1/3/22 regular Common Council minutes.
- b. Place the following minutes on file:
  - (1) Police & Fire Commission – 3/16/22
  - (2) Sturgeon Bay Utility Commission – 11/8/22
  - (3) Community Protection & Services Committee – 12/7/22
  - (4) Sturgeon Bay Utility Commission – 12/13/22
  - (5) Sturgeon Bay Utility Commission Closed Session – 12/13/22
  - (6) Local Arts Board – 12/14/22
  - (7) City Plan Commission – 12/21/22
  - (8) Finance/Purchasing & Building Committee – 12/27/22
  - (9) Bicycle & Pedestrian Advisory Board – 1/9/23
- c. Place the following report on file:
  - (1) Police Department Report – December 2022
- d. Consideration of: Beverage operator license.
- e. Consideration of: Approval of Sidewalk Café Permit.

Carried.

There were no mayoral appointments.

Reeths/Bacon to read in title only and adopt the second reading of the ordinance re: Rezone Parcel 281-66-13000101B at 835 South Duluth Avenue from General Commercial (C-1) to Mixed Residential-Commercial (C-5). Carried.

Statz/Gustafson to adopt resolution authorizing the submittal of a Vibrant Spaces Grant Application for the Renovation of the Historic Grain Elevator Project at the West Waterfront. Carried with Reeths and Nault voting no.

Gustafson/Statz to adopt resolution authorizing and approving the Settlement in Lieu of Condemnation. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to establish a development agreement with Fleet Farm that achieves the following:

- Acquires the right of way at the price paid by Fleet Farm from Kerschers.

- Reimburses Fleet Farm for one half of the street construction costs as "not to exceed: the lower of either the City's opinion of the probable cost or Fleet Farm's.
- Establishes a minimum assessed value for the property that returns the investment on improvements in a period of 10 years using the City only tax rate.

#### FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Introduced by Bacon. Bacon/Wiederanders to adopt. Discussion took place regarding the City's financial support of Fleet Farm, the intersection analysis, and obtaining information on the intersection before acting on the recommendation. Gustafson/Nault to amend the recommendation by eliminating the three bullet points. Amendment carried with Bacon, Statz, and Wiederanders voting no. Vote taken on the original motion as amended. Carried

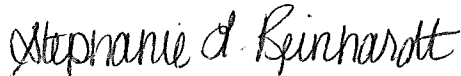
Community Development Director Olejniczak summarized the development and the draft development agreement regarding the Shirley Weese Young Muse Project. Discussion took place regarding the development. Wiederanders/Statz to approve the draft development agreement for Shirley Weese Young's Muse Project, subject to review by the City Attorney. Carried.

City Administrator VanLieshout gave his report.

There was no mayoral report.

Nault/Wiederanders to adjourn. Carried. The meeting adjourned at 7:20 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director



CITY OF STURGEON BAY  
JOINT PARKS AND RECREATION COMMITTEE / BOARD MEETING  
Wednesday, August 24, 2022  
Council Chambers, City Hall, 421 Michigan Street  
5:30 P.M.

A meeting of the Joint Parks and Recreation Committee / Board was called to order at 5:33 P.M. by Chairperson/Ald. Helen Bacon, in Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members present were Ald. Helen Bacon, Ald. Spencer Gustafson, Marilyn Kleist, George Husby, Jay Renstrom, Randy Morrow, and Director of Municipal Services Mike Barker. Ald. Gary Nault and Chris Larson were absent.

**Adoption of the Agenda:** A motion was made by Ald. Gustafson and seconded by Mr. Renstrom to adopt the agenda with corrected item numbering as shown below.

1. Roll Call
2. Adoption of Agenda
3. Review of Minutes from May 25, 2022
4. Review of Minutes from the Local Arts Board Meeting from June 15, 2022
5. Public Comment on Agenda Items
6. Discussion of Aquatic Plant Management Plan revision for 2023.
7. Sea Grant mural update (Ms. Bacon)
8. Chair's report
9. Director's report
10. Adjourn

All in favor. Carried.

**Review of Minutes of May 25, 2022:** No Comments.

**Review of Minutes from the Local Arts Board Meeting of June 15, 2022:** Mr. Morrow thanked Ald. Bacon and the Local Arts Board for all of their contributions to improving the City with the recently installed and painted art.

**Public Comment on Agenda Items:** No public comments.

**Discussion of Aquatic Plant Management Plan Revision for 2023:** The following topics were briefly discussed as they should be taken into consideration while revising the plan in 2023:

- Level of service for private marinas compared to individual dock owners, any differences need to be clear.
- All dock owners should pay the same annual fee towards the program whether they are in a marina or private owner.
- Determine through the budget process, how much funding will be used for the program, use plan to maximize efforts of funding.
- Seek guidance from DNR on developing plan to get to the root of problem. See if they have helped with plans to eliminate factors that accelerate weed growth such as fertilizers and salt.

- Ensure there will be three public information gathering meetings, one will be in conjunction with a Parks and Recreation Committee and Board meeting.
- Ask for a representative from the WI DNR to attend our meeting in October.

**Sea Grant Mural Update by Ald. Bacon:** Ms. Bacon shared that artist Erin LaBonte was chosen to paint the mural for city hall. The mural should be delivered and installed in mid-September. Mike Barker will visit the artist's studio in early September to plan exactly how to mount the mural on the building. After installation, there will be a "Meet the Artist" event planned.

**Chair's Report:** Ms. Bacon discussed how the Local Arts Board is continuing to work on projects in the City. She brought up that she would like to get a discussion about the board's observations of the parks over the summer. See what improvements and/or repairs that need to happen.

**Director's report:** I briefly discussed the following:

- Completion of two projects; the shelter at the dog park and installation of the ADA accessible kayak launch at Bullhead Point.
- Status of our seasonal workforce.
- RFPs for parks projects that received no bids.
- Projects that I have requested funding for in the 2023 budget.

**Next Meeting Date: Wednesday, September 28, 2022 @ 5:30 P.M. – City Hall.**

Motion by Mr. Renstrom and seconded by Ms. Kleist to adjourn. All in favor. Carried. Meeting adjourned at 6:42 P.M.

Respectfully submitted,

Mike Barker  
Director of Municipal Services

CITY OF STURGEON BAY  
JOINT PARKS AND RECREATION COMMITTEE / BOARD MEETING  
Wednesday, September 28, 2022  
Council Chambers, City Hall, 421 Michigan Street  
5:30 P.M.

A meeting of the Joint Parks and Recreation Committee / Board was called to order at 5:30 P.M. by Chairperson/Ald. Gustafson, in Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members present were Ald. Spencer Gustafson, Ald. Gary Nault, Jay Renstrom, Chris Larson, Debbie Kiedrowski, Tom Hemminger and Director of Municipal Services Mike Barker. Ald. Bacon, Randy Morrow were absent.

**Adoption of the Agenda:** A motion was made by Ald. Nault and seconded by Mr. Renstrom to adopt the agenda.

1. Roll Call
2. Adoption of Agenda
3. Presentation of Certificates to George Husby and Marilyn Kleist
4. Introduction of new Board Members, Debbie Kiedrowski and Thomas Hemminger
5. Review of minutes from August 24, 2022.
6. Review of Minutes from the Local Arts Board Meeting from August 10, 2022.
7. Public Comment on Agenda Items.
8. Consideration of Change to Fishing Tournament Rules.
9. Sea Grant mural update (Ms. Bacon)
10. Chair's report.
11. Directors report.
12. Adjourn

All in favor. Carried.

**Review of Minutes of August 24, 2022:** Motion to approve by Ald. Nault, seconded by Jay Renstrom. Carried.

**Review of Minutes from the Local Arts Board Meeting of August 10, 2022:** Motion to approve by Jay Renstrom, seconded by Chris Larson. Carried

**Public Comment on Agenda Items:**

Mark Holey, 410 N. 19<sup>th</sup> Ave, Sturgeon Bay spoke on Agenda item 8.  
J.J. Malvitz, 8728 CTY C, Sturgeon Bay spoke on Agenda item 8.  
John Baur, 3649 Zirbel Rd, Sturgeon Bay spoke on Agenda item 8.  
Pat Neu, 8410 Curve Rd, Forestville, WI spoke on Agenda item 8.  
Edward Bohn, Alsip, IL spoke on Agenda item 8.  
Fritz Peterson, 1229 Georgia St, Sturgeon Bay spoke on Agenda item 8.  
Paul Kwiatkowski, 9441 Gibraltar Woods Ct, Fish Creek, WI spoke on Agenda item 8.  
Armand Nault, 151 W. Maple St, Sturgeon Bay spoke on Agenda item 8.

Daryl Kubly, E9959 3<sup>rd</sup> St, Praire du Sac, WI spoke on Agenda item 8.  
Jay Przekurat, 5493 Oriole, Stevens Point, WI spoke on Agenda item 8.  
Neal Wisinski 396 Old Wausau Road, Stevens Point, WI spoke on Agenda item 8.  
Steve Mortenson, 1205 Carr Place, Oshkosh, WI spoke on Agenda item 8.  
Brian Eisch, N6161 Apple Ct, Casco, WI spoke on Agenda item 8.  
Eric Rasmussen, 2100 Nueller Ave #8, Algoma, WI spoke on Agenda item 8.  
Ben Birmeister, Seymour, WI spoke on Agenda item 8.  
Zach Stadler, 5362 Bramseittier Rd, Little Suamico, WI spoke on Agenda item 8.  
Jimmy Doering, 527 S. Oxford Ave, Sturgeon Bay spoke on Agenda item 8.  
Brent Tekulue, spoke on Agenda item 8.

**Consideration of Change to Fishing Tournament Rules.**

Mike Barker gave background on why this was being considered. All members were given the opportunity to offer input. Chris Larson said that he is prepared to step back and feels that we should gather more information. Tom Hemminger said that he does not feel he has enough information to vote on matter. Ald. Gustafson spoke about the emails that he had received and that he is not ready to vote on issue. Jay Renstrom said that he does not have enough data on the topic to vote on the issue. Debbie Kiedrowski said that she would like to get more information on the topic. Ald. Gustafson mentioned the possibility of further meetings outside of the Parks and Recreation Board and Committee to gather more information. No action taken.

**Sea Grant Mural Update by Ald Gustafson:** Mr. Gustafson informed everyone of the upcoming date of October 15<sup>th</sup> for mural to be unveiled

**Chair's Report:** Ald. Gustafson informed everyone that all of the student seasonal employees have left for the year.

**Director's report:** Mike Barker spoke on the budgeting process.

**Next Meeting Date: Wednesday, October 26, 2022 @ 5:30 P.M. – City Hall.**

**Motion to Adjourn:** Chris Larson, seconded by Tom Hemminger to adjourn. All in favor. Carried.  
Meeting adjourned at 6:55 P.M.

Respectfully submitted,

Mike Barker  
Director of Municipal Services

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD  
Monday, January 9, 2023

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, Nancy Schopf, Mark Struck, Pam Jorns, Dave Augustson, and Thad Birmingham were present. Member Kelsey Fox was excused. Staff present were Community Development Director Marty Olejniczak and Community Development Administrative Assistant Cindy Sommer.

**Adoption of Agenda:** Moved by Ms. Schopf, seconded by Mr. Struck to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from December 19, 2022.
4. Consideration of: Request from Michelle Desotell for a roof pitch of less than 4/12 on a single-family dwelling proposed to be located on Lot 1 of The Shipyard – parcel #2812308325001.
5. Consideration of: Rules of Procedure.
6. Adjourn.

All ayes. Motion carried.

**Approval of minutes from December 19, 2022:** Moved by Ms. Schopf, seconded by Ms. JOrns to approve the minutes. All ayes. Motion carried.

**Consideration of: Request from Michelle Desotell for a roof pitch of less than 4/12 on a single-family dwelling proposed to be located on Lot 1 of The Shipyard – parcel #2812308325001.**

Mr. Olejniczak explained that single family homes are normally exempt from Aesthetic Design Board approval unless the design does not conform to the municipal code. The municipal code dictates that the roof pitch for single family homes must be at least 4/12 to bring design continuity to neighborhoods. The design for the subject property proposes a 3/12 roof pitch, which must be approved on a case by case basis.

Andy Selnar of Alair Homes, 605 George Street, De Pere, who is general contractor for the project, explained that the 3/12 roof pitch design feature was chosen for its more modern look as well as to reduce the overall height of the building so it fits in better with the neighborhood. The roof will be finished with black asphalt shingles.

Mr. Birmingham motioned to approve the project as presented. Ms. Schopf seconded the motion. All ayes, motion carried.

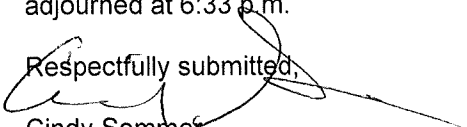
**Consideration of: Rules of Procedure.**

Mr. Olejniczak explained the Rules of Procedure have not been reviewed since they were initially approved back when this Board was a five-member board. He presented and explained proposed changes to the procedures as shown in the meeting packet, which are all small changes to clarify procedures and to allow for updated processes.

Mr. Birmingham motioned to approve the changes as presented. Ms. Jorns seconded the motion. All ayes, motion carried.

**Adjourn:** Moved by Ms. Jorns, seconded by Ms. Schopf to adjourn. All ayes. Motion carried. The meeting adjourned at 6:33 p.m.

Respectfully submitted,

  
Cindy Sommer  
Community Development  
Administrative Assistant

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**January 10, 2023**

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

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Declare Fire Department vehicle as surplus and allocate excess funds for Vehicle changeover.
5. Consideration of: Development Agreement with Fleet Farm for development project on recently annexed property along south side of Highway 42/57 across from Grant Avenue.
6. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

- a. Consideration of: Development Agreement with Fleet Farm for development project on recently annexed property along south side of Highway 42/57 across from Grant Avenue.

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

7. Review bills.
  8. Adjourn.
- Carried.

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

Consideration of: Declare Fire Department vehicle as surplus and allocate excess funds for vehicle changeover.

Fire Chief Dietman explained that when the new brush truck purchase was recently approved the existing truck a 2009 F350 was to be declared surplus, however the departments Inspectors vehicle has had some significant repair issues. The department would like to remove the 2009 F350 from surplus list, keeping the vehicle in service, and declare a 2009 F150 as surplus and liquidate. The F350 will require some conversion that will cost approximately \$5,500. He is requesting to allocate this cost from the available funds in the 2023 capital line 10-250-000-59060 used for the purchase of the new brush truck.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to declare the 2009 Ford F150 as surplus, remove the 2009 F350 from surplus and use funds from the 2023 capital line 10-250-000-59060 to complete the truck conversion. Carried.



Consideration of: Development Agreement with Fleet Farm for development project on recently annexed property along south side of Highway 42/57 across from Grant Avenue.

Community Development Director Olejniczak stated that at a previous meeting the Committee considered financial incentives to Fleet Farm. They have requested several items for the City to assist with financially. The Committee previously made the motion instructing for continued negotiations. The City is primarily interested in purchasing the right of way for a frontage road, which is on the City's official map and has future benefits to the City versus Fleet Farm. Fleet Farm has countered the City's offer.

Kip Golden, representing Fleet Farm, stated they would still like to consider splitting the cost of the roadway. The driveway could be placed on the east side but this option doesn't benefit the City or Fleet Farm. The driveway will be a center drive lining up with the street across the highway and is more advantageous for both the City and Fleet Farm. He stated to reduce costs, in discussions with the City, Fleet Farm has proposed not to extend sanitary sewer and water all the way to the west and leave that to development to that site. Sewer and water would extend across the new road into the development. Fleet Farm is asking for the cost of the land which includes where the storm retention would be for the frontage road, splitting the cost for the new frontage road and storm sewer. Mr. Golden added that they are working with their engineer on a traffic study and the WDOT to identify if a stoplight is necessary and if needed where all the traffic is coming from. Fleet Farm would like to reserve the option to discuss the stop light at a future time.

