



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, MARCH 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. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$5,083,467.56, Capital Fund - \$27,430.38, TID #6 - \$468.00, TID #2 - \$103,975.00, TID #3 - \$20,992.50, TID #4 - \$38,481.25, and Solid Waste Enterprise Fund - \$8,060.09 for a grand total of \$5,282,874.78. [roll call]
7. **CONSENT AGENDA**

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

\* a. Approval of 2/21/23 regular Common Council minutes.

\* b. Place the following minutes on file:

- (1) Joint Parks & Recreation Committee/Board – 10/26/22
- (2) Joint Parks & Recreation Committee/Board – 12/21/22
- (3) Police & Fire Commission – 1/4/23
- (4) Bicycle & Pedestrian Advisory Board – 2/6/23
- (5) Zoning Board of Appeals – 2/14/23
- (6) Finance/Purchasing & Building Committee – 2/14/23
- (7) City Plan Commission – 2/15/23
- (8) Parking & Traffic Committee – 2/27/23
- (9) Aesthetic Design & Site Plan Review Board – 2/27/23

\*c. Place the following reports on file:

- (1) Annual Fire Department Report – 2022

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

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

\* f. Consideration of: Approval of Class A Beer and Class A Liquor license.

- \* g.     **Parking & Traffic Committee recommendation re: Combining Bicycle & Pedestrian Advisory Board with Parking & Traffic Committee.**
- \* h.     **Parking & Traffic Committee recommendation re: Holding the 2023 Bike Rodeo.**
- 8.     **Mayoral Appointments.**
- 9.     **Second reading of ordinance re: Rezone Parcel 281-64-63000105B located at 11 Green Bay Road, owned by Robert Scaturo.**
- 10.    **Second reading of ordinance re: Create Section 6.28 if the Municipal Code – Outdoor Wood Burning Furnace Prohibited.**
- 11.    **Consideration of: Driveway to Hwy 42-57 for Kwik Trip.**
- 12.    **Resolution re: Solid Waste User fee.**
- 13.    **Finance/Purchasing & Building Committee recommendation re: Approve ordering the Farmall 40A tractor and Case L340 loader bucket from Service Motor Company in an amount not to exceed \$29,250 and trade in a 2001 Case DX40 with a bucket loader valued at \$8,000.**
- 14.    **Finance/Purchasing & Building Committee recommendation re: Approve the purchase of the ILH-450 Harvester an ILH Tri-Axle trailer from Inland Harvester with optional water pump in an amount not to exceed \$182,202 and trade in a 1995 Aquarius HM-420 with trailer valued at \$15,000.**
- 15.    **Finance/Purchasing & Building Committee recommendation re: Approve the bid for aquatic weed spraying from WI Lake & Pond Resources for spraying and permitting for the next two years in an amount of \$400 per acre.**
- 16.    **Finance/Purchasing & Building Committee recommendation re: Approve the additional cost to Onterra, LLC for adding Bradley Lake to the Aquatic Plan Management Plan in an amount not to exceed \$5,795.**
- 17.    **Finance/Purchasing & Building Committee recommendation re: Proceed with ordering the Single Axle Patrol Truck and Equipment from Packer City Trucks and recommend rolling the purchase over to the 2024 budget at an increased amount to cover the cost overage and trade in a 1996 Ford L-8000.**
- 18.    **City Administrator report.**
- 19.    **Mayor's report.**
- 20.    **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 3.3.23

Time: 12:00pm

By: WM

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

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL FUND				
2017 CAPITAL PROJECTS & EQUIP				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 2017 CAPITAL	01-000-901-70001	11,383.13
TOTAL 2017 CAPITAL PROJECTS & EQUIP				11,383.13
2018 CAPITAL PROJ & EQ				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 2018 CAP PRJCTS/EQUIP	01-000-904-70001	11,065.63
TOTAL 2018 CAPITAL PROJ & EQ				11,065.63
2019 CAPITAL EQUIP & PROJ				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 2019 CAP PRJCTS	01-000-906-70001	14,050.00
TOTAL 2019 CAPITAL EQUIP & PROJ				14,050.00
2020 CAPITAL PROJ & EQUIPMENT				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 2020 CAPITAL	01-000-907-70001	26,650.00
TOTAL 2020 CAPITAL PROJ & EQUIPMENT				26,650.00
2021 CAPITAL PROJ & EQUIPMENT				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 2021 CAP PRJCTS	01-000-908-70001	13,712.20
TOTAL 2021 CAPITAL PROJ & EQUIPMENT				13,712.20
RUBBER TIRE LOADER				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 2022 CAPITAL PRJCTS	01-000-909-70001	48,900.00
TOTAL RUBBER TIRE LOADER				48,900.00
CITY HALL / FIRE & POLICE STN				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 REFUND BOND GF BUILDING	01-000-920-70001	8,325.00
TOTAL CITY HALL / FIRE & POLICE STN				8,325.00
EGG HARBOR RD IMP/DES				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 EGG HARBOR RD	01-000-976-70001	4,753.75
TOTAL EGG HARBOR RD IMP/DES				4,753.75
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	03/23 ATHLETIC LIGHT PROJECT	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				140,205.10
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	01/23 LITIGATION MATTERS	01-110-000-55010	112.50
16555		01/23 TRAFFIC MATTERS	01-110-000-55010	12,105.00
16555		01/23 ROSE KOLSKI	01-110-000-55010	495.00
AMUNDSEN	AMUNDSEN DAVIS, LLC	01/23 T BECK PROPERTIES	01-110-000-55010	78.00
AMUNDSEN		01/23 PFC BYLAW REVIEW	01-110-000-55010	1,378.00
AMUNDSEN		01/23 MUSE REDEVELOPMENT	01-110-000-55010	650.00
AMUNDSEN		01/23 GENERAL LEGAL MATTERS	01-110-000-55010	3,954.00

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INVOICES DUE ON/BEFORE 03/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
AMUNDSEN		02/23 RIGHT OF WAY-RUENGER	01-110-000-55010	598.00
		TOTAL		19,370.50
		TOTAL LAW/LEGAL		19,370.50
CITY CLERK-TREASURER				
OFFICE	OFFICE ENTERPRISES INC	PAPER SHREDDER	01-115-000-54999	2,003.00
USBANK	US BANK	WCMA MEMBRSHP RENEW/REINHARDT	01-115-000-56000	65.00
		TOTAL		2,068.00
		TOTAL CITY CLERK-TREASURER		2,068.00
ADMINISTRATION				
USBANK	US BANK	UWGB CONF REG/VANLIESHOUT	01-120-000-55600	289.00
USBANK		FRAMES/PENCILS/SHARPENER	01-120-000-51950	31.41
USBANK		WMCA CONF REG/VANLIESHOUT	01-120-000-55600	235.00
		TOTAL		555.41
		TOTAL ADMINISTRATION		555.41
COMPUTER				
03101	CDW GOVERNMENT, INC.	SURFACE KEYBOARD	01-125-000-55550	101.58
03101		STYLIST PEN	01-125-000-55550	77.90
USBANK	US BANK	ZOOM	01-125-000-55550	63.99
		TOTAL		243.47
		TOTAL COMPUTER		243.47
MUNICIPAL SERVICES ADMIN.				
USBANK	US BANK	10 PDH CREDITS/SPETZ	01-145-000-55600	128.50
USBANK		01/23 ENGINEER CELL PHONE	01-145-000-58250	38.57
		TOTAL		167.07
		TOTAL MUNICIPAL SERVICES ADMIN.		167.07
PUBLIC WORKS ADMINISTRATION				
USBANK	US BANK	01/23 MIKE/STEVE CELL PHONES	01-150-000-58250	77.14
		TOTAL		77.14
		TOTAL PUBLIC WORKS ADMINISTRATION		77.14



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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ELECTIONS DEPARTMENT				
02216	BAY VIEW LUTHERAN CHURCH	02/23 RENT	01-155-000-57650	110.00
COBORNS	TADYCH'S MARKETPLACE FOODS	BAKERY/ELECTIONS	01-155-000-54999	20.96
PATH	PATH	02/23 RENT	01-155-000-57650	110.00
USBANK	US BANK	STAMPS/ABSENTEE BALLOTS	01-155-000-54999	315.00
TOTAL				555.96
TOTAL ELECTIONS DEPARTMENT				555.96
CITY HALL				
05500	ENERGY CONTROL AND DESIGN INC	ANNL SOFTWARE SUBSCRIPTION	01-160-000-58999	364.00
23730	WPS	02/23 421 MICHIGAN STREET	01-160-000-56600	3,087.48
BLISS	LIFESTYLES BY BLISS, INC	01/23-03/23 PUBLIC RESTROOMS	01-160-000-58999	2,250.00
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHT BULBS	01-160-000-55300	138.97
WARNER	WARNER-WEXEL LLC	PAPER SUPPLIES	01-160-000-51850	207.44
TOTAL				6,047.89
TOTAL CITY HALL				6,047.89
GENERAL EXPENDITURES				
QUADIENT	QUADIENT LEASING USA, INC	POSTAGE METER LEASE	01-199-000-57250	422.79
US BANK	US BANK EQUIPMENT FINANCE	01/23 FIRE COPIER	01-199-000-55650	102.25
US BANK		01/23 FIRE COPY OVERAGE	01-199-000-55650	32.52
US BANK		01/23 ADMIN COPIER	01-199-000-55650	118.50
US BANK		01/23 ADMIN COPY OVERAGE	01-199-000-55650	94.81
TOTAL				770.87
TOTAL GENERAL EXPENDITURES				770.87
POLICE DEPARTMENT				
22800	WALMART	OFFICE SUPPLIES	01-200-000-51950	3.52
22800		OFFICE SUPPLIES	01-200-000-51950	9.04
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	MISC OFFICE SUPPLIES	01-200-000-51950	109.08
US BANK	US BANK EQUIPMENT FINANCE	01/23 POLICE COPIER	01-200-000-55650	218.24
US BANK		01/23 POLICE COPY OVERAGE	01-200-000-55650	43.99
USBANK	US BANK	BACKGROUND INV REG/HOUGAARD	01-200-000-55600	425.00
USBANK		CONFERENCE MEAL EXPENSE/HENRY	01-200-000-55600	15.57
USBANK		OFFICE SUPPLIES	01-200-000-51950	44.15
USBANK		CREDIT	01-200-000-55600	-100.00
TOTAL				768.59
TOTAL POLICE DEPARTMENT				768.59
POLICE DEPARTMENT/PATROL				
04575	DOOR COUNTY HARDWARE	KEY FOB/REMOTE	01-215-000-54999	168.99

INVOICES DUE ON/BEFORE 03/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04696	DOOR COUNTY TREASURER	01/23 FUEL	01-215-000-51650	4,172.16
ENGEBOSE	KYLE ENGEBOSE	TRAINING MEAL EXPENSE/ENGEBOSE	01-215-000-55600	50.79
GANDER	LOUIS GANDER	TRAINING MEAL EXPENSE/GANDER	01-215-000-55600	58.90
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	ESCAPE MAINTENANCE	01-215-000-58600	31.45
JIM FORD		CSO VEHICLE MAINTENANCE	01-215-000-58600	732.95
JIM FORD		SQUAD 60 MAINTENANCE	01-215-000-58600	419.68
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	579.87
JIM FORD		SQUAD 50 MAINTENANCE	01-215-000-58600	59.36
NELSON	NELSON TACTICAL	PANT/HANDCUFF CASE/BILODEAU	01-215-000-52900	104.77
NELSON		DUTY BELT/JENNERJOHN	01-215-000-52900	49.50
NELSON		UNIFORM ITEMS/CRABB	01-215-000-52900	39.00
NELSON		UNIFORM ITEMS/LOVAS	01-215-000-52900	286.60
NELSON		UNIFORM PANT/GANDER	01-215-000-52900	74.99
NELSON		FLUID PUMP/GUN CLEANING	01-215-000-51050	264.17
NELSON		UNIFORM PANTS/DADAM	01-215-000-52900	200.00
SWIT	SWITS	INTERPRETER FEES (1/7/23)	01-215-000-58999	102.00
USBANK	US BANK	HOTEL RESERVATION CANCELLATION	01-215-000-55600	-149.99
USBANK		NWTC REG/3 OFFICERS	01-215-000-55600	1,017.01
USBANK		WEB HOSTING RENEWAL	01-215-000-58999	299.88
USBANK		TRAINING REG/DEIBELE	01-215-000-55600	125.00
USBANK		CREDIT-UNTANGLED HOLDINGS	01-215-000-58999	-158.25
USBANK		WJOA CONF CANCEL/JENNERJOHN	01-215-000-55600	-200.00
USBANK		CONF REG/MIELKE	01-215-000-55600	225.00
USBANK		HONARY BADGE/AJ DILLION	01-215-000-54999	211.00
USBANK		NWTC REG/CRABB	01-215-000-55600	169.00
USBANK		HOMICIDE INV REG/DEIBELE	01-215-000-55600	350.00
USBANK		LESB INSTRCT REG/LOVAS	01-215-000-55600	275.00
TOTAL				9,558.83
TOTAL POLICE DEPARTMENT/PATROL				9,558.83
FIRE DEPARTMENT				
FIRE DEPARTMENT				
23730	WPS	02/23 656 S OXFORD AVE	01-250-000-56600	460.65
PAULCONW	PAUL CONWAY SHIELDS	STRUCTURE BOOTS/NELL	01-250-000-52900	585.50
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	ANNL RESP QUESTION REVIEW	01-250-000-57100	275.00
R0000379	BELSON CO	WASH MACHINE REPAIR	01-250-000-56250	315.40
USBANK	US BANK	OFFICE SUPPLIES	01-250-000-51950	61.17
USBANK		SCHEDULING SOFTWARE	01-250-000-56000	1,387.00
USBANK		BACKUP CAMERA U726	01-250-000-53000	341.26
USBANK		PPE MASKS	01-250-000-52350	256.56
USBANK		CABINET HARDWARE	01-250-000-54999	42.51
USBANK		CHIEF STATE DUES	01-250-000-56000	95.00
USBANK		AC STATE DUES	01-250-000-56000	95.00
USBANK		ANNUAL NFPA	01-250-000-56000	1,725.00
USBANK		NOV & DEC DATA	01-250-000-58250	753.56
USBANK		CABLE ADAPTERS/LAUNDRY TAGS	01-250-000-54999	50.97
USBANK		ACCOUNTABILITY TAGS/BOARDS	01-250-000-51350	245.35
USBANK		UNIFORM PANTS	01-250-000-52900	56.43
USBANK		DIVER TRAINING	01-250-000-55600	217.00
USBANK		BASEBOARDS/WS FIRE	01-250-000-54999	50.00
USBANK		REHAB SUPPLIES	01-250-000-54999	36.08
USBANK		UNIFORM SHOES	01-250-000-52900	152.98
USBANK		WATEROUS MECHANIC/PUMP CLASSES	01-250-000-55600	300.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
FIRE DEPARTMENT				
USBANK		ENGINE COMMND BOARD REPLCEMENT	01-250-000-51350	118.00
USBANK		CHIEF EDUCATION SEMINAR	01-250-000-55600	225.00
USBANK		OFFICE MAIL SLOT	01-250-000-54999	147.00
USBANK		BATTERIES	01-250-000-54999	158.67
TOTAL FIRE DEPARTMENT				8,151.09
TOTAL FIRE DEPARTMENT				8,151.09
STREET SWEEPING				
MACQUEEN	MACQUEEN EQUIPMENT, LLC	TURNBUCKLE	01-330-000-51400	304.42
MACQUEEN		FREIGHT	01-330-000-51400	18.21
TOTAL				322.63
TOTAL STREET SWEEPING				322.63
ROADWAYS/STREETS				
04696	DOOR COUNTY TREASURER	COLD MIX	01-400-000-52200	80.62
TOTAL				80.62
TOTAL ROADWAYS/STREETS				80.62
SNOW REMOVAL				
SNOW REMOVAL				
USBANK	US BANK	LED LIGHT BAR	01-410-000-51400	31.69
USBANK		ICE MELT-MICH BRIDGE SIDEWALK	01-410-000-52450	55.08
TOTAL SNOW REMOVAL				86.77
TOTAL SNOW REMOVAL				86.77
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	QT-4 CYCLE	01-450-000-52150	10.18
04545		PREMIX 5 GAL	01-450-000-52150	92.15
04545		GREASE	01-450-000-52150	71.25
04545		2 HOLDER	01-450-000-53000	15.09
04696	DOOR COUNTY TREASURER	01/23 FUEL 626.46G	01-450-000-51650	1,953.93
04696		01/23 DSL FUEL 829.93G	01-450-000-51650	3,261.42
08225	HERLACHE SMALL ENGINE	CHAINS/BAR	01-450-000-52150	66.79
08225		COUPLER	01-450-000-52150	36.65
08225		BAR	01-450-000-52150	25.89
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	WATER PUMP/PUMP/ASSMBY/THERMO	01-450-000-53000	196.16
O'REILLY		CREDIT	01-450-000-53000	-37.18
O'REILLY		SEMI MET PAD	01-450-000-53000	101.50
O'REILLY		V-BELT	01-450-000-53000	30.49
O'REILLY		ANTENNA	01-450-000-53000	24.99
O'REILLY		10 GAL ANTIFREEZE	01-450-000-53000	219.90

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
O'REILLY		BAND CLAMP	01-450-000-53000	34.38
ONESOURC	ONESOURCE PARTS	ELECTRICAL CONNECTOR	01-450-000-53000	114.00
ONESOURC		FREIGHT	01-450-000-53000	22.07
RIESTER	RIESTERER & SCNELL INC.	THERMOSTAT	01-450-000-53000	109.60
USBANK	US BANK	FUEL	01-450-000-51650	61.08
USBANK		FUEL	01-450-000-51650	73.22
USBANK		HOSE FITTINGS/GASKETS	01-450-000-54999	93.47
USBANK		SHIPPING	01-450-000-54999	12.95
USBANK		VEHICLE INSPECTION BOOKS	01-450-000-54999	227.15
WURTH	WURTH USA, INC	SOLVENTS	01-450-000-52150	179.94
TOTAL				6,997.07
TOTAL STREET MACHINERY				6,997.07
CITY GARAGE				
01766	AURORA MEDICAL GROUP	ANNUAL CONSORTIUM FEE	01-460-000-57100	90.00
23730	WPS	02/23 835 N 14TH AVE	01-460-000-56600	3,364.57
GARAGE	GARAGE DOOR SERVICES OF DC	GARAGE DOOR REPAIRS DPW	01-460-000-58999	145.25
USBANK	US BANK	OIL TRANSFER PUMP	01-460-000-52700	865.00
USBANK		HOSE KIT	01-460-000-52700	149.00
USBANK		SHIPPING	01-460-000-52700	80.36
USBANK		CAMLOCK FITTING	01-460-000-54999	54.58
USBANK		SHIPPING	01-460-000-54999	12.95
USBANK		SUCTION STRAINER	01-460-000-54999	45.97
USBANK		SLOAN VALVE	01-460-000-55300	119.00
USBANK		FIRST AID KITS/AED BOX	01-460-000-52350	299.77
USBANK		BREAK FREE	01-460-000-54999	186.75
TOTAL				5,413.20
TOTAL CITY GARAGE				5,413.20
PARK & RECREATION ADMIN				
17700	QUILL CORPORATION	OFFICE SUPPLIES	01-500-000-51950	121.56
USBANK	US BANK	KICK OFF TO SUMMER SUPPLIES	01-500-000-52250	282.66
USBANK		01/23 PHIL/RYAN CELL PHONE	01-500-000-58250	77.14
TOTAL				481.36
TOTAL PARK & RECREATION ADMIN				481.36
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	01/23 FUEL 219.95 G	01-510-000-51650	686.02
04696		01/23 DSL FUEL 14.45 G	01-510-000-51650	56.99
06012	FASTENAL COMPANY	HARDWARE	01-510-000-54999	31.14
06012		HARDWARE	01-510-000-54999	25.56
23730	WPS	02/23 335 S 14TH AVE	01-510-000-56600	400.96
USBANK	US BANK	PLIERS	01-510-000-52700	96.76
USBANK		CREDIT	01-510-000-54999	-69.44