Mr. Olejniczak concluded, that the request from Fleet Farm is reasonable to pay for half of the road. The City acquiring the right of way. The City Administrators report proposes the establishment of a development agreement that includes these parameters in addition to establishing a minimum assessed value of approximately \$8 million .

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to establish a development agreement with Fleet Farm that achieves the following:

- Acquires the right of way at the price paid by Fleet Farm from Kerschers
- Reimburses Fleet Farm for one half of the street construction costs as "not to exceed" the lower of either the City's opinion of probable costs or Fleet Farm's
- Establishes a minimum assessed value for the property that returns the investment on improvements in a period of 10 years using the City's only tax rate.

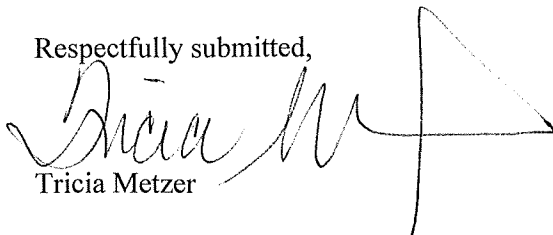
The Committee did not move into closed session.

#### 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 4:20pm.

Respectfully submitted,

  
Tricia Metzger

**CITY PLAN COMMISSION MINUTES**  
**January 18, 2023**

A meeting of the City Plan Commission was called to order at 6:00 p.m. on Wednesday, January 18, 2023, by Vice Chairperson Dennis Statz in Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

**Roll Call (#1):** Members Dennis Statz, Helen Bacon, Kirsten Reeths, Mark Holey, Jeff Norland and Amy Stephens were present. Mayor Ward appeared by Zoom. Staff present were Community Development Director Marty Olejniczak and Community Development Administrative Assistant Cindy Sommer.

**Agenda (#2):** Motion by Mr. Norland and seconded by Ms. Reeths to accept the following amended agenda:

1. Roll call.
  2. Adoption of agenda.
  3. Approval of minutes from December 21, 2022.
  4. Public comment on non-agenda Plan Commission related items.
  5. Consideration of: Official zoning designation of General Commercial (C-1) for annexed property owned by Mark and Cindy Kerscher along Highway 42-57, parcel #281-66-13000600.
    - 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.*)
  - ~~6. Consideration of: Combined preliminary/final Planned Unit Development application from Jurgita and David Kana for property located at 114 N. 7<sup>th</sup> Avenue, parcel #281-62-25002701A.
 
    - ~~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 unanimously passed by the members present to act on the request at this meeting.*)~~~~
  7. Consideration of: Initial presentation of zoning map amendment petition by Robert Scaturo from C-1 to C-5 for parcel located at 11 Green Bay Road - parcel #281-64-63000105B.
  8. Adjourn.
- All ayes, motion carried.

**Approval of minutes from December 21, 2022 (#3):** Motion by Mayor Ward and seconded by Mr. Holey to approve the minutes from December 21, 2022. All ayes. Motion carried.

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

**Consideration of: Official zoning designation of General Commercial (C-1) for annexed property owned by Mark and Cindy Kerscher along Highway 42-57, parcel #281-66-13000600 (#5):**

**Presentation (a):** Mr. Olejniczak explained this is the recently annexed parcel that was previously assigned a temporary zoning of General Commercial (C-1). The Kerscher's have a signed purchase agreement with Fleet Farm. At the last meeting, the members recommended that the official zoning classification be General Commercial (C-1). A public hearing is required to assign such zoning, which is what is on the agenda today.

**Public Hearing (b):** Mr. Statz opened the public hearing at 6:02 p.m. No one presented for the public hearing and it was closed at 6:03 p.m.

**Consideration (c):** Mr. Holey motioned to act on this matter at this time. Motion seconded by Mr. Norland. All ayes, motion carried. Mr. Holey moved to recommend to council the official zoning designation of General Commercial (C-1). Motion seconded by Ms. Reeths. All ayes, motion carried.

**Consideration of: Initial presentation of zoning map amendment petition by Robert Scaturo from C-1 to C-5 for parcel located at 11 Green Bay Road - parcel #281-64-63000105B (#7):**

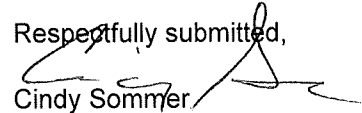
Mr. Olejniczak explained that Mr. Scaturo has requested a zoning map amendment to allow for him to add on to his existing single-family home at 11 Green Bay Road. Under the current C-1 zoning classification, the structure is non-conforming and Mr. Scaturo is unable to make any structural changes. The proposed C-5 classification would allow for the building addition and also allow for appropriate setbacks, which are preferred on this odd-shaped lot that also backs up to a bluff.

Robert Scaturo of 11 Green Bay Road explained that he and his wife would like to add on to the existing home because it is very small and he is requesting the zoning change to allow for the addition.

No action was taken by the Commission. A public hearing on this matter will be held at the next Plan Commission meeting.

**Adjourn (#8):** Prior to adjournment, Mayor Ward welcomed Amy Stephens as the newest member of the Plan Commission. Ms. Bacon motioned to adjourn, seconded by Mr. Norland. All ayes, motion carried. The meeting adjourned at 6:10 p.m.

Respectfully submitted,



Cindy Sommer  
Community Development  
Administrative Assistant

PERSONNEL COMMITTEE  
January 30, 2023

A meeting of the Personnel Committee was called to order by Chair Williams at 2:02 p.m. in the Council Chambers. Roll call: Members Williams, Gustafson and Statz were present.

Gustafson/Statz to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Elimination of Language in Human Resources Policy regarding Seasonal Employee Drug Testing.
5. Consideration of: Memorandum of Understanding with Sturgeon Bay Firefighters Association, Local 2682 re: Leave Donation.
6. Consideration of: Sturgeon Bay Fire Department Paid On-Call Firefighter Holiday Worked.
7. Adjourn.

Carried.

City Clerk/HR Director Reinhardt summarized the proposal to change language in the Human Resources Policy for seasonal drug testing. It was noted that over the past few years, it has been difficult to coordinate drug screening appointments and results which led to potential weeks of seasonal work being lost. The proposed language would still allow for random drug testing to be ordered. Statz/Gustafson to recommend to the Common Council to approve the language change in the Human Resources Policy by eliminating the language that reads "seasonal employee candidates shall be subject to a drug screen" and replace with "Seasonal employees may be subject to random drug testing." Carried.

City Administrator VanLieshout summarized the proposed Memorandum of Understanding between the Sturgeon Bay Firefighters Association, Local 2682 and the City of Sturgeon Bay regarding leave donation. The Union leaders requested the MOU to attempt to help some of their members who may be running low on sick time. The proposed MOU would follow the Employee Handbook language and would terminate upon expiration of the Collective Bargaining Agreement. Gustafson/Statz to recommend to the Common Council to approve the Memorandum of Understanding between the City of Sturgeon Bay and the Sturgeon Bay Firefighters Association, Local 2682, IAFF, AFL-CIO-CLC regarding leave donation. Carried.

Fire Chief Dietman summarized the proposal to increase the Paid On-Call Firefighter Holiday worked pay by \$20.00 per hour. It was noted that part time firefighters are currently required to fill all driver night time slots, when full-time firefighter are off, at a rate of \$13.43 per hour with no additional holiday pay. Full-time firefighters have contract language that addresses holiday pay. The budget impact, at most, would be \$4,160 of which, if this proposal is passed, could be absorbed into this year and future years budgets within the Fire Department. Williams/Statz to recommend to the Common Council to approve the hourly holiday worked rate for all Part-Time Firefighters by increasing the rate by \$20.00 per hour beginning January 1, 2023. Carried.

Gustafson/Statz to adjourn. Carried. The meeting adjourned at 2:16 p.m.

Respectfully submitted,

  
Stephanie L. Reinhardt  
City Clerk/HR Director



**CITY of STURGEON BAY  
FIRE DEPARTMENT**

**Kalin Montevideo  
Assistant Fire Chief**

421 Michigan St  
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office  
Email: [kmontevideo@sturgeonbaywi.org](mailto:kmontevideo@sturgeonbaywi.org)

**STURGEON BAY FIRE DEPARTMENT  
DECEMBER 2022 FIRE REPORT**

			<u>% INCREASE</u>
DECEMBER 2022 INCIDENTS:	<u>176</u>	DECEMBER 2021 INCIDENTS:	<u>161</u>
2022 YTD TOTAL :	<u>1,782</u>	2021 YTD TOTAL:	<u>1,694</u>
			<u>8.9%</u>
			<u>5%</u>

**INCIDENTS BY JURISDICTION:**

<b>CITY - East Side:</b>	<u>130</u> Year to Date: <u>1,202</u>	
107 – Medical Incident	01 – Structure Fire	02 – Sprinkler System Activation, No Fire
01 – Lock-Out	03 – Vehicle Accident	05 – Alarm/Detector Activation, No Fire
01 – Authorized/Controlled Burning	03 – Dispatched & Cxl in Route	02 – Gas/Flammable Liquid Spill
03 – Carbon Monoxide Incident	01 – Smoke Scare/Odor of Smoke	01 – Arcing/Shorted Electrical Equipment
<b>CITY - West Side:</b>	<u>38</u> Year to Date: <u>409</u>	
29 – Medical Incident	01 – Structure Fire	02 – Alarm/Detector Activation, No Fire
01 – Vehicle Accident	01 – HazMat Incident	01 – Assist Law Enforcement/Other Agency
03 – Sprinkler System Activation, No Fire		
<b>Town of Sevastopol:</b>	<u>05</u> Year to Date: <u>63</u>	
01 – Vehicle Accident	03 – Medical Incident	01 – Assist Law Enforcement/Other Agency
<b>Town of Sturgeon Bay:</b>	<u>03</u> Year to Date: <u>75</u>	
03 – Medical Incident		

**MUTUAL AID/MABAS INCIDENTS**

Brussels, Union, Gardner:	<u>0</u> Year to Date: <u>10</u>
Southern Door:	<u>0</u> Year to Date: <u>09</u>
Jacksonport:	<u>0</u> Year to Date: <u>05</u>
Egg Harbor:	<u>0</u> Year to Date: <u>03</u>
Gibraltar:	<u>0</u> Year to Date: <u>02</u>
Baileys Harbor:	<u>0</u> Year to Date: <u>01</u>
Sister Bay:	<u>0</u> Year to Date: <u>01</u>
Algoma:	<u>0</u> Year to Date: <u>01</u>
Outagamie County:	<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>0</u>	<u>01</u>	<u>01</u>	<u>1.0</u>
Inspections – Town of Sevastopol:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Sturgeon Bay:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Jacksonport:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Sevastopol Burn Permit:

Permits Issued for Month: 02Year to Date Permits Issued: 68**SPECIAL REPORTS, TRAINING, AND MAINTENANCE****MAINTENANCE:**

Firefighters conducted maintenance and repairs on SCBA units; assisted a business with a jammed Knox Box; replaced the transpssion oil pan gasket and filter on UT726 (F150); deep cleaning at stations and removed the skid unith from UTV and installed chains.

**TRAINING:**

390.3 hours of training were conducted in December. Firefighters trained with driver/operator procedures; reviewed all fire department SOG's and policies; reviewed blood borne pathogens; helicopter landing zones/procedures (Eagle III); EMR Refresher; alternative fuel vehicle emergencies; rope/rescue procedures; dive team/sonar operations; reading smoke; completed APEX online safety training; conducted a confined space excersize onboard a vessel at Bay Ship; FF Nell completed his Fire Inspector certification and PT FF Schopf continued FF1 training at NWTC in Green Bay.

**OTHER:**

Fire Chief and AC attended City and other Town meetings; installed nine car seats and worked on imputing information for new scheduling and reporting software.

**BEVERAGE OPERATOR LICENSES**

1. Buelow, Lisa JK
2. Kaye, Brianna M.
3. Micheli, Mario A.
4. Thompson, Claire H.
5. Varney, David W.p

**CLASS A LIQUOR LICENSE**

Clario Farms LLC  
DBA: Clario Farmstead Pasta  
19 North 3<sup>rd</sup> Ave  
Sturgeon Bay, WI 54235  
Agent; Claire Thompson  
February 10, 2023 – June 30, 2023





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

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

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

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January 26, 2023

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

Ms. Reinhardt:

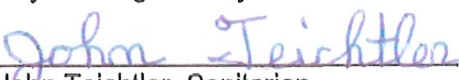
We, the undersigned, have received a request for certification of compliance for a Class A Liquor license:

Clario Farms LLC  
Dba: Clario Farmstead Pasta  
19 North 3<sup>rd</sup> Avenue  
Sturgeon Bay, WI 54235  
Agent: Claire Thompson  
February 10, 2023 – June 30, 2023

This letter is to certify that the applicants and the premises comply with those regulations, ordinances and law. We observed no condition that would prevent issuance of the requested license.

  
\_\_\_\_\_  
Clint Henry, Police Chief  
City of Sturgeon Bay

  
\_\_\_\_\_  
Tim Dietman, Fire Chief  
City of Sturgeon Bay

  
\_\_\_\_\_  
John Teichtler, Sanitarian  
City of Sturgeon Bay/County of Door

**TEMPORARY CLASS B BEER & CLASS B WINE LICENSE**

Gala of Giving – St. John Bosco Catholic School  
730 W Maple Street  
Sturgeon Bay, WI 54235  
Agent; Lisa Mueller  
March 4, 2023



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

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

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

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January 26, 2023


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

Ms. Reinhardt:

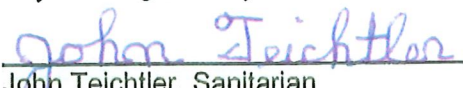
We, the undersigned, have received a request for certification of compliance for a Temporary Class B Beer and Class B Wine license:

Gala of Giving – St. John Bosco Catholic School  
730 W Maple Street  
Sturgeon Bay, WI 54235  
Agent: Lisa Mueller  
March 4, 2023

This letter is to certify that the applicants and the premises comply with those regulations, ordinances and law. We observed no condition that would prevent issuance of the requested license.

  
\_\_\_\_\_  
Clint Henry, Police Chief  
City of Sturgeon Bay

  
\_\_\_\_\_  
Tim Dietman, Fire Chief  
City of Sturgeon Bay

  
\_\_\_\_\_  
John Teichtler, Sanitarian  
City of Sturgeon Bay/County of Door

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to approve the hourly holiday worked rate for all Part-Time Firefighters by increasing the rate by \$20.00 per hour beginning January 1, 2023.

Respectfully submitted,

PERSONNEL COMMITTEE  
By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 2023

\* \* \* \* \*

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

## Executive Summary


**TITLE:** Sturgeon Bay Fire Department Paid On-Call Firefighters Holiday Worked

**BACKGROUND:** Sturgeon Bay Fire Department Part-time firefighters currently are required to fill all driver night time slots when the full-time firefighters are off. Part-time firefighter's night duty rate for 2023 is \$13.43 per hour with no additional holiday pay. Full-time firefighters who work a holiday have contract language providing an additional holiday worked rate on top of their regular wage. Annually firefighters work 8 identified holidays in which they receive the holiday worked rate and feel that our part-time firefighters also deserve a holiday worked rate. We feel an additional \$20 per hour above their normal wage for a holiday worked is in line with other personnel working a holiday. If we have 2 part-time firefighters working a holiday night duty it would account for 16-night slots at 13 hours for each firefighter. This would equate to 208 hours at \$20 per for a total of \$4,160. In our annual budget, we include \$15,000 towards the \$1,000 bonus for the part-time firefighters who respond to over 90% of their calls. In past years we normally have 5-6 of the part-time firefighters who achieve above 90% with our largest year of 9 part-time firefighters.

**FISCAL IMPACT:** The amount presented can be absorbed in the current projection under the part-time bonus amount already included in the 2023 annual budget.


**RECOMMENDATION:**  
Approve the holiday worked rate for all Part-Time Firefighters starting January 01, 2023

PREPARED BY:

  
Tim Dietman  
Fire Chief


1/25/23  
Date

REVIEWED BY:

  
Valerie Clarizio  
Finance Director/City Treasurer

1/25/23  
Date

REVIEWED BY:

  
Josh VanLieshout  
City Administrator

1/25/23  
Date

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

We, the Personnel Committee, hereby recommend to approve the Memorandum of Understanding between the City of Sturgeon Bay and the Sturgeon Bay Firefighters Association, Local 2682, IAFF, AFL-CIO-CLC regarding leave donation.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 2023

\* \* \* \* \*

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**MEMORANDUM OF UNDERSTANDING**  
**LEAVE DONATION**

THIS MEMORANDUM OF UNDERSTANDING is entered into by and between the City of Sturgeon Bay and the Sturgeon Bay Firefighters Association, Local 2682, IAFF, AFL-CIO-CLC. The Parties wish to make available to Fire Department employees the City of Sturgeon Bay's leave donation program under which employees may donate some of their accrued but unused sick leave, vacation, and/or comp time to other employees who need time off to address a medical emergency, as outlined in the aforementioned program. This would provide a way for Fire Department employees to assist Fire Department co-workers who would otherwise suffer a substantial loss of income as a result of taking unpaid leave. It does not entitle employees to take additional leave. It does not alter the leave policies contained in the collective bargaining agreement, except to the extent expressly set forth in this MOU.

This MOU shall automatically terminate upon the expiration of the collective bargaining agreement. The City and the Union may mutually agree to extend the MOU through negotiations over a successor agreement, but such extension shall require mutual consent. The City and the Union may mutually agree to continue the MOU during the term(s) of any successor agreement(s), but such continuation shall require mutual consent.

The Parties hereby agree to the following: Fire Department bargaining unit members shall have access to the City's sick leave donation program, titled "Sick/Vacation/Floating Holiday/Compensatory Leave Donation" and located in the City of Sturgeon Bay Personnel Policies and Employee Handbook, under the same terms and conditions as offered to non-represented City employees.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

City of Sturgeon Bay

Sturgeon Bay Firefighters Association, Local  
2682, IAFF, AFL-CIO-CLC

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

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Bargaining Committee

Excerpt from CITY OF STURGEON BAY PERSONNEL POLICIES  
AND EMPLOYEE HANDBOOK – Revised 10/7/2020

**SICK/VACATION/FLOATING HOLIDAY/COMPENSATORY LEAVE DONATION**

The purpose of this policy to provide a qualified full-time administrative employee, who has a non-occupational extended illness or other medical condition and has exhausted all accumulated sick time, compensatory time, floating holidays, and vacation time, a means of assistance through the contributions of sick time, compensatory time, floating holidays, and vacation from fellow administrative employees. Donation of time may be made under the following conditions:

- A. An employee shall not become eligible to receive a time donation until the employee:
  - 1. Has been employed full-time by the City of Sturgeon Bay for a period of not less than one year.
  - 2. Has exhausted all accumulated sick, compensatory, floating holiday, and vacation time or other such paid time as the employee may possess and is eligible for leave under the Family and Medical Leave Act. The period in which the employee may receive donated leave is the period of Family and Medical qualified leave which would otherwise be unpaid.
  - 3. Has applied for and received approval for leave under the Family and Medical Leave Policy for a non-occupational serious health condition of themselves. Donated leave may not be used for care of spouse or dependents or following a birth or adoption of a child.
  - 4. Has provided medical certification of a serious health condition requiring the employee to be off work for 30 days or more.
  - 5. Has submitted a written request to the City Administrator to solicit donations from eligible administrative employees. Employees will be permitted to request donation of leave only one time during any 12 month calendar period. After verification that the employee meets the qualifications to receive donated leave, the City Administrator will make other employees aware of the request. No information regarding the employee's medical condition will be divulged without the employee's consent.

An administrative employee may donate up to a maximum of 15% of accumulated sick, compensatory, floating holiday, and vacation time each year to eligible employees. Leave may be donated in the following amounts: Sick leave



- hourly increments, vacations - 2 or full day increments, compensatory time - hourly increments, floating holidays - 2 or full day increments. Donation of sick leave will not affect donor wellness day status. All donations of eligible leave shall be voluntary. No employee may intimidate, threaten, or coerce any other employee with respect to donating or receiving leave.

- B. Any leave donation shall be made in writing, signed by the grantee and department head, and approved by the City Administrator. After approval, the City Administrator will authorize the Payroll Clerk to transfer the donated leave from the donating employee's account to the requesting employee's account. The recipient shall be notified of the amount of time donation, but not the name(s) of the grantor(s).
- C. The aggregate amount of leave that may be donated to one employee shall not exceed 12 weeks during any 12 month calendar period.
- D. The donated leave shall be credited to the recipient at the recipient's rate of pay regardless of the donor's rate of pay.
- E. Donated leave will be subject to all tax liability associated with regular pay and shall be the responsibility of the recipient.
- F. The recipient, while using donated leave, will continue to accrue sick and vacation leave, and other relevant employee benefits.
- G. The recipient, while using donated leave, will continue to receive health insurance benefits.
- H. If the recipient returns to part-time duty, the recipient may continue to use the donated leave until returning to full-time duty. If the recipient returns to regular full-time duty prior to exhausting the donated leave, the recipient shall be allowed to retain up to 8 hours of donated leave. Any balance exceeding 8 hours will be returned to donor employees on a pro-rated basis.
- I. This policy is not intended to replace any provision of the Family Medical Leave Law.

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

We, the Personnel Committee, hereby recommend to approve the language change in the Human Resources Policy by eliminating the language that reads "Seasonal employee candidates shall be subject to a drug screen" and replace with "Seasonal employees may be subject to random drug testing."

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 2023

\* \* \* \* \*

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

## EXECUTIVE SUMMARY

**TITLE:** Consideration of: Elimination of Language in Human Resources Policy regarding seasonal employee drug testing.

**BACKGROUND:** The City of Sturgeon Bay Human Resources Functions Standardization Policy states that seasonal employee candidates shall be subject to a drug screen.


Over the past few years, it has been difficult to coordinate drug screen appointment and results in a timely manner that regularly results in weeks of seasonal work being lost.

Staff would like to propose the elimination of the language that reads "Season employee candidates shall be subject to a drug screen" and replace with "Season employees may be subject to random drug testing."


This change would allow departments to move forward in the hiring process for seasonal employees and get the seasonal employees to work in a timelier fashion but still allow for random drug testing.

- OPTIONS:**
1. Approve the language change elimination of the language that reads "Season employee candidates shall be subject to a drug screen" and replace with "Season employees may be subject to random drug testing."
  2. Deny the language change elimination of the language that reads "Season employee candidates shall be subject to a drug screen" and replace with "Season employees may be subject to random drug testing."

**PREPARED BY:**

  
Stephanie L. Reinhardt, City Clerk/HR Director

**REVIEWED BY:**

  
Mike Barker, Municipal Services Director

  
Josh VanLieshout, City Administrator

**DATE:**

12/28/22

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to apply General Commercial (C-1) as the official zoning classification for the recently annexed property now known as parcel #281-66-13000600 located on State Highway 42/57 and owned by Mark and Cindy Kerscher.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: January 18, 2023.

\*\*\*\*\*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

STAFF REPORT  
OFFICIAL ZONING CLASSIFICATION FOR ANNEXED PROPERTY  
C-1 DISTRICT - KERSCHER

**Background:** The City recently annexed into the City three parcels located along Highway 42-57 (Green Bay Road). The parcels are owned by Mark & Cindy Lou Kerscher. The annexation was intended to facilitate the development of a Fleet Farm store. The property was given a temporary zoning classification of General Commercial (C-1). Under state and city rules, an official zoning classification must be established by going through the procedures for a zoning map amendment.

**Proposed Zoning District:** The Plan Commission directed staff to move forward with the procedures using the C-1 General commercial district as the proposed zoning classification. The C-1 district allows most commercial uses and allows multiple-family dwellings through conditional use approval. This district is used for all of the commercially zoned properties along Highway 42-57 west of Duluth Avenue. Specific permitted and conditional uses are found in section 20.09 of the zoning code.

**Existing Conditions:** The three annexed parcels total about 39 acres with a significant portion being classified as wetlands. In terms of surrounding zoning classifications, properties to the north and east are zoned C-1. To the southeast is an undeveloped parcel zoned Residential Manufactured Home Park (R-M). To the west and south are non-zoned parcels in the Town of Nasewaupee.

**Comprehensive Plan:** The 2040 Comprehensive Plan's Future Land Use Map designation for the annexed property is Regional Commercial. This designation was recently amended in order for the proposed Fleet Farm store to be consistent with the comprehensive plan. The C-1 zoning district is consistent with the Comprehensive Plan.

**Review Process:** The Plan Commission will conduct a public hearing. The Commission can make a recommendation to Council at the next scheduled meeting. However, a recommendation can also be made following the public hearing if at least 3/4 vote of the members present are ready to take action. Once a recommendation is made, Council will act on that recommendation at their next scheduled meeting. An ordinance must be drafted and approved by Council with 2 separate readings.

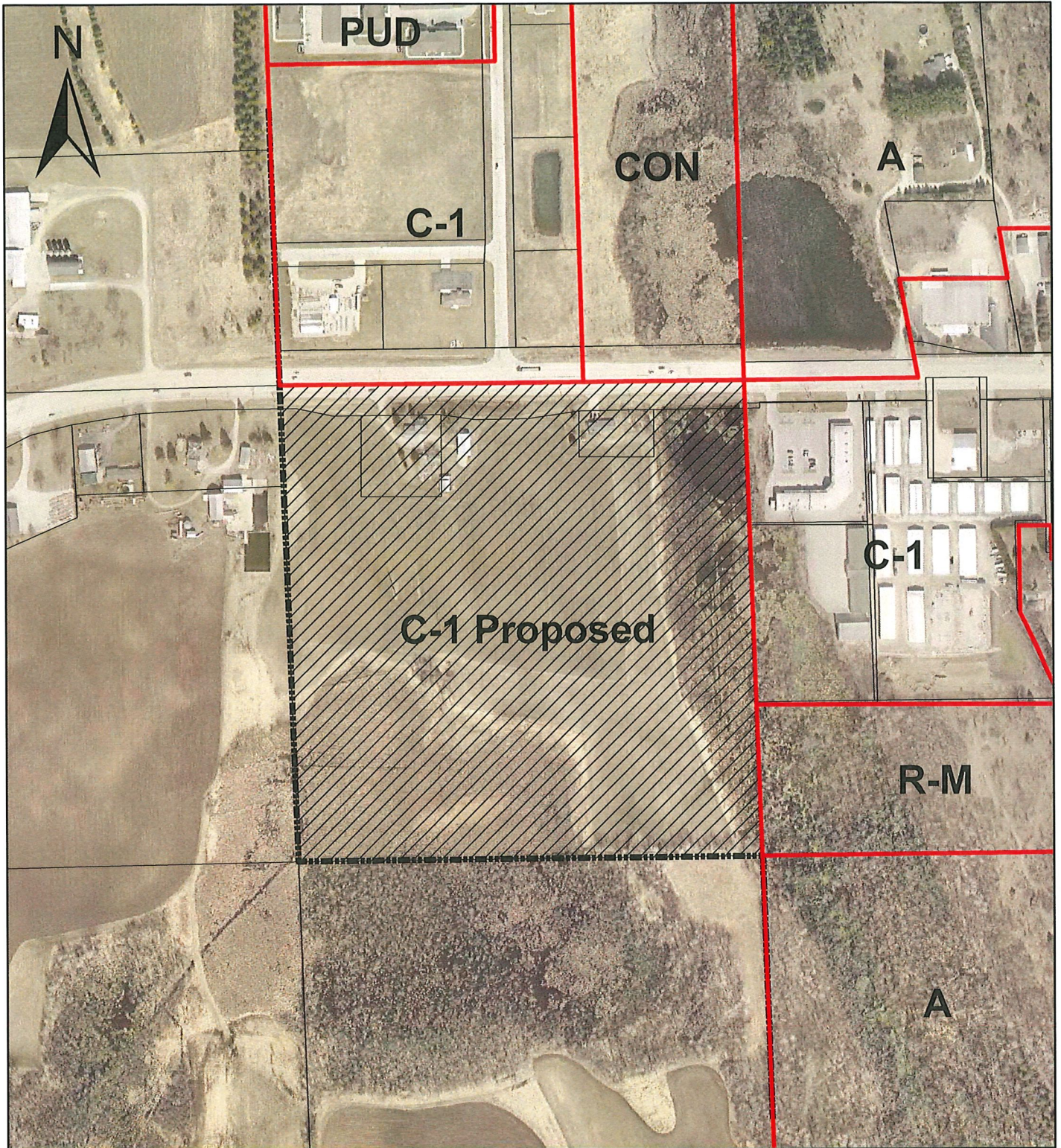
**Recommendation:** Approve the General Commercial (C-1) district for the official zoning classification for the annexed property.

Prepared By: Martin Olejniczak  
Martin Olejniczak  
Community Development Director

1-12-2023  
Date



Location Map  
Official Zoning for Kerscher Annexation



Map Date: December 16, 2022



Subject Area



City Boundary





## NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Common Council will hold a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin on Tuesday, February 7, 2023 at 6:00 p.m. or shortly thereafter, regarding proposed amendments to the Sturgeon Bay Zoning Code, which is Chapter 20 of the Municipal Code. The amendments impact sections 20.27 Height and area regulations generally. The amendments:

- Reduce the minimum lot area in the R-2, R-3, and R-4 districts.
- Reduce the minimum lot width in the R-1, R-2, R-3, R-4, C-2, and C-5 districts.
- Reduce the minimum lot area required for a two-family dwelling unit in the R-2, R-3, R-4, and C-5 districts.
- Reduce the minimum lot area required for multiple-family dwelling unit in the C-1, C-2, and C-5 districts.
- Reduce the minimum street yard in the R-2, R-3, and R-4 districts.
- Reduce the minimum side yard in the R-2 and R-3 districts.
- Increase the minimum side yard and minimum rear yard in the I-1 and I-2 districts for lot lines abutting property in a residential district.
- Reduce the minimum floor area required for a single-family dwelling in the R-1 and R-4 districts.
- Reduce the minimum floor area for a two-family dwelling in the A districts.

The proposed amendments and related information are on file with the Community Development Department and can be viewed at City Hall, 421 Michigan Street, weekdays between 8:00 a.m. and 4:30 p.m. Or, visit the city website at [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org). The public is invited to attend the hearing and give testimony in favor or against the proposed text amendments either in person at the hearing or in writing.