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GENERAL FUND				
USBANK		GREASE GUN COUPLER/BATTERIES	01-510-000-52700	71.69
USBANK		HEATER	01-510-000-54999	69.44
USBANK		SUPPLIES	01-510-000-51850	47.49
WARNER	WARNER-WEXEL LLC	CASE SPONGES	01-510-000-51850	85.38
TOTAL				1,501.99
TOTAL PARKS AND PLAYGROUNDS				1,501.99
ICE RINKS				
USBANK	US BANK	ICE SKATES	01-530-000-54999	269.88
USBANK		ICE SKATES	01-530-000-54999	179.97
USBANK		ICE SKATES	01-530-000-54999	97.27
USBANK		ICE SKATES	01-530-000-54999	113.31
USBANK		ICE SKATES	01-530-000-54999	452.03
USBANK		ICE SKATE LACES	01-530-000-54999	38.35
USBANK		ICE SKATE LACES	01-530-000-54999	18.48
USBANK		ICE SKATE LACES	01-530-000-54999	31.96
TOTAL				1,201.25
TOTAL ICE RINKS				1,201.25
MUNICIPAL DOCKS				
23730	WPS	02/23 36 S NEENAH AVE RESTROOM	01-550-000-56600	15.65
DIAMOND	DIAMOND BUSINESS GRAPHICS	LAUNCH PASS ENVELOPES	01-550-000-51600	2,058.74
PORT	WEST MARINE PRODUCTS INC	RESIN KIT	01-550-000-51850	33.96
TOTAL				2,108.35
TOTAL MUNICIPAL DOCKS				2,108.35
WATER WEED MANAGEMENT				
01675	AQUARIUS SYSTEMS	CONVEYOR PINTLE CHAIN	01-560-000-51400	164.12
01675		SHIPPING	01-560-000-51400	60.00
USBANK	US BANK	GROUND STRAP/SCREWS	01-560-000-51400	20.50
TOTAL				244.62
TOTAL WATER WEED MANAGEMENT				244.62
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2022 4TH QTR LIBRARY MAINT	01-700-000-56850	2,494.00
TOTAL				2,494.00
TOTAL PUBLIC FACILITIES				2,494.00

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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 03/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
USBANK	US BANK	BUSINESS CARDS/SERVIA	01-900-000-51950	32.37
TOTAL				32.37
TOTAL COMMUNITY & ECONOMIC DEVLPMT				32.37
TOTAL GENERAL FUND				209,504.15
CAPITAL FUND				
COMPUTER				
AMPLITEL	AMPLITEL TECHNOLOGIES, LLC	PORT SEC CAM REPLACE	10-125-000-59000	10,651.37
TOTAL				10,651.37
TOTAL COMPUTER				10,651.37
CITY HALL				
CITY HALL EXPENSE				
USBANK	US BANK	COUNTERTOPS	10-160-000-59040	481.93
VIKING	VIKING ELECTRIC SUPPLY, INC	OFFICE LIGHTS	10-160-000-59040	286.06
TOTAL CITY HALL EXPENSE				767.99
TOTAL CITY HALL				767.99
PATROL				
PATROL				
11545	MAPLE STREET SIGN CO.	PROVIDE/INSTALL GRAPHICS SQ 10	10-215-000-59035	548.66
AMPLITEL	AMPLITEL TECHNOLOGIES, LLC	PORT SEC CAMERAS	10-215-000-59000	10,629.69
KIESLERS	KIESLER'S POLICE SUPPLY, INC.	WEAPONS-HOLSTERS/MOUNST/SIGHTS	10-215-000-59999	2,221.50
TOTAL PATROL				13,399.85
TOTAL PATROL				13,399.85
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	STRUCTURE GLOVES	10-250-000-59050	380.50
USBANK	US BANK	HELMET SHEILD HOLDERS	10-250-000-59050	792.55
USBANK		BRUSH TRUCK EQUIP	10-250-000-59060	937.74
TOTAL EXPENSE				2,110.79
TOTAL FIRE DEPARTMENT				2,110.79
ROADWAYS/STREETS				
ROADWAYS/STREETS				
GATTENOR	GAT TENOR	EPOXY/CROSSWALKS	10-400-000-59095	500.38
TOTAL ROADWAYS/STREETS				500.38



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INVOICES DUE ON/BEFORE 03/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
ROADWAYS/STREETS				
ROADWAYS/STREETS				
TOTAL ROADWAYS/STREETS				500.38
TOTAL CAPITAL FUND				27,430.38
TID #6 DISTRICT				
TID #6 DISTRICT				
TID #6 DISTRICT				
AMUNDSEN	AMUNDSEN DAVIS, LLC	01/23 DEV AGREE/CONTRTS/COBBLE	22-360-000-55001	468.00
TOTAL TID #6 DISTRICT				468.00
TOTAL TID #6 DISTRICT				468.00
TOTAL TID #6 DISTRICT				468.00
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 TID 2 CTY AREA REFI	25-320-930-70001	62.40
TOTAL TID #2 A AREA BONDS - CITY				62.40
TID #2 A AREA BONDS - DVL				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 TID 2 SPLLC REFI 7.5.12	25-320-931-70001	790.40
TOTAL TID #2 A AREA BONDS - DVL				790.40
T2 ROAD PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 TID 2 BRIDGE REFI	25-320-932-70001	1,383.20
TOTAL T2 ROAD PROJECTS				1,383.20
T2 SERIES 2006A				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 TID 2 10.1.14 LEASE REV	25-320-933-70001	15,787.50
01764		04/23 10.1.15 DEBT RESTRCTURE	25-320-933-70001	14,087.50
01764		04/23 GO REF BOND 9.7.16	25-320-933-70001	63,700.00
01764		04/23 TID 2 LRB REFI 7.5.12	25-320-933-70001	8,164.00
TOTAL T2 SERIES 2006A				101,739.00
TOTAL TID DISTRICT #2				103,975.00
TOTAL TID #2 DISTRICT				103,975.00
TID #3 DISTRICT				
TID #3 DISTRICT				
\$1.685 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 TID 3	27-330-937-70001	20,992.50
TOTAL \$1.685 NOTES				20,992.50
TOTAL TID #3 DISTRICT				20,992.50
TOTAL TID #3 DISTRICT				20,992.50

INVOICES DUE ON/BEFORE 03/07/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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TID #4 DISTRICT				
TID #4 DISTRICT				
PROMISSORY NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 TID 4 PRJCTS	28-340-986-70001	10,000.00
TOTAL PROMISSORY NOTES				10,000.00
T4 \$3.12 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 TAXABLE GO REFND BND T4	28-340-987-70001	6,681.25
TOTAL T4 \$3.12 NOTES				6,681.25
T4 BONDS				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 GO REFND BND TID 4	28-340-988-70001	21,800.00
TOTAL T4 BONDS				21,800.00
TOTAL TID #4 DISTRICT				38,481.25
TOTAL TID #4 DISTRICT				38,481.25
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	01/23 DSL FUEL 778.98 G	60-000-000-51650	3,072.29
TOTAL SOLID WASTE ENTERPRISE FUND				3,072.29
REFUSE EQUIPMENT				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 REFUSE TRUCK	60-000-918-70001	2,493.90
TOTAL REFUSE EQUIPMENT				2,493.90
REFUSE EQUIPMENT				
01764	ASSOCIATED WEALTH MANAGEMENT	04/23 REFUSE TRUCK	60-000-919-70001	2,493.90
TOTAL REFUSE EQUIPMENT				2,493.90
TOTAL SOLID WASTE ENTERPRISE FUND				8,060.09
TOTAL SOLID WASTE ENTERPRISE				8,060.09
TOTAL ALL FUNDS				408,911.37

**MANUAL CHECKS**

DOOR COUNTY TREASURER	\$1,176,923.13
02/16/23	
Check # 91510	
02/23 Tax Settlement	
01-000-000-24212	
 NWTC GREEN BAY	 \$251,508.05
02/16/23	
Check # 91511	
02/23 Tax Settlement	
01-000-000-24640	
 SEVASTOPOL SCHOOL DISTRICT	 \$81,250.63
02/16/23	
Check # 91512	
02/23 Tax Settlement	
01-000-000-24630	
 SOUTHERN DOOR SCHOOL DISTRICT	 \$203,776.40
02/16/23	
Check # 91513	
02/23 Tax Settlement	
01-000-000-24620	
 STURGEON BAY SCHOOL DISTRICT	 \$3,152,988.46
02/16/23	
Check # 91514	
02/23 Tax Settlement	
01-000-000-24610	
 EMPLOYEE BENEFITS CORP.	 \$180.50
02/16/23	
Check # 91515	
FSA/COBRA/HRA/FSA	
01-600-000-50510	
 SUN LIFE	 \$2,156.51
02/16/23	
Check # 91516	
03/23 Short- & Long-Term Disability	
01-1000-000-21545	
 SUPERIOR VISION INSURANCE	 \$916.20
02/16/2023	
Check # 91517	
03/23 Vision Insurance	
01-000-000-21540	

SPECTRUM	\$147.00
02/20/23	
Check # 91518	
01/23 Cable Statement Charges	
01-160-000-58999	
 SOUTHERN DOOR SCHOOL DISTRICT	 \$195.07
02/20/23	
Check # 91519	
01/23 Mobile Home Tax Payment	
01-000-000-41300	
 STURGEON BAY SCHOOL DISTRICT	 \$3,751.96
02/20/23	
Check # 91520	
01/23 Mobile Home Tax Payment	
01-000-000-41300	
 REGISTRATION FEE TRUST	 \$169.50
02/27/23	
Check # 91578	
2021 Fire Truck Registration	
10-250-000-59060	
 <b>TOTAL MANUAL CHECKS</b>	 <b>\$4,873,963.41</b>

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INVOICES DUE ON/BEFORE 03/07/2023

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

GENERAL FUND	209,504.15	5,083,467.56
CAPITAL FUND	27,430.38	
TID #6 DISTRICT	468.00	
TID #2 DISTRICT	103,975.00	
TID #3 DISTRICT	20,992.50	
TID #4 DISTRICT	38,481.25	
SOLID WASTE ENTERPRISE	8,060.09	
TOTAL --- ALL FUNDS	408,911.37	5,282,874.78

Helen Bacon 2-28-23  
Seth Whinnery 2-28-23

COMMON COUNCIL  
February 21, 2023

A meeting of the Common Council was called to order at 6:00 p.m. by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, Wiederanders and Reeths were present.

Nault/Gustafson to adopt agenda. Carried.

The following people spoke during public comment: Tyler Pluff, 407 S 14<sup>th</sup> Ave.

Nicole Matson, Project Manager, provided a granary update to the Council.

Bacon/Wiederanders to approve following bills: General Fund - \$250,919.17, Capital Fund - \$67,993.39, TID #4 District - 416.00, Solid Waste Enterprise Fund - \$20,012.85 and Compost Site Enterprise Fund - \$101.39 for a grand total of \$339,442.80. Roll call: All voted aye. Carried.

Williams/Reeths to approve consent agenda:

- a. Approval of 02/7/23 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Community Protection & Services Committee – 1/4/23
  - (2) Finance/Purchasing & Building Committee – 1/31/23
  - (3) Harbor Commission- 2/13/23
  - (4) Aesthetic Design & Site Plan Review Board – 2/13/23
- c. Place the following report on file:
  - (1) Fire Department Report-January 2023
  - (2) Police Department Report-January 2023
- d. Consideration of: Approval of beverage operator licenses.
- e. Consideration of: Approval of Temporary class B Beer and Class B Wine licenses.
- f. Consideration of: Approval of Street Closure Application for Destination Sturgeon Bay for St. Patrick's Day Parade.
- g. Community Protection & Services Committee recommendation re: Approve changes presented in Section 6.28-Outdoor Wood Burning Furnaces Prohibited.
- h. Finance/Purchasing & Building Committee recommendation re: Approve the bid from Onterra LLC for updating the Aquatic Plant Management Plan as outlined in the RFP in an amount not to exceed \$33,790.
- i. City Plan Commission recommendation re: Approve a zoning map amendment from General Commercial (C-1) to Mixed Residential-Commercial (C-5) for parcel 281-6463000105B locate at 11 green Bay Road, owned by Robert Scaturro.

Carried.

There were no mayoral appointments.

Gustafson/Reeths to read in title only and adopt the second reading of ordinance re: Repeal and recreate Section 20.27 of the Municipal Code-Zoning Code (Dimensional requirements to lot size and setbacks). Carried.



Williams/Gustafson to read in title only and adopt the second reading of ordinance re: Officially designating zoning district classification for property which is annexed by Ordinance #1418-1122 (Fleet Farm). Carried.

Wiederanders/Nault to read in title only the first reading of ordinance re: rezone parcel 281-64-63000105B located at 11 Green Bay Road, owned by Robert Scaturo. Carried.

Williams/Wiederanders to read in title only the first reading of ordinance re: Create Section 6.28 of the Municipal Code – Outdoor Wood Burning Furnaces prohibited. Carried.

#### RECOMMENDATION

We, the City Plan Committee, hereby recommend amending the minimum floor area per dwelling unit under section 20.27(2) of the Municipal Code (Zoning Code) to create a category for efficiency (studio) style dwelling units with a minimum floor area to 450 square feet for all zoning districts where multiple-family dwellings are allowed.

City Plan Commission

By: David Ward, Chr.

Introduced by Zoning Planner Administrator Servia. Williams/Gustafson to adopt. Carried.

#### RECOMMENDATION

We, the Harbor Commission hereby recommend accepting the 2023 Harbor Improvement Plan.

Harbor Commission

By: Gary Nault, Chr.

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

Community Development Director Olejniczak summarized the Kwik Trip store location on Duluth Ave has proposed a driveway access connecting to Highway 42/57. They have gone through the appropriate committee approval with the Aesthetic Design Review Board with the condition that if the Wisconsin DOT requires a full median to be installed, the driveway issue would come back to the Board. At the previous Aesthetic Board meeting the Board deadlocked deferring the matter to the Common Council.

The following spoke on this item: Deb Counard, 966 Green Bay Rd; Fred Pesch, 960 Green Bay Rd; Dana Anderson, 1018 Green Bay Rd, Brandon Verlo Rep. 935 Green Bay Rd.; Vern Smith, 1018 Green Bay Rd.;

Eric Moe, 17 N Hudson Ave; Carl Wennstrand, 4408 Cherry Rd., Steve Mann, 227 N Hudson Ave; Tom Post, 1031 S. Lansing; Troy Mlezia -Kwik Trip

Discussions took place regarding the impact the proposed median will have on the businesses along Highway 42-57, safety concerns including accessibility of emergency services and the need for Kwik Trips proposed driveway access. It was the consensus of the Council to establish a special committee to meet with Kwik Trip.

## RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the development agreement with Cobblestone Hotels subject to City Attorney review.

Finance/Purchasing & Building

By: Helen Bacon, Chr.

Introduced by Olejniczak. Bacon/Nault to adopt. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

The Council did not go into closed session

Williams/Gustafson to adjourn. Carried. The meeting adjourned at 8:07 p.m.

Respectfully submitted,



Tricia Metzger  
Office Assistant II

CITY OF STURGEON BAY  
JOINT PARKS AND RECREATION COMMITTEE / BOARD MEETING  
Wednesday, October 26, 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 5:31 P.M. by Chairperson/Ald. Bacon, in Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll Call
2. Adoption of Agenda
3. Review of Minutes from September 28, 2022
4. Public Comment on Agenda Items.
5. Discussion of 2023 Aquatic Weed Management Plan with special guest Mary Gansberg of the WI DNR.
6. Consideration of raising boat launch fees.
7. Chair's report.
8. Director's report.
9. Adjourn .

All in favor. Carried.

**Review of Minutes of August 24, 2022:** No recommended changes.

**Public Comment on Agenda Items:**

Chris Kellems, 120 Alabama St, Sturgeon Bay spoke on agenda item 5 and 6.  
Mike Langenhorst, 15 Utopia Circle, Sturgeon Bay spoke on agenda item 5.

**Discussion of 2023 Aquatic Weed Management Plan with special guest Mary Gansberg of the WI DNR.**

Mike Barker gave background on the current Aquatic Plant Management plan will be updated next year, he plans to release a request for proposal for the project in December and hopes to have the project start date in January or February. He expects the first public information gathering meeting to take place as soon as February or March. Mary Gansberg was invited to the meeting to discuss what a good plan should have and see if she recommended any changes. Mary started off with the current plan is very well written and effective which should provide for easy updating.

Mary discussed the DNR's expectations:

- Protect critical habitat.
- Safety over aesthetics.
- Target nuisance areas over invasive growth.
- Have the plant survey conducted in spring and summer, compare to old plan.

- Have public input meetings prior to the draft plan and after draft is available.
- Include specific write-ups for any added areas such as Lama Wama Lagoon.
- Ultimately it is the City's plan, if we wanted to include clearing out around each dock it is fine, that is the City's decision. She just would not allow the harvesters to operate in less than 3' of water depth.
- Recommends evaluating the plan to ensure it is still effective on an annual basis.
- When asked about typical types of management she said that mechanical harvesting and spraying were the most popular and cost effective.

Conversation amongst the board covered items such as:

- Why it was decided not to work inside the pier head line for the current plan.
- Expanding the mechanical harvesting area.
- Areas where chemical treatment is used.
- Importance of having ample public input meeting during the creation of the new plan, one or more in conjunction with a Parks and Recreation Committee / Board meeting.

**Consideration of raising boat launch fees:**

Mike Barker discussed the executive summary that he drafted and spoke on what the funds were used for. It was noted that the boat launch fees were used to maintain the facilities and not transferred to other areas. Ald. Nault commented that the fees should be raised and supported the raise. Randy Morrow made a motion to "Approve the fee increase with the daily rate of \$10 in stead of \$8." Tom Hemminger seconded. Discussion on why it would be difficult to justify the additional increase was had; all launches should be the same, and only one facility is staffed which would make it difficult to justify. It was agreed that these facilities are going to face a difficult time in the future to pay for improvements such as parking lot resurfacing, dock replacement, and fish cleaning table replacement. Motion was voted on 2 in favor of, and 5 not in favor of. Motion failed. Ald. Bacon moved to "approve the increase as submitted in the executive summary, adding "to review this again in two years". Motion was voted on 6 in favor of and 1 not in favor of. Motion carried.

**Chair's Report:** Ald. Bacon spoke about the successful unveiling of the mural on the front of City Hall. She also discussed the Local Arts Board is working on attaining more art for the City.

**Director's report:** Mike Barker reported on leaf removal from the parks and closing the restrooms for the season.

**Next Meeting Date: Wednesday, December 21, 2022 @ 5:30 P.M. – City Hall.**

**Motion to Adjourn:** Ald. Nault, seconded by Debbie Kiedrowski to adjourn. All in favor. Carried. Meeting adjourned at 7:14 P.M.