By order of:  
City of Sturgeon Bay Common Council

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

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

SECTION 1: Section 20.27(2) of the Municipal Code (Zoning Code) is hereby repealed  
and recreated as follows:

- (2) The dimensional requirements relating to lot size, density, yards, height, and floor area shall be as specified  
for each zoning district in the following table:

Zoning District	Lot Size		Density			Required Yards***			Height **	Floor Area per Dwelling Unit (square feet)				
	Minimum Lot Area (square feet)	Minimum Lot Width (feet)	Minimum Lot Area per Dwelling Unit (square feet)			Street (feet)	Side (feet)	Rear (feet)	Maximum Building Height (feet)	Single Family	Two Family	Multiple-Family		
			Single Family	Two Family	Multiple Family							1 Bedroom	2 Bedroom	3+ Bedroom
R-1	10,000	80	10,000	—	—	25	10	25	35	1,200	—	—	—	—
R-2	6,000	50*	6,000	5,000	—	20	8	25	35	800	500/ 1,500##	—	—	—
R-3	6,000	50*	6,000	5,000	3,500	20	8	25	35	800	500/ 1,500##	500	750	1,000
R-4	7,500	50*	7,500	5,000	3,500	20	10	25	45	800	500/ 1,500##	500	750	1,000
R-M	7,500	65	7,500	—	—	25	10	10	35	720	—	—	—	—
C-1	8,400	70	—	—	3,000	25	10	25	45	—	—	500	750	1,000
C-2	6,000	50	—	—	2,000	15	5	25	45	—	—	500	750	1,000
C-4	8,400	70	—	—	—	25	10	25	45	—	—	—	—	—
C-5	7,500	50*	7,500	5,000	3,000	20	8	25	35	800	500/ 1,500##	500	750	1,000
I-1/I-1A	25,000	100	—	—	—	40	20#	25#	45	—	—	—	—	—
I-2/I-2A	25,000	100	—	—	—	50	20#	25#	45	—	—	—	—	—
A	43,560 (1 acre)	150	43,560 (1 acre)	21,780 (½ acre)	—	40	10	25	35	1,000	500/ 1,500##	—	—	—
CON	None	None	—	—	—	25	10	10	45	—	—	—	—	—
PUD	See section 20.24 for applicable standards													

\* Within these districts, the minimum lot width shall be increased to 70 feet for lots used for two-family or multiple-family dwellings.

\*\* See section 20.27(4) for exceptions to height requirement.

\*\*\* For lots that abut two or more streets, all sides of the lot that abut a street shall meet the street yard requirement.

# The minimum yard shall be increased to 40 feet along all lot lines abutting property in a residential district.

## 500 square feet for the smallest dwelling unit, with a minimum 1,500 square feet combined floor area for both units.



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

Approved:

---

David Ward  
Mayor

Attest:

---

Stephanie Reinhardt  
City Clerk

## 20.27 Height and area regulations generally.

- (1) Maximum impervious surface. For each lot in the R-4, C-1, C-4, and C-5 districts, the combined area of all roofed, paved, and other impervious surfaces shall not exceed 70 percent of the total area of the lot. Existing lots with impervious surfaces that exceeded 70 percent prior to adoption of this section shall be exempted from this provision provided that there shall be no further net increase of impervious surfaces on such lots.
- (2) The dimensional requirements relating to lot size, density, yards, height, and floor area shall be as specified for each zoning district in the following table:

Zoning District	Lot Size		Density			Required Yards***			Height	Floor Area per Dwelling Unit (square feet)				
	Minimum Lot Area (square feet)	Minimum Lot Width (feet)	Single Family	Two Family	Multiple Family	Street (feet)	Side (feet)	Rear (feet)	Maximum Building Height (feet)	Single Family	Two Family	Multiple-Family		
												1 Bedroom	2 Bedroom	3+ Bedroom
R-1	10,000	85 80	10,000	—	—	25	10	25	35	1,400 1,200	—	—	—	—
R-2	7,500 6,000	70 50*	7,500 6,000	6,000# 5,000	—	25 20	10 8	25	35	800	500/ 1,500##	—	—	—
R-3	7,500 6,000	70 50*	7,500 6,000	6,000# 5,000	3,500	25 20	10 8	25	35	800	500/ 1,500##	500	750	1,000
R-4	8,400 7,500	70 50*	8,400 7,500	6,000# 5,000	3,500	25 20	10	25	45	1,000 800	500/ 1,500##	500	750	1,000
R-M	7,500	65	7,500	—	—	25	10	10	35	720	—	—	—	—
C-1	8,400	70	—	—	3,500	25	10	25	45	—	—	500	750	1,000
C-2	6,000	70 50	—	—	3,52,000	15	5	25	45	—	—	500	750	1,000
C-4	8,400	70	—	—	—	25	10	25	45	—	—	—	—	—
C-5	7,500	70 50*	7,500	6,000# 5,000	3,500	20	8	25	35	800	500/ 1,500##	500	750	1,000
I-1/I-1A	25,000	100	—	—	—	40	20#	25#	45	—	—	—	—	—
I-2/I-2A	25,000	100	—	—	—	50	20#	25#	45	—	—	—	—	—
A	43,560 (1 acre)	150	43,560 (1 acre)	21,780 (½ acre)	—	40	10	25	35**	1,000	800 500/ 1,500##	—	—	—
CON	None	None	—	—	—	25	10	10	45	—	—	—	—	—
PUD	See section 20.24 for applicable standards													

\* Within these districts, the minimum lot width shall be increased to 80 70 feet for lots used for two-family or multiple-family dwellings, ~~except that the minimum lot width shall remain 70 feet for existing single-family dwellings constructed prior to Jan. 1, 2004 that are converted into two-family dwellings.~~

\*\* See section 20.27(4) for exceptions to height requirement.

\*\*\* For lots that abut two or more streets, all sides of the lot that abut a street shall meet the street yard requirement.

# Within these districts, the minimum lot area for converting an existing single-family dwelling constructed prior to January 1, 2004, into a two-family dwelling shall be 5,000 square feet per dwelling unit (10,000 square feet total). The minimum yard shall be increased to 40 feet along all lot lines abutting property in a residential district.

---

## 500 square feet for the smallest dwelling unit, with a minimum 1,500 square feet combined floor area for both units.

(3) *Exceptions to yard requirements:*

- (a) Within the C-2 district, where a proposed building or addition abuts an existing building on the adjoining lot (zero side yard), the minimum street yard (setback) shall be equal to the existing street yard for the adjoining building.
- (b) Within the C-2 district, the minimum side yard shall be reduced to zero if an adjoining building already has a zero side yard.
- (c) Within that portion of the C-2 district that is also within the Waterfront Redevelopment District, the city plan commission may, after review and recommendation by the Waterfront Design Review Board, authorize a zero side yard or a lesser street yard (setback) than required under subsection (2). The intent of this provision is to provide relief from the yard requirements in locations where it is desirable to create, recreate, or maintain a traditional downtown development pattern and character.
- (d) Structures such as ramps and landings, lifts, or elevator housings designed to comply with the Americans with Disabilities Act requirements, for which there are no feasible alternative locations shall be excepted from the minimum yard requirements.
- (e) Within the R-2, R-3, and C-5 districts, the minimum street yard (setback) shall be 17 feet for unenclosed appurtenances to a dwelling, such as porches, decks, balconies, and stairways.
- (f) Within the I-2/I-2A Heavy Industrial districts, the minimum side yard for any existing building with a side yard that is less than the minimum side yard required in subsection (2) shall be equal to the existing side yard. The intent is this provision is to allow existing buildings to be extended provided the addition is no closer to the side lot line than the existing building.

(4) *Exceptions to the height requirement:*

- (a) Buildings used for agricultural purposes may exceed the maximum height requirement.
- (b) Buildings that have been designated as historic structures on a local, state or national register of historic places shall be exempt from the maximum building height provided any increase in height is approved by the historic preservation commission.
- (c) The maximum building height of buildings located in the I-2/I-2A Heavy Industrial districts may be increased to 120 feet, provided the building is located at least 300 feet from the boundary of a residential zoning district, which shall include the R-1, R-2, R-3, R-4, and R-M districts and shall also include the PUD district if the underlying zoning classification is one of the aforementioned districts.

(5) *Zero lot line duplexes (attached dwelling units).* In districts where two-family dwellings are allowed, such dwellings may be developed as zero lot line duplexes (attached dwellings units), subject to the following requirements:

- (a) The side yard for adjoining lots identified for attached dwelling units may be zero along the common lot line, provided that:
  - 1. Each lot shall have a minimum lot width of 40 feet and a minimum lot area of 4,000 square feet and a combined minimum lot width of 80 feet and minimum lot area of 12,000 square feet.
  - 2. Such adjoining lots proposed for the zero side yard are held under the same ownership at the time of initial construction.
  - 3. The adjoining side yard setback of the lot adjacent to the zero side yard setback is also zero.
  - 4. The opposite side yard is not less than required under subsection (2).

- 
5. Easements shall be provided across zero lot lines where necessary for water, sewer and utility services.
- (b) The construction of the dwelling units shall meet the following requirements at all times:
1. There shall be a minimum one-car enclosed garage, attached to such main building, for each unit.
  2. The exterior materials and roof materials on each unit shall be the same color and consistency.
  3. The plans, specifications, and construction of such buildings shall include the installation of separate sewer, water and other utility services to each dwelling unit.
- (c) Matters of mutual concern to adjoining property owners due to construction, catastrophe, and/or maintenance shall be governed by private covenants, declarations, or deed restrictions and the City of Sturgeon Bay shall not be responsible for the same. A copy of such covenants, declarations, or restrictions shall be submitted to the city for its review prior to issuance of a building permit.
- (d) Zero lot line duplexes (attached dwelling units) shall only be permitted on lots that have been identified for such development on the applicable subdivision plat or certified survey map. Such lots shall be identified at the time of approval of the subdivision plat or certified survey map (CSM). For all such lots containing less than 70 feet of lot width or 8,400 square feet of lot area, a covenant shall be placed on the face of the subdivision plats and certified survey maps creating such lots as follows: "Development on Lots (*list lot numbers*) is restricted to the construction of zero lot line duplexes (attached dwelling units)." No odd number of lots may be created nor may construction skip an odd number of lots.
- (6) *Setback from navigable water.* All principal and accessory buildings shall be located at least 25 feet from the ordinary high water mark of all navigable water.
- (Ord. No. 961-1195, § 3, 11-7-95; Ord. No. 1105-0803, § 1, 8-19-03; Ord. No. 1115-1203, § 1, 12-2-03; Ord. No. 1128-0804, §§ 3, 5, 8-17-04; Ord. No. 1135-1204, § 1, 12-21-04; Ord. No. 1174-0906, §§ 3—5, 9-20-06; Ord. No. 1299-0414, § 1, 4-15-14; Ord. No. 1356-0219, § 1, 2-19-19; Ord. No. 1378-1120, §§ 1, 2, 11-17-20; Ord. No. 1410-0422, §§ 7, 8, 4-19-22)

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

An ordinance officially designating the zoning district classification for property which was annexed to the City of Sturgeon Bay by Ordinance No. 1418-1122:

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

SECTION 1: The following described property, which was annexed to the City of Sturgeon Bay by Ordinance No. 1418-1122 is hereby zoned General Commercial (C-1):

The Northwest Quarter of the Northwest Quarter of Section 13, Township 27 North, Range 25 East, more fully described as follows:

Commencing at the Northwest Corner of Section 13;

Thence S00°07'18"E coincident with the West line of the Northwest Quarter of Section 13 a distance of 65.59 feet to its intersection with the South right-of-way line for STH 42-57 (Green Bay Road) also being the point of beginning.

Thence S.88°40' 18"E coincident with said South right-of-way line a distance of 44.54 feet; Thence S76°18'13"E coincident with said South right-of-way line a distance of 102.39 feet; Thence S88°42'39"E coincident with said South right-of-way line a distance of 300.00 feet; Thence S80°10'48"E coincident with said South right-of-way line a distance of 101.12 feet; Thence S88°42'39"E coincident with said South right-of-way line a distance of 150.00 feet; Thence N83°41'41"E coincident with said South right-of-way line a distance of 151.33 feet; Thence S88°42'39"E coincident with said South right-of-way line a distance of 459.01 feet to its intersection with the East line of the Northwest Quarter of the Northwest Quarter of Section 13; Thence S00°04'21"E coincident with said East line a distance of 1249.52 feet to the Southeast Corner of the Northwest Quarter of the Northwest Quarter of Section 13; Thence N88°38'55"W coincident with the South line of the Northwest Quarter of the Northwest Quarter of Section 13 a distance of 1302.10 feet to the Southwest Corner of the Northwest Quarter of the Northwest Quarter of Section 13; Thence N00°07'18"W coincident with the West line of the Northwest Quarter of Section 13 a distance of 1265.16 feet to the point of beginning;

Together with the right-of-way of STH 42-57 (Green Bay Road) abutting thereto.

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

Approved:

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

Attest:

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

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the memorandum of understanding between Howard Immel, Inc. and the City of Sturgeon Bay for industrial flex building as presented.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 31, 2023

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023

## EXECUTIVE SUMMARY

Title: Memorandum of Understanding – Howard Immel Inc – Industrial Flex Building

Background: City staff, along with Michelle Lawrie, executive director of DCEDC, have been meeting with Howard Immel Inc. (represented by Carol Karls) about a potential multi-tenant industrial building. The building is estimated to contain about 50,000 square feet and have space for about 5 tenants. It would be designed to be flexible such that different tenants could use it based upon their individual needs.

The City recently acquired the Zak property and now has vacant acreage in the industrial park. Staff was begun drafting subdivision plans for the land and the industrial flex building would fit well on the property. There are existing businesses in Sturgeon Bay who may need additional space as well as fledgling businesses needing space to rent.

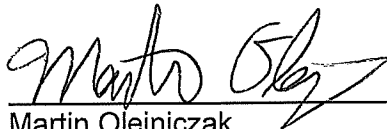
Immel is willing to design and construct the building, but desire assurances from the City. They want the City to provide the parcel needed for the project and will require some level of financial incentives to construct it. Therefore, a memorandum of understanding was drafted to show the City's commitment to working with Immel. The MOU doesn't bind the City to any level of financial incentives or commit to a specific development agreement. It does, however, show intent that incentives will be required and the City is willing to consider that.

The overall development of the Zak property, and the industrial flex building in particular, would be a good candidate for a tax increment district. Industrial development is one of the allowable types of TID's. Much of the current industrial park was successfully developed using tax increment financing (TID #1). Similar to TID #1, a new TID will help cover the costs of infrastructure to expand industrial development into the Zak property and cover any needed financial incentives such as low-cost lots.

Fiscal Impact: There is no fiscal impact to enter into the MOU. Immel will continue working on the design for the building. Eventually, if both sides still agree the project has merit, a formal development agreement would be executed.

Recommendation: Approve the memorandum of understanding between Howard Immel Inc and the City of Sturgeon Bay.

Prepared by:



Martin Olejniczak  
Community Development Director

1-25-2023  
Date

Reviewed by:



Josh Van Lieshout  
City Administrator

1/25/23  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**HOWARD IMMEL INC.  
AND  
CITY OF STURGEON BAY**

This Memorandum of Understanding (MOU) is made and entered into by and between Howard Immel Inc., a general contractor, hereinafter referred to as "Immel", and the City of Sturgeon Bay, a municipality in the state of Wisconsin, hereinafter referred to as "the City".

**1. Purpose and Mutual Interest**

The City is interested in facilitating the construction of a flex industrial building in which existing businesses can expand, and new businesses to the area can locate to the City. The market for flex industrial space in Door County is very limited. The city owns the parcel identified in Appendix A in the Sturgeon Bay Industrial Park. The City would like to pursue opportunities to enter into a future development agreement with Immel to construct a facility that meets market demands to house businesses in the Sturgeon Bay Industrial Park.

Immel is interested in constructing a facility to meet the City's needs for a flex industrial building on the parcel identified in Appendix A in the Sturgeon Bay Industrial Park. Immel has successfully constructed similar buildings in the Sturgeon Bay Industrial Park to meet the City's needs for business development. Immel has shown interest in the identified parcel by working on a preliminary basis regarding concepts for a potential facility, as well as identifying potential tenants for the proposed building.

**2. Obligations**

**Immel shall:**

- A. Pursue plans to construct a flex industrial facility of at least 40,000 square feet, to meet the City's needs for flex space on the parcel identified in Appendix A in the Sturgeon Bay Industrial Park, including the following commitments:
  - a. Develop building plans for the facility on the identified parcel to be reviewed by City staff.
  - b. Work with the Door County Economic Development Corporation (DCEDC) and City staff to identify potential anchor tenant(s) for the facility within the timeframe of this agreement.
- B. Provide the City with an estimate of the assessed value of the specified facility.
- C. Communicate regularly with the City and DCEDC with regard to progress in pursuing anchor tenant(s), specifying type and potential use of facility.



**The City shall:**

- A. Refrain from entering into any agreements with other parties conflicting with plans for Immel to construct the specified facility on the parcel identified in Appendix A during the timeframe of this agreement.
- B. Perform a land survey and create a separate parcel of appropriately 10 acres within the parcel identified in Appendix A via certified survey map (CSM).
- C. Pursue a development agreement with Immel for the construction of the specified facility, including city-based financial incentives based on estimated assessed value and community benefit of specified facility.
- D. Communicate regularly with Immel with regard to progress in pursuing anchor tenant(s), specifying type of tenant and potential use of facility.

**3. Terms of Agreement**

- A. This agreement shall be in effect beginning the 8<sup>th</sup> day of February, 2023 and will terminate the 31<sup>st</sup> day of December, 2023. It may be renewed by mutual written agreement.
- B. Any endeavor involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures.
- C. This instrument in no way restricts the cooperators from participating in similar activities with other public or private agencies, organizations, and individuals on parcels other than that described in Appendix A.
- D. This instrument is executed as of the last date shown below and will be subject to periodic review, renewal, or expiration. During any negotiation or review and/or renewal effort, this agreement will continue to be in effect unless terminated by either party under paragraph D.
- E. Immel and the City agree to hold each other harmless and indemnify each other from and against all loss, claim, liability, demand, expense (including actual attorneys' fees) or tax or assessment of any nature or kind that may be asserted either party by any person, firm, corporation, governmental agency that may arise at any time in connection with this MOU.

**4. Contacts**

The principal contacts for this instrument are:

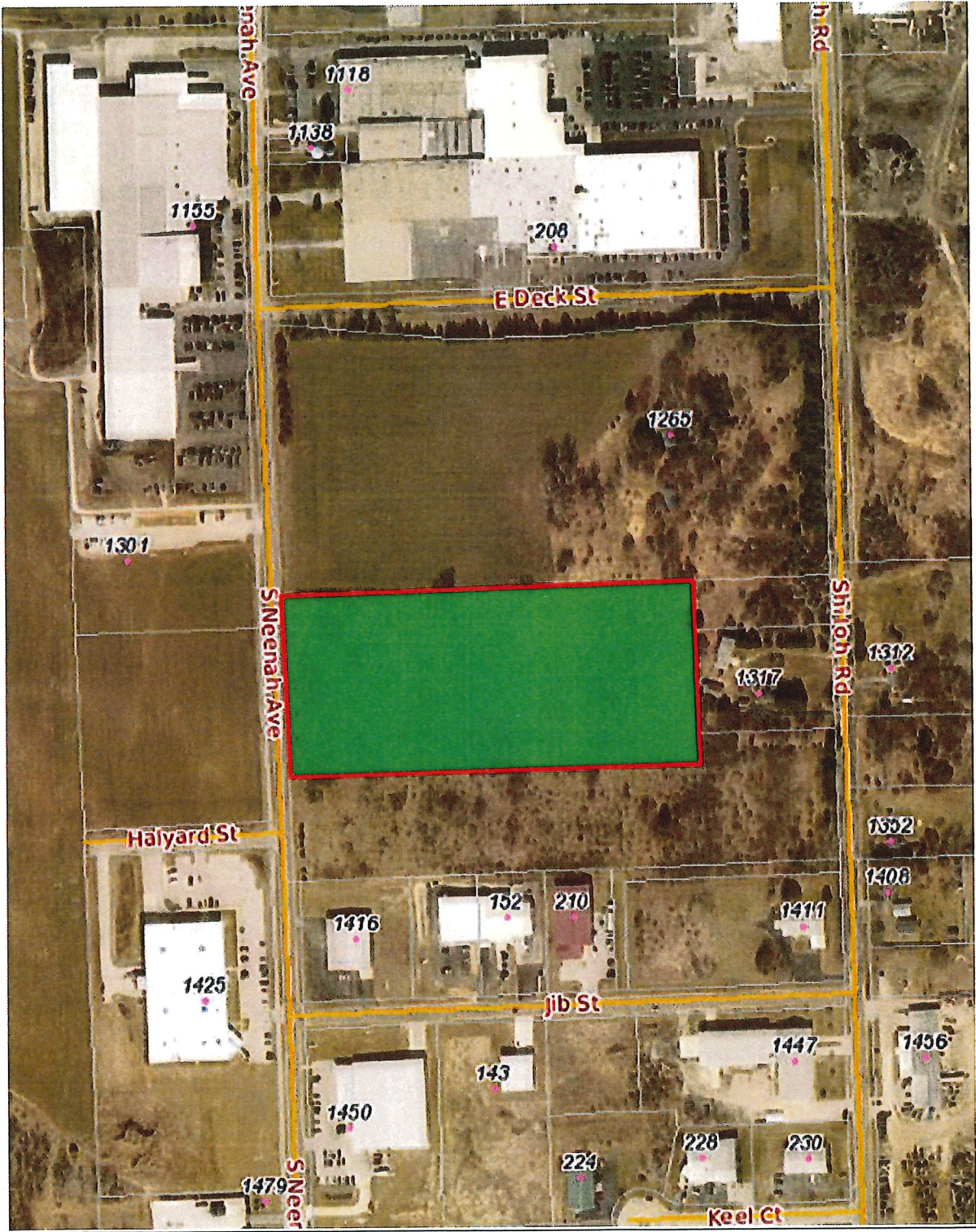
\_\_\_\_\_  
Josh Van Lieshout  
City Administrator  
City of Sturgeon Bay, Wisconsin

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

\_\_\_\_\_  
Carol Karls  
Director of Preconstruction and Client Services  
Howard Immel Inc.

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

Site location:





# SAWYER BUSINESS CENTER

## STURGEON BAY, WI

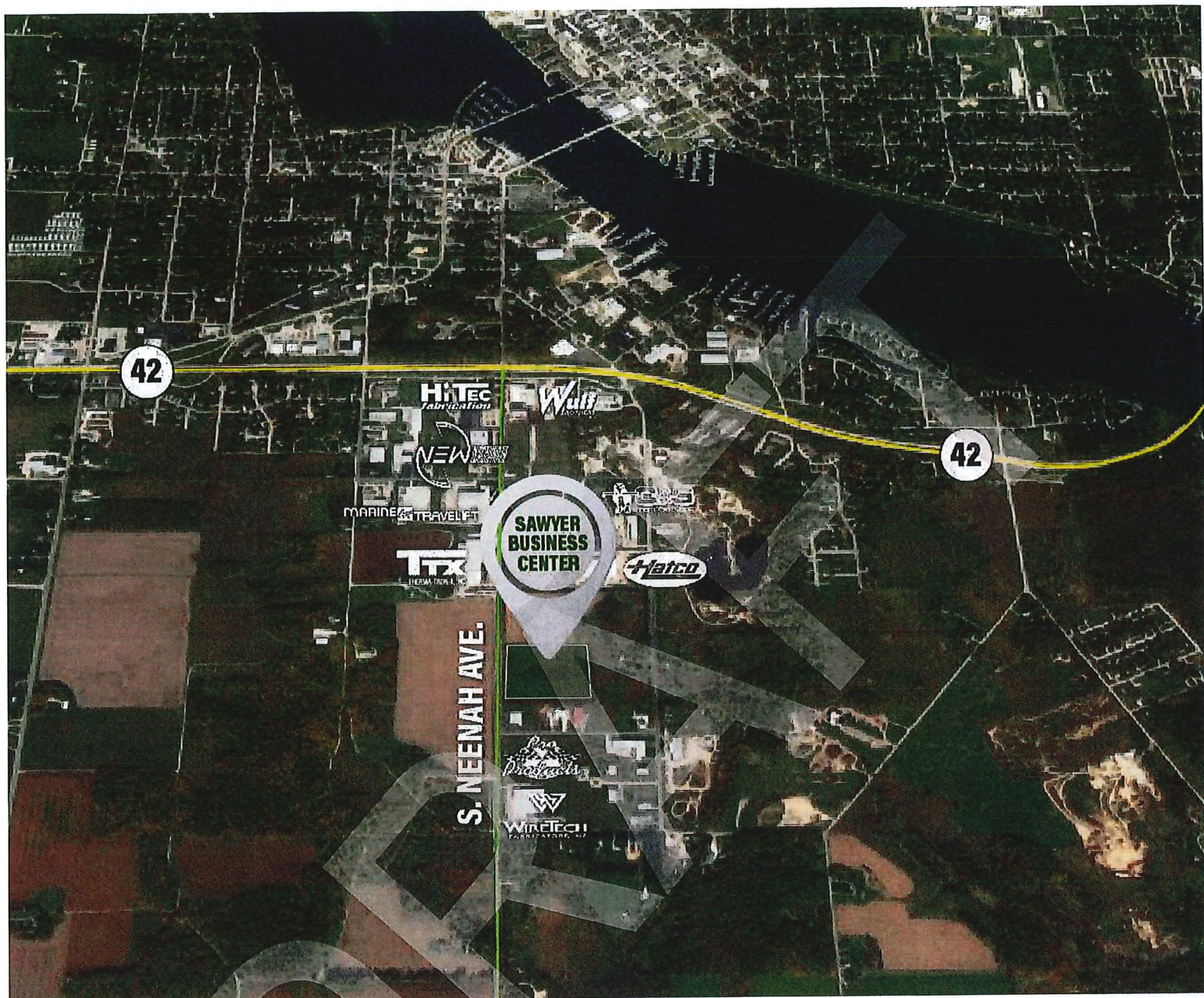


New Flex Industrial Buliding for  
Manufacturing, Logistics, & Warehouse

---

**IMMEL**  
CONSTRUCTION





## Conveniently located in the **STURGEON BAY INDUSTRIAL PARK**

This 50,000 square foot facility is housed on the southwest side of the City of Sturgeon Bay, adjacent to four-lane divided highway, STH 42/57.

The Industrial Park is home to over 50 businesses and 1,500 jobs. Major industry neighbors include Hatco Corporation, Pro Products, NEW industries, Hi Tec Fabrication, Therma-Tron-X, Cadence, Wulf Brothers, C&S Manufacturing, Marine Travelift, and WireTech.

**IMEL**  
CONSTRUCTION



# Sawyer Business Center

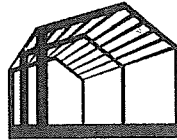
## AVAILABLE FALL 2023

Lease Rate \$\_\_\_\_/SF NNN

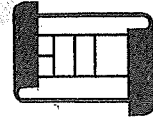
Located in the newly created Tax Increment Financing District



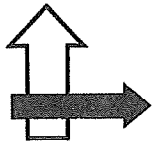
**MODERN  
DESIGN**



**50,000 SQFT**  
Expandable to  
100,000 sqft



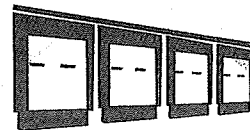
Divisible to  
**5,000 SF**



**50X40 FOOT**  
Column Spacing



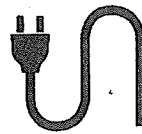
Interior  
**BUILD-TO-SUIT**



**FOUR  
EXPANDABLE**  
Recessed Loading  
Docks



**6 DRIVE-IN**  
overhead doors



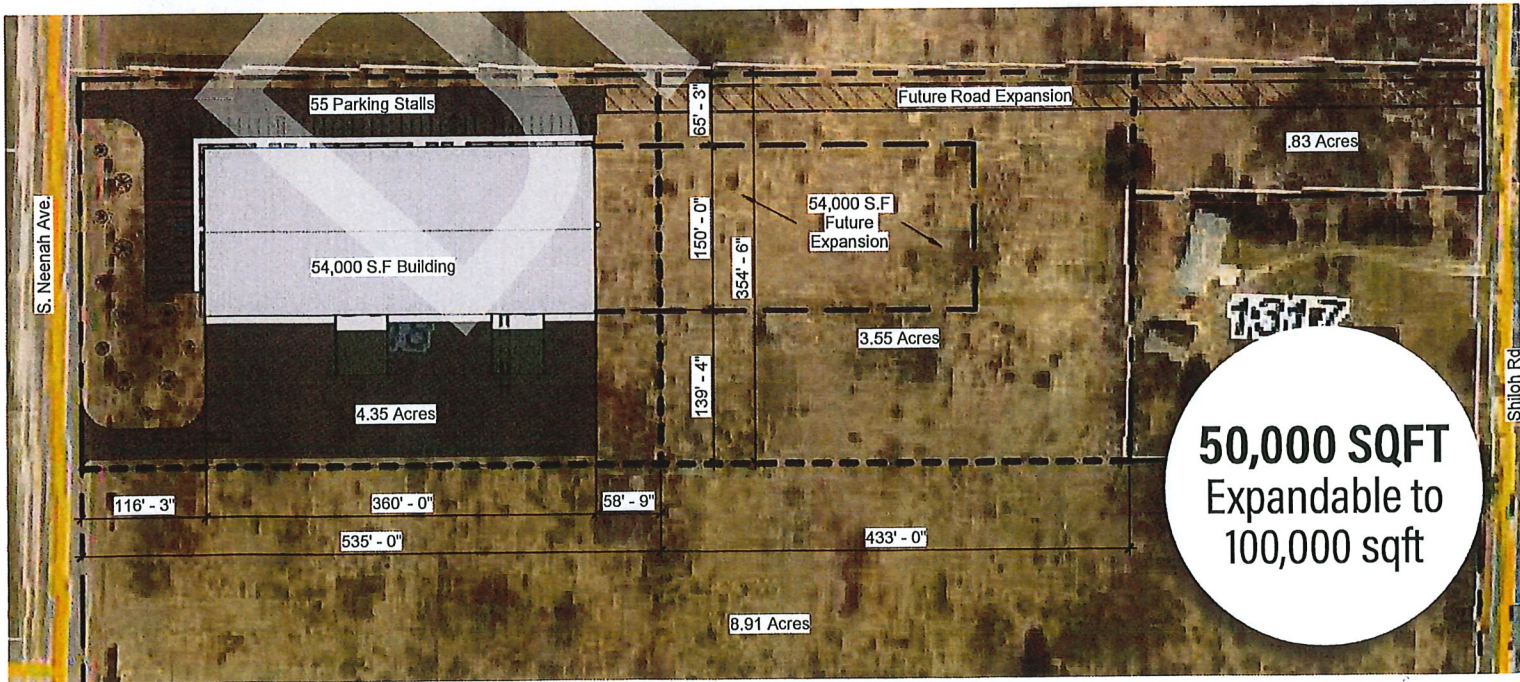
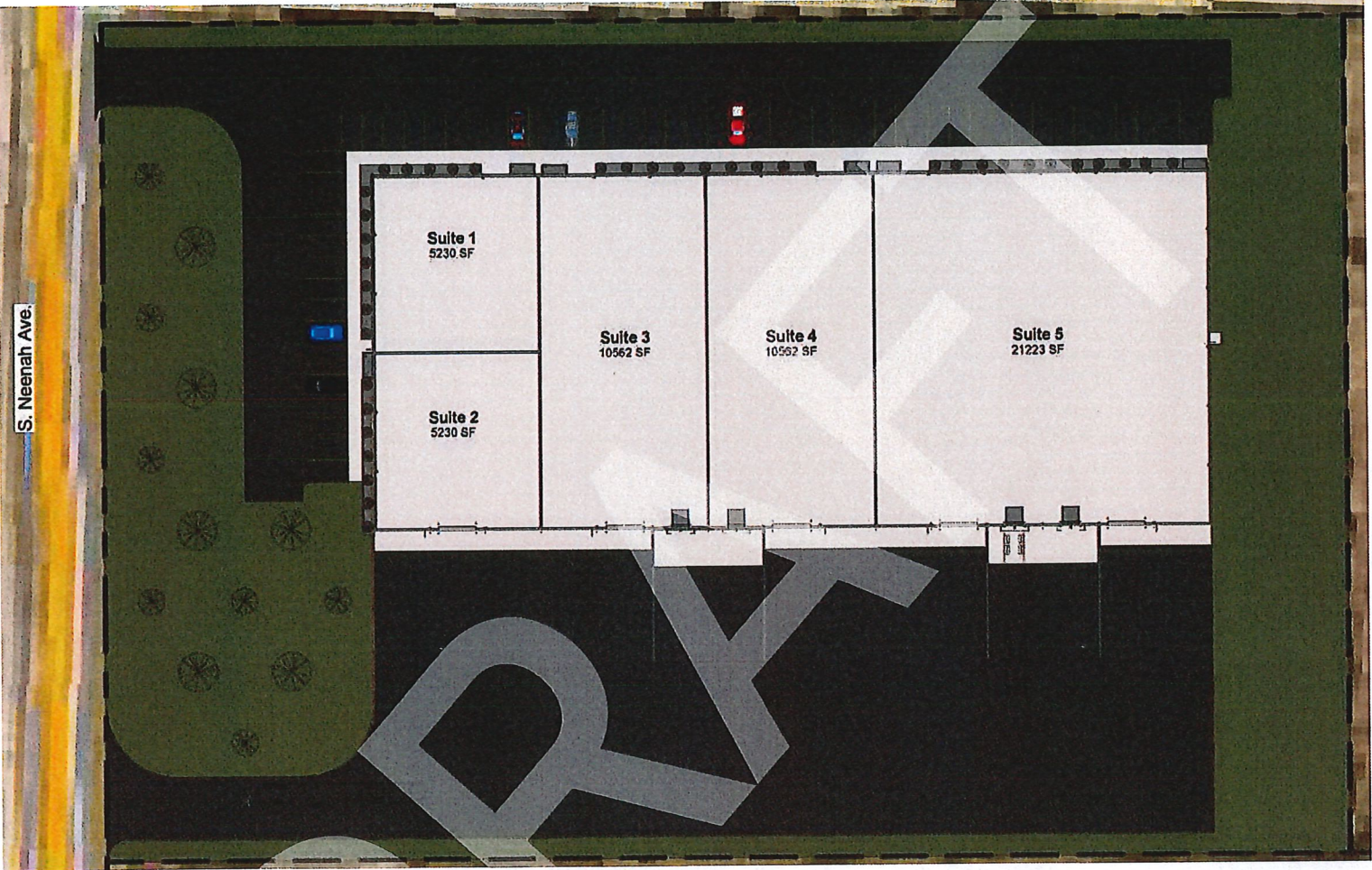
1600 amps  
277/480 volts  
**3-PHASE POWER**