Respectfully submitted,

Mike Barker  
Director of Municipal Services

CITY OF STURGEON BAY  
JOINT PARKS AND RECREATION COMMITTEE / BOARD MEETING MINUTES  
Wednesday, December 21, 2022  
Council Chambers, City Hall, 421 Michigan Street  
5:00 P.M.

A meeting of the Joint parks and Recreation Committee / Board was called to order at 5:00 P.M. by Chairperson/Ald. Bacon in Council Chambers, City Hall, 421 Michigan Street.

**Roll Call [1]:** Members present were Chair/Ald. Helen Bacon, Ald. Gary Nault, Ald. Spencer Gustafson, Randy Morrow, Chris Larson, Debbie Kiedrowski, Jay Renstrom, and Thomas Hemminger. Municipal Services Director Mike Barker was excused. Also in attendance was City Administrator Josh VanLieshout and Administrative Assistant Suzanne Miller.

**Adoption of the Agenda [2]:** Motion was made by Nault and seconded by Larsen to adopt the following agenda:

1. Roll Call
2. Adoption of Agenda
3. Review of Minutes from October 26, 2022
4. Review of Local Arts Board Minutes from September 14, 2022
5. Public Comment on Agenda Items
6. Consideration of allowing Door Drifters usage of the Ahnapee Trail extension through Cherry Blossom Park
7. Consideration of "Horizon" sculpture placement at Sunset Park
8. Chair's report
9. Director's report
10. Adjourn

**Review of Minutes from October 26, 2022 [3]:** Regarding the consideration of raising boat launch fees, Nault emphasized he was in favor of raising the boat launch fees (agenda item #6), but not in favor of the proposed increase in launch fees for commercial boats. He emphasized his vote was not in favor of the first motion to approve the fee increase with the daily rate of \$10 instead of \$8, nor did he vote in favor of the second motion to approve the increase as submitted in the executive summary. There were no other comments or changes.

**Review of Minutes from the Local Arts Board meeting on September, 14, 2022 [4]:** No comments or changes.

**Public Comment on Agenda Items [5]:** No comment.

**Consideration of allowing Sturgeon Bay Door Drifters Snowmobile Club usage of the Ahnapee Trail extension through Cherry Blossom Park [6]:** The Committee/Board discussed the following:

- Concerns regarding snowmobile use of the trail extension included safety of children, walkers, cross-country skiers, and snowshoers who share the trail because it now runs along the edge of the park rather than across the open field as it did in the past. The section of the trail extension that runs along Cherry Blossom Park is ~2 blocks long.
- The trail extension is part of the larger WI DNR Ahnapee Trail System and the trail website clearly states snowmobiles are allowed on the Ahnapee Trail.
- Understanding the trail is a WI State trail, concerned neighbors have backed down a bit and are now requesting additional signage. Some members have heard no concerns from residents
- Questions were raised regarding the level of usage of the trail extension and the frequency with which snowmobiles and skiers/snowshoers are sharing the trail. Morrow stated "a couple hundred sleds" use the trail per season. The number of cross-country skiers is few, though skiers do like to use snowmobile trails.
- The Board/Committee questioned what the speed limit for snowmobiles on the trail extension would be.

Rob Tess of 735 Georgia Street addressed the Board speaking on behalf of Sturgeon Bay's Door Drifters Snowmobile Club. He presented the following information:

- They did not have landowners who were agreeable to their property being used to allow the snowmobile trail to move more to the west side of the park to avoid children, walkers, skiers, and snowshoers. Therefore, the trail was routed through the Ahnapee Trail Extension.
- The Club is willing to add signage to get snowmobilers to slow down.
- Because the snowmobile trail on Ahnapee Trail extension is in Cherry Blossom Park, the club is willing to erect snow fencing to prevent snowmobiles from veering into the park.
- The DNR monitors snowmobile trails and users for sound.
- During the 2021-2022 season, the trails were open for 3 weeks.
- There are more walkers on the trail in Cherry Blossom Park as skiers prefer the state park trails.
- As there is a 90° turn in a short space in Cherry Blossom Park that prevents much of a speed issue and plenty of width for users to move out of each other's way.

Motion to approve allowing Sturgeon Bay's Door Drifters Snowmobile Club usage of the Ahnapee Trail extension through Cherry Blossom Park at the correct speed limits made by Renstrom and seconded by Morrow. All ayes. Motion carried.

**Consideration of "Horizon" sculpture placement at Sunset Park [7]:** Chair Bacon reported the Local Arts Board is working toward having a sculpture walk that would encompass both East and West waterfront promenades, downtowns, and area parks. It is planned for the sculpture walk to be publicized by Destination Sturgeon Bay. An art piece, "Horizon" is offered as a loaned piece for up to three (3)-years by artist Nathan Hatch for placement along the sculpture walk. Hatch describes the piece as representing the Niagara Escarpment, with the flat/straight section being the horizon, the circular piece represents the sun/moon, and the craggy under section representing the escarpment itself. The large piece has no sharp edges or safety concerns and the artist feels it would be best displayed raised up from ground level and with the water as a background. The artist and gallery (Edgewood Orchard) will deliver the piece and assist Public Works with installation. Along the waterfront at Sunset Park is the suggested location as the piece can be viewed from a distance and up close there. The sculpture is priced at \$15,000. If accepted, artist Hatch will receive a stipend of \$750.00. Of concern is the cost of preparing the display site, which would be performed and paid for by Municipal Services. The Board discussed the following:

- The jetty near the beach and boat launch was suggested as a display site, as was the star shaped planter.
- It was suggested the issue of a call for artists at the end of the loan period will keep the display site filled. Concern was raised as to whether it will be more difficult to swap out art pieces for a large sculpture pad in Sunset Park vs. the display space at Stone Harbor.
- Is this board being asked to consider both acceptance of the art piece on loan and identify the site in this meeting? Concern was raised as to whether the artist should be allowed to decide location of display site. Parks and Recreation Board should be the decision maker regarding where anything is located in any City park.
- City Administrator VanLieshout stated the gems of Sunset Park are the sunset and the view of the bluff across the bay. He stated placing a piece that would obstruct that view is a mistake and the piece would be better situated on the landward part of the path that runs north and south in the park.
- Nault reported he had spoken to some constituents about the piece. He raised concerns as follows: 1. Who can put "art" on City property? 2. Who provides insurance for the pieces? 3. Who pays for the display site construction and removes the art piece at the end of the loan period? 4. Is the City's sculpture placement effort fair to other types of artists? 5. His discomfort that this Board is making the decision as to what people in the community want in public art.
- Chair Bacon explained the Local Arts Board's process for evaluating and selecting artists and art pieces and reported Mike Barker will be meeting with the artist. Due to weather/frozen ground, the art piece cannot be placed until spring.
- Regarding safety, there have been no problems thus far with people climbing on "Woolly" or "Crosswind Approach".



Motion by Gustafson to accept Nathan Hatch's sculpture as a loaned piece for a period of not less than two (2)-years with the contingency that the exact location of the display site be approved by the Joint Parks and Recreation Board/Committee. Second by Morrow. Vote on the motion resulted in seven (7) in favor and Nault opposed. Motion carried.

**Chair's Report [8]:** Chair Bacon reported Wisconsin Sea Grant released their video about their 50<sup>th</sup> Anniversary Mural. The mural is installed on the front of Sturgeon Bay's City Hall. The video will be emailed to the Board members and posted on the City's Facebook page. Morrow questioned when the "weigh on the water" issue would be back on the agenda. Bacon responded it will be necessary to consult Municipal Services Director Barker in order to know when that discussion will occur.

**Director's Report [9]:** No Director's Report due to Municipal Services Director Barker's excused absence.

**Adjourn [10]:** Motion to adjourn by Gustafson, second by Renstrom. All ayes. Motion carried. The meeting was adjourned at 5:51pm.

**POLICE AND FIRE COMMISSION**

January 4, 2023

A meeting of the Police and Fire Commission was called to order at 3:30 p.m. by Commission President Wayne Spritka in the Community Room at the Sturgeon Bay Municipal Building. **Roll Call:** Commissioner Spritka, Commissioner Hurley, Commissioner Kurschner, Commissioner Poulton and Commissioner VanDyke were present. Also present from City Hall was Chief Henry, Chief Dietman and Assistant Chief Montevideo.

*Moved by Commissioner Hurley, seconded by Commissioner Poulton to adopt the following agenda:*

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes from October 21, 2021 Meeting
5. Consideration of: Police & Fire Commission Rules and Regulations
6. Convene in Closed Session in accordance with the following exemption:

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

- a. Consideration of: Interviews for part-time firefighter eligibility list

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.

7. Reconvene in open session.
8. Approve an eligibility list for part-time firefighter position
9. Set next meeting date
10. Adjourn.

*All ayes. Carried.*

**Approval of Minutes:**

*Moved by Commissioner VanDyke, seconded by Commissioner Hurley to approve the minutes, with minor change, from the October 21, 2021 meeting. All ayes. Carried.*

**Rules and Regulations**

Changes noted as follows:

- 2.5 – delete the word 'individuals'
- 3.3 (h) – delete the words 'shall state'; same with 9.3 (f)
- 3.3 (j) – change the word 'on' to 'out'; same with 9.3 (h)
- 3.5 (c) – delete the word 'one'
- 8.1 – change to the last sentence from 2.1
- 8.2 – change to the last sentence from 2.2
- 8.4 (b) – strike 'within 9 months of being hired'
- Article 9 – change 'his/her' to 'their'
- 9.5 (c) – delete the word 'one'
- 10.1 (b) – should be 'Article 9.4'
- 13.1 (c) – delete the word 'filed'

Once the changes are made, send via email to all Commission members for another look; comments due back in one week. Once approved send to City Administrator VanLieshout to review and pass on to City Attorney Kalney.

**Convene in Closed Session:**

*Moved by Commissioner VanDyke, seconded by Commissioner Hurley to convene in closed session. All ayes. Carried. Roll Call: Wayne Spritka, Sandy Hurley, Lois Kurschner, David Poulton and Micheal VanDyke.*

**Reconvene in Open Session:**

*Moved by Commissioner VanDyke, seconded by Commissioner Hurley to reconvene in open session. All ayes. Carried. Roll Call: Wayne Spritka, Sandy Hurley, Lois Kurschner, David Poulton and Micheal VanDyke.*

**Part-Time Firefighter Eligibility List:**

*Moved by Commissioner VanDyke, seconded by Commissioner Spritka to place Nathan Van Noie on an eligibility list for part-time firefighter, with the list not to exceed five months. All ayes. Carried.*

**Adjourn:** *Moved by Commissioner Poulton, seconded by Commissioner VanDyke to adjourn. All ayes. Carried. Time of 4:50 p.m.*

Respectfully submitted,



Sarah Spude-Olson  
Office Manager

**Bicycle and Pedestrian Advisory Board Meeting Minutes  
Monday, February 6, 2023**

The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:05 p.m. by Chairperson Kirsten Reeths in 2<sup>nd</sup> Floor Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members Chairperson Kirsten Reeths, Vice-Chairperson Brian Weiss, Mark Smullen and Cameryn Ehlers-Kwaterski were present. Also present were Police Assistant Candy Jeanquart, Community Development Director Marty Olejniczak, and Planning/Zoning Administrator Stephanie Servia.

**Adoption of agenda:** Moved by Ms. Ehlers-Kwaterski, Seconded by Mr. Weiss to adopt the following agenda:

1. Roll call.
2. Approval of agenda.
3. Approval of minutes from January 9, 2023.
4. Public comment
5. Consideration of: Recommendation to forward to Parking and Traffic 2023 Bike Rodeo.
6. Consideration of: Recommendation to forward to Parking and Traffic combining Bicycle and Pedestrian Advisory Board with Parking and Traffic.
7. Adjourn

All in favor. Carried.

**Approval of minutes from January 9, 2023:** Moved by Ms. Reeths, Seconded by Mr. Weiss to approve the minutes from January 9, 2023. **All in favor. Carried.**

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

**Consideration of: Recommendation to forward to Parking and Traffic 2023 Bike Rodeo:** Ms. Reeths distributed the Bike Rodeo flyer to the committee. She explained Mr. Gustafson will be instructing and Mr. Smullen will reserve the school gymnasium in case of bad weather. The three sponsors are Sturgeon Bay Police Department, Door County Silent Sports Alliance, and Sturgeon Bay School District. Ms. Reeths asked the committee to volunteer their time the day of the rodeo. Municipal Services will chalk to route, place cones and stop signs in Market Square. Sturgeon Bay Sports Alliance will assist along with providing 200 bike helmets.

Ms. Reeths indicated the recommendation should go forward to Parking and Traffic, then to Council to vote on. Once it's approved, the flyer can be released to the public. Mr. Smullen will disperse the flyer at the school and Ms. Ehlers-Kwaterski will post at Destination Door County after the approval.

**Motion by Ms. Reeths to recommend to the Parking and Traffic Committee that the 2023 Bike Rodeo be held as proposed. Seconded by Mr. Weiss. All in favor, carried.**

**Consideration of: Recommendation to forward to Parking and Traffic combining Bicycle and Pedestrian Advisory Board with Parking and Traffic:** Ms. Reeths indicated a recommendation was previously forwarded to Parking and Traffic to combine the committees. The recommendation was made at the August 3, 2020 meeting. It was requested due to Bicycle and Pedestrian Advisory Board not having decision making authority and having to forward recommendations to Parking and Traffic along with difficulty having a quorum and getting new committee members. That same issue is still occurring.

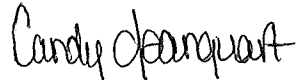
Mr. Olejniczak informed the committee the combination of committees would require an ordinance change. He also suggested to the committee a few options moving forward; 1) Recommendation to Parking and Traffic Committee for that committee to take on Bicycle and Pedestrian Advisory Board duties, 2) Recommendation to Parking and Traffic Committee for that committee to take on Bicycle and Pedestrian Advisory Board duties and adding citizen members, 3) Recommendation to have the Advisory Board be a subcommittee of the Parking & Traffic Committee and having joint meetings when bicycle or

pedestrian matters arise. Mr. Olejniczak suggested keeping public committee members for ideas and expertise. Ms. Reeths asked who would be willing to remain on the committee, Mr. Weiss and Mr. Smullen would like to remain and Ms. Ehlers-Kwaterski stated if there was a vacant spot she would be willing to help.

**Motion by Ms. Reeths to forward to Parking and Traffic the recommendation for Bicycle and Pedestrian Advisory Board to combine with Parking and Traffic keeping existing Bicycle and Pedestrian committee members. Seconded by Mr. Weiss. All in favor, carried.**

**Move to adjourn. All in favor. Carried. Meeting adjourned at 4:21 p.m.**

Respectfully submitted,

A handwritten signature in black ink that reads "Candy Jeanquart". The signature is written in a cursive, flowing style.

Candy Jeanquart  
Police Assistant

**CITY OF STURGEON BAY  
Zoning Board of Appeals  
February 14, 2023**

The City of Sturgeon Bay Zoning Board of Appeals was called to order at 12:02 p.m. by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

**Roll call:** Members William Murrock, Dave Augustson, Nancy Schopf and Morgan Rusnak were present. Member Bill Chaudoir was excused. Staff present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia and Community Development Administrative Assistant Cindy Sommer.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from December 13, 2022.
4. Public Hearing: Side yard and street yard variances from Section 20.27(2) of the municipal code for Karl and Kay Seitz located at 406 W. Ironwood St, parcel #281-64-61000201.
5. Consideration of: Side yard and street yard variances from Section 20.27(2) of the municipal code for Karl and Kay Seitz located at 406 W. Ironwood St, parcel #281-64-61000201.
6. Adjourn.

All ayes. Carried.

**Approval of minutes from December 13, 2022:** Moved by Mr. Augustson, seconded by Ms. Schopf to approve the minutes of December 13, 2022. All ayes. Motion carried.

**Public Hearing: Side yard and street yard variances from Section 20.27(2) of the municipal code for Karl and Kay Seitz located at 406 W. Ironwood St, parcel #281-64-61000201:**

Chairperson Murrock opened the public hearing at 12:01 p.m.

Mr. Olejniczak explained that the zoning code allows existing non-conforming buildings that encroach on the street, side and rear yards to be reconstructed at the present location. But if there is a substantial change to the building footprint or building location, the reconstructed building must conform to the required yards, or a variance must be granted. The zoning code dictates that the street and rear yards be 25 feet and the side yards be 10 feet. There is a recommendation before Council at this time that would reduce the side yards to 8 feet and the street yard to 20 feet, which, if approved, will take effect in a few weeks. The existing dwelling encroaches over the west property line by an inch or two and the front of the home is about 11 feet from the street. The applicant is proposing to demolish the existing dwelling on the property and replace it with a manufactured home on a concrete slab. He is proposing to set the home three feet from the west lot line and 11 feet from the street (front) lot line. Mr. Olejniczak also noted that this is the smallest lot on the block and the second smallest in the neighborhood, which limits the buildable area.

Mr. Murrock asked if the neighbors to the west have had any concerns. Mr. Olejniczak indicated they expressed concern about the height of the new structure but were happy to learn it will be a single story. He further indicated there is no known historic value to the home and it is not in an historic district.

Ms. Servia explained that the Board has the options of approving one or both of the variances as presented, approve a lesser variance for one or both of the requests, or deny one or both of the yard variances.

Karl Seitz of 309 N. Joliet Avenue explained that he would like to remove the existing dwelling that dates back to 1864 due to its age and state of disrepair. The foundation and roof are both failing and the costs to make the necessary repairs is extensive. He feels a new dwelling would be a better value and improve the appearance of the lot. The proposal is to keep a similar footprint but lessen the current encroachments. He



would also remove the existing one car garage and the back porch, thereby cleaning up the appearance and opening up space on the lot. His request for a 3-foot west side yard variance would allow for a 15-foot wide driveway on the east side. He has no intention to add a garage. The requested 11-foot front yard is to keep the house in line with the others on the block and to allow for a back yard without encroachment. He is open to moving the house if the Board sees fit to limit his request, or he may reconsider repairing the existing structure if his request is denied.

Alisa Landman of 330 N. Joliet Avenue spoke in support of the proposal and indicated that the Seitz's have wonderful taste and a beautiful home and she is fully supportive of their project.

One letter of support was read by the recording secretary from Jeff Kanzelberger. A second letter was read from Russell and Jill Kelley indicating they welcome the improvement to the neighborhood but requested that any demolition or construction be done outside of tourist season and that the side yard be at least 7 feet rather than the proposed 3 feet.

The public hearing was declared closed at 12:28 p.m.

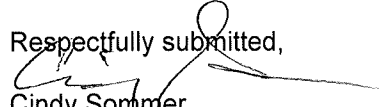
**Consideration of: Side yard and street yard variances from Section 20.27(2) of the municipal code for Karl and Kay Seitz located at 406 W. Ironwood St, parcel #281-64-61000201:**

The members discussed the advantages of having a larger backyard and wider driveway, as well as the ability to do future maintenance on the new dwelling without encroaching on the neighbor. An 8-foot side yard would reduce the width of the driveway and a 3-foot side yard would not allow much access for maintenance.

Mr. Augustson moved to approve an 11-foot street yard with the reasoning that it will allow for a nice size backyard and the front of the dwelling will be in line with the neighbor, and to approve a 5-foot side (west) yard with the reasoning that it will allow for future maintenance to the new dwelling without encroaching on the neighbor and will also allow for a wide enough driveway to accommodate two vehicles. Ms. Schopf seconded the motion with the same reasoning. Roll call vote, all ayes. Motion carried.