High bay  
**LED FIXTURES**  
and ESFR  
Sprinklers

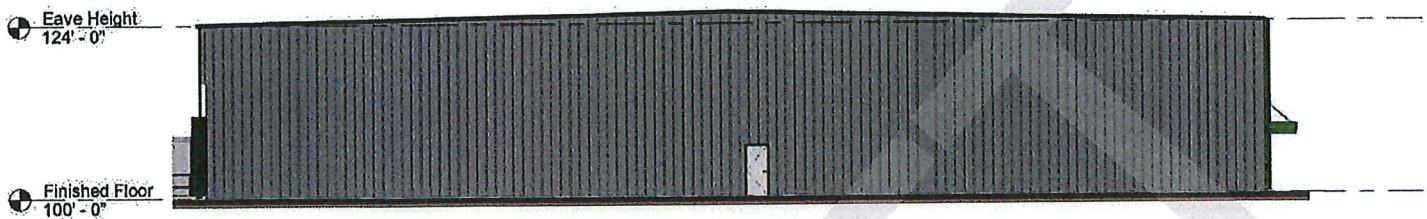


# Sawyer Business Center FLOOR PLAN

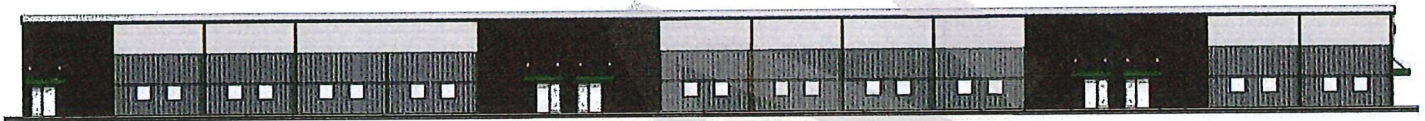




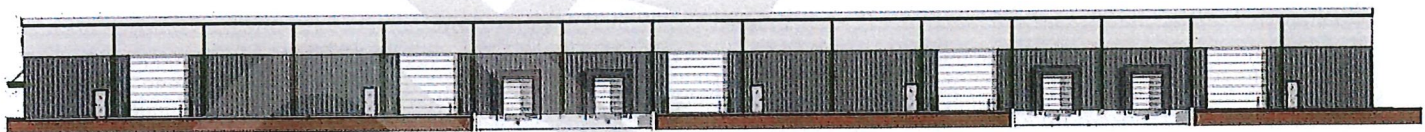
# Sawyer Business Center **ELEVATIONS**



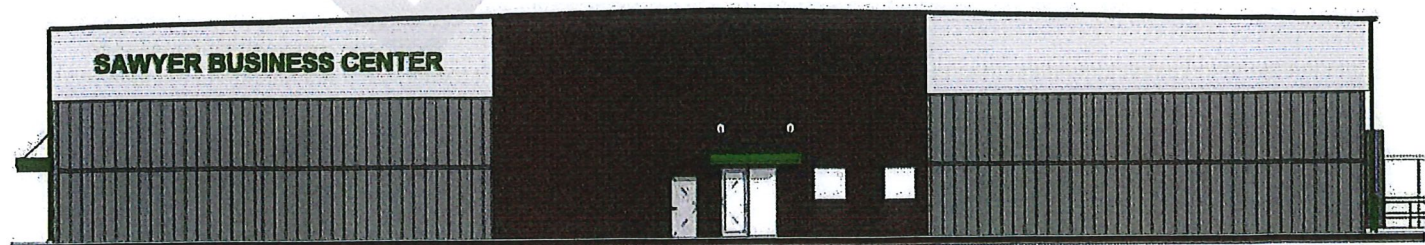
**EAST ELEVATION**



**NORTH ELEVATION**



**SOUTH ELEVATION**



**WEST ELEVATION**





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**Carol Karls**

*Preconstruction & Development Services*

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## STAFF REPORT

**Title:** Development Agreement and Public Improvements for Fleet Farm Project

**Background:** Fleet Farm is proposing to construct a 91,000 square foot store on the south side of Highway 42-57 at the west entrance into the City of Sturgeon Bay. The subject property was recently annexed and is owned by Mark & Cindy Lou Kerscher. There are public improvements that are needed or desired for this project. Fleet Farm has requested that the City participate in the cost to install the public improvements. The Finance Committee reviewed Fleet Farm's request and recommended to Council to enter into a development agreement for acquiring the street right-of-way to extend S. Grant Ave into and through the Fleet Farm site and cover half of the street construction costs in exchange for Fleet Farm developing the site and guaranteeing a minimum assessed value that returns the City's costs for the improvements via the city tax rate. The Council considered that recommendation. They passed a motion to establish the development agreement but removed the specific parameters. Based upon that action, staff's understanding is that the Council is willing to work with Fleet Farm on a development agreement including the public improvements needed for the project, but not necessarily the three parameters included in the original Finance Committee recommendation.

There are several improvements that would become public infrastructure. These include the proposed public street that provides access into and through the site. The City's Official Map, which lays out future public streets, identifies a future street that extends into the site from Grant Avenue and then goes west through the subject parcel and the adjoining Kerscher parcel to connect with Rosie's Lane/Enterprise Rd. The purpose of the planned route is to provide opportunity for land to the west (both developed and undeveloped) to have access to the street network without having access to the highway as the sole alternative. The Wisconsin Department of Transportation is requiring this access street to be a public street since it lines up with Grant Ave across the highway.

The improvements also include the extension of municipal sanitary sewer and water mains. The site is served by the municipal sewer and water system. The City and SBU typically require that the mains be extended beyond what is just needed for the development so that adjoining properties can also connect to the system as development occurs.

A third potential public improvement is a traffic signal at the Grant Ave/Hwy 42-57 intersection. The traffic impact analysis that was completed by Fleet Farm's engineer and sent to the WDOT indicates that the signal is warranted based upon projected traffic at that intersection due to the Fleet Farm development and proposed residential development on the north side of the intersection. The WDOT has jurisdiction at the proposed intersection so any traffic signal and related improvements would need to be approved or authorized by that agency.

Initial estimates for the public portion of the street and utilities is \$389,000. The prorated value of the right-of-way for the street is \$213,670. The traffic signal if approved by WDOT has an estimated cost of \$700,000. The total value is about \$1,300,000. Fleet Farm requests the City cover 50% of the cost and is willing to guarantee an assessed value of their development. Fleet Farm believes their project will have benefits the community. Furthermore, Fleet Farm believes its budget already is increased by \$1.7 M due to the requirements of Sturgeon Bay zoning code for large retail establishments (so-called Big Box Code).

The development of a Fleet Farm would likely generate additional tax revenue that could be used to support much needed housing in the Grant Ave region, especially if a tax increment district is created. Even without the use of TIF, the project could assist the City with paying for the extension of Grant Avenue to Sawyer Drive and the long-desired looping of the water main through that area.

Staff proposes entering into a development agreement based upon the following parameters:

1. City agrees to contribute \$425,000 (about 1/3) toward the cost of the public street, intersection, and utility improvements for the project.
2. Fleet Farm agrees to dedicate the right-of-way needed for the extension of S. Grant Avenue through the property.
3. Fleet Farm agrees to construct the street and install utilities.
4. Fleet Farm agrees to a minimum assessed value of \$8 Million for their property for a period of 10 years beginning with the first tax year following occupancy of the building.

If the Council approves these parameters, the formal development agreement will be drafted by the City Attorney.

**Fiscal Impact:** Based on the above parameters, the cost to the City is \$425,000. The City would realize about \$70,000 per year from the City portion of the expected property taxes, assuming an assessment of \$8 Million. The \$700,000 over ten years would cover the City costs and provide additional revenue for services to the building and/or other public improvements in the City such as the looping of the water main.

**Recommendation:** Approve entering into a development agreement with Fleet Farm based upon the above parameters.

Prepared by: Martin Olejniczak  
Martin Olejniczak, Community Development Director

2/1/2023  
Date

Reviewed by: Val Clarizio  
Val Clarizio, Finance Director

2/2/23  
Date

Reviewed by: Josh Van Lieshout  
Josh Van Lieshout, City Administrator

2/1/23  
Date



To: City of Sturgeon Bay Finance Committee

From: CR Structures Group, Inc.  
Fleet Farm Representative

01/05/2023

Dear Finance Committee,

We appreciate your response to our request for financial assistance for our project. As previously stated, with the exorbitant inflationary costs coupled with the increased cost do to meeting the city's big box ordinance, it has put a major strain on the overall budget to move this project forward. We feel the items we have asked for assistance on mutually benefit the city and our development.

First, we want to acknowledge and so appreciation for the offer to pay for the land where the new road will extend to the west. We have taken into the account of the developable land area for the project.

The total parcel is 1,620,349 SF (37.198 AC)  
The developable land is 870,377 SF (19.981 AC)  
The ROW for the road is 80,858 SF (1.856 AC)  
The ROW is 9.29% of developable land.  
The cost of the ROW is **\$213,670**. (\$2.3 million X 9.29%)

However, we believe with the importance of the frontage road for the city's future growth as well as our development, we are asking for a 50/50 split on this cost. From one of our first meetings with the city this frontage road was brought up by the city as part of their plan. Moving the entrance to the far east side of our site is an option as well however we feel the frontage road option is best for our development as well and are willing to pay more for it if the city is willing to assist us. This will allow the property owners to access this road without having to directly enter from their driveway to the highway.

The budget estimate of work is \$389,000.

- The site work to create the road is \$104,936.
- Storm sewer system for the frontage road along with the water and sanitary sewer mains extended across the new frontage road at the highway is \$156,000.
- The asphalt with curb and gutter is \$128,064.
- We are asking for **\$194,500**.

The engineer and DOT are still analyzing the need for the stoplight at the intersection. We would like to reserve the right to further discuss cost sharing of the potential stoplight and offsite road improvements with the city and/or the development to the north once the analysis is complete.

We look forward to further discussions on this matter.

Thanks,

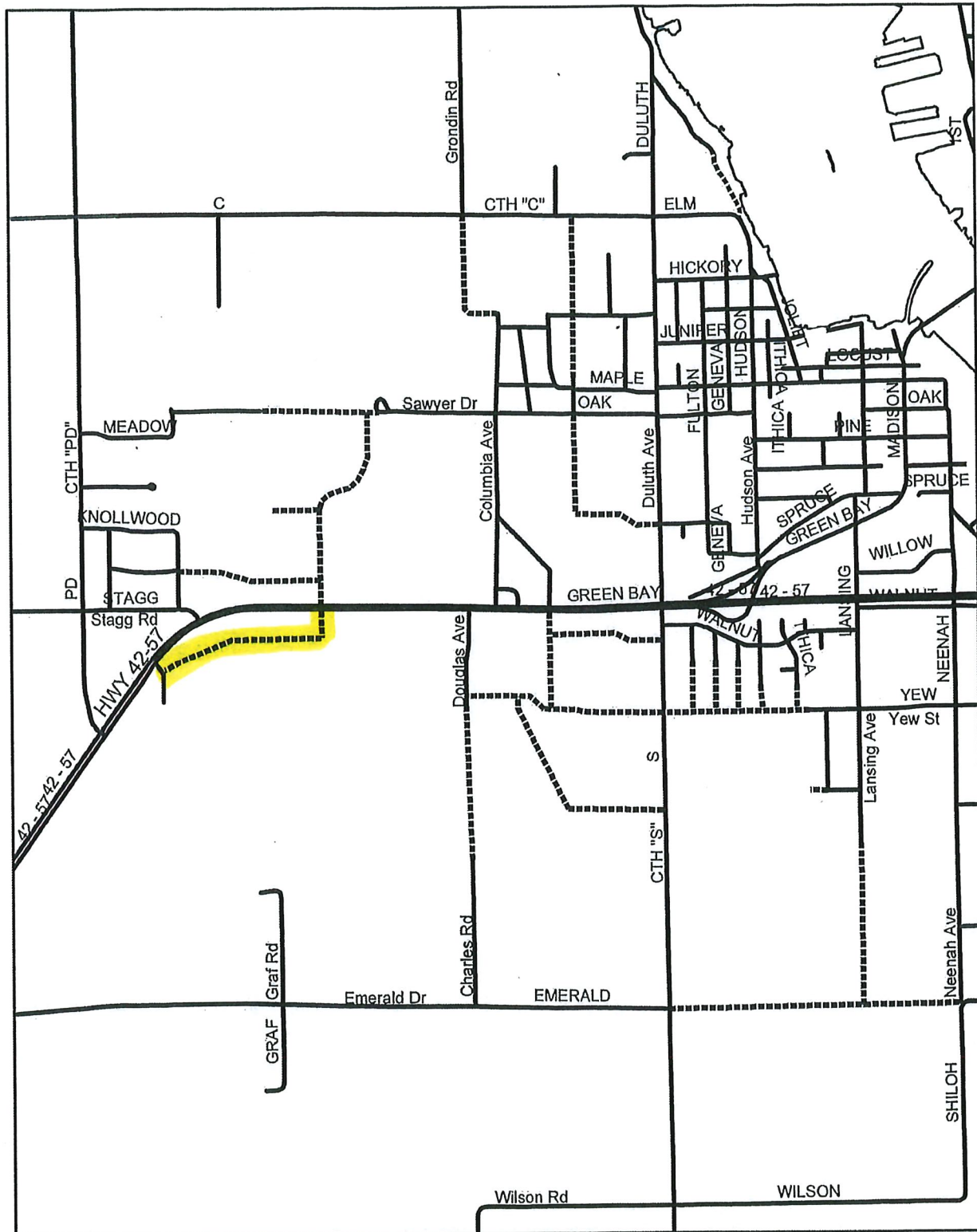
A handwritten signature in black ink, appearing to read "Jeff Peterson". The signature is fluid and cursive.

Jeff Peterson  
CR Structures Group, Inc.





# Sturgeon Bay Official Map - West Region



Existing Street Right-of-ways



Planned Future Streets

December 8, 2006



**EXECUTIVE SUMMARY****DATE:** February 1, 2023**TITLE:** Award of Contract for Project 2301A – Concrete Replacement Program


**BACKGROUND:** On January 31, 2023 the Engineering Department received bids for Project 2301A – Concrete Replacement Program for the concrete portion of the mill & pave projects. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. The specifications prepared included all items of work that were presented in the approved 2023 Capital Roadway Improvements at the December 20, 2022 Board of Public Works meeting.

Only one bid was received for the project from Martell Construction, Inc. in the amount of \$394,997.86. After completing a review of the bid, it has been determined that the bid from Martell Construction, Inc. is complete and accurate.

Overall the combined concrete and asphalt portions of the mill & pave projects came in lower than the initial preliminary engineering estimated amounts. Therefore, the contractor has agreed to expand the scope of the work on S 7<sup>th</sup> Ave & S 8<sup>th</sup> Ave (side roads off of the Michigan Street project) using bid tab pricing for the Michigan Street project. The anticipated additional quantities will add an additional \$15,514.33 to the bid. The expanded scope of work will also add 0.08 miles of additional roadway replacement.

**FISCAL IMPACT:** \$410,512.19 - The 2023 Capital Roadway Improvement budgets have enough money to complete this project.

**RECOMMENDATION:** Award the Contract for Project 2301A – Concrete Replacement Program to Martell Construction, Inc. with unit pricing amounts totaling an estimated cost of \$410,512.19.

**SUBMITTED BY:**  
Chad Shefchik  
City Engineer2-1-23  
Date**REVIEWED BY:**  
Marty Olejniczak  
Community Develop. Director2/1/2023  
Date**REVIEWED BY:**  
Josh VanLieshout  
City Administrator2/1/23  
Date

**BID FORM & PROPOSAL**

**FOR**

**Project 2301A  
Concrete Replacement Program**

**CITY OF STURGEON BAY  
DOOR COUNTY, WISCONSIN**

Contractor Information:

Bidder's Name	<u>Martell Construction Inc</u>
Contact Person	<u>Matt Ovans</u>
Business Address	<u>1220 Hurlbut Street</u> <u>Green Bay, WI 54303</u>
Business Phone	<u>920-468-8071</u>
Emergency Phone	<u>715-853-1346</u>
E-mail Address	<u>movans@martellco.com</u>

Bids will be received until: January 31, 2023 at 1:00 PM.

TO: Office of the City Clerk  
421 Michigan Street  
Sturgeon Bay, WI 54235

The undersigned having familiarized themselves with the local conditions affecting the cost of the work, and having read and examined the Advertisement for Bid Proposals, Description of Work, Bid Form & Proposal and locations, hereby proposed to do all the work called for in this proposal and to furnish all labor, tools, equipment, and materials necessary for the full completion of said work in a workmanlike manner at the sums, rates, and unit prices for said work.

## Bid Schedule

Item #	Michigan Street & N 12th Ave - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
1	Mobilization - Concrete Work (Includes traffic control if needed & barriers for wet concrete)	LS	1.00	\$1,775.00	\$1,775.00
2	Strip Topsoil & Compact Sub-base (For New Concrete Sidewalk at 1 New Ramp)	SF	29.30	\$2.00	\$58.60
3	Remove Concrete Sidewalk & Driveways (includes cutting)	SF	13489.90	\$1.50	\$20,234.85
4	Remove Concrete Spillway - No Replacement (includes cutting & 1-1/4" dense graded base / fill)	SF	325.30	\$3.00	\$975.90
5	Remove Curb & Gutter (includes cutting)	LF	1937.50	\$11.00	\$21,312.50
6	New Concrete Sidewalk - 4" (includes base excavation and base)	SF	10410.80	\$7.25	\$75,478.30
7	New Concrete Sidewalk or Driveway - 6" (includes base excavation and base)	SF	2548.90	\$8.25	\$21,028.43
8	Cast Iron Warning Fields - 2'x4'	EA	19.00	\$300.00	\$5,700.00
9	Reset Inlet Casting - Labor Only (no rings - shim only). NOTE: Final backplastering of rings by DPW	EA	4.00	\$100.00	\$400.00
10	Replace Inlet Casting & Rings - Labor Only (casting & rings to be provided by City). NOTE: Final backplastering of rings by DPW	EA	2.00	\$250.00	\$500.00
11	New Concrete Curb & Gutter - 30" (includes base excavation & base)	LF	1937.50	\$39.50	\$76,531.25
12	Sidewalk Lawn Restoration - 1 side (4" min screened topsoil and grass seed) - Material & Labor	LF	112.40	\$4.75	\$533.90
13	Sidewalk Lawn Restoration - 2 sides (4" min screened topsoil and grass seed) - Material & Labor	LF	2236.74	\$9.50	\$21,249.03
14	Lawn Restoration - 4" min screened topsoil & grass seed - Mat. & Labor (at removed areas not replaced)	SF	559.50	\$3.00	\$1,678.50
15	Curb Lawn Restoration - 1 side (rough fill & 4" min screened topsoil and grass seed) - Material & Labor	LF	1803.50	\$4.75	\$8,566.63
16	Curb Road Base Restoration (1-1/4" mechanically compacted dense graded base) - Material & Labor	LF	1937.50	\$4.25	\$8,234.38

Bid Amount – Michigan Street & N 12 <sup>th</sup> Ave	\$ 264,257.27
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Item #	S 16th Place (460' South of Michigan Street to Utah Street) - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
17	Mobilization - Concrete Work (Includes traffic control if needed & barriers for wet concrete)	LS	1.00	\$1,500.00	\$1,500.00
18	Strip Topsoil & Compact Sub-base (For New Concrete Sidewalks at 2 New Ramps)	SF	68.50	\$2.00	\$137.00
19	Remove Concrete Spillway - No Replacement (includes cutting & 1-1/4" dense graded base / fill)	SF	246.50	\$3.00	\$739.50
20	Remove Concrete Spillway (includes cutting)	SF	199.00	\$3.00	\$597.00
21	Remove Curb & Gutter (includes cutting)	LF	795.50	\$11.00	\$8,750.50
22	New Concrete Sidewalk or Driveway - 6" (includes base excavation and base)	SF	68.50	\$10.00	\$685.00
23	Cast Iron Warning Fields - 2'x4'	EA	2.00	\$300.00	\$600.00
24	New Concrete Spillway - 6"x48" (includes base excavation and base)	SF	230.00	\$12.50	\$2,875.00
25	Reset Inlet Casting - Labor Only (no rings - shim only). NOTE: Final backplastering of rings by DPW	EA	1.00	\$100.00	\$100.00
26	New Concrete Curb & Gutter - 30" (includes base excavation & base)	LF	795.50	\$41.50	\$33,013.25
27	Sidewalk Lawn Restoration - 2 sides (4" min screened topsoil and grass seed) - Material & Labor	LF	10.50	\$9.50	\$99.75
28	Curb Lawn Restoration - 1 side (rough fill & 4" min screened topsoil and grass seed) - Material & Labor	LF	795.50	\$4.75	\$3,778.63
29	Curb Road Base Restoration (1-1/4" mechanically compacted dense graded base) - Material & Labor	LF	795.50	\$4.25	\$3,380.88

Bid Amount – S 16 <sup>th</sup> Place (460' South of Michigan Street to Utah Street)	\$56,256.51
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Item #	W Juniper Street & N Elgin Ave - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
30	Mobilization - Concrete Work (Includes traffic control if needed & barriers for wet concrete)	LS	1.00	\$1,000.00	\$1,000.00
31	Remove Concrete Sidewalk & Driveways (includes cutting)	SF	217.00	\$1.50	\$325.50
32	Remove Concrete Spillway - No Replacement (includes cutting & 1-1/4" dense graded base / fill)	SF	253.00	\$3.00	\$759.00
33	Remove Curb & Gutter (includes cutting)	LF	488.00	\$11.00	\$5,368.00
34	New Concrete Sidewalk - 4" (includes base excavation and base)	SF	70.00	\$9.00	\$630.00
35	New Concrete Sidewalk or Driveway - 6" (includes base excavation and base)	SF	147.00	\$10.00	\$1,470.00
36	New Concrete Curb & Gutter - 30" (includes base excavation & base)	LF	488.00	\$42.00	\$20,496.00
37	Sidewalk Lawn Restoration - 1 side (4" min screened topsoil and grass seed) - Material & Labor	LF	6.20	\$4.75	\$29.45
38	Curb Lawn Restoration - 1 side (rough fill & 4" min screened topsoil and grass seed) - Material & Labor	LF	385.50	\$4.75	\$1,831.13
39	Curb Road Base Restoration (1-1/4" mechanically compacted dense graded base) - Material & Labor	LF	488.00	\$4.25	\$2,074.00

Bid Amount – W Juniper Street & N Elgin Ave	\$33,983.08
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Item #	S 5th Ave New Sidewalk - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
40	Mobilization - Concrete Work (Includes traffic control if needed & barriers for wet concrete)	LS	1.00	\$1000.00	\$1000.00
41	Strip Topsoil & Compact Sub-base (For New Concrete Sidewalks)	SF	565.00	\$1.50	\$847.50
42	New Concrete Sidewalk - 4" (includes base excavation and base)	SF	540.00	\$7.50	\$4,050.00
43	New Concrete Sidewalk or Driveway - 6" (includes base excavation and base)	SF	25.00	\$10.00	\$250.00
44	Sidewalk Lawn Restoration - 2 sides (4" min screened topsoil and grass seed) - Material & Labor	LF	113.00	\$9.50	\$1,073.50

Bid Amount – S 5 <sup>th</sup> Ave New Sidewalk	\$7,221.00
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Item #	Otumba Park Playground - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
45	Mobilization - Concrete Work (Includes traffic control if needed & barriers for wet concrete)	LS	1.00	\$790.00	\$790.00
46	New Concrete Curb (8" x 7-1/2") - NOTE: all base materials will be in place & all concrete to be pumped or buggied	LF	532.00	\$45.00	\$23,940.00
47	New Concrete Sidewalk or Driveway (6") - NOTE: all base materials will be in place & all concrete to be pumped or buggied	SF	950.00	\$9.00	\$8,550.00

Bid Amount – Otumba Park Playground	\$33,280.00
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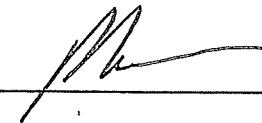
Total Bid Amount (All Projects)	\$394,997.86
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The Engineer's estimate of the work to be done under the specifications are to be considered as only approximate and are not to be held as entitling the Contractor to any claim for extra time or to any other claim of damage if the quantity of work stated should prove to be greater or less than here estimated.

To furnish all labor, material, tools and equipment necessary in connection with this

Contract as specified amount to a total the Bid Amount of: \$394,997.86

Three hundred ninety four thousand nine hundred ninety seven dollars and 86 cents  
(Written amount)

Signature: 

ADDITIONAL

By: Matt Ovans, Vice President

S 7TH AVE + 4,950.<sup>35</sup>

Address: 1220 Hurlbut Street Green Bay, WI 54303

S 8TH AVE + 10,563.<sup>98</sup>

E-mail Address: movans@martellco.com

\$ 410,512.<sup>19</sup>

Phone No.: 715-853-1346

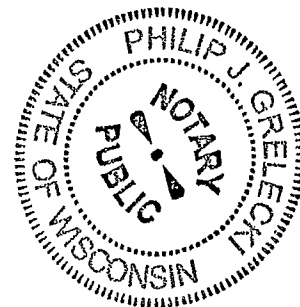
Dated: 01/31/23

STATE OF WISCONSIN )  
County of Brown ) ss

Subscribed and sworn to before me on this 31st day of January, 2023

  
Notary Public

My Commission Expires: 7-23-2025



Item #	S 7th Ave (Additional Footage) - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
2	Strip Topsoil & Compact Sub-base (For New Concrete Sidewalk at 1 New Ramp)	SF	61.30	\$ 2.00	\$ 122.60
3	Remove Concrete Sidewalk & Driveways (includes cutting)	SF	326.30	\$ 1.50	\$ 489.45
5	Remove Curb & Gutter (includes cutting)	LF	16.50	\$ 11.00	\$ 181.50
6	New Concrete Sidewalk - 4" (includes base excavation and base)	SF	366.30	\$ 7.25	\$ 2,655.68
11	New Concrete Curb & Gutter - 30" (includes base excavation & base)	LF	16.50	\$ 39.50	\$ 651.75
13	Sidewalk Lawn Restoration - 2 sides (4" min screened topsoil and grass seed) - Material & Labor	LF	69.80	\$ 9.50	\$ 663.10
14	Lawn Restoration - 4" min screened topsoil & grass seed - Mat. & Labor (at removed areas not replaced)	SF	21.30	\$ 3.00	\$ 63.90
15	Curb Lawn Restoration - 1 side (rough fill & 4" min screened topsoil and grass seed) - Material & Labor	LF	11.00	\$ 4.75	\$ 52.25
16	Curb Road Base Restoration (1-1/4" mechanically compacted dense graded base) - Material & Labor	LF	16.50	\$ 4.25	\$ 70.13
				<b>Totals:</b>	<b>\$ 4,950.35</b>

Item #	S 8th Ave (Additional Footage) - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
3	Remove Concrete Sidewalk & Driveways (includes cutting)	SF	394.70	\$ 1.50	\$ 592.05
5	Remove Curb & Gutter (includes cutting)	LF	107.00	\$ 11.00	\$ 1,177.00
6	New Concrete Sidewalk - 4" (includes base excavation and base)	SF	303.50	\$ 7.25	\$ 2,200.38
7	New Concrete Sidewalk or Driveway - 6" (includes base excavation and base)	SF	91.20	\$ 8.25	\$ 752.40
11	New Concrete Curb & Gutter - 30" (includes base excavation & base)	LF	107.00	\$ 39.50	\$ 4,226.50
13	Sidewalk Lawn Restoration - 2 sides (4" min screened topsoil and grass seed) - Material & Labor	LF	68.70	\$ 9.50	\$ 652.65
15	Curb Lawn Restoration - 1 side (rough fill & 4" min screened topsoil and grass seed) - Material & Labor	LF	107.00	\$ 4.75	\$ 508.25
16	Curb Road Base Restoration (1-1/4" mechanically compacted dense graded base) - Material & Labor	LF	107.00	\$ 4.25	\$ 454.75
				<b>Totals:</b>	<b>\$ 10,563.98</b>

**EXECUTIVE SUMMARY****DATE:** February 1, 2023**TITLE:** Award of Contract for Project 2301B – Asphalt Replacement Program

**BACKGROUND:** On January 31, 2023 the Engineering Department received bids for Project 2301B – Asphalt Replacement Program for the asphalt portion of the mill & pave projects. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. The specifications prepared included all items of work that were presented in the approved 2023 Capital Roadway Improvements at the December 20, 2022 Board of Public Works meeting.