Moved by Ms. Schopf, seconded by Ms. Rusnak to adjourn. All ayes. Motion carried. The meeting adjourned at 12:33 p.m.

Respectfully submitted,



Cindy Sommer

Community Development Administrative Assistant

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**February 14, 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 and Wiederanders were present. Alderperson Williams was excused. Also present: Alderperson Nault, City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Municipal Services Director Barker, and Office Accounting Assistant II Metzger.

A motion was made by Alderperson Wiederanders, seconded by Alderperson Bacon 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: Solid Waste User Fee.
  5. Consideration of: Award Bid for a Utility Tractor.
  6. Consideration of: Award of Bid for Aquatic Weed Harvester.
  7. Consideration of: Award of Bid for Aquatic Weed Spraying Services.
  8. Consideration of: Award of Bid to include Bradley lake to the city of Sturgeon Bay's Aquatic Plant Management Plan.
  9. Consideration of: Purchase of a Single Axle Patrol Truck and Equipment.
  10. Review bills.
  11. Adjourn.
- Carried.

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

Consideration of: Solid Waste User Fee:

City Treasurer/Finance Director Clarizio stated the solid waste user fee was last adopted in 2018 for the years 2018 through 2023. The current fee for 2023 is \$10.42 per month but direction is needed moving forward into 2024. At the time, the Committee was deciding what financial position the City wanted to be in for, for instance, paying cash, pay partial cash or borrow for refuse trucks in the future. The decision was made to establish a rate, save money to pay some cash but overall continue borrowing for the trucks. She stated three scenarios provided in the agenda packet, outline various funding options that support continuing to borrow, save money to pay partial cash and partial borrowing or pay cash for trucks. The previous Common Council elected to borrow for trucks.

City Administrator Van Lieshout stated the Committee is requested to recommend a fee schedule for the next 6 years to the Common Council, thereby allowing the city and finance staff to plan for capital acquisition as well as to have sufficient funds on hand to pay debt service, labor, fuel cost and maintenance. The projections presented today are what the staff feels confident are needed to cover the changes in costs. Staff continues to propose maintaining a 25% fund balance. In the past if equipment breaks or repairs are needed the funds are available to draw from the reserve fund balance.

Alderperson Bacon questioned the proposed fee increase rates compared to other municipalities. Mr. Van Lieshout commented that other local municipalities use a contract service. They do not drive municipal pick-up, services vary from municipality to municipality based on variables such as distance between pick-ups. The city has neighborhood density and the transfer station in close proximity.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to forward a resolution to the Common Council increasing the Solid Waste User fee as follows:

2024	\$11.82
2025	\$13.40
2026	\$15.20
2027	\$17.23
2028	\$19.54

Carried.

Consideration of: Award Bid for a Utility Tractor:

Municipal Service Director Barker presented the following five bids for the purchase of a utility tractor. The 2023 capital budget allocated \$35,000 for this purchase. Service Motor Company Farmall tractor was the lowest bid for the tractor and bucket in the amount of \$29,250. A 2001 Case DX40 with a bucket loader will be used as a trade in, valued at \$8,000.

Service Motor Co., New Franken, WI  
Manufacturer: Farmall (Case)  
Tractor MDL: 40A  
Tractor Price: \$23,100  
Bucket MDL: Case L340 1h  
Loader Bucket: \$6,150  
Combined Price: \$29,250  
Trade Value: \$8,000  
Total: \$21,250

Service Motor Co., New Franken, WI  
Manufacturer: Kubota  
Tractor MDL: L3902HST  
Tractor Price: \$25,300  
Bucket MDL: Kubota LA 525  
Loader Bucket: \$6,350  
Combined Price: \$31,650  
Trade Value: \$8,000  
Total: \$23,650

Bobcat Plus, DePere, WI  
Manufacturer: Bobcat  
Tractor MDL: 4050  
Tractor Price: \$35,579  
Bucket MDL: FL9  
Loader Bucket: Included  
Combined Price: \$35,579  
Trade Value: \$9,000  
Total: \$26,579

Swiderski Equipment, Mosinee WI  
Manufacturer: New Holland  
Tractor MDL: Boomer 40w/cab  
Tractor Price: \$41,270  
Bucket MDL: NH 250TLA2  
Loader Bucket: Included  
Combined Price: \$41,270  
Trade Value: \$6,000  
Total: \$35,270

Swiderski Equipment, Mosinee WI  
Manufacturer: New Holland  
Tractor MDL: Boomer 40 no cab  
Tractor Price: \$33,990  
Bucket MDL: FNH 250TLA2  
Loader Bucket: Included  
Combined Price: \$33,990  
Trade Value: \$6,000  
Total: \$27,990

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve ordering the Farmall 40A tractor and Case L340 1h loader bucket from Service Motor Company

in an amount not to exceed \$29,250, and trade in a 2001 Case DX40 with a bucket loader valued at \$8,000. Carried.

Consideration of: Award of Bid for an Aquatic Weed Harvester.

Municipal Service Director Barker presented the following two bids for the purchase of an aquatic weed harvester. The 2023 capital budget allocated \$375,000 for this purchase. Inland Harvester was the lowest bid at \$182,202 including harvester, trailer and optional water pump. A 1995 Aquarius HM-420 w/trailer will be used as trade in valued at \$15,000. Delivery is expected in 2024.

Aquarius Systems, North Prairie, WI  
Manufacturer MDL: MH-420  
Harvester Price: \$222,605  
Trailer MDL: TR-23 Standard  
Trailer Price: \$17,500  
Optional Water Pump: \$1,500  
Price w/option: \$241,605  
Trade Value: \$25,000  
Total w/option: \$216,605

Inland Harvester, Burlington, WI  
Manufacturer MDL: ILH-450  
Harvester Price: \$162,537  
Trailer MDL: ILH Tri-Axle  
Trailer Price: \$16,190  
Optional Water Pump: \$3,475  
Price w/option: \$182,202  
Trade Value: \$15,000  
Total w/option: \$167,202

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the purchase of the ILH-450 Harvester and ILH Tri-Axle trailer from Inland Harvester with optional water pump in an amount not to exceed \$182,202 and trade in a 1995 Aquarius HM-420 w/trailer valued at \$15,000. Carried.

Consideration of: Award of Bid for Aquatic Weed Spraying Services

Municipal Service Director Barker presented the following two bids for aquatic weed spraying. Wisconsin Lake and Pond was the lowest bid in the amount of \$400 per acre and spray maximum total of \$20,256.13. They will take care of obtaining all permits and spraying. The DNR determines the amount of spraying that can be completed. Last year the cost was \$16,500. The 2023 budget allocated \$17,000 for the service. Mr. Barker recommended a 2-year contract with Wisconsin Lake and Pond.

Aquatic Plant Management LLC  
Per Acre \$600  
Total Cost \$26,610

Wisconsin Lake and Pond Resources  
Per Acre \$400  
Total Cost \$20,526.13

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve the bid for aquatic weed spraying from Wisconsin Lake and Pond Resources for spraying and permitting for the next two years in the amount of \$400 per acre. Carried.

Consideration of: Award of Bid to include Bradley Lake to the City of Sturgeon Bay's Aquatic Plant Management Plan.

Municipal Services Director Barker stated after the recent aquatic plant management plan bid opening it was suggested to include Bradley Lake in the aquatic plan. Onterra LLC agreed to include the area in the plan for an additional cost of \$5,795.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the additional cost to Onterra, LLC for adding Bradley Lake to the Aquatic Plant Management Plan in an amount not to exceed \$5,795. Carried.

Consideration of: Purchase of a Single Axle Patrol Truck and Equipment:

Municipal Services Director Barker presented the following bids for the purchase of a single axle patrol truck and equipment. The 2023 budget allocated \$190,000 for this purchase. Packer City Trucks was the lowest bid in the amount of \$222,000 for both truck and equipment but \$32,000 over budget. The other bids received were either for equipment or chassis only. The vehicle would not come off the assembly line until 2024 therefore he is recommending to order the truck in now but roll the cost to the 2024 budget to cover the increased cost and trade in a 1996 Ford L-8000 valued at \$5,000.

Packer City Trucks, Shawano WI  
Truck Chassis and Equipment  
Chassis Price: \$113,635  
Equipment Price \$ 108,365  
Price: \$222,000  
Trade Value: \$5,000  
Total: \$217,000

Quality Truck Center, De Pere WI  
Chassis Only  
Chassis Price: \$130,394  
Equipment Price: N/A  
Trade Value: \$2,000  
Total: \$128,394

Casper's Truck Equipment  
Appleton, WI  
Equipment Only  
Total: \$114,107

Truck Equipment  
Green Bay, WI  
Equipment Only  
Total: \$122,502

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to proceed with ordering the Single Axle Patrol Truck and Equipment from Packer City Trucks and recommend rolling the purchase over to the 2024 budget at an increased amount to cover the cost overage and trade in a 1996 Ford L-8000. Carried.

Review bills

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

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to adjourn. Carried. The meeting 4:38pm.

Respectfully submitted,



Tricia Metzger

**CITY PLAN COMMISSION MINUTES  
February 15, 2023**

A meeting of the City Plan Commission was called to order at 6:00 p.m. on Wednesday, February 15, 2023, by Mayor Ward in Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

**Roll Call (#1):** Members David Ward, Dennis Statz, Helen Bacon, Kirsten Reeths, Mark Holey, Jeff Norland and Amy Stephens were present. Staff present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia and Community Development Administrative Assistant Cindy Sommer.

**Agenda (#2):** Motion by Ms. Bacon and seconded by Mr. Statz to accept the following agenda:

1. Roll call.
  2. Adoption of agenda.
  3. Approval of minutes from January 18, 2023.
  4. Public comment on non-agenda Plan Commission related items.
  5. Consideration 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.
    - 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: Conditional Use application from Thomas Phillips to construct a two-family dwelling on property located on the south side of the 1600 block of Georgia Street, parcel #281-36-21130101.
    - a. Presentation
    - b. Public Hearing
    - c. Consideration/Recommendation
  7. Consideration of: Conditional Use application from Fleet Farm for construction of an approximately 92,000 square foot retail building located on the south side of Highway 42-57 (Green Bay Road) across from Grant Avenue, 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.)*
  8. Consideration of: Zoning Code Amendment relating to the minimum floor area required for an efficiency style multiple-family dwelling unit.
  9. Consideration of: Creation of tax increment district #8 for downtown redevelopment in the Third Ave/ Jefferson St area.
  10. Adjourn.
- All ayes, motion carried.

**Approval of minutes from January 18, 2023 (#3):** Motion by Mr. Norland and seconded by Ms. Reeths to approve the minutes from January 18, 2023. All ayes. Motion carried.

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

**Consideration 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 (#5):**

**Presentation (a):** Mr. Olejniczak explained that the owner is requesting a zoning map amendment to change this parcel from General Commercial (C-1) to Mixed Residential-Commercial (C-5) to make it easier

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. Scaturro is unable to make any structural changes. This is an odd-shaped lot that backs up to a bluff. It borders higher density residential as well as commercial lots. A recommendation of C-5 would be a good transition between the R-4 and C-1 lots.

**Public Hearing (b):** Mayor Ward opened the public hearing at 6:05 p.m. Robert Scaturro 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. He does not have plans drawn up yet but is looking to add about 6 feet onto the dining room area. The public hearing was closed at 6:07 p.m.

**Consideration (c):** Mr. Statz motioned to act on this matter at this time. Motion seconded by Mr. Norland. All ayes, motion carried. Mr. Norland moved to recommend to council the zoning map amendment as presented to Mixed Residential-Commercial (C-5). Motion seconded by Ms. Reeths. All ayes, motion carried.

**Consideration of: Conditional Use application from Thomas Phillips to construct a two-family dwelling on property located on the south side of the 1600 block of Georgia Street, parcel #281-36-21130101 (#6):**

**Presentation (a):** Mr. Olejniczak explained this conditional use request is for a two-family dwelling in an R-2 Single-Family Residential district. All aspects of the proposal comply with the zoning code. A conditional use for a similar project was approved in 2017 for the same property but the previous owner never built on the lot. The use fits with the neighborhood. It is across the street from a Community Based Residential Facility (CBRF) and there are other 2-family dwellings to the south, with single family homes to the east. Staff recommends approval of the conditional use as presented.

**Public Hearing (b):** The public hearing was opened at 6:11 p.m. Robert Loss of 468 N. 16<sup>th</sup> Circle believes the project is a great idea as long as the driveway is paved and drainage issues have been addressed. John Brungraber of 455 N. 15<sup>th</sup> Drive questioned if this structure would be rental units or owner-occupied.

Nate of Art's Custom Homes & Construction, 2165 Deer Point Ln, De Pere, WI, contractor for the project, indicated he is not sure if the dwelling would be rented out or sold as condos, but he noted that if they would be rentals, they would be long-term leases with no pets and no smoking. They are not planning to use it for short term rentals. Public hearing was closed at 6:16 p.m.

**Consideration (c):** Mr. Olejniczak stated that the City obtained a parcel three lots to the west with the plan to use it as a storm water pond. They are working to obtain grant funding to assist with the costs. Water from the subject lot would flow to the storm water pond.

Ms. Reeths motioned to approve the conditional use as presented. Ms. Stephens seconded motion. All ayes, motion carried.

**Consideration of: Conditional Use application from Fleet Farm for construction of an approximately 92,000 square foot retail building located on the south side of Highway 42-57 (Green Bay Road) across from Grant Avenue, parcel #281-66-13000600 (#7):**

**Presentation (a):** Mr. Olejniczak explained this is a conditional use application by Fleet Farm to build an approximately 92,000 square foot retail building on the south side of Highway 42-57 at the western edge of the City. In order for the project to move forward, Fleet Farm must obtain a conditional use from the Plan Commission as well as a Certificate of Appropriateness from the Aesthetic Design & Site Plan Review Board. The Aesthetic meeting was held on Monday, February 13, and the Certificate of Appropriateness was approved, with the exception of the lighting plan, which will be resubmitted for approval by the Chair. The staff report in the agenda packet explains the rules for large retail establishments with comments from staff. An updated sign packet was provided to each of the members today. Areas of concern are the location of the outdoor seasonal greenhouse and merchandise and location of a bike rack. Staff recommends approval of the conditional use with nine conditions as listed in the staff report.

Mr. Norland questioned whether sidewalks should be installed at this time in advance of the probable requirement in the future when the developments on the north side of the highway are completed. Mayor Ward commented that there are other developments in the planning stage and there is already a partial sidewalk on the north side, however it may be premature to install sidewalks until a determination is made by the DOT on whether the Grant Avenue intersection will be controlled, since it is unlikely pedestrians will be crossing there if it is not a controlled intersection. The Traffic Impact Analysis recommends a traffic signal but the DOT makes the final decision.

**Public Hearing (b):** Mayor Ward opened the public hearing at 6:31 p.m. Jeff Peterson of CR Structures, based in Appleton, representing Fleet Farm, conducted a PowerPoint presentation touching on all aspects of the proposed building. He indicates they have worked with staff to make any requested changes and stressed that Fleet Farm wants to work closely with the City to bring an attractive and successful store to Sturgeon Bay. He pointed out that there will be an on-site store manager who works with giving back to the community and has authority to make donations and award scholarships on a local level.

Derrick Hoernke of 2401 S. Memorial Drive, Appleton, representing Fleet Farm, explained that the seasonal greenhouse will be located in the parking lot. Their seasonal merchandise displays are located under the cover of the building awnings, the bike rack and bench locations will be worked out with city staff.

Project Engineer Matt Kocourek explained that the berm (hill) along the highway will remain in place as much as possible with the driveway bisecting it. The American Transmission Company pole will remain where it is and they are required to stay at least 20 feet away from the pole. If a sidewalk is required, it would likely start at the northwest corner of the building and go directly north through the green space to the public right-of-way for the frontage road. Going through other areas of the parking lot would not allow for ADA compliance due to the slope of the lot. They do not want to install a sidewalk unless they are sure the intersection will be controlled because it encourages people to go towards an unsafe area. Any water or snow on the parking lots will go to one of two detention ponds. The rear detention pond is the larger of the two and is set up to withstand a 100 year rain event. After the water has been filtered in the detention ponds, it will then feed into the wetland areas. The public hearing was closed at 6:58 p.m.

**Consideration (c):** After discussion, Ms. Reeths motioned to approve the conditional use subject to the nine conditions recommended by staff as follows:

1. Final approval of the utilities plan by Sturgeon Bay Utilities.
2. Final approval of the stormwater management plan by the City Engineer.
3. Approval by the Community Development Department of the exterior lighting plan to confirm the height of light poles, shielded fixtures, and prevention of light spillover onto adjoining property.
4. Thirteen additional trees are needed within 10 feet of the parking areas either by shifting trees or by adding additional trees in the vicinity of the main parking area.
5. Agreement to install (or pay for installation of) a sidewalk along the south side of the frontage road from the intersection with Highway 42-57 to the main entrance into the Fleet Farm site if sidewalk is installed on Grant Avenue southerly to the highway intersection and the Grant Avenue/Highway 42-57 intersection is upgraded to either a signalized intersection or roundabout.
6. Agreement to install a sidewalk leading from the frontage road to the pedestrian facility along the front of the Fleet Farm building at the time that sidewalk is installed along the frontage road.
7. Submit a plan for outdoor display that meets the purpose and intent of the ordinance.
8. Provide outdoor seating for nine people.
9. Provide at least one bike rack.

Mr. Holey seconded motion. All ayes, motion carried.

**Consideration of: Zoning Code Amendment relating to the minimum floor area required for an efficiency style multiple-family dwelling unit (#8):** Mr. Olejniczak indicated the Council recently approved a development agreement for a proposed development known as the Muse on the corner of 3<sup>rd</sup> Avenue and Jefferson Street. The proposal calls for small, efficiency (studio) style apartments on the



second floor, many of which are smaller than the zoning code's minimum requirement of 500 square feet for a one-bedroom apartment. There is no category for efficiency (studio) apartments. Staff considered different options and determined it may be worthwhile to amend the zoning code to allow for smaller apartments. Four potential options are listed on the staff report. The staff is requesting direction on which, if any, of the options should be recommended to council.

Members discussed the options and were in support of recommending efficiency (studio) style apartments. There was discussion regarding whether the amendment to add efficiency style units should apply to all zoning districts that allow apartments or just the Central Business District (C-2). Ms. Stephens motioned to recommend to council to add a category to the minimum floor area chart under s. 20.27(2) for efficiency (studio) units with a minimum of 450 square feet in all zoning districts where they are allowed. Motion seconded by Mr. Statz. All ayes, motion carried.

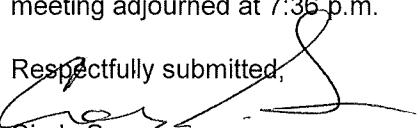
**Consideration of: Creation of tax increment district #8 for downtown redevelopment in the Third Ave/Jefferson St area (#9):** Mr. Olejniczak introduced potential new Tax Increment District (TID) #8 in the area of 3<sup>rd</sup> Avenue and Jefferson Street. The city is working on implementing a development agreement with Shirley Weese Young to construct the Muse, which is a music school/venue with apartments on the second floor. The project calls for public restrooms and Ms. Weese Young is requesting financial assistance from the city to help fund the project. The development of a TID would allow the city to provide financial assistance and use property taxes that will be generated to recover costs and for other public improvements in the area. Staff is looking for initial direction on the boundaries and projects within the TID, which would likely go to public hearing in March.

Adam Ruechel of R.W. Baird presented a PowerPoint outlining the proposed parameters of the TID, including the projected timeline. A copy of the PowerPoint was provided in the agenda packet. The expenditures of the TID are projected to be paid off in about 11 years, but the life of the TID could extend out to 20 years if needed.

The members discussed possible changes to the boundaries and areas that need improvement and could benefit from the TID, including improvements to the downtown parking structure. They also discussed future developments in the area, including another project by Shirley Weese Young for the 4<sup>th</sup> and Jefferson corner. Mr. Olejniczak explained that the boundaries of the TID could be amended up to four times throughout the lifetime. Members were in support of moving forward with a new TID. No formal action was taken.

**Adjourn (#10):** Ms. Bacon motioned to adjourn, seconded by Mr. Norland. All ayes, motion carried. The meeting adjourned at 7:36 p.m.

Respectfully submitted,



Cindy Sommer  
Community Development  
Administrative Assistant

**Parking & Traffic  
February 27, 2023**

A meeting of the Parking & Traffic Committee was called to order at 4:31 p.m. by Chairperson Reeths in Council Chambers, City Hall, 421 Michigan Street.

Members Kirsten Reeths and Dennis Statz were present. Alderman Spencer Gustafson was absent. Also present: City Administrator Josh VanLieshout, Municipal Services Director Mike Barker and Planner/Zoning Administrator Stephanie Servia.

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

1. **Roll call**
2. **Adoption of agenda**
3. **Approval of minutes from September 19, 2022**
4. **Public comment**
5. **Consideration of: Holding the 2023 Bike Rodeo as proposed by the Bicycle & Pedestrian Advisory Board**
6. **Consideration of: Recommendation from the Bicycle & Pedestrian Advisory Board to combine with the Parking & Traffic Committee and to keep the existing Bicycle & Pedestrian committee members**
7. **Adjourn**

All in favor. Carried.

Moved by Ald. Statz, seconded by Ald. Reeths to approve the minutes from September 19, 2022. All in favor. Carried.

**Public comment.**

Wayne Spritka, 421 Nebraska St., representing the County, spoke regarding a proposed Ahnapee Trail extension.

**Consideration of: Holding the 2023 Bike Rodeo as proposed by the Bicycle & Pedestrian Advisory Board.** Ald. Reeths explained that the last Bike Rodeo had to be cancelled in 2021. The proposed Bike Rodeo would take place May 6<sup>th</sup> at Market Square and would have 2 sessions with about 40 kids each session. The Rodeo is geared for ages K thru 5<sup>th</sup> grade (but all are welcome). The Rodeo will start at 10 a.m. DPW will do the chalk and cones for the Rodeo. Sponsors of the Rodeo are the Sturgeon Bay Police Department, the Door County Silent Sports Alliance, Sturgeon Bay Schools and the City of Sturgeon Bay.

Moved by Ald. Statz, seconded by Ald. Reeths to hold the 2023 Bike Rodeo as proposed by the Bicycle & Pedestrian Advisory Board. All in favor. Carried.

**Consideration of: Recommendation from the Bicycle & Pedestrian Advisory Board to combine with the Parking & Traffic Committee and to keep the existing Bicycle & Pedestrian committee members.** Ald. Reeths explained that many times the Bicycle & Pedestrian Advisory Board does not have enough members to have a meeting quorum, and the Advisory Board does not have voting rights, the recommendations from the board are forwarded to the Parking & Traffic Committee. City Administrator Josh VanLieshout stated an ordinance change by staff would be needed.

Moved by Ald. Statz, seconded by Ald. Reetz to combine the Bicycle & Pedestrian Board with the Parking & Traffic Committee and to comprise the combined committee of five members, three from Common Council and two community members from the advisory board. All in favor. Carried.

Moved by Ald. Statz, seconded by Ald. Reetz to adjourn. Meeting adjourned at 4:54 p.m.

Respectfully Submitted,



Colleen DeGrave  
Municipal Services Administrative Assistant

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD  
Monday, February 27, 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, Thad Birmingham, Mark Struck, and Dave Augustson were present. Member Pam Jorns was excused. Member Kelsey Fox was absent. Staff present were Planner/Zoning Administrator Stephanie Servia and Community Development Administrative Assistant Cindy Sommer.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 13, 2023.
4. Consideration of: Roof-top deck for property located at 129 N. Madison Avenue owned by Jason Estes.
5. List of Certificates of Appropriateness approved by Chair.
6. Adjourn.

All ayes. Motion carried.

**Approval of minutes from February 13, 2023:** Moved by Mr. Birmingham, seconded by Ms. Schopf to approve the minutes. All ayes. Motion carried.

**Consideration of: Roof-top deck for property located at 129 N. Madison Avenue owned by Jason Estes:** Ms. Servia explained this is a request for a roof-top deck for Sonny's Pizza. The owners are looking to remove the roof of the existing tiki bar and replace it with a flat deck. This project is before the Board today because it creates a moderate change to the aesthetics of the existing building. They will use materials that match the architecture of the rest of the building. It meets all setback requirements. Staff recommends approval of the project as presented.

Jason Estes, 4405 Walker Rd, owner of the building, explained they will use the deck for additional seating. It will be accessed by the existing exterior staircase, which was replaced last year, and also from the restaurant. They plan to use exposed LED Edison bulbs for lighting, which match those already being used elsewhere in the building. The railing will be galvanized metal with stainless steel cables. The outside edge of the deck will use materials that match the existing building. There is no need for ADA accessibility in this area.

Mr. Struck motioned to approve roof-top deck design as presented. Ms. Schopf seconded the motion. All ayes, motion carried.

**List of Certificates of Appropriateness approved by Chair:** Mr. Wiesner explained that he has the authority as Chair to approve minor projects that do not have significant impact on the use or aesthetics of the subject property or adjoining properties. The projects must meet all aspects of the zoning or sign codes before he will approve them. The list in the agenda packet shows all items approved by the Chair and is being provided to keep the members informed. A list of projects will be included in future meeting packets.

**Adjourn:** Moved by Mr. Birmingham, seconded by Mr. Augustson to adjourn. All ayes. Motion carried. The meeting adjourned at 6:08 p.m.

Respectfully submitted,

  
Cindy Sommer  
Community Development  
Administrative Assistant



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# ***STURGEON BAY FIRE DEPARTMENT ANNUAL REPORT 2022***



***ISO  
CLASS 2***



## *From the Chief*

On behalf of the men and women of the Sturgeon Bay Fire Department, it is my pleasure to present our 2022 Annual Fire Report. The purpose of this report is to provide a snapshot of the activities in which the department is involved. Within the report, you will find response statistics for all jurisdictions, photos showing some highlights, and other interesting facts related to the department.

2022 has proven to be the busiest year that we have ever had ending with 1782 calls for service in our response areas. This total is 5% above our 2021 call volume of 1694 calls for service, and in comparison to 10 years ago, a 62.88% increase. In 2022 we have found the call volume has increased within the City of Sturgeon Bay by 5.8% and in our Towns, we have an 8% decrease.

When looking at our data we have found our Fire related calls in the City have increased by 17.8% and EMS in the City increased by 3.3%. Some of the notable changes from 2021 are more cooking fires, structure fires, chemical hazmat related, vehicle accidents, assisting law, and unauthorized burning calls. With the increase in tourism and the general population, we feel the calls for service will continue climbing as we have been seeing in the past years. Based on the average call numbers from the last 5 years, we project that in the next 5 years, we could be running approximately 2400 calls for service annually.

As we continue looking into the future there are items that will need to be studied. We need to assess our Westside Station replacement including a location that better serves the public. Staffing and resources should also be assessed to ensure the services we provide are meeting the expectations of the public and not placing our firefighters in unsafe positions.

As in past years our department engages with the public in many ways, from public education in the schools, fire extinguisher training, commercial and group fire safety talks, car seat installations, and CPR & AED training. Our main goal is always to inform the public of best practices and safety whether, at home, work or in public locations.

As we move into 2023 we look forward to demonstrating our commitment to service by continuing to improve for the betterment of the City of Sturgeon Bay and the citizens we serve. I would also like to thank all of the Sturgeon Bay Fire Department members for their dedication and professionalism, without them the department could not operate, if you see them please extend your appreciation for what they do daily to protect our communities.



Tim Dietman  
Sturgeon Bay Fire Chief



# **STURGEON BAY FIRE DEPARTMENT**

## **MISSION STATEMENT**

*The Sturgeon Bay Fire Department's mission is to protect  
Life and Property from Fire, Medical, and Environmental  
Emergencies for our Community through Public Education,  
Code Management and Incident Response.*

## **STATEMENT OF VALUES**

- *We value **RESPECT**. We will at all times display respect for our customers, our peers, and for each other.*
- *We value **INNOVATION**. We are professional problem solvers: our creativity and ingenuity is the most important tools that we can wield.*
- *We value **EXCELLENCE**, both collectively and individually, and will strive for it in all that we do.*
- *We value **INTEGRITY**. We recognize that our citizens are the reason for our existence and that the trust the public places in us is hard-earned and easily lost. We will honor that trust by acting at all times with honesty and integrity.*
- *We value **TEAMWORK** and **COOPERATION**. Together we are stronger, smarter, and better.*

# **STURGEON BAY FIRE DEPARTMENT STAFFING**

## **FIRE CHIEF**

TIM DIETMAN

## **ASSISTANT FIRE CHIEF**

KALIN MONTEVIDEO

### **2022 CAREER FIREFIGHTER STAFFING**

#### **RED SHIFT**

LT Ethan Jorns  
FF Mike Writt  
FF Brian Hanson  
FF Mike Paye

#### **BLUE SHIFT**

LT Brent Wiegand  
FF Mark Smith  
FF Mike Cihlar  
FF Kory Nell

#### **GREEN SHIFT**

LT Matt Austad  
FF Mike Frangipane  
FF Richard Soukup  
FF Austin Gulley

### **PART-TIME FIRE INSPECTOR**

Shane Wautier

### **2022 PART-TIME FIREFIGHTER STAFFING**

#### **SHIFT ONE**

Todd Ploor  
Ben Weber  
John Jorns  
Skyler Schopf  
Steven Petry

#### **SHIFT TWO**

Jeremy Paszczak  
Jason Mann  
Randy Lynch  
Ryan Zoromski  
Anthony Moore

#### **SHIFT THREE**

Dean Gordon  
Anthony Aldrich  
Bogdan Savenko  
Lucas Pierre  
Isaiah Scudder

\*\* January 2022 Lt Mike Smith Retired, Kory Nell hired full-time



**Sturgeon Bay Station #1**  
**421 Michigan Street**

Station #1 (Eastside Station) is the department headquarters  
 It is staffed 24 hours a day, seven days a week with two firefighters  
 The Fire Chief and Assistant Fire Chief work a 40hr week  
 Fire Inspector works a 24hr week out of this station  
 Apparatus housed at this station:

- Engine 707
- Heavy Rescue Squad 721
- Brush 717
- Ice/Water Squad 722
- Tender 711
- 100' Platform/Ladder Truck 724
- UTV/Command Trailer 727/728



**Sturgeon Bay Station #2**  
**656 S. Oxford Ave**

Station #2 (Westside Station)  
 It is staffed 24 hours a day, seven days a week with two firefighters  
 Apparatus housed at this station:

- Engine 706
- Tender 712
- Brush 716



# **STURGEON BAY FIRE DEPARTMENT EQUIPMENT**

## **APPARATUS**

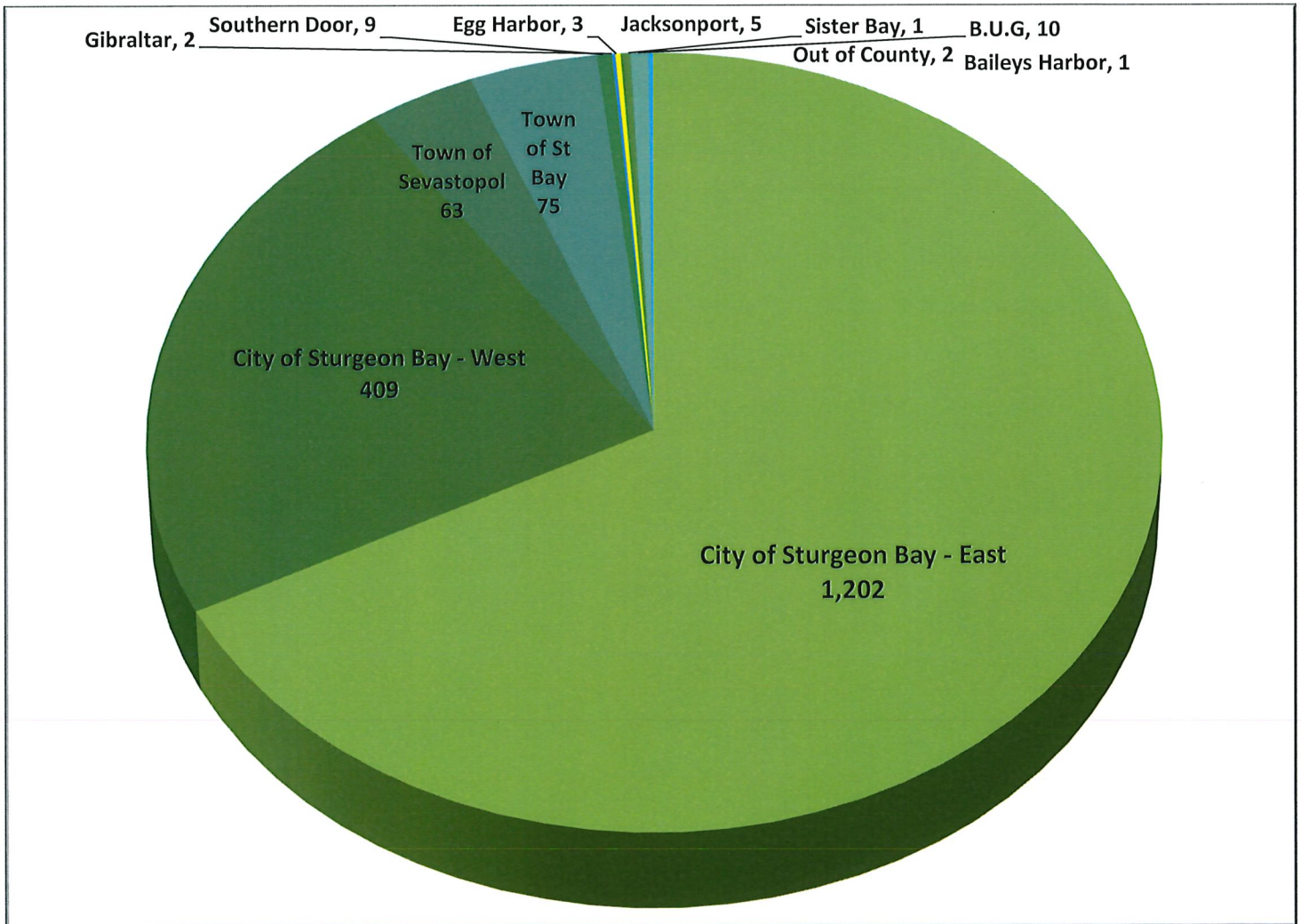
Chief 701	2017 Chevy Tahoe, Fire Chief Vehicle
Chief 702	2020 Chevy Tahoe, Assistant Chief Vehicle
Engine 706	2019 Ferrara Engine; 2,000 GPM Pump with 1,000 gallons Water
Engine 707	2019 Ferrara Engine; 2,000 GPM Pump with 1,000 gallons Water
Tender 711	2016 Freightliner Tender; 1,250 GPM Pump with 2000 gallons Water
Tender 712	2008 Freightliner Tender; 1,000 GPM Pump with 2000 gallons Water
Brush 716	2014 Ram 4x4 Mini-Pumper, 500 GPM Pump with 250 gallons Water <ul style="list-style-type: none"><li>• This apparatus was sold in 2022, currently waiting for its replacement</li></ul>
Brush 717	2009 Ford 4x4 crew cab, 200-gallon water tank/pump
Squad 721	2006 Marion, Heavy Duty Rescue Truck
Squad 722	1996 Chevrolet, step-van, Ice/Water Squad
Truck 724	2018 Ferrara, 100' Rear Mount Platform; 2,000 GPM Pump with 400 gallons Water
Utility 726	2009 Ford F150, Fire Inspection/Public Education Vehicle
Utility 727	Mobile Command Trailer -- Carries UTV, Mobile Command; Rehab Trailer
UTV 728	2005 John Deere Gator (UTV) w/60 gallon skid pump
Marine 731	2010 27' SAFE Boat, Joint Police & Fire/Rescue
Marine 732	2003 Quicksilver 12ft Rescue Raft
Special Response Trailer	Carries Trench/Collapse Rescue Equipment; Rehab Trailer

# Sturgeon Bay Fire Department Incident Summary

Total Incidents: 1,782

## Average Response Times:

				<u>Emergent</u>	<u>Non-Emergent</u>
City of SB - Eastside:	<u>1,202</u> Calls	<u>166</u> Fire Calls	<u>1,036</u> EMR Calls	4.02 Minutes	4.57 Minutes
City of SB - Westside:	<u>409</u> Calls	<u>131</u> Fire Calls	<u>278</u> EMR Calls	3.53 Minutes	4.49 Minutes
Town of Sevastopol:	<u>63</u> Calls	<u>56</u> Fire Calls	<u>07</u> EMR Calls	8.15 Minutes	12.02 Minutes
Town of Sturgeon Bay:	<u>75</u> Calls	<u>13</u> Fire Calls	<u>62</u> EMR Calls	8.13 Minutes	10.07 Minutes
Southern Door:	<u>09</u> Calls	<u>07</u> Fire Calls	<u>02</u> EMR Calls		
Gibraltar:	<u>02</u> Calls	<u>02</u> Fire Calls			
Egg Harbor:	<u>03</u> Calls	<u>03</u> Fire Calls			
Jacksonport:	<u>05</u> Call	<u>05</u> Fire Call			
Sister Bay:	<u>01</u> Call	<u>01</u> Fire Call			
Brussels/Union/Gardner:	<u>10</u> Calls	<u>10</u> Fire Calls			
Baileys Harbor	<u>01</u> Call	<u>01</u> Fire Call			
Algoma:	<u>01</u> Call	<u>01</u> Fire Call			
Outagamie County:	<u>01</u> Call	<u>01</u> Fire Call			