Only one bid was received for the project from Northeast Asphalt, Inc. in the amount of \$656,016.49. After completing a review of the bid, it has been determined that the bid from Northeast Asphalt, Inc. is complete and accurate.

Overall the combined concrete and asphalt portions of the mill & pave projects came in lower than the initial preliminary engineering estimated amounts. Therefore, the contractor has agreed to expand the scope of the work on S 7<sup>th</sup> Ave & S 8<sup>th</sup> Ave (side roads off of the Michigan Street project) using bid tab pricing for the Michigan Street project. The anticipated additional quantities will add an additional \$25,728.62 to the bid. The expanded scope of work will also add 0.08 miles of additional roadway replacement.

**FISCAL IMPACT:** \$681,745.11 - The 2023 Capital Roadway Improvement budgets have enough money to complete this project.

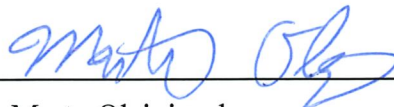
**RECOMMENDATION:** Award the Contract for Project 2301B – Asphalt Replacement Program to Northeast Asphalt, Inc. with unit pricing amounts totaling an estimated cost of \$681,745.11.

**SUBMITTED BY:**

Chad Shefchik  
City Engineer

2-1-23

Date

**REVIEWED BY:**

Marty Olejniczak  
Community Develop. Director

2/1/2023

Date

**REVIEWED BY:**

Josh VanLieshout  
City Administrator

2/1/23

Date

**BID FORM & PROPOSAL**  
**FOR**  
**Project 2301B**  
**Asphalt Replacement Program**  
**CITY OF STURGEON BAY**  
**DOOR COUNTY, WISCONSIN**

Contractor Information:

Bidder's Name	<u>Northeast Asphalt, Inc</u>
Contact Person	<u>Cameron Yindra</u>
Business Address	<u>1524 Atkinson Drive, Green Bay, WI 54303</u>
Business Phone	<u>920-494-0543</u>
Emergency Phone	<u>920-841-2458</u>
E-mail Address	<u>cyindra@walbecgroup.com</u>

Bids will be received until: January 31, 2023 at 1:00 PM.

TO: Office of the City Clerk  
421 Michigan Street  
Sturgeon Bay, WI 54235

The undersigned having familiarized themselves with the local conditions affecting the cost of the work, and having read and examined the Advertisement for Bid Proposals, Description of Work, Bid Form & Proposal and locations, hereby proposed to do all the work called for in this proposal and to furnish all labor, tools, equipment, and materials necessary for the full completion of said work in a workmanlike manner at the sums, rates, and unit prices for said work.



## Bid Schedule

Item #	Project Mobilizations (Estimated Quantity)	Unit	Estimated Quantity	Unit Price	Line Item Total
1	Mobilization (per grouping of roadways) – includes mobilization for milling, grading, & paving.	LS	2.00	1,965.00	\$ 3,930.00

Bid Amount – Project Mobilizations	\$ 3,930.00
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Item #	Michigan Street & N 12th Ave - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
2	Mill / Remove Asphalt Pavement	SY	15322.44	2.30	35,241.61
3	Base Aggregate Fine Grading	SY	15322.44	1.85	28,346.51
4	Asphaltic Binder Course - 2-1/2" Asphalt	TON	1780.12	75.40	134,221.05
5	Asphaltic Binder Course - 2" Asphalt	TON	261.37	75.40	19,707.30
6	Asphaltic Surface Course - 1-1/2" Asphalt	TON	1264.10	85.20	107,701.32
7	Replace Manhole Casting & Rings - Labor Only (casting & rings to be provided by City)	EA	16.00	610.00	9,760.00
8	Replace Valve Stem Top - Labor Only (valve stem tops to be provided by City)	EA	20.00	485.00	9,700.00

Traffic Control - Asphalt Work - SB DPW will provide barricades and flashers / cones as needed	LS	1.00	NA	DPW
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Bid Amount – Michigan Street & N 12 <sup>th</sup> Ave	\$ 344,677.79
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Item #	S 16th Place (460' South of Michigan Street to Utah Street) - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
9	Mill / Remove Asphalt Pavement	SY	7851.50	2.30	18,058.45
10	Base Aggregate Fine Grading	SY	7851.50	1.95	15,310.43
11	Asphaltic Binder Course - 2" Asphalt	TON	863.50	75.40	65,107.90
12	Asphaltic Surface Course - 1-1/2" Asphalt	TON	648.00	85.20	55,209.60
13	Replace Manhole Casting & Rings - Labor Only (casting & rings to be provided by City)	EA	3.00	610.00	1,830.00
14	Replace Valve Stem Top - Labor Only (valve stem tops to be provided by City)	EA	5.00	485.00	2,425.00

Traffic Control - Asphalt Work - SB DPW will provide barricades and flashers / cones as needed	LS	1.00	NA	DPW
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Bid Amount – S 16 <sup>th</sup> Place (460' South of Michigan Street to Utah Street)	\$ 157,941.38
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Item #	W Juniper Street & N Elgin Ave - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
15	Mill / Remove Asphalt Pavement	SY	5115.00	2.35	12,020.25
16	Base Aggregate Fine Grading	SY	5115.00	1.95	9,974.25
17	Asphaltic Binder Course - 2" Asphalt	TON	562.67	75.40	42,425.32
18	Asphaltic Surface Course - 1-1/2" Asphalt	TON	422.01	85.20	35,955.25
19	Replace Manhole Casting & Rings - Labor Only (casting & rings to be provided by City)	EA	4.00	610.00	2,440.00
20	Replace Valve Stem Top - Labor Only (valve stem tops to be provided by City)	EA	5.00	485.00	2,425.00

Traffic Control - Asphalt Work - SB DPW will provide barricades and flashers / cones as needed	LS	1.00	NA	DPW
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Bid Amount – W Juniper Street & N Elgin Ave	\$ 105,240.07
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Item #	Oak Street Parking Lot (29 W Oak Street): Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
21	Mobilization - Asphalt Removal Work	LS	1.00	1,965.00	1965.00
22	Remove Asphalt Pavement	SY	1806.00	2.85	5,147.10
23	Base Aggregate Fine Grading	SY	1806.00	2.75	4,966.50
24	Asphaltic Binder Course - 2" Asphalt	TON	198.66	87.95	17,472.15
25	Asphaltic Surface Course - 1-1/2" Asphalt	TON	149.00	98.50	14,676.50

Traffic Control - Asphalt Work - SB DPW. will provide barricades and flashers / cones as needed	LS	1	NA	DPW
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Bid Amount – Oak Street Parking Lot (29 W Oak Street)	\$ 44,227.25
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Total Bid Amount (All Projects)	\$ 656,016.49
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The Engineer's estimate of the work to be done under the specifications are to be considered as only approximate and are not to be held as entitling the Contractor to any claim for extra time or to any other claim of damage if the quantity of work stated should prove to be greater or less than here estimated.

To furnish all labor, material, tools and equipment necessary in connection with this

Contract as specified amount to a total the Bid Amount of: \$ 656,016.49

Six hundred fifty six thousand sixteen dollars and forty nine cents  
(Written amount)

Signature: \_\_\_\_\_

By: Jon Leach, Agent

Address: 1524 Atkinson Drive, Green Bay, WI 54303

E-mail Address: cyindra@walbecgroup.com

Phone No.: 920-498-6716

Dated: 1/30/2023

ADDITIONAL

S 7TH AVE + 11,708.<sup>00</sup>

S 8TH AVE + 14,020.<sup>56</sup>

# 681,745.<sup>11</sup>

STATE OF WISCONSIN )

County of Brown ) ss

Subscribed and sworn to before me on this 31<sup>st</sup> day of January, 2023

Thom Boman

Notary Public

My Commission Expires: 5-30-23

Item #	S 7th Ave (Additional Footage) - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
2	Mill / Remove Asphalt Pavement	SY	601.25	\$ 2.30	\$ 1,382.88
3	Base Aggregate Fine Grading	SY	601.25	\$ 1.85	\$ 1,112.31
5	Asphaltic Binder Course - 2" Asphalt	TON	66.14	\$ 75.40	\$ 4,986.96
6	Asphaltic Surface Course - 1-1/2" Asphalt	TON	49.60	\$ 85.20	\$ 4,225.92
				<b>Totals:</b>	<b>\$ 11,708.06</b>

Item #	S 8th Ave (Additional Footage) - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
2	Mill / Remove Asphalt Pavement	SY	720.00	\$ 2.30	\$ 1,656.00
3	Base Aggregate Fine Grading	SY	720.00	\$ 1.85	\$ 1,332.00
5	Asphaltic Binder Course - 2" Asphalt	TON	79.20	\$ 75.40	\$ 5,971.68
6	Asphaltic Surface Course - 1-1/2" Asphalt	TON	59.40	\$ 85.20	\$ 5,060.88
				<b>Totals:</b>	<b>\$ 14,020.56</b>

**EXECUTIVE SUMMARY**

**DATE:** February 1, 2023

**TITLE:** Award of Contract for Project 2302 – Otumba Park Playground Site Work

**BACKGROUND:** On January 31, 2023 the Engineering Department received bids for Project 2302 – Otumba Park Playground Site Work for the site work needed to accommodate the new playground equipment that will be installed this spring at Otumba Park. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing.

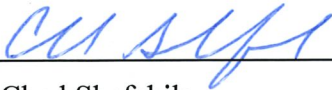
Four bids were received for the project and the overall results are summarized below:

\$46,907.19	Triple P Inc. dba Peters Concrete Company
\$52,347.75	Rass Excavating & Materials, LLC
\$60,307.20	Express Excavating, Inc.
\$81,692.75	Great Lakes Grading & Excavating, LLC

After completing a review of the bids, it has been determined that the bid from Triple P Inc. dba Peters Concrete Company is complete, accurate, and would be the low bid.

**FISCAL IMPACT:** The 2023 Capital Budget included \$125,000.00 for this project at Otumba Park. In addition to this site work proposed there will be other costs for erosion control, volleyball court sand, landscaping restorations, concrete curbing around the new playground areas, trees, and misc. sidewalk additions / replacements around the park shelter. All of these activities are an integral part of the overall project and to date the 2023 Capital Budget should have enough money to complete the overall project.

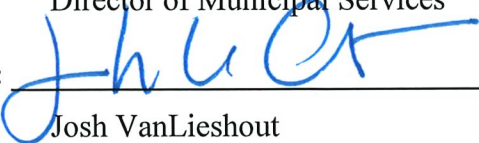
**RECOMMENDATION:** Award the Contract for Project 2302 – Otumba Park Playground Site Work to Triple P Inc. dba Peters Concrete Company with unit pricing amounts totaling an estimated cost of \$46,907.19.

**SUBMITTED BY:**   
Chad Shefchik  
City Engineer

2-1-23  
Date

**REVIEWED BY:**   
Mike Barker  
Director of Municipal Services

01 FEB 2023  
Date

**REVIEWED BY:**   
Josh VanLieshout  
City Administrator

2/1/23  
Date

**BID FORM & PROPOSAL**  
**FOR**  
**Project 2302**  
**Otumba Park Playground Site Work**  
**CITY OF STURGEON BAY**  
**DOOR COUNTY, WISCONSIN**

Contractor Information:

Bidder's Name	<u>Triple P Inc. dba Peters Concrete Company</u>
Contact Person	<u>James Peters Jr.</u>
Business Address	<u>1516 Atkinson Drive, Green Bay, WI 54303</u>
Business Phone	<u>920-494-3700</u>
Emergency Phone	<u>920-621-1709</u>
E-mail Address	<u>duke@petersconcrete.com</u>

Bids will be received until: January 31, 2023 at 1:00 PM.

TO: Office of the City Clerk  
421 Michigan Street  
Sturgeon Bay, WI 54235

The undersigned having familiarized themselves with the local conditions affecting the cost of the work, and having read and examined the Advertisement for Bid Proposals, Description of Work, Bid Form & Proposal and locations, hereby proposed to do all the work called for in this proposal and to furnish all labor, tools, equipment, and materials necessary for the full completion of said work in a workmanlike manner at the sums, rates, and unit prices for said work.



## Bid Schedule

Item #	Otumba Park Playground Site Work - Item Descriptions	Unit	Estimated Quantity	Unit Price	Line Item Total
1	Mobilization	LS	1.00	2600.00	2600.00
2	Remove Tree Stumps	EA	6.00	100.00	600.00
3	Unclassified Excavation (remove topsoil & mulch in project areas - haul off site)	CY	697.00	9.37	6530.89
4	Base Aggregate - 3/4" Dense Graded Base - includes hauling, placing, watering, and compacting	TON	2106.00	14.55	30642.30
5	Topsoil - NOTE: Bulk delivery to site only - placement by DPW	CY	94.00	30.00	2820.00
6	Connections to Existing Storm Sewer Mains	EA	2.00	500.00	1000.00
7	Yard Drain Catch Basin & Casting - NOTE: Labor only - catch basin & casting provided by DPW	EA	2.00	400.00	800.00
8	8" PVC SDR 35 Piping - NOTE: Labor only - pipe provided by DPW	EA	66.00	29.00	1914.00

Removal of Existing Playground Equipment	EA	1.00	NA	By Others
Erosion Control - Catch Basin Inlet Protection	EA	6.00	NA	DPW
Erosion Control - 8" x 20' Sediment Log	EA	4.00	NA	DPW
Volleyball Court Sand (includes hauling & placing)	CY	137.00	NA	DPW
Topsoil - Placement by DPW	CY	94.00	NA	DPW
Seeding & Mulching Topsoil Areas	SY	848.00	NA	DPW
Mobilization - Concrete Work (Includes traffic control if needed & barriers for wet concrete)	LS	1.00	NA	By Others
New Concrete Curb (8" x 7-1/2") - NOTE: all base materials will be in place & all concrete to be pumped or bugged	LF	532.00	NA	By Others
New Concrete Sidewalk or Driveway (6") - NOTE: all base materials will be in place & all concrete to be pumped or bugged	SF	950.00	NA	By Others

Bid Amount – Otumba Park Playground Site Work

\$ 46907.19

Total Bid Amount – Otumba Park Playground Site Work

\$ 46,907.19

The Engineer's estimate of the work to be done under the specifications are to be considered as only approximate and are not to be held as entitling the Contractor to any claim for extra time or to any other claim of damage if the quantity of work stated should prove to be greater or less than here estimated.

To furnish all labor, material, tools and equipment necessary in connection with this

Contract as specified amount to a total the Bid Amount of: \$ 46,907.19

Forty Six Thousand Nine Hundred Seven and 19/100  
(Written amount)

Signature: \_\_\_\_\_

By: James Peters Jr., Vice President

Address: 1516 Atkinson Drive, Green Bay, WI 54303

E-mail Address: duke@petersconcrete.com

Phone No.: 920-494-3700

Dated: January 31, 2023



STATE OF WISCONSIN )  
County of Brown ) ss

Subscribed and sworn to before me on this 31st day of January 31st, 2023

Tammy A. Besaw  
Notary Public Tammy A. Besaw  
My Commission Expires: 6/24/24