# INCIDENT TYPE BY JURISDICTION

<u>INCIDENT TYPE</u>	<u>CITY ST BAY</u>	<u>TOWN SEV</u>	<u>TOWN ST BAY</u>	<u>EGG HARBOR</u>	<u>SISTER BAY</u>	<u>BUG</u>	<u>GIBRALTAR</u>	<u>BAILEYS HARBOR</u>	<u>SOUTH DOOR</u>	<u>JPORT</u>	<u>OUT OF COUNTY</u>
Cooking Fire	7										
Outside/Trash/ Grass Fire	7	2									
Chimney Fire	1									2	
Water Vehicle Fire	3										
Structure Fire	8	3		1	1	7	1	1	2	2	2
Vehicle Fire	3	2							2		
Outside Storage / Equipment Fire	1										
Extrication Rescue	1										
Medical Assist	1,314	7	62						2		
Bomb Scare	1										
Ice / Water Rescue	2	6	2	1		1			1		
Chemical/Haz Mat	10								1		
Flam/Comb Leak/Spill	18	2	1								
Confined Space Rescue	1										
Carbon Monoxide Incident	23	2									
Electrical/Equip Problem	9					1				1	
Power Line Down	6										
Animal Rescue		1									
Public Service	12	1									
Unauthorized Burning	7	2									
Lock-Out	4										
Smoke/Odor Removal	2										
Smoke Scare/Smoke Odor	11		1			1					
Alarm Activation, No Fire	78	12	4								
Vehicle Accident	40	19	3								
Citizen Complaint	3										
Assist Law /Gvmt Agency	20	4							1		
Sprinkler System Activation, No Fire	7										
Authorized Burn	5		2								
No Incident Found/Cxl	5										
High Angle Rescue							1				
Search for Person				1							
Water Problem	2										
<b><u>TOTAL</u></b>	<b><u>1,611</u></b>	<b><u>63</u></b>	<b><u>75</u></b>	<b><u>3</u></b>	<b><u>1</u></b>	<b><u>10</u></b>	<b><u>2</u></b>	<b><u>1</u></b>	<b><u>9</u></b>	<b><u>5</u></b>	<b><u>2</u></b>

# Staff Hour Summary

## **Community Service:**

**257.32 Hours**

- \* Assist Other Department
- \* Honor Guard or Funeral Activities

- \* Testing Marina Dock Systems
- \* Sevastopol Burning Permits: **68**

## **Firefighter Training:**

**3,358.25 Hours**

- \* Training Inside of Tower: 203.30 Hours
- \* Training not at Training Site: 2,574.47 Hours

- \* Training at Training Site: 580.48 Hours

## **Fire Inspections:**

**1,818.54 Hours**

- \* City of Sturgeon Bay – 1,672.38 Hours
  - 1,413 Regular Inspections
  - 250 Re-Inspections
  - 19 Occupancy

- \* Town of Sevastopol – 86.44 Hours
  - 129 Inspections
  - 12 Re-Inspections

- \* Town of Sturgeon Bay – 11.22 Hours
  - 20 Inspections
  - 01 Re-Inspections

- \* Town of Jacksonport – 48.5 Hours
  - 80 Inspections
  - 08 Re-Inspections

## **Incident Response:**

**2,876.80 Hours**

## **Miscellaneous Hours:**

**388.48 Hours**

- \* City/Town Meetings
- \* Building Pre-Plans

- \* Staff Meetings
- \* Office/Reports/Research

- \* Physical Agility & Testing
- \* Job Shadow/Intern

## **Public Fire/Safety Education:**

**249.84 Hours**

- \* Sprinkler System Testing
- \* Special Events/Parades
- \* Fire Extinguisher Demos

- \* Car Seat Safety/Installations
- \* Fire Safety Presentations for Schools/Civic Groups/Businesses
- \* Fire Drills/Testing

- \* Community CPR

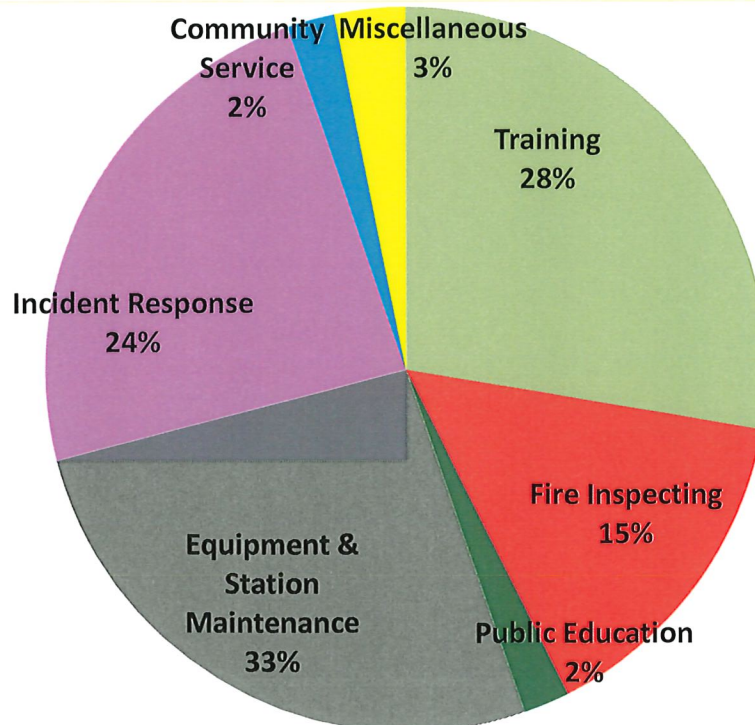
## **Station/Equipment Maintenance:**

**3,191.79 Hours**

- \* Apparatus Inventories
- \* Ladder Inspection/Maint
- \* Hose Testing

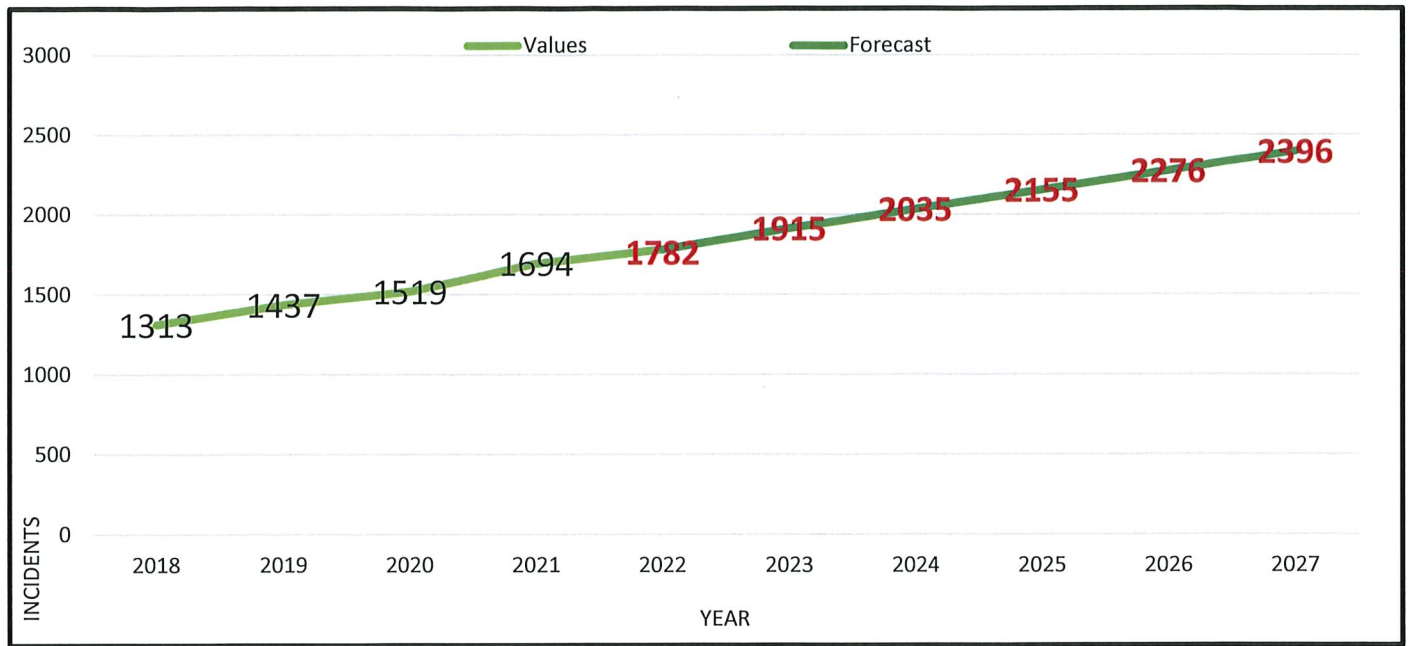
- \* Station Maintenance/Cleaning
- \* Apparatus/Equipment Maint/Repair
- \* SCBA Maintenance/Fit Testing

- \* Apparatus/Equipment Checks
- \* PPE/Gear Inspections



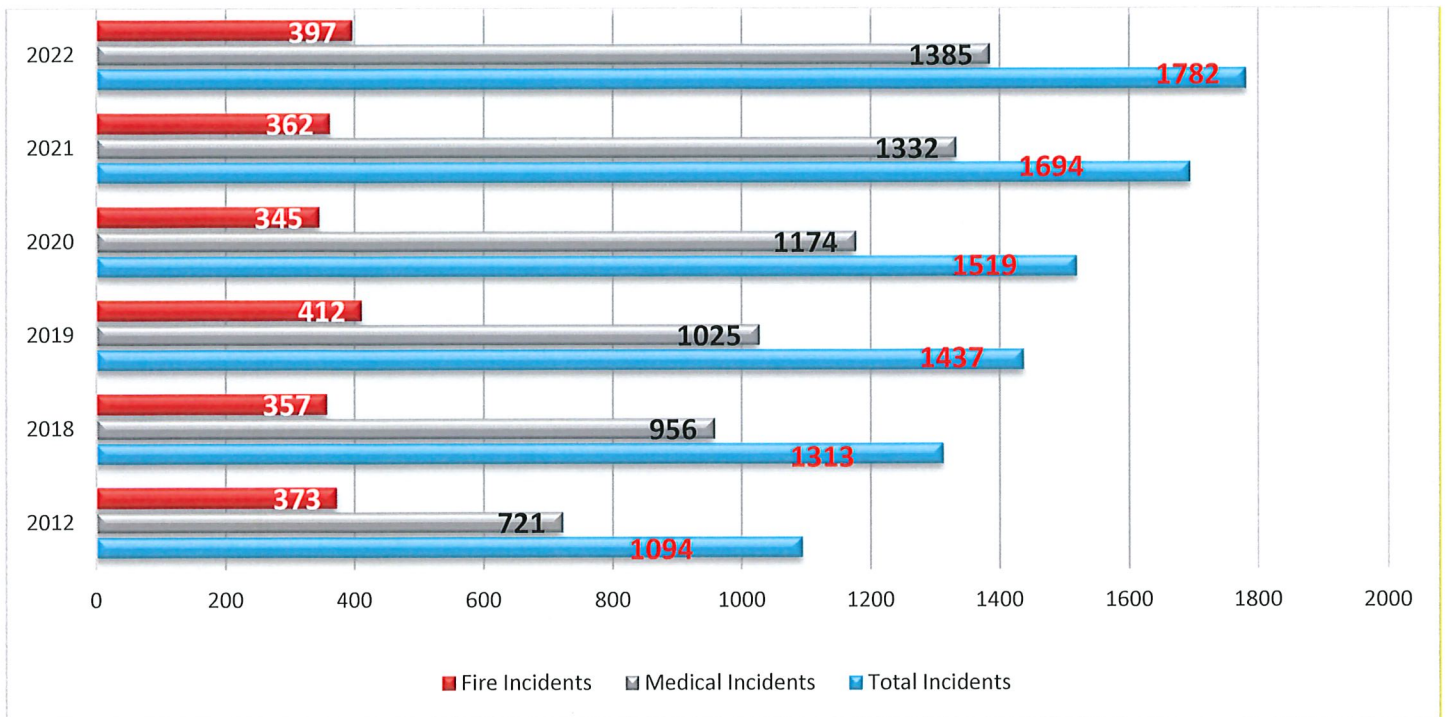


# Incident Forecast

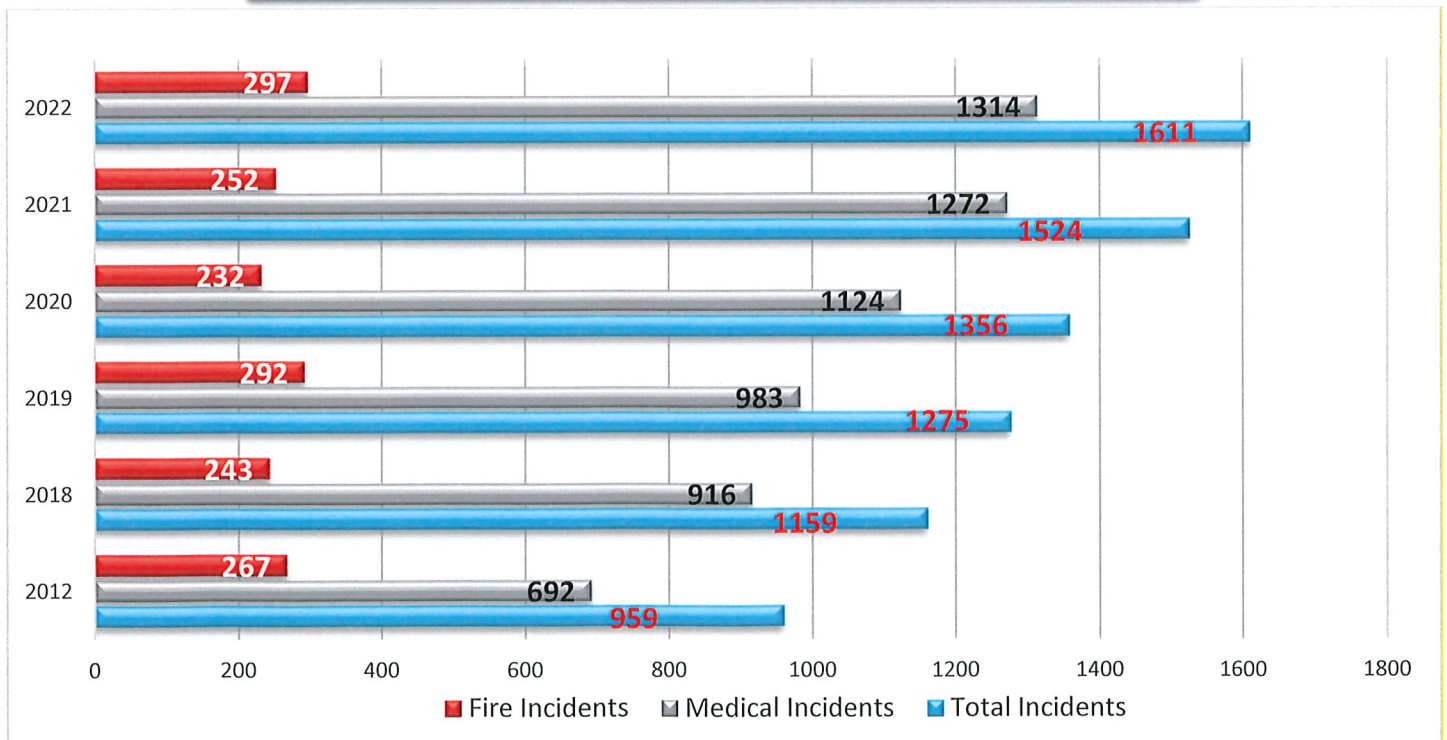


# 5 & 10 YEAR INCIDENT COMPARISON

## TOTAL INCIDENTS



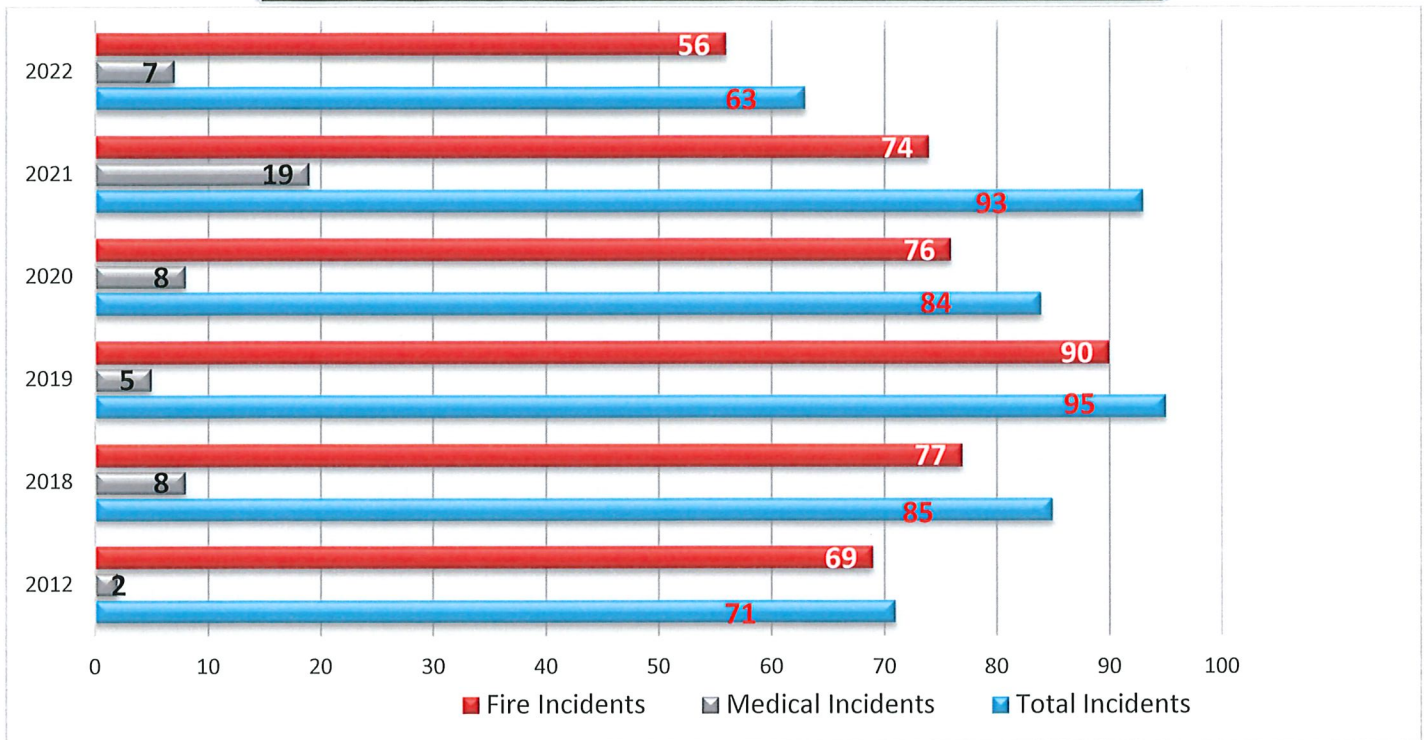
## CITY OF STURGEON BAY



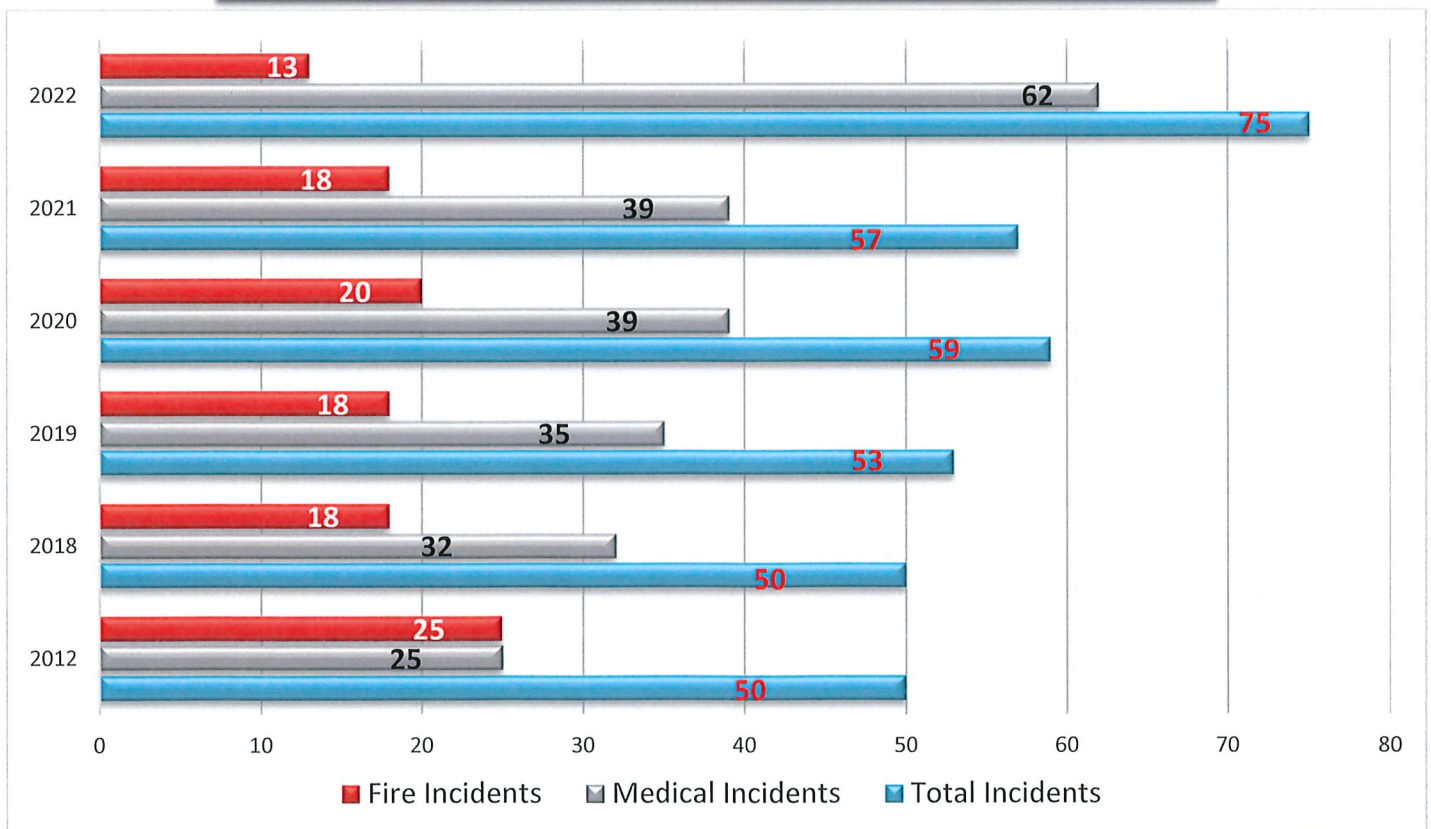


# 5 & 10 YEAR INCIDENT COMPARISON

## TOWN OF SEVASTOPOL



## TOWN OF STURGEON BAY



## AGENCY OVERVIEW

Some primary services provided by the Sturgeon Bay Fire Department include:

- Fire Suppression
- Emergency Medical Responder Services
- Tactical Medical/RTF(rescue task force)
- Public Education/Community Risk Reduction/Community Service
- Fire Prevention (Inspection)
- Fire Investigation/Special Investigations
- Shipboard Firefighting
- Special Rescue (Marine: Ice/Water, Technical: Ropes/High Angle, Confined Space, Trench Rescue)





## TRAINING SITE

The Sturgeon Bay Public Safety Training Site is located on the Westside of Sturgeon Bay. This facility allows our department to conduct training sessions under a controlled environment. The facility allows for the following operations in the structures as well as the area surrounding it:

Live Fire Attack

Sprinkler System Operations

Roof Ladder Operations

Ropes and Repelling

High Angle Procedures

Engine Fire/Galley Fires

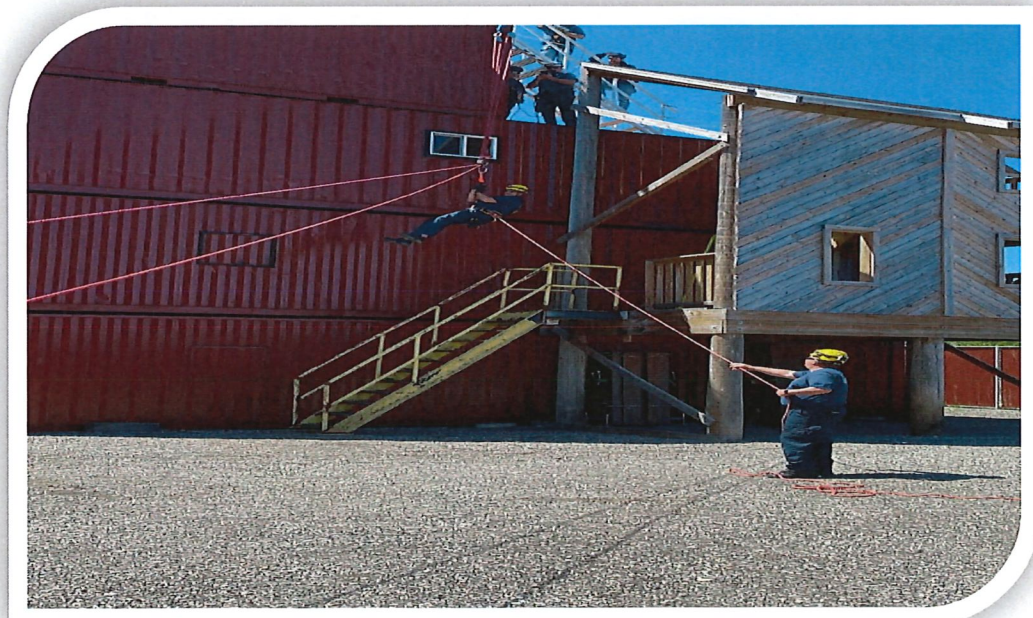
Vehicle Extrication/Stabilization

Search and Rescue Operations

Hydrant Operations

Confined Space/SCBA Confidence Course

Trench Rescue





## ICE & WATER RESCUE

- Sturgeon Bay Fire provides first response rescue capabilities for all types of ice & water related incidents.
- The Sturgeon Bay Fire Department Ice & Water Rescue Team also responds to emergencies assisting the Dive Team, WI DNR and US Coast Guard (USCG).
- Sturgeon Bay Fire Departments members are highly trained and utilize a variety of equipment and electronics including 27' Fire/Rescue boat, and a 12' rescue boat. The team is also supported by a drone housed out of station 1.
- SBFD also houses/operates a USCG boom trailer used for deployment of spills/containment in the waters surrounding Sturgeon Bay.



## Fire Prevention/Community Risk Reduction/Public Education

- Programs include: smoke alarm/carbon monoxide detector installation, home safety visits, Learning in Retirement programs and community CPR and AED education and certification programs.
- Preschool, and grade school fire safety programs; consisting of fire drills in the schools, proper use of 911 and expectations, fire prevention/safety in the home and schools, stop-drop-and roll, and what to do in the event of a fire or emergency.
- Fire Station Tours
- Education and installation of Child Safety Seats by a Certified Technician. In 2022, 37 child seats were installed
- Emergency planning and fire prevention in the home and workplace which includes:
  - Fire extinguisher presentations, including use of extinguishers with live-fire
- Building Pre-plans, evacuation drills, and emergency operations



## BEVERAGE OPERATOR LICENSES

1. Wickman, Brenda L.





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)

February 24, 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 B Beer and Class C Wine license:

Streamline Solutions Inc  
143 North 4<sup>th</sup> Avenue  
Sturgeon Bay, WI 54235  
DBA: Elmo's Pizza  
Agent: Anthony Quinn  
April 1, 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

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

  
Tim Dietman, Fire Chief  
City of Sturgeon Bay

**Do not issue until all inspections from  
Building Inspector and Fire Department  
have been completed and a minimum of  
a Temporary Occupancy has been granted.**



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)

---

February 24, 2023

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

Ms. Reinhardt:

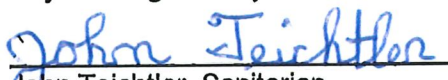
We, the undersigned, have received a request for certification of compliance for a Class A Beer and Class A Liquor license:

Tripura Petroleum Inc  
253 Michigan Street  
Sturgeon Bay, WI 54235  
DBA: BP  
Agent: Dharma Dhungana  
March 8, 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

**R E C O M M E N D A T I O N**

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

We, the Parking & Traffic Committee, hereby recommend combining the Bicycle & Pedestrian Advisory Board with the Parking & Traffic Committee and to comprise the combined committee of five members, three from Common Council and two community members from the advisory board. Respectfully submitted,

PARKING & TRAFFIC COMMITTEE  
By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 27, 2023

\* \* \* \* \*

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

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

**Bicycle and Pedestrian Advisory Board Meeting Minutes  
Monday, February 6, 2023**

The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:05 p.m. by Chairperson Kirsten Reeths in 2<sup>nd</sup> Floor Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members Chairperson Kirsten Reeths, Vice-Chairperson Brian Weiss, Mark Smullen and Cameryn Ehlers-Kwaterski were present. Also present were Police Assistant Candy Jeanquart, Community Development Director Marty Olejniczak, and Planning/Zoning Administrator Stephanie Servia.

**Adoption of agenda:** Moved by Ms. Ehlers-Kwaterski, Seconded by Mr. Weiss to adopt the following agenda:

1. Roll call.
  2. Approval of agenda.
  3. Approval of minutes from January 9, 2023.
  4. Public comment
  5. Consideration of: Recommendation to forward to Parking and Traffic 2023 Bike Rodeo.
  6. Consideration of: Recommendation to forward to Parking and Traffic combining Bicycle and Pedestrian Advisory Board with Parking and Traffic.
  7. Adjourn
- All in favor. Carried.

**Approval of minutes from January 9, 2023:** Moved by Ms. Reeths, Seconded by Mr. Weiss to approve the minutes from January 9, 2023. **All in favor. Carried.**

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

**Consideration of: Recommendation to forward to Parking and Traffic 2023 Bike Rodeo:** Ms. Reeths distributed the Bike Rodeo flyer to the committee. She explained Mr. Gustafson will be instructing and Mr. Smullen will reserve the school gymnasium in case of bad weather. The three sponsors are Sturgeon Bay Police Department, Door County Silent Sports Alliance, and Sturgeon Bay School District. Ms. Reeths asked the committee to volunteer their time the day of the rodeo. Municipal Services will chalk to route, place cones and stop signs in Market Square. Sturgeon Bay Sports Alliance will assist along with providing 200 bike helmets.

Ms. Reeths indicated the recommendation should go forward to Parking and Traffic, then to Council to vote on. Once it's approved, the flyer can be released to the public. Mr. Smullen will disperse the flyer at the school and Ms. Ehlers-Kwaterski will post at Destination Door County after the approval.

**Motion by Ms. Reeths to recommend to the Parking and Traffic Committee that the 2023 Bike Rodeo be held as proposed. Seconded by Mr. Weiss. All in favor, carried.**

**Consideration of: Recommendation to forward to Parking and Traffic combining Bicycle and Pedestrian Advisory Board with Parking and Traffic:** Ms. Reeths indicated a recommendation was previously forwarded to Parking and Traffic to combine the committees. The recommendation was made at the August 3, 2020 meeting. It was requested due to Bicycle and Pedestrian Advisory Board not having decision making authority and having to forward recommendations to Parking and Traffic along with difficulty having a quorum and getting new committee members. That same issue is still occurring.

Mr. Olejniczak informed the committee the combination of committees would require an ordinance change. He also suggested to the committee a few options moving forward; 1) Recommendation to Parking and Traffic Committee for that committee to take on Bicycle and Pedestrian Advisory Board duties, 2) Recommendation to Parking and Traffic Committee for that committee to take on Bicycle and Pedestrian Advisory Board duties and adding citizen members, 3) Recommendation to have the Advisory Board be a subcommittee of the Parking & Traffic Committee and having joint meetings when bicycle or



pedestrian matters arise. Mr. Olejniczak suggested keeping public committee members for ideas and expertise. Ms. Reeths asked who would be willing to remain on the committee, Mr. Weiss and Mr. Smullen would like to remain and Ms. Ehlers-Kwaterski stated if there was a vacant spot she would be willing to help.

**Motion by Ms. Reeths to forward to Parking and Traffic the recommendation for Bicycle and Pedestrian Advisory Board to combine with Parking and Traffic keeping existing Bicycle and Pedestrian committee members. Seconded by Mr. Weiss. All in favor, carried.**

**Move to adjourn. All in favor. Carried.** Meeting adjourned at 4:21 p.m.

Respectfully submitted,

Candy Jeanquart  
Police Assistant

**R E C O M M E N D A T I O N**

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

We, the Parking & Traffic Committee, hereby recommend holding the 2023 Bike Rodeo as proposed by the Bicycle & Pedestrian Advisory Board. Respectfully submitted,

PARKING & TRAFFIC COMMITTEE

By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 27, 2023

\* \* \* \* \*

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

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

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

**Bicycle and Pedestrian Advisory Board Meeting Minutes**  
**Monday, February 6, 2023**

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**Roll Call:** Members Chairperson Kirsten Reeths, Vice-Chairperson Brian Weiss, Mark Smullen and Cameryn Ehlers-Kwaterski were present. Also present were Police Assistant Candy Jeanquart, Community Development Director Marty Olejniczak, and Planning/Zoning Administrator Stephanie Servia.

**Adoption of agenda:** Moved by Ms. Ehlers-Kwaterski, Seconded by Mr. Weiss to adopt the following agenda:

1. Roll call.
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  7. Adjourn
- All in favor. Carried.

**Approval of minutes from January 9, 2023:** Moved by Ms. Reeths, Seconded by Mr. Weiss to approve the minutes from January 9, 2023. **All in favor. Carried.**

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

**Consideration of: Recommendation to forward to Parking and Traffic 2023 Bike Rodeo:** Ms. Reeths distributed the Bike Rodeo flyer to the committee. She explained Mr. Gustafson will be instructing and Mr. Smullen will reserve the school gymnasium in case of bad weather. The three sponsors are Sturgeon Bay Police Department, Door County Silent Sports Alliance, and Sturgeon Bay School District. Ms. Reeths asked the committee to volunteer their time the day of the rodeo. Municipal Services will chalk to route, place cones and stop signs in Market Square. Sturgeon Bay Sports Alliance will assist along with providing 200 bike helmets.

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pedestrian matters arise. Mr. Olejniczak suggested keeping public committee members for ideas and expertise. Ms. Reeths asked who would be willing to remain on the committee, Mr. Weiss and Mr. Smullen would like to remain and Ms. Ehlers-Kwaterski stated if there was a vacant spot she would be willing to help.

**Motion by Ms. Reeths to forward to Parking and Traffic the recommendation for Bicycle and Pedestrian Advisory Board to combine with Parking and Traffic keeping existing Bicycle and Pedestrian committee members. Seconded by Mr. Weiss. All in favor, carried.**

**Move to adjourn. All in favor. Carried.** Meeting adjourned at 4:21 p.m.

Respectfully submitted,

Candy Jeanquart  
Police Assistant

# Bike Rodeo 2023

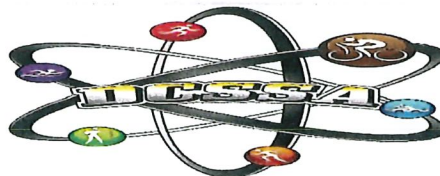


Come spend a couple hours with the City of Sturgeon Bay's Certified Instructor Alderman Spencer Gustafson with the Door County Silent Sports Alliance, and the City of Sturgeon Bay Bike & Pedestrian Committee. We are kicking off the start of summer with a **FREE Bike Rodeo on Saturday, May 6, 2023, at Market Square. This bike rodeo is geared for ages K thru 5<sup>th</sup> grade (but all are welcome).** Children will learn bike safety with hands on experience, the rules of the road, hand signals and safe crossing at intersections. Helmet fittings and bike safety checks will be completed as well.

Two rodeo sessions will be offered throughout the day and will be approximately 1 hour and 15 minutes in length. **Sessions will take place at 10:00 am and 11:30am.** Space is limited to 40 participants in each session. If interested, please just show up.

**Kids will need to bring their own bikes with them in good condition:** Tires inflated, seats adjusted properly, etc. Upon completion of the bike rodeo children will receive a Bell Bike Helmet donated by the Door County Silent Sports Alliance. If inclement weather all will be moved to the Sturgeon Bay Middle school gym.

## Your Community Sponsors:



### Mayoral Appointment to the Aesthetic Design and Site Plan Review Board

Matt Fox – fulfilling the unexpired term of Kelsey Fox, who has resigned. Term expires May 1, 2024

Matt Fox is a Senior Business Advisor with Cultivate Advisors. He works remotely with business owners throughout North America. His role is to work alongside business owners who are growing, scaling and / or exiting their business. He is currently the #1 producing advisor at Cultivate Advisors and holds a World Class Net Promoter Score from his current and past clients. Prior to Cultivate Advisors, Matt spent nearly 12-years with Speedway Convenience Stores in many leadership roles, including District Manager, Fuel Pricing Coordinator, Marketing Category Manager, Division Project Manager and Region Manager. As a Division Project Manager, Matt led a \$50MM capital growth budget for new store growth, rebuild stores and remodel stores. He was the liaison with internal departments such as operations, engineering, real estate and marketing to bring capital projects to life, while presenting at city council meetings and other various city / county meetings throughout Illinois, Wisconsin, Minnesota, Michigan and Indiana. Matt was responsible for site selection, site layout / design, ROI analysis and project post-analysis for all capital projects in his division. As a Region Manager, Matt led a team of 1,000 employees through a major acquisition and rebranding effort in New Mexico and Texas. Matt lives in Sturgeon Bay full-time with his wife and two children. Matt is also a financial trustee at his church.



#### **Matt Fox**

**Senior Business & Exit Advisor**

Cultivate Advisors

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[matt@cultivateadvisors.com](mailto:matt@cultivateadvisors.com) | (920) 363-2251

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

An Ordinance to Rezone Parcel #281-64-63000105B located at 11 Green Bay Road.

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

SECTION 1: The following described property is hereby rezoned from General  
Commercial (C-1) to Mixed Residential-Commercial (C-5):

A parcel of land located in Section 7, Township 27 North, Range 26 East,  
City of Sturgeon Bay, Door County, Wisconsin and legally described as Lot  
2 of Certified Survey Map #2396 recorded in Volume 14, Page 193.

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

Approved:

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

Attest:

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

**AN ORDINANCE TO CREATE SECTION 6.28  
OF THE CITY OF STURGEON BAY  
CODE OF ORDINANCE.**

Upon the recommendation of the Community Protection and Services Committee, the Common Council of the City of Sturgeon Bay, Door County, Wisconsin, do ordain as follows:

**SECTION 1: Chapter 6 Fire Protection is hereby amended by creating Section 6.28 of the Sturgeon Bay Code of Ordinances is hereby created to read as follows:**

**6.28 – Outdoor Wood Burning Furnaces Prohibited.**

- (1) *Definition.* "Outdoor Wood-fired Furnace" means a wood-fired furnace, stove, or boiler that is not located within a building intended for habitation by humans or domestic animals.
- (2) *Prohibition.* No person shall construct, install, operate or use, or suffer to construct, install, operate or use any outdoor Wood-fired Furnace upon any property in the City of Sturgeon Bay.
- (3) *Penalties.*
  - (a) General Penalty. Except as otherwise provided, any person who shall violate this ordinance shall, upon conviction of such violation, be subject to a forfeiture which shall be as follows:
    1. First Offense. Any person who shall violate any provision of this ordinance, shall, upon conviction thereof, forfeit not less than \$15.00 nor more than \$500.00, together with the costs of prosecution.
    2. Second Offense. Any person found guilty of violating any provisions of this ordinance who has previously been convicted of a violation of the same provision within one year shall, upon conviction thereof, forfeit not less than \$75.00 nor more than \$500.00 for each such offense, together with the costs of prosecution.
  - (b) Continued Violations. Each violation and each day a violation continues or occurs shall constitute a separate offense.
  - (c) Other Remedies. Nothing in this ordinance shall preclude the City of Sturgeon Bay from maintaining any appropriate action to prevent or remove a violation of this ordinance.



**SECTION 2:**

All ordinances or resolutions in conflict with this ordinance are hereby repealed.

**SECTION 3:**

This Ordinance shall take effect upon passage by majority vote of the membership of the Common Council and publishing as provided by law.

PASSED AND ADOPTED by the Common Council of the City of Sturgeon Bay, Wisconsin this \_\_\_\_ day of February, 2023.

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



Joshua J. Van Lieshout  
 City Administrator

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

## Memorandum

To: Common Council

From: Josh Van Lieshout, Administrator  
 Marty Olejniczak, Community Development Director

Re: Kwik Trip Site Plan Approval; Driveway to Hwy 42-57 for Kwik Trip.

Date: March 3, 2023

---

**Item:** March 7, 2023 Agenda Item 11, Driveway to Hwy 42-57 for Kwik Trip.

**Issue:** Kwik Trip is planning a location on the City's West Side, the site location is on Duluth Avenue, just south of the intersection of STH 42/57 and Duluth Avenue. After multiple votes the Aesthetic Design Review Board failed to approve the site plan, and forwarded the matter to the Common Council for consideration.

**Discussion:** The proposed site plan includes an access to STH 42/57 through the former Pudlow property (957 & 959 STH 42/57). Through the State highway access permit approval process, it was discovered that a new access drive serving the property would require Kwik Trip to construct a raised median between Ashland Avenue and Duluth Avenue.

The purpose of the median is to limit cross traffic left hand turns, thus decreasing significantly the likelihood of vehicle conflicts and maintaining the orderly flow of traffic.

At their February 21, 2023 of the Common Council, the Council heard testimony from property owners effected by the requirement of a raised median. The theme of the testimony centered the inconvenience to freight operators as well as inconvenience for customers trying to reach the showrooms of Verlo Mattress, Valley Cabinet and Floor Mart.

On March 1, 2023 the City Administrator, Community Development Director, Engineer, Mayor as well as representatives from Kwik Trip, Troy Mleziva and Seth Wadell conferenced with Wisconsin Department of Transportation Northeast Region Traffic Supervisor Randy Asman, Access Management Engineer Dave Nielson and Traffic Engineer Rod Hamilton. The purpose of the meeting was to identify any possible way to allow the driveway to STH 42/57 and avoid a raised median between Ashland Ave. and Duluth Ave.

The City proposed several options and combinations of options including:

- Speed reduction
- Right enter only driveway
- Memorandum of Understanding to install the median at a later date

- Construction of a partial median
- Seasonal median

Wisconsin Department of Transportation officials discussed each of the proposed options, however are firm in their conviction that the alternatives are not satisfactory. Through the discussion, each of the alternative discussed were in conflict with either policy objectives, design standards, administrative rules or State statutes. DOT maintains that traffic safety will be improved by construction of the raised median and elimination of left-hand turns.

As previously shared with the Council, DOT has stated that the median will likely be installed even if Kwik Trip doesn't build or builds without a driveway to the highway. For example, the parcel through which the Kwik Trip driveway would go will likely be sold if the driveway is not allowed. The new use would possibly trigger the median anyway.

### **Recommendation:**

Given the forgoing if the Council were inclined to approve the site plan and driveway, Staff recommends the following conditions be placed on the approval:

- Require access to Kwik Trip property for Destination Door County and the Verlo Mattress Parcel
- Require Kwik Trip to allow freight deliveries to/from Sturgeon Bay Metal Products (and others) to go through the Kwik Trip property in order to reach Duluth Ave for left turn back onto highway for truck access.
- Require dedication of right of way from Kwik Trip for future connection to South Ashland Ave.
- Direct Finance Committee to consider an amendment to the TID 7 plan, acquiring and improve right of way on private road between North Duluth Ave and Target Store/North Ashland Ave.

### **Options:**

1. Approve with conditions stated/modified above
2. Approve without conditions
3. Deny the site plan/driveway approval request.

RESOLUTION

WHEREAS, the Common Council of the City of Sturgeon Bay has determined that it is in the best interests of the City of Sturgeon Bay to increase the Solid Waste User fee.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Sturgeon Bay hereby adopts the following fees:

<u>Type</u>	<u>Fee</u>
Solid Waste User Fee	
2024	\$11.82
2025	\$13.40
2026	\$15.20
2027	\$17.23
2028	\$19.54

\* \* \* \* \*

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

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

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

## EXECUTIVE SUMMARY

**TITLE:** Solid Waste User Fee

**BACKGROUND:** In October of 2017 the Common Council, approved a recommendation from the Finance/Purchasing and Building Committee to increase the solid waste user fee by 3% annually for a 6-year period as follows:

2018	\$8.99
2019	\$9.26
2020	\$9.54
2021	\$9.83
2022	\$10.12
2023	\$10.42

Historical pricing data:

2004	\$4.95
2005-2007	\$5.25
2008-2013	\$5.78
2014-2017	\$8.73

The pricing structure established in 2017 was enough to fund the annual operations of the solid waste fund and provide for a 25% fund balance/cash reserve. It also allowed for paying a portion of new truck purchases with cash. In 2021 the City purchased a rear load refuse truck with cash for just under \$150,000, but the financial position of the fund required debt issuance for the two automated trucks.

Though the unaudited solid waste fund balance at the end of 2022 is hovering at around 50%, the cash position is a few percent less. Through the years, committee and staff discussions have focused on the City lining itself up to pay cash for capital acquisitions in the future. Whether or not that is still the goal, the fee will need to be increased. As you are aware, costs have increased significantly recently and loan interest rates have risen.

In preparation for this conversation, staff prepared and analyzed a 12-year cash flow projection. The projection period of 12 years was used to forecast operating and capital needs through the life cycle of the next major capital acquisition, that being acquisition of two new solid waste collection trucks in 2028, and then includes the year 2035 at which time it is anticipated another set of trucks will be purchased. The trucks have proven to have a 7-year life cycle at best.

In 2017, when the Finance Committee considered a fee increase, staff proposed raising the fee to \$11.10 with the objective of fully funding depreciation, capital acquisitions, and maintaining at least a 25% fund balance/cash reserve. After a couple of meetings and healthy debate regarding the goals of the City in terms of operating on a cash basis, debt basis, or a combination of the two, the Finance Committee recommended to the Common Council to approve a 3% annual increase through 2023. This

financial decision provided enough cash to fund annual operations, create an adequate fund balance/cash reserve. Since the direction has been established to use debt financing for the purchase of trucks it would be difficult to migrate to a cash purchase system because the increase in rates to do so would not be palatable to the rate payer.

**FISCAL IMPACT:** The fiscal impact to the consumer is a gradual change in price from \$10.42 per month to \$11.82 or \$12.61 per month in 2024 depending on the option chosen. The fiscal impact to the enterprise fund for the overall 5-year period, is the ability to cash fund the annual operations of the solid waste fund and maintain the 25% fund balance/cash reserve at the very least. Approving a fee at the higher end of the spectrum will generate sufficient funds to either pay cash for capital acquisitions or use a combination of cash and debt for capital acquisitions.

**OPTIONS:** Recalling the conversations of the past, below are some fee increase options to consider as the current fee will soon be not enough to support the annual operations and reserve requirements of the fund.

1. Establish a fee to support annual operations and adequate fund balance/cash reserves. This option requires 100% debt issuance for capital acquisitions. To accomplish this, 13.4% annual increases for the next five years are needed.

2024	\$11.82
2025	\$13.40
2026	\$15.20
2027	\$17.23
2028	\$19.54

2. Establish a fee to support annual operations, adequate fund balance/cash reserves, and to fund capital acquisitions with 50% cash and 50% debt. To accomplish this, 17% annual increases for the next five years are needed.

2024	\$12.19
2025	\$14.26
2026	\$16.69
2027	\$19.53
2028	\$22.85

3. Establish a fee to support annual operations, adequate fund balance/cash reserves, and to fund capital acquisitions with cash. To accomplish this, 21% annual increases for the next five years are needed.

2024	\$12.61
2025	\$15.26
2026	\$18.46
2027	\$22.34
2028	\$27.03

For comparison purposes, below are the rates charged by other municipalities in the county, via the tax roll, to their citizens for refuse collection.

Town of Forestville	\$17.35
Town of Nasewaupee	\$12.73
Town of Union	\$16.10
Village of Forestville	\$19.11
GFL	\$33.00

RECOMMENDATION:

Recommend to the Common Council to increase the solid waste user fee as follows:

2024	\$11.82
2025	\$13.40
2026	\$15.20
2027	\$17.23
2028	\$19.54

PREPARED BY:

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

1/27/23  
Date

PREPARED BY:

Mike Barker  
Mike Barker  
Municipal Services Director

1/31/23  
Date

PREPARED BY:

Joshua J. Van Lieshout  
Joshua J. Van Lieshout  
City Administrator

1/27/23  
Date



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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve ordering the Farmall 40A tractor and Case L340 Ih loader bucket from Service Motor Company in an amount not to exceed \$29,250, and trade in a 2001 Case DX40 with a bucket loader valued at \$8,000.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 14, 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

**Date:** February 9, 2023

**Title:** Purchase of a Utility Tractor

**Background:** On February 9, 2023 the Municipal Services Department opened proposals for the purchase of a utility tractor. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. Five proposals were received:

Service Motor Company  
New Franken, WI  
Tractor Manufacturer: Farmall (Case)  
Tractor MDL: 40A  
Tractor Price: \$23,100  
Bucket MDL: Case L340 1h  
Loader Bucket: \$6,150  
Combined Price: \$ 29,250  
Trade Value: \$ 8,000  
Total: \$ 21,250

Service Motor Company  
New Franken, WI  
Tractor Manufacturer: Kubota  
Tractor MDL: L3902HST  
Tractor Price: \$25,300  
Bucket MDL: Kubota LA525  
Loader Bucket: \$ 6,350  
Combined Price: \$31,650  
Trade Value: \$8,000  
Total: \$23,650

Bobcat Plus  
DePere, WI  
Tractor Manufacturer: Bobcat  
Tractor MDL: 4050  
Tractor Price: \$35,579  
Bucket MDL: FL9  
Loader Bucket: Included  
Combined Price: \$35,597  
Trade Value: \$ 9,000  
Total: \$26,579

Swiderski Equipment Inc  
Mosinee, WI  
Tractor Manufacturer: New Holland  
Tractor MDL: Boomer 40 w/cab  
Tractor Price: \$41,270  
Bucket MDL: NH 250TLA2  
Loader Bucket: Included  
Combined Price: \$41,270  
Trade Value: \$6,000  
Total: \$35,270

Swiderski Equipment Inc  
Mosinee, WI  
Tractor Manufacturer: New Holland  
Tractor MDL: Boomer 40 no cab  
Tractor Price: \$33,990  
Bucket MDL: NH 250TLA2  
Loader Bucket: \$ Included  
Combined Price: \$33,990  
Trade Value: \$6,000  
Total: \$27,990

The 2023 capital budget line 10-510-000-59065 included \$35,000 for the purchase.

**Fiscal Impacts:** \$29,250 and the trade of our 2001 Case DX40 with loader bucket valued at \$8,000.

**Recommendation:** Staff recommends proceeding with ordering the Farmall 40A tractor and Case L340 1h loader bucket from Service Motor Company at a price not to exceed \$29,250 and trading in our 2001 Case DX40 with buck loader valued at \$8,000

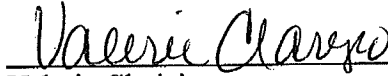
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 09 FEB 2023


**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 2/9/23

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 2/9/23

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of the ILH-450 Harvester and ILH Tri-Axle trailer from Inland Harvester with optional water pump in an amount not to exceed \$182,202 and trade in a 1995 Aquarius HM-420 w/trailer valued at \$15,000.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 14, 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

**Date:** February 9, 2023

**Title:** Purchase of a 2023 or Newer Aquatic Weed Harvester

**Background:** On February 8, 2023 the Municipal Services Department opened proposals for the purchase of a new aquatic weed harvester with trailer. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. Two bids were received.


Aquarius Systems		Inland Harvester	
North Prairie, WI		Burlington, WI	
Harvester MDL:	MH-420	Harvester MDL:	ILH-450
Harvester Price:	\$222,605	Harvester Price:	\$162,537
Trailer MDL:	TR-23 Standard	Trailer MDL:	ILH Tri-Axle
Trailer Price:	\$17,500	Trailer Price:	\$16,190
Optional Water Pump	\$1,500	Optional Water Pump	\$3,475
Price w/ option:	\$241,605	Price w/ option:	\$182,202
Trade Value:	\$25,000	Trade Value:	\$15,000
Total w/ option:	\$216,605	Total w/ option:	\$167,202

The 2023 capital budget line 10-560-000-59065 included \$375,000 for the purchase.

**Fiscal Impacts:** \$182,202 and the trade of our 1995 Aquarius HM-420 w/ trailer valued at \$15,000.

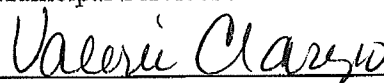
**Recommendation:** Staff recommends purchasing the ILH-450 harvester and ILH Tri-Axle trailer from Inland Harvester with the optional water pump at a price not to exceed 182,202 and trading in our 1995 Aquarius HM-420 w/ trailer valued at \$15,000.

**Prepared By:**

  
Mike Barker  
Municipal Services Director

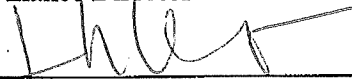
**Date:** 09 FEB 2023

**Reviewed By:**

  
Valerie Clarizio  
Finance Director

**Date:** 2/9/23

**Reviewed By:**

  
Josh VanLieshout  
City Administrator

**Date:** 2/9/23

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the bid for aquatic weed spraying from Wisconsin Lake and Pond Resources for spraying and permitting for the next two years in the amount of \$400 per acre.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 14, 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

**Date:** February 8, 2023

**Title:** Aquatic Weed Spraying Services

**Background:** On February 8, 2023 the Municipal Services Department opened proposals for the spraying of aquatic weeds as outlined in our current Aquatic Plant Management Plan. 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 specification was written to cover the entire sprayable acreage within our plan to include applying for appropriate applications. Two proposals were received.

Aquatic Plant Management LLC  
Minoqua, WI  
Per Acre       \$600  
Total Cost     \$26,610

Wisconsin Lake and Pond Resource  
Eldorado, WI  
Per Acre       \$400  
Total Cost     \$20,526.13

The 2023 operating budget line 01-560-000-55010 includes \$17,000 for the service.

**Fiscal Impacts:** Estimated \$16,500, this is estimated due to the amount of sprayable acreage changes each year due to what the WI DNR will let us spray.

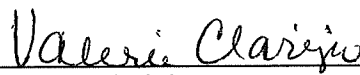
**Recommendation:** Staff recommends using the services provided by Wisconsin Lake and Pond Resource for our spraying and permitting needs for the next two years.

**Prepared By:**

  
\_\_\_\_\_  
Mike Barker  
Municipal Services Director

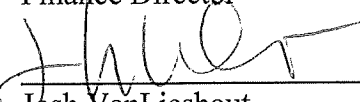
**Date:** 08 Feb 2023

**Reviewed By:**

  
\_\_\_\_\_  
Valerie Clarizio  
Finance Director

**Date:** 2/9/23

**Reviewed By:**

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

**Date:** 2/9/23

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the additional cost to Onterra, LLC for adding Bradley Lake to the Aquatic Plant Management Plan in an amount not to exceed \$5,795.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 14, 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

**Date:** February 8, 2023

**Title:** Award of Bid Including Bradley Lake to the City of Sturgeon Bay's Aquatic Plant Management Plan

**Background:** Municipal Services recently opened bids for updating the City's Aquatic Plant Management Plan which is set to go before the Common Council at the scheduled meeting. During a discussion a few weeks after the bid was opened, it was decided that Bradley Lake could benefit from the same study that will be conducted throughout the bay. I discussed this with a managing member of Onterra and he agreed that it could benefit with improvements to the lake. I asked him for a price to have it included in the plan.

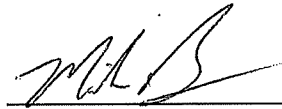
Onterra, LLC  
815 Prosper St.  
De Pere, WI  
Price: \$5,795

The 2023 capital budget line 10-560-000-59999 included \$40,000 for updating the plan, \$33,790 has been obligated for the plan leaving \$6,210.

**Fiscal Impacts:** \$5,795 for the Bradley Lake study.

**Recommendation:** Staff recommends approving the additional cost to have Onterra add Bradley Lake to the City's Aquatic Plant Management Plan at a price not to exceed \$5,795.

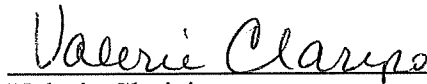
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 08 FEB 2023

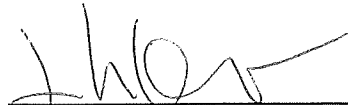
**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 2/9/23

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 2/9/23

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

We, the Finance/Purchasing & Building Committee, hereby recommend to proceed with ordering the Single Axle Patrol Truck and Equipment from Packer City Trucks and recommend rolling the purchase over to the 2024 budget at an increased amount to cover the cost overage and trade in a 1996 Ford L-8000.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 14, 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

**Date:** February 7, 2023

**Title:** Purchase of a Single Axle Patrol Truck and Equipment

**Background:** On February 2, 2023 the Municipal Services Department opened proposals for the purchase of a single axle patrol truck and equipment. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. One complete proposal was received, one proposal for a truck chassis and two proposals for the equipment was received:

Packer City Trucks  
Shawano, WI  
Truck Shassis and Equipment  
Chassis Price: \$113,635  
Equipment Price: \$108,365  
Price: \$222,000  
Trade Value: \$5,000  
Total: \$217,000

Quality Truck Care Center  
DePere, WI  
Chassis Only  
Chassis Price: \$130,394  
Equipment Price: N/A  
Trade Value: \$2,000  
Total: \$128,394

Casper's Truck Equipment  
Appleton, WI  
Equipment Only  
Total: \$114,107

Truck Equipment  
Green Bay, WI  
Equipment Only  
Total: \$122,502

The 2023 capital budget line 10-400-000-59060 included \$190,000 for the purchase.

**Fiscal Impacts:** \$222,000 and the trade of our 1996 Ford L-8000 valued at \$5,000.

**Recommendation:** Staff recommends proceeding with ordering the truck and equipment package through Packer City Trucks. Also recommend rolling this purchase over to the 2024 budget at an increased amount to cover the overage. The sales manager from Packer City Trucks stated that this truck would not arrive until 2024; the price quoted is current price and is subject to change pending pricing of materials.

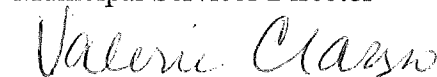
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 07 Feb 2023

**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 2/13/23

**Reviewed By:**

Josh VanLieshout  
City Administrator

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